

Norfolk Biodiversity Information Service

Steering Group Terms of Reference

Background

Norfolk Biodiversity Information Service (NBIS) is a Local Environmental Records Centre holding information on species, geodiversity, habitats and protected sites for the whole of Norfolk. NBIS is a member of the Association of Local Environmental Records Centres and operates within the guidelines of the National Biodiversity Network. NBIS functions with guidance from a Steering Group, serving the need for environmental information in Norfolk through the collection, collation, assessment and interpretation of high quality data.

The Steering Group

Purpose and objectives

- To direct the current and future work of NBIS by providing strategic guidance and advice
- To guide and review the development of the coming year's activities
- To review and endorse annual reports, business plans, work plans and other strategic documents.
- To be updated on NBIS work since the last meeting.
- To review, where necessary, the use by NBIS of partner funds and other funding.
- To provide a forum for discussion about wildlife recording and other key NBIS objectives

Membership

- The steering group will be made up of representatives from local authorities, statutory agencies, conservation NGOs, user groups (such as ecological consultants) and local recorders. The membership will be constantly evolving, no fixed membership is required. *The current list can be provided on request.*
- All NBIS partner organisations will be invited to send a representative.
- Members will represent their authority/organisation's interest in the use of public funds by NBIS, either as a funding or non-funding partner.
- Members should promote and give advice on the use of NBIS services within their own organisation.

Structure and Meetings

- The Steering Group will meet at least twice a year.
- The Steering Group will be chaired by a member of the steering group or NBIS, agreed and reviewed on a regular basis by the Steering Group.
- The Steering group meeting will be minuted by a member of NBIS.
- Documents relating to agenda items will be circulated in advance of the meeting.
- Minutes will be circulated as soon after the meeting as possible with the opportunity for corrections to be requested.

Decision making

Decisions, where they are required, shall normally be reached by consensus. However, in situations where this does not prove possible, decisions will be taken by a simple majority vote. Each member has a single vote.

Review

The Steering Group Terms of Reference will be reviewed and adopted every 2 years.

Legal status

Nothing in this document will be construed as creating a legal partnership or joint venture. The Partners enter into this agreement in good faith and in the spirit of co-operation in order to achieve common aims. The costs of participation and any work incurred by each partner shall be borne by the partner incurring it, unless a formal written agreement to the contrary is made between the cost-incurring partner and NBIS.