**Solent Sustainability Group**

*Terms of Reference Revision J*

February 2025

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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. |

1. Name of Group
   1. Solent Sustainability Group
2. Purpose / role / responsibilities of the Group
   1. Responsible on behalf of Vice Chancellor’s Group for providing strategic leadership and governance for embedding sustainability practices within the culture of Solent University.
3. Membership of the Group

* PVC Research Academic Strategy Planning
* Director of Estates and Facilities
* Head of Academic Department
* Environmental Sustainability Expert
* Director of Digital
* Health, Safety and Environmental Manager
* HSE Co-ordinator
* Students’ Union President
* UCU Representative
* UNISON Representative
* Administrative Officer (Group Clerk)

1. Engagement and Participation
   1. Subject to considerations of confidentiality and, where appropriate, approval from VCG:
      1. 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.
      2. 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, Academic Departments and Professional Services and the Students’ Union.
2. Accountability / duties of the Group
   1. Provide leadership to ensure delivery of the sustainability objectives in Solent University’s Strategic Plan by monitoring and reviewing the Environmental and Sustainability Enabling Plan.
   2. Oversee the implementation of Solent’s Environmental Policy and advise VCG on necessary development of the policy in line with legislation and other requirements.
   3. Act as Management Review Committee for the Environmental Management System (EMS) and ensure its implementation, maintenance, and continual improvement.
   4. Promote environmental and sustainability issues at all management levels of the University and in teaching, research, and knowledge exchange-based activities.
   5. Encouraging partnerships with businesses and the local community to realise sustainability benefits for Solent University and the area.
   6. Assume responsibility for the communication of the University’s sustainability plan and associated activities to stakeholders within and outside the organisation.
   7. Monitor and co-ordinate the activities of working groups.
   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 Academic Department, 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 Academic Departments. This is subject to confidentiality as determined by SSG as described under the Engagement and Participation section above.

1. Review
   1. The Group will review the ToR, and the relevance and value of its work annually at its first meeting in the academic year, and after any significant change of internal or external circumstances.
2. Meetings of the Group
   1. The Group will meet three times a year. Additional meetings may be scheduled if required.
   2. 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.
   3. Group members will be invited to propose agenda items.
   4. The agenda will be prepared by the Health, Safety and Environment team and approved by the Chair of the group.
3. Quoracy
   1. Vacancies in membership of one or more members of the Group shall not invalidate the Group's proceedings.
   2. If less than 50% of its members are present at any meeting of the Group the proceedings shall be invalid unless subsequently confirmed at a meeting with more than 50% of its members present.
4. Reporting procedures
   1. The Group will report to VCG through the Chair.