

## **Appendix A - Draft Terms of Reference**

### **Objectives**

1. The overall objective of the Digital Connectivity Working Group (the Group) is to support the work of the People and Places Board to improve digital connectivity for residents of non-metropolitan areas.

### **Membership**

2. Members will be appointed to the Group by the People and Places Board, and may co-opt other board members as necessary. Due to the narrow focus of the Group, it is not a requirement to reflect the political balance of the board, but the Group must ensure that their work and any recommendations are consistent with a cross-party approach.

### **Ways of working**

3. The Group must keep LGA officers up to date with their work and activities, including any meetings and conversations held with external stakeholders. However, the group will not be able to commit LGA officers to deliver activities outside of the People and Places Board workplan without the full agreement of the People and Places Board lead members or the wider board.
4. The Group will be resourced at officer level by the Association of Directors of Environment, Economy, Planning and Transport (ADEPT), subject to restrictions in paragraph 13.
5. The Group has full discretion to explore its remit. However, in doing so, the Group must give full consideration to, and maintain, public LGA lines. The Group may not make any public comments to press, media or conferences without having first cleared those comments with LGA officers and all political parties.
6. The Group may wish to publish documents, case studies or research on specific areas of interest. Before doing so, they must first secure the cross-party agreement of the People and Places Board lead members.

### **Finances**

7. The LGA will not be liable for any costs incurred by the Group relating to staffing costs or member travel, beyond those already agreed in relation to attending outside bodies.
8. The Group may make use of LGA meeting facilities without charge, subject to availability.

### **Lifespan**

9. The Group will be overseen by the People and Places Board and will be reviewed in accordance with the annual board cycle. The People and Places Board or the Group itself may also choose to end the group outside of the board cycle if deemed necessary.