

[Energy Management Advisory Group \(EMAG\)](#)

Overview

The EMAG group is largely formed of staff from ECS and FLS with either formal or implied responsibilities relating to energy use, expenditure and carbon emissions. The group provides supervision and guidance on utility risk management, reporting and project development. This has historically been related to the university's buildings and infrastructure (Scope 1 & 2 emissions), but the group's scope will include overview of targets and performance relating to Scope 3 emissions moving forward. This may be supported by additional working groups for specific scope 3 areas in the future.

1. Summary of Purpose

- 1.1. Ensure the delivery of the Net-Zero Strategy key vision and objectives.
- 1.2. Ensure the carbon reduction targets and key performance indicators (KPIs) in Action Plans align with the Net-Zero Strategy and are being delivered.
- 1.3. To provide good governance and risk supervision for the management, purchasing and reduction of energy and associated carbon emissions at the University.
- 1.4. To report and disseminate feedback on variances from planned financial outturn within the University.
- 1.5. Review strategy, processes, and actions plans for carbon reduction annually.

2. Duties and Responsibilities

- 2.1. Develop and review the performance of the University's utility contracts and associated carbon emissions. To ensure risks are being tracked and managed effectively.
- 2.2. Appraisal of financial, legislative and political risks relating to energy and carbon emissions. To make decisions on escalated issues and to authorise follow-on action recommendations.
- 2.3. Ensuring a strong strategic link between energy and carbon reduction initiatives and the University's estate investment plan
- 2.4. Scrutinising energy and carbon reduction initiatives at the University.
- 2.5. Sharing ideas for new innovations and approaches (e.g. Financial assessment tools, procurement approaches, innovative funding mechanisms).

3. Authority

- 3.1. Jerry Woods, Director of Estates & Campus Services is the university's delegated authority for new or amended utility risk management, procedures or commitments. EMAG will request and advise of changes in position to be authorised by Jerry Woods. This can be communicated and discussed within Senior Leadership and Sustainable Steering Group meetings (see section 5 below), but they do not have delegated authority.

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4. Reporting

- 4.1. Carbon and Energy Performance is reported up to the Sustainability Steering Group, ECS SLT and Jerry Woods on at least a quarterly basis.
- 4.2. Financial reporting occurs as a part of the Annual Planning round and is updated during F4 (Dec), F6 (Feb) & F9 (May) via University Quarterly Management Accounts reporting to VCG, F&RC and BoG.
- 4.3. Issues relating to utility budget risk are reported to Jerry Woods who has direct responsibility to cascade this information and any associated mitigations up to the Vice Chancellors Group. EMAG will not cascade this information themselves.

5. Frequency of Meetings

- 5.1. At least quarterly, with ad-hoc meetings occurring as needed around strategic needs (unplanned utility risk or new major project).

6. Membership

Core members

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Role on Group	Name & Job Title of Role Holder
Chairperson	<i>(TBC to be invite), potentially new finance director?</i>
Project Support - Secretary	<i>TBC</i>
Decarbonisation strategy and lead for utility procurement	<i>Gavin Hodgson - Decarbonisation strategic lead</i>
Manager of decarbonisation projects and energy management	<i>Paul Spencer - Carbon Reduction Manager</i>
Building energy performance and optimisation	<i>Edward Boyle - Energy & Systems Lead (contractor)</i>
Financial Control	<i>Jennifer Hydari - Director of Finance and Deputy Chief Financial Officer</i>
Investment (Capital, MIP/HIP)	<i>Tony Perry – Head of Finance and Estates Investment</i>
Strategic change and planning	<i>Stephen Heath - Assistant Director, Corporate Property Management</i>
Sustainability steering group	<i>Michele Morley - Head of Environmental Sustainability</i>
Procurement and Scope 3 emissions	<i>Kevin Churchill - Interim Director of Procurement</i>
Legal	<i>Paul De Vince - Senior Lawyer, Finance & Legal Services</i>
Risk Management	<i>New risk manager (TBC to be invite)</i>

To be informed

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Role	Name & Job Title
Utility and Financial commitments, including reporting to VCG	<i>Jerry Woods - Director of Estates and Campus Services (to be informed via briefings to Senior Leadership Team as required)</i>
Progress against carbon reduction targets	<i>Joe Tah - Pro-Vice Chancellor and Dean. chair of Sustainability Steering Group.</i>
Estates Maintenance	<i>Stephen Holtom – Head of Maintenance</i>
Heat consumption and decarbonisation	<i>Julian Penzo - Mechanical Services Manager</i>
Electricity consumption and decarbonisation	<i>Stuart Clyne - Electrical Manager</i>
Procurement	<i>Paul Raimbach - Senior Category Analyst</i>
Space utilisation	<i>Peter Thompson - Head of Space Planning</i>
Capital investment	<i>Neil Ward - Assistant Director, Capital Projects</i>
Estate investment planning	<i>Monika Graham - Assistant Director, Strategic Programme</i>
IT Services / Systems management	<i>Joe Walter - OBIS Business Partnership Manager</i>
Communications, engagement and disseminating feedback on performance	<i>Laura Hu - Sustainability Engagement Officer</i>

7. Change History

Version	Date
1.0	07/05/2024

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AND MEMBERSHIP**

OXFORD
BROOKES
UNIVERSITY