

## GENERAL

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| 1 | <b>TITLE</b>      | Waste Working Group                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 2 | <b>PURPOSE</b>    | <p>The aim of this group is to set, manage, and measure Waste objectives across the University of Hertfordshire Estate.</p> <p>The UH Waste objectives (as set out in the Waste and Resource Management Plan) <del>is-aim to</del> to minimise the impact of waste generated at UH on the environment.</p> <p>This will be achieved by:</p> <ol style="list-style-type: none"><li>1. Providing appropriate infrastructure and systems</li><li>2. Ensuring compliance with legal and other requirements</li><li>3. Communicating with key stakeholders to raise awareness and inspire behaviour change</li><li>4. Collecting and reporting on data and information</li><li>5. Providing training and support</li></ol> |
| 3 | <b>SCOPE</b>      | The scope of this group includes all Waste considerations that come under the EMS scope which is all academic buildings on all three campuses as well as the waste managed under the PFI contract as we report to HESA on this as part of our EMR data.                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 4 | <b>MEMBERSHIP</b> | <p>The Waste Working Group membership comprises:</p> <ul style="list-style-type: none"><li>• Head of facilities (Chair)</li><li>• Senior Environment and Sustainability Adviser</li><li>• Facilities contract manager</li><li>• Environment and Sustainability Engagement Coordinator</li><li>• Space and Projects Manager</li></ul> <p>Other members of staff will attend from time to time to provide insight and advice:<br/>Deputy Director Soft Services<br/>Relevant contractors<br/>Academic staff (LMS)</p>                                                                                                                                                                                                   |

## TERMS OF REFERENCE

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| 5 | <b>DECISION MAKING</b> | The Waste Working Group has the authority to make decisions on actions that need to be taken in order to achieve the objectives. Some decisions may need to be taken to the Environment and Sustainability Sub-Committee group (or relevant) for approval.                  |
| 6 | <b>ADVISORY</b>        | <p>The Waste Working Group formulates and makes recommendations to the Sub-Committee / Steering group where appropriate, and seeks advice from external consultants where necessary.</p> <p>The board identifies Waste-related priorities and needs relating to the EMS</p> |
| 7 | <b>MONITORING</b>      | <p>The Waste working group monitors progress against targets and objectives as agreed by the sub-committee, and as set out in the Waste <del>Waste</del> and Resource Management Plan.</p> <p>The group will audit compliance with the EMS</p>                              |

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| 8  | <b>REPORTING</b>            | The Waste Working Group reports on progress and concerns relating to non-compliance or failing to meet KPI to the Sustainability Steering Group. An annual report of Waste action and progress is included in the Environment and Sustainability Annual Performance Report. |
| 9  | <b>STRUCTURE OF MEETING</b> | All meetings to be minuted by Business Support<br><br>Meetings to be held quarterly.                                                                                                                                                                                        |
| 10 | <b>DURATION OF MEETINGS</b> | The meetings will normally be no longer than 1 hour.                                                                                                                                                                                                                        |