



# EPIC Committee

## Terms of reference

### Purpose

The EPIC Committee governs the Environmental Policy Implementation Community (EPIC). EPIC is a community of environmental experts at the Institution of Environmental Sciences that supports the urgent implementation of policies that lead to the protection and regeneration of our natural world. Its mission is *“to bring together voices to call for ambitious and deliverable policy, and provide local authorities and other decision makers with the knowledge, insights and tools to help them deliver on the ground”*.

The Committee will champion and deliver the EPIC mission and will collaborate with the wider IES family to maximise the impact of activities.

### Key responsibilities

The EPIC Committee will:

1. Oversee the management of the EPIC mission and activities
2. Lead on the strategic direction of EPIC and continue the legacy of EPUK
3. Publish and contribute to guidance, reports and articles
4. Determine an annual workplan of publications, events and activities and delegate work to the Policy Officer accordingly
5. Review and coordinate the work of EPIC Subcommittees and working groups, including the Sound, Noise & Vibration Forum, and establish new groups as needed
6. Collaborate with other IES Communities and external organisations as needed
7. Review and monitor the progress of EPIC activities, with the EPIC Chair to report back on EPIC projects to the IES External Policy Advisory Committee
8. Embed ED&I principles in its work
9. Support the delivery of the IES strategy

### Committee composition

The EPIC Committee will be made up of the following individuals:

- A Chair
- At least four other members (but no more than 9 others)
- Two members representing former Environmental Protection Scotland, serving until October 2027
- An *ex officio* member from the IES staff (the Policy Officer, who will be non-voting)

One (or more) member(s) of the Committee will be appointed with a specific focus on Scotland, unless it is not possible to reasonably do so

### Terms of Office

Last review: Dec 2024 Next review due: Dec 2026

Approved by IES Council Jan 2025



The EPIC Committee Chair will hold the position for a term of three years, with a maximum of two concurrent terms. Ordinary Committee member terms are two years. Committee members can serve a maximum of three concurrent or non-concurrent terms on the Committee. These three terms may include 1 or 2 terms as Chair.

Committee members are recruited via expressions of interest from EPIC members, which are reviewed by the EPIC Committee Chair, the Policy Officer and the Vice-Chair or other Committee member nominated by the Chair. Where possible the Committee should consist of a diverse range of professionals in terms of expertise, backgrounds and sector experience.

### **Meetings**

The EPIC Committee will meet quarterly, with meeting dates set up annually via doodle poll. Members are expected to attend at least half of the quarterly meetings in a year. If they fail to meet this threshold, they may be removed from the Committee.

Apologies for meetings should be sent to the Policy Officer ahead of the meeting. The agenda for meetings, as well as a community activity report will be circulated a week before the meeting date and minutes from the meeting will be provided to all.

The Committee may also hold additional meetings if needed (attendance to these is not mandatory) and can conduct work and make decisions through email where appropriate.

### **Subcommittees and Working Groups**

The Committee can create standing subcommittees to focus on particular topics or temporary working groups to conduct specific pieces of work. Subcommittees and working groups can include EPIC and non-EPIC members, though there must be at least one Committee representative.

The Committee must agree to the creation of a subcommittee or working group and approve its members, though they may wish to delegate this responsibility to the Committee representative.

### **Governance**

The EPIC Committee is the decision-making body regarding all aspects of EPIC's work, as set out in the [IES Scheme of Delegation](#). It reports to the IES External Policy Advisory Committee (EPAC), with the EPIC Committee Chair attending meetings. The EPIC Advisory Group advises the EPIC Committee and supports the work of the Community.

### **Code of Conduct**

The EPIC Committee will follow the policies outlined in the EPIC handbook.

**Key Contact**

The IES Policy Officer is the primary point of contact for the Committee and acts as the Secretary on the Committee. Other members of the Project Office team will be engaged as appropriate in specific projects and activities.

**Review period**

These terms of reference will be reviewed by the Committee at least once every 24 months and recommendations of any changes made to Council.