

# Sustainability Working Group

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## Terms of Reference

Version: 4.00  
Status: Final  
Author: A. Lindsay / A. Williams  
Date: 28/06/2021

## Approval History

Version	Date	Comments	Approver
1.00	April 2017	Approved	SWG
2.00	October 2020	Approved by Chair's Action	A. Williams
3.00	October 2020	Approved by Chair's Action	A. Williams
4.00	June 2021	Approved by Chair's Action	A. Williams

# 1 Key Purpose

The Sustainability Working Group (SWG) takes collective responsibility for the institution's sustainability agenda, driving forward genuine sustainability credentials, operational and academic activities, aligned with our ambition to become the 'World's Most Sustainable University'. It is responsible for the implementation of the institutional sustainability action plan, specifically focusing on the following overarching strategic ambitions:

- Ensuring our students are conversant in best practice to contribute to a sustainable global society, both now and for the future.
- Making sustainability a central focus for UCEM at institutional, departmental and individual levels (through driving forward long-term and effective behavioural change).
- Establishing UCEM as a leader in the sustainability agenda through actively engaging with industry and conducting applied research.
- Actively engaging, and work in collaboration with, students to tackle the global climate change and biodiversity emergency.

# 2 Terms of Reference

The Sustainability Working Group will be responsible for:

- 2.1 Informing, supporting and promoting institutional development, good practice and active engagement in sustainability amongst staff, students and other stakeholders.
- 2.2 Reviewing, approving and advising on commitments, profile and performance in sustainability, including supporting delivery of its Sustainability & Corporate Social Responsibility Statement, action plan and annual reporting on sustainability.
- 2.3 Identifying, promoting and embedding sustainability related curriculum initiatives within UCEM as well as academic staff development provision in this area.
- 2.4 Undertaking relevant sector benchmarking through audits and reviews to evidence, evaluate, measure and monitor levels of sustainability within UCEM and target areas for improvement.
- 2.5 Disseminating sustainability outputs and promoting activities within both the wider institution's community and with external partners.
- 2.6 Spending agreed budgets and report on outcomes.

# 3 Reporting

The Sustainability Working Group will report into the Learning, Teaching and Enhancement Committee (LTEC) on appropriate matters for consideration and discussion. Additionally, the Group will update the Senior Leadership Team on relevant matters according to its terms of reference.

## 4 Quorum

As the Sustainability Working Group is not a subcommittee of the Academic Board, UCEM's Standing Orders for the Conduct of Meetings (September 2018, or successor document) do not apply to this working group, and so no provision as to quoracy is appropriate.

## 5 Frequency of Meetings

The Sustainability Working Group will normally meet monthly, with extended meetings taking place where necessary on specific topics.

## 6 Membership

Name	Title
Aled Williams (Chair)	Director - Research, Innovation and Partnerships
Antonia Lindsay	Sustainability Officer
Donna Rourke-Houguez	Head of Marketing Communications and Brand
James Ritson	Academic Delivery Manager
Janet Hontoir	UCEM Tutor
Jessica Armstrong	Enquiries Administrator
Kathy Matthews	Head of Facilities
Louise Pouw	Learning Designer
Dr Renuka Thakore	Research Assistant - Education & Sustainability
Stephen Bartle	Director of Commercial and Business Development
Elly Yeatman	Student Outreach Officer

Signed by:



Aled Williams  
Chair of the Sustainability Working Group

Date: 28/06/2021