

Sustainability Communication and Engagement Group Terms of Reference

January 2022

Communication and Engagement Group Purpose

The Sustainability Communications and Engagement Group will be responsible to the Sustainability Board for overseeing the delivery of communications and engagement activity relating to the Sustainability Strategy and associated action plans.

The group will also have oversight of any other sustainability communications and engagement activities taking place across the institution, to ensure plans are coordinated and remain aligned with key sustainability messages.

Communications and Engagement Group Objectives

- Develop and implement a Communications & Engagement Plan on behalf of the Sustainability Board
- Work collaboratively to make sure that key messages about sustainability are defined and properly communicated to the relevant audiences
- Oversee any changes to the master stakeholder list, ensuring all internal and external stakeholders have been identified and their power/interest is continually re-assessed
- Receive, consider, and endorse new plans and proposals for sustainability communications and engagement activity
- Maintain oversight of expenditure/budgets relating to sustainability communications and engagement activities across the institution
- Establish Task & Finish groups to progress specific communications and engagement activities, and hold them accountable for specific deadlines/timescales and budgets
- Produce regular reports and recommendations to the Sustainability Board and Steering Group to gain their approval for sustainability communications and engagement proposals
- Provide guidance on communications related to sustainability activities, including the best forum for them to be disseminated
- Identify risks and issues around communications and engagement ideas, key messages, and the Communications & Engagement Plan
- Identify and manage interdependencies with other communications and engagement activities
- Invite members of the Sustainability Working Groups and other Subject Matter Experts to provide specific information to facilitate activities as required

Communications and Engagement Group Membership

Name	University Role	Group Role
Sian Fairhurst	Project Support Officer, Strategic Change	Chair of Group
Kate Sisodia	Sustainability Assistant, FRCS	Note Taker
Sabina Frediani	Director of Communications and Public Affairs	Group member
Shonagh Wilkie	Communications and Engagement Manager, Strategic Change	Group member
Sean Neagle	Internal Communications Manager	Group member
Simon Wood	Deputy Director of Communications and Public Affairs	Group member
James Coe	Head of Sustainability, Policy and Civic Engagement	Group member
Claire Sanders	Project Officer (HSS)	Group member
Hannah Jefferies	Faculty Communications Manager (HLS)	Group member
Vicki Reynolds	Compliance & Assurance Manager (EEE)	Group member
Sally Shaw	Senior Programme Manager, Strategic Change	Group member
Rachel Collister	Communications and Engagement Officer, Strategic Change	Group member

Meetings

Governance	Steering Group
Frequency	Every 4 weeks
Duration	60 minutes
Chair	Sian Fairhurst (Project Support Officer)
Secretariat	Kate Sisodia (Sustainability Assistant)
Agendas and papers	The agenda and action log will be circulated via Teams prior to the meeting
Minutes and actions	The action log will be circulated Via Teams after each meeting
Standing Agenda Items	Communications & Engagement Plan Stakeholder List Task & Finish Group updates Expenditure and budget updates
Report to Sustainability Board	Highlight Report submitted to Sustainability Board Papers endorsed and recommended by Board for approval by FSLT as needed

2021/22 Meeting Schedule

- Monday 17 January 2022, 12:00 – 13:00
- Monday 21 February 2022, 12:00 – 13:00
- Monday 21 March 2022, 12:00 – 13:00
- Monday 18 April 2022, 12:00 – 13:00
- Monday 16 May 2022, 12:00 – 13:00
- Monday 20 June 2022, 12:00 – 13:00
- Monday 18 July 2022, 12:00 – 13:00
- Monday 15 August 2022, 12:00 – 13:00

Quorum

Quorum for this group will be one third of the membership