Sustainability Committee	
Delegated Authority and Purpose	Responsible on behalf of UET for providing strategic leadership and oversight for embedding sustainability at BU.
Main Responsibilities	• Provide leadership to deliver the sustainability objectives in BU2025 and contribute towards the achievement of the United Nations Sustainable Development Goals (UN SDGs). • Provide the overarching strategy for the development and promotion of the Sustainability Policy across BU for review by UET. • Provide leadership in the implementation of BU's Sustainability Policy and advise UET on necessary development of the policy in line with compliance obligations. • Encourage leadership in the promotion of sustainability issues at all management levels of the University. • Oversee and encourage all staff and students to engage with sustainability through the curriculum, research and professional practice. • Oversee the delivery of the CECAP and the net zero target. • Promote partnerships with the local community and business to realise sustainability benefits for BU and the area. • Act as Management Review Committee for the EcoCampus Environmental and Energy Management System • Monitor and co-ordinate the activities of working groups. • Be a key driver in the development of the business case for sustainability issues across the University. Be the point of referral for all decisions which impact upon sustainability, such as major procurement projects, new builds and refurbishments. Influence decisions relating to the development of the estate to promote the most appropriate practice and have oversight of investment in sustainability improvement projects. Members of the committee will ensure effective leadership, management and delivery against plans for activities and teams that they lead and represent their respective constituencies and functions within the University whilst taking a corporate view. The committee is responsible for ensuring that it takes into account, alongside the University values and the outcomes set out in the strategic plan: • value for money from public funds and that students receive value for money • delivery of the purpose and outcomes set out in the strategic plan including as they relate to staff, students, and stakeholders • equality, diversity and inclusion • excellence in learning experience and opportunities • social and economic growth and development • environmental sustainability
Engagement and Participation	Subject to considerations of confidentiality and, where appropriate, approval of communications plans by UET:

Sustainability Committee	

	• It is the responsibility of the Committee to consider and plan for appropriate communication of its work:
	  ○ Develop and update a communication plan both for the University's overarching policy and in support of the working groups.
	  ○ Communicate the importance of effective sustainability management and key decisions to internal and external stakeholders and supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.
	• It is the responsibility of the Committee and its members to ensure engagement with stakeholders from across BU to support the responsibilities of the Committee and in particular with:
	  • leaders and members of the BU research community
	  • the External Engagement Management Group or its successor
	  • Faculty and Senate committees as appropriate
	  • the Research Performance and Management Committee

Chair	Director Of Estates
Deputy Chair	SAN Co-chair
Support	Estates Admin (Minutes)
Membership[1]	• Chief Executive Officer Students' Union • Fusion/Academic lead x 4 (SAN or convenor of SIA where possible) • SU Vice President (Welfare and Community) • Marketing and Communication representative • Sustainability Manager • Head of Facilities Management • Director of IT • Head of Procurement • SUBU Volunteering and Sustainability Coordinator • Union representatives • Chief Operating Officer (ex-officio) The Chair may invite others to attend as appropriate. Substitutes may attend with the agreement of the Chair
Quorum	No minimum quorum specified but must include either the Chair or Deputy Chair.

[1] If professional services or academic representatives are included, they have a dual role – to contribute knowledge and expertise from their service or Faculty, but also to seek input and feedback, and share outcomes, where appropriate, on matters dealt with at the committee/group which potentially impact other professional services or Faculties. This is subject to confidentiality as determined by the Committee.

Sustainability Committee	
Frequency	Approximately termly (at least three per year)
Reporting Line	Reports to UET Responsible for: • Regular updates and an annual report to UET highlighting progress in the implementation of the University's Sustainability Policy and relevant strategic targets and recommending action where appropriate. The following publications are managed by the Committee: • Sustainability Policy • Climate and Ecological Crisis Action Plan • Travel Plan • The Policy review schedule is shown in Appendix A
Records of meetings	Minutes and action logs will be taken in accordance with BU's committee guidance from time to time The chair of the committee will provide a short update to UET shortly following each meeting (not waiting for the next meeting or the minutes to be approved) to address decisions made, matters requiring UET decision or approval and important updates on matters discussed that need to be shared with UET members. A template is provided for this purpose.
Publication of papers	Meeting papers are not routinely published
Sub-committees	The CECAP Group, Sustainability Academic Network, Travel Plan, Fairtrade, Sustainable IT Group and Biodiversity Groups report to this Committee.
Notes	ToR and membership will be reviewed annually

Appendix A Policy review schedule

Policy	**Month for review**
Sustainable and Ethical Food Policy	January
Biodiversity	September (every two years)
Sustainable Procurement	June (every two years)
Sustainability Policy	September
Energy and Water Policy	September
Sustainable IT Policy	November
Ethical investment policy	June
Sustainable Construction Policy	September
Ethical Careers Policy	May

Fairtrade Policy	December (every two years)
Sustainable IT Policy	September

Committee use only:

Committee approval date:	June 2023	Due for review:	June 2024
UET approval date:	July 2023	Notes:	