



EXECUTIVE SUB-COMMITTEE

**DIGITAL GOVERNANCE STEERING COMMITTEE
TERMS OF REFERENCE**

**Approved By
Executive Committee September 7th 2022**

Digital Governance Steering Committee

1. Introduction

- 1.1. The purpose of the Digital Governance Steering Committee is to support the President and the Executive Committee in ensuring the governance oversight for the approval, planning and management of Business Change and Digital / IT investment on a University-wide basis. The Committee will also assist the Executive Committee in ensuring that all major activities relating to digital assets requiring strategic or capital investment are aligned to the overall University Strategy.
- 1.2. The University of Limerick Digital Governance Steering Committee is a subcommittee of the UL Executive Committee and reports to Executive Committee via the CFPO who will Chair the Digital Governance Steering Committee
- 1.3. The Committee will provide its agreed minutes to the Executive Committee as soon as possible for noting and/or discussion as necessary.
- 1.4. The Committee will meet at least 6 times per annum. The schedule of meetings will be agreed in advance by the Committee.
- 1.5. A quorum for a meeting of the Committee shall be one third of the total number of members, rounded up to the nearest whole number, plus one. The participation of members by tele conferencing and/or video conferencing will be counted for the purposes of a quorum. No meeting will proceed in the absence of a quorum.
- 1.6. Between meetings of the Committee occasions may arise where an urgent matter requires consideration of the Committee. The Chair may agree in such circumstances to seek a decision of the Committee via email to all members. In the event of such circumstances arising any such decision will be noted in the minutes of the Committee's next meeting.
- 1.7. At the start of each meeting, the Secretary to the Committee will ask members to declare any conflict of interest, perceived or otherwise, in relation to any matters on the agenda. Where such a conflict is declared, the member will absent him/herself from the meeting during consideration of the agenda item. In addition, any additional documentation will not be made available to the member following the declaration of interest. These matters will be recorded in the minutes.
- 1.8. Questions arising at any Committee meeting should be decided by consensus. Where reaching a consensus is not possible, then the matter will be decided by a majority of the votes of the members present either in person or by tele conferencing and/or video conferencing. Where there is an equality of votes, the Chair shall have an extra casting vote. Where decisions are unanimous, they shall be recorded as such in the minutes. Dissensions and negative votes shall be summarised in the minutes in terms acceptable to the dissenting person or negative voter.

- 1.9. The Digital Governance Steering Committee will agree its Programme of Work on an annual and/or longer-term basis and will submit it for noting to Executive Committee.
- 1.10. The Committee will review its terms of reference on an annual basis and recommend any changes to Executive Committee for approval.

2. TERMS OF REFERENCE

- 2.1. Assist the President and UL Executive Committee in developing the University Digital/IT Strategy with a view to recommending its approval to the Executive Committee and to Governing Authority as requested by the Executive Committee. In this regard, the Committee will:
 - Review current and previous Digital/IT strategies in the context of all future digital development projects aligned to the University Strategic Plan.
 - Consider whether current use of digital systems is optimised and identify future improvements in digital system optimisation.
 - Review and make recommendations to the Executive Committee and Governing Authority, at the request of the Executive Committee, on plans for digital platforms development and optimisation
- 2.2. Conduct regular reviews of the University Digital/IT Strategy and recommend any required amendments for approval to Executive Committee and to Governing Authority as requested by the Executive Committee.
- 2.3. To advise the President and the UL Executive Committee on proposals for potential new digital developments and in this regard, the Committee will:
 - Review enterprise level Digital/IT and business project initiatives and to prioritise projects accordingly
 - Consider proposals for the commencement of feasibility studies.
 - Consider the outcome of any feasibility study and approve the establishment and terms of reference of a steering committee/project group reporting to the Digital Governance Steering Committee.
 - The following initial list consisting of Project Steering Committees for existing in-flight projects will report to the Digital Governance Steering Committee
 - SITs Steering Committee (Student Records Projects)
 - VLE Steering Committee
 - Web Governance Committee
 - Etc Etc.
 - As individual new Digital Change Projects are approved, new Project Steering Committees will be established reporting to the Digital Governance Steering Committee.
 - As individual Digital Change Projects are implemented and concluded the associated Project Steering Committees for those projects will submit a Project Closure report to the Digital Governance Steering Committee and those individual Project Steering Committees will be disestablished accordingly.

- Consider recommendations from the steering committee/project group for approval by the Executive Committee and to the Governing Authority at the request of the Executive Committee.
 - Review progress on and delivery of all approved projects and report on these to the Executive Committee
- 2.4. Subject to any general or particular direction that may from time to time be given by the Executive Committee, the Digital Governance Steering Committee is charged by the Executive Committee:
- To advise on matters relating to the on-going management of the digital platforms/systems ecosystem
 - To provide the IT Governance oversight within the institution as required for governance oversight assurance to internal and external bodies such as the C&AG and Audit and Risk Sub-committee of the UL Governing Authority
 - To provide direction for the development and enhancement of the University's Computing Policies and Standards
 - To provide the executive governance oversight for critical issues and risks related to IT & Cyber Security
 - To provide direction for escalated IT risks when escalated by ITD management
 - To approve University IT Policies and Codes of Practice
- 2.5. In taking forward its remit, the Committee will support equality, diversity and inclusion and will strive for gender balance. It will seek consistency and common approaches, where these are in the best interests of students and staff.

3. Delegated Authority

The delegated financial authority of the committee is €2 million, within the budget allocated to the Committee, or as agreed by Executive Committee.

Membership of Digital Governance Steering Committee:

- Chief Financial and Performance Officer (Chair)
- Director ITD (Deputy Chair)
- Provost and Deputy President
- Chief Corporate Officer
- Vice President of Research
- Director HR
- 2 x Executive Deans (nominated by the President)
- Deputy Director ITD
- Corporate Secretary
- Associate VP Academic Services

Other stakeholders as requested by the Chair from time to time to attend meetings of the Committee for a specific period/project

Revision History

Revision No.	Date	Approved By	Details of Change
1	12/07/2022	IT Governance Sub-Committee	Initial Version
1	07/09/2022	Executive Committee	Initial Version