### Proposed IT Committee Terms of Reference

To be a Joint Committee of Senate and Council.

**Advising and reporting to Senate and Council**

(i) To advise Senate and Council on matters related to the use of Information Technology and Information Systems (IT/IS) across the University

**University IT Strategy**

(ii) To keep under review the University's IT strategy and its implementation, in light of the University’s overall Strategic Plan

(iii) To help the Director of IT identify priorities and develop strategy

**University IT Policy**

(iv) To develop and review institutional policies relevant to the use of IT, submitting these to other relevant bodies for approval as necessary

(v) To act as a channel of communication and forum for discussion between IT Services and users of its services

**University IT projects (excluding direct oversight of Major University IT projects)**

(vi) To maintain an overview of the IT Services portfolio of projects and advise on priorities

(vii) To receive and discuss reports from IT Services on services and projects not covered by Ops Independent IT Steering Group

(viii) To receive for information progress reports from steering or advisory groups for University Major IT projects covered by Ops Independent IT Steering Group

**University IT services (business as usual)**

(ix) To comment on IT Service’s Service Catalogue and review the services

(x) To receive annual reports from IT Services, including financial summary

**Co-ordination between Schools, Support Services and external**

(xi) To identify and address issues which run across University IT/IS projects, services, and systems and are falling in the gaps between the governance structures

(xii) To maintain shared awareness of externally funded IT/IS-related projects and bids (e.g. JISC initiatives etc.) within the University

**Cycle of meetings**

* To meet at least three times per annum and on such other occasions as the Chair deems necessary

**Composition**

Under consideration and to be proposed to Senate and Council in July 2011.

1 March 2011