

# Checklist for designing and running an effective sustainability committee

Use this checklist to assess readiness and guide implementation.

0. Assess suitability and context	
Evaluate whether a formal committee is appropriate based on asset context, occupier mix and engagement readiness, lease structure and available resourcing	
Consider lighter-touch alternatives where formal committees are not practical (e.g., one-to-one engagement, sustainability segments in existing meetings, surveys, dashboards, apps)	
Tailor approach to sector-specific dynamics (office, retail, logistics, residential) and occupier priorities	
1. Establish purpose and scope	
Define the committee's role in delivering the asset's sustainability strategy	
Clarify how the committee complements green leases, data sharing protocols and existing behaviour change initiatives	
Confirm whether the forum will be standalone or integrated into existing occupier meetings	
2. Secure commitment and engagement	
Identify engaged occupiers and priority stakeholders	
Hold informal pre-meetings or one-to-one conversations to understand occupier goals and constraints	
Shape the initial agenda around occupier priorities to build relevance	

Encourage occupiers to share their own initiatives to foster peer learning	
Consider light-touch commitments (e.g. shared KPIs, data-sharing principles) to reinforce collective responsibility	
3. Define attendees and roles	
Ensure owner/asset manager representation for strategic oversight and investment linkage	
Assign property management roles: Building manager as convener and possibly chair; Facilities team for operational insight; Sustainability specialist for technical input (where available in the property management firm)	
Plan for capability building (e.g. upskilling building managers on building systems, data interpretation and sustainability basics)	
Invite occupier representatives with sustainability/ESG or operational responsibility and authority to influence decisions	
Include technical specialists or service providers where relevant for benchmarking and regulatory context	
Adapt attendee mix to asset type and occupier profile (e.g., retail SMEs, flexible workspace operators)	
Confirm responsibilities for preparation, facilitation, documentation, and follow-up	
Establish escalation pathways for strategic decisions (e.g., link to senior committees or leadership)	
4. Design the structure and delivery	
Set a predictable meeting cycle aligned with reporting and planning processes	
Confirm appropriate duration (typically 60–90 minutes)	

Ensure each meeting concludes with agreed actions, named owners, and timelines	
<b>5. Resource and fund committee</b>	
Clarify funding model: Embedded within property management services from the outset; Recovered through service charge where appropriate; Supported by additional consultancy or specialist services	
Confirm resourcing across building, property, and sustainability teams	
Ensure expectations align with available capacity and budget	
Define and communicate roles and responsibilities across owners, property managers, and occupiers	
<b>6. Build the agenda framework</b>	
Open with orientation and purpose (especially for new attendees)	
Review building performance and data, including: energy, gas, water, waste and carbon emissions; whole-building performance and, where agreed, floor-by-floor data; trends, anomalies and progress against targets	
Benchmark performance against external standards and asset targets (e.g. CRREM or NABERS)	
Share landlord strategy and investment context, including: asset-level decarbonisation plans and net zero roadmap; planned capital works and upgrade priorities; known constraints, dependencies and timing considerations	
Highlight occupier actions, shared challenges and collaboration opportunities (including operational improvements, behavioural initiatives and fit-out coordination)	
Include targeted external inputs where helpful (regulatory updates, technical specialists, service providers, or tenant presentations)	
Address social impact, wellbeing and community engagement	
Conclude with clear resolutions, named owners and next steps	

<b>7. Enable effective data sharing</b>	
Define data requirements and reporting objectives (e.g. regulatory reporting, investor disclosure, asset performance management, occupier ESG needs)	
Assess whether whole-building or floor-by-floor performance can be shared	
Address privacy, metering, and access constraints collaboratively	
Present performance data with context and analysis	
Return information to occupiers in useful, actionable formats	
Use dashboards and progress updates to reinforce behaviour change and accountability	
<b>8. Follow-up and sustain engagement</b>	
Circulate meeting notes and agreed actions promptly	
Track progress and provide updates between meetings	
Maintain informal engagement to reinforce trust	
Escalate key outcomes to senior decision-makers where needed	
Review effectiveness regularly and adjust based on feedback	
Refresh contacts as occupier mix changes and ensure continuity through documentation	