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ESAG/14/03/01

**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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| 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 |
| Grant Ferguson | GF | Assistant Director | Property & Facilities |
| Jamie Pearson | JP | Sustainability / Environmental Advisor | Property & Facilities |
| 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 |
| 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 |
| 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 22 January 2014**  Approved. |  |
| **3** | **Matters Arising**  Section 3: Masters of Research  To be pursued.  Section 3: Salix Review  No new projects proposed or highlighted to RC by members of ESAG.  Section 3: Awareness and Training  JP and RC recently met with an external supplier offering the development of a bespoke on-line environmental training tool. Project proposal to be developed. EPSRC outcome will be announced in March. See section six below (Communication/Engagement).  Section 3: Annual Academic and Professional Services Conference  See section six below (Communication/Engagement).  Section 3: Carbon Management Plan Review  GF noted that Property & Facilities recently received the capital allocation for 2013/14, allowing for a formal list of new projects to be inserted into the updated Carbon Management Plan. The updated Plan will be presented to ESAG on Monday 2nd June 2014. Capital funding bid for 2014/15 has been submitted. Again, many projects within the funding bid will benefit carbon reduction at the University and will, if/when agreed, be inserted directly into the ongoing development of the Plan.  Section 3: Mikoko Pamoja  MH has developed a project proposal which will be submitted to the University Campaign *“If funding was no object, we could…”*  Section 3: Travel Survey  JP proposed that a Travel Group is developed within Property & Facilities first before developing a Group encapsulating the whole University. Many members of staff within the Department have responsibility for some aspect of transport but there is no Group to pull all transport discussions, considerations and decisions together.  Section 4: Remit of ESAG  Draft Term of Reference to be developed and presented to the next scheduled ESAG meeting on Monday 2nd June 2014.  Section 5: Environmental Management System (ESAG14/01/02)  No EMS queries received. But members of ESAG encouraged to send any EMS queries to JP. | JP  JP, RC  JP  GF/RC  /JP  ALL |
| **4** | **Strategy**  **2020 Strategy**  GF and JP submitted comments for consideration within the 2020 Strategy development linking directly to the Environmental Sustainability Policy, Environmental Sustainability Plan, Environmental Management System and wider environmental work of the University. GF noted that the draft Strategy will presented to the Estates Committee of Court at the end of March. GW highlighted that, in the current draft, the environmental impact of the University is directly referenced in at least three areas. Once the Strategy is confirmed and published it will be discussed at ESAG to ensure the Group contributes directly and meets the expectations contained within the document.  **Estates Strategy 2015 – 2025**  GW is leading on the development of the Strategy. Will be fully developed once the 2020 Strategy is published to ensure both strategies complement each other. Working with Patrick Hughes (Director, Property & Facilities) and Stuart Carberry (Head of Capital Developments), and other senior managers, GW noted that the Estates Strategy update will cover four key areas, with the broad reach of ‘sustainability’ being one of them. The update will cover the existing building stock as well as any new developments.  **Carbon Management Plan**  See note above in section 3. |  |
| **5** | **Annual Policy Ratification**  As noted above in section three, there is no term of reference for ESAG. More work to be done on embedding the core principles of the Group within other strategies and plans developed within the University. For instance, the Overseas Travel Policy recently presented to the University Leadership Team.  **Environmental Sustainability Policy, ESAG14/02/02**  Policy agreed, but all members of ESAG were encouraged to fully review the Policy and forward any suggested alterations to JP by Wednesday 21st May, ahead of the next ESAG meeting scheduled on Monday 2nd June. LY suggested that the Policy be placed on an online intranet page with applicable/useful hyperlinks to be embedded.  Once the 2020 Strategy and Estates Strategy are both published, JP to map the development of the Environmental Sustainability Policy to highlight how the actions within the Policy are embedded within other strategies at Edinburgh Napier.  **Ethical Financial Investment Policy, ESAG14/02/03**  Policy to also be ratified by the Finance & Commercialisation Committee or the Audit Committee. JP queried the reach of the Policy, especially in terms of research and knowledge transfer, with the specific example of a researcher within the University recently applying to work with BAE Systems. The Ethics Committee do not look at all ethical considerations within all project and planned programmes of work. JC noted that the scope of work carried out by the University, through any contract, might cover a specific aspect only e.g. rehabilitation of service personnel, not armament. GW noted that, at best, the Policy is lacking in clarity over the breadth of principles covered and doesn’t state who the University might accept finance from.  DC noted that Policies such as this one must be developed by the University Court, to ensure the principles noted are embedded within the University. GW to speak to Colin Steen (Governance Officer). Would be difficult to regulate all investments, given the expanse of the University. GW noted that formal communication links between ESAG and Finance colleagues should be developed to offer advice over all financial and wider sustainable development considerations, linking to proper consideration over the development of all new financial regulation. MH noted that the Policy as it stands should be promoted to make all staff and students aware of it.  **Fair Trade Policy, ESAG14/02/04**  Current Policy meets the guidelines set by the Fairtrade Foundation. Must be re-signed by current Napier Students’ Association (NSA) President, highlighting the responsibilities for both the University and NSA. Investigate if there are any stipulations within the funding provided to the NSA from the University that encourage the NSA to work on environmental, wider sustainable development or ethical aspects of work including, but not limited to, fair trade. Dan Smith is invited to all ESAG meetings. For future meetings, if Dan is not available, encourage the NSA to send a representative, someone with an interest in environmental development if possible.  **Sustainable Food Policy, EHSAG14/02/05**  As a Group, ESAG can advise, review, make amendments and support but the focus of the Policy must be led by the wider Property & Facilities Team. The Team are undergoing significant managerial changes at the moment including the development of Campus Managers. Once the changes are made, designate an owner for the Policy. Change ‘to be renewed annually’ to ‘reviewed annually’. JP to meet new Marketing and Communications Coordinator when in post to promote aspects of the Policy, and work in progress, such as the procurement of 100% free range eggs. | ALL  JP  DS  JP |
| **6** | **Communication/Engagement**  **Conference**  Focus for the conference would be to celebrate success; communicate the breath of work completed, ongoing and planned at the University and also highlight the broad and exciting range of academic good practice in the area. Use the event as a vehicle to promote and achieve the principles of sustainability across the University. Must consider who the conference would be aimed at and what the focus would be.  GF noted that the conference is essential to the ongoing development of an Environmental Management System (EMS) at the University, to further encourage all staff and students to become involved with the EMS.  RC highlighted that all members of ESAG have something to share and contribute towards the conference. The event would also provide a great opportunity to highlight links between ESAG, the Sustainability Office and other groups and focus areas within the University such as health and wellbeing.  It was agreed that a conference in May 2014 would be too soon. MH suggested that mid-way through the first semester of 2014/15. GW suggested that the event be built around the key note speaker, with Richard Dixon or Ian Marchant noted.  As well as talks and workshops, there should also be stalls from external organisations and internal teams. Students invited to attend, but also encouraged to participate by leading talks or poster sessions to highlight their work.  Must consider the number of attendees. Both internal and external. GW noted that it might be possible to generate external sponsorship. JC suggested finding/considering conflicting events.  **Sustainability Office Placement**  JP noted that he and GF are currently investigating the development of more placements within the Sustainability Office. John Ashall’s placement finished with the team in December 2013 (and the University overall in February 2014) and a new student, Elie Togni, through the Université De Technologie De Belfort – Montbéliard will work with RC from April 2014. |  |
