

Residences Environmental Working Group – Terms of Reference

1. Purpose

The Residences Environmental Working Group ('Resi EMWG') provides operational oversight on all aspects of environmental and energy management for our halls of residence, ensuring robust and consistent implementation of our Environmental Management Systems (EMS) and Energy Management Systems (EnMS).

2. Responsibilities

- To ensure effective management of the operational control measures as required by the EMS and EnMS;
- To identify new or changed environmental aspects and impacts and ensure the aspects & impacts 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 EMS and 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 (Sust Ops).

3. Membership

The Group is formed of the following members:

Seema Adia	Deputy Head of Residential Operations (Co-Chair)	Residential Services & Catering Division
Dan Reeves	Residences Sustainability Officer (Co-Chair)	Estates Division
Rosa Gil	Senior Operations Manager - Rosebery Hall, Passfield Hall and Carr-Saunders Hall	Residential Services & Catering Division
Rena Brand	Senior Operations Manager - Bankside House and Butler's Wharf Residence	Residential Services & Catering Division
Stephanie Bitty	Operations Manager - High Holborn Residence	Residential Services & Catering Division
Dan Segeth	Principal Project Manager - LTM & Decarbonisation	Estates Division
Bally Nandra	Facilities Manager - High Holborn Residence	Estates Division

Jackie Woodley	Facilities Manager - Bankside House, Butler's Wharf Residence	Estates 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

Five 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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