

Sustainability Leadership Board – Terms of reference

1. Purpose

The **Sustainability Leadership Board ('the Board')** replaces permanently the *Environmental Leadership Group* and the *Sustainability Advisory Group*.

The purpose of the Board is to oversee and monitor the delivery of the 'Collaboration' and 'Our School (Operations)' parts of the School's *Sustainability Strategic Plan* and report to the School Management Committee (SMC) progress towards its objectives and implementation. Leadership and oversight of the 'Education', 'Research' and 'Engagement & Leadership' parts of the School's Sustainability Strategic Plan will move to the Global School of Sustainability. The 'Investment' part will form part of the review of the School's Environmental, Social and Governance (ESG) policy. In fulfilling its purpose, the Board aims to:

- 1.1 Enhance LSE's leadership in responding to the urgent challenges of sustainability, aligned to the School's strategic commitment to creating a sustainable LSE.
- 1.2 Embed environmental sustainability across the relevant activities and governance structures of the School.

2. Responsibilities

- 2.1. **Strategic oversight** and monitoring of the delivery of the 'Collaboration' and 'Our School (Operations)' parts of the *Sustainability Strategic Plan*, including integrating sustainability within relevant organisational objectives and processes whilst taking into account strategic risks and opportunities.
- 2.2. **Management system responsibilities** - Within the context of the School's externally verified ISO 14001 Environmental Management System (**EMS**) and ISO 50001 Energy Management System (**EnMS**), ensure the effectiveness of the management systems in delivering continuous improvement in environmental and energy performance, including conducting an annual management review.
- 2.3. **Engagement:** Engage, communicate and consult across LSE to harness and channel the energy and ideas and expertise of staff and students to advance the sustainability agenda.
- 2.4. **Resources:** Make, as part of the School's budgeting processes, recommendations to the School Management Committee (SMC) on the resources and mechanisms needed to deliver required actions effectively and embed continuous improvement in sustainability across the School's activities - including recommending targets and reporting mechanisms.

3. Annual Management system review requirements (E/EnMS)

- 3.1. The Board's management system responsibilities further include annual reviews of:
 - Sustainability and Energy policies.
 - LSE's environmental and energy performance, the extent to which objectives and targets have been met (and any necessary actions arising if they have not), and a forecast of energy performance for the following year.
 - EMS and EnMS performance and the need for changes, including to environmental and energy objectives, targets and performance indicators.
 - Changing circumstances, including developments in stakeholder and legal requirements related to its environmental aspects, and changes to allocation of resources.
 - Communications from stakeholders, including complaints.
 - Results and trends of internal audits of the EMS and EnMS, and evaluations of compliance with legal and other requirements, as well as the status of corrective and preventive actions arising from audits.
 - Resources
 - Follow-up actions from previous management reviews.
 - Assess and recommend opportunities for improvement.

4. Membership

The Group will be formed of the following members. Additional attendees may be invited as needed.

LSE Deputy President and Vice Chancellor (Chair)	Head of Sustainability
Chief Operating Officer	Director of Estates
Chief Financial Officer	Director of Facilities Management
Dean or Chair, Global School of Sustainability	Director Residential and Catering Services
Global Director of Development	Division
Sustainable Futures Society Co-Chair	Strategic Director of Innovation
LSESU Ethics & Environment Officer	Green Impact staff representative

Should a post become vacant, a suitable person, of sufficient seniority, shall be nominated to attend in the interim until the next ToR review or until a permanent appointment is made, whichever is sooner.

5. Proxies

In the event that a member cannot attend, a proxy, of sufficient seniority, shall attend in their place. A proxy may attend one meeting per academic year, with the expectation that the member shall attend the other two meetings in the academic year.

6. Secretariat

Sustainability Team Administrative Assistant.

7. Quorum

Seven members will normally be a quorum.

8. Frequency of meetings

The SL Board will meet termly as a minimum.

9. Information received

A key source of information for the Board is updates to the implementation tracker of the *Sustainability Strategic Plan – Our School/Collaboration*, for which the Head of Sustainability requests status updates to the designated initiatives leads prior to the Board meetings.

The Board may also receive updates/report as appropriate on the delivery ‘Collaboration’ and ‘Our School (Operations)’ parts of the of the *Sustainability Strategic Plan* from key stakeholders and other committees, such as for instance:

- Sustainability Operations Group.
- Sustainability Working Groups and other staff and students sustainability groups.

10. Reports and submit recommendations to

- 10.1. SMC including minutes of meetings, and reports or recommendations as appropriate.
- 10.2. Financial Management Board (FMB) on its way to SMC when recommendations have financial and resources implications.
- 10.3. Updates Council, Academic Board and other fora as requested.

11. Review

The Group’s terms of reference and membership shall be reviewed annually.

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