| **7** | **Transport**  **Electrically Assisted Pedal Cycles (EAPC)**  JP provided an overview of the EAPC proposal. An opportunity has arisen to work with Edinburgh College, Heriot-Watt University, Queen Margaret University, Scotland’s Rural College and The University of Edinburgh with support and guidance from SEStran (South East of Scotland Transport Network) and Sustrans to procure 29 EAPC’s between the six institutions. The EAPC’s would be used to gather information on all aspects of intercampus, business and personal journeys currently carried out by car and replaced by EAPC. The information gathered will be used to evaluate the potential development of a wider bicycle share scheme within the six institutions in Edinburgh. The project estimate is £71,200. SEStran have offered to contribute £25,000. All other costs would be provided by each participating institution. No objections noted.  JP noted that he, DC and others will meet soon to discuss business travel statistics. The statistics will be pulled together and incorporated into the development of the updated Carbon Management Plan. The statistics will also be used to help evaluate the benefit of the EAPC project at Edinburgh Napier.  **Edinburgh College/Edinburgh Napier Link**  JP noted that a funding application to the Sustrans Community Links Programme has been submitted to assist with the development of a shared cyclist and pedestrian link between Bankhead Avenue and Edinburgh Napier, through the Edinburgh College car park. If successful, the development will provide a safe off-road route for pedestrians and cyclists accessing the new Bankhead tram stop and also the Route 8 cycle path, linking Edinburgh Park and Haymarket Train Stations. Total cost estimated at £50,824. Application for 50%, £25,412 made to Sustrans. |  |
| **8** | **Remit of ESAG**  **Term of Reference**  See section 3 above. Term of Reference to be developed ahead of the next ESAG meeting to be held on Monday 2nd June 2014.  **Communication and Management of Sustainability Information ESAG14/02/06**  The development of ESAG was discussed. The paper ESAG14/02/06 first developed in 2011 was used as a reference for discussion. The paper highlighted three examples of similar groups to ESAG in other universities.  GW noted that clear guidance on the reasons to develop ESAG must be developed. Must be careful, if other members are invited to meetings, that they can actually contribute to the development of sustainable development at the University. The focus of any development should be to improve on what we already have in place.  ESAG, currently, only has the power to advise. The work of the Group and Sustainability Office is reported every six months by GW and GF to the Estates Committee of Court, essentially a governance committee. ESAG does not report anywhere else. In terms of integration, lessons could be learned from the Health & Safety Team. JP to contact LY. Whatever happens, ESAG should continue to provide a focal point for discussion and a place to reflect on environmental development and improvement.  RC noted that the Environmental Management System (EMS) is a key issue for the University. The EMS is being used to pull together all environmental work at the University. But the EMS, as ESAG, requires the support of all staff and students, to varying degrees, at the University. DC noted that the proposed conference would be a good opportunity to promote the EMS and highlight all aspects of work.  JP to pull together one side of A4 text highlighting what we could hope to achieve with the development of ESAG. GW can then take to the Principal and others to help highlight, from a strategic level, what we might want and need to change in terms of integration and communication of work carried out through the Sustainability Office. Could also encourage greater participation by linking to day-to-day actions and develop a network of local champions. | JP  JP |
| **9** | **Energy & Utilities Update**  Nine projects implemented using Salix funding between April 2013 and March 2014, using £81,000 in total with an estimated reduction of 122 tonnes CO2e annually and a typical overall payback period of four years.  Between the Carbon Management Plan baseline of August 2006 to July 2007 and August 2013 to July 2014 carbon emissions associated with energy and water consumption has reduced by 33%, well on track for the target reduction of 35% by the end of July 2015 (from the same 2006/07 baseline). |  |
| **10** | **Environmental Management System (EMS) Update**  JP provided a brief overview of the EMS. The legislative list and assessment of the eighteen significant aspects is currently being completed with an aim of applying for the Silver award by the end of April. There is still a significant amount of work to be completed to fully develop the EMS. Visit the Sustainability Office intranet pages for all up-to-date documents under development <http://staff.napier.ac.uk/environment> | ALL |
| **11** | **2013/14 Meetings**  02/06/13, 14:00. 6.B.14, Sighthill.  Dates covering the 2014/15 academic year to be agreed in June. |  |