

Energy and Environment Committee Terms Of Reference

Authority

The Energy and Environment Committee (EEC) is a sub-committee of the University Executive with delegated authority to:

- i. drive continual improvement in environmental performance in line with the University's strategic aims;
- ii. ensure compliance with existing energy and environmental legislation;
- iii. realise recurrent cost savings and reduce financial risk related to utilities;
- iv. progress links between Cranfield's academic business in energy and environment and the performance of its Estate on corporate sustainability; and
- v. enhance Cranfield's reputation by demonstrating a leading capability in environmental performance.

The ECC may establish sub- or working groups as required to fulfil its duties.

Membership

The membership of the EEC will usually comprise:

- Chair (appointed by Executive, normally from Senior Academic Staff)
- Executive Lead for Energy and Environment;
- University Finance Director;
- Director of Facilities;
- Director of Finance and Operations (CDS)
- Head of Energy and Environment
- Environment Advisor;
- Energy Advisor
- Environment Officer (Communication)
- Environment Officer (Operations)
- an additional member of the Professional Services Executive;
- a member of academic staff (normally early career academic);
- a member of Campus Services; and
- student member(s) nominated by the Cranfield Student's Association, usually the elected Green Officer.

The EEC may, as required, co-opt additional members and invite attendees. The Chair should normally be for a three-year term.

Meetings

Meeting frequency

EEC will meet at least four times a year.

Meeting quorum

At meetings, any four members will constitute a quorum. In the absence of a quorum, decisions may be made ex-committee.

Secretarial services

The Executive lead for Energy and Environment will provide secretarial services.

Duties

The key duties of EEC are to:

- report to the University Executive on energy and environmental issues including:
 - energy and environmental standards, including ISO14001 and ISO50001;
 - energy and environmental legislation;
 - carbon management;
 - energy management;
 - water management;
 - sustainable travel;
 - pollution minimisation;
 - waste minimisation and recycling;
 - biodiversity including grounds management;
 - sustainable buildings and infrastructure;
 - sustainable procurement, including Fairtrade; and
 - community involvement.
- formulate and recommend to the University Executive energy and environmental policies, procedures and programmes for implementation, to achieve compliance with legislation, permits, consents and good practice;
- ensure the full implementation of the energy and environment policies, procedures and programmes by means of monitoring and audit, and reporting to the University Executive;
- take appropriate action where policies, standards or targets are not being met;
- recommend to the University Executive the level of resources required to facilitate effective energy and environmental management at the University;
- integrate energy and environmental management system requirements into University business processes;
- receive progress reports from the Energy and Environment Team, and relevant Cranfield bodies and working groups on compliance with policies and progress of programmes;
- support the development and sharing of good practice;
- develop and deliver an action plan, identifying priorities from within the terms of reference;
- review progress against the plan at each Committee meeting; and

- develop, implement and monitor a University Carbon Management Plan and report to University Executive and Council.