DIGITAL CAMPUS STRATEGY GROUP
(Sub-Committee of Executive Board)

Terms of Reference

1. SECRETARY Selected and appointed by the Chief Information Officer

2. MEMBERSHIP
   *Ex officio* members
   a. The Pro Vice Chancellor for the Faculty of SAgE (Chair)
   b. The Executive Director of Finance
   c. Two nominees from the Pro Vice Chancellor, Research Strategy and Resources, one from the Academic Community, the other from Professional Services
   d. Two nominees from the Pro Vice Chancellor, Education, one from the Academic Community, the other from Professional Services
   e. The Head of the School of Computing
   f. The Chief Information Officer
   g. The President of the Students’ Union

Co-opted members

h. A lay member, appointed at the invitation of the Vice Chancellor in consultation with the Chair of Council
i. A Senior Newcastle University academic working in the field of Digital Culture
j. An external advisor, selected from any Advisory Service contracted by the University

In attendance

Other members as necessary at the invitation of the Chair.

3. TERMS OF REFERENCE

The Digital Campus Strategy Group (DCSG) is a sub-committee of Executive Board (EB).

The DCSG is the immediate governing body for Newcastle University Information Technology (NUIT) services. In this context, the DCSG will:

a. Provide proactive and strategic advice to Executive Board and Council for all matters relating to the Digital Campus, including existing and future Digital and Information Technology (IT) services and for any university funded Programme or Project that includes a significant Digital or IT Service element, working with Faculties and the Student Union as appropriate.
b. Provide strategic oversight for any university funded Programme or Project that includes a significant Digital or IT Service element including approval of Project Initiation, acknowledging Milestone Delivery and accepting Project Completion.
c. Promote the effective and innovative application of Information Technology to enhance staff and student experiences and oversee the use of funds that may be allocated to DCSG for this purpose.
d. Develop the University’s Digital Strategy Framework in alignment with the University’s Vision and Strategy and its Strategic Enablers.
e. Promote, monitor and maintain the University’s Digital Strategy Framework to ensure Digital and IT Services are designed, operated and remain compliant within it.
f. Decide strategic priorities and targets for the service units supporting Digital and IT Services across the University, receiving progress reports and review slippage or deviation from plan by exception.
g. Receive and consider reports, feedback and evidence of local priorities from four IT ‘Customer Councils’, one per Faculty and one for Professional Services, that monitor and review Digital and IT Services on a more detailed, frequent and tactical level and ensure the Digital Strategy Framework enables and requires local (and necessarily differentiated) needs to be met.
h. Receive and consider an annual report from the Cyber Security Committee and adjust the Digital
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Strategy Framework in the light of the content of that report.

i. Indicate approval (or rejection) of any Digital or IT Service-related funding request (or the Digital or IT Service-related elements of any other funding request) prior to final approval from FMBSG, EB or Council as per approved Policy and Procedure.

j. Provide an Annual Update to the EB according to a schedule set by the EB.

In addition, the DCSG may be required to oversee the resolution and remediation of any major Digital or IT Service failure where there is significant impairment of the University’s normal operation or damaging to the University’s reputation, reviewing such remediation to ensure lessons are learned and mechanisms or procedures are put in place to prevent (or at worst mitigate) re-occurrence.

Otherwise all existing lines of management, reporting and budgetary approval apply and are not changed by these Terms of Reference.

4. FREQUENCY AND DURATION OF MEETINGS

The DCSG shall meet at least six times a year. Meetings shall normally last one hour, subject to the agenda and may last longer with prior agreement of members following a request by the Chair. At least two meetings a year shall be devoted to reviewing and (if necessary) revising the Digital Campus Strategy Framework and may last three hours (or longer with prior agreement following a request by the Chair).

5. SUB-COMMITTEES

The DCSG has several sub-committees. Initially they shall include:

- IT Customer Councils (ITCC), with one for each initial constituency of:
  o The Faculty of Humanities, Arts and Social Sciences
  o The Faculty of Medical Sciences
  o The Faculty of Science, Agriculture and Engineering
  o Professional Services
  o Other Customer Councils as determined by rational segmentation of the recipients of the University’s IT Services
- Cyber Security Committee

Each constituency shall select a Chair of their respective ITCC. The relevant lead Relationship Manager (e.g. Faculty IT Manager or similar) shall be the ‘responsible officer’ to their ITCC. The University’s CIO may attend any ITCC meeting. Each constituency chooses the membership of their ITCC (and may re-purpose an existing committee to perform the function). Student participation is particularly welcome. IT Customer Councils shall establish common and shared Terms of Reference with the approval of the DCSG.

The DCSG shall, from time to time, consider changes to these Customer Councils following recommendations from NUIT on the segmentation of IT Service Recipients throughout the University, which may add or refine these constituencies (for example, to add focus for remote, functional or cross-cutting communities).

The University CISO shall be the ‘responsible officer’ for the Cyber Security Committee and the University CIO may attend any Cyber Security Committee meetings. The DCSG shall establish Terms of Reference for the Cyber Security Committee.

Approved by Executive Board: August 2019