

Emergency Services Environment and Sustainability Group Terms of Reference

1. Mission Statement

To support the strategic plans and operational objectives of the emergency services by providing the best possible sustainability advice and practice efficient, effective, and compliant environmental / sustainability management.

Continue to develop our network through expanding our membership through further collaboration across the emergency services sector and engagement with partners.

2. Reporting Structure

The Emergency Services Environment and Sustainability Group (EESG) reports to the National Police Estates Group (NPEG) and is the sub group where environment and sustainability issues are principally discussed. Financial support is received via the NPEG membership scheme to assist with meeting costs and also projects via a business case application process.

3. Strategic Objectives

- To act as sustainability ambassadors for our respective emergency services and encourage alignment to the EESG sustainability charter and the relevant UN Sustainable Development Goals (SDG's)
- To act as the professional consultative body for the emergency services nationally with particular reference to the management of environmental / sustainability issues across our estates and operations
- To provide a national forum for environmental / sustainability managers and those with responsibility for managing environmental and sustainability matters, promoting the enhancement and sharing of knowledge, management skills, professional expertise and good practice
- To act as consultants and complete peer reviews for other emergency services
- To raise the profile of the environmental and sustainability agendas throughout emergency services and promote the embedding of these within each organisation
- To promote relevant environmental / sustainability management to central and local government, and to partner agencies
- To share policies, procedures and guidance documents relevant to this agenda to benefit each other.
- To encourage annual benchmarking of qualitative and quantitative data relevant to the environmental and sustainability agendas.

4. Office Holders

The Chair Person and Deputy Chair Person shall remain in place until they receive an approach from group members during an annual call for expression of interest. At that point a ballot of all group members will take place to determine the majority vote.

The Vice Chair Person will deputise for the Chair Person as and when required.

Arrangements for minute taking shall be the responsibility of the Vice-Chair and / or hosting Force in accordance with existing minute format.

5. Membership

Membership shall be open to personnel holding responsibility for environmental management / sustainability for each emergency service across the UK. This will include those employed by partner agencies who hold responsibility for such management for emergency services.

6. Meetings

The group will meet in-person twice each year as determined by the Chair and Vice Chair Persons.

Meetings will be held in convenient locations near mainline transport connections, usually in February and September.

In addition, the group will meet virtually, via Microsoft Teams or similar, twice each year in-between the in-person meetings.

A quorum to allow a meeting to proceed will be made up of either the Chair or Vice Chair and a member from at least one third of the total number of forces invited to attend.

It is encouraged that members meet with their regional counterparts between national meetings so that initiatives progress / knowledge is shared further.

7. Documents

Three weeks prior to a national meeting:

- The Chair/Vice Chair Person will require confirmation of attendance or apologies
- The Chair/Vice Chair Person will request any proposals for agenda items
- The Chair/Vice Chair Person will remind the group of any actions requiring completion

One week prior to a national meeting:

- The Chair/Vice Chair Person will distribute relevant papers including the final agenda.

Four weeks after the national meeting:

- The Chair/Vice Chair Person will distribute the minutes from the recent meeting.

8. Reviews

Terms of reference will be reviewed on a bi-annual basis.