# School of Technology IT Strategy Committee: Terms of Reference

## 1. Purpose

The School IT Committee serves as a subcommittee of the Council of the School to support decision-making for determining, and prioritising IT needs and sponsoring delivery initiatives which impact more than one department across the School.

It is also responsible for setting School-wide IT strategies and policies, addressing cross-departmental issues, managing significant IT risks, recommending funding plans for IT and ensuring these are represented to the Council of the School of Technology.

## 2. Responsibilities

* **Agree School-wide IT Priorities:** Express single priority view for the School externally for use by UIS, portfolio boards and others external to the School enabling our priorities to be delivered.
* **Manage IT, or Cyber Security, risks**: Manage risks, and if necessary, escalate them to the Council of the School, ISC or University Council.
* **Set School Level IT Strategy**: For cross-department capabilities or areas where collaboration would be beneficial.
* **Secure funding for, and commission, cross-departmental IT initiatives**: Commissioning projects or working groups to manage cross cutting issues. Work with Departments or other committees e.g. Strategy and Planning Committee as required to secure funding for Cross-Department IT initiatives
* **Governance:** Provide oversight, assurance and governance of School funded IT initiatives. Improve connectivity and consistency between School level IT governance and departmental IT governance.
* **Information sharing**: Support improved information sharing across the School and between the School and the wider university on IT related issues including supporting compliance with University wide policy changes.
* **Set cross-School policy / guidance for use of IT:** where there is a gap and University wide solutions do not exist.
* **Engage with wider University IT governance and forums –** Provide a single decision-making body on behalf of the School for the wider university to engage with on subjects of IT or technical risk related issues.

## 3. Membership & Individual Responsibilities

The committee will consist of:

1. **The Chair** – Head of School or a nominated deputy.
2. **Head of IT and Digital Transformation for the School** – To advocate for cross school opportunity spotting and development, risk management and provide technical advice.
3. **An Academic, or customer, representative from departmental IT committees (x5 members in this category)** – The responsibility of these members is to provide input into prioritisation decisions and to represent all of their departmental user communities. It is important this individual can make decisions on behalf of their departmental IT committees.
4. In attendance, **an IT manager from each department (x5) –** To provide advice on the feasibility and risks from a technical context within their institution.

Deputisation – In the event a member is unable to attend a committee meeting, they may send a deputy. Members in category c) should have a nominated deputy, who is not an IT specialist, and who is part of their institutional IT committee. This is important to ensure a strong voice of the end user in decision making.

## 4. Reporting and Communication

The committee will report to the Council of the School of Technology. A summary of significant School IT issues will be provided to the Council ahead of meetings.

## 5. Meeting Schedule

The Committee will **meet once per term** with additional meetings convened as needed, decisions may be taken out of committee by agreement of members.

Agendas will be circulated at least one week prior to meetings, and minutes will be distributed within two weeks following each meeting.

## 6. Decision-Making

Decisions will be made by consensus where possible. Where consensus cannot be reached, decisions will be made by a majority vote.

In addition to the votes from members in category a) and b), each institution will have one vote cast by members in category c). The voting member should normally consult their IT manager i.e. members in category d) and agree a departmental view between them. In the event of a tie, the Chair has the casting vote.

## 7. Review of Terms of Reference

The Terms of Reference will be reviewed annually to ensure alignment with the individual Departments and the wider School’s strategic objectives and evolving IT needs.