ESAG/****16/02/01

**Environmental Sustainability Advisory Group (ESAG)**

Minutes of the meeting: Wednesday 27th January 2016, 14:00

Room 6.B.14, Sighthill

**Present**

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| David Fairhurst | DF | Energy & Utilities Manager | Property & Facilities |
| Gerry Webber | GW | University Secretary (Chair) | University Secretary’s Group |
| Grant Ferguson | GF | Assistant Director | Property & Facilities |
| Iain Russell | IR | Head of Infrastructure | Information Services |
| Jamie Pearson | JP | Environmental Sustainability Manager | Property & Facilities |
| John Currie | JC | Professor | School of Engineering & Built Environment |
| Liz Young | LY | Head of Health & Safety | Health Safety and Wellbeing |
| Paul Jefferson | PJ | Sustainability Engagement Officer | Property & Facilities |
| Sophie Goddard | SG | President | Napier Students’ Association |

**Apologies**

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| Mark Huxham | MH | Professor | School of Life, Sport and Social Sciences |
| 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 Monday 24th August 2015 (ESAG/16/01/01)**  Approved. |  |
| **3** | **Matters arising**  Following the successful installation of solar panels at Sighthill, DF to provide information on the potential for additional panels at the next meeting.  JP continues to discuss communication options with the External Relations and Communications Team, with a view of developing a suite of resources recognisable and associated with all aspects of environmental sustainability, focused on the University.  JP provided an update on behalf of MH. The University will contribute £10,000 to Mikoko Pamoja in recognition of carbon emissions associated with University business travel. The amount will be split evenly over the 2015/16 and 2016/17 academic financial years. The two payments of £5,000 represents 625tCO2e, encapsulating 40% of annual estimated business travel emissions.  GW requested that papers are produced and circulated in advance to provide a focus for each future meeting. | DF |
| **4** | **Environmental Sustainability Update**  **Energy & Utilities**  DF presented the carbon and energy monitoring data as shown in attachment ESAG/16/01/02. The University has met the overall carbon reduction set for the 2015/16 academic year. JC queried increases measured at Merchiston. The co-location project was thought to be a factor, with also GF noting that the positive impact of the window replacement project had not influenced a full year.  DF to add narrative to the statistics presented. LY requested costs, DF noted they could be added but with caveats. GW queried the 2006/07 baseline, asking whether a new baseline should be set to ensure meaningful and realistic targets. GF noted that historic baselines are used to demonstrate full historic change. English universities work to a 2005 baseline, while national targets use a 1990 baseline. 2006/07 is as far back as the University can go for accurate data.  GF noted that carbon metrics such as number of students, income and floor space may be considered in the future if the University estate is to expand through the Estates Strategy.  **Waste**  JP provided a verbal update on the development of a Waste Management Strategy. Waste collections will be retendered within the 2015/16 academic year. APUC frameworks will be utilised. Current and ongoing assessment of waste generated with associated disposal practices at all University locations.  **Environmental Sustainability Strategy**  JP noted that the Strategy will encapsulate and lead all environmental focus and aims at the University. Will supersede the Carbon Management Plan and will lead to an update of the Environmental Sustainability Policy.  The Strategy will rely on the support of all departments and schools and integrate into core business through Strategy 2020. The Strategy will require input from the University Leadership Team. GW highlighted it will be easier to engage once a draft Strategy is developed. Events could be held at each campus but GW noted that it should developed in such a way that it’s not considered another bureaucratic experience.  **Reporting and External Validation**  Information submitted to the Scottish Government, under The Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015. No sense of when the collated results will be published. No feedback as to how many of the 150 public bodies responded. 66% of colleges and universities provided information. Voluntary submission for 2014/15 but 2015/16 report will be mandatory through Government legislation set.  No update from People & Planed regarding Green League. No recent update from Association of University Directors of Estates (AUDE) regarding potential Green League equivalent. Higher Education Statistics Agency data will be submitted soon.  **Communication and Engagement**  Environmental Sustainability Network instigated by PJ. 17 members at present. The Network will lead a range of initiatives to encourage the support of staff and students throughout the University. PJ also working on a range of other engagement initiatives, including transport campaigns. | DF |
| **5** | **Conference**  The inaugural Environmental Sustainability conference was held at Craiglockhart on Wednesday 11th November. 40 attendees comprising of 13 academic and research colleagues, 20 professional services colleagues, five students, one commercial contact and a representative from The University of Edinburgh.  There were presentations from two academic colleagues, one student, a representative from The University of Edinburgh Social Responsibility and Sustainability Team and the Environmental Sustainability Team at Edinburgh Napier. All presentations are available on the staff intranet Property&Facilities/Sustainability Office/Environmental Sustainability Conference.  Feedback was very positive. The Catering Team created a delicious seasonal and vegetarian menu, which received significant praise. The conference was deemed to be a success. Attendees of the conference could be invited to attend ESAG.  Looking ahead, the next conference/event was discussed. To ensure momentum, general consensus was that there should be an annual event. November was considered to be a good time of year. Potentially plan a bigger event than 2015. GW highlighted that effort should be made to engage with a wide and more sustainable group of academic colleagues to participate.  JC noted that a good key note speaker would be required to draw people in. JC to consider and forward on the details of any appropriate contacts. The conference could also be an opportunity to invite representatives of professional bodies to attend. General discussion also highlighted that varied speakers would be good, linking to smart IT for instance or consider external accreditations such as the Queens Anniversary Prize gained by the University for work in timber engineering, sustainable construction and wood science.  Purpose of the event is to share knowledge and good practice, both academically and professionally within the University across all schools and departments. JC noted that a team from the University is working with The City of Edinburgh Council on their updated Estates Strategy. There could be scope for the Environmental Sustainability Team to contribute. JC to confirm.  A Young Trustees event being organised by Jane Devlin and MW in the Business School was noted. The event in March will consider the development of third sector organisations in a sustainable manner. JP to contact Miles.  If a conference is to be held in November, promotion should begin in September.  Finally, it was considered that on top of the annual conference, themed seminars throughout the academic year could be considered. | JC  JC  JP |
| **6** | **AOCB**  General discussion regarding the structure and integration of ESAG closed the meeting. ESAG does not have a constitution, terms of agreement or similar. GW noted that ESAG is not a classic committee, is not going to go anywhere else but is a platform for moving ahead with environmental sustainability. The purpose of the Group is to encourage people in a useful and active role. It was discussed that ESAG could be expanded to no more than 20 attendees.  JP noted that the ongoing integration of the Environmental Management System will mean that strategic auditing and reporting encapsulating all aspects of environmental sustainability will be developed. LY noted that Health & Safety create an annual report, with all Deans and Directors expected to participate.  IR noted that, with the installation of multifunctional devices (MFD’s) throughout the University, Information Services are encouraging the removal of personal printers. The MFD’s will make printing more sustainable, financially and environmentally. |  |

Next Meeting: Tuesday 23rd August 2016. 14:00 to 16:00. 6.B.16a, Sighthill Campus.