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**Environmental Sustainability Advisory Group (ESAG)**

Minutes of the meeting: Friday 13 February 2015, 10:00

Room 6.B.14, Sighthill

**Present**

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| Chris Anthony | CA | Head of Customer Support Services | Information Services |
| David Campbell | DC | Head of Procurement | Finance & Commercial Services |
| Grant Ferguson | GF | Assistant Director | Property & Facilities |
| Jamie Pearson | JP | Sustainability/Environmental Advisor | Property & Facilities |
| John Aitken | JA | Operations Manager | Property & Facilities |
| Kasia Janik | KJ | Sustainability Engagement Officer | Property & Facilities |
| Liz Young | LY | Head of Health & Safety | Human Resources & Development |
| Mark Huxham | MH | Professor | FHLSS |

**Apologies**

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| Dan Smith | DS | President | Napier Students’ Association |
| John Currie | JC | Director, Scottish Energy Centre | FECCI |
| Gerry Webber | GW | University Secretary (Chair) | University Secretary’s Group |
| Miles Weaver | MW | Lecturer | The Business School |

**Action**

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| **1** | **Welcome and apologies**  GF welcomed everyone to the meeting and noted apologies as above. |  |
| **2** | **Minutes of the meeting held on Wednesday 27 August 2014 (ESAG/15/01/01)**  Approved. |  |
| **3** | **Matters arising**  **Tracker Sheet (ESAG/14/03/02)**  The Tracker was developed ahead of the meeting held on Wednesday 27th August 2014 to pull together all outstanding items highlighted at previous meetings. It was decided that the tracker isn’t conducive so instead the normal process of highlighting ongoing actions within ‘matters arising’ and the body of minutes will be retained.   1. Masters of Research placement. One year, full time, concentrating on teaching environmental literacy. JP to contact MH for more information to share as an academic example within the Environmental Management System (EMS). 2. Awareness and Training. Add as an agenda item at the next meeting. KJ developing an Awareness, Engagement and Communication Plan. 3. Carbon Management Plan. Updated recently, extending to July 2015 with a target of reducing carbon emissions by 35% by the end of 2014/15 (from a 2006/07 baseline). Once the updated Estates Strategy is published the Carbon Management Plan will be refreshed again to meet the new Strategy. 4. Development of a Transport Group. Will be considered within the EMS development at the University. JP to develop. 5. Remit for ESAG. Was decided to raise this at the next meeting when Gerry Webber is present. 6. ESAG members continually encouraged to send EMS queries to JP. 7. No feedback received regarding the Policy. JP to provide a hyperlinked copy on the Environmental Sustainability Team intranet pages. 8. As part of the EMS Gold assessment, JP, through the EMS Manual (to be developed) will develop matrix showing the interconnectivity between all programmes of work developed through the Environmental Sustainability Team including Plans and Strategies developed throughout the wider University, including the Learning and Teaching Strategy and Strategy 2020. 9. Fairtrade Policy to be resigned by Dan Smith on behalf of Napier Students Association (NSA). To be included within the review highlighted in eight above. 10. Sustainable Food Policy to be included within the review highlighted in eight above. 11. Discussions regarding the potential Environmental Sustainability conference are ongoing. A date within the 2015/16 academic year should be set and a conference organised to pull together academic and professional expertise (discussed through agenda item eight below). 12. JP to meet LY and view all tools used by the Healthy and Safety team to measure and monitor risk. 13. Ongoing development of ESAG to be discussed at next meeting, together with the development of a remit for the Group, as per agenda item five. | JP  JP  JP  All  JP  JP, LY |
| **4** | **Mikoko Pamoja**  ‘Mangroves Together’. MH previously introduced the project to the Group on Wednesday 30th October 2013 (ENU-EMS-069), with a further update on Wednesday 22nd January 2014 (ENU-EMS-077). The project now has 107 hectares of natural forest, a 10 hectare nursery and 4,000 new trees to plant annually (with opportunity to expand), with a 20 year project projection.  Carbon credits are now available to sell at a baseline of $6 per tonne of carbon, sold through international markets. The credits are accredited by Plan Vivo. 2,275 credits are available. The project is managed by volunteers and a charity, with one paid member of staff receiving $3,000 annually. 35% of all funding gained is spent on projects chosen by the local community.  The project was submitted within the recent University Research Excellence Framework and was positively highlighted as the most successful impact statement. MH also submitted a bid to the 50th anniversary fund. No funding available but the External Relations & Communications Team will encourage a fostering of links between East Africa and the University. The project has also progressed into Tanzania.  