**LSBU Group Sustainability and Climate Change Steering Group:**

**Terms of Reference**

**Purpose**

The Sustainability and Climate Change Steering Group (SSG) is a consultative forum which provides guidance and advice to the LSBU Group on matters of sustainability and climate change across the whole institution through teaching and learning, research and innovation, administration, and engagement with government and local authorities, industry and the community; and within its realm of wider influence. This should lead to the attainment of the commitments of the LSBU Group under the Sustainable Development Goals (SDG), the achievement of its objectives as set out in its prevailing corporate strategy, and fulfilment of its obligations under regulations and government guidelines and pledges it has made on sustainability and climate change.

The SSG co-ordinates the sustainability and climate change agenda across the LSBU Group and acts as a forum for collaborative working. It engenders the development of a sustainability culture and mindset, promotes awareness and internalisation of climate change among students and staff, and embedding of sustainability in all the activities of the LSBU Group.

The SSG is a body set up by the Group Executive and has delegated authority to make decisions according to these terms of reference.

1. **Functions**
	1. Oversee and provide directional guidance on LSBU Group Sustainability and Climate Change Strategy (when formulated) and its implementation across the Group. This includes reviewing proposals for initiatives and programmes and making recommendations to the Group Executive.
	2. Articulate the LSBU Group’s vision for sustainability and climate change and provide advice and guidance to enable continuous improvements in the LSBU Group's performance in relation to sustainability and climate change.
	3. Lead periodic fine-tuning of the Sustainability and Climate Change Strategy (when formulated) in the light of changing circumstances and its eventual renewal.
	4. Foster a culture of sustainability, building on the foundations of the SDG and impact achievements.
	5. Lead the formulation and implementation of a Group-wide policy on sustainability and climate change.
	6. Set and define relevant performance measures against prevailing regulatory requirements and guidelines and corporate priorities.
	7. Monitor progress and performance measures against the obligations and commitments of the Group including the SDG Accord, the LSBU Group Carbon Reduction Plan, THE Impact Report, and school or unit level requirements such as PRME and the prescripts of the professional and statutory boards; and corporate objectives and KPIs.

Foster a Group-wide approach to sustainability and identify inter-unit dependencies. Highlight barriers to progress in relevant areas, as well as possible enablers, and identify areas of risk on local or corporate risk registers as appropriate.

* 1. Identify potential new opportunities to enhance the Group’s performance and achievements in sustainability and climate change.
	2. Ensure that sustainability climate change risks are identified relevant to the context of the Group and incorporated into strategic, as well as operational decision making.
	3. Promote work with external partners in government and local authorities, industry, civil society and other educational institutions, to identify and exploit opportunities in sustainability and climate change on which to collaborate for mutual benefit.
	4. With members acting as ambassadors, participate in publicising the sustainability and climate change plans, activities, performance and achievements of the LSBU Group to continuously enhance its profile locally, nationally and internationally. Also build publicity on campus to ensure awareness and capacity building and ensure that the dedicated external website and intranet sections are kept up to date.
	5. Develop and support topic-specific working groups and task and finish groups (which may involve non-SSG members) to deliver activities against set objectives and targets to enable informed decision making at the SSG.
	6. Take other independent actions on behalf of the Group Executive on sustainability and climate change within the remit of the SSG.
	7. Produce an annual report on its activities for the Group Executive and report on progress or outputs to Group Executive as required, or when requested.
1. **Membership**
	1. Membership of the SSG reflects the constituent parts of the LSBU Group and those involved in the delivery and influence of sustainability and climate change. Members will represent one of the main delivery streams. However, owing to the overarching and cross-cutting nature of sustainability and climate change, their responsibility and activity may not be limited to that particular stream.

In the first instance, members will be drawn from the University. Within the first year of its existence, the SSG will extend its membership to include representation from the college and academies. In future, membership might also include invited external leaders in the field of sustainability and climate change.

* 1. Members will provide advice and constructive challenge. Additional members may be co-opted to the SSG if specific expertise is required.
	2. Membership is role-based. Membership will be reviewed at least every two years to ensure effectiveness of the SSG.
	3. Membership consists of the following:
* Group Secretary (Chair)
* Group Sustainability Lead
* Group Deputy Director of Estates and Academic Environment (Operations)
* Students Union representative (x1)
* Senior academic school representative (x2)
* Associate PVC (Research)
* Head of Procurement
* Marketing or branding team representative (x1)
* Governance Officer (minute-taker)
1. **Reporting procedures**
	1. The SSG reports to the LSBU Group Executive.
	2. Minutes (or a report) of meetings of the SSG will be circulated to the Group Executive.
2. **Meetings**
	1. Meetings will normally be held every month. The Chair may request additional meetings as appropriate.
	2. Members are expected to attend all meetings but may send a representative if they cannot attend a meeting.
3. **Decision making**
	1. Decisions are made at meetings of the SSG by consensus or a majority vote.

* 1. The SSG can make decisions via email between meetings via Chair’s Action, with appropriate minuting of the decision.

*Approved by the Group Executive on 16 November 2022.*