Digital Strategy & IT Board
Terms of Reference

Version	1.0
Author	Chad Crossman

Amendment History

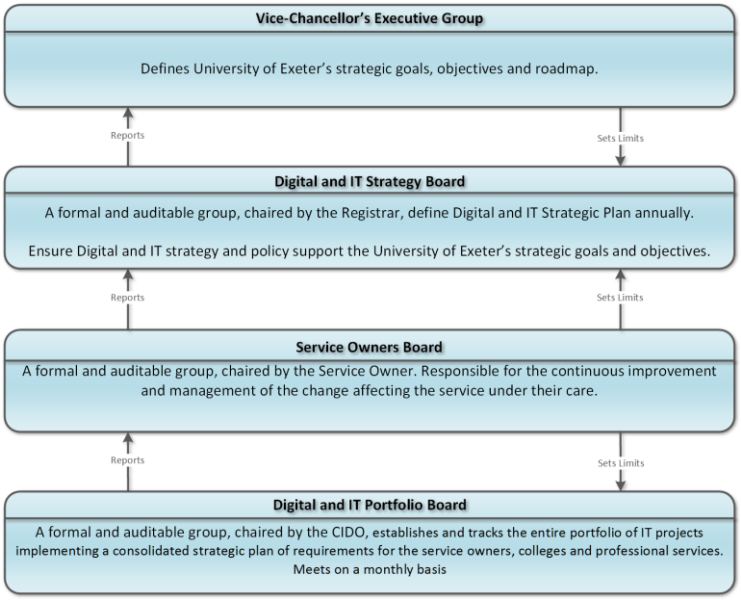
Date Issued	Version	Reason for Change
22 September 2016	0.1	Initial Draft
31 October 2016	0.2	Revisions by Ian Tilsed
01 November 2016	0.3	Change model to reflect simpler structure
02 November 2016	0.4	Minor corrections
04 November 2016	0.5	Amendments following ITDSB
19 November 2018	1.0	Amendments to clarify processes and financial authority and align nomenclature

The purpose of this document is to define the objectives and working arrangements for the Digital and IT Strategy Board, including the term, scope, inputs, outputs and escalation process. In addition, this document describes the meeting schedule, sponsor, chair, membership, roles & responsibilities and attendees.

Purpose of the Board

The Digital and IT Strategy Board is responsible for developing and approving the overall Digital Strategy and IT Strategy and ensuring alignment with the University Strategy. It works on behalf of the Vice Chancellor's Executive Group.

Governance Context



Scope

The board develops, scrutinises and approves the Digital and IT Strategies, Policies and Codes of Practice.

Additionally, the board reviews and accepts, or otherwise, the overall balance of benefit, risk and cost associated with running each major Digital and IT service on behalf of the Service Owners including substantive changes to services and introduction or removal of substantive services

Sponsor

The Digital and IT Strategy Board is sponsored by the Vice Chancellor Executive Group.

Membership:

- Registrar (role: Chair)
- Provost
- Chief Information & Digital Officer
- Deputy Vice Chancellor – Education / Director of Education & Student Experience
- Deputy Vice Chancellor – Research / Director of Research Services
- Director of Communications & Corporate Affairs
- Director of Policy, Planning and Business Intelligence
- Director of Campus Infrastructure and Operational Support Services
- Head of Professional Services, Cornwall.
- A Director of College Operations
- Faculty Deans
- Guild of Student's President
- FXU (Exeter) President
- Expert advisors (to be appointed by the board)

- Chair of, or representative from, Service Owner Boards
- An invited PVC

In attendance to provide advice:

- Assistant Director, IT (Strategy & Architecture)

Commitment

All attendees commit to reading submissions and preparing comments in advance of the meeting.

Quorum

A majority of attendees or named delegates.

Frequency

The Board meets on a quarterly basis.

Inputs

All submissions (as detailed below) must be submitted no less than three working days prior to the meeting:

- IT and Digital Codes of Practice
- IT and Digital Policies
- IT and Digital Strategies
- Benefits, Cost & Risk of major IT services
- Change proposals supported by Service Owner boards

Submissions are supported by:

- Principles
- Standards
- Policy
- Patterns
- Decision Log
- Reference Architecture

Outputs

Decision on all submissions, which are recorded in the Decision Log.
Decisions may be:

- Approved: The submission is appropriate and any non-compliance and/or risks introduced has been documented and accepted by the risk owner.
- Not Approved: The submission is unclear or incomplete, or there are undocumented non-compliances, or there are risks that have not been accepted by the relevant owner. Project must address these issues and resubmit.
- Referred: The board does not believe that the submission provides sufficient information to make a decision. The submission should be reviewed to allow additional information to be added and then submitted to the governance process.

Financial Authority

The Digital and IT Strategy Board has agreed delegated financial authority within the agreed IT capital envelope to approve allocation of funds below the value of £1m (unless specifically agreed otherwise).

Approved proposals with a value above the agreed authority level will progress to the Capital Investment Group and on to VCEG and Council.

Proposals with a value below a de minimis value of £25k should not be considered substantive changes and should be agreed by the CIDO with funding from the IT capital envelope or other previously agreed funding sources.

Escalation

Escalations are presented to VCEG.