

IT Committee

1. Terms of Reference

The role of the SPS IT Committee is to provide oversight of IT provision and support within the School, particularly those aspects which would benefit from co-ordination at School level. In particular it will:

- provide a forum to discuss, respond to and influence University initiatives on IT;
- support, steer and review the work of the IT Co-ordinators;
- evaluate and where appropriate endorse initiatives and solutions;
- ensure that the work on IT at School level is driven by a clear perspective of the needs of users in Departments;
- provide the formal reporting channel for the IT Coordinators to the Departments and the School;
- provide a platform to share best practice in IT across the School;
- review feedback on performance, services, and other metrics for IT across the School;

2. Membership

The membership of the SPS IT Committee will be:

- A chair, chosen from among the departmental representatives and appointed by the Needs Committee
- one Academic member of staff to represent the interests of each Department
- The School Secretary (to act as Secretary of the Committee)
- The IT co-ordinator(s)
- The School's UIS relationship manager

The Committee can co-opt additional members (e.g. from the central computing bodies or cognate Schools) if it felt that would aid its work.

3. Method of Working

The Committee shall normally meet once per term.

4. Accountability

- Reports to the SPS Needs Committee.

5. Other

Physicalsciences@admin.cam.ac.uk is the primary contact for the committee, and coordinates its business.

Last updated: 1 October 2018.

Approved by SPS IT Committee: 14 November 2018.