

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	Sustainable Operations Manager (Co-Chair)	Estates Division
Chris Allister	Assistant Director of Facilities Management	Estates Division
Paul Franklin	Head of Maintenance	Estates Division
Alison Dibbs	Head of Admin	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	Compliance Manager	Estates Division
Bea Clementel	Sustainability Comms & Engagement Manager	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.

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