

Colleges' IT Committee

Terms of reference

1. Purpose

The purposes of the Colleges' IT Committee are:

- a. to develop at need strategic positions on IT requirements for the Colleges, in the context of the Collegiate University and the role of UIS in the wider provision of services for the University and the Colleges, to identify needs and aspirations for IT services for Colleges, and to communicate such matters to Colleges and to UIS.
- b. to maintain a two-way line of communication with College IT Managers (principally through the Colleges' IT Managers Group and their attendance at meetings), to feed operational pressures and considerations into any strategic position.
- c. to provide a forum for the discussion of strategic issues of common interest in the areas of IT and telecommunications, including but not limited to the deployment, operation and management of shared corporate systems and staff, current and future resource requirements, and the adoption or otherwise of common standards or protocols.
- d. to advise the Bursars' Committee, the Senior Tutors' Committee and the University on matters of common interest relating to IT and telecommunications services and provision, and to provide appropriate notes or minutes recording that advice.
- e. to consider any other matters referred to it by the Bursars' Committee, the Senior Tutors' Committee or the University.

The scope of the Committee's activities should cover (but not necessarily be limited to): networks; security; telecommunications; wi-fi provision; website provision and support; hardware; software; co-operation in IT hardware or software; sharing of resources; and career development and training for IT staff.

2. Standing

The Committee is a joint committee between the Bursars' Committee, the Senior Tutors' Committee and the University's Information Services Committee.

The Committee has no power to make decisions binding on, or to represent the views of, any College or the University: equally, the Committee is not subject to the direction or control of the Colleges, either jointly or severally, or the University.

In addition, the Committee does not have the authority to make decisions on behalf of the Bursars' Committee, the Senior Tutors' Committee or the University's Information Services Committee.

All recommendations shall be provided in the form of written minutes and/or a written report for discussion and approval at the next convenient meeting of the relevant committees, providing that the Chair has discretion to allow for a formal recommendation to be made by circulation to any other committee.

Any advice provided to Colleges, the University and other institutions, either through members of the Committee is provided on the basis that the advice is offered without any warranty as to its accuracy and that no liability shall fall on the Committee or any of its officers or members for such advice.

3. Membership

The Colleges' IT Committee includes in its membership:

- (a) four Bursars, chosen by the Bursars' Committee, normally on the recommendation of the Bursars' Business Committee;
- (b) three Senior Tutors, chosen by the Senior Tutors' Committee, normally on the recommendation of the Nominations Committee;
- (c) three senior members of staff of UIS, representing UIS as a supplier of IT services to the Colleges.

Roles and responsibilities of members

(a) and (b): Bursars and Senior Tutors are expected to represent matters relating to the business needs and priorities of the Colleges collectively, acting on the knowledge of their own Colleges and consulting with their officer counterparts in other Colleges and relevant intercollegiate committees as appropriate.

(c): UIS senior staff are expected to present current and forthcoming strategic priorities of UIS and its services to Colleges and the wider Collegiate University.

In addition to the above, the Chair of the Committee is the normally-appointed College representative of the University's Information Services Committee, and is expected to highlight matters of import discussed there and relevant to the Colleges.

Officers

The Chair of the Committee is appointed by the Bursars' Committee, from among those members in category (a) above, and normally on the nomination of the Bursars' Business Committee.

The Head of the Office of Intercollegiate Services, and/or a member of his or her staff, shall serve as Secretary to arrange and record the meetings, and to prepare and distribute agenda and papers.

Attendees

The following people are invited to attend all meetings:

- (i) two members of the Colleges' IT Managers Group.
- (ii) a member of the CASC team within the Office of Intercollegiate services, representing CASC as a supplier of IT services to the Colleges.
- (iii) a member of staff of UIS, whose role is to manage liaison with the Colleges.

The above category of attendees are invited principally to provide insight into operational pressures and considerations into any strategic position.

The Chair and/or Secretary of the Committee, at his or her or their discretion, may permit other persons to attend all or part of one or more meetings, providing that permission has been sought in advance of any meeting. Attendees do not have voting rights. Typically, this may include staff from Student Registry, OIS or the UIS.

4. Meetings of the Committee

Meetings are convened by the Chair and/or Secretary: the Committee meets at least once each Term. Notice of the date, time and place of meetings, and agenda and papers, is provided by the Chair or Secretary, in a manner to be determined by him or her.

There is no quorum for the approval of business.

Attendance at the Committee may include remote attendance through teleconferencing or other mechanisms, providing it is clear that the members can contribute effectively to any discussion and vote.

In the absence of the Chair, he or she will nominate another member of the Committee to chair that particular meeting. Otherwise, the Committee determines amongst those members present who chairs the meeting as its first item of business: this may be agreed by circulation in advance.

Decisions (recommendations) of the Committee are made wherever possible by consensus. In the event of a vote being required, a decision is carried on a simple majority of the members of the Committee present. In the event of a tie, the Chair carries an additional and deciding vote.

5. Reserved business

The Committee's business shall include consideration of reserved business. Matters which are deemed to be reserved business include:

- any matter at the discretion of the Chair and/or Secretary in which it would seem prudent to exclude members of the Committee directly related to the supply of IT services to the Colleges.
- matters relating to commercial sensitivity or legal privilege.

Where matters have been identified as reserved business, members in categories (c) and attendees shall be asked to leave the meeting. Members in categories (c) shall be notified in advance of the meeting of any reserved business, and shall be notified at that time of the nature of the matters being discussed. Papers and minutes of reserved business shall be circulated only to members of the Committee in the remaining categories, and shall not be published.

6. Conduct of business outside of meetings

In exceptional circumstances, the Committee may agree to conduct business by circulation.

The Committee may also agree which matters it may wish to delegate to a single member of the Committee, to decide on its behalf. Any item of delegated business is reported on at its next meeting.

The Committee may, at its discretion, set up (and otherwise suspend or disband) Working Groups, providing that these relate directly to the purposes of the Committee outlined above. The Committee may establish the membership, terms of reference, and duration of the Working Group, and shall report on these at least annually.

7. Terms of reference

Changes to the terms of reference of the Committee require approval by the Bursars' Committee, the Senior Tutors' Committee and the University's Information Services Committee: the Committee shall review its terms of reference at least annually and may make recommendations to the Bursars' Committee, the Senior Tutors' Committee and the University's Information Services Committee on proposed changes at any time.

Last received and approved:

Bursars' Committee on 17 February 2022

Senior Tutors' Committee on 11 March 2022

Information Services' Committee on 22 March 2022