

DEPARTMENT OF BIOLOGY

INFRASTRUCTURE COMMITTEE

Terms of Reference

The Infrastructure Committee is responsible for the operational control of departmental facilities and services. The main areas covered are:

- Workshops – Mechanical & Electronic
- Horticulture – including glasshouse areas and plant growth chambers
- BSF
- Stores & Purchasing
- General buildings management (e.g. security, reception, portering, cleaning, waste management, mail, etc)
- Services in Teaching and Research Laboratories
- Autoclave & Glassware
- Graphics
- IT

The Committee is also responsible for overall safety implementation, following recommendations of the Departmental Safety Adviser, Departmental Safety Committee and/or Resources Board. It reports to the Resources Board and operates within budgets set by Finance Committee.

The membership is: Director of Infrastructure & Facilities (Chair), Minutes Secretary, Operational Manager, Health & Safety Adviser, Buildings & Facilities Managers / Officers (Buildings, Workshops, Horticulture, BSF, Teaching Laboratories, Stores & Purchasing & IT), University Facility Manager (zone 3/5)

The Operational Manager will chair the meeting should the Chair be unavailable.

The Infrastructure Committee meets monthly and reports to Resources Board. Meetings and will normally meet at 1400 on the first Wednesday of each month. Agenda items and enclosures for circulation should be sent to the Minutes Secretary seven days prior to each meeting; further papers can be tabled and items can be raised under Any Other Business.

Minutes are publicly available within the Department of Biology and are held on the N: drive of the Departmental Novell network.

These Terms of Reference were agreed at the meeting of Infrastructure Committee on 5th July 2006 and are subject to modification in the light of experience as the Department's administrative structure evolves.