**Terms of Reference - Sustainability Steering Group (SSG)**

Purpose of the group

The SSG exists to provide directional guidance on delivering the requirements of the UN Sustainable Development Goals Education Accord signed by Karen Cox in February 2018.

The steering group has responsibility for leading development and implementation of a University-wide Sustainability Strategy.

The steering group will also further the management review function of the University’s Environmental Management System by providing relevant information on request endorsing the findings, agreeing or specifying actions arising and passing the report to EG or the relevant board.

The Steering Group has authority to direct actions towards achieving the Sustainable Development Goals across the whole institution through teaching, research & innovation, administration, operations and engagement with civic society.

Functions of the group

* Oversee and provide directional guidance on Kent’s Sustainability Strategy and its implementation across the University
* To review and endorse the findings of the Environmental Management System Management Review and agreeing or specifying actions arising.
* Monitor progress and provide guidance in the delivery of the Sustainability Strategy, including progress against targets and objectives.
* To develop and support working groups to deliver against targets and objectives
* Act as ambassadors for embedding Sustainability across Kent’s Divisions, Departments and realm of wider influence
* Ensure that sustainability risks and opportunities are identified relevant to the context of the organisation and incorporated into strategic decision making.

Meetings

Meetings will be held at least quarterly and be chaired by the DVC Education and Student Experience. Meetings will be minuted and an action list produced for all the members following each meeting.

Membership:

**Chair** – Richard Reece (DVC Education and Student Experience)

**Secretary** - tbc

Note: Members will represent one of the main delivery streams but due to the overarching and cross-cutting nature of sustainability their responsibility and activity may not be limited to that particular stream

**Leadership**

Student Union Officer- Kent Union president (or representative)

Corporate Comms Representative- Miles Banbury (or representative)

Sustainability Team - Catherine Morris

Marketing – Simone Davies

**Campus Operations**

SHE Unit - Jim Bloor (or representative)

Estates Representatives – John Kingsland and Helen Holland (tbc)

Commercial Services Representative- Keith Williams (or representative)

Procurement Representative- Mark Reed (or representative)

**Community**

Sustainability Team - Emily Mason (SHE Unit)

International Impact - Anthony Manning

Research & Innovation Representative- Carole Barron (or representative)

Student Sustainability Network Chair (tbc)

**Learning, Teaching and Research & innovation**

Academic/School Sustainability Lead- Charlie Gardner (SAC)

Academic Representative - Robert Fish (SAC)

Research & Innovation representative - Andrew Massoura (or representative)

Reporting structure

The Sustainability Steering Group will report to EG or to the relevant board(s) through the DVC Education and Student Experience.

Reports

The steering group will receive reports directly from the Environmental Management System (EMS) Review Team

Reports from the following sub-groups will also be received via the EMS review team

* Operational Sustainability Team
* Education for Sustainability Working group
* Futureproof sustainability champions network
* Sustainable Food Steering group

**EG and University Boards (as appropriate)**

**Sustainability Steering Group (SSG)**

Oversees delivery of the SDG Education Accord and Sustainability Strategy. Also ratifies EMS management review

Leadership and Governance Campus Operations Society, Partnerships & Engagement Learning, Teaching and Research & Innovation

**EMS (Management Review) Team**

Drives the core environmental management system process including sets and reviewing operational environmental targets

Receives information from all sub-groups and summarises or escalates for consideration by the SSG as appropriate

Small (core) membership only (approx. 6)

**Education for Sustainability (EfS) Working Group**

Responsible for driving work to embed sustainability into the taught curriculum

Academic staff, Kent Union officers, student reps and Sustainability staff (approx 10)

**FutureProof / Staff Champions Network**

Responsible for environmental impact of daily roles, staff engagement and communication and ad hoc sustainability projects

Academic and Professional Service staff and Sustainability Staff (approx. 60)

**Ad hoc input from Internal & External Stakeholders and Partnership Groups**

For example: Student groups, Canterbury Climate Action Partnership (CCAP), Canterbury SDG Forum, Medway collaboration group, Kent COG

**Various**

Updates from e.g. Finance, HR, procurement, EG as required

**Operational Sustainability Team (OST)**

Responsible for implementing action to drive environmental improvements

Professional Service staff from Estates and Commercial services (approx. 10)

**Sustainable Food Steering Group**

Responsible for development and delivery of the Sustainable Food Strategy

Commercial Services, Sustainability and Procurement Staff (approx. 10)