

INFORMATION SERVICES MANAGEMENT TEAM [OPERATIONS]

Terms of Reference

Purpose

Overall leadership of the development and delivery of the IS strategic plan; apprising and prioritising major new initiatives; deciding on key operational priorities; and ensuring regular monitoring and communication of progress to relevant groups.

Membership

Director of Information Services (Chair)

Director of IT Services

Director of Library Services

Members of the ISMT (Strategy) will attend as required

Terms of Reference

1. To set and monitor progress against the strategic priorities for IS as a whole (as set out in the IS strategic plan) and against the University strategic plan.
2. To oversee the agenda for ISMT (Strategy) meetings and to ensure the ISMT (Strategy) reviews, make decisions and works effectively to implement the strategic plan.
3. To approve the annual budget for all areas within IS.
4. To agree the deployment of resources and monitor and review the financial and wider performance of all budgetary units.
5. To ensure that fundamental risks affecting IS are notified to the ISMT (Strategy) for consideration and action.
6. To make decisions on more immediate operational issues which require action and to refer those requiring further debate to the ISMT (Strategy).

Meeting Frequency

Weekly.

Administrative Support

To be provided by the office of the Director of IS.

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