



## Sustainability Committee Terms of Reference

Version 4, January 2020

### Aim

Queen Mary University of London (QMUL) has made a public commitment to incorporate sustainability principles and practices throughout its core activities of teaching, research and operational activities. QMUL established the Sustainability Committee (the “Sustainability Committee”) to provide leadership, coordination and guidance in the development and management of its sustainability risks, responsibilities, opportunities and to deliver continual performance improvement across all areas of the College.

### Purpose

The Sustainability Committee:

1. Oversee, co-ordinate and drive continuing performance improvement across all aspects of QMUL in relation to delivery of the Environmental Sustainability Policy.
2. Review and approve all key policies, plans, objectives and performance targets relating to Environmental Sustainability including, but not limited to, the Environmental Sustainability Policy and all associated strategies, systems and plans.
3. Monitor progress towards achieving its environmental sustainability objectives and performance targets.
4. Oversee performance of the Energy & Environmental Management System (E&EMS), ensuring that QMUL is fulfilling its responsibilities.
5. Consider and prioritise projects, which contribute to the achievement of QMUL’s sustainability objectives and targets. This includes making recommendations in respect of necessary funding of initiatives for environmental/energy/carbon reduction improvements for discussion and agreement at Estates Strategy Board (ESB) and Queen Mary Senior Executive Team (SET) as appropriate.
6. Oversee the activities of, and to receive progress reports from, QMUL’s sustainability working groups (see reporting structure).
7. Co-ordinate reporting on, and communication of, sustainability performance (including endorsement of the annual QMUL’s Sustainability report) to both internal and external audiences through relevant communication strategy and plan.
8. Report to the ESB and/or SET on the status of QMUL’s environmental sustainability performance, including its compliance with relevant regulations, external commitments and obligations.
9. Advise on environmental sustainability-related teaching and research and facilitate collaboration across disciplines and functions to integrate sustainability into QMUL’s teaching, training and research activities.

### **Membership Roles**

The committee will have senior representation from the following areas of the University:

- Academic Faculties
- Human Resources
- Student Services
- Student Representative
- Staff Union
- Finance
- Procurement
- Information Technology Services
- Marketing and Communications
- Health and Safety
- Sustainability
- All Service Areas within the Estates and Facility Directorate (Deputy Directors)

The Director, Estates & Facilities will act as Chair. The Assistant Director (Infrastructure and Maintenance) will be the alternate.

Relevant academics and areas impacted by sustainability related projects are also invited to attend.

### **Membership Responsibilities**

Members of the Sustainability Committee will:

1. Attend all scheduled meetings of the Committee. A nominated deputy must represent the substantive member whenever it is not possible for the substantive member to attend.
2. Have the necessary authorisation to act and make decisions on behalf of their service area.
3. Monitor implementation of sustainability initiatives in their portfolios/service areas and provide advice, observations and/or recommendations to the Committee about such initiatives.
4. Ensure their departments/service area are informed about the outcomes of the Sustainability Committee discussions and decisions.
5. Consider the resource implications of all proposals discussed.

### **Meeting Schedule**

The Sustainability Committee will meet at least four times every academic year and more frequently where necessary. Whenever necessary, these meetings will be rotated across the main Campuses of QMUL.

