

Bassingbourn-cum-Kneesworth Parish Council

TERMS OF REFERENCE

IT WORKING GROUP

1	Purpose	To advise the Council on all matters relating to all electronic processing including costs, standards, controls and acceptability.
		To advise the Council on all matters relating to the creation, maintenance and uploading of material to the Council's website
2	Reports to	Bassingbourn-cum-Kneesworth Parish Council
3	Status	Enduring but subject to annual re-appointment
4	Membership	May include councillors and non-councillors
5	Scope	Email - hosting, creation, security Webpage : hosting, updating etc. I.T. support systems – requirements capture, specification development testing and user training Selection advisory materials and expertise Selection and commissioning of external expertise
6	Delegation of Authority	Expenditure authority only within categories and amounts authorised in advance by the Parish Council