ESAG 12/02

**APPROVED**

**CIRCULATED**

# EDINBURGH NAPIER UNIVERSITY

**Environmental Sustainability Advisory Group (ESAG)**

**Minutes of the meeting held on Tuesday 18 September 2012**

**14:00 hours, Room 5.B.16, Sighthill**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Present | | | Andrina Gunn (AG), Procurement Officer, Finance Services  Chris Anthony (CA), Depute Director (Campus Support), Information 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  Liz Young (LY), Head of Health & Safety, Human Resources  Mark Huxham (MH), Senior Lecturer and Senior Teaching Fellow, SchLSSS  Richard Cebula (RC), Energy & Utilities Manager, Property & Facilities | | |
| **Apologies** | | | David Campbell (DC), Head of Procurement, Finance Services | | |
|  |  | | Action |
| **1** | **Welcome / Apologies**  Chair welcomed everyone to the meeting and noted apologies as above. | |  |
| **2** | **Minutes of Previous Meeting (ESAG/12/01)**  Minutes of the previous meeting held on Friday 20 January 2012 were approved. | |  |
| **3** | **Matters Arising**  Matters arising to be covered through the meeting agenda. | |  |
| **4** | **Carbon Management**  Carbon Management Plan Review  GF provided an overview of the Carbon Management Plan Review.  The 2009 Edinburgh Napier Carbon Management Plan was assessed in October 2011 by SKM Enviros, working on behalf of the Carbon Trust. The assessment covered all aspects of carbon management at the University including communication and reporting of carbon reduction.  The review was instigated as the University neared the carbon reduction target set within the 2009 of a 25% reduction by the end of the 2012/13 academic year (2006/07 baseline) one year early. As a result of the review the Sustainability Office have continued to work with SKM Enviros to develop an updated Carbon Management Plan. The Plan contains a target of reducing carbon emissions by 35% by the end of the 2014/15 academic year (2006/07 baseline). The full Plan and summary document will be circulated to ESAG members in November 2012.  Carbon Management Awareness Campaign  JP provided an overview of the Carbon Management Awareness Campaign (CMAC) Plan. ESAG(12/02)01.  The Sustainability Office have developed a CMAC Plan with the support of NIFES Consulting Group and the Carbon Trust. The communication networks identified in the Plan will form the underlying basis for the efficient and effective dissemination of information to all staff, students and visitors through the Sustainability Office. The contents of CMAC will be incorporated into the updated Carbon Management Plan.  GW queried the Campaign Team (Proposed) listed in Table 2, Page 6. GW suggested that the Team and key outcomes of the Team are considered again, explicitly noting in CMAC what will be achieved through CMAC and the direction all communication activities will follow. GW suggested proposing a Sponsor and seeking a Champion for each school and each Department. JP noted the importance of all schools and departments contributing to the environmental performance of the University, especially important in terms of the Environmental Management System being developed where governance and communication is an integral necessity.  JC noted the impact of localised reporting such as information showing real-time energy consumption on all campuses. As discussions moved on to curricular links JC stated that sustainability is a core principal of all engineering courses. RC highlighted new project links with MSc students supported by Brian Davison, School of Computing.  Carbon Masters  RC provided an overview of the Carbon Masters Assessment.  Carbon Masters is an early action metric of the CRC Energy Efficiency Scheme. The Carbon Masters award supersedes the Carbon Trust Standard award gained in 2010. The University achieved a 2.9% emission reduction relative to increasing student numbers between 2008/09 and 2010/11. The University also scored 75% in the qualitative assessment of governance and communication procedures.  Feedback received through the assessment provides a good baseline for development of CMAC and also the Environmental Management System in terms of communication and governance procedures in place.  Heating Policy  The Policy ESAG(12/02)02 is an update of the November 2011 Heating Operation Policy & Procedure Note. The Policy highlights what staff and students can expect in terms of heating across all campuses. Targets set meet legislative minimum temperatures and Unison guidelines. GF meeting with Union representatives on Wednesday 19 September.  LY queried the four hour response time noted on page three in terms of exams. GF agreed to include the statement ‘special arrangements will be made for exams’.  CA noted the difference between highlighting personal portable heaters as unnecessary and unsafe. Unnecessary not definitive. Policy to clearly state unnecessary in reaching target temperatures set.  GW noted that given there is no material change to the original Heating Operation Policy & Procedure Note the update does not need to be escalated, Patrick Hughes (Director, Property & Facilities) has the delegated authority to process. The Policy was therefore ratified and accepted by ESAG members. GF plans to distribute the Plan at the start of heating season.  Performance Overview  RC provided an overview of the statistics and information provided in ESAG(12/02)03. GF noted that going ahead the biggest unknown is degree days i.e. a harsh winter would impact on projected carbon reduction targets.  Salix Review and Projects Scope  23 commissioned, committed and complete projects funded through Salix. Net value of £400,000 and annual reduction of 737 tonnes CO2e. Average payback for projects is three years. Looking ahead RC will investigate future projects including a combined heat and power plant at Merchiston. | | GF  JP  GF  GF |
| **5** | **EcoCampus (ISO14001)**  JP provided an update on EcoCampus. First stages of work almost complete. Hope to apply for Bronze status by the end of October.  Environmental Sustainability Policy reviewed by the Group ESAG(12/02)04. Policy agreed and ratified with two small changes:   * Procurement and building maintenance. “Aim to purchase ethical and environmentally-considerate products where possible…”. Add ‘and services’. * Add a footnote to show where staff and student numbers were sourced.   GW noted that the Policy should be formally approved through the Principals Executive Group. JP to contact Colin Steen. | | JP |
| **6** | **Assessment**  The Biodiversity Management Plan, using information collated through the one-year stage three assessment completed in July 2011 will be published by December 2012. The Plan will ensure the protection of species listed through the survey and will aim to enhance the overall biological quality of al campuses.  MH noted that he had championed an explicit reference to Education for Sustainable Development (ESD) within the updated Learning, Teaching and Assessment Strategy. A reference to ESD wasn’t included but there may be an opportunity to expand on the global citizenship reference noted.  MH also noted a new one-year Masters of Research placement funded by the University with the aim of teaching climate change, looking at the emotion of climate change while investigating policy. JP to contact MH for more information. | | JP |
| **7** | **Climate Challenge Fund**  An application was made to the Climate Challenge Fund by representatives of the Edinburgh Napier Conservation Society, Napier Students’ Association, Edinburgh Napier Sustainability Office and Edinburgh Napier Academics and Professional Service Staff. The application was unsuccessful but alternative sources of funding are being sought. The project proposed to reduce personal carbon emissions by staff and students within the Edinburgh Napier community by 587.67 tonnes CO2e covering energy, transport and waste initiatives. | |  |
| **8** | **Annual Environmental Report**  The Sustainability Office will write an environmental report for the 2011/12 academic year. The report will highlight areas of success as well as highlight future projects and developments. To be completed by December 2012 and distributed on the staff intranet and student portal. | |  |
| **9** | **Action Plan / Priorities for 2012/13**  GW noted previous discussions with GF and JP regarding an annual event focusing on both academic and professional services working within the University focused on the Environment. Could be tied to the People & Planet Go Green Week due to be held the week beginning Monday 11 February. JP to investigate.  MH explained the voluntary carbon offset scheme that he offers to students travelling overseas for field trips. Students are involved in environmental and ethical discussions before setting off. The scheme is very small scale at the moment but warrants serious investigation for the University as a whole. JP to investigate what this could mean. To be discussed at the next ESAG meeting. | | JP  JP |
| **10** | **Dates and Frequency of Next Meetings**  Next meeting tbc. | |  |