

Confidential

Draft Minutes of the Board for Energy & Environment held on Monday 15<sup>th</sup> June 2015  
at 12 pm in Building 62, Hancock Room

**Present:** Simon Pollard (Chair)  
Gareth Ellis (GE)  
Ian Sibbald (IS)  
Alice Golightly (AG)  
Fred Coulon (FC)  
Gio Lusignani (GL)  
Savina Velotta (SV) – Meeting Secretary

**Apologies:** Dhruvesh Sheth (DH); John Street (JS)

		ACTION
<b>Items for decision</b>		
1	<b>Apologies and Approval of previous minutes, 16.04.15</b> <ul style="list-style-type: none"> <li>Apologies were received from DH and JS.</li> <li>The minutes were approved as a true and correct record.</li> <li>Point 6 was amended to reflect the final environmental performance data being available in September and not June.</li> </ul>	
2	<b>Matters arising</b> <ul style="list-style-type: none"> <li>The Chair thanked AG for her contribution to the Board; interviews for a replacement Environment Adviser would take place in July; Environ would provide support in the interim.</li> <li>The new CSA President, Chiara Palla, would be invited to join the Board.</li> <li>Nazmiye Ozkan had now taken over as Chair of the carbon management working group.</li> <li>University visits had been arranged with the University of Hertfordshire and University of Kent to explore waste tender comparisons.</li> </ul>	SV
<b>Items for discussion</b>		
3	<b>Living lab progress</b> <ul style="list-style-type: none"> <li>The living lab had been approved by the University Executive.</li> <li>A progress update would be available at the next Board meeting.</li> <li>Relevant publicity in relation to the lab would take place.</li> </ul>	GE
4	<b>Review of targets</b> <ul style="list-style-type: none"> <li>The key priority would be to driven down CO<sub>2</sub> emissions; it was noted that the carbon reduction target was likely to increase marginally due to external factors (i.e weather); GE was asked to provide an appraisal together with the intent moving forward in order to rectify the position.</li> <li>Consumption trends would be analysed.</li> </ul>	GE  GE
5	<b>Projects update</b>	

	<ul style="list-style-type: none"> <li>• GE provided an overview in relation to existing projects.</li> <li>• Spend from the SALIX fund would be prioritised by year end.</li> <li>• The solar PV project remained ongoing whilst contractual issues were being dealt with.</li> <li>• Recycling across the University remained on track.</li> <li>• ISO14001 had been extended to CDS.</li> </ul>	
6	<b>Master plan update</b> <ul style="list-style-type: none"> <li>• The University passed the BSI audit; the report would be circulated; the next audit would take place on 9, 10 and 11 December 2015.</li> <li>• The reporting mechanism in relation to local findings would be clarified; it was envisaged this would take place via local facilities managers to the University Executive.</li> </ul>	
7	<b>Green Teams</b> <ul style="list-style-type: none"> <li>• Green teams would be aligned with facility managers to maintain consistency across the University.</li> <li>• Newsletters would be produced monthly as well as quarterly through the University team brief.</li> </ul>	
8	<b>Engagement and behaviour change</b> <ul style="list-style-type: none"> <li>• Improvements to engagement and behaviour change would be prioritised.</li> </ul>	
9	<b>Biodiversity</b> <ul style="list-style-type: none"> <li>• The revised deadline of July 2016, having been extended from December 2015 was noted.</li> </ul>	

**Any other relevant business**

**At a Glance Flyer**

- The production of the flyer would be progressed via the Corporate Communications team.

**Items for information / future discussion**

**Nemco reports**

- The Nemco adviser would be invited to attend the September board meeting.

**Future meetings**

10<sup>th</sup> September 2015, 2 pm to 4 pm  
18<sup>th</sup> November 2015, 10 am to 2 pm