

# **Environment & Sustainability Policy**

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## 1. Environment & Sustainability Policy Statement

The University of Northampton recognises that our activities can have a negative impact on the environment, both locally and globally and we are committed to making sustainable development part of its operations, research and curriculum. Estates & Campus Services own and manages the Environment & Sustainability policy on behalf of The University of Northampton with the policy reviewed by the Environment & Sustainability Team on a 3-year basis or amended in response to changes in future legislation and/or case law.

This Environment & Sustainability Policy Statement is a corporate policy and applies to all employees (and workers, as applicable) and students of The University of Northampton including any wholly owned subsidiaries, unless an alternative policy exists, subject to any qualifying conditions. Detailed arrangements for implementing this policy are given in separate subject specific Environment & Sustainability Policies.

In order to achieve its aim, the University is committed to:

- By 2030 no student leaves the University without an understanding of climate change and sustainability, and the role that they can play in reducing their impact on the environment in their personal and professional lives.
- Require catering outlets to offer sustainably sourced food that incorporates environmental, ethical, and animal-welfare considerations, including local and seasonal produce.
- Reducing the use of meat and dairy products by catering outlets with a view to eliminating all red meat use by catering outlets by 2030.
- Reducing our staff and student carbon emissions associated with travel, to included but not limited to, commuting to and from UON, field trips, international student travel and university business travel in line with our Net Zero Carbon by 2050 target.
- Developing and embedding environmental awareness and principles with staff and students; encouraging a university-wide participation in environmental activities, training, and programmes.
- Developing and delivering the University Travel Plan.
- Protecting the environment and preventing pollution, taking direct responsibility for the environmental impacts associated with all activities and operations in pursuance of high standards of environmental management across the estate.
- Development, maintenance, and improvement of an externally audited Environmental Management System (EMS) to maintain continual improvement of performance and environmental best practice. This also ensures that UON fulfils its compliance obligations.
- Setting environmental objectives and targets and reporting performance annually on the UON website.
- Communicating the Environment & Sustainability Policy to employees and all interested parties.
- Developing programmes and initiatives for energy conservation, improving energy efficiency, and instilling personal responsibility for conserving natural resources. Specific work includes maintaining and updating carbon management plans in line with UON Net Zero Carbon targets, which include specific carbon reduction targets and Government strategies.
- Minimising waste generated through effective management, focusing on avoidance, reuse, and recycling and to calculate associated carbon emissions in line with our Net Zero Carbon by 2050 target.
- Minimising water wastage and optimising the use of water saving to calculate associated carbon emissions in line with our Net Zero Carbon by 2050 target.
- Protecting the environment by enhancing biodiversity within the management of the existing estate as well as with any new developments, including the appropriate management of protected and invasive species. Specific work includes maintaining and updating Management Plans for Biodiversity, which include specific targets and linked to relevant Government strategies.

- Ensure sustainable procurement policies take a long-term view of purchasing decisions, focusing on reducing environmental impacts and increasing the benefits that the University has on society.
- Take appropriate actions to enhance the environmental performance of the University estate, including consideration during construction and refurbishment.
- Enhancing UON's place in the community, proactively working with external organisations to promote a better environment and encouraging best practice principles.
- Acknowledge a responsibility for protection of the environment and the prevention of pollution. across UON estate, at local and national levels.
- Encourage staff, students and contractors to be actively involved in environmental improvement on the University estate and in engaging with the wider community.

## 2. Environment & Sustainability Governance

The University of Northampton has developed an Environment & Sustainability Governance Structure to demonstrate its commitment to embedding sustainability across its operations, research and curriculum. The main responsibility for the organisational control and direction of Environment & Sustainability are outlined below. Full details of the Governance Structure, members, roles, purpose and reporting structure are provided in [Appendix 1](#).

### 2.1 University Management Team

The University Management Team (UMT) are responsible for agreeing sustainability strategy, accountabilities, responsibilities and governance structure with respect to environment and sustainability.

### 2.2 Sustainability Board

The Sustainability Board is chaired by a senior member of staff from UMT, and includes membership from senior Faculty and Professional Service representatives, team leads or members from the wider university teams, representatives from the Action Groups and the Environment & Sustainability Manager (or representative of the Environment & Sustainability Team). The purpose of the board is to oversee UON objectives, targets and work on sustainability. Members are responsible for ensuring that UON sustainability targets are integrated into projects, initiatives and where appropriate approving projects. This group is responsible for reviewing our progress against targets and strategy and responsible for signing off relevant policies and procedures.

