



Bassingbourn-cum-Kneesworth Parish Council

IT Advisory Group

Terms of Reference

Purpose of the IT Group

The IT Advisory Group exists to support the Parish Council in developing, maintaining, and improving its information technology systems, digital services, and cybersecurity posture. The group provides non-binding advice, enabling the Council to make informed decisions on IT-related matters.

1. Reports to: Bassingbourn-cum-Kneesworth Parish Council. The group is advisory only and has no decision-making powers. Recommendations are submitted to the Parish Council for approval.

The group may request information from the Clerk or Council, subject to data protection rules.

2. Status: Enduring but subject to annual re-appointment

3. Members: Membership is appointed by the Parish Council and may include:

- Councillors with an interest in IT
- The Clerk or Deputy Clerk
- Co-opted community members with relevant expertise

The Council may remove or appoint members at any time.

4. Lead contact: The lead contact is to be agreed annually by the Full Parish Council at the APCM. This may be reconsidered outside of the APCM when required.

5. Reporting: To report to the Full Parish Council at the second meeting of each month.

Scope:

1. Digital Strategy — Advise on the development and periodic review of the Council's digital and IT strategy.

2. Cybersecurity — Recommend measures to protect Council data, systems, and online services.

3. Website & Communications — Support improvements to the Council website, email systems, and digital communication tools.

4. Procurement Advice — Provide technical input on IT purchases, contracts, and supplier selection.

5. Compliance — Advise on data protection, accessibility, and regulatory obligations.

6. Business Continuity — Assist in developing backup, recovery, and continuity plans.

Delegation of Expenditure:

No delegated spend

Approved AMPC 12th May 2026.