

**Zero Carbon Essential Works Committee**  
**Terms of Reference**

**1. CONSTITUTION**

The Zero Carbon Essential Works Committee (ZCEWC) reports to the Environmental Sustainability Committee (ESC).

**2. MEMBERSHIP**

**The Committee membership will include:**

- Chief Property Officer (Chair)
- Vice President for Social Responsibility
- Director of Estates (Infrastructure)
- University Academic Lead for Carbon
- Associate Director of Projects
- Head of Major Projects
- Capital Finance Business Partner
- Head of Environmental Sustainability (Project Sponsor)
- Head of Energy
- Deputy Chief Information Officer
- Associate Director, Legal Affairs

**3. FREQUENCY OF MEETING**

- Meeting shall be held bi-monthly.

**4. OVERVIEW**

- ZCEWC oversees implementation, performance, investment and risk management of the Zero Carbon Plan to achieve the University's zero carbon by 2038 target.

**5. SCOPE AND DUTIES**

- Oversee implementation of the University's Zero Carbon Plan.
- Review progress against zero carbon targets.
- Identify opportunities for improvement and recalibration of plans as needed considering emerging technologies and changing financial positions.
- Review and assess decarbonisation projects applying for zero carbon funding.
- Provide oversight and ensure consistent implementation and tracking of decarbonisation projects.
- Manage the zero carbon budget, ensuring the available budget provides the best returns in terms of carbon and/or cost reduction.
- Review key risks and mitigation strategy

## **6. REPORTING**

- Minutes of ZCEWC shall be made available to ESC.
- The confirmed minutes from the meetings will be circulated to all members of ZCEWC including actions.
- The project committee dashboard report will be circulated to the committee members detailing progress update, key risks, finance status, projects update and action tracker ahead of the meeting.
- The Project Team will submit a pro-forma to the Committee for review of projects seeking zero carbon funding, with supporting information where required.

## **7. REVIEW**

- These Terms of Reference will be reviewed annually in February