**Environmental Management System**

**Management Structure**

**ENU-EMS-6b**

University Leadership Team

Senior Staff Forum

Finance & Property Committee

Napier Students’ Association

Environmental Sustainability Advisory Group (ESAG)

EMS Implementation Team

Environmental Sustainability Team

Property & Facilities Services

Senior Managers Forum

Faculty Executive

Health Promotion Group

Faculty of Health, Life & Social Sciences

The Business School

Faculty of Engineering, Computing & Creative Industries

Craiglockhart

Merchiston

Campus Users Groups

Sighthill

**Management Structure Explanation**

The diagram above shows the main meeting structures and communication networks in existence at Edinburgh Napier University. As outlined in the Edinburgh Napier Carbon Management Awareness Campaign Plan 2012 ENU-EMS-19, to ensure robust and efficient communication existing networks as shown above will be utilised for the development of an Environmental Management System.

Overall environmental management at Edinburgh Napier is overseen by three tiers of staff at the University as outlined above and below. The EMS Implementation Team comprises of individuals from both Environmental Sustainability Advisory Group and the Environmental Sustainability Team.

Tier one is the Environmental Sustainability Team. The Team control and manage all day-to-day environmental assessment and management. The Team are governed by the Environmental Sustainability Advisory Group, tier two. Members of ESAG, namely Gerry Webber (University Secretary) and Grant Ferguson (Assistant Director, Property & Facilities) represent ESAG and the Sustainability Office at the Finance & Property Committee, Senior Staff Forum and University Leadership Team. Information discussed at all of the three tier three meetings is disseminated to all staff through attendees. Although, there is no evidence or formal procedure currently to prove this.

**Tier One:** **Environmental Sustainability Team (2014/15 Academic Year)**

**Environmental Management System Manager**: Jamie Pearson

|  |  |
| --- | --- |
| **Member** | **Position** |
| Grant Ferguson | Assistant Director Property & Facilities |
| Jamie Pearson | Environmental Sustainability Manager |
| Vacant | Energy & Utilities Manager |
| Kasia Janik | Sustainability Engagement Officer |

Meet bi-weekly. Some minutes currently available and added to Loreus document manager.

**Tier Two:** **Environmental Sustainability Advisory Group (2014/15 Academic Year)**

**Environmental Sustainability Advisory Group (ESAG) Chair**: Gerry Webber

|  |  |  |
| --- | --- | --- |
| **Member** | **Position** | **Representing** |
| Chris Anthony | Head of Customer Services | Information Services |
| Dan Smith | President, Napier Students Association (NSA) | NSA |
| David Campbell | Head of Procurement | Finance Services |
| Gerry Webber | University Secretary | University Secretary’s Office |
| Grant Ferguson | Assistant Director, Property & Facilities | Property & Facilities |
| Jamie Pearson | Sustainability / Environmental Advisor | Property & Facilities |
| John Aitken | Campus Manager | Property & Facilities |
| John Currie | Lecturer and Director of the Scottish Energy Centre | Scottish Energy Centre |
| Kasia Janik | Sustainability Engagement Officer | Property & Facilities |
| Liz Young | Head of Health & Safety | Health & Safety |
| Mark Huxham | Professor, School of Health, Life & Social Sciences | HLSS |
| Miles Weaver | Lecturer, The Business School | The Business School |

Meet quarterly. Public minutes available at <http://staff.napier.ac.uk/environment> (intranet site but all pages and documents are publically accessible).

**Changes to the Document**

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| --- | --- |
| **Reason for Change** | **Date of Change** |
| Change of name from Principal’s Executive Group to University Leadership Team (ULT). Update of ULT, Estates Committee of Court and Senior Managers’ Forum and Environmental Sustainability Advisory Group information for the 2013/14 academic year. Removal of names of individual attendees. Jamie Pearson to check with EcoCampus if list of individuals names is necessary. | 01/05/14 |
| Addition of reference to the document ‘ESAG Development Proposal – July 2011’ ENU-EMS-7 considers the development of ESAG and overall management at the University. | 09/06/14 |
| Update, including change of name from Sustainability Office to Environmental Sustainability Team. Addition of a ‘representing’ tab for each ESAG member. Update of team names for further comment. Change of job title for Jamie Pearson to Environmental Sustainability Manager from Sustainability/Environmental Adviser. | 02/03/15 |

**Notes:**

EMS Manager. Jamie Pearson. Environmental Sustainability Manager. Property & Facilities.

Author: Jamie Pearson, Environmental Sustainability Manager (and EMS Manager).

Approver: Grant Ferguson, Assistant Director, Property & Facilities.

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