

Terms of Reference for Sustainable Travel and Transport Steering Group

1. Purpose

The Sustainable Travel and Transport Steering Group (ST&TSG) aims to develop, implement, and oversee strategies that promote sustainable transport and travel within the university community and locality. This includes reducing carbon emissions and encouraging public transport, cycling, walking, and other sustainable and active travel modes.

2. Objectives

- Develop and implement a Sustainable Transport Policy.
- Advise the Sustainable Development Committee (SDC) on targets and action plans and review progress.
- Monitor and report on the university's transport-related carbon footprint.
- Promote initiatives encouraging sustainable travel among students, staff, and visitors.
- Collaborate with local authorities, transport providers and other local organisations to improve sustainable transport options.

3. Membership

The group will consist of representatives from various university departments and external stakeholders, including:

- Academic staff with expertise in sustainability (Chair)
- Director of Sustainability
- Assistant Director Security and Operations
- Academic lead for sustainability
- Carbon Reduction and Sustainability Manager
- Director of Access and Inclusion
- Head of Procurement
- Student Union representative
- Local authority transport officer Worcestershire County Council
- Local authority sustainability officer Worcester City Council
- Public transport providers – First Bus Group, West Midlands Rail
- Beryl Bike share
- West Mercia Police
- NHS Acute Trust
- Bike Worcester

4. Roles and Responsibilities

- **Chair:** Lead meetings, set agendas, and ensure the group meets its objectives.
- **Director of Sustainability:** Develop and implement transport initiatives and liaise with external partners.
- **Members:** Contribute to discussions, provide expertise, and support the implementation of initiatives.

5. Meetings

- Meetings will be held quarterly.
- Agendas and minutes will be circulated in advance.
- Decisions will be made by consensus where possible.

6. Reporting

- The group will report to the University's Sustainable Development Committee.
- An annual report will summarise activities, achievements, and plans.

7. Review

- The terms of reference will be reviewed annually to ensure they remain relevant and effective.

Approved: July 2025