

UNIVERSITY COMMITTEE FOR GLOBAL ENVIRONMENTAL SUSTAINABILITY (UCGES)

TERMS OF REFERENCE

1. Constitution and Purpose

- 1.1 The University Executive has established the University Committee for Global Environmental Sustainability (UCGES) with the primary purpose of providing leadership and oversight of the delivery and further development of the University's Global Environmental Sustainability Strategy.
- 1.2 The Committee is responsible for reporting to the University Executive on delivery of the 10 commitments approved by the Court and the sustainability objectives set across the whole University.

2. Remit

2.1 The remit of the Committee is as follows:

- a) **Strategy:** To demonstrate global leadership by advancing and monitoring progress against the approved ten commitments¹ of our Global Environmental Sustainability Strategy, promoting University values in pursuit of a fair transition towards environmental sustainability.
- b) **Climate Action Framework:** To drive and oversee progress in delivery of the targets and priorities in the Climate Action Framework.
- c) **Statutory Reporting:** To be responsible for reviewing and endorsing statutory and corporate reporting on sustainability, for approval by the University Executive.
- d) **Policies:** To advise and input on the sustainability aspects of relevant University policies.
- e) **Reputation:** To advise and provide expert input to the University Rankings Group on matters to do with Environmental Sustainability and to provide leadership and awareness raising to build the University's reputation in this area.
- f) **Delivery Projects:** To provide leadership and clear steer on the core Projects which the Global Environmental Sustainability Unit is responsible for delivering, setting up delivery or 'task and finish' groups which report back to the UCGES.
- g) **Advisory Role:** To advise and input on sustainability and environmental issues to relevant committees and working groups.

3. Membership

- 3.1 The membership of the University Committee for Global Environmental Sustainability is as follows:
- Deputy Principal (Global Sustainability), Chair
 - Deputy Principal (Education and Student Life)

¹ <https://www.hw.ac.uk/uk/about/sustainability/strategy-policies.htm>

- Student Union President or Vice President (representing student voice on the Committee)
- Deputy Principal (Research and Impact)
- Chief Scientist
- Global Director of Information Services
- Global Director of Estates and Facilities
- Executive Dean
- Strategic Programme Lead, Global Sustainability

In attendance:

- Energy and Environment Manager

3.2 The Committee may co-opt members with particular skills and experience and who would assist the work of the Committee.

4. Equality and Diversity Statement

4.1 The University Committee for Global Environmental Sustainability exercises its responsibility, as far as possible, to promote diversity of representation within its membership and the membership of any working Committee established by the Committee. The Committee, in carrying out its business, will also act to promote equality or opportunity for all.

5. Quorum and Voting

5.1 The quorum is at least three members of the Committee.

5.2 It is intended that decisions are normally reached by consensus following a full debate. The Chair will normally seek agreement to the proposal in question, and only call for a vote either if there is a clear expression of dissent or if it is a matter of particular significance.

5.3 The Chair of the Committee shall have a deliberative and a casting vote.

6. Committee Chair

6.1 The Chair of the Committee shall be the Deputy Principal for Global Sustainability.

6.2 In the absence of the Chair from any given meeting, the Chair will nominate a deputy to chair for that particular meeting.

7. Frequency of Meetings

7.1 The Committee will normally meet monthly and meetings will be set in advance for each academic year.

7.2 Additional meetings may be required which can be carried out via correspondence.

8. Attendance at Meetings

8.1 All members are expected to attend meetings, and may not delegate their membership or attendance.

- 8.2 Other officers and members of other committees and Committees may be asked to attend when appropriate.
- 8.3 The Committee will maintain a record of attendance at each of its meetings and report this to the University Executive in the minutes of the meeting.
- 8.4 Attendance by video conference or telephone conference is permitted at meetings of this Committee, although physical attendance is encouraged when possible.

9. a) Reserved Business

- 9.1 There may be occasions when the Committee's business is designated reserved and/or commercially sensitive. On such occasions, with the approval of the Chair, any persons in attendance may be asked to withdraw from the meeting during consideration of a particular reserved item of business.
- 9.2 The record of matters with which the Chair and the Committee are satisfied should be dealt with on a reserved basis and will be recorded separately.

9. b) Conflict of Interest

- 9.3 Where it is identified that a member of the Committee has a conflict of interest with respect to a given matter, the Chair may request that the member in question withdraw from participation in relevant business. Depending on the nature of the business, this may allow for participation in discussions without taking part in decision-making or may require complete non-participation and/or withdrawal from that part of the meeting.
- 9.4 All instances of identified conflicts of interest shall be recorded in the minutes.

10. Reporting Procedures

- 10.1 The Committee will report formally to the University Executive, with additional reporting to the relevant University Committees as appropriate.
- 10.2 The UCGES records (agenda, papers, and minutes) are included in the University's Freedom of Information Publication Scheme. Information will be readily accessible on request to members of the public under the terms of the Freedom of Information (Scotland) Act (FOI(S)), except for information which is deemed to be covered by a specific exemption under the Act.

11. Forward Operations

- 11.1 The Committee will review its formal Terms of Reference annually in a report to the University Executive which is the approving authority for any changes.
- 11.2 Meetings will be scheduled a year in advance if possible.

Supporting Information

Effectiveness and Lifespan

Lifespan ongoing. Effectiveness reviewed informally each year and five-yearly as part of the University Executive's effectiveness review.

The Committee will regularly monitor its own effectiveness against its core purpose and responsibilities.

Actions that may be taken by the Committee

The Committee may:

- Receive
- Note
- Consider
- Recommend
- Reject

Minuting Style

Formal minutes with an action log.

Resources

Clerk to be Confirmed