

IT Forum

TERMS OF REFERENCE

1. To take a strategic overview of the development and operation of core IT Systems and Services¹, identifying and agreeing Institutional priorities and strategic direction in order to inform the planning of an annual programme of work within IT and Computing Services for approval by ISSC.
2. To oversee the development and operation of IT Systems and Services, working closely and collaboratively with other committees and working groups as appropriate.
3. To review and comment on policy and procedures as appropriate.
4. To act as the primary stakeholders forum, providing strategic advice on the allocation of resources and prioritisation of development projects.
5. To champion the development and implementation of core IT Systems and Services in the wider University community.
6. To receive regular reports from the ICT Systems Director and Assistant Director Faculty IT Support on the development, implementation and operation of core IT Systems and Services.
7. To receive reports, as appropriate, from Directors of University Services, Heads of Central Divisions, the ISSC or ISD Boards and forums on the implementation or operation of core IT Systems and Services.
8. To provide reports and recommendations to other University committees as appropriate; in particular ISSC, which has the overall strategic authority for ISD services.

MEMBERSHIP

- Chair nominated by ISSC²
- Two academic representatives from each Faculty
- One student representative from each Faculty
- One postgraduate research student representative

¹ The ISD Education Board, ISD Research Board and ISD Administrative Services Board all have responsibility for specific aspects of IT provision. The IT Forum is expected to take an overview of all IT Systems and Services but will be expected to concentrate particularly on those services not covered by other boards. These include: IT helpdesk, Faculty IT support, data centres, network, storage, email, etc.

² The chair of the forum will be nominated by ISSC and will become a member of ISSC if not already a member. The term of office will normally be three years.

- The Student Union Academic Officer or nominee
- Two Directors of University Services or nominees
- Two Senior Faculty Managers or nominees
- Two representatives from Central Divisions
- Director of Information Services
- ICT Director
- Assistant Director Corporate Information Services
- Assistant Director Faculty IT Support

In attendance:

- Head of IT Support (ITCS) (secretary)
- Head of Systems (ITCS)
- Head of Networking (ITCS)

FREQUENCY OF MEETINGS

The Forum will meet at least 3 times a year and more frequently if there is a specific need. Minutes from each meeting will be reported to ISSC.