



# Sustainability Committee: Terms of Reference 2022

## Approval Page

Version	Governance Group	Date Approved
5.0	Estates Strategy Board	25 April 2022

# Sustainability Committee: Terms of Reference

## Overview

Queen Mary University of London (Queen Mary) is committed to embedding the principles of sustainable development across all areas of its teaching, research and operational activities. We are actively using the United Nations Sustainable Development Goals (UN SDGs) as a framework to planning and communicating our sustainability performances and the ISO 14001:2015 standard to deliver our commitment to environmental compliance and continuing environmental performance improvement.

Queen Mary's Sustainability Committee (SC) is the governance group made up of relevant leaders, stakeholders and interested parties. The SC is responsible for: reviewing its Environmental Management System (EMS); coordinating the delivery of its environmental sustainability commitments as well as providing assurance of Queen Mary's environmental sustainability performance and environmental regulatory compliance obligations.

The SC reports to Queen Mary's Senior Executive Team (SET) and the Estates Strategy Board (ESB) whenever required.

The Vice Principal, Policy and Strategic Partnerships, who is a member of the Senior Executive Team, provides strategic oversight of our environmental sustainability priorities and chairs the SC. The Vice Chair is the Director of Estates, Facilities and Capital Development.

## Senior Executive Team (SET): Responsibilities

The Senior Executive Team is responsible for:

- the strategic overview of our performance in the aspect of climate change adaptation and embedding good environmental practices into the way we deliver teaching, learning and all associated activities
- oversight and ownership of our environmental performance and compliance with all relevant environmental regulations and standards
- ensuring that resources are available across our University to enhance our resilience to extreme weather conditions as well as current and emerging environmental challenges

## Sustainability Committee: Responsibilities

The Sustainability Committee

- oversees all initiatives aligned with Queen Mary's commitment to continue to improve its environmental performance
- reviews and approves all relevant environmental sustainability policies, procedures, plans, objectives and key performance indicators (KPIs)
- monitors progress towards achieving its environmental sustainability objectives and regulatory compliance commitments
- oversees the implementation of its Environmental Management System (EMS) and its commitment to attain and maintain ISO 14001:2015 EMS certification
- provides challenge and assurance of all implemented carbon reduction, resource efficiency and energy efficiency initiatives implemented across Queen Mary
- coordinates and communicates environmental sustainability activities across Queen Mary including its annual environmental sustainability report
- helps to mobilise and target resources and expertise across Queen Mary to support the delivery of environmental objectives and obligations
- explores opportunities and engages with relevant stakeholders to appropriately embed the principles of sustainable development and the United Nations Sustainable Development Goals (UN SDGs) into all our academic offerings
- provides opportunities and platforms for inter and cross disciplinary collaboration across areas of sustainable development, environmental sustainability, UN SDGs and decarbonisation
- reports and escalates relevant environmental sustainability issues and compliance obligations to the ESB and/or SET as appropriate.

## Sustainability Committee: Membership

The membership of the SC is made up of senior managers and leaders across our University, representative of staff trade union, staff groups, students, the Students' Union. Members of the Committee are expected to contribute to the delivery of Queen Mary's environmental sustainability objectives.

The table below shows the list of members of the Committee.

Area	Name, Position
Senior Executive Team	Philippa Lloyd, Vice Principal, Policy and Strategic Partnerships

