

**THE UNIVERSITY *of York***  
**DEPARTMENT OF BIOLOGY**

**Resources Board**  
**Minutes of Meeting held on Thursday 21 February 2008**

Present: Dawn Cartwright (DC), Peter Crosby (PC), Lorna Evans (LE), David Hammond (DH), Peter Hogarth (PJH), Ian Jennings (IJ), John Pillmoor (JBP), Janina Pirozek (JCP), Duncan Rotherham (DR)  
Apologies: Jim Hoggett (JGH), David Nelson (DN)  
In Attendance: Andrea Johnson (AJJ)

**08/019 Minutes of the meeting** of 31 January 2008 were agreed.

**08/020 Matters Arising from Resources Board, 31 January 2008**

(i) *08/008 Contractors - insurance*

DC reported that she was progressing the documentation in relation to contractors insurance and the issue had been discussed with Estates. The authorisation to work forms will be trialled with a few users first, then rolled out to others.

(ii) *08/010 Problems with fire alarm tests disrupting teaching*

DC had emailed Estates about testing of the fire alarms. A student had made a further complaint as the alarms had been tested in the middle of a lecture. It was noted that Estates would need to talk to the contractors with regard to this.

(iii) *08/011 Health and Safety Audit*

DN had circulated a communication about the Health and Safety Audit, which is currently taking place.

(iv) *08/013 Air Conditioning in the Protein Production labs*

JBP reported that whilst it was true that there isn't a cooling system in place, it was difficult with the lapse of time to establish who was to blame. PC will ask Jo Hossell to obtain lifetime costs on the two options, and these will be brought back to Resources Board in due course.

(v) *07/014 Security in the Stores yard and cycle shed*

DC had discussed the issue with Ken Batten. Whilst Ken had acknowledged that identification of individuals on CCTV is difficult, he had advised that nevertheless there is evidence that the mere presence of CCTV cameras act as a deterrent.

DC had subsequently received quotes for installing CCTVs of around £2,000 for the Stores yard and £4,000 for the cycle shed, and it was debated what the next step should be. It was felt that the University should fund the CCTVs for the cycle shed area. However a further complication was the cabling (which would be in H block) because of the new building work which is scheduled to take place in that area. Accordingly it was agreed to hold off installing any cameras until the new building is up and running.

It was noted that CCTV coverage is currently available on the access roads.

(vi) *08/015 Car Parking*

DC reported that Ken Batten had not been present at the last Working Group, but had been represented by Glynn Fieldhouse, who took suggestions back about pay & display facilities once the car park near Wentworth is lost. Glynn Fieldhouse/Ken Batten will feedback to DC in due course on the issue.

(vii) *08/017 IIU Development*

DC confirmed that the IIU Development had been discussed at Strategy Group. The building will be HYMS/Biology and it is envisaged that Biology support services will be used. DS will discuss this further with Ian Greer as finance will be required to support the increase in service provision (this includes personnel, IT, Supplies, H&S & infrastructure).

**08/021 Matters Arising from Infrastructure Committee, 6 February 2008**

(i) IC8/009.8 Legionella

DC clarified that the eye wash bowls referred to were not in use in Biology.

**08/022 Terms of Reference**

It had previously been suggested that the Terms of Reference should be updated. Accordingly, DC had contacted Strategy Group for advice and would like to amend the Terms of Reference to reflect the fact that some operational matters are discussed at Resources Board.

DC suggested incorporating the sentence "Within the remit set, Resources Board acts as an advisory board for policy changes and issues which affect operational issues in the Biology Department". JBP suggested that the phrase "Resources Board is responsible for the efficient and appropriate policy and development of the Departmental infrastructure facilities and non-academic administration within the limits provided by Strategy Group" as an alternative. However it was felt that the exact phrasing should be given more thought and DC agreed to circulate some phrases round the membership for approval. It was also queried whether the first paragraph of the Terms of Reference should incorporate that Resources Board has an oversight of the different committees that report to it (eg Infrastructure Committee, Health & Safety Committee, etc), although these committees are referred to elsewhere in the Terms of Reference. It was further suggested that it may not be appropriate to list the appropriate resource areas as is currently done, as human resources for instance are not usually discussed at Resources Board. DC and JCP agreed to discuss the content of the Terms of Reference further to agree appropriate phrasing.

**DC/JCP**

It was suggested that the membership of the Committee should be re-visited to ensure that vital functions in the Department are represented, and whether there is still a need for the existing members to attend. It was acknowledged that whilst JBP represents the interests of Research Committee on the Board, it may be a good idea to have a PI representative, and DC agreed to discuss this with Ottoline Leyser.

**DC**

As it was noted that staff could always attend a meeting on an *ad hoc* basis when there was an item that they wished to raise, or when there was an item on the Agenda that they would be able to advise on, LE felt that her role as a regular member of the Board was no longer necessary. Similarly it was deemed that it was more relevant for DH to attend Infrastructure Committee rather than Resources Board. It was agreed that both LE and DH would therefore step down from the membership of Resources Board, and the Terms of Reference would be amended to reflect this change.

**08/023 Date of next meeting:** Thursday 20 March 2008 in B/K227 at 9.00am.