Date: July 2026

Zero Carbon Essential Works Project Committee

Terms of Reference

1. CONSTITUTION

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

2. MEMBERSHIP

The Committee membership will include:

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

*Open invitation to attend (as needed)

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