Area	Name, Position
	(Chair of the Sustainability Committee)
Estates and Facilities	Ian McManus, Director of Estates, Facilities and Capital Development (Vice Chair of the Sustainability Committee)
Queen Mary Academy	Janet De Wilde, Director of Queen Mary Academy
Students' Union	Mike Wojcik, Chief Executive Students' Union
Students' Union	Adi Sawalha, Students' Union President
Staff Union	David Reid, Unison's Chair
Staff Union	Ciaran Donnelly, Unison's Workplace Representative and Environment Officer
Staff Group	Martin Donkin, Staff Cycle Group Representative
Staff Group	Martin Sharp, Co-Chair Environmental Sustainability Champion
Staff Group	Bronwen Eastaugh, Co-Chair Environmental Sustainability Champion
Student	Hana Uddin (School of Humanities and Social Sciences)
Student	Alfred Stanley Robin Ellis (School of Medicine and Dentistry)
Student	Lara Seemungal PhD Student (School of Science and Engineering)
Student	Rod Hamblin (School of Medicine and Dentistry)
Student	Madeleine St George Stainsby (School of Law)
Malta Campus	James Whitton, Interim Deputy Institute Manager
Malta Campus	Justin Agius, Operations Manager
Academic representative and linked to GPI	Kate Heppell, Professor of Physical Geography Valdas Noreika, Lecturer Psychology Sadhvi Dar, Senior Lecturer in Corporate Social Responsibility and Business Ethics James Bradley, Senior Lecturer in Environmental Science Fernando Barrio, Senior Lecturer In Business Law
Health and Safety	Rebecca Jones, Director of Health and Safety
Finance	Andrew Gladin, Deputy Director of Finance
Finance	Hannah Drinkwater, Finance Partner, Estates and Facilities
Procurement	Bahar Shahin, Deputy Director of Procurement, Finance
Information Technology	Thomas King, Assistant Director, Research IT Services
Estates and Facilities	Sara Crema, Director of Strategic Projects, Estates and Facilities
Estates and Facilities	Gary White, Assistant Director Engineering and Estates Management, Estates and Facilities
Estates and Facilities	Peter Guy, Assistant Director Security and Business Continuity,

Area	Name, Position
	Estates and Facilities
Estates and Facilities	Gareth Gillmer, Assistant Director Property and Space Management, Estates and Facilities
Estates and Facilities	Richard Halsall, Assistant Director Capital Development, Estates and Facilities
Estates and Facilities	John Iveson, Assistant Director Commercial Services, Estates and Facilities
Human Resources	Sophie Harris, Assistant HR Director of Organisational Effectiveness
Public Engagement	Emily Burns, Director of the Centre for Public Engagement
Business Development	Kalpna Chaturvedi, Assistant Director, Business Development, Innovation and Enterprise
Innovation and Enterprise	Ramsay Richmond, Executive Manager, Innovation and Enterprise
Communications	Kristian Hibberd, Assistant Director Marketing and Communications
Estates and Facilities	Philip Tamuno, Head of Sustainability
Estates and Facilities	Secretary: Liudmyla Pasichnichenko (Sustainability and Energy Manager) / Barbara Kenya (Sustainability and Environment Manager)

Others to be invited for specific meetings as required.

## **Sustainability Committee: Responsibilities of Members**

The responsibilities of members of the Sustainability Committee are to:

- Attend all scheduled Committee meetings or nominate deputy whenever they are unable to attend these meetings
- Support the delivery of Queen Mary's environmental sustainability objectives and champion embedding good environmental practices across their departments or service areas
- Explore opportunities to integrate the UN SDGs framework across their departments and service areas
- Promote and participate in the activities of the SC as well as initiatives, projects and programmes aligned with Queen Mary's environmental sustainability objectives
- All staff members should nominate a deputy to present them whenever they are unavailable to attend scheduled meetings
- Inform the Chair, Vice Chair and the Head of Sustainability whenever they want to relinquish their membership of the Committee



## Sustainability Committee: Quorum

Attendance with either the Chair or Vice Chair and 10 other members.

All meetings at which quorum is attained implies that all approvals, endorsements and decisions reached are binding.

