

Catering Environmental Working Group – Terms of Reference

1. Purpose

The Catering Environmental Working Group (EMWG) provides operational oversight on all aspects of environmental and energy management for our catering operations, both on campus and in halls of residences, ensuring robust and consistent implementation of our Environmental and Energy Management Systems (En/EMS).

2. Responsibilities

- To ensure effective management of the operational control measures as required by the En/EMS;
- To identify new or changed environmental aspects and impacts and ensure the aspects & impacts register is kept up to date;
- To facilitate the prioritisation of operational activities that improve our environmental and energy impacts;
- The setting of annual performance indicators and targets to deliver the Strategic Sustainability Plan;
- To assist the Environmental Manager in delivery of the En/EMS audit schedule; and
- To report on progress delivery of relevant aspects of the 'Our School' pillar of the Sustainability Strategic Plan to the Sustainability Operations Group (Sust Ops).

3. Membership

The Group is formed of the following members:

David Jones	Head of Catering (Co-Chair)	Residential Services & Catering Division
Dan Reeves	Residences Sustainability Officer (Co-Chair)	Estates Division
Alice To	Retail Catering Manager	Residential Services & Catering Division
Ana Martinez-Badia	Residences Catering Manager	Residential Services & Catering Division
Kasia Babisz	Hospitality Operations Manager	Residential Services & Catering Division
David Hawkins	Executive Chef	Residential Services & Catering Division
Lydia Ajithkumar	Compliance Officer	Estates Division

Members may, in exceptional circumstances, send a deputy to attend in their absence, but every effort should be undertaken by members to ensure their attendance is regular and consistent. Additional attendees may be invited as needed.

4. Quorum

Four members are required for a quorum including the Co-Chairs.

5. Frequency of meetings

Once a term.

6. Reports to

Sustainability Operations Working Group.

7. Review

The Group terms of reference and membership will be reviewed annually.

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