# Green Board

# Terms of Reference (TOR)

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| --- | --- | --- |
| **Version:** | **Owner:** | **Created:** |
| 3.0 | Jonathan Pearce | 01/04/2022 |
| **Published:** | **Approving Director:** | **Next Review** |
| 03/10/2025 | Jonathan Pearce | 11th June 2026 |

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## Purpose

The Green Board is responsible for setting and overseeing the implementation of BrisDoc’s strategy to become net zero / reduce our carbon footprint to an agreed and achievable level, as well as developing a culture of sustainability.

## Responsibilities

The role of the Green Board is to:

* develop a Green Plan, with a proposed budget, and recommend to the Strategic Leadership Team for approval
* set sustainability key performance indicators (KPIs) and targets and all sustainability related commitments
* embed environmental and sustainability principles in the working practices and culture of BrisDoc as a whole and within its individual services
* ensure the Green Plan and its aims and principles are incorporated into BrisDoc’s work and relationships with external suppliers
* oversee the implementation of the strategy
* monitor and review progress of implementation, including the financial and resource costs
* keep up to date with Environmental, Social and Governance (ESG) best practice and thought leadership
* develop a dashboard to support the KPIs and corporate dashboard reporting
* develop a supporting communication strategy for both internal and external stakeholders
* raise risks relating to non-delivery of the Green Plan as required in line with the strategy
* promote interest in and discussion of sustainability and related issues

## Co-owners Council Engagement

The Green Board will maintain a clear channel of communication with the co-owners’ council, so that both parties are able to share information and consult one another as appropriate. This will ensure that the co-owners’ council remains part of this group’s consciousness when making key decisions.

## Membership

The Board will represent all functions and services within BrisDoc as well as patient representation, comprising of members from;

* Business Services
* Practice Services
* Integrated Urgent Care Service
* Patient Representation

In addition, members will be co-opted into the group if particular issues or projects arise that require expertise from individuals other than substantive members. This includes a representative of the co-owners’ council if required or is requested by the council.

## Frequency

The Green Board will meet on a bi-monthly basis. Additional exceptional meetings can be called by the chair as required.

## Quoracy

A minimum of five members to be present for a decision to be made.

## Reporting and Accountability

The Green Board will provide quarterly updates to the Strategic Leadership Team and produce an Annual Sustainability Report to support the BrisDoc Social Value Report.

## Review

The TOR for the Green Board will be reviewed annually.

### Version Control

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Changes Overview** |
| V1.0 | XXXXXX | Deb Lowndes (Programme and Service Director) | Initial TOR |
| V2.0 | April 2022 | Millie Collins (Graduate Trainee/ Project Manager) | Review to support meeting structure update |
| V3.0 | June 2025 | Jonathan Pearce  (CEO) | Reviewed and updated |

## Agenda Template

|  |  |  |
| --- | --- | --- |
| **Number** | **Item** | **Presenter** |
| 1 | Introductions, apologies & conflicts of interest | Chair |
| 2 | Review previous minutes and action log | Chair |
| 3 | Items for approval | Chair |
| 4 | Items for discussion | Chair |
| 5 | Review of progress and carbon tracker | Chair |
| 6 | Preparation work for the next topic of focus | All |
| 7 | Comms requirements | Chair |
| 8 | Discussion of new ideas | All |
| 9 | AOB | All |
| 10 | Items for escalation | Chair |