**Sustainability & Climate Action Steering Group**

**Terms of Reference**

1. **Purpose**

The Sustainability & Climate Action Steering Group is responsible for over-seeing governance and implementation of the University of Bath Sustainability and Environment Policy and Climate Action Programmes.

1. **Responsibilities**

Key responsibilities include:

* Overseeing the implementation of the Sustainability & Environment Policy including the Climate Action Framework (CAF).
* Review progress against agreed targets, including risk review, and agree reports for University Executive Board (UEB) and Council on progress.
* Provide strategic guidance on prioritisation and direction of the Sustainability and Environment work.
* Act as a critical friend to the Sustainability and Environment work, challenging proposed approaches and encouraging ambition.
* Review recommendations for project and funding proposals (including external grants and financial vehicles) for consideration by UEB/other.
* Review and approve sustainability policies and plans including the Sustainable Procurement Policy; Sustainable Food Commitment; Travel and Expenses Policy.
* Agree and review the work of Sub-Groups and Task and Finish Groups.
* Act as advocates for cohesive sustainability and environmental across the University of Bath.
* Track the University’s progress towards its commitments.
* Review and approve the Annual Report prior to consideration by UEB and Council.
1. **Frequency of Meetings**

The Group will meet quarterly.

1. **Membership**

Membership reflects those with responsibility for the delivery and influence on the University of Bath Sustainability and Climate Action work. Members requested to send deputies if they are unable to attend.

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|  | **Role** | **Individual** |
| UEB Sponsor | Chief Operating Officer  | Ghazwa Alwani-Starr |
| Chair | Director of Sustainability | Richard Jackson |
| Secretary | Climate Action Policy and Project Manager | Alexandra Heelis |
| Climate Action Team | Climate Action Project Lead | Pete Phelps |
| Learning & Teaching | Associate PVC Education  | Momna Hejmadi |
| Academic Experts | Prof, Dept of Mechanical Engineering | Marcelle McManus |
| Prof, Dept of Psychology | Lorraine Whitmarsh |
| Dean, Faculty of Engineering and Design | Tim Ibell |
| Research | Dir. of Research Infrastructure and Facilities | Anneke Lubben |
| Footprint | Dir. of Campus Infrastructure | Dev Biddlecombe |
| Dir. of Finance | Martin Williams |
| Planning, Performance and Strategic Change | Deputy Dir. (Portfolio Management) | Laura Clapp |
| Communications | VP (External Relations)  | Corinne Evans |
| Student Experience | Pro-Vice-Chancellor (Student Experience) | Cassie Wilson |
| Trade Union Representation | UCU Green representative | Sandhya Moise |
| Student Representatives | SU Activities Officer | David Lam |
| SU Chief Exec | Ryan Bird |

1. **Quorum**

Chair and secretary and an additional 5 members of the committee, including nominated deputies but excluding Sustainability team (formerly CAF team).

1. **Agenda and Papers**

These will be circulated to members of the group a week before the meeting. Papers will be classified as open unless stated.

1. **Reporting**

This group reports to the University Executive Board (see Appendix)

1. **Sub-groups**

The Steering Group will agree sub-groups and approve their purpose and terms of reference. When a sub-group has been established, the Steering Group will receive and review outputs and work on a regular basis.

1. **Meeting notes and actions**

As a minimum, decisions and actions from each meeting will be recorded and circulated to all members. The action log will be reviewed at each meeting.

**Appendix: Relationship to UoB Governance**

Council

UEB

Sustainability & Climate Action Steering Group

Sustainability & Climate Action Sub-Group

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