BRITISH EVENTING

IT Steering Committee
Terms of Reference
(As revised 6 April 2021)

Aim

To ensure that all further work to develop and maintain the current IT systems, and consideration of any short-, medium- and long-term IT strategy, is carried out in an efficient and cost-effective manner in alignment with the strategic objectives of BE and to support the delivery of sport, so that it:

- Delivers best possible functionality for all BE stakeholders
- Delivers this within a sustainable IT budget with accountability to BE members on value for money
- Takes into account the long-term goal of having a sustainable IT environment by understanding and mitigating the risks associated with running BE's IT systems
- Contributes to delivery of the sport to the members and stakeholders in an efficient and cost-effective way

Objectives

The Committee will operate as the forum where IT staff and management are held to account for delivery on agreed IT developments and actions; where guidance on direction and priorities is provided (in accordance with Board priorities); where they can come for decisions, escalations and to remove roadblocks; and where any significant changes to the agreed priorities will be agreed for recommendation to the Board for approval. Specifically, the Committee will:

- Oversee the creation of and monitor progress against a project plan setting out a detailed set of milestones with reference to actual and forecasted IT budgets.
- Oversee the running of the current IT environment, examining cost, resilience, security and overall viability.
- Review progress against a Risk Register and Issues Log, identifying decisions needed to close issues and mitigate risks
- Develop and oversee the implementation and maintenance of change management processes for new and adjusted functionality and new or adjusted access to or use of data within the IT system
- Be responsible for the continued development, management and implementation of the IT roadmap defined by the IT Programme Strategy Review Task Force and as approved by the Board as may be amended from time to time to take account of available solutions and budget considerations.

- For purposes of implementing the IT roadmap, identify, select and agree terms with third-party suppliers of appropriate IT products and services for Board approval
- In carrying out each of the above objectives, identify and monitor the associated costs and risks to ensure that these are fully understood and consistent with the stated aims of delivering value for money and achieving the long-term goal of a sustainable IT environment

Status and Composition

The Committee will report to the Board. Within the parameters agreed by the Board, the Committee will determine the manner in which the IT roadmap is implemented and the actions to be taken for purposes of closing issues and mitigating risks identified in the Risk Register and Issues Log, and will approve change management requests for new and adjusted functionality. This shall always be subject to Board approval where actions require changes to the IT budget, the IT roadmap, BE staffing or any aspect of the operation of the sport.

Membership will include independent persons with key competencies and full representation of all key end users. The Chairman of the Committee will be appointed by the Board of British Eventing. The composition of the Committee will be proposed to the Board by the Chairman of the Committee after discussion between the Chief Executive and the Committee Chairman and will include:

- independent Chair
- independent Secretariat
- Board director
- CEO
- Head of IT (if different from the CEO), being the person having management responsibility for BE's IT Team
- Head of Sport
- Representative of Riders as recommended by Chair of ERA
- Representative of Event Organisers as recommended by Chair of BEOA
- Representative of Owners as recommended by Chair of EHOA
- Entries agent
- Entries secretary/scorer

The Chair and/or the Secretariat may serve as a representative of ERA, BEOA or EHOA.

At the Chair's discretion, other persons may be invited to attend meetings at the request of the Committee

Any Director may attend Committee meetings, but he or she should notify the Secretariat at least 24 hours before the meeting of his or her intention to do so.

The current list of Committee members is attached.

Frequency of Meetings

At the discretion of the Chair, but in any event not less than monthly.

Reporting

Minutes in the form of summary action notes will be prepared for every meeting and sent promptly to all members of the Committee, with copies to the heads of ERA, BEOA and EHOA.

Interim status reports will be provided after every meeting and no less frequently than monthly in a format devised by the Committee and agreed with the Board. These will be sent by email to the BE Board and, subject to Board review and required amendments, will be published on the BE website no later than [3] business days later.

The Committee will report to the Board at every formal Board meeting, or more regularly where requested by the Board.

Quorum and Voting

The Committee will take decisions by majority vote of its members in attendance at a meeting where at least 5 members are present including:

- The Chair
- The CEO or, if different, the Head of IT
- The ERA representative (if different from the Chair)
- The BEOA representative (if different from the Chair)
- The EHOA representative (if different from the Chair)

Provided, that if the Chair is a representative of ERA, BEOA or EHOA, the quorum may be made up of 4 members, being the Chair, the CEO, and the representatives of each of the other two stakeholders.

In the event of a tie in voting, the Chair will have a second casting vote.

The Chair may determine that a Committee member will be recused from voting on a matter in which the member has a conflict of interest

Remuneration

The Committee serves essentially as a volunteer body. Those members who are existing BE employees or Board members are expected to fulfil their roles on the Committee within the terms of their existing contracts.

Principles

The following principles will be applied by the Committee in carrying out its work:

- All work will be conducted in an open and transparent way.
- The experience of the wider BE network of members will be drawn on wherever possible/practical
- The Committee shall be given access to whatever information held by BE that the Committee reasonably requires to enable it to fulfil its responsibilities
- The Committee is entitled to seek information and views informally from any person they feel appropriate to ensure the best possible recommendations to the BE Board, and will endeavour to ensure that its activities do not create false expectations about the way in which it will use such information and views to formulate its recommendations.
- To ensure that communications to/from the Committee are not hindered, no confidentiality provisions imposed by BE on information or persons in respect of the ITTP or the operation of the systems shall be deemed to preclude sharing information with the Committee nor members of the Committee sharing with others, including but not limited to any non-disclosure agreements signed by members of the Rider Working groups or the EARS Working Group.
- The Committee shall not be permitted to commit BE to any contractual arrangements or to any spend, or to otherwise formally engage the services of any person, other than pursuant to delegated authority from the Board
- The Committee will work closely with any other Committees, working groups, advisory groups or other BE bodies (such as the EARS Working Group), drawing upon information and input, and will seek to coordinate its actions with those of the other bodies so as to avoid any duplication of effort.
- All such other BE bodies will be informed that the IT impact must be fully considered, and the Committee must be informed, before taking actions involving significant IT development work.
- The Committee will manage information appropriately and carefully for the purposes of delivering on its aims and objectives and will not disclose information to anyone other than BE staff, the BE Board, BE members and key stakeholders

Committee Members

Di Brunsden (Chair, and EHOA Representative)
Terry Miller (Secretariat and EHOA Representative)
Wendy Evans (Entries secretary/scorer)
Jenny Levett (Entries agent)
Jude Matthews (CEO)
Wendy McGowan (Head of IT)
Jane Peters (BE Board member)
Debbie Pritchard (Head of Sport)
Elaine Tragett (ERA representative)
Helen West (BE Board member and event organiser)
Martin Wright (ERA grassroots representative)