

ICT POLICY	ICT STEERING COMMITTEE CHARTER
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TERMS OF REFERENCE

1. Introduction

The role of the ICT Steering Committee has evolved over time and can no longer be ignored by Municipalities since it has become critical that Municipalities should focus on ICT Governance.

The primary goals for ICT Governance are to assure that the investment in ICT generate business value and mitigate the risks that are associated with information communication technology.

The establishment of an appropriate ICT Steering Committee will ensure that the application, management and review of the Municipal ICT strategies and plans are consistent with the goals and the objectives of the Municipality and will ensure that the Municipality complies with the legislations, since it is now a legal requirement.

2. Purpose

The purpose of this Charter is to define the role and objectives of the ICT Steering Committee. The distinguishing characteristic of the ICT Steering Committee is its responsibility for aligning Information Management activities with organisational vision, mission and objectives and which will enhance ICT Governance.

3. Objectives

The objectives of the ICT Steering Committee shall include, but not limited to:

- 3.1 Assist the Municipal Management in governing and overseeing the Municipality's ICT matters or activities;
- 3.2 Ensure alignment of ICT projects with business requirements;
- 3.3 Improve communication channel between the ICT(Information Communication Technology) and the rest of the Municipality;
- 3.4 Ensure ICT Governance is in line with the relevant regulatory frameworks;
- 3.5 Ensure that ICT resources are adequate to support the objectives of the Municipality;
- 3.6 Ensure optimal utilisation of ICT resources in the execution of the IT strategies and plans;
- 3.7 Ensure economies of scale and eliminate duplication;
- 3.8 To ensure alignment and compliance with procurement procedures; and
- 3.9 Ensure that all ICT initiatives and activities are managed centrally to avoid duplication and incompatibilities of systems.

In doing so, the Committee serves as a major co-ordination and communication vehicle among ICT providers and users and a central IT advisory channel to the Executive Management Committee.

4. The delegation of authority

Authority delegated to the ICT Steering Committee is founded on the following principles:

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- 4.1 Does not divest the Municipal Manager of their responsibilities concerning the exercise of the delegated power or the performance of the assigned duties herein.
- 4.2 Is given to a Committee whose membership integrates both ICT and business knowledge (or an ICT Manager who is to include relevant representation from the business in decision-making).
- 4.3 Is subject to the statutory and legal limitations, recorded herein, and such other lawful limitations as may be applicable to the organisation from time to time.
- 4.4 Is subject to any limitations, conditions, policies and/or directives that may be developed and implemented by Executive Management at the request of the Municipal Manager in the exercise of such delegated powers.
- 4.5 May at any time be revoked or varied by the Municipal Manager.
- 4.6 The Municipal Manager may confirm, vary or revoke any decision taken by the ICT Steering Committee as a result of a delegation in terms hereof, subject to any rights that may have become vested as a consequence of the decision.
- 4.7 Unless otherwise specified, the ICT Steering Committee is hereby authorised, in writing, and subject to paragraphs 4.1 to 4.6 above:
 - (a) To delegate further any powers and authority delegated to the ICT Steering Committee to an officer, employee, any person or committee and to allow sub-delegation of such powers only once and, where necessary, in terms of the needs of the business, subject to the policies, directives, and conditions that the Municipal Manager may from time to time prescribe, and the reporting of such authority.
 - (b) To impose any limits or conditions in such further delegation to ensure good governance and controls with regards to the exercise of such powers and may, in writing, confirm, vary or revoke any decision taken subject to any rights that may have become vested as a consequence of such decision.
- 4.8 The ICT Steering Committee shall ensure that any further delegation or sub-delegation is to a functionary with the appropriate seniority, skill, expertise, and knowledge to exercise such authority in an effective manner and shall ensure that such authorities are reviewed on a regular basis.
- 4.9 The ICT Steering Committee or any other person with delegated powers may only exercise those powers in respect of the responsibilities and functions allocated to them from time to time, in terms of a performance agreement or specific instructions or mandates.
- 4.10 Reporting is to follow the delegation process i.e. any approvals need to be reported to the next level of authority. Non-conformance with the delegated powers shall be reported to the next higher level of authority.

