

Terms of Reference for the Institutional Sustainability Committee

1. Constitution

The Institutional Sustainability Committee (ISC) ensures that Edge Hill University (EHU) meets its sustainability obligations as outlined in the Institutional Sustainability Policy Statement. The committee promotes compliance with relevant legislation, fosters a proactive sustainability culture, and integrates sustainability focused practices into the University's strategic objectives.

2. Purpose

The Committee will operate with integrity and full accountability for its actions and decisions which will be consistent with the values of EHU as a higher education provider. The Committee will operate with due consideration of corporate risk management, ensuring the promotion of a sustainable operation and ensure that the University's declared policy as outlined below is adhered to:

Promote and adopt a positive sustainability culture to ensure that all members of the University, and those engaged by us, proactively manage sustainability whilst maintaining and servicing the community for all stakeholders associated with the University.

The purpose of the ISC is to:

- Set the direction for the Institutional Sustainability Strategy (ISS) and its associated objectives and documents, including the Carbon Management Plan and other relevant strategies, plans and policies.
- Ensure that the University is in compliance with all relevant legislation
- Approve plans to mitigate risks and leverage opportunities and support reporting on Environmental Social Governance (ESG) across the University.
- Ensure Education for Sustainable Development (ESD) is embedded across the University culture.
- Promote sustainable procurement/investment.
- Track people metrics related to mandatory training and wellbeing.
- Receive assurance on the effective implementation of the ESS.
- Ensure the University remains compliant with relevant funding conditions relating to sustainability.

3. Membership:

Given the committee's strategic responsibilities, the membership must comprise colleagues with sufficient responsibility and accountability to make and enact decisions. Membership of the committee is as follows:

- **Chair:** Chief Student and Governance Officer
- Deputy Chair: Associate Director of Strategic Assurance

- Director of Facilities Management (FM)
- Faculty Deans (or Associate Deans) FAS, FoE, FoHSCM
- Dean of the Centre of Enhanced Learning and Teaching
- Director of Strategic Planning and Policy
- Director of Research Office
- Head of Communications and Engagement
- Representative from Exchange Office
- Head of Estates
- Head of Sustainability
- Students' Union Representative
- Student Member
- Representatives from University and College Union (UCU) and Unison
- Health and Safety Assistant (**Meeting Secretary**)

*Guests as appropriate at the discretion of the Chair including (but not limited to):

- Head of Procurement
- Director of People and Culture

4. Attendance at meetings:

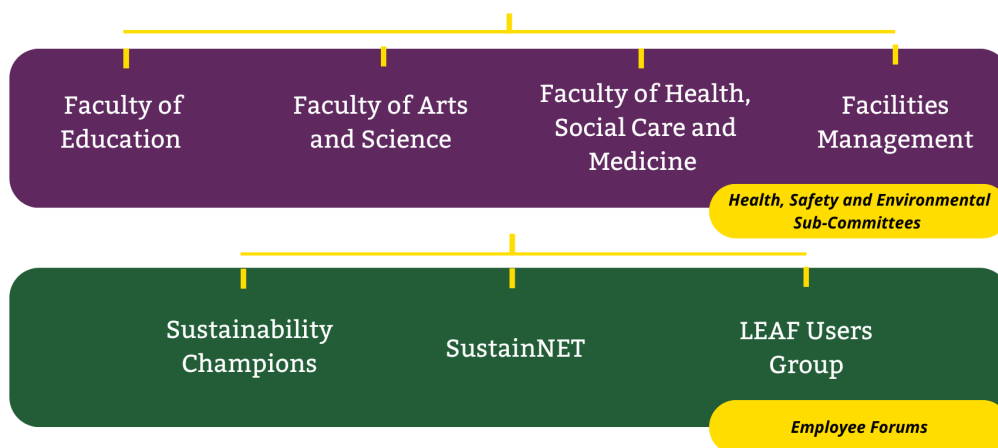
Attendance is mandatory for all appointed members. Additional attendees may include representatives from:

- External auditors or regulators (if relevant to agenda items).
- Specialist advisors for specific topics.

The Chair has the discretion to hold confidential sessions excluding observers or external attendees.

5. Hierarchy for Sustainability meetings at EHU:

Institutional Sustainability Committee



6. Frequency of Meetings

Meetings will be held three times a year on a termly basis, and minutes will be taken by an appropriate member of staff. An agenda will be circulated to all members along with a meeting pack prior to each meeting.

Extraordinary meetings may be convened if deemed necessary by the Chair.

7. Quorum:

Quorum for this meeting consists of:

- Chair (or Deputy Chair), and
- Six members.

8. Authority

The ISC is authorised to:

- Approve, recommend and ratify policies and procedures related to sustainability. If ratification outside of meetings is required, this can be done via the Chair.
- Review and act on sustainability-related data, ensuring compliance.
- Escalate issues requiring strategic oversight to the Board of Governors.

9. Duties

The Committee's responsibilities include:

- Agreeing and monitoring progress against the University's sustainability strategies and policies, including management of the associated strategic risks.
- Reviewing, monitoring and acting on:
 - o New and updated legislation relevant to the University.
 - o Policies, procedures and their implementation.
 - o Reports from relevant regulatory bodies.
 - o Results of internal and external audits.
 - o Progress against sustainability strategies and objectives.
- Addressing escalated items from other committees and forums in the sustainability governance hierarchy.
- Receiving reports in relation to the University Ethical Investment Policy
- Recommending actions to the Board of Governors as necessary.
- Fostering a culture of shared responsibility for sustainability.

10. Reporting Procedures

- The ISC reports to the Board of Governors via Executive.
- Meeting minutes and key actions will be documented by the Secretary and circulated to all members.
- An annual report summarising activities, compliance, and key findings will be submitted to the Board of Governors.

11. Clerking Arrangements

The Health and Safety Assistant will act as the Secretary for the ISC, ensuring the preparation and distribution of agendas, minutes and supporting documentation.

12. Review

The Terms of Reference for all this committee will be reviewed annually. Any amendments must be approved by the ISC and reported to the Board of Governors.

Approved By: Jo Wright, Chief Student and Governance Officer

Date of Approval: 13.05.2026

Next Scheduled Review: 13.05.2027