

School of Clinical Medicine IT Committee

Terms of Reference

1. Constitution

The School of Clinical Medicine Committee has been established by the Council of the School.

2. Terms of reference

2.1. Purpose

Oversee the provision of IT across the School of Clinical Medicine on behalf of the Council of the School

2.2. Objectives

- Oversee service delivery, management structure, strategic plans, and financial models of the IT Service Providers in the School;
 - Clinical School Computing Service (CSCS)
 - Cancer Research UK Cambridge Institute (CI)
 - Cambridge Institute for Medical Research (CIMR)
 - Wolfson Brain Imaging Centre (WBIC)
 - MRC Epidemiology
 - MRC Cancer Unit
 - Central Biomedical Services.
- Agree high level policies to guide and inform service delivery and quality including information management and security, data centres, and minimum standards
- Contribute to the process of bids to grant providers relating to IT Service provision, and ensure that bids are co-ordinated across the School
- Agree a strategic plan for School IT
- Feedback on performance, capacity and capability metrics across all providers
- Co-ordinate feedback to the ISC via the Schools representative

3. Membership

- Chair – Professor in the School of Clinical Medicine (elected by Council of School)
- 4 Other Clinical School Academics, including representatives from CI, CIMR, and WBIC
- Secretary of the School of Clinical Medicine
- School Finance Manager
- 1 Academic linked to the Education Division
- A representative from University Information Services
- The Head of CSCS
- Secretary of CSCS
- Other members may be appointed by a meeting of the committee

3.1. Quorum

Business will only be conducted if the meeting is quorate. The Board will be quorate with half of the members being present.

3.2. Attendance by members

The Chair(s) will be expected to attend 100% of the meetings. Other committee members will be required to attend a minimum of 50% of all meetings.

3.3. Attendance by others

Managers may be Co-opted to attend as necessary.

4. Accountability and Reporting Arrangements

- 4.1. Members will be invited to declare any interests they might have in any issues arising at the meeting that might conflict with the business of the service.
- 4.2. The Council of School will receive an annual presentation from the Head of the Clinical School Computing Service.
- 4.3. The minutes of the committee will be formally recorded and available to the Clinical School.

5. Frequency

- 5.1. Meetings will be held three times per annum.
- 5.2. Additional meetings may be arranged when required.

6. Review

The School of Clinical Medicine IT Committee will review its Terms of Reference on an annual basis.