

**University of the West of England Bristol**

**Sustainability Executive Committee (formerly Sustainability Board)**

**Purpose**

The University Sustainability Executive Committee (USEC) is established to ensure the implementation of its climate action and sustainable strategy and associated supporting plans and initiatives. USEC will act to oversee and embed sustainability into all university activity and thereby enhance the reputation of the university and its attractiveness to current and future students and staff as a place of study or employment.

USEC will consider contemporary and emergent sustainability risks, opportunities and challenges and advise on appropriate actions.

**Responsibilities**

- To ensure implementation of Strategy 2030's aims and objectives, holding them to account, and ensuring barriers to meeting the aims and objectives, and risks to these are brought to the attention of the Vice Chancellor's Executive (VCE).
- To ensure that UWE is embedding sustainability in all courses and operations, to ensure that we are taking responsibility for positive action from our students in their future lives, and ensuring future generations are not disadvantaged through our operations.
- To oversee implementation and achievement of the Transforming Futures Climate Action and Sustainability Strategy (CASS) and its supporting action plans.
- To advise and assure the Vice Chancellor, Academic Board and the Board of Governors on progress with the strategy and matters pertaining to sustainability risk and reputation.
- To share good practice and promote continuous improvement.
- To conduct annual management review to assure the university that the requirements of ISO 14001 -2015 certification are being met and that the environmental management system (EMS) is suitable and effective.
- To assure the university that the requirements of Responsible Futures accreditation are met.
- To support the implementation of the Principles of Responsible Management Education (PRME) across the university.
- To advise on the sustainability implications of developing policies and practices.
- To advise on the continuing appropriateness of the Ethical Investment Policy & the Modern Slavery and Human Trafficking Statement.
- To advise on any implications of the university's sustainability practices and policies with regard to Equality, Diversity and Inclusivity (EDI) and Health and Wellbeing.
- To establish appropriate procedures to ensure effective communications within the university on issues discussed and decisions taken by the USEC.
- To receive, approve and interrogate where appropriate quality, risk and assurance documents for example the schedule of annual business, annual risk and assurance report (internal), annual sustainability impact report (public-facing).
- To contribute to strategic decision-making, as arising from university activities (USEC to "recommend for approval").

## Terms of Reference for 2023/24

### Membership

Membership reflects the constituent parts of the university and those involved in the delivery and influence of sustainability across teaching, research, community/civic partnerships, services and operations.

- Pro Vice Chancellor & Head of College of Arts, Technology and Environment (senior sustainability risk owner and USEC Chair).
- Chief Financial Officer & Senior carbon management risk owner
- Head of sustainability
- Energy and carbon manager
- Chair of the Knowledge Exchange for Sustainability Education Group (KESE)
- The President of the Students' Union.
- A Vice President nominated by the Students' Union.
- The Sustainability Lead from the University and College Union (UCU), Unite and Unison (or nominee)
- The Sustainability Lead from each of the three College Executives (accountable for College sustainability action planning)
- Director of Estates and Facilities
- Director of Procurement
- CASS Action Plan Leaders
- PRME lead
- Representative of the Equality, Diversity and Inclusivity team
- Representative of the Careers and Enterprise Service
- Representative of Research, Business and Innovation
- Representative of People & Organisational development

### By invitation

- A different representative of the Vice Chancellor's Executive at each meeting.

### Clerk to the Board

- Executive Assistant from the College of Arts, Technology and Environment

### In Attendance

- Sustainability Officer, Students' Union.
- Support staff from The Students' Union at UWE including the Community Manager and the Student Sustainability Engagement Coordinator.
- Such others as may be required from time to time to discharge the Terms of Reference.

### Quoracy

25% of the membership.

### Meeting Frequency

3 times per year.

### Reporting Relationships

Reports to:

# Terms of Reference for 2023/24

Vice Chancellor's Executive

Board of Governors Finance, Estates and IT Committee

When necessary other governance committees or boards will be consulted or informed. See below for a graphical representation of USEC's place in UWE's governance structure.

## Reporting Bodies

Climate Action and Sustainability Group

Knowledge Exchange for Sustainability Education Group

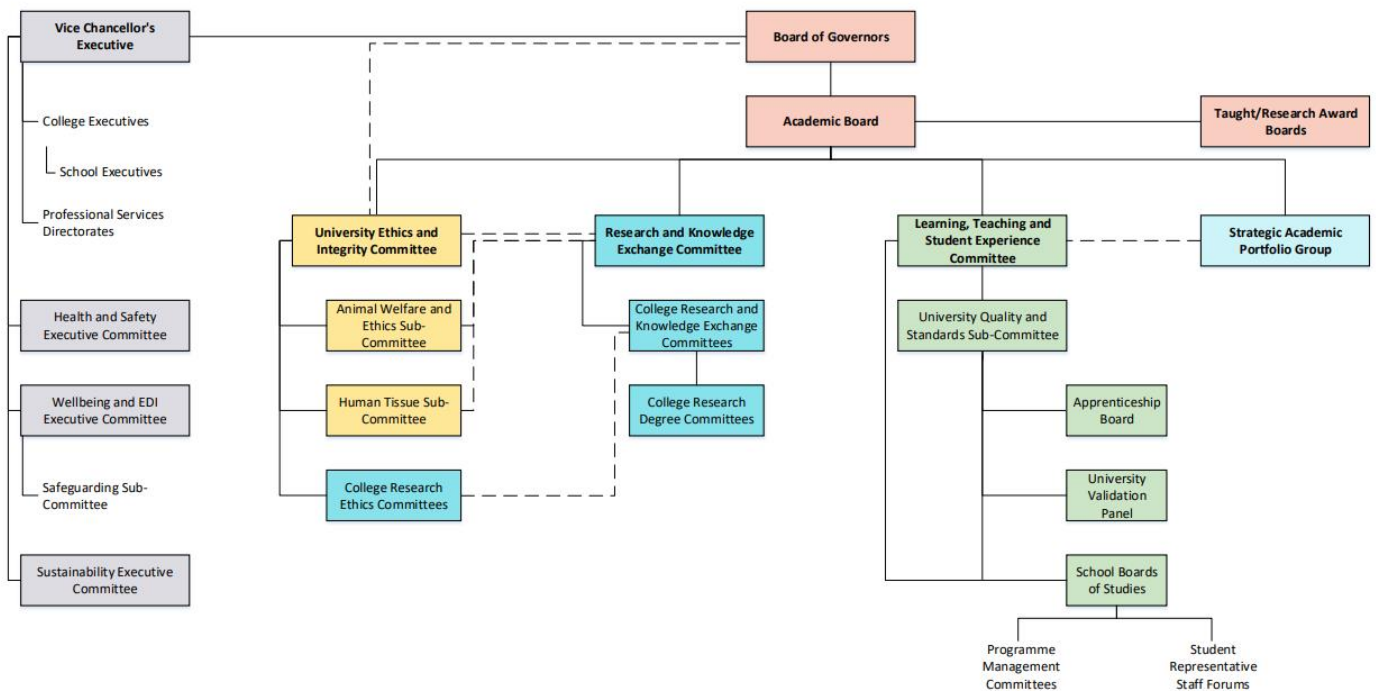
College Boards

Other groups may be formed by the committee to investigate and make recommendations as required.

## Review

These Terms of Reference will be reviewed annually with amended Terms to be signed off by VCE via the Chief People Officer.

USEC's location within the wider university governance structure is shown below.



Last updated: 15/9/2023

Available here: <https://docs.uwe.ac.uk/ou/Communications/Documents/About%20UWE/Academic%20governance/Academic-governance-structure-chart.pdf>