



# SUFFOLK BIODIVERSITY INFORMATION SERVICE

## **SBIS Steering Board** **TERMS OF REFERENCE**

<b>PURPOSE</b>	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.
<b>MEMBERSHIP</b>	Current representatives in brackets SCC (Tim de Keyzer, Andrew Murray-Wood), NE (vacant), EA (Chris Strachan), SWT (Simone Bullion), SNS (Adrian Chalkley), RSPB (Jacqui Miller), Essex & Suffolk Water(Helen Jacobs), IBC/Ipswich Museum (Sarah Barker/Kathryn Riddington) + 1 from each pair of local authorities: SEBC/FHDC (Damien Parker), BDC/MSDC (Peter Garrett), SCDC/WDC (Desi Reed) with 2 non-voting supporting officers from SBIS (Martin Sanford + Gen Broad or Jane Mason) + specific expertise as required
<b>MEMBER'S ROLE</b>	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
<b>TIMING</b>	Meets at least 2 times a year
<b>INFORMS</b>	Minutes are made available on the website
<b>OPERATION</b>	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.

13th November 2018