Discussion ensued as to how the University could procure carbon credits and develop a partnership approach for carbon emissions associated with unavoidable travel. Two of the main issues considered were fraud and moral hazard. But, with accreditation in place and MH involved, there is strong confidence that the project is being run appropriately.  It was considered that a base of 1,000 tonnes could be procured, with a slush fund developed to fill as staff and students travelled on international business. DC highlighted that the monitoring of consumption could be linked to the information now received through Key Travel. Could also consider what specific type of travel this fund may cover (business travel and personal commute impact is already high, so a specific project or aspect of travel could be considered i.e. fostering links between the University in East Africa or an aspect of student travel).  MH highlighted that if credits are to be procured, there should be a robustness to ensure that travel, especially by plane, is the last resort. Through the Internationalisation Strategy, it is anticipated that international travel will expand and the carbon emissions associated with this will increase.  DC noted that the Travel Policy he has developed is currently sitting with the Human Resources Team, but has been passed back and forth to the University Leadership Team. Will ask if GF can provide an update at the next ESAG meeting. From there, it will be considered if the procurement of carbon credits, to contribute towards this project, could be integrated into the Plan to balance the impact of international travel, where no other alternatives other than flying are available.  MH and JP to meet and pull a paper together for GW to consider. | GF  JP, MH |
| **5** | **Environmental Management System**  JP provided an update on the EMS, referring specifically to the Bronze, Silver and Gold accreditation and the forthcoming Gold assessment due to be held on Monday 16th, Tuesday 17th and Wednesday 18th March.  During and following the update, JP posed questions to encourage discussion on how more staff and students are actively engaged with the EMS. The consideration of a conference was raised again. Felt that this would be an ideal opportunity to highlight good practice but also engage for ongoing development.  LY offered to review the ROSPA portfolio, and overall compliance in terms of Health & Safety legislation, to highlight to JP connections that may exist between that and the EMS.  In terms of project management, CA highlighted that aspects of environmental sustainability must be integrated into all project management templates across the University. Currently, within Information Services, there is no such connection. GF did note though that within the digital strategy, consideration was made towards the type of TV’s bought for all campuses (around 70 units).  GF noted that with the statement “we will be environmentally and financially sustainable and resilient” published within the Strategy 2020 document and the proposed statements and direct references to the Environmental Management System within the draft Estates Strategy (to be published in August 2015), there is an enhanced opportunity to highlight and integrate.  MH highlighted that there may also be an opportunity through the process of ethical clearance for research. There’s no current reference to environmental impact.  JP to send out the Environmental Management System Progress Review ENU-EMS-070 to all members ahead of the next ESAG meeting, specifically to highlight and discuss how key gaps in progress can be considered. | JP |
| **6** | **Green League**  JP provided an overview of Green League, using the matrix as a basis of conversation. The League provided an interesting audit of University activity. |  |
| **7** | **Energy Management**  GF noted that interviews would be held soon for a new Energy & Utilities Manager. Lighting is a focus area within 2014/15, with opportunities for LED being investigated at all campuses.  GF introduced the new 36kW array of solar panels, fixed recently to the roof of the boiler house at Sighthill. This adds to the 150kW combined heat and power plant on the campus which together will ensure that a healthy proportion of the baseline is covered by renewable and more efficient forms of energy generation. |  |
| **8** | **Environmental Sustainability Conference**  It was discussed that the focus of the conference could be ‘towards platinum’, pulling together both academic and professional best practice throughout the University, to meet any gaps in terms of the Environmental Management System progression, especially communication, engagement and training. |  |
| **9** | **AOCB**  LY noted that she had recently attended the Scottish Higher Performance Forum and provided an update on environmental progression at the University. LY had also provided information to engineering students covering a health, safety and the environment module at the University. LY to send evidence of both to JP. | LY |

Next Meeting: Thursday 19 March 2015. 14:00 – 16:00. 6.B.16a, Sighthill.