ESAG/****17/01/01

**Environmental Sustainability Advisory Group (ESAG)**

Minutes of the meeting: Tuesday 23rd August 2016, 14:00

Room 6.B.16a, Sighthill

**Present**

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| Andrew Foulner | AF | Head of Procurement | Governance and Compliance |
| David Fairhurst | DF | Energy & Utilities Manager | Property and Facilities |
| Eric Munro | EM | Director of Property and Facilities | Property and Facilities |
| Gerry Webber | GW | University Secretary (Chair) | University Secretary’s Group |
| Iain Russell | IR | Head of Infrastructure | Information Services |
| Jamie Pearson | JP | Environmental Sustainability Manager | Property and Facilities |
| John Currie | JC | Professor | School of Engineering and the Built Environment |
| Kate Murray | KM | Procurement Manager | Governance and Compliance |
| Rojan Subramani | RS | President | Edinburgh Napier Students’ Association |
| Sean Hughes | SH | Health and Safety Adviser | Health and Safety |

**Apologies**

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| Liz Young | LY | Head of Health and Safety | Health and Safety |
| Mark Huxham | MH | Professor | School of Applied Sciences |
| Miles Weaver | MW | Lecturer | 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 27th January 2016 (ESAG/16/02/01)**  Approved. |  |
| **3** | **Matters arising**  **3. Matters arising**  DF provided an update on the potential for additional solar panels across all campuses. Minimal support from the Government currently. However, cost of equipment continues to reduce. DF will work with contractors to audit potential developments.  **4. Environmental Sustainability Update**  Energy & Utilities update to be provided under item four.  **5. Conference**  Conference to be discussed under item five. |  |
| **4** | **Environmental Sustainability Update**  **Energy & Utilities**  DF presented the carbon, energy and water performance report (ESAG/16/02/02). DF highlighted risks and caveats regarding the quality of transport and waste information available and noted that energy reporting has benefited from the grid electricity carbon conversion factor reducing. GW noted that success should be promoted through the Communications Team, highlighting some of the initiatives that have influenced the reduction.  JC questions how new buildings and a potential expanding University portfolio will influence reportable reductions. DF replied that all statistics to date are based on absolute figures. But there is the option of looking at factors such as floor space. Targets will be considered within the development of the new Environmental Sustainability Strategy. Opportunity to work with Information Services and the Procurement Team to consider use and purchase of existing and new equipment.  **Transport**  JP presented the Environmental Sustainability Report (ESAG/16/02/03).  EM is working with Chris McDougall at Edinburgh College regarding the planned shared cyclist and pedestrian path. JP to contact Communications Team to promote the projects listed.  EM introduced the electric vehicle fleet proposal, which would introduce up to 12 vehicles for the use of staff and students for business use, instead of taxi or personal vehicles. The vehicles would be tendered for and supplied by external contractors, with the contractor responsible for all functions of use including insurance. Funding within priority works for the charging infrastructure, although Government funding would also be considered and applied for if available. Vehicles would be for the exclusive use of the University between 7am and 6pm Monday to Friday and be available to public use at all other times. SH noted the Driving at Work Policy currently in place, must be considered should the project be developed. JC noted that more electric bicycles could also be considered through the proposal.  RS highlighted a taxi scheme being considered by the Student’s Association. Would allow students, if they had no money at the time, to exchange their University student card for a journey up to a maximum of £15 and pay later for the return of their card. RS meeting Police Commissioner to discuss the project. Similar scheme in place in Aberdeen and Glasgow.  **Waste**  IR noted the plans to retender for the University wide electrical waste contractor. JP to work with Sally Jorjani and others.  **Environmental Sustainability Strategy**  Purpose of the Strategy will be to set new targets and focus for moving ahead. Will provide a greater emphasis, as required through the Environmental Management System, to ensure senior management commitment and the commitment of all staff and students throughout the institution to develop corporate buy-in. EM recommended that a document three or four pages long should be developed and circulated for comment and then presented to the University Leadership Team before Christmas.  AF noted that the Procurement Strategy has an underlying link to environmental sustainability.  JP to contact David Cloy for advice on the development of the Strategy.  **Environmental Management System**  JP to focus more time to the Environmental Management System progression. The updated 14001:2015 framework will be used.  **Reporting and external validation**  EM noted that a timetable for the development of all projects and initiatives should be developed. Good progress reported externally to date but still many opportunities to reduce the environmental impact of the institution further.  **Communication and engagement**  As noted above, progress across all projects and initiatives to be promoted further. A more formal relationship with the Communications Team should be developed including, potentially, membership of ESAG. EM to contact the Team. | JP  JP  EM |
| **5** | **Conference**  JC noted there are many academic and professional conferences in November. Potential to hold the event in March 2017. Keynote speaker is crucial. Someone that covers and meets our wider objectives. Ian Marchant and Jim Skeys noted as very good speakers with good stories to tell. Potential to link to Information Services and other teams within the University.  GW noted that the previous conference held in November 2015 worked well, with a decent turnout. Looking ahead, any future event should focus on engagement with staff and students in the University and external partners whilst integrating into the wider Environmental Sustainability Strategy planned for development. The event would be an opportunity to bring people together to renew enthusiasm, gain traction and critical mass. Find an attractor. Focus on a topic. Consider work developed at the University or topics of global interest, making the link between the two. GW noted there is potential for a high profile event, linking to professional body backing. Would give an obvious focus to launch the Environmental Sustainability Strategy itself. Also potential for interesting conversation and spin-out sessions giving more focus to particular areas.  IR noted that the conference could look at home to the University to highlight support available through project partners within the wider community.  Small group, including JC, DF and JP to meet in October to consider potential date and venue. JP to organise. Group to work with Communications Team and project partners such as The City of Edinburgh Council. Show how the work of the University is integrated into the focus and structure of the Edinburgh Sustainable Development Partnership for example. | JP |
| **6** | **AOCB**  None. |  |

Next Meeting: tbc