# Introduction

Appointed by SMG, the **Information Technology Financial Planning Committee** (ITFPC) will inform and deliver the Information Technology (IT) Strategy and associated financial and implementation plans for consideration by SMG and Court. ITFPC will review and monitor progress against the IT Capital expenditure plan, and review for affordability and strategic alignment prior to approval by the Information Policy Strategy Committee (IPSC) and has delegated authority for all business cases, contracts, and infrastructure with a value between £250k & £500k.

# Committee remit

The mandate for the ITPFC is as follows:

* Review, monitor and provide constructive challenge on IT strategy development and progress on delivery
* Review and provide constructive challenge, in terms of financial and technical viability and strategic fit, to the University Technology Strategy Implementation Plan and associated expenditure plan.
* Ensure that developed implementation plans appropriately consider the technical deliverability, institutional capacity to deliver and business readiness within the internal client base.
* Review, provide constructive challenge to and approve strategic business cases ahead of submission to Investment Committee.
* Review key progress indicators to ensure strategy is realised and early warning signs are identified for intervention
* Review key areas of expenditure (capital and revenue) to ensure appropriate value is being realised from investment
* Approve IT related capital projects and contracts where the value is from £250K - £500k
* Agree monthly report from the Strategy Delivery Unit to IPSC outlining recent approvals and summary status of the IT portfolio less than £500k

# Scheme of Delegation

The following details the delegated authority for the ITFPC and shows how it is placed in the overall University Scheme of Delegation with escalation to IPSC:

|  |  |  |  |
| --- | --- | --- | --- |
| **Area of Responsibility** | **Limit** | **Lead Executive Role** | **Escalation To** |
| Approve Capital Projects | <£500k | Executive Director of Finance | Information Policy Strategy Committee |
| Approve Information Services related contracts | <£500k | Executive Director of Finance | Information Policy Strategy Committee |
| Purchase of hardware or software | <£500K | Executive Director of Finance | Information Policy Strategy Committee |

# Committee Membership

This is an executive chaired Committee with the following membership:

* Senior Vice Principal and Deputy Vice Chancellor (Academic) (Chair)
* Executive Director of Finance
* Chief Operating Officer
* Executive Director of Information Services
* Director of IT Services
* Head of Finance, Head of Finance

# Substitutions and Quorum

There are no substitutions. There is no minimum attendance.

# Committee Member Responsibilities

Each Committee member has a fiduciary responsibility to:

* Ensure all investments are in line with University Strategies & Policies
* Agree on the achievability of business cases, plans and roadmaps
* Identify, assess and mitigate risk at an IT portfolio investment level
* Openly and constructively challenge where investments do not meet key criteria for regulatory, business continuity and strategic investments
* Take ownership for specific actions and risks in the ITFPC Action Logs. All actions and risks must have a Committee member as overall owner
* Activity and behaviour should embody the University’s values ([click here for details](https://www.gla.ac.uk/myglasgow/staff/values/))

# Conflict of Interest

The ITFPC will follow the UofG procedure for the management of any conflicts. The procedure defines declaration of conflicts as a standard agenda item at the start of the meeting, the maintenance of a register of conflicts, and a process for managing all conflicts which are declared.

# Format and cadence

The meeting schedule will be every month but cancelled when there is no substantive business to review.

**INPUTS**

* UofG strategy and plan
* Technology Strategy and Roadmap
* Current FY and 3-year IT Investment Budgets and 10-year Outlook
* Portfolio Investment breakdown split by financial year
* Investment Health Summary
* Investment Business Cases/Proposals/Change Requests to be presented
* IT KPI’s
* Summary of changes made to action log

**OUTPUTS**

* Decision Log
* Action Log
* Minutes