



DEPARTMENT OF BIOLOGY

TERMS OF REFERENCE STAFF COMMITTEE MEETING

Remit

To consider matters relating to the recruitment, organisation, management, development and well-being of staff. Ensure appropriate communication takes place with staff regarding employment matters. Act as a consultative body regarding initiatives of relevance to all, or sections of our staff. Consider and recommend responses to, University policies and procedures as well as consideration of local procedure in respect of impact on staff across all staff groups.

The Committee stands in an advisory capacity to DMT and will make recommendations there (or directly to the Head of Department if appropriate).

Staff Committee will work positively in relation to Equality and Diversity.

Administrator

Gelayol Holme, Administrator, DMT Hub

(The Departmental Manager is responsible for the agenda, Administrator for minutes)

Membership

This is a minimum list but discretion may be used to include additional interested staff in the interests of gaining the widest range of views.

Chair: Departmental Manager

Deputy Chair: Deputy Head of Department

Staff representative - Operations/Infrastructure

Staff Representative/s – administrative

Staff Representative/s – academic

Staff Representative/s – professional/specialist

Staff Representative/s – research

Staff Representative/s – technical

(Staff representatives serve for three years. At the end of their tenure, the vacancy will be advertised to the Department. They may serve a second term, if no other nomination is received.)

Reporting structure

This committee reports in to Departmental Management Team.

Consults: Head of Department

Staff via representatives of each staff group

Other, as appropriate



Receives: Reports from sub-groups:

- Such as the Biology Equality and Diversity Group and other project/working groups

Frequency of meetings

This committee meets once per term.

Other detail

Staff Committee will produce two sets of its minutes (if required), one set being edited where necessary to delete items that are Data Protection A or FOI exempt. The edited version will be made available on the web in accordance with departmental/University policy. Minutes and associated papers will be kept for 10 years, with the official copy being held by the Chair and available for reference.