

Sustainability Action Group Terms of Reference

1. CONSTITUTION

The Sustainability Action Group (SAG) reports to the Environmental Sustainability Committee (ESC).

2. MEMBERSHIP

Group members have been chosen to lead their area, to champion and propose initiatives/ actions.

- Faculty Environmental Sustainability Leads (Chair)
- University Academic Lead for Carbon
- Director of Campus Technology Services
- Head of Environmental Sustainability
- Head of Energy
- Head of Procurement
- Assistant Mechanical and Energy Engineer
- Manchester Museum Development Advisor: Environmental Responsibility
- Faculty of Humanities Social Responsibility & Environmental Sustainability Manager
- Finance and Administration Manager of Estates & Facilities
- Environmental Sustainability Manager of IT Services
- Environmental Sustainability Managers
- Environmental Sustainability Officer (Future Leaders Graduate)
- Graduate Intern (Environmental Sustainability)
- Student Representatives

3. FREQUENCY OF MEETING

- Meeting shall be held every six weeks.

4. OVERVIEW

- The function of SAG is to create a collaborative forum that enables members to track and share progress, address challenges, and contribute meaningfully to the University's overarching ES strategy.

5. SCOPE AND DUTIES

- To monitor and support delivery of key actions outline the Environmental Sustainability (ES) Strategy 2023-2028, using the ES action tracker as a central tool for accountability.
- To generate ideas, solutions and actions which can foster wider uptake of ES initiatives across the University.
- To support sustainability-related objectives, targets and goals that the University has signed up to.

- To consult, advise and seek feedback from relevant parties on strategy, policy or action plans on matters related to ES.
- To report key discussion points, actions and recommendations to Environmental Sustainability Committee (ESC).

6. REPORTING

- Minutes of SAG shall be circulated to ESC and Head of Facilities & Compliance.
- SAG will receive ES action tracker updates from members on a quarterly basis, which will be circulated to members of SAG. The confirmed minutes from the meetings will be circulated to all members of SAG.

7. REVIEW

- These Terms of Reference will be reviewed annually in September.