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ICT Steering Committee Terms of Reference

Version 1.0

An Chomhairle um Ghairmithe Sláinte agus Cúraim Shóisialaigh

Health and Social Care Professionals Council

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1. **Purpose**

The Information and Communications Technology (“ICT”) Steering Committee is established to provide strategic oversight of ICT initiatives within CORU. The Committee’s role is to ensure that technology projects are aligned with the organisation’s strategic objectives, managed effectively, and delivered with appropriate oversight. It acts as an advisory body to the Council, offering updates on progress, risks, and opportunities within the ICT sphere of the organisation.

The Committee also has a key function in monitoring ICT performance, recommending decisions for Council approval, and guiding strategic engagement in support of continuous improvement. In addition, the Committee will provide leadership on the responsible and ethical use of Artificial Intelligence (“AI”), in line with national and European policy developments.

1. **Objectives**

The primary objective of the Committee is to support the successful delivery and governance of ICT programmes and projects. It will guide the strategic planning of digital initiatives and monitor their implementation. The Committee will provide oversight of project timelines and budgets, ensuring that ICT initiatives are delivered on schedule, within approved financial parameters, and in accordance with organisational priorities. It will monitor project performance and strategic relevance, provide informed recommendations to the Council for decision, and promote digital transformation that meets evolving business needs.

An annual review of ICT projects and work undertaken will be carried out, providing a structured reflection on outcomes, challenges, and emerging priorities.

The Committee will also examine and guide the integration of systems, adoption of digital platforms, development of organisational policies, management of data, implementation of process automation, and the use and governance of AI. This ensures that all ICT- related decisions and investments are cohesive, forward-looking, and in line with sectoral best practice.

1. **Advisory Role on Artificial Intelligence**

A specific function of the Committee is to provide oversight and guidance on the integration and governance of Artificial Intelligence within CORU. It will advise on the ethical, legal, operational, and strategic implications of AI use, including compliance with all relevant legislation. The Committee will support the development of internal policies and controls governing AI deployment, foster awareness and training, and ensure that all AI initiatives align with CORU’s regulatory remit, risk tolerance, and public interest responsibilities.

1. **Reporting and Accountability**

The ICT Steering Committee is a Committee of Council. This structure provides an effective mechanism for oversight, governance, and integration with broader organisational performance management.

While the Committee does not hold executive decision-making authority, it plays a vital advisory role in shaping the strategic direction of ICT across CORU. Meeting minutes, recommendations, and progress updates will be formally recorded and submitted to Council for consideration.

1. **Terms of Office**

Members of the ICT Steering Committee will be appointed for a term of up to four years, in circumstances where a member is a sitting Council member their appointment will conclude earlier if necessary to align with the end of their Council term of office. This term length is intended to provide sufficient time for members to contribute meaningfully to the Committee’s work, gain a deep understanding of CORU’s ICT landscape, and support the implementation of CORU’s Statement of Strategy.

Each member may serve up to two full terms in order to support business continuity for critical projects and the retention of specialist corporate knowledge. Appointment beyond two terms is not permitted. This approach is intended to balance innovation, diversity of thought, and responsiveness to evolving technological trends with the need for stability in strategically important initiatives. Any decision regarding re-appointment will be made in consultation with the Chairperson and the Council, taking into account the strategic significance of ongoing projects, the value of the member’s expertise, and the overall composition of the Committee.

To ensure continuity of operations and preserve organisational memory, membership terms will be staggered where feasible. This means that not all members will conclude their service simultaneously, allowing for effective knowledge transfer and succession planning.

Appointments and term completions will be reviewed and managed in consultation with the Stakeholder Management Team.

1. **Membership**

The Committee will be composed to ensure a balanced mix of strategic, operational, and technical expertise. The composition of the Committee will be as follows:

* A Chairperson, who will be a member of Council
* Two further Council Members with an interest or background in digital technology or governance matters
* Two External Members, appointed for specialist expertise in ICT strategy and digital transformation. Each must have demonstrable experience in artificial intelligence (“AI”) and cybersecurity.

This structure is designed to ensure that the Committee benefits from internal oversight, external insight, and strong operational continuity. External members may be appointed on a time-limited basis aligned with their expertise and the strategic needs of CORU’s digital programme. Additional attendees, including project leads or subject matter experts, internal or external, may be invited to specific meetings on an as-needed basis to support informed decision-making.

1. **Meetings**

The Committee will meet at least four times per year, with additional meetings convened as necessary based on project activity or Council requirements. A meeting will be considered quorate when attended by the Chairperson and a minimum of three other members. The Digital and Quality Systems Department will act as the Secretariat and support meeting organisation, documentation, and communications.

1. **Governance**

The ICT Steering Committee is an advisory body of the Council and will operate on an ongoing basis to support CORU’s strategic goals. The Terms of Reference will be reviewed annually or as required to ensure their continued relevance, effectiveness, and alignment with organisational and technological developments.