



SUFFOLK BIODIVERSITY INFORMATION SERVICE

SBIS Steering Board

TERMS OF REFERENCE

PURPOSE	To champion the independence of the SBIS. To oversee the work of the Information Service providing policy and strategic guidance and approving annual and strategic business plans To approve the use of public monies by the Service through annual and strategic budgets To provide a forum for discussion about new recording initiatives.
MEMBERSHIP	Current representatives in brackets SCC (Nick Collinson, Sue Hooton), NE (Alison Collins), EA (Chris Strachan), SWT (Dorothy Casey), SNS (Adrian Chalkley), RSPB (Jacqui Miller), Essex & Suffolk Water(Helen Jacobs), IBC/Ipswich Museum (Sarah Barker/Jayne Austin) + 1 from each pair of local authorities: SEBC/FHDC (Damien Parker), BDC/MSDC (Matt Deakin), SCDC/WDC (Desi Reed) with 2 non-voting supporting officers from SBIS (Martin Sanford + Gen Broad or Ben Heather) + specific expertise as required
MEMBER'S ROLE	To work together to identify a common way forward for the local authorities and other funders in terms of managing and supporting SBIS To represent their authority/organisation's interest in the use of public funds by SBIS To promote due regard and give advice on use of SBIS services in their own organisation To monitor the work of SBIS and advise on future development of the service
TIMING	Meets at least 2 times a year
INFORMS	Minutes are made available on the website
OPERATION	Chair elected from committee membership. Whilst normally issues will be decided by consensus, if a vote is necessary, each Member will be allowed one vote. Chair has additional casting vote. Decisions based on a majority.

1st April 2016