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ESAG 14/02/01

**Environmental Sustainability Advisory Group (ESAG)**

Minutes of the meeting: Wednesday 22 January 2014, 14:00

Room 6.B.16, Sighthill

**Present**

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| Chris Anthony | CA | Head of Customer Support Services | Information Services |
| David Campbell | DC | Head of Procurement | Finance and Commercial Services |
| Gerry Webber | GW | University Secretary (Chair) | University Secretary’s Group |
| Jamie Pearson | JP | Sustainability / Environmental Advisor | Property & Facilities |
| John Ashall | JAs | Student Intern | Property & Facilities |
| John Currie | JC | Director, Scottish Energy Centre | FECCI |
| Liz Young | LY | Head of Health & Safety | Human Resources & Development |
| Mark Huxham | MH | Professor | FHLSS |
| Richard Cebula | RC | Energy & Utilities Manager | Property & Facilities |

**Apologies**

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| Dan Smith | DS | President | Napier Students’ Association |
| Grant Ferguson | GF | Assistant Director | Property & Facilities |
| John Aitken | JAi | Operations Manager | Property & Facilities |
| Miles Weaver | MW | Lecturer | The Business School |

**Action**

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| **1** | **Welcome and apologies**  GW welcomed everyone to the meeting and noted apologies as above. |  |
| **2** | **Minutes of the meeting held on Wednesday 30 October 2013**  Approved with some spelling alterations. |  |
| **3** | **Matters Arising**  Section 3: Masters of Research  To be pursued.  Section 3: Salix Review  On-going. All members to get in touch with RC with any project proposals. GW suggested that we look outside ESAG and Property & Facilities for a broader spectrum of ideas, School of Engineering & The Built Environment for instance.  Section 3: Awareness and Training  JP noted that he and RC recently met with an external supplier offering the development of a bespoke on-line environmental training tool. To be pursued by JP and RC. The EPSRC outcome will be announced in March.  Section 3: Annual Academic and Professional Services Conference  Conference to be added as an item to the agenda for the next ESAG meeting on 19/03/14. To discuss timing, format, cost and source of any funding available. Conference to focus on broad environmental and wider social corporate responsibility issues and effectively link to both academic and professional service development throughout all schools and departments. All staff and students, not just those working or studying in environmental related fields, to be invited to participate as either a speaker, workshop leader or attendee.  MH noted that it would be ambitious to run a conference this academic year. But he also noted that the end of May might be a good time to catch academic colleagues. Would not be suitable for most undergraduates though. September, before week one, would also be a good time for academic colleagues. GW encouraged the investigation of a modest event in May 2014. JP to contact members of ESAG and others within the University for possible discussion topics.  The conference discussions also inspired some reflection on mandatory Learning for Sustainability (LfS)/Education for Sustainable Development (ESD) links throughout the entire curriculum at Edinburgh Napier, following the recent example set by the integration of ‘internationalisation’. Some Universities have fully integrated curricular links to LfS/ESD but some members of ESAG felt mandatory links might be a ‘kiss of death’. Others politely disagreed. JP to investigate what information is available from Universities that have fully integrated LfS/ESD.  Section 4: Carbon Management Plan Review  GF to provide a Carbon Management Plan update at the ESAG meeting on Wednesday 19 March.  In terms of video conferencing, DC noted that Iain Russell (Head of Infrastructure, Information Services) is investigating the use of the Janet network for ‘united communications’ e.g. linking email, phone and video conferencing together.  Section 4: Salix review, energy and utility project development  RC noted that 80% of the £82,000 available in 2013/14 (1st April to 31st March) allocated to date.  Section4: Mikoko Pamoja  MH provided a brief update on the project. Between the ESAG meeting held on Wednesday 30 October 2013 and January, MH and JP have met with Alison Punnet (Senior Development Executive within IDEA) to discuss possible funding opportunities. RC spoke with GF but no funding available within Property & Facilities unfortunately.  As noted at ESAG on Wednesday 30 October 2013, the project already has strong academic links and benefits, as well as obvious community benefits. East Africa is a potential new market for the University, with no formal links with other educational institutions to date.  GW agreed to sponsor a paper to the University Leadership Team suggesting that the University should investigate funding the project. MH to develop.  Section 6: Travel Survey  JP to action the development of a Travel Group within the University.  JP highlighted work carried out with Edinburgh College to investigate the development of a shared cyclist and pedestrian path through the western side of the Edinburgh College car park, connecting the University to Bankhead Avenue. GW noted that the development of a pathway and a shared single parking system had been investigated before with the College. Add any development as an agenda item for the next ESAG meeting. | JP  All  RC  JP, RC  JP  GF  MH  JP |
