Secure Connected Places Playbook
Cyber security resources for local authorities

Department for
Science, Innovation,
& Technology

Supporting document for Governance in a box

Terms of reference for the Connected Places Security Steering Group (CPSSG)

This document contains example Terms of Reference (TOR) for the Connected Places Security Steering Group (CPSSG) set out in the Governance in a box resource. It can be used to set up a new CPSSG within your local authority or to augment an existing group that could perform the role.

1. Purpose

1.1. The Connected Places Security Steering Group (CPSSG) supports the work of the [senior or Executive Officer leadership team] by providing strategic direction and cyber security advice for [the authorities] connected places projects and associated activities.

1.2. In doing so the Group will:

1.2.1. Ensure that IoT projects align with [the authorities] cyber security goals and aims;

1.2.2. Provide coherence and effective delivery of IoT projects by delivering a collaborative and joined-up approach to cyber security within [the authority];

1.2.3. Contribute advice and guidance on the development of policy and processes related to the security of IoT projects;

1.2.4. Identify and assess developments across the industry and ensure proactive and effective responses in policy and processes;

1.2.5. Seek to identify all projects within [the authority] that fall under the definition of a connected place IoT project; and

1.2.6. Be a forum for project managers, risk owners and other relevant roles to seek advice and guidance on their projects.

2. Responsibilities

2.1. The CPSSG is responsible for:

2.1.1. Feeding in to [the authorities] [connected places], [digital] and [cyber security] strategies, plans and policies

2.1.2. Identifying key cyber risks holistically across [the authorities] connected places projects

2.1.3. Considering the policy implications of key developments in the connected places and cyber security industries, and reflecting this development in relevant policies and processes

2.1.4. Ensuring coherence with [the authorities] existing governance processes

3. Composition

3.1. The CPSSG comprises:

- [To be completed in the second phase of testing, and dependent on existing roles within each authority]

4. Quorum

4.1. The CPSSG is quorate with the following members present:

- The chair (or a member nominated to act as chair), and
- At least [three] other members, [two] of whom should be from the [connected places and/or cyber security department].

5. Information requirements

5.1. The CPSSG should ensure that arrangements are in place to enable it to undertake its responsibilities and achieve its aims effectively, including the provision of information in a timely manner and in appropriate form and quality.

6. Budget

6.1. The CPSSG has no budget but has an oversight and guidance role in relation to [the authorities] [connected places budget].

7. Evaluation

7.1. The CPSSG should ensure that arrangements are in place to conduct an evaluation of the Group's performance against its aims.

7.2. This should be performed annually

8. Frequency of meetings

8.1. The CPSSG should meet every [quarter]

9. Standing agenda

9.1. The following items should be discussed at each meeting:

- Review of existing and new IoT projects
- Strategic risks and opportunities
- Review of related policies and processes
- Cyber Security risks of each connected places project
- New connected places projects in [the authority]
- Requests for advice and guidance from within [the authority]
- Updates from other relevant governance bodies (as required)
- AOB

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Please contact secureconnectedplaces@dcms.gov.uk with any questions or feedback on these resources.

This Playbook was produced in collaboration with:

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