

GENERAL

1	TITLE	Travel and Transport Working Group
2	PURPOSE	The Travel and Transport Working Group is responsible for the development, implementation and review of the University's Travel and Transport Strategy. The Travel and Transport working group reports into the Sustainability Sub-Committee which reports into the E&S Steering group - please see the EMS Reporting structure held on Eco Campus for more information.
3	MEMBERSHIP	The Travel and Transport Working Group membership comprises: • Assistant Director Campus Services • Parking Manager • Senior Environmental and Sustainability Advisor • UNO Bus representative • Trade Union representative x2 (Professional and Academic) • Student Union • Estates Business Support • Representative from Active Travel group Other members of staff will attend from time to time to provide insight and advice.
4	RELEVANT DOCUMENTS	Travel Plan Net Zero Action Plan Environment and Sustainability Framework UPR ET01 Parking and Traffic Management

TERMS OF REFERENCE

4	DECISION MAKING	The Travel and Transport Working Group makes recommendation for decisions relating to staff and student commuting
5	ADVISORY	The Travel and Transport Working Group formulates and makes recommendations to the E&S Sub-Committee and other relevant bodies relating to staff and student commuting. The group manages the university Travel Plan, settings actions and tracking progress against targets and objectives.
6	MONITORING	The Travel and Transport Working Group monitors progress against targets as set out in the Travel Plan and other relevant KPIs e.g. carbon.
7	REPORTING	The Travel and Transport Working group reports into the E&S Sub-Committee An annual report is prepared for the steering group and other committees as requested and published in the E&S Annual Performance report.
8	STRUCTURE OF MEETING	All meetings to be minuted. Meetings to be held every 3 months
9	DURATION OF MEETINGS	The meetings will normally be no longer than 1 hour