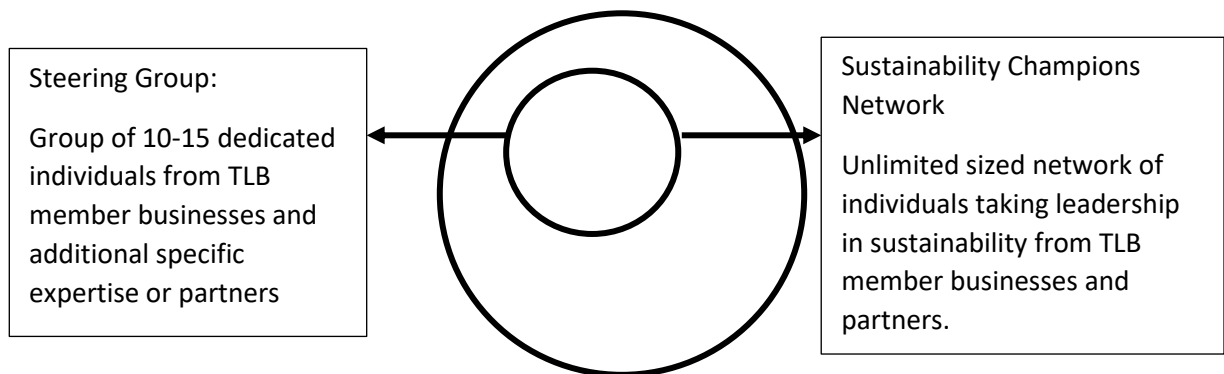


# London Bridge Net Zero Steering Group

## Terms of Reference

### 1. Purpose.

- a. Provide strategic direction and leadership for the London Bridge Business Improvement District's (TLB's) sustainability and climate change activity - for London Bridge to be *one of the most sustainable, culturally innovative and compelling places for businesses and tourism in the world.*
- b. Support delivery of the London Bridge Business Improvement District's [Carbon Neutral Routemap](#), and in doing so making London Bridge part of a carbon neutral Southwark by 2030.
- c. Form a leadership component for the wider London Bridge Sustainability Champions Network as illustrated below, which itself is part of more informal and longstanding London Bridge Green Network.



### 2. Term

- a. The Steering Group will be in place from January 2023 and continues until December 2030 (based on Southwark's carbon neutral objective). The Group membership and remit will evolve over time.
- b. By agreeing to this Terms of Reference, members are committing to being part of the Steering Group for at least 18 months (though may leave at any time).

### 3. Membership

- a. Team London Bridge (TLB) will be secretariate for the group and may invite additional expertise to support the Steering Group.
- b. Membership of the London Bridge Net Zero Steering Group is restricted to approximately 10-15 dedicated, sustainability-minded individuals from Team London Bridge member businesses, along with selected representatives from local government.
- c. Members will represent as individuals of businesses supporting the collective TLB approach, rather than representing their company's corporate position.
- d. The Steering Group should comprise members from the 7 different business types outlined in the Routemap, namely office, retail, food and drink, hospitality, healthcare, theatre and other. They should comprise a variety of sized businesses.
- e. Membership will be promoted through TLB channels

#### **4. Roles and Responsibilities**

- a. Members of the steering group will commit to:
  - i. regular attendance at Steering Group meetings and playing a pro-active role in setting the agenda
  - ii. promoting the Sustainability Champions network within and outside of work areas
  - iii. sharing communications and information to their workplace
  - iv. shaping and attending events, training and networking that will be relevant to sustainability champions and wider business community
  - v. supporting development of case studies demonstrating progress and impact of TLB's net zero agenda
  - vi. making timely decisions and taking action so as to not hold up the project
  
- b. The steering group is accountable for:
  - i. fostering collaboration
  - ii. maintaining the focus of the Steering Group on the agreed scope, outcomes and benefits
  - iii. monitoring and managing the factors outside the Steering Group's control that are critical to its success
  
- c. Members of the steering group will expect:
  - i. that each member will be provided with complete, accurate and meaningful information in a timely manner
  - ii. to be given reasonable time to make key decisions
  - iii. open and honest discussions and welcoming other members will be at different levels of their sustainability journey

#### **5. Meetings**

- a. Meetings will be chaired on a rotating basis, with each chair sitting for a year, although they may be re-elected. The chair will set the agenda for the meetings, working with TLB. The chair may have separate meetings with TLB. The group may also elect a deputy chair.
- b. A meeting quorum will be 8 members of the Steering Group
- c. Meetings will be held quarterly for 1.5 hours at The Hive, Tooley Street SE1 2EL. Online attendance is possible exceptionally only.
- d. Subgroup meetings will be arranged outside of these times

#### **6. Agreement, Amendment or Variation**

- a. Decision making will in general require two thirds support of present members unless the chair states otherwise
- b. Members will be representing as individuals of businesses, rather than their company's corporate position, to facilitate faster decision making for the collective aims of this group
- c. as individuals of businesses supporting the collective TLB approach, rather than representing their company's corporate position.
- d. This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the London Bridge Net Zero Steering Group members