DEPARTMENT OF BIOLOGY

Information Committee Department of Biology (ICDB)

Terms of Reference

1. To manage the way in which information needed for the functioning of the Biology Department .[1] is:
   gathered
   stored securely
   used or analysed
   distributed or made available to those who require it

2. To develop and maintain, on behalf of Resources Board and the HoD, an Information Strategy

3. To advise the HoD as to what should be considered to be acceptable and appropriate use of departmental computing resources and to produce clear guidelines that can be circulated to all members of the Biology Department.

4. To advise Resources Board and the HoD as to demands made on the department and its computer users with regards to laws and statutes governing data protection, software licensing, data ownership, etc..

5. The committee shall seek to conduct its activities as far as possible to ensure that:
   those providing, using and distributing the information have their needs considered fully but within the overall needs of the department
   all interested persons are consulted and kept informed as to the strategies being proposed or adopted by IC for managing information
   the activities of the committee are recorded by means of minutes and that all such minutes and documentation prepared for consideration by the committee are freely available

6. Committee membership:
   the committee shall be appointed by Resources Board which shall also advise the committee as to the appointment of a Chair
   full members of the committee shall be drawn from the Department of Biology
   members of the committee will not be representative; they will be chosen for their expertise, commitment and knowledge of the needs of the department and because they have appropriate roles in relation to the committee's remit.
   the committee shall have the power to co-opt non-voting members
   membership and the designation of the Chair shall be reviewed by the committee annually

7. The role of the Chair. The chair shall:
   in consultation with the IT manager, provide an agenda for meeting
   ensure that meetings are advertised, minutes are kept and the department as a whole kept informed of the committees activities
   consult with the HoD, the Chairs of other committees and other senior departmental managers to ensure that the activities of the IC committee meet the needs of the Department

8. The role of the IT Manager. The IT Manager shall
   take day-to-day responsibility for managing the departmental IT infrastructure
   take day-to-day responsibility for managing the IT support staff
   implement the policy agreed by IC committee
   advise the IC committee on all matters technical, keeping the committee informed of the options that are available, or will soon be available, to meets the needs of users
   be responsible optimising the use of the resources allocated for use by the committee

9. The financial responsibility of the committee
   the committee shall prepare an annual budget (to be submitted to Finance Committee) which will provide the department with an estimate of the resources needed in the short (1 year) and medium term (2-4 years) to fulfil its remit
   should the resources needed for the committee's work be limiting, the committee shall determine the priorities for any expenditure and will advise those concerned of the consequences of the modified budgets.

10. Meeting: The committee shall usually meet 3 times a year.

11. Compliance: The committee will adopt the UOY best practice and take account of equality of opportunity in its work.

Richard Firn/Ian Jennings 28/11/01

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[1] .The Department of Biology in this context includes all units and sub-units that are associated with core of the Department