ESAG 13/02/01

**APPROVED**

**CIRCULATED**

# EDINBURGH NAPIER UNIVERSITY

**Environmental Sustainability Advisory Group (ESAG)**

**Minutes of the meeting held on Tuesday 3 March 2013**

**10:00 hours, Room 6.B.14, Sighthill**

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| Present | | | Andrina Gunn (AG), Procurement Officer, Finance Services  Gerry Webber (GW), University Secretary, University Secretary's Group (Chair)  Grant Ferguson (GF) Assistant Director, Property & Facilities  Jamie Pearson (JP), Sustainability/Environmental Advisor, Property & Facilities  John Currie (JC), Director, Scottish Energy Centre  Richard Cebula (RC), Energy & Utilities Manager, Property & Facilities | | |
| **Apologies** | | | Chris Anthony (CA), Depute Director (Campus Support), Information Services  David Campbell (DC), Head of Procurement, Finance Services  Liz Young (LY), Head of Health & Safety, Human Resources  Mark Huxham (MH), Senior Lecturer and Senior Teaching Fellow, SchLSSS  Tom Zanelli (TZ), President, Napier Students’ Association | | |
|  |  | | Action |
| **1** | **ESAG Team Photo**  Photos of both the Sustainability Office Team and ESAG members duly taken. Photos to be used on the new and updated Sustainability Office intranet pages accessible on the staff intranet under ‘Service Depts’ and ‘Property & Facilities’ or via [www.napier.ac.uk/environment](http://www.napier.ac.uk/environment) | |  |
| **2** | **Welcome and Apologies**  Chair welcomed everyone to the meeting and noted apologies as above. | |  |
| **3** | **Minutes of the Meeting Held on Tuesday 18 September 2012**  Approved. | |  |
| **4** | **Matters Arising**  Point 4, Heating Policy  Marilyn Philip agreed the content of the Policy and in particular the 20oC average on behalf of UNISON. Policy has been implemented over winter.  Point 6, Masters of Research  JP still to contact MH to discuss the placement.  Point 9, Action Plan / Priorities for 2012/13  MH’s carbon offset scheme to be discussed at the next ESAG meeting. | | JP  MH |
| **5** | **Carbon Management**  Carbon Management Plan Review  Publication of the refreshed Carbon Management Plan has been delayed slightly to allow for the campus to settle following the full hand-over of Merchiston and decant exit from Craighouse. The revised Plan will be sent to ESAG members for comment in June 2013 and will be published for the start of the 2013/14 academic year.  Salix Review, Energy and Utility Project Development  £434,000 spent on energy reduction projects to date, through Salix funding resulting in an overall reduction of 767 tonnes of CO2 annually. University moving up the Salix league table indicating that we are using the funding appropriately. The University couldn’t invest rigorously at the start of the funding implementation due to changing campus estate but now projects can be effectively scoped and brought on stream. New projects are prepared for summer 2013.  Salix introducing funds for single projects out with the parameters of the existing fund. JC queried if Salix funding would be on-going, highlighting other funds that are currently reducing in size or stopping. RC noted that Salix are confident at gaining more funding, increasing their remit to cover Local Government and the NHS. Salix now independent of the Carbon Trust. All members encouraged to submit project ideas to RC.  Post meeting note:  CRC Energy Efficiency Scheme published the week beginning Monday 25th February. University has moved up the league table to 411th (out of 2,097 participants) from 573rd in 2011, recoding annual emissions of 7,000 tonnes of CO2 attributed consumption of electricity and gas and purchasing credits at £12 per tonne. | | ALL |
| **6** | **EcoCampus (ISO14001)**  Environmental Sustainability Policy – ESAG 13/01(01)  Changes to the Policy as presented through the paper discussed and agreed. JP noted that the Policy will now be discussed by ESAG on an annual basis from this date.  Aspects Register – ESAG 13/01(02)  JP introduced the seventeen environmental aspects. Process of assessing aspects described. All members invited and encourage to review and comment. JP also noted that the aspects register will be used to pull together all environmental work at the University. Aspects register will not duplicate work but will pull together applicable programmes such as the Flexible Framework Agreement to slot into the procurement section.  Awareness and Training – ESAG 13/01(03)  JP introduced the paper and noted the importance of recording and developing training opportunities for all staff and students, appropriate to their role at the University. JP highlighted events, talks and electronic communication that has taken place over the past year at the University. All members to highlight any training programmes required.  GW noted the academic and professional services conference discussed at the last ESAG meeting in September 2012 would be an excellent form of training, pulling together staff and students. JP to look into developing the event.  Text within the Estates Committee of Court should be changed to state that Gerry Webber and Grant Ferguson attend the meeting. They are not members. JP to alter.  Bronze Award Progress – ESAG 13/01(04)  JP highlighted specific aspects of work required to gain the Bronze EcoCampus Award. It is hoped to apply the week beginning Monday 11th March. Members were encouraged to review the document and raise any questions with JP.  Post meeting note:  University was assessed and gained Bronze EcoCampus status on Monday 11 March. | | ALL  JP  JP  ALL |
| **7** | **Annual Policy Ratification**  Ethical Financial Investment Policy – ESAG 13/01(05)  Agreed with no changes.  Fair Trade Policy – ESAG 13/01(06)  Agreed. Update with new President in the 2013/14 academic year.  Sustainable Food Policy – ESAG 13/01(07)  Agreed. Delete date constraints ‘2011/12 – 2012/13’. Develop next year to produce both a policy and a plan. Current Plan a mix of both. | |  |
| **8** | **Travel Survey**  Travel survey opened on Monday 4th March and will close Thursday 28th March. Communication Plan for the month has been developed in an attempt to engage with as many staff and students as possible to gain their insight and views on all aspects of travel. Supporting activities such as Dr Bike maintenance sessions and Energy Saving Trust driver simulator are also booked in the week beginning Monday 11th March. Full list of events and survey accessible through [www.napier.ac.uk/environment](http://www.napier.ac.uk/environment) Survey also available at [www.napier.ac.uk/travelsurvey](http://www.napier.ac.uk/travelsurvey) | |  |
| **9** | **Curricular Links**  Business School  230 students on the module Business Strategy and Sustainability are currently working on assessment questions focused on the University. Contact with JP was made by Dr Miles Weaver. Phenomenal opportunity to link curricular and professional services activities in the Business School.  Annual Academic and Professional Services Conference  The conference highlighted earlier in the meeting under item six, EcoCampus (ISO14001) Awareness and Training. Links between academic and professional services development in terms of the environment discussed.  Difficult to tease out links to the environment and education for sustainable development within existing curricular plans.  JC recommended a slow and progressive method of investigating curricular links, engaging first with those willing to be engaged with. Investigate what we need to highlight and record best practice through the curriculum. Courses will only go to Academic Board every five years for assessment.  GW recommended developing a smaller group of people to investigate the development of the conference and curricular links. JP to investigate.  JC noted that academic colleagues may be available just before students start examinations and prior to the summer break. JC will look into this further and give recommendations for appropriate times for a conference. | | JP  JC |
| **10** | **Date of Next Meeting**  September 2013. Specific date to be set.  Rational for review of ESAG membership to be discussed at the next meeting. Ensure that ESAG is not an isolated community, and instead ensures a two-way communication link to staff and students and the environmental work being developed at the University. | |  |