

Environment & Climate Emergency Board Terms of Reference

Version	0.2
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Amendment History

Date Issued	Version	Reason for change
09.12.19	0.1	Initial draft
13.12.19	0.2	Revisions from first board meeting

1. Purpose

The University’s senior governance group responsible for setting policy and priorities, maintaining oversight and approving the resource and delivery programmes for the Environment and Climate Emergency response across the University.

Delivery shall include the staff and tools required to establish and maintain an E&CE Management System, policy, procedures, and University wide operational delivery and performance management review framework to support the transformational change, deliver fast acting and pro-active governance to enable University of Exeter become a sustainability and climate change leader. The group will be responsible for any budgets and resources allocated to for the delivery of policy and targets, these resources may be delegated with regular update reports to the group.

2. Membership

Professor Janice Kay (Joint Chair)	Provost
Mike Shore-Nye (Joint Chair)	Registrar and Secretary
Professor Tim Quine	DVC Education
Professor Dan Charman	PVC, CLES
Craig Nowell	Director of Campus Infrastructure & Operational Support Services
Hugh McCann	Director of Estate Services
Dr. Emma Page	Head of Sustainability
Garth Davies	Head of Press and Public Affairs
Professor Juliet Osborne	Director of ESI
Professor Peter Cox	Climate System Dynamics, CEMPS
Professor Naomi Sykes	The Lawrence Professor of Archaeology, HUMS
Professor Lora Fleming	Director of ECEHH
Dr. Chris Evans	Assistant Director, Regional Impact and Innovation
Donna Fitzgerald	Deputy Director of Finance Operations & Procurement
Sarah Redman	President of Student Experience, Student’s Union, Penryn
Sarah Buck	Pro-Chancellor
Glenn Woodcock	Independent Member of Council

VCEG Leads and Co-Chairs: Registrar and Provost Members of the Vice-Chancellor's Executive Group,

- Report to VCEG
- Provide institutional leadership, robust governance and a proactive culture on behalf of VCEG
- Provide a policy and decision making forum to ensure delivery and continual improvement of activities and operations across the University to meet the intent of the goals and recommendations of the E&CE Working Group Report (published on November 11th 2019).
- Ensure governance and management controls to enable implementation of policy and appropriate processes and resources to ensure compliance, including setting short term and longer terms goals and targets
- Provide feedback to university governance forums as appropriate *(to support the 'fast' action required by the Climate Emergency report – governance protocol needs to be agile with delegated responsibility/approvals to the E&CE Team within agreed parameters).*

University Council Members

- **To communicate and represent the views of University Council and to provide advice and guidance regarding Governance, Risk and Rate of Progress on our targets and cultural change journey.**
- **To co-ordinate the Dual Assurance remit with the aims and goals of the group and to ensure oversight of tactical delivery is consistent with the overarching institutional strategy.**

Management Lead: Office of Director of Campus Infrastructure & Operational Support Services

- Responsible for operational coordination across Campuses, Colleges and Services

Coordinator: Office of Director of Estate Services

- Responsible for the operational delivery of approved action plans and implementation of approved policy.
- Breadth of activity required will mean that all areas of the University must actively contribute to the Environment and Climate Emergency delivery plan

Advisors to the Group: Director of Estate Services, Head of Environment and Climate Emergency (Dr. Emma Page) including Procurement (with particular emphasis on scope 3), Exeter IT (with particular emphasis on energy use and AV/VC), IIB (with particular emphasis on SWCAN), Communications and Marketing (with particular emphasis on the communications campaign), Professional Services Directors and Colleges PVC's (with particular emphasis on leadership and cultural change), and others as appropriate.

1. Implementation Assurance :

- To review and update the Environment & Climate Emergency Management System, policy, strategy, procedures, tools and action plans.
- To ensure the administrative requirements of the Group are met
- To ensure adequate resourcing of the E&CE Team and nominated leads in Colleges and Services are identified and maintained
- To undertake the proactive planning, approval, procurement, execution, and financial control (including value for money) of all Environment & Climate Emergency activities and work streams.
- To act as change control and a decision making authority (within agreed delegated authority).
- To ensure visibility of the Environment & Climate Emergency Programme, actions and achievements and facilitate fast action and empowerment of the Environment & Climate Emergency Team to progress outcomes; ensuring that plans and targets are realistic and achievable, and outcomes are measureable both in year and long term, by Colleges, Service delivery teams as well as University wide

- To receive any new project proposals, in the context of known strategic imperatives and priorities and advise the Environment and Climate Emergency Board of any prioritisation requirements against non-committed project place markers.
- To maintain momentum and track actions that demonstrate innovation, influence and outcomes that create transformational change and not merely climate adaptation and impact mitigation
- To provide reassurance that the risks associated with Environment & Climate Emergency are understood, that they are being scored and managed effectively, benchmarked internally and externally.
- To make regular reports to Council. Responsible for collation of information and performance reporting of each Goal and Recommendation, and progress across the University by College, Research Institute, Campus etc
- To hold quarterly meetings to review performance management reports, status updates, communications and mitigation reports.
- To provide reassurance that Environment & Climate Emergency action is embedded throughout the University, Colleges, and Professional Services; in policies, through visible activities and decision making in conjunction with Dual Assurance.
- To engage Dual Assurance to provide independent assurance in approach and ensure transformational change matches the Sovereign Values of the University.

2. Leadership and Convening role across the City, Region and Sector

- To ensure that the work of Environment & Climate Emergency Management Team is enabled to collaborate with local, regional and international organisations and bodies to support development of a SW Climate Action Network with interface and support from with other groups across the University.
- To support and integrate Environment and Climate Emergency agenda within existing and ongoing programmes to capture outcomes and add value to the existing Regional and Global strategic programme
- To act as a convenor across the SW to establish an integrated connected network for Climate Conscious action which enhances the SW region

3. Engaging stakeholders, Staff and Students

- To ensure that the work of Environment & Climate Emergency Management Team has sufficient interface and support from with other groups across the University.
- To engage staff and students at every stage of the process in developing and building Forums and Climate Action Plans to progress action at every level across the University and inform the approach to implement and build momentum and long term engagement