

DEPARTMENT OF BIOLOGY

RESOURCES BOARD

Terms of Reference

The Resources Board co-ordinates and prioritises the management of the resources of the Department within strategy set by the Strategy Group. It advises the Finance Committee on priorities for budget setting, but operates within the overall budgets as set by the Finance Committee. It advises HR committee on staffing issues within the relevant administrative areas. The Resources Board takes account of equality of opportunity in its work.

Resources include financial, supplies, building & fabric, furnishings, safety, departmental information systems, human and University services such as portering and security.

Resource Board acts as an advisory panel to the Director of Infrastructure & Facilities for policy changes and issues which affect the operation of the Department.

Resource Board is responsible for overseeing the efficient and appropriate policy and development of the Departmental Infrastructure facilities and related non-academic administration within the limits set by Strategy Group. The Departmental Infrastructure Committee, Information Committee, Safety Committee, Environmental Performance Group and Social Committee all report to the Resources Board.

The membership is: Director of Infrastructure and Facilities (Chair), Personnel Assistant (Secretary), Deputy Head of Department, Operational Manager, Finance Advisor, Health & Safety Advisor, Personnel Manager, Technology Facility Director, IT Manager, Chair BoS.

The Resources Board meets monthly and reports to the Strategy Group. Meetings will normally be at 0900 on the last Thursday of each month. Agenda items and enclosures for circulation should be sent to the Secretary by noon of the Monday prior to each meeting; further papers can be tabled and items can be raised under Any Other Business.

Following ratification by Resources Board, non-exempt minutes will be made publicly available on the Biology web site at <http://www.york.ac.uk/depts/biol/dept/comms/DeptOrg/resources/resources.htm>

These Terms of Reference were agreed at the 20th March 2008 meeting of Resources Board and are subject to modification in the light of experience and as the Department's administrative structure evolves.