

BIOLOGY– CHEMISTRY PLANNING GROUP

Terms of Reference

Remit

To facilitate and promote effective communication and co-operation between Biology and Chemistry regarding shared areas and equipment, joint appointments, facilities, general collaborations, joint research planning and shared teaching interests.

Reporting Structure

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| <i>Reports to:</i> | Through the HoDs of Biology and Chemistry to the appropriate meetings in each Department |
| <i>Considers minutes from:</i> | No minutes are routinely considered |

Minutes are made available to the appropriate committees within each Department, as decided by each HoD. For Biology this involves Biology Strategy Group, Biology Resources Board and Biology Research Committee. For Chemistry this involves the Chemistry Research Committee and the Chemistry Planning Group. The Biology-Chemistry Planning Group takes account of the Race Relations Act and other equal opportunity issues in its work.

Membership

HoD Biology, HoD Chemistry, Chair of Biology Research Committee, Professor of Biochemistry, YSBL representative, TF Director, (for financial issues - Biology Finance Advisor), Chair of Chemistry Research Committee, Chair of Biochemistry Board of Studies, Chair of Functional Genomics MRes PEC, Joint Academic Appointments. The secretary is the Biology HoD's PA.

Specific Functions

- To promote effective communication and collaboration between Biology and Chemistry
- To discuss and agree both strategic and operational issues regarding shared areas and facilities, taking into account equality of opportunity
- To agree the budget for joint facilities and staff (e.g. equipment replacement/maintenance etc.)
- To develop and bring forward joint research plans for consideration by the individual departmental Strategy committees

Frequency of Meetings

The Biology-Chemistry Planning Group meets five times per year, normally in October, December, February, April and June. Additional meetings are organised as required. The meetings will be chaired on an alternate basis by the HoDs of Biology and Chemistry.

With respect to the Freedom of Information Act:

- The designated record keeper is the Head of the Biology/Chemistry Department
- Records are retained for 10 years
- Unreserved minutes are posted on the Department of Biology web pages

These Terms of Reference were agreed at the 3 November 2005 meeting of the Biology Strategy Group and are subject to modification in the light of experience.