

Sustainability Committee

Terms of Reference 2018/19

Delegated Authority and Purpose	Responsible on behalf of the University for providing strategic leadership and oversight for embedding sustainability at Bournemouth University.
Main responsibilities	<ol style="list-style-type: none"> 1. Provide leadership to ensure delivery of the sustainability objectives in BU2025. 2. Provide the overarching strategy for the development and promotion of the Sustainability Policy across the University for review by ULT. 3. Provide leadership in the implementation of the University's Sustainability Policy and advise ULT on necessary development of the policy in line with legislation and other requirements. 4. Encourage leadership in the promotion of environmental and sustainability issues at all management levels of the University and through curriculum based activities where appropriate. 5. Promote partnerships with the local community and business to realise sustainability benefits for BU and the area. 6. Provide regular updates and an annual report to ULT highlighting progress in the implementation of the University's Sustainability Policy and relevant strategic targets. 7. Act as Management Review Committee for the EcoCampus Environmental Management System 8. Monitor and co-ordinate the activities of working groups. 9. Be a key driver in the development of the business case for sustainability issues across the University. 10. 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. 11. Develop and update a communication plan both for the University's overarching policy and in support of the working groups. 12. 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.
Duration	Permanent
Chair	Director of Estates
Deputy Chair	Deputy Dean Education
Management and Support	Estates Admin (Minutes)
Membership	<ol style="list-style-type: none"> 1. Chief Operating Officer 2. General Manager, Students' Union 3. Fusion/Academic lead x 2 (chair of SIA) 4. SU Vice President (Community) 5. Marketing and Communication representative

	<p>6. Sustainability Manager 7. Head of Facilities Management 8. Director of IT 9. Head of Procurement</p> <p>It is at the discretion of the Chair to require the presence of particular individuals for any given discussion. The Volunteer & Green Impact Coordinator, SUBU is invited to attend to support the SU Vice President (Community) on a meeting by meeting basis.</p> <p>Substitutes are allowed with the consent of the chair</p>
Quorum	No minimum quorum specified but must include either the Chair or Deputy Chair.
Usual Number of Meetings	Approximately termly (at least three per year)
Reporting Line	<p>Reports to the University Leadership Team</p> <p>Short update prepared for ULT following each meeting:</p> <ul style="list-style-type: none"> • Decisions made • Matters requiring ULT approval or other decisions <p>Update on current status/progress/outcomes</p>
Minutes	Minutes are stored on the collaborative I: drive
Sub-committees	No formal sub-committees; but the CMP, Travel Plan, Fairtrade and Biodiversity Groups report to this Committee.
Publication	<p>Sustainability Policy Carbon Management Plan Travel Plan</p> <p>The Policy review schedule is shown in Appendix A</p>
Notes	<p>Where variation in roles and titles exist within Faculties, the Dean of the relevant Faculty should nominate an appropriate person to undertake the membership role.</p> <p>Environmental Strategy Group was formed in 2003. However, its function has evolved considerably and a key role now is to act as the Management Review Committee for the EcoCampus/ISO14001 environmental management system (an external certification).</p>
Review Cycle for Terms of Reference	Annual. To be next reviewed in summer 2019.

Policy and Committees use only:

Final approval by:	Sustainability Committee	Version number:	V08 24.09.2018
Approval date:	24.09.2018	Notes:	
Date of last review	08.09.2017	Due for review:	September 2019

Appendix A Policy review schedule

Policy	Month for review
Sustainable Food	November
Biodiversity	January/February
Sustainable Communications and Printing Plan	April
Sustainable Procurement	April
Sustainability Policy	September
Energy and Water Policy	September
Sustainable IT Policy	November
Ethical investment policy	November (every two years)
Sustainable Construction Policy	November