

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 Meetings are to be interactive and last no longer than 1.5 hours.

2.3 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.

2.4 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.

2.5 The core members:

The following table outlines the members of the committee:

Role	Representative Area	Responsibility
Chief Operating Officer	Executive	Chair
Director of Procurement	Procurement	Supply Chain, wider procurement and contract emissions
Director of Estates	Estates and Facilities	Estates and Facilities and oversight of the delivery of the 2040 Net Zero Strategy
Sustainability and Energy Manager	Estates and Facilities	Sustainability and carbon engagement, energy reduction, monitoring and reporting progress
Sustainability and Energy Officer	Estates and Facilities	Internal communication, co-ordination of documentation and administration of minutes
Faculty Chief Operating Officer	Faculty of Computing, Engineering and Science	Faculty carbon emissions, engagement with academics and research, incorporating sustainability into curriculum
Director of Human Resources	Human Resources	Support and engagement for incorporating sustainability into staff development, performance reviews, induction and broader awareness.
Supplier Relationship Manager	Procurement/ Supply Chain Emissions	Develop strategies for engaging suppliers into reducing Scope 3 emissions from purchased goods and services and supply chain sustainability
Research Impact Manager	Research & Innovation Services	Sustainability research, staff engagement and integration of sustainability principles into teams and work strands
Faculty Operations Manager	Faculty of Life Sciences and Education	Faculty carbon emissions, engagement with academics and research, incorporating sustainability into curriculum
Faculty Support Manager	Faculty of Creative Industries	Faculty carbon emissions, engagement with academics and research, incorporating sustainability into the curriculum

Estates Manager	Royal Welsh College of Music and Drama	Broader group level engagement and alignment of organisational carbon strategies and work streams, cross working and collaboration opportunities.
Student Union President	Student Union	Engagement with students and ensuring targets and actions align with student views and broader USW strategies and policies.
Trade Union Representative (s)	Trade Unions	Ensuring trade union representation and involvement in wider discussions and decision making for strategic sustainability across USW.

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

2.7 Should urgent decisions need to be made around 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.

2.8 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.

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
- Require that faculties/departments produce and implement sustainability management plans that identify actions to improve performance
- 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

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

3.3 Sustainability Focus Groups will be established for key areas of carbon emission 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 quarterly or biannually, and where required updates will be provided to the Committee for awareness or action. This will eliminate the risk of any local decision making which could go against corporate policies.

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 members) will continue to support the University's carbon targets and push communications within their teams to encourage engagement and action at a local level.