



DEPARTMENT OF BIOLOGY

TERMS OF REFERENCE JULY 2018 BIOLOGY-CHEMISTRY PLANNING GROUP MEETING

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.

Specific Functions

- To promote effective communication and collaboration between the Departments of Biology and Chemistry, particularly in matters of research, teaching and operations where there are shared interests and goals.
- To discuss and agree both strategic and operational issues regarding shared areas and facilities, taking into account equality of opportunity.
- To agree the financing for any joint facilities and staff (*e.g.* equipment, replacement/maintenance *etc.*)
- To develop and bring forward joint research plans for consideration by the individual departments.

Administrator

PA to the Head of Department, Biology

Membership

- 2 x HoD
- 2 x Chair DRC
- Director of the TF
- Lead – Biochemistry Module Committee
- Teaching Coordinator – YSBL
- Chemistry rep re: Biochemistry
- DHoD (T&S) from Biology
- For 2018-19 – Jeremy Mottram (lead, York Biomedical Research Institute)

Reporting structure

Reports to: Through the HoDs of Biology and Chemistry to the appropriate meetings in each Department

Considers minutes from: No external minutes are considered routinely.

Minutes are made available to the appropriate committees within each Department, as decided by each HoD. The Biology-Chemistry Planning Group has Health and Safety, and Equality and Diversity as standing agenda items.

Frequency of meetings

The Biology-Chemistry Planning Group meets termly, with additional meetings being organised as required. The meetings will be chaired on an alternate basis by the HoD of Biology and Chemistry.