

APPENDIX 1

NESBReC Advisory Group and Management Team: Terms of Reference

April 2014

The North East Scotland Biological Records Centre (NESBReC) underwent a review during 2013. During this review NESBReC was confirmed as being an Aberdeenshire Council service sitting within the Specialist Services Team within Planning Policy and Environment.

The Management Structure for NESBReC now consists of an Advisory Group and a Management Team. This brief statement is intended to clarify the role of these two groups.

Advisory Group - The NESBReC Advisory Group meets between 3 and 4 times a year (decision made by the Group) with the aim of advising Aberdeenshire Council on the long term direction and development of NESBReC. The Group has an independent Chair (currently John Milne) and includes representatives from all organisations who provide funding to and/or have service level agreements with NESBReC. In addition to members from funding organisations the Group includes representatives from other relevant Statutory and non-Statutory bodies, the biological recording community and environmental consultancy. The Advisory Group's meetings are intended to be issue based with external experts drawn in as necessary for a particular discussion. Members of the wider NE Scotland biological recording community are welcome to come to these meetings and the Advisory Group will review its membership and look for new members as required. The Advisory Group does not require a formal constitution, since all NESBReC staffing, financial and legal matters are handled by Aberdeenshire Council and reported to the NESBReC Management Team.

Funding arrangements with organisations supporting NESBReC are dealt with by Grant/Service Level Agreement or other agreement as appropriate with each supporting organisation individually.

Management Team - The NESBReC Management Team consists of the NESBReC Co-ordinator, the Specialist Services Team Leader and the NESBReC Advisory Group Chair. The NESBReC Advisory Group Chair is not required to attend every meeting, rather he/she would attend at his/her discretion and report back to the Group as necessary. Other Aberdeenshire staff (Environment Planner, Finance, ICT etc) are asked to attend Management Team meetings as required. The Management Team meets on a monthly basis and guides the operational running of NESBReC including finances, work programming, staffing etc.