



Board for Energy and Environment

Minutes

Date: Friday 24 July 2020, 14.00-15.30

Location: MS Teams

Attendees:

Phil Hart (Chair), John Street, Gareth Ellis, Ginny Ford, Angus Murchie, Gio Lusignani, Stewart Elsmore, Rosina Watson, Zixin Wan, Zoe Payne (minute taker)

Minutes	Action
<p>1 Apologies From Ian Sibbald, Geoff Say and Becky Shepherd</p>	
<p>2 Previous minutes – Thursday 12 March 2020 Minutes agreed. Actions discussed as per below: AM completing a regular review of high energy use equipment. BEE ToR and membersip. Terms of Reference have been circulated to the Board by GE. Rosina Watson and Stewart Elsmore are new members. ToRs approved by the Board and can be circulated to Julie Morris. GE/GF and JS had a meeting regarding tenants. Agreed the actions. Completed.</p>	
<p>3 Management Systems update – report on internal and external audits of ISO 14001 and 50001 and progress on corrective actions and review of compliance issue. For agreement GF. Report Audit and corrective actions: ISO 14001 – Environmental Management. An external audit was conducted remotely by BSI on 5-7 May 2020. Only one minor non-conformity was raised in relation to timely follow up of corrective actions. A further audit to take place on site when it is safe to do so. External audit at COTEC and Shrivvenham rescheduled to October/November. Date to be confirmed. ISO 50001 – Energy Management. An internal audit was conducted remotely in May 2020. This identified a number of opportunities for improvement but no non-conformities. The main areas identified for improvement were in procurement and training. The external audit 13-14 July 2020 also had no non-conformities. A Transition Audit to the 2018 version of the standard is scheduled for 11 August 2020. Outstanding corrective actions 2019-2020 and Analysis discussed. Testing of emergency responses procedure relating to environment is done annually. To move to periodically with a reminder a month before procedure expires. H&S also check this every three years. Discussed, reviewed and agreed by the Board.</p>	

Minutes	Action
<p>4 ISO 50001 – Management Review of changes to meet new 2018 version of standard. For agreement AM.</p> <p>AM went through the changes from 2011 to 2018. Highlighting: Leadership and commitment; Management Review; Understanding the organisation and its context; actions to address risks and opportunities plus Communication.</p> <p>To add environment and energy risks to B3.1. Action: Environment and Energy questions needed for B3.1. Questions to be sent to PH with supporting information. AM Energy and GF Environment. PH to follow up.</p> <p>Discussed, reviewed and agreed by the Board.</p> <p>Suggested output from the Management Review document – AM.</p> <p>All items highlighted yellow are new.</p> <p>It was agreed that an energy management KPI be used alongside the carbon target. Kilowatt hours per square metre (kWh/m²) measurement was approved by the Board.</p> <p>High energy usage equipment and training was discussed. Noted new facility managers since 2016 need to have training on this. Speak to Ian Hakon if assistance required.</p> <p>Action: AM to update Energy Management System.</p>	<p>AM/GF/P H</p> <p>AM</p>
<p>5 New 2030 targets – new timetable for adoption. For agreement GE.</p> <p>Targets for Carbon, Waste, Water, Sustainable Travel, Biodiversity, Pollution, Climate Adaption and Sustainable Development Goals.</p> <p>Not signed off in April, GE did a presentation on this 23 July 2020 and to be reviewed by Council October 2020.</p> <p>Agreed to amend sustainable travel to commuting travel. Agreed targets are still relevant.</p>	
<p>6 Infrastructure proposal update/changes – DH, Solar and LEDs. For agreement GE.</p> <p>The proposal is to apply for a Salix SEELs loan to invest in three carbon savings projects. In total the savings will add up to over 1,300 tonnes of CO₂, giving over a 10% saving on the existing carbon footprint. The projects are as follows:</p> <ol style="list-style-type: none"> 1. Improvements to the district heating system in the hangars. 2. Extension of solar farm 3. LED lighting projects <p>Document agreed by the Board.</p>	
<p>7 Review of environmental performance. For discussion GE.</p> <p>Table of projected outcomes for 2019/20 were discussed. No travel questionnaire this year so using figures from last year. Carbon savings and CHP also discussed.</p> <p>Action: GE to look into composting options on site.</p>	<p>GE/GF</p> <p>GE</p>

Minutes	Action	
	<p>Action: GE/GF to speak to Comms about putting more information on the Intranet about our Environment and Energy achievements. A good Marketing opportunity for Cranfield. RW recommended stories about projects from students. RW admin assistant to review the Environment pages on the Internet and feedback comments to GE. Student rep XW on Board agreed this would be a good idea.</p> <p>Action: SE to do an audit on what plastics are left. With a view to putting up a notice saying “Plastic disposable cups being phased out by mm/dd/yy’as agreed by Board of Energy and Environment” – but only if it doesn’t affect commercial business clients.</p>	<p>GE/GF RW SE</p>
8	<p>Risk and opportunities – impact of Covid. For discussion GE.</p> <p>Areas discussed:</p> <ul style="list-style-type: none"> • Management Systems • Carbon and Energy • Waste • Water consumption • Water quality • Travel • Biodiversity <p>Action: All to review document and report back to GE/GF if there are other opportunities or risks to be added to document. GE – opportunities also to be advertised on Intranet.</p> <p>IT consumption has gone up during lockdown. Greater demand.</p> <p>New students to be issued with reusable fabric face masks when they arrive, this will limit waste produced by disposables.</p> <p>Staff and student engagement has been restricted during lockdown but generally there is an increase of engagement with nature, and this presents an opportunity to encourage further engagement with biodiversity on campus. Socially distanced biodiversity walks may be possible, and various online surveys etc exist which people can do alone or in smaller numbers.</p> <p>Action: E&E team to research existing online surveys in time for Spring 2021, RW to help publicise.</p>	<p>All GE</p>
9	<p>Review of resources.</p> <p>To be discussed at the next BEE.</p>	<p>GE</p>
10	<p>AOB / Close</p> <p>None.</p>	
11	<p>Next Meeting: Friday 02 October 2020</p>	