

# Terms of reference

## Purpose

1. The techUK Local Public Services Committee will provide strategic direction for all techUK and activities related to the Local Public Services programme.
2. The Local Public Services Committee brings together senior tech industry leaders from both large and small businesses to provides leadership on critical policy issues related to local public services transformation and help improve engagement with stakeholders. It acts as a sounding board for techUK's local public services activity as well as help steer the direction of the programme, it will support the Programme in:
  - Improve the engagement between local public services and the tech industry;
  - Provide leadership on critical policy issues related to local public services transformation;
  - Work in collaboration with local government to understand what conditions are needed to create the environment that enables transformation to happen and succeed.

## Responsibilities

3. Members of the Committee are expected to act in accordance with techUK's Values.
4. Members of the Local Public Services Committee will be expected to engage in debate and discussion. Members should be ready and willing to openly discuss issues with stakeholders and other members in every Committee meeting.
5. Key responsibilities include:
  - Steer the Local Public Services programme and agree priorities for action with a work programme developed on an annual basis;
  - Define the policy responses required for a given issue – wider programme member views will also be sought;
  - Represent the interests of techUK members in industry forums, standards bodies, platform operators and other stakeholders.
6. Additional responsibilities include:
  - Encouraging young people:

- For three meetings a year, Local Public Services Committee members will be asked to bring a “shadow” – a junior colleague with expertise or interest in the local public services area. This is to encourage diversity, engagement, networking and the development of sector-specific knowledge.

## Membership

7. techUK Membership Groups aim to reflect the range of companies, both in terms of sectors and size that are interested in each work programme. It will also strive to reflect diversity in all its forms and, in particular, from underrepresented groups across the tech sector. One member will be appointed as Chair to help coordinate its output with techUK Secretariat.
8. The Board will comprise approximately 20 members, plus Secretariat drawn from techUK’s Local Public Services programme. Members of the Committee must be employed by a body that is a member of techUK and should ideally be of manager status or above. If appropriate and agreed by members of the group, stakeholders can be invited to attend meetings on a regular basis.
9. At least 10 of the 20 members are designated from an SME. To be considered an SME, a company must fit within the parameters of the EU definition.
10. Membership, which will include a Chair and two Vice-Chairs, will run for two-year periods on an individual basis. Members will be nominated via an open call to relevant techUK groups, followed by a member vote if necessary. Only one individual per techUK member company may be on a Committee.
11. At least one of the Vice Chair positions will be reserved for a SME.
12. The Chair and Vice-Chair(s) is expected to commit to expend whatever time is necessary to fulfil their duties. This includes attending meetings and working with techUK staff to help support the smooth running of the Committee, as well as participating in preparatory meetings. They must demonstrate ethical leadership and uphold the highest standards of integrity by setting clear expectations concerning the LPSC’s culture, values and behaviours. Provide leadership and manage the business of the LPSC through setting its agenda, taking full account of the issues and the concerns of all members. Foster relationships founded on mutual respect and open communication between all members of the group.
13. If an individual Committee representative leaves their company to join another techUK member then they may remain on the Committee (as long as this doesn’t result in a techUK member company having two representatives). If they join a company which is not a techUK member they may remain on the Committee for 3

months, after which they will be required to leave unless the company is in the process of applying for techUK membership.

14. Representatives may be re-elected onto the Committee, and there is no cap on how many times they can be re-elected.
15. The Committee will operate a 'Strike' attendance policy. If a member is not present (even with apologies sent) at two or more compulsory meetings during a calendar year that representative will be ejected from the Committee. The Chair and Secretariat will have discretion in making a final decision.
16. The Local Public Services Committee shall have the power to create sub-groups and working groups to address strategic issues which require a more detailed input. These sub-groups will be led by Committee members and comprised – where required – of other invited individuals from the techUK membership. The chair of these sub-groups shall report back to the Committee when requested.
17. Given the nature and remit of local public services, the LPSC will co-ordinate with the Health & Social Care, Justice & Emergency Services Council/Committee.
18. A member of the LPSC will be nominated as the committee's Social Care Representative, who will also sit on the Social Care Working Group to ensure messaging/outputs are aligned as well as encourage collaboration across techUK's social care ecosystem of members and stakeholders.

## Meetings

19. The Local Public Services Committee will meet six times a year, with further meetings to be scheduled as required/agreed by the membership.
20. The purpose of the Committee is to encourage greater engagement with local public services and as such, at least one meeting each quarter will be held in person with a stakeholder. This will also help grow techUK's regional outreach.
21. Meeting will be minuted by the Secretariat unless a private session is requested and agreed to by the Chair.

## Decision-making process

22. When techUK member funds are being used to commission work, a high level of consensus is required.
23. When developing a position, the Secretariat will only develop an outline once at least ten members of the Committee have indicated a willingness to participate.

24. Policy positions require a lower level of consensus although techUK is at its strongest when it speaks with one voice. There will be times when consensus cannot be reached given the different viewpoints present in the Committee. In the first instance, the Secretariat will seek to set out the differences within the Committee. It will not, however, seek to quantify these differences. If the Committee is particularly divided – or if there is significant opposition to developing a position, the secretariat in conjunction with the Chair will make a decision on whether a public position would play a role in ensuring techUK remains a relevant, influential and credible voice.

## Secretariat

25. The techUK Secretariat will manage and resource the work of the Committee.
26. The Secretariat comprises of:

Georgina Maratheftis, Associate Director, Local Public Services  
[Georgina.maratheftis@techUK.org](mailto:Georgina.maratheftis@techUK.org)

Ileana Lupsa, Programme Manager – Local Public Services and Nations & Regions  
[ileana.lupsa@techuk.org](mailto:ileana.lupsa@techuk.org)

Tracy Modha, Team Assistant – Markets  
[tracy.modha@techuk.org](mailto:tracy.modha@techuk.org)