

## Estates Environmental Working Group – Terms of Reference

### 1. Purpose

The Estates Environmental Working Group ('Estates' EMWG) provides operational oversight on all aspects of environmental and energy management for on-campus activities, ensuring robust and consistent implementation of our Environmental Management Systems and Energy Management Systems (E/EnMS).

### 2. Responsibilities

- To ensure effective management of the operational control measures as required by the E/EnMS;
- To identify new or changed environmental aspects and impacts and ensure the environmental aspects register is kept up to date;
- To facilitate 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 E/EnMS 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 (SustOps).

### 3. Membership

The Group is formed of the following members:

Daniel Prendergast	Assistant Director of Facilities Management (Co-Chair)	Estates Division
TBC	Environmental Manager (Co-Chair)	Estates Division
Chris Allister	Assistant Director of Facilities Management – Resi FM	Estates Division
Paul Franklin	Head of Maintenance	Estates Division
Davinder Ratra	Head of Admin & Finance	Estates Division
Mel Boucher	Head of H&S	Estates Division
Nancy Baltouna	Assistant Director of Property and Space Management	Estates Division
Dan Segeth	Principal Project Manager - LTM & Decarbonisation	Estates Division
Emeline Sztrakos	Carbon Reduction Manager	Estates Division
Lydia Ajithkumar	Environmental 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**

Five members are required for a quorum including the Chair.

#### **5. Frequency of meetings**

Once a term.

#### **6. Reports to**

Sustainability Operations Group.

#### **7. Review**

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

<b>Version control</b>	
Created:	September 2020
Updated:	July 2025
Next review due:	July 2026