

**Web Policy Board**

23 November 2010

Matthew Hamlyn  
Secretary to the House of Commons Management Board  
Office of the Chief Executive  
House of Commons

Dear Matthew,

**Terms of Reference for the Web Policy Board**

On 18 November the Web Policy Board met to ratify its terms of reference. The Board agreed that the line “discuss and agree MOU with the House of Lords” should be removed from the terms of reference, as this function was more properly carried out between the executive lines in each House. I am writing to notify you of this change because, as you will know, the Management Board had already noted the terms of reference in their original form. I have written on the same terms to the Secretary of the House of Lords Management Board.

The terms of reference as agreed by the Web Policy Board on 18 November are enclosed with this letter.

Yours sincerely,

**Sara Howe**  
Secretary to the Board

[howes@parliament.uk](mailto:howes@parliament.uk)  
x.2348

## **WEB POLICY BOARD**

### **Terms of reference (revised)**

Decision making board that owns web policy, strategic direction of all online channels and holds the web team to account.

Chaired by John Pullinger and focussed on the use of the web as a strategic tool for internal and external communications and engagement.

- Align Online Services strategy with the business objectives of both Houses, linking with the Group on Information for the Public and Group on Information Management as necessary.
- Set and agree online policies and guidelines, provide strategic direction and resolve issues.
- Ensure feedback and consultation from the Web Advisory Board is factored into the decision-making process.
- Ensure digital communications and engagement are incorporated as part of strategic communications plans for both Houses.
- Monitor performance of the Web and Intranet Service against agreed policy and strategy.

Meets quarterly (monthly in the shorter term or ad-hoc if required).

Membership: Director General, Information Services (Commons), Director of Information Services (Lords), Director of PICT plus others with broader interest in web policy and strategy e.g. David Natzler, Mary Ollard, Catherine Fogarty, Aileen Walker, Benet Hiscock, Matthew Hamlyn.