

## IT Management Board

### 1. Constitution

- 1.1. The Vice-Chancellor has established an IT Management Board (IM).
- 1.2. IM will liaise with the Capital Programmes Board to ensure the two Boards support each other and do not duplicate efforts.
- 1.3. IM will also liaise with the Estates Management Board, the Student Success Board and the Sustainability Management Committee, as appropriate.
- 1.4. IM has three sub-committees:
  - Information Assurance & Security Committee
  - Digital Content Accessibility Committee
  - Student Information Systems Product Group

### 2. Scope

- 2.1. IM oversees service delivery of the University's information technology operations to support the students and staff of the University, including the management of the core service partners.
- 2.2. IM oversees feedback from staff users and ensures that there is appropriate escalation and resolution.
- 2.3. IM plans and oversees all minor IT projects and developments.
- 2.4. IM develops and approves regulations, policies and procedures related to the University's information environment.

### 3. Membership

- 3.1. The membership shall be as follows:

#### **Ex Officio**

- Chief Operating Officer (Chair)
- Executive Director of Information & Library Services & CIO
- Associate Director, Digital Programme Management Office
- Associate Director, Office of the CIO
- Associate Director, Digital Service Delivery
- Executive Director of Strategic Planning
- Senior Finance Business Partner
- Executive Director of People
- Executive Director of Estates & Facilities
- Executive Director of Student & Academic Services
- University Secretary
- Faculty Operating Officers for each Faculty
- CEO Greenwich Students Union
- Associate Director of Employability & Apprenticeships
- Representative of Communications (MER)

#### **4. Attendance at meetings**

- 4.1. At the discretion of the Chair, other staff who are not members of the Committee may be invited to attend on an ad hoc basis for specific items where their attendance can inform and support the Committee.

#### **5. Delegated Authority**

The Committee is authorised by the Vice Chancellor to approve the following:

- 5.1. Regulations and policies related to the University's information environment. Ensure adherence to legal and regulatory requirements and best practice;
- 5.2. Plans to improve performance in the areas within the Committee's remit;
- 5.3. Regularly review key risks within the Committee's remit. Approve action plans to take advantage of opportunities and mitigate risk;
- 5.4. Good practice and procedures, ensuring adherence to legal and regulatory requirements and best practice.

#### **6. Other Duties**

The other duties of the Committee shall be to:

- 6.1. Oversee the University's information technology operations including the management of core services partners. Ensure that service delivery is achieved economically, efficiently and effectively;
- 6.2. Oversee the performance of information technology operations against objectives and performance targets, ensuring that agreed standards are met with the goal of continuous improvement;
- 6.3. Consider reports on key areas for significant service improvement from feedback received from stakeholders in Faculties and Professional Services. Recommend business cases to VCG to improve service and performance;
- 6.4. Oversee the prioritisation and delivery of minor projects as defined in the Delegation Framework as to time, budget, quality and the realisation of benefits, liaising when necessary with the Capital Programmes Board
- 6.5. Review minor project plans to improve and innovate in the use of the learning environment whether by the utilisation of space or technology. Liaise with the Student Success Board and the Estates Management Board as necessary;
- 6.6. Oversee plans to improve performance of information technology operations in the area of sustainability, liaising with the Capital Programmes Board, and reporting to the Sustainability Management Committee on progress;
- 6.7. Oversee the University's information security and data protection responsibilities;
- 6.8. Oversee the University's digital content accessibility strategy, plans and overall responsibilities;
- 6.9. Oversee the opportunities from new and emerging learning technologies and

their implementation where appropriate. Liaise with the Student Success Board and the Capital Programmes Board as necessary;

- 6.10. Regularly scan the HE sector and other organisations for best practice and innovation which are worth considering for implementation;
- 6.11. Monitor the operation and decisions of its sub-committees and consider any proposals/recommendations from them;
- 6.12. Make recommendations to VCG in respect of the terms of reference and membership of its sub-committees;
- 6.13. Ensure active consideration of equality, diversity, inclusion and sustainability in the conduct of the Committee's business
- 6.14. Monitor key metrics in relation to Digital Engagement and Change via the staff engagement survey and other usage and change indicators.

## **7. Standing Orders**

- 7.1. The Committee must adhere to the [Standing Orders](#) for Academic and Executive Committees (attached).
- 7.2. The Committee shall normally meet five times per year.

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