

## **LASE Estates and Digital Board**

### **1. Constitution**

- 1.1 The Vice-Chancellor and Chief Executive Officer has established a committee known as the Estates and Digital Board, which reports to the Vice Chancellor's Executive (VCE).
- 1.2 The Estates and Digital Board (EDB) has one sub-committee, Information Assurance and Security Committee.

### **2. Scope**

- 2.1 EDB oversees service delivery of the University Group's information technology and estates and facilities operations to support the students and staff of the University Group, including overseeing the management of core service partners;
- 2.2 EDB oversees feedback from users of estates and facilities and information technology and ensures that there is appropriate escalation and resolution;
- 2.3 EDB oversees 'business as usual' estates and digital projects falling outside the scope of the LASE Transformation programme, ensuring effective co-ordination with the Transformation and Strategy Board;
- 2.4 EDB develops and approves regulations, policies and procedures related to the University Group's estates and facilities and information environment.

### **3. Membership**

- 3.1 The membership shall be as follows:

#### **Ex Officio**

- Chief Operating Officer (Chair)
- Group Chief Information Officer (Vice-Chair)
- Group Chief Estate and Facilities Officer (Vice-Chair)
- Group Chief Financial Officer
- Group Chief People Officer
- Group Chief Student Officer
- Director of Research, Innovation and Commercialisation
- Group University Secretary
- 3 x DVCs and Provosts or nominees
- CEO of LASE University Group Students' Union

- 3.2 For the Estates and Digital Board, the quorum is one third of the current membership.

### **4. Attendance at meetings**

- 4.1 The following staff will normally attend meetings but are not members:
  - Director of IT Services

- Associate Director (Digital Programme Management Office) (Greenwich)
- 4.2 At the discretion of the Chair, other staff who are not members of the Board may be invited to attend on an ad hoc basis for specific items where their attendance can inform and support the Board.
- 5. Frequency and format of meetings**
- 5.1 The Estates and Digital Board will normally meet four times in an academic year. The Chair may call additional meetings if necessary.
- 5.2 Meetings will be held either in-person, via electronic means (e.g. online) or via a hybrid format, as determined by the Chair. The Board may also decide matters by email circulation. In between meetings of the Board, the Chair of the Board is empowered to decide matters falling within the Board's remit by chair's action; matters decided by chairs action shall be reported to the next meeting of the Board.

**6. Delegated Authority**

Under the University Group's Executive Delegation Framework, the Board is authorised by the Vice-Chancellor to approve:

- 6.1 Regulations, policies, procedures and good practice related to the University Group's information environment and estates and facilities. Ensure adherence to legal and regulatory requirements and best practice;
- 6.2 Plans to improve performance in the areas within the Board's remit
- 6.4 Regularly review key risks within the Board's remit. Develop and approve action plans to take advantage of opportunities and mitigate risk;
- 6.5 Establish any working groups to be overseen by the Board or its sub-committee and approve their membership and terms of reference.

**7. Other Duties**

The other duties of the Board shall be to:

- 7.1 Oversee the University Group's information technology and estates and facilities operations against objectives and performance targets, including the management of core services partners. Ensure that agreed standards are met with the goal of continuous improvement and that service delivery is achieved economically, efficiently and effectively;
- 7.2 Oversee plans to improve performance of information technology and estates and facilities operations in the area of environmental sustainability;
- 7.3 Consider reports on key areas for significant service improvement from feedback received from stakeholders in Colleges and Professional Services. Oversee the development of business cases to improve service and performance for approval under the University Group's Delegation Framework;

- 7.4 Oversee 'business as usual' estates and digital projects falling outside the scope of the LASE Transformation programme, ensuring effective co-ordination with the Transformation and Strategy Board to avoid overlap;
- 7.5 Oversee development of the University Group's Estates and Digital Enabling Strategies for approval by the Transformation and Strategy Board, Vice-Chancellor's Executive (VCE) and the Board of Governors;
- 7.6 Review project plans to improve and innovate in the use of the learning environment whether by the utilisation of space or technology, liaising with Education Strategy Board as necessary;
- 7.7 Oversee the opportunities from new and emerging learning technologies and their implementation, liaising with Education Strategy Board as necessary;
- 7.8 Oversee the University Group's information security, data protection and digital content accessibility responsibilities;
- 7.9 Establish, approve and oversee the implementation of University Group data governance policies, standards, and procedures to ensure data quality, integrity, and ethical use;
- 7.10 Receive, review and act upon reports on critical digital risks, including data compliance failures, major service outages and principal cyber security threats referred by the Information Assurance and Data Security Committee;
- 7.11 Review and prioritise space requests and monitor plans for changes to the use of existing space;
- 7.12 Regularly scan the HE sector and other organisations for best practice and innovation which are worth considering for implementation;
- 7.13 Monitor the operation and decisions of its sub-committee and working groups and ensure the effectiveness. Consider any proposals/recommendations from them;
- 7.14 Make recommendations to VCE in respect of the terms of reference and membership of its sub-committee;
- 7.15 Ensure active consideration of equality, diversity, inclusion and sustainability in the conduct of the Board's business;
- 7.16 Have particular regard to the importance of freedom of speech and academic freedom in the committee's business, acting in accordance with the commitments in the University Group's Freedom of Speech Code(s) of Practice.

## **8. Reporting Procedures**

- 8.1 The Estates and Digital Board reports as follows:

- **Frequently:** through provision of the minutes of each meeting to the next meeting of the VCE. Additionally, an oral report (normally by the Chair/Vice-Chair) is delivered (along with other committee reports) as an item on VCE agendas;
- **Periodically:** via other policies, reports, plans and progress updates which it reviews and/or recommends for approval within the business cycle and its terms of reference;
- **Ad hoc:** where urgent Group-wide matters require direct escalation to the VCE for decision or discussion.

## **9. Secretarial Arrangements**

- 9.1 The meeting will be clerked by the Group's University Secretary or their nominee.

## **10. Review**

- 10.1 The Board will review its own effectiveness annually and in greater depth at a minimum of every three years. Reviews may be performed as part of wider governance effectiveness reviews;
- 10.2 These terms of reference will be reviewed annually to ensure their effectiveness and any amendments recommended to VCE for approval.

Approved by Vice-Chancellor's Executive: 5 October 2026

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