



Minutes of the Energy and Environment Committee Meeting

Monday 23rd October 2023

Attendees

- | | |
|------------------------------|--|
| • Chris Fogwill | Pro-Vice- Chancellor - Chair |
| • Phil Longhurst | Director of Partnerships |
| • Ian Sibbald | Director of Finance |
| • John Street | Director of Facilities |
| • Gareth Ellis | Energy and Environment Manager |
| • Ceri Dawson | Energy Advisor |
| • Becky Wishart | Environment Officer |
| • Stewart Elsmore | Director of Campus Services |
| • David Ford | Director of Information