



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 Environmental Protection UK (EPUK) and Environmental Protection Scotland (EPS)
3. Publish and contribute to guidance, reports and articles
4. Determine an annual workplan of publications, events and activities
5. Review and coordinate the work of EPIC Subcommittees and working groups, including the National Contaminated Land Officers Group (NCLOG), which leads EPIC work on contaminated land
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 EPS, serving until October 2027
- One member representing NCLOG (typically the NCLOG Co-Chair, or two NCLOG Co-Chairs, sharing the representative role)
- An *ex officio* member from the IES staff (the Community Coordinator, who will be non-voting)

A Vice-Chair should be selected from amongst the ordinary members of the Committee. 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.

Last review: Oct 2026 Next review due: Oct 2028

Approved by IES Council Oct 2026



Terms of Office

Committee terms run from October to October each year, with any new or re-elected members being announced at the AGM in October. A log of all the Committee member terms can be found in the EPIC Handbook.

EPIC Chair

The EPIC Committee Chair will hold the position for a term of three years, with a maximum of two concurrent terms.

Co-Chairs are elected by the EPIC Committee. Committee members may nominate themselves, and if there is more than one Committee member nominated for Chair then the decision will go down to a Committee member vote at the relevant Committee meeting. The Chair must then be approved by the EPIC membership at the AGM. Chairs must have served a minimum of 12 months as an ordinary member before being elected as a Chair. At the end of each term, Chairs must stand for re-election.

Ordinary members

Ordinary Committee member terms are two years. Committee members can serve a maximum of three concurrent terms on the Committee. At the end of each term, they must stand for re-election.

Committee members are recruited via expressions of interest from EPIC members prior to the AGM, which are reviewed by the EPIC Committee Chair, the EPIC Coordinator and the Vice-Chair (or if there is no Vice-Chair, another 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.

The Committee will then nominate the new members, who then must be approved by the EPIC membership at the AGM.

Contingency Arrangements

If unforeseen circumstances arise Chair or Committee member can step down from the Committee with a recommended minimum of one month's notice.

In this event, the Committee may appoint an Interim Chair or Interim Committee member to provide support as required. Any such appointment shall be made with the agreement of the Committee, being formally agreed at the next scheduled Committee meeting. The appointment will not constitute a full term of office, and the interim Chair/member shall only serve until the next AGM, at which point they would need to stand for election.

All Interim Chairs must have previously served as members of the Committee.



Meetings

The EPIC Committee will meet quarterly, with meeting dates set up annually via 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 EPIC Coordinator 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.

Decision making

Most decisions should be made at Committee meetings and recorded in the minutes.

There will be times when decisions are required in-between Committee meetings, that are outside the scope of the approved workplan. These decisions should be approved by the Chair. The views of ordinary committee members should be sought on the decision as far as possible.

When approval is sought from the EPIC membership for a decision then this must be passed by at least 50% of members in attendance.

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.

Code of Conduct

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

**Key Contact**

The EPIC Coordinator 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.