| **4** | **Remit of ESAG**  The agenda item was added to spur discussion on the remit and development of ESAG at the University. GW highlighted the document ‘Communication and Management of Sustainability Information, June 2011 (ESAG/11/02), circulated at the ESAG meeting held on Wednesday 27 July 2011. The document summarised existing communication networks, provided examples of similar groups in other institutions and provided examples of development opportunities for the Group. The document should be used as a basis for further discussion and should be recirculated at the ESAG meeting to be held on Wednesday 19 March.  GW noted that the potential development of ESAG links to the principles of the shared academic and professional services conference discussed earlier in the meeting i.e. to open the Group and encourage further discussion with a wider range of staff, students and members of the wider community in and around the University.  RC highlighted that the direction of environmental sustainability has changed at Edinburgh Napier as work has progressed through the Sustainability Office and beyond over the past five years. Would be good to re-formalise in terms of reaching other people at the University. JC noted that ESAG as it stands offers a good interface for academic and professional services links and that there are more opportunities to speak across schools. MH felt that the Group is currently focused mostly on carbon/energy reduction and should widen to discussions covering pension fund investment and internationalisation for instance. Nobody else having similar discussions on wider social and environmental impact across the University and there is no clear focal point for social corporate responsibility at Edinburgh Napier.  ESAG exists more as a group for action. A term of reference should be developed, including a clear managerial diagram showing how ESAG fits into the existing network of meetings and groups within the University. Aim for the next meeting in March but by the meeting due on Monday 2 June at the very latest. | JP |
| **5** | **Environmental Management System (ESAG14/01/02)**  The document ‘Audit of Environmental Management System Framework’ (ESAG14/01/12) was developed by the Sustainable Futures Team at a workshop with the Sustainability Office on Thursday 12 December. The document shows all principal and core areas of the Environmental Management System and their subsequent integration into the University. The document was used by JP as a tool at ESAG to further explain the working structure and principles of the EMS to all members.  Principally, there are eighteen significant aspects through the EMS. The aspects are essentially core areas where the University can and does have significant environmental impact e.g. use of electricity and generation of effluent. The University must demonstrate that there are clear and integrated processes in place to minimise any aspect of environmental risk associated with any of the eighteen aspects.  Work carried out to develop existing documents such as the Carbon Management Plan, the achievement of the Carbon Masters Standard and more recently the Carbon Trust Water Standard contributes towards the development of the EMS meaning that the EMS itself is not being developed from a standing start. The EMS goes into a great deal of depth and requires the development of detailed legislative lists (covering all 18 aspects), training schedules covering all students and staff and rigid records management and governance procedures in place for instance. Visit the [EMS](http://staff.napier.ac.uk/services/facilities/sustainability/managementprogrammes/Pages/EnvironmentalManagementSystem.aspx) page on the Sustainability Office intranet pages (Intranet/Service Departments/Property & Facilities/Sustainability Office/Management Programmes/Environmental Management System) for information on work carried out to date, including the criteria met to achieve the first stage of EMS development, the EcoCampus Bronze Award.  Discussion commenced. There was fear that the EMS would go too far and would restrict development and day-to-day work within the University or indeed be seen as an ‘unnecessary overhead’. JP explained that the principles of the EMS and the purpose of the 18 significant aspects is to frame all activities, identify and act upon the key environmental risks associated with the University. Essentially a risk assessment. And that the principles of the EMS should be integrated into existing documents or assessment frameworks. For example, the current University Emergency Response Procedures exist. But they do not include any information on environmental risk, management or abatement. So, instead of reinventing the wheel, environmental risk consideration can be added to the existing document.  Most attendees highlighted areas where the EMS would integrate within their own teams or departments, such as budget process and long term thinking in terms of financial consideration (DC). Overseas teaching and associated travel is also a key aspect within the wider considerations of transport emissions.  The core principles of the EMS will be centrally managed by the Sustainability Office, with the team in place to support all aspects of development with the wider University. The EMS requires the continued support of all ESAG members, senior management and all staff, students and building users at Edinburgh Napier. All queries regarding the EMS to be sent to JP. | All |
| **6** | **2013/14 Meetings:**  19/03/14, 11:30. 6.B.14, Sighthill \*note change of time\*  02/06/13, 14:00. 6.B.14, Sighthill |  |