

Sustainability Committee - Terms of Reference

1. Role and Purpose

- 1.1 The university has committed to achieving carbon neutrality by 2040. This will require sustainability to be embedded into its core activities of teaching, research and operations.
- 1.2 The role of the Sustainability Committee is to provide the leadership, co-ordination and guidance to promote, develop and implement sustainability initiatives across all areas of the university to enable the university to meet its target.
- 1.3 The Sustainability Committee sets out to achieve the following:
- Provide strategic oversight of the university's commitment to sustainability embodied in its Carbon Strategy and USW Carbon Roadmap and contribute to the implementation and continual improvement of these documents
 - Review and make recommendations in relation to further development of sustainability-related commitments, policies and strategies, including establishment of university-wide performance targets.
 - Assess the university's performance in implementing the net zero strategy and carbon roadmap actions, monitoring progress and providing regular updates for the production of an annual sustainability report.
 - Report on the status of the university's sustainability performance, including its observance of external commitments and obligations.

2. Frequency and Attendance

- 2.1 The Committee will meet at least four times per year. The Chair may call additional meetings as necessary.
- 2.2 Committee meetings each year will consist of a combination of standing agenda items and thematic agenda items

Committee Meeting	Standing agenda items
January (Winter)	<ul style="list-style-type: none"> • Sustainability Action Plan progress • People & Planet performance and gap analysis
May (Spring)	<ul style="list-style-type: none"> • Carbon footprint report • Focus group updates
July (Summer)	<ul style="list-style-type: none"> • Sustainability Action Plan progress
October (Autumn)	<ul style="list-style-type: none"> • Sustainability Engagement Strategy progress

	<ul style="list-style-type: none"> • Focus group updates
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2.3 Meetings are to be interactive and last no longer than 1.5 hours.

2.4 Notice of each meeting confirming the date, venue and time, together with an agenda of items and relevant papers to be discussed shall be formally provided, in writing, to each member of the Committee, other than in special circumstances, at least three working days prior to the meeting.

2.5 The Committee comprises of key stakeholders who are engaged in high activities with a high carbon impact across the university. It includes members from executive, academia, the Student Union, service staff and students to ensure it is representative of the university community.

2.6 The core members:

The following table outlines the members of the committee:

Name	Representative Area	Responsibility
Mike Bessell	Estates and Facilities Committee Chair	Estates and Facilities Emissions Ensuring work of committee aligns to 2030 strategy and direction of Executive and Culture People and Values Committee
Catherine Lund	Procurement	Supply Chain and Contract Emissions
Neil Bradley	Estates and Facilities	Sustainability and carbon engagement lead, energy reduction, monitoring and reporting progress
Lawrence Willmott	Estates and Facilities	Sustainability and carbon engagement, energy reduction, internal communication, co-ordination of documentation and administration of minutes
Bruce Hurrell	Faculty of Computing, Engineering and Science	Faculty carbon emissions, engagement with academics and research, incorporating sustainability into curriculum
TBC	Organisational Development / People	Support and engagement for incorporating sustainability into staff development, performance reviews, induction and broader awareness.
TBC	Organisational Development / People	Integration of sustainability into People Strategy, organisational culture and values.
Hannah Miles	Procurement	Developing strategies for engaging suppliers into reducing Scope 3 emissions from purchased goods and services and supply chain sustainability
Donna Szarun	Trade Unions	Representative on behalf of UCU, GMB and Unison Trade Unions
Rachael Farmer	Faculty of Life Sciences and Education	Faculty carbon emissions, engagement with academics and research, incorporating sustainability into curriculum
TBC	Faculty of Business and Creative Industries	Faculty carbon emissions, engagement with academics and research, incorporating and embedding sustainability into curriculum

SU Vice President for Welfare / Rolling Annually	Student Union	Engagement with students and ensuring targets and actions align with student views and Student Union strategies and policies.
SU Vice President for Activities / Rolling Annually	Student Union	Engagement with students and ensuring targets and actions align with student views and Student Union strategies and policies.
Marius Milnis	IT	IT spend and supply chain carbon emissions, engagement with colleagues and incorporating sustainability into operational processes and improvements
Andrew Jackson	Future Students	Department carbon emissions, engagement with academics and research, incorporating sustainability into promotional activities

2.7 If a designated member is unable to attend, they should endeavour to send a representative in their place.

2.8 Should urgent decisions need to be made during or in between the scheduled sustainability committee meetings, a quorate of 5 committee members should agree on the decision. The quorate can be made up of any 5 members but at least one member must be either the Chair or the Director of Estates and Facilities or the Sustainability & Energy Manager.

2.9 Periodically, additional relevant stakeholders from across USW who manage high impact activities or University wide initiatives will also be invited to attend the meeting on an agenda led basis.

2.10 Membership, engagement and attendance to Committee meetings will be recorded, monitored and reported to CPVC on an annual basis.

3. Responsibilities

3.1 The Sustainability Committee Members will:

- Take forward strategic decisions relating to agreed policies/actions within their area of sustainability and ensure these are appropriately resourced
- Monitor implementation of sustainability initiatives in their portfolios/work areas and provide advice, observations and/or recommendations to the Committee about such initiatives
- Develop and coordinate communication strategies and mechanisms to effectively promote and engage the university community (staff and students) around sustainability, including through our web site.
- Advise on sustainability-related teaching and research and facilitate collaboration across disciplines and functions to integrate sustainability consistently into the university's teaching, training and research activities.

- Oversee and streamline the university's reporting to external agencies on sustainability performance and facilitate improvements to data collection and sharing processes to enhance the timeliness and quality of sustainability reporting.
- Actively promote sustainability-related developments and initiatives through their networks within and outside USW, as appropriate.
- Contribute to the review of university strategic documents to ensure that the principles of sustainability are continually integrated into these documents and decision making
- Review progress against actions in the USW Sustainability Action Plan bi-annually to ensure that corrective action may be taken in a timely way if issues arise.
- Incorporate faculty and department initiatives into the Sustainability Action Plan as agreed by the Committee.

3.2 The responsibilities outlined above will also be discharged through coordination of the USW Sustainability Champions focus groups.

3.3 Sustainability Focus Groups will focus on key areas of carbon emissions reduction. These groups will identify, develop and agree key actions to reduce the impact of that activity. Groups are open to all staff and students from across USW who have interest, skills and experience in these areas.

3.4 Sustainability Focus Groups will meet termly and collate updates and provide to the Sustainability Committee. Any local decision making will need to align to USW wide sustainability policies, and USW policies generally.

3.5 Focus groups should be used as a consultative body for corporate policies. The relevant focus group Chair should be contacted to review any sustainability impact assessments/policy amendments appropriate to their area before they are submitted to the University's Executive team.

3.6 The USW Sustainability Champions (a voluntary group of 70 champions) will continue to support the University's carbon targets and push communications within their teams to encourage engagement and action at a local level.