### **LONDON’S GLOBAL UNIVERSITY**



#### SUSTAINABILITY COMMITTEE

**TERMS OF REFERENCE**

*Key to abbreviations*

UMC University Management Committee

SC Sustainability Committee

SWG Sustainability Reference Group

UCL University College London

**PURPOSE OF THE STEERING GROUP**

The Sustainability Committee has been established to oversee the development and management of UCL’s approach to sustainability and in particular, the delivery of the Sustainability Strategy and the Sustainable Finance Framework. The SC is a sub-committee to the UCL Operations Committee.

**FREQUENCY OF MEETINGS**

The SC meets quarterly.

**MEMBERSHIP OF THE STEERING GROUP**

SC membership reflects those with responsibility for the delivery and influence of UCL’s Sustainability Policy & Strategy.

***REPRESENTED DIVISIONS***

*Jeremy Barraud – Director of Research Operations, OVPRIGE*

*TBC -* (*VP office, Education*)

*TBC - (UCL Communications)*

*Sonia Virdee – Strategic Planning Integration Director, UCL Planning*

*Tom Crummey – Director of IT service and operations, ISD*

*Ian Galloway – Commercial Director,*

*Kate Leach* – *Management Accountant, UCL Finance*

*Mike Sheppard - Director, Campus Infrastructure and Operations*

*Neil Turvey – Assistant Director, Estates Development*

*Helen Fisher – UCL East Operations Lead*

*TBC - (Student Registry Services)*

*Charles Marson – Head of Human Resources, HR*

*Chris Connew – Head of Advancement Planning, OVPA*

*Andrea Hodgetts – Head of Strategic Partnerships, OVPH*

*TBC - (Faculty Director of Operations)*

*John Draper – Lead Green Champion*

*Osman Teklies - SU Sustainability Officer*

*TBC - (Trade Union Representative)*

**QUORUM**

Chair and secretariat and an additional 5 members of the committee

**CHAIR**

Professor Piet Eeckhout, Dean of the Faculty of Laws

**SECRETARIAT**

Sustainable UCL

**CATEGORY OF BUSINESS**

The SC may undertake its business under the three following meeting categories outlined in the UCL Committees Code of Practice.

* Open
* Confidential Business
* Confidential (Reserved) Business

The majority of SC business will be conducted as Open meetings. Where items need to be discussed as Confidential or Confidential (Reserved) Business, this will be indicated in the meeting agenda and non members will be asked to leave.

**FUNCTIONS OF THE COMMITTEE**

* To provide oversight and ensure institutional strategic alignment to the development and ongoing review of UCL Sustainability Strategy and Sustainable Finance Framework
* To sign off any amendments or new strategies prior to submission to Operations Committee, UMC and Council for approval. As part of this, to set objectives and targets to improve our sustainability performance.
* To approve policy and standards for the management of sustainability issues at work within UCL and compliance with relevant legislative and other requirements.
* To review UCL Sustainability Annual Reports and ensure alignment with the targets and commitments in the Strategy and Sustainable Finance Framework
* To maintain an overall assessment of the key UCL sustainability risks and issues from which priorities for action are set and reviewed annually.
* To establish specific working groups as appropriate
* To review resources and budgets for the implementation of the sustainability commitments and submit recommendations to Operations and Finance Committee.
* To review UCLs Sustainability Management System (SMS) internal audit outcomes and ensure continuing suitability, adequacy and effectiveness.
* To take independent action on behalf of the UMC on Sustainability within the remit of the group
* Submit minutes to the Operations Committee and report on progress or outputs to Operations Committee as requested.