



UK | DUBAI | MALAYSIA

## University Committee for Global Environmental Sustainability 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 Global Environmental Sustainability Strategy.
- 1.2 The Committee is responsible for reporting to the University Executive on delivery of the ten 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 commitments](#) 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. Composition and Membership

3.1 The Committee shall comprise:

Deputy Principal (Global Sustainability), Chair

Deputy Principal (Education and Student Life)

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

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

### 4. Equality, Diversity and Inclusion

4.1 The Committee will exercise its responsibility, as far as possible, to promote diversity of representation within its membership and the membership of any working group or committee established by the Committee. The Committee will also act to promote equality of opportunity for all colleagues who are involved in carrying out the business of the Committee.

### 5. Quorum

5.1 The quorum necessary to transact business is three members.

5.2 Members who are participating in a meeting by means of audio-visual conferencing or other means enabling them to communicate with all members present at the meeting simultaneously shall be deemed to be present at the meeting and to count towards the quorum.

5.3 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.

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

## 6. Chair

- 6.1 The Chair of the Committee shall be the Deputy Principal for Global Sustainability.
- 6.2 In the absence of the Chair of the Committee, members shall elect from among the members of the Committee who are present at the meeting a person to act as Chair for the meeting or until such time that the Chair of the Committee arrives.

## 7. Frequency of Meetings

- 7.1 The Committee usually meets at least four times a year.
- 7.2 Additional meetings may be held in order to meet business requirements at the request of the Chair of the Committee, 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 The following officers are expected to be in attendance at meetings:
- a) Energy and Environment Manager
- 8.3 Other officers and members of the University community may be asked to attend when appropriate, with the agreement of the Chair.
- 8.4 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.
- 8.5 Attendance by video conference or telephone conference is permitted at meetings of this Committee, although physical attendance is encouraged when possible.

## 9. 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 which the Chair and the Committee are satisfied should be dealt with on a reserved basis will be identified within the minutes.

## 10. Conflict of Interest

- 10.1 Where it is identified that a member of the Committee has a conflict of interest with respect to a 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.
- 10.2 All instances of identified conflicts of interest shall be recorded in the minutes.

## 11. Reporting Procedures

- 11.1 The Committee will report formally to the University Executive, with additional reporting to the relevant University Committees as appropriate.
- 11.2 The Committee will submit regular reports to the University Executive based on the Committee minutes. The Chair will approve the content of reports before release.
- 11.3 The Chair will report to the University Executive on any matters which the Committee considers ought to be brought to the attention of the University Executive and on any matters requiring the approval of the University Executive. These matters will be highlighted in the Committee's report.
- 11.4 The Committee's records (agenda, papers, 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)A) with the exception of information which is deemed to be covered by a specific exemption under the Act. Minutes and reports of the Committee will denote those areas of reported business which are deemed to fall within the designation of information which is 'exempt' under the FOI(S)A.

## 12. Forward Planning

- 12.1 The Committee will maintain a forward agenda plan of its business.
- 12.2 The Committee will review its Terms of Reference and submit recommendations on them to the University Executive annually for approval.
- 12.3 The Committee will set its meeting dates at least one year in advance, aligned to the schedule of meetings of the University Executive.

## 13. Supporting Information

### **Groups feeding into the Committee**

- 13.1 None.

### **Effectiveness and lifespan**

- 13.2 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**

- 13.3
- Receive
  - Note
  - Consider
  - Recommend
  - Reject

**Minuting style**

13.4 Traditional/formal minutes with an actions log in accordance with internal University guidance.

**Resources**

13.5 **Clerk** To be confirmed

**Administrative support** To be confirmed

University Committee for Global Environmental Sustainability Terms of Reference

<b>Version</b>	<b>Amendments</b>	<b>Approved by</b>
V1	No amendments as this is the first version of the Committee's Terms of Reference.	University Executive
V2	Terms of Reference republished in new template	N/A 29 January 2025