

ITSB Terms of Reference April 2021

Membership

Role	Member
Chair	Chief Operating Officer (COO) - PS
Ex officio members	Chief Financial Officer (CFO)
	Chief Information Officer (CIO)
	Deputy CIO/Assistant Director, Office of the CIO
	Vice Principal (Education)
	Vice Principal (Research & Innovation)
	Chief Operating Officer (SMD)
	Faculty Operating Officer (HSS)
	Faculty Operating Officer (S&E)

In Attendance	Students' Union President
	Assistant Director, ITS Change Delivery
	Assistant Director, ITS Research
	Assistant Director, ITS Platforms and Service Delivery
	Assistant Director, ITS Solution Development
	Head of Information Security, ITS
	Technical Lead/Solution Architect (Cloud), ITS
	Deputy Director of Procurement, Finance
	Director, Estates & Facilities and Capital Development
	Finance Partner
	Business Support Manager, ITS
	Secretary, ITS PMO
	Other, Project Sponsors/Guests as required

Terms of Reference

- To oversee and support the development and delivery of the IT strategy.
- To recommend to SET, as part of the annual planning process, a rolling portfolio of projects to deliver the IT Strategy within the agreed capital and revenue budgets.
- To approve the Business Cases for these projects through the IT project governance process.
- To delegate delivery of these projects to individual Project Boards.
- To monitor delivery of the project portfolio by exception with a focus on the delivery of the benefits identified in the original Business Cases.
- To act as champions in support of the CIO in delivery of the IT Strategy, in particular by helping to resolve risks or issues involving dependencies on other areas of the University.
- To monitor the management of financial commitments and expenditure across the project portfolio.
- To review and approve project Change Requests that exceed agreed project budgets or scope, referring to SET where appropriate.
- To monitor IT communications and engagement with the wider QMUL community to support the successful delivery of projects and services.

- To work with the CIO to ensure effective use of IT resources across a range of demands including business as usual, small works, upgrades and replacement cycles against plans for new systems and change programmes.
- To review and challenge service performance.
- To approve local IT policies and recommend University wide IT policies to SET or appropriate committees for approval.
- To review project governance on an occasional basis to ensure it remains fit for purpose.
- To receive and discuss regular reports or presentations from the CIO or other colleagues covering changes in IT and HE landscape to ensure the IT strategy and services remain relevant to the University strategy and goals.

Meeting frequency and reporting line

Every six weeks.

Reporting to SET.

Quorum

The quorum for decision making shall be a total of **four** members or their empowered deputies:

- Any **two** of the following :
 - Chair
 - Chief Operating Officer
 - Chief Financial Officer
- Any **two** other ex officio members.