## Sustainability Committee: Meeting Schedules and Attendance

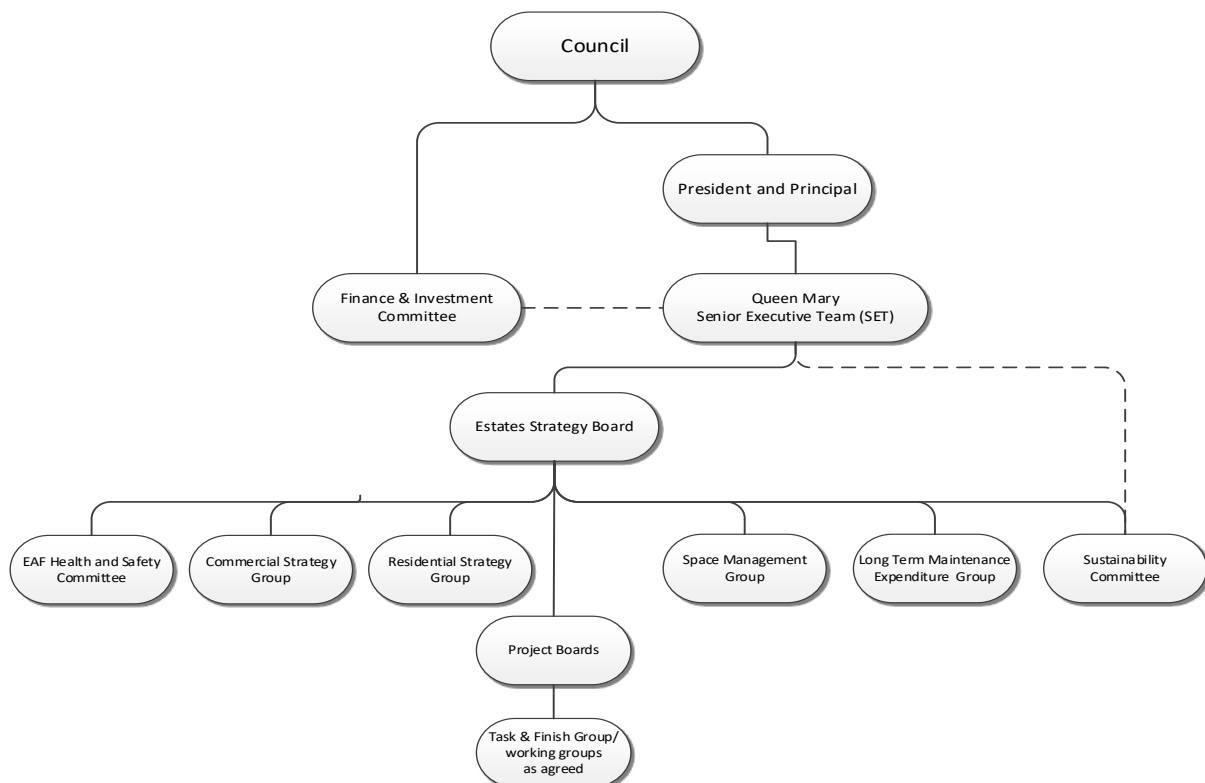
The Sustainability Committee meets at least four times every academic year. One of these meetings will be dedicated to conduct the management review of Queen Mary's EMS. Meeting invitations are sent from the sustainability mail box [sustainability@qmul.ac.uk](mailto:sustainability@qmul.ac.uk)

Members that do not attend at least 50% of scheduled meetings (without communicating their reasons of non-attendance) during any academic year would invariably forfeit their membership. This approach will ensure that the Committee is always adequately attended.

## Sustainability Committee: Reporting Structure

Figure 1 details the reporting structure of the Sustainability Committee.

**Figure 1: Estates and Facilities Governance and Report Structure**



Head of Sustainability  
Sustainability Team  
Estates, Facilities and Capital Development Directorate

Approved by Sustainability Committee  
4 August 2021

Approved by Estates Strategy Board  
25 April 2022

To be reviewed annually or as required.

All Committee's discussions are confidential and cannot be shared without prior consent.

### Version Control

Date	Version	Author	Due for Review:
25 April 2022	5.0	Head of Sustainability	24 April 2023



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Document Lead: Head of Sustainability

Document Owner: Vice Principal Policy and Strategic Partnerships

Email: [sustainability@qmul.ac.uk](mailto:sustainability@qmul.ac.uk)

[qmul.ac.uk](http://qmul.ac.uk)