Library Environmental Sustainability (ES) Working Group: Terms of Reference

Purpose:

- To align Library ES activity with the UoM Environmental Sustainability strategy (Our Sustainable Future 2023-2028), taking a steer from PS Environmental Sustainability Group
- To ensure strategic alignment with Imagine2030, specifically Spirit of Manchester
- To oversee the PS and Library level ES action plans
- To monitor progress against measures on the PSLT and Library level action plans
- To provide support, and escalate as necessary, where positive change is impeded in the action plan
- To report to Library Management Group (LMG), ensuring they are aware of the Library's impact on ES, and where the strategic level of focus should be
- To manage links to Library Directorate Management Teams (DMTs)
- To mobilise and empower staff across the Library to engage in activity to support environmental sustainability

Membership, roles and responsibilities:

Person	Representing	Responsibilities
Olivia Walsby	LLT/LMG	Co-lead Link to LLT and Professional Services (PS) ES Delivery Group
Ciaran Talbot	LLT/LMG	Co-lead Link to LLT and Professional Services (PS) ES Delivery Group
Sarah Phillips		Admin support
Des Coyle	Collection Strategies	
Janette Martin Zsófi Buda	Curatorial Practices	 Rylands Green Initiative rep
Ria Sunga	Faculty and Student Partnerships	Group Communications
Adma Cooke/Student Team members: Divya Malhotra, Fariha Agha	Faculty and Student Partnerships (Student voice)	ES Community of Practice
Christine Sweet	AIIA Directorate	
Adele Gillibrand	Directorate of the University Librarian	
Elizabeth Warnock (RS)	Directorate of the University Librarian (Research Services)	

To be a success, the ES Steering Group requires the full engagement of all its members.
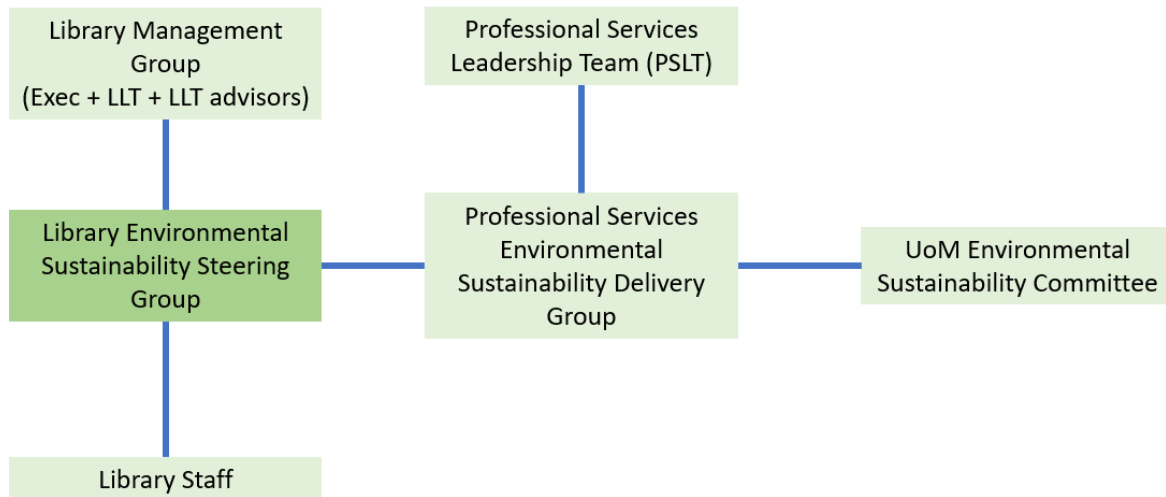
Expectations of members include the following:

- That they will be responsible for maintaining and updating progress on the Library ES actions owned by people in their directorate in a timely manner for reporting to the central PS ES group
- That they will proactively recommend new actions and changes to existing actions as circumstances change
- That they will be the 2-way link from their directorate to the Library ES working group
- That they will take a proactive lead on engaging the whole cohort of Library staff to take positive action on ES
- That they will take a proactive lead on determining how we engage our end users and customer groups in ES and ensures they take positive action to improve ES when engaging in Library services
- That they will ensure positive changes and good practice are communicated, celebrated and shared with Library colleagues
- That they will participate in the administration, organisation and development of the group
- That they will be proactive in their use of the Teams space to share issues and learn from each other, both inside and outside of any formal meetings.

Governance:

- The Library Environmental Sustainability Steering Group will be responsible for the mobilisation ES within the Library
- The Steering Group will be chaired by a member of Leadership Team
- Steering Group membership will be drawn from across Directorate Management Teams (and beyond as appropriate) and should be broadly representative of the divisional structure of the Library.
- Other members may be coopted from time to time to provide advice, support and leadership in defined areas of expertise as necessary.
- The Steering Group is responsible for:
  o Ensuring ES is embedded into Imagine 2030 planning, decision making and outcomes
  o Developing a local Library level action plan to embed ES into our day-to-day operations and services
  o Encouraging and supporting grass roots action by engaging all Library staff with ES activities
  o Communicating the work of the group and progress of the Library level action plan to our staff and students
- Steering Group meetings will normally be monthly and last no more than 45 minutes.
- If a member is unable attend, they can nominate an alternate to attend in their place.
- Meetings will consist of a mix of online and face to face according to the agenda items and activity required

Governance structure and relationships

Indicative diagram showing the links between current ES groups at UoM and the Library.

Link: Library ES Steering Group - links to nodes in Library and UoM.pptx