### **Secretariat & Reporting**

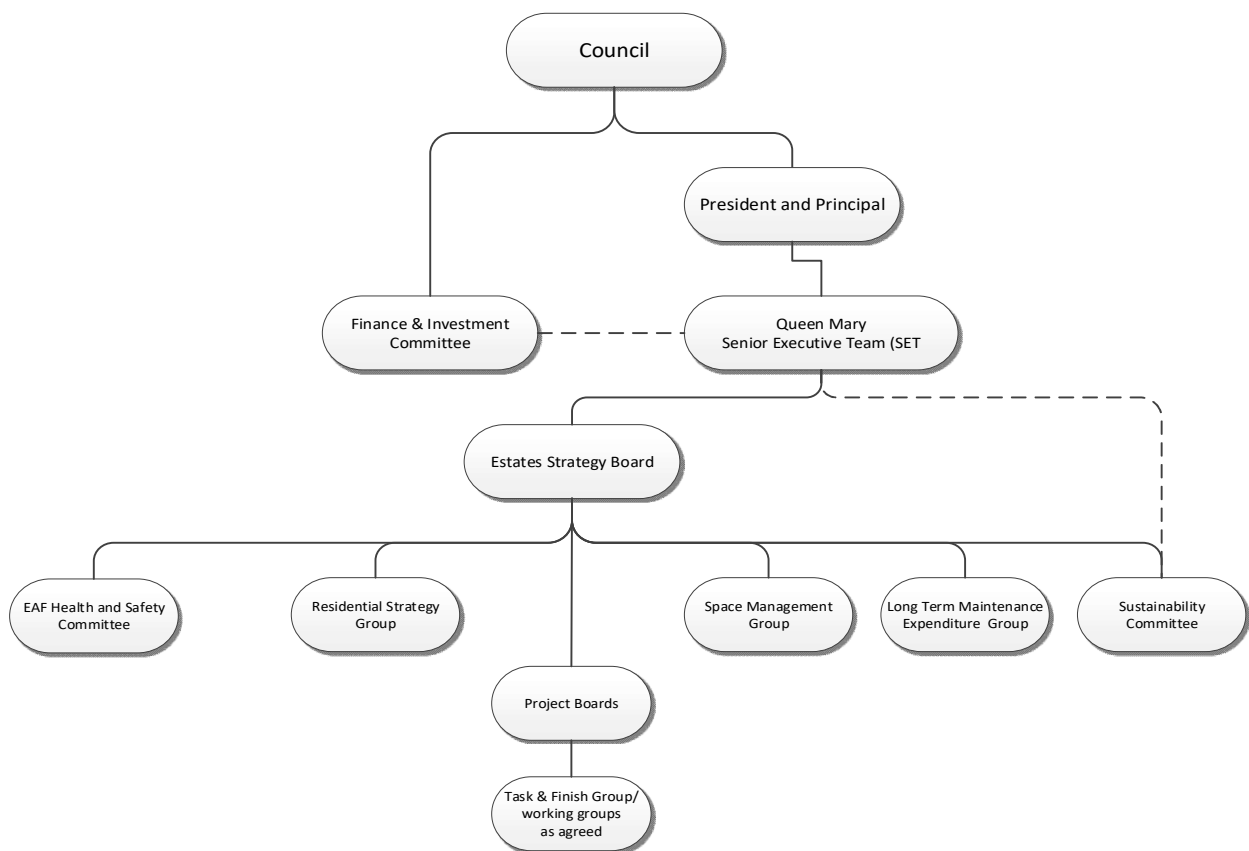
The Administrator of the Sustainability Team will be responsible for servicing the Sustainability Committee with oversight by the Executive Officer, Capital Projects, Estates and Facilities.

All papers should be sent to the Secretary of the Sustainability Committee at least ten working days prior to scheduled meetings, for distribution seven days in advance to attendees. Minutes will be distributed within ten working days of each meeting.

The Sustainability Committee will report, via the Chair, to the Estates Strategy Board (ESB) and Senior Executive Team (SET) as appropriate.

### Reporting Structure

## Estates and Facilities Governance Structure



**Drafted by The Head of Sustainability  
QMUL Sustainability Team  
Estates & Facilities Directorate**

**9<sup>th</sup> January 2020**

**Approved By  
Sustainability Committee  
9<sup>th</sup> January 2020**

**Approved by Estates Strategy Board  
27 January 2020**

**To be reviewed annually or as business requires for suitability.  
Everything discussed within the committee is confidential and cannot be shared without prior consent.**