

# University Sustainability Executive Committee

## Terms of Reference

2025-26

**Transforming Futures:** Ambitious, Collaborative, Inclusive, Innovative, Enterprising.

### Purpose

The University Sustainability Executive Committee oversees the transformation and continued enhancement of the University through its Climate Action and Sustainability Strategy, supporting plans and initiatives. The Committee provides strategic leadership and coordination to embed sustainability into all university activity, enhancing the performance, experience and reputation of the University.

The Committee has a leading role in shaping and championing a culture of sustainability in line with Strategy 2030 and the University's declaration of a climate and ecological emergency.

### Responsibilities

The Committee works collectively to:

1. **Horizon scan** developments in the climate and ecological space, considering best practice to enhance organisational learning.
2. **Coordinate and oversee sustainability related strategies and plans**, both in development and implementation, ensuring alignment with wider institutional priorities and effective resourcing and sequencing to deliver on the objectives.
3. **Oversee the robust management and mitigation sustainability and climate related risks**, as allocated to the Committee as part of UWE governance protocols.
4. **Provide compliance assurance**, in relation to the key areas of legislation, regulation, concordats and external commitments allocated to the Committee as part of UWE governance protocols, including Responsible Futures accreditation, the Concordat for the Environmental Sustainability of Research and Innovation Practice and the Principles of Responsible Management Education (PRME).
5. **Oversee the university policy and guidance framework** in the sustainability space, providing assurance on currency, and advise on the sustainability implications of policies referred to the Committee.
6. **Monitor sustainability performance metrics**, ensuring measurable benefits are achieved and effective performance monitoring is in place across the University to support strategic, operational, and tactical decision making.
7. **Promote an inclusive and sustainable culture**, by ensuring the involvement and engagement of a diversity of voices and viewpoints as appropriate to the

business of the Committee.

All Executive Committees are expected to have appropriate mechanisms in place to communicate key decisions and areas of consideration across the University.

**Chair:**

Elena Marco, Pro Vice-Chancellor and Head of College Arts, Technology and Environment.

**Reporting:**

The Sustainability Executive Committee reports to the Vice-Chancellor's Executive, and on to the Finance, Estates and IT Committee, on a termly basis via the Sustainability Performance and Risk Report. This is in relation to:

- Progress towards identified strategic initiatives and performance against KPIs and associated lead indicators.
- Risk assessment and management.
- Any matters referred to it for action by the Vice-Chancellor's Executive.

The Committee also provides an update to the Vice-Chancellor's Executive on agenda items covered at each meeting and an annual assurance which demonstrates how it meets its legal, regulatory and external commitment compliance responsibilities.

Where required, escalation of policy decision making will be made to the Vice-Chancellor's Executive or Board of Governors, in line with the delegations in the corporate policies framework.

**Sub-groups:**

The Committee is empowered to establish groups to support its duties and responsibilities. The agenda items and actions of any such groups should be reported to the Executive Committee on a timely basis.

The Committee may also refer matters across to other areas of the Executive Committee or Academic Governance structures.

- Sub-Committees: Climate Action and Sustainability Group and Knowledge Exchange for Sustainability Education Group

**Membership:**

| ROLE   | NAME                     |
|--|--------------------------|
| Pro Vice-Chancellor and Head of College Arts, Technology and Environment (Chair) | Professor Elena Marco    |
| Chief Financial Officer  | William Liew             |
| Head of Environment and Sustainability   | Paul Roberts             |
| Head of Carbon and Energy  | Kirsti Norris            |
| Chair Knowledge Exchange for Sustainable Education Group (KESE)                  | Professor Georgina Gough |
| President of the Students' Union   | Asad Zarif Awan          |

|  |  |
|--|--|
| Student Union's Director of Engagement   | Rachel Colley  |
| Vice-President of the Students' Union (as nominated by the UWESU)  | Umar Abbasi (VP Societies and Communication)   |
| Sustainability lead from the University and College Union (UCU), Unite, UNISON (or nominee)  | Martyn Gwyther – UNITE<br>Tom Carter - Unison  |
| College Sustainability lead: <ul style="list-style-type: none"> <li>College of Arts, Technology and Environment.</li> <li>College of Business and Law.</li> <li>College of Health, Science and Society.</li> </ul> | Matthew Jones / Chris English<br><br>Cathy Minett-Smith<br>Antony Hill   |
| Procurement Director   | Helen Baker  |
| Theme Action Plan Leaders:   | Jeff Davey – Environmental Management;<br>Abbie Basketter / Melissa Clarke / Thomas Finn – Energy Management;<br>Thomas Finn – Net Zero/Carbon Management;<br>Jade Shih/Kat Corbett – Plastics & Circular Economy;<br>Ben Williams - Air Quality;<br>Georgie Gough – ESD;<br>Darren Reynolds – Research;<br>Rob Cox - Travel |
| Principles of Responsible Management Education lead  | Laura McAllister   |
| Representative of Equity, Diversity and Inclusion team   | Jamie Darwen   |
| Representative of Education Services   | Lloyd Williams   |
| Representative of IT   | Marcus Falla   |
| Representative of Research and External Engagement   | Colette Percival   |
| <b>TOTAL: 26</b>   |  |

**In attendance:**

| ROLE  | NAME         |
|---|--------------|
| Executive Assistant College of Arts, Technology and Environment | Jane Harding |
|   |              |

The quoracy for meetings is one-third of members.

A different representative of the Vice-Chancellor's Executive is invited to each meeting on a rolling basis.

The Committee will draw on expertise and diversity of voice from across the University as aligned to the matters to be considered in each meeting, as set out in the annual University Sustainability Executive Committee business plan.

**Frequency of meetings:**

Three times a year, aligning to the annual cycle of requirements from the Board and Vice-Chancellor's Executive and Committee business priorities.

**Review**

The Terms of Reference for the Executive Committee will be reviewed annually to ensure they are still relevant, decision-making structures are effective, and it can effectively discharge its duties. As part of the review, consideration should be given to how the Committee can improve and better integrate practices which support sustainability, health, wellbeing, equity, diversity and inclusivity.