### 2.3 Environment & Sustainability Team

The Environment & Sustainability team will be led by the Environment & Sustainability Manager and include an Environment Advisor, Energy Officer and Travel Plan Coordinator. This team oversee and coordinate the implementation of the sustainability strategy are responsible for monitoring, reporting and reviewing UON's sustainability policies and practices. The team will also provide specialist advice as required.

### 2.4 Action Groups

Action Groups are voluntary groups responsible for generating ideas for innovation and support activities such as applying for support and funding for initiatives, implementing specific UON environment and sustainability projects, engaging staff, students and the local community. Representatives of Action Groups will report to the Sustainability Board on activities and projects.

Details of terms of reference and membership of the Sustainability Board are provided in [Appendix 2](#) and [Appendix 3](#).

### **3. Planning for Environment & Sustainability**

#### **3.1 Legal Compliance**

In order for the University to ensure legal compliance with the range of environmental legislation that applies, a legal register will be held and managed by the Environment & Sustainability Team. This register details the action taken to comply with specific legislation and is audited as part of the University's Investors in the Environment accreditation.

The Environment & Sustainability Team will produce appropriate policies, procedures and guidance documents to assist the University in being able to comply with the requirements of the relevant legislation or best practice.

#### **3.2 Environment & Sustainability Plans**

The Environment & Sustainability Team will produce an annual action plan which will establish the broad priorities and programme of work for the coming year. This plan will be used to monitor progress and performance, whilst also supporting Investors in the Environment accreditation. The plan for the next academic year is provided in the [Environmental Management System Manual](#) (updated and verified annually).

### **4. Measuring Performance**

Measuring performance is undertaken through external auditing and assessment against targets and KPIs.

#### **4.1 Investors in the Environment Audit**

The University's Environmental Management System (EMS) considers the environmental impacts of the institution across the estate and provides a systematic approach to planning and implementing continual improvements to its environmental performance. The system is based on the Investors in the Environment (IiE) six step process, with all University activity including teaching, research, administrative and operations under scope and is maintained by the Environment and Sustainability team, within the Estates & Campus Services directorate.

The University EMS is based upon this formal Environment & Sustainability Policy and promoted through the Environmental Policy Statement. These policies and accompanying Environmental EMS Manual describe UON commitments and objectives as agreed by the Sustainability Board.

Targets and Action Plans across, energy, waste, water, carbon, travel, biodiversity, student & staff engagement have been set as part of the EMS environment & sustainability.

The EMS is externally accredited by Investors in the Environment with audits undertaken annually, where continuous improvement is measured.

#### **4.1 Reporting Against Targets / KPIs**

The University reports progress against its targets in several ways:

- Internal reporting:
  - Annual reporting to UMT via end of year operational reports
  - Annual reporting to IiE via its Environmental Management Systems Manual
  - Quarterly reporting to the Sustainability Board
  - Quarterly reporting to the HSSE Committees
  - Monthly internal reporting to the Executive Director of Estates & Campus Services
- External reporting
  - Annual reporting progress via the Sustainable Development Goals Accord survey
  - Annual Sustainability Leadership Scorecard Assessments, feeding into AUDE sustainability reporting
  - Annual reporting on progress against our Race to Zero pledge

- Annual reporting against the Good Business Charter principles

#### **4.2. Associated Policies & Plans**

There are several supporting documents which outline specific targets and activities associated with the implementation of this policy:

- Waste Policy
- Single Use Plastics & Disposable Items Policy
- Waste Avoidance Policy
- Ecology Policy
- Energy Policy
- Sustainable Construction Policy
- Carbon Management Plan
- Travel Plan
- Management Plan for Biodiversity
- Sustainable Travel
- Sustainable Catering Policy

#### **5.0 Equality Impact Assessment**

An Equality Impact Assessment must accompany this document.

## 6.0 Version Control

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03/06/16	10		OHSWE 03/06/16
3/06/17	11	Support wider sustainability initiatives in Northamptonshire	OHSWE 03/06/17
23/05/18	12	Inclusion of renewable energy, specific sustainable travel options and reducing plastic waste	OHSWE 24/05/18
14/05/2019	13	Additional Environment Statement	HSSE 15/05/2019
04/08/2022	14	Update of Environment Statement, inclusion of additional policies, targets and plans and details of governance structure.	TU Liaison 05/09/2022 Sustainability Board 04/10/2022

## Appendix 1: Environment & Sustainability Governance Structure

To enable us to build on the achievements made to date by the SHE Team and to demonstrate our commitment to embedding sustainability UON requires a Sustainability Governance Structure. This will ensure effective oversight and decision-making on strategy, performance, responsibility and accountability.