5. Roles & Responsibilities

5.1 The ICT Steering Committee is responsible to:

- 5.1.1 Develop, maintain, promote and review the ICT Strategy Plan and the Master System Plan;
- 5.1.2 Consider new projects that emerge and their impact on the current ICT Strategy Plan;
- 5.1.3 Ensure that ICT Strategies are aligned with the wider Municipal directions and policy priorities as well as the Rand West City Local Municipality's Strategic & Corporate Objectives, its Integrated Development Plan (IDP), and its Service Delivery & Budget Implementation Plan (SDBIP);

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- 5.1.4 Review and make recommendations to the Executive Management Committee regarding the assignment of administration of major Information and Communication Technology projects;
- 5.1.5 Review and make recommendations to the Executive Management Committee concerning the Information and Communication Technology budget;
- 5.1.6 Oversee the development and adherence to standards for security, confidentiality, and protection of all data, information, and Telecommunication systems;
- 5.1.7 Develop Policies & Procedures, identify Policy gaps, review existing Policies and approve Policies;
- 5.1.8 Provide advice and recommendations to the Accounting Officer and Executive Management Team on significant ICT issues;
- 5.1.9 Report ICT matters quarterly to the Audit Committee in consultation with the office of the Accounting Officer;
- 5.1.10 Evaluate the Strategic Information Service performance, based on the various ICT reports provided and guide for solutions towards major risks, obstacles, and issues; and
- 5.1.11 Assist the IT Manager to achieve his/her position's objectives.

6. ICT Steering Committee Membership

It is critically important to have key stakeholders involved in the ICT Steering Committee. The stakeholders are representatives from both the business as well as Strategic Information Services. The ICT Steering Committee shall comprise the following permanent members:

- Municipal Manager;
- Executive Manager: Corporate Services;
- Executive Manager: Community Services;
- Chief Financial Officer;
- Executive Manager: Infrastructure Services;
- Executive Manager: Development Planning;
- Chief Operation Officer;
- ICT Manager;
- Chief Audit Executive, and
- Risk Management & Compliance Manager.

The ICT Steering Committee shall extend, deemed necessary or appropriate, to call other IT stakeholders across the Municipality as the agenda dictates (not part of the core structure).

The Executive Manager: Corporate Services shall serve as the Chairperson of the Committee. The Chair shall have the authority to delegate functions and responsibilities to the extent that this Charter does not expressly prohibit such delegation.

The Chair shall appoint the Executive Manager: Corporate Services as Vice-chair, who shall preside over the ICT Steering Committee in the Chair's absence.

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Alternative members may be co-opted to attend the ICT Steering Committee meetings at the discretion of their respective Managers and the prior approval of the Chairperson. The Chairperson may also invite other persons to attend meetings as required.

In the absence of a member, his/her delegate may attend the meeting.

7. Appointment

Members are appointed by virtue of their employment in the RWCLM as well as their ranks and not as individuals. Members will receive appointment letters signed by the Municipal Manager.

The membership of a person appointed by virtue of his/her status, as an official, will cease upon his/her departure from the employ of the RWCLM and/or his rank. When this occurs such a vacancy shall be filled with another official occupying the rank.

A member shall cease to be a member if:

- 7.1 he/she resigns from RWCLM;
- 7.2 he/she is suspended from RWCLM;
- 7.3 he/she is suspended from this committee; and
- 7.4 he/she is demoted from his/her position.

The Executive Management Committee may institute disciplinary procedures against a non-performing member.

8. Duties and functions of Members

- 8.1 The Executive Manager: Corporate Support Services shall:
 - (a) Provide the Executive Management Committee with reports on the activities of the committee quarterly or at the intervals as may be determined by the Executive Management Committee;
 - (b) Ensure that the decisions of the Committee are consistent with the budget allocation of each financial year, the Municipal Medium Term Expenditure Framework as well as the overall Municipal IDP;
 - (c) Ensure that meetings are conducted in an open, fair and transparent manner;
 - (d) Ensure that the members voice their views about any matter under scrutiny;
 - (e) Ensure that the members form a quorum before proceeding with the meeting; and
 - (f) Ensure that there is an appropriate balance of power and authority, such that no one individual member or group of individuals dominates decision making.
- 8.2 The Acting Chairperson of the Committee shall:
 - (a) Perform the functions of the Chairperson in his/her absence.

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- 8.3 Members of the ICT Steering Committee shall:
- (a) Ensure that they partake in every decision which is taken in the meetings of the Committee; and
 - (b) Apply their minds to recommendations made to the Executive Management Committee by the Committee.

9. Meetings

9.1 Frequency

- 9.1.1 The Chairperson will schedule meetings to take place as and when necessary, but the Committee must meet every quarter or at least four (4) times per year.

9.2 Attendance

- 9.2.1 Every member present at a meeting shall sign his/her name in an attendance register, which shall be kept by the Secretary for record purposes.
- 9.2.2 Failure to attend three (3) consecutive meetings without reasonable cause shall institute misconduct by the member, which may be reported to the Executive Management Committee.

9.3 Participation

- 9.3.1 Meeting packs shall be distributed two (2) working days before the meeting to enable members to prepare for the meeting and participate therein.
- 9.3.2 Each member shall be allowed to play a full and constructive role in the affairs of the Committee and should be furnished with all relevant information/details before making any decision.
- 9.3.3 Members shall conduct themselves in a befitting manner and show respect to all.
- 9.3.4 The decisions/conclusions of the Committee meetings are binding and shall be defended by all members.

