

techUK Justice & Emergency Services Management Committee 2022-2024

Programme Overview

techUK's Justice and Emergency Services (JES) Programme provides a forum for justice and public safety stakeholders, from national policing bodies and local forces to fire and rescue and the justice system, opportunities to collaborate with members and stakeholders to understand the latest innovations, problem-solve and develop networks. The programme creates a voice for members active in this market and champions the role technology plays in supporting the delivery of public safety services.

The Justice & Emergency Services Management Committee (JESMC) is an elected committee of JES Programme Group members that provides strategic direction, guidance and industry perspective to the JES Programme so that it is relevant and valuable to the wider membership. To do this, the JESMC will create opportunities for early, meaningful and open engagement between justice and public safety organisations and industry, particularly around new technologies, how to optimise the use of existing capabilities and trends.

Management Committee Terms of Reference

The JESMC will be composed of a maximum of 16 elected representatives from the techUK member community. The JESMC is not open for public sector organisations to join.

The JESMC has one Chair and one Vice Chair.

The JESMC Secretariat is provided by techUK.

The SME Champion will be provided by techUK and will be responsible for ensuring that the programme includes efforts and opportunities that support the Government's target of 33% spending to SMEs by 2022.

Six positions on the JESMC will be designated for representatives from an SME.

An SME is defined as:

The category of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding 50 million euro (£41m), and/or an annual balance sheet total not exceeding 43 million euro (36m).

The six designated SME representatives shall be the six candidates from SME member companies who obtain the highest number of votes.

There will be a limit of one representative per company, though committee members are strongly encouraged to nominate a deputy to attend when they are unable to attend themselves.

Guide to Responsibilities

Chair

The Chair of the Justice & Emergency Services Group will be expected to take on the following responsibilities:

- **Contribute toward the forward planning of the Group's programme.** This is undertaken at annual or biannual meetings with the Chair of the Group as well as the

techUK staff responsible for that Group Further discussion is also carried out via email or phone calls throughout the year.

- **Be prepared to be a vocal public spokesperson for the Group.**
- **Represent techUK membership at internal and external events.**
- **Participate in Public Services Board meetings.** This takes place on an ad hoc basis and is announced in advance.
- **Chair Management Committee meetings** whenever it is scheduled to meet. When unable to chair the meeting responsibility for this will be delegated to the Vice Chair(s).
- **Contribute towards securing stakeholders for events/meetings.**
- **Suggest at least one topic or theme for the monthly thought leadership piece.**
- **Support in the development and dissemination of a quarterly “Chair’s Statement”.**
- **Provide input into techUK outputs such as white papers and consultations as required.**

Vice Chair

The Vice Chair of the Justice & Emergency Services Group will be expected to take on the following responsibilities:

- **Chair Management Committee meetings.** In the event that the Chair of the group is unable to do so, the Vice Chair will be expected to deputise for the Chair.
- **Contribute toward the forward planning of the Group’s programme.** This is undertaken at annual or biannual meetings with the Management Committee as well as the techUK staff responsible for that committee. Further discussion is also carried out via email or phone calls throughout the year.
- **Participate in techUK’s Public Sector Board meetings** with all other Chairs and Vice Chair as required or invited. This takes place on an ad hoc basis and is announced in advance.
- **Represent techUK membership at internal and external events**
- **Suggest at least one topic or theme for the monthly thought leadership piece.**
- **Provide input into techUK outputs such as white papers and consultations as required.**

Guide to responsibilities – Committee Members

Members of the Justice & Emergency Services Management Committee (i.e. those that are neither Chair nor Vice-Chair) will be expected to take on the following responsibilities:

- **Contribute toward the forward planning of the Group’s programme.** This is undertaken at annual or biannual meetings with the Chair of the Committee as well as the techUK staff responsible. Further discussion is also executed via email or phone calls throughout the year.
- **Attend monthly Committee meetings**, in person or remotely, or send a deputy if unable to attend.
- **Provide input into techUK outputs such as white papers and consultations as required.**
- **Represent techUK membership at internal and external events.**
- **Suggest at least one topic or theme for the monthly thought leadership piece.**

Management Committee Engagement Initiatives

Encouraging young people:

For three meetings a year, JESMC members will be asked to bring a “shadow” – a junior colleague with expertise or interest in the JES fields.

This is to encourage diversity, engagement, networking and the development of sector-specific knowledge.

Monthly thought leadership piece:

To raise the profile of the JESMC, a monthly thought leadership will be written by the Secretariat under the name of the JESMC. It will be drafted and reviewed ahead of the meeting but released on the date of the meeting.

The JESMC will be required to provide monthly topic suggestions.

Nomination and Election

Only *current techUK members* are eligible to nominate themselves for election to the JESMC.

All members of the JESMC will be elected to serve for a two-year term.

A general notice will go to the JES Group calling for nominations for the JESMC.

Thereafter, the JESMC, including the Chair and Vice-Chair will be elected by a vote of the JES Programme Group. In the event of a complete committee change, and in the interest of programme consistency, the former Chair and Vice Chairs may be asked to continue to participate for up to six months after the end of their tenure.

Each member company will be afforded one vote and the elections will be decided on a ‘first past the post’ system. In the event of a draw between 2 candidates, both candidates may be invited to sit on the Committee.

After the voting is counted, nominees with the most votes will be asked to formally accept their position on the JESMC, confirming that they have read and understand the commitment as set out in this TOR. The JESMC will be formally announced before the start of the new tenure.

Dismissal and Re-election

Should a member of the Management Committee no longer be able to perform the duties expected of them as set out above, they may resign from their post.

In this instance they may:

- nominate a colleague from their company to take their place
- vacate their company’s position on the JESMC and the seat will go to the candidate who received the next highest number of votes.

If you have two *unexplained* absences over the course of 12 months you may be excused from the committee.

If you change employment during your term you may be excused from the committee.

If the Committee is not satisfied with the performance of another Committee member, the rest of the Committee shall vote as to whether to remove that member from their position. A replacement will be selected along the lines outlined above.

Please be reminded that you may send appropriate deputies in your absence.
Those who change their employment will be entitled to remain on the Committee if they are moving to another techUK member company.
If they are moving to a company that is not a techUK member, replacement will be selected along the lines outlined above.
The Chair, Vice Chair and all Management Committee members are subject to the requirements of the techUK code of conduct.