<b>Board of Governors</b>	<b>Purpose:</b> Responsible for overseeing sustainability strategy and legal compliance with sustainability legislation.
<b>University Management Team (UMT)</b>	<b>Purpose:</b> Responsible for setting sustainability strategy, accountabilities, responsibilities and governance structure with respect to sustainability.
<b>Sustainability Board</b>	<p><b>Who:</b> At least one member of the (UMT), senior academics from key Faculties, team leads or members from the wider university teams, representatives from the Action Groups and Environment &amp; Sustainability Manager (or representative of the Environment &amp; Sustainability Team).</p> <p><b>Purpose:</b> To oversee our objectives, targets and work on sustainability. Responsible for ensuring that our sustainability targets are integrated into projects, initiatives and where appropriate approving projects. This group is responsible for reviewing our progress against targets and strategy. This Group is responsible for signing off policies and procedures.</p> <p><b>Reporting Structure:</b> Chair updates the UMT after each meeting.</p> <p><b>Frequency:</b> Sustainability Board meets termly.</p>
<b>Director of Estates &amp; Campus Services</b>	<b>Purpose:</b> Responsible for shaping the Sustainability Strategy to later be set and overseen by UMT and Board. Responsible for translating strategy into operational planning and ensuring adequate resources to support this plan.
<b>Environment &amp; Sustainability Team</b>	<p><b>Who:</b> Members of the Environment &amp; Sustainability Team.</p> <p><b>Purpose:</b> Develop, coordinate and deliver operational plans required to support delivery of the sustainability strategy. Monitoring reporting and reviewing sustainability policies and practices. Provide specialist advice as required.</p>
<b>Action Groups</b>	<p><b>Who:</b> Members of the Environment &amp; Sustainability Team, staff and students.</p> <p><b>Purpose:</b> Action Groups are voluntary groups responsible for generating ideas for innovation and support activities such as applying for support and funding for initiatives, implementing specific UoN projects, engaging staff, students and the local community.</p> <p><b>Reporting Structure:</b> Action Team members report to the Sustainability Board.</p>



## Appendix 2: Sustainability Board Terms of Reference

### Purpose

To oversee our objectives, targets and work on sustainability. This group is accountable for ensuring progress is made against sustainability targets.

### Meetings

The Sustainability Board shall meet quarterly to review progress against sustainability targets, projects and initiatives.

### Members

The meeting shall be chaired by the Executive Director of Estates & Campus Services, with the Director of Enterprise & Employability as Deputy Chair, attendees are representatives from across the University.

- Estates & Campus Services
- Faculty of Arts, Science & Technology
- Faculty of Health, Education & Society
- Faculty of Business & Law
- Research & Enterprise
- Library Learning Services
- Professional Services
- Student Employability/Changemaker
- Environment & Sustainability
- 1<sup>st</sup> Degree Facilities
- Student Union
- Representatives from Action Groups

### Role and Responsibilities

To consult on the Sustainability Strategy and operational plans (including the Carbon Management and Management Plan for Biodiversity) and monitor performance against the University's sustainability objectives, targets and key performance indicators.

Responsible for ensuring that sustainability targets are integrated into all parts of the University's activities and be actively involved in:

- Attend quarterly update meetings
- Ensure progress is made against targets
- Review and agree targets and objectives to ensure these align with the University's sustainability agenda

### Reporting

Chair and/or nominated Sustainability Board member shall update the University Management Team (UMT) after each meeting.

### Outcomes and Effectiveness

Notes from the meeting shall be taken and in the Sustainability Board TEAMS site as soon as possible after each meeting with acceptance at the next meeting. Update UMT annually on progress against targets (report and/ or presentation).

### Appendix 3: Sustainability Board Members

Department	Representative	Position
UMT / Estate & Campus Services	Becky Bradshaw (Chair)	Executive Director
UMT / HR, Marketing & International Relations	June Charlton-Hughes (Representative)	Representative
1 <sup>st</sup> Degree Facilities	Michelle Chodyniecki	Deputy Director
Environment & Sustainability	Victoria Blake	Manager
Research & Innovation	Cathy Smith Paul Bramble	Dean
FAST	John Sinclair	Dean
FBL	Mark Cusiter	Deputy Dean
FHS	Stephen Wood	Associate Dean
SAS	TBC	
Student Employability/Changemaker	Wray Irwin	Deputy Chair
Finance / Procurement	Mark Hall Janet Baines	Executive Director Deputy Director
IT Services	Chris Forward	Director
Student Union	Roger Watson	CEO SU
LLS	Chris Powis	Director
Communications & News	Owen Morris	Head of Department
UCU	Robert Farmer	Manager
UNISON	Emmanuelle Adidi	Representative
Action Groups SDG Working Group  Project Awesome Societies Coordinator	Brendan Fawcett/Richard Hazenberg Janet Jackson Ellie Markie	Action Group Representatives