**Solent Sustainability Group**

*Terms of Reference*

*Revision F*

January 2021

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| Purpose of the document | This document defines the purpose and structures of Solent Sustainability Group as defined within Solent University’s committee structure (January 2021). |

1. Name of Group

1.1 Solent Sustainability Group

2. Purpose / role / responsibilities of the Group

2.1 Responsible on behalf of Vice Chancellor’s Group for providing strategic leadership and governance for embedding sustainability at Solent University.

3. Membership of the Group

3.1

* Chief Operations Officer (Chair)
* Head of Estates and Facilities
* Head of Learning and Teaching
* PVC, Research and Knowledge Exchange
* Academic Staff Member with expertise on Environmental Sustainability
* Unit of Assessment Lead for Environment
* Procurement Manager
* Head of Technology Services
* Corporate Project Management Office representative
* Stakeholder Engagement Manager
* Students’ Union President
* Students’ Union Chief Executive
* Environmental Officer
* Head of Estates Planning
* Administrative Officer for Vice Chancellor’s Group in attendance as group clerk.

3.2 Engagement and participation

Subject to considerations of confidentiality and, where appropriate, approval from VCG:

* It is the responsibility of Solent Sustainability Group (SSG) to consider and plan for appropriate communication of its work, including communicating effective sustainability management and key decisions to internal and external stakeholders and supporting other relevant management roles to demonstrate leadership as it applies to their areas of responsibility.
* It is the responsibility of SSG and its members to ensure engagement with stakeholders from across the University to support delivery of SSG commitments. This includes University Committees and working groups, Faculties and Professional Services and the Students’ Union.

4. Accountability / duties of the Group

4.1 Provide leadership to ensure delivery of the sustainability objectives in Solent University’s Strategic Plan 2020-2025 by monitoring and reviewing the Environmental and Sustainability Enabling Plan 2020-2025.

* 1. Oversee the implementation of Solent’s Environmental Policy and advise VCG on necessary development of the policy in line with legislation and other requirements.
	2. Act as Management Review Committee for the Environmental Management System (EMS) and ensure its implementation, maintenance and continual improvement.
	3. Be the point of referral for all decisions which impact upon sustainability, such as major procurement projects, new builds and refurbishments. Influence decisions relating to the development of the estate to promote the most appropriate practice and have oversight of investment in sustainability improvement projects.
	4. Promote environmental and sustainability issues at all management levels of the University and in teaching and research-based activities. Lead the development of the business case for sustainability issues across the University.
	5. Promote partnerships with the local community and business to realise sustainability benefits for Solent University and the area.
	6. Monitor and co-ordinate the activities of working groups.

4.8 The Chair may invite others to attend as appropriate and substitutes may attend with the agreement of the Chair.

\*If professional services or academic representatives are included, they have a dual role – to contribute knowledge and expertise from their service or Faculty, but also to seek input and feedback, and share outcomes, where appropriate, on matters dealt with by SSG which potentially impact other professional services or Faculties. This is subject to confidentiality as determined by SSG as described under the Engagement and Participation section above.

5. Review

5.1 The Group will review the ToR, and the relevance and value of its work annually.

6. Meetings of the Group

6.1 The Group will meet three times a year. Additional meetings may be scheduled if required.

Representatives of other departments and internal stakeholders will be consulted before the meeting and invited to participate and contribute at SSG meetings when specific themes that concern them are due to be addressed. Group members will be invited to propose agenda items. The agenda will be prepared by the Environmental team and approved by the Chair of the group.

7. Reporting procedures

7.1 The Group will report to VCG through the Chair, the Chief Operations Officer.

8. Definition of terms

8.1 N/A

9. Links to achieving Strategy 2025

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| **MISSION** | [x]  Creating life changing opportunities for all through real world education and research |
| **VISION** | [x]  Work Ready, World Ready, Future Ready |
| **VALUES** | [ ]  Respect | [ ]  Inclusivity | [x]  Integrity | [ ]  Ownership | [x]  Engagement | [ ]  Teamwork |
| **STRATEGIC PRIORITIES** | [ ]  Student Success | [ ]  Communities Impact | [ ]  Impactful Research, Scholarship and Knowledge Exchange | [x]  Environmental Sustainability | [ ]  Financial Growth |
| **GAME CHANGERS** |  |
| **STRATEGIC AIMS** | [ ]  Outstanding for our learning and research that enables our graduates to succeed and that raises our academic profile | [ ]  At the forefront of eliminating inequalities in HE reflected in our student outcomes | [ ]  A partner of choice | [ ]  An anchor institution in Southampton and the region | [x]  Known for a culture of excellence demonstrated through our governance, management and people |
| **ENABLING STRATEGIES** |[ ] [ ] [ ] [ ] [ ]

10. Communication Status and Impact Analyses

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| **COMMS STATUS** | [ ]  Open | [x]  Open internally | [ ]  Confidential, Restricted | [ ]  FOI exempt |

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| **RISK** | [ ]  Assessed | [ ]  No issues | **ENVIROMENTAL** | [x]  Assessed | [ ]  No issues |
| **EQUALITY** | [ ]  Assessed | [ ]  No issues | **ETHICS** | [ ]  Assessed | [ ]  No issues |

11. External reference points

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| [ ]  OfS | [ ]  QAA | [ ]  DfE / BEIS | [ ]  Sector agencies: UCAS/HESA | [ ]   |