

**TERMS OF REFERENCE AND MEMBERSHIP**

**CLIMATE ACTION PLAN STEERING GROUP**

**CHAIR: Professor Laura Bishop, Pro Vice Chancellor, Faculty of Science**

1. **STRATEGIC CONTEXT**  
     
   The Climate Action Plan (CAP) Steering Group supports the following principle underlying the delivery of the university's Strategic Plan 2030:

***Sustainability.*** *We will seek to operate sustainably in every aspect of our activity, from the management of our finances and broader resources to our care for the environment. We have declared a climate emergency and are aligning our activities both with our target of becoming net zero for carbon emissions by 2035, and with the broader call to a way of living and being that advances the advent of a sustainable, prosperous future for people and planet.*

1. **GENERIC RESPONSIBILITIES**

* To align theactivities and decisions of the Steering Group with the priorities contained within the LJMU Climate Action Plan and the LJMU Strategy 2030
* To oversee progress of relevant strategic Key Performance Indicators
* To fully consider, address, and embed equality and diversity issues within the activities and decisions of the Steering Group
* To identify risks and opportunities associated with the proposals, decisions and other activities which fall within the remit of the Steering Group
* To review the terms of reference on an annual basis along with the membership of the Steering Group
* To report any changes to the terms of reference to the relevant parent committee for approval
* To comply with the standards and guidelines provided by the University’s Secretariat for reporting and presentation

1. **SPECIFIC RESPONSIBILITIES**  
     
   The Climate Action Plan Steering Group has specific responsibility to.  
   1. Define the aims and objectives for what the CAP actions will achieve.
   2. Provide leadership and direction to prioritise projects and programmes of work which will enable LJMU to achieve its net zero target.
   3. Ensure carbon reduction targets are incorporated into university business planning, investment and procurement decisions.
   4. Appoint and support working groups to drive and deliver the actions within the CAP.
   5. Ensure the necessary people and financial resources are available to enable working groups to discharge their responsibilities.
   6. Commission training to staff and students to raise awareness and knowledge of sustainability and carbon reduction targets.
   7. Oversee the commissioning of baseline studies which inform target setting and progression to achieve net zero by 2035.
   8. Set reduction targets and timelines based on the data derived from the Decarbonisation plan and any other mandated or voluntary commitments.
   9. Monitor and report progress on Scope 1 and 2 emission reductions to ELT
   10. Agree a framework of Scope 3 emissions priorities and at least one reduction target for each priority.
   11. Ensure the work of CAP Steering Group complements and supports the work of the Environmental Management and Sustainability Panel in meeting LJMUs environmental regulatory compliance.
   12. Publish progress against KPIs and make it publicly accessible to ensure transparency.
   13. Monitor the embedding of the benefits which arise from the implementation CAP actions.
   14. Engage staff, students, suppliers, accommodation providers and external stakeholders in contributing to emissions reductions.
   15. Communicate and celebrate successes through core university channels
2. **CONSTITUTION**   
     
   The constitution of the Steering Group is detailed below:  
   1. **Reporting and Membership**

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| --- | --- |
| **Reporting to:** | **Executive Leadership Team** |
| **Reporting Committees:** | **N/A** |
| **Receive minutes and selected papers from:** | * Environmental Management and Sustainability Panel * Campus Management Steering Group |

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|  | **Job Title / Representative** | **Title and Name** |
| **Chair** | PVC Faculty of Science | Professor Laura Bishop |
| **Secretary** | Team Co-ordinator – SHE Department | Paula Quirk |
| **Co-Chair** | Director of School Biological and Environmental Sciences | Professor Jason Kirby |
| **Members** | Dean Teaching & Learning Academy | Dr Phil Carey |
|  | Faculty Representative | Dr Ann Hindley, LBS |
|  | Director, Estate Development | Mark Askem |
|  | Safety Health and Environment Adviser | Steve Fisher |
|  | Energy Manager, Estates Development | Nia Williams |
|  | Corporate Communications | Stuart Arrowsmith |
|  | LJMSU representative | TBC |
|  | Senior Project Manager | Dr Diane Spivey |
| **In Attendance** | Director of Estate Development and Campus Services | Liz Gatheral |
|  | Environmental Sustainability Project Manager | TBA |
| **Alternates** | Professional Service Heads/Directors  Chair | Named alternates may attend when the Service Head/Director is not available.  In exceptional circumstances, a member of the Executive Leadership Team may be nominated to Chair the Panel, where this does not present a conflict of interest. |

The Steering Group will be empowered to co-opt further members with specialist knowledge, to assist as necessary, and to invite guest speakers to make presentations on specific topics.  
  
The Steering Group will invite interested parties to attend meetings or those parts of meetings of relevance to them.  
  
Members have equal voting rights, but the Chair has the casting vote.

* 1. **Quorum**  
       
     To ensure that the CAP Steering Group is quorate, meetings will only proceed if the Chair (or nominated Deputy from the membership of the group acting in their stead) plus four Steering Group members are present.
  2. **Frequency**  
       
     Frequency of meetings, six times per year.

**APPROVED BY ELT:** **[INSERT DATE]**

**DATE OF NEXT REVIEW: [MARCH – JULY ANNUALLY]**