

Constitution: Joint Systems Committee (JSC)

[Revised version approved by the FX Plus Board, 18 February 2016]

Role

Reporting line:

Reports to the FX Plus Board. This will include reporting on the Annual Strategic Plan/Project Plan.

General role and authority:

The general role of the Committee is to oversee significant/high impact IT systems projects being undertaken by FX Plus ICT Services and to advise the Board on overall priorities and budgets for these projects.

The Committee will also periodically review the service delivered by FX Plus, looking at performance, customer satisfaction, budget management and risk.

In this context, significant/high impact IT systems projects are defined as "those with a capital expenditure in excess of £50k or overall expenditure in excess of £100k or which have complexity factors which have wide impact across the partnership".

In terms of authority, the Committee's role is:

1. To consider project prioritisation and to make an annual recommendation to the FX Plus Board as part of the business planning process.
2. To consider the overall budget requirement and to make an annual recommendation to the FX Plus Board as part of the business planning process.
3. To approve individual projects within the overall approved budget.
4. To monitor the implementation of individual projects through Project Boards (which will report to the Committee).
5. To champion cross partnership enhancement and synergy.

Specific Terms of Reference:

Project prioritisation:

1. To consider and agree:
 - i) the respective priorities and scheduling of work being undertaken by FX Plus ICT Services;
 - ii) all major work with a significant impact on resource or infrastructure;
 - iii) a common assessment framework for work prioritisation to ensure the clarity of decisions;
 - iv) as part of the business planning process, a definitive list of major implementation work in priority order, for recommendation to the Board for approval.

Annual budget recommendation:

2. To recommend the systems pipeline and prioritised project plan for the coming year to the FX Plus Board (on significant/high impact projects as defined under **General role**) as part of the annual business planning process.

Individual project approval:

3. To approve each individual significant/high impact systems projects, as defined under **General role**, taking into account the following points:
 - i) submissions for consideration by the Committee will be presented by the relevant representative, with a prior agreed business case and associated documentation;
 - ii) once the programme and budget of projects have been agreed, the appointed project managers will be accountable financially for the projects;
-

- iii) should a project have significant impact upon another project, it should then be reported back to the appropriate Project Board.

Individual project monitoring:

- 4. Once significant/major impact projects have been approved, to ensure that effective project management, resources and risk management are in place to deliver projects successfully, including establishing Project Boards as appropriate for larger/riskier projects, e.g. the Library Management System Project Board

Partner project and operational updates

- 5. To receive updates from our partners on significant projects that may impact on service delivery for staff/students at the Penryn/Falmouth/Truro campuses, to ensure all partners are aware of potential risks and issues to services.

Championing cross partnership enhancement and synergy:

- 6. In the context of the partners' IT strategies, to identify opportunities for joint projects, knowledge sharing, synergies (including systems and licencing alignment), joint training, improved resilience and promoting innovation across the partnership.

Assessing and validating performance against Service Delivery targets

- 7. As an advisory authority to the FX Plus Board, the Joint Systems Committee will monitor the progress of ICT against targets for:
 - i) Service Availability
 - ii) Call Resolution against SLA
 - iii) Delivery against project timescales
 - iv) Budgetary review
 - v) Audit
 - vi) Risk – cyber security and data protection
 - vii) User Satisfaction (Measuring Performance)

General note:

The Committee will recognise that “business as usual” support work, to maintain the availability of existing services, will always supersede the priority of project implementation.

Composition and membership

Members:

One senior stakeholder from FX Plus and from each university partners:

Chief Executive Officer, FX Plus: *Niamh Lamond*

Chief Operating Officer, Falmouth University: *Peter Cox*

Chief Information & Digital Officer (CIDO), University of Exeter: *Alan Hill*

In attendance:

Director of ICT Service Delivery, FX Plus: *Gareth Ward*

Head of Enterprise Applications UoE: *Ian Tilsed*

Head of Strategic ICT Programme, Falmouth University: *Krishnananda Pilicudale*

Head of IT Partnerships & Service Delivery UoE: *Nathan Burden*

Other staff, including project managers, can be in attendance for part of the meeting as needed.

Chairing:

The Chair will rotate between the three members on an annual basis.

Meetings:

Meetings will normally be scheduled a month in advance of the FX Plus Board meetings in order to facilitate escalation of decisions, with additional meetings being held as necessary to undertake its business. In the interests of agility, the FX Plus Board may be asked to agree matters by email or Chair's action. The agenda for each meeting will review operational performance, project planning/delivery and service alignment.

Servicing:

The Executive Assistant to the Directors of IT Services, Library & Academic Skills, Student Services.

Revised, GW, Jan 2016