9.4 Quorum

- 9.4.1 The quorum for the decisions of the Committee shall be half (1/2) of the members present plus one (1), who shall vote on the matter for decision.
- 9.4.2 If after twenty (20) minutes of the time at which a meeting should commence, no quorum as contemplated in clause 9.4.1, is assembled, the meeting shall not take place, unless the Chairperson in consultation with the members present agree to wait a further period not exceeding fifteen (15) minutes to obtain/get a quorum .
- 9.4.3 If no quorum is assembled as contemplated in Clause 9.4.1, the business of the proposed meeting shall stand over till the next meeting is called within fourteen (14) days for the purpose of disposing of such business.
- 9.4.4 The meeting contemplated in clause 9.4.2 will be deemed an adjourned meeting and the notice and agenda of such meeting will be dealt with accordingly.
- 9.4.5 If a quorum could not be obtained for two (2) consecutive occasions, the Chairperson shall

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convene a meeting within seven (7) days and at such meeting one third (1/3) of the members of the Committee shall constitute a quorum.

9.5 Minutes

- 9.5.1 The ICT Manager or Executive Manager: Corporate Support Services shall appoint an ICT Steering Committee Secretary.
- 9.5.2 The Secretary shall take Minutes for every meeting of the Committee.
- 9.5.3 Minutes of the proceedings of every meeting shall be printed and be circulated to every member of the Committee. Minutes for each meeting shall be submitted for confirmation at the next meeting by all members.
- 9.5.4 The minutes shall be taken as read for the purpose of confirmation if a copy thereof was furnished to each member at least forty-eight (48) hours prior to the meeting concerned.
- 9.5.5 The Chairperson of the meeting shall sign the Minutes of the meeting as authorisation before the commencement of the next meeting, unless agreed to by all present in such meeting.
- 9.5.6 The minutes shall contain a record of the persons present, a complete and accurate description of matters discussed, conclusions reached as well as copies of all documents received, issued or approved by the Committee.

9.6 Agenda

- 9.6.1 An Agenda shall be drafted for every meeting of the Committee based on the input from members and/or as may be assigned by the ICT Manager.
- 9.6.2 The notice of each meeting of the Committee, confirming the venue, time and date and enclosing an Agenda of items to be discussed shall, other than under exceptional circumstances, be forwarded to each member of the Committee not less than two (2) working days prior to the meeting.

10. Basic Code of Professional Conduct

The Chairperson, Deputy Chairperson or a member shall:

- 10.1 strive to execute his / her duties in a cost effective manner;
- 10.2 use office equipment in an effective and efficient manner to maximise the intended output;
- 10.3 execute his / her duties in a professional and competent manner not bringing the Committee or the Municipality into disrepute due to his / her actions;
- 10.4 accept the responsibility to avail himself / herself to training and self-development throughout the term of office; and
- 10.5 avail himself / herself to attend the Committee meetings on a regular basis.

11. General

- 11.1 The Committee shall ensure that activities undertaken represent all categories of interest that relate to the subject matter.

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- 11.2 Committee members shall be required to disclose their direct or indirect interest in the business outside the business of the Municipality.
- 11.3 The Committee shall, with the approval of the Executive Management Committee, seek independent professional advice where necessary, at the expenses of the Municipality.

12. Code of Conduct of the Committee Members

12.1 The relationship with the public and Executive Council

The Chairperson, Deputy Chairperson and all members shall:

- 12.1.1 be faithful to the Republic of South Africa, honour the South African Constitution and abide thereby in the execution of their tasks,
- 12.1.2 put the public interest first in the execution of his / or her tasks,
- 12.1.3 loyally execute the Policies of the RWCLM in the execution of his / her duties; and
- 12.1.4 co-operate with the public institutions established under the legislation and constitution in promoting the public interest.

12.2 Personal Conduct & Private Interests

The Chairperson, Deputy Chairperson or a member shall:

- 12.2.1 withdraw from the discussion or the making of a decision on any matter of the committee in which such a member or his / her spouse, immediate family member, business partner or associate other than the state; has a direct or indirect financial interest;
- 12.2.2 not use his or her statutory status or position to obtain gifts or benefits for himself or herself during the performance of his or her duties nor accept gifts or benefits when offered as these may be construed as bribes; and where acceptable, disclose such benefits or gifts;
- 12.2.3 not disclose official information for personal gain or gain of business partners, associates or family member, other than the state.

13. Endorsement

The Municipal Manager by virtue of his signature hereby endorses this Charter. The Charter shall be reviewed twenty four (24) months after the day of approval.