****\*\*Unapproved\*\*

**Environmental Sustainability Advisory Group (ESAG)**

Minutes of the meeting: Wednesday 19 March 2014, 11:30

 Room 6.B.14, Sighthill

**Present**

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| David Campbell | DC | Head of Procurement | Finance & Commercial Services |
| Gerry Webber | GW | University Secretary (Chair) | University Secretary’s Group |
| Grant Ferguson | GF | Assistant Director | Property & Facilities |
| Jamie Pearson | JP | Sustainability/Environmental Advisor | Property & Facilities |
| Mark Huxham | MH | Professor | FHLSS |
| Richard Cebula | RC | Energy & Utilities Manager | Property & Facilities |
| Sean Hughes | SH | Health and Safety Adviser | Human Resources & Development |

**Apologies**

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| Chris Anthony | CA | Head of Customer Support Services | Information Services |
| Dan Smith | DS | President | Napier Students’ Association |
| John Aitken | JA | Operations Manager | Property & Facilities |
| John Currie | JC | Director, Scottish Energy Centre | FECCI |
| Liz Young | LY | Head of Health & Safety | Human Resources & Development |
| 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 19 March 2014 (ESAG/14/03/01)**Approved. |  |
| **3** | **Matters arising, including tracker sheet (ESAG/14/03/02)**General agreement to delete items from the tracker if not live.**1**: JP to contact MH regarding the placement. In addition, MH noted that he applied to the 50th anniversary fund for funding to support the Mikoko Pamoja project. No reply to date. Will raise at next ESAG meeting if no response received from the 50th anniversary fund.**2**: JP and RC to investigate as part of the EMS.**3**: Will be raised by GF under item 5.**4**: JP to investigate further and develop a proposal covering what the development of a ‘Travel Group’ actually means. DC queried if JA had estimated the cost of reinstating the intercampus bus. GW noted that the last intercampus bus was basically a few seats in the University mail van. The service didn’t work and was expensive so it was stopped. GW noted that the issue of intercampus travel is being looked at through the Estates Strategy, in terms of minimising the need for bulk student movement between campuses. General agreement that we must also consider technology as a way of minimising unnecessary business travel.**5**: GF, RC and JP to develop a draft remit to present at the next meeting. Remit to align with the requirements of the Environmental Management System.**6**: Remove from action tracker.**7**: Remove from action tracker.**8**: JP to match links with 2020 Strategy. Estates Strategy will be finalised by Court by Summer 2015. Through the updated Estates Strategy, environmental sustainability will be one of the criteria used to assess all planned/proposed projects.9: Fair Trade Policy to be updated, with Napier Students’ Association.10: JP to discuss Policy with Sandra Duncan. Remove from action tracker.11: Conference. All ESAG members to be encouraged to contact JP with any suggestions for the event. Add as an agenda item for the next ESAG meeting. JP to develop a proposal with GW to ensure commitment for the event. 12: JP to contact LY. Health & Safety Executive Committee13: JP to develop brief plan for the potential development of ESAG. | JPJP,RCJPGF, RC, JPJPJPJPAllJPJP |
| **4** | **Environmental Management System Progression****Silver EcoCampus Assessment (ESAG/14/03/03)**JP spoke through the document provided highlighting the main areas of success, and explaining the gaps identified by Alex Hobbins from EcoCampus during the physical assessment of Bainfield, Sighthill and all documents provided to the EcoCampus team.**Gold Criteria (ESAG/14/03/03)**As per the Silver award criteria, JP spoke through the requirements of the Gold EcoCampus award and highlighted the key areas for development progressing towards the next stage of the EcoCampus and Environmental Management System development. Aim of gaining Gold status by December 2014.GW noted that, in terms of the Emergency Response Procedures (ERP), clause 3.7 (Emergency Preparedness and Response) environmental impact should be considered and added but as per the current document, the number of ERP’s should be managed appropriately and not developed unnecessarily.**Environmental Sustainability Policy (ESAG/14/03/14)**MH noted that the Policy should map links with the 2020 Strategy, highlighting that the attention of the University will be driven over the next five years by the 2020 Strategy. GW happy to approve the suggested minor alterations to the Environmental Sustainability Policy but noted that it must be revisited in the next 12 months to ensure it is future-proof. Now that the updates are agreed, JP will re-write the Policy online, inserting hyperlinks where appropriate to ensure that the document is ‘live’. | JP |
| **5** | **Sustainability Office Update****Carbon Management Plan**GF noted that he, RC and JP are working on the Plan to reshape it beyond 2014/15 to set realistic targets and actions for moving ahead. To be discussed at the next ESAG meeting. The updated Plan should also meet the requirements of the updated Estates Strategy. GW keen to develop a range of measures that fit the need of the organisation, but do not pin the organisation down. MH noted the importance of reporting absolute carbon reduction figures to really highlight achievement in reducing carbon emissions at the University. RC noted that reductions, including absolute reductions are progressing overall throughout the University estate.Updated Carbon Management Plan is to be discussed at the next ESAG meeting.**Energy & Utilities**The baseline for all carbon reduction measurements at the University remains 2006/07. Target for carbon reduction by end of 2013/14 was 30%. RC noted that his current actual estimate is 37% (some utility information still to be received). Mild winter over 2013/14 but some additional cooling required over Summer 2014 but another successful year in terms of carbon reduction.2014/15 energy and utilities budget has been set to achieve a reduction of 35% (from 2006/07 baseline). Will be difficult to meet, especially if there’s a cold 2014/15 winter.£123,000 planned to be spent through SALIX between April 2014 and March 2015. Projects RC is focusing on throughout 2014/15 include revisiting the unrestricted thermostatic radiator valves at Bainfield (currently possible for residents to gain temperatures of 26/26oC), destratification fans at Craiglockhart and Sighthill, with a focus on lighting throughout the year. RC noted that there are delays in the development of the solar photovoltaic array at Sighthill due to Building Standards at The City of Edinburgh Council. Structural report on the building recently submitted.JC is involved with the installation of a fuel cell at Merchiston. The fuel cell itself will be free, will result in a slight reduction in carbon emissions from the campus, but the greatest value will be to show students and the community the device in operation. The planned combined heat and power unit should be installed at Merchiston by November.RC noted that he is retiring at Christmas. GW formally thanked him, on behalf of ESAG, for his support over the past six years.**Green League**League is extremely volatile. Promotion of environmental achievement at Edinburgh should be associated with EcoCampus and the development of an Environmental Management System, not Green League on its own. GF noted that the Association of University Directors of Estates and the Environmental Association for Universities and Colleges will work with People and Planet to develop a sector wide, and appropriate, assessment tool with a view of replacing Green League in its current form. |  |
| **6** | **2014/15 Meetings**Four dates to be organised throughout 2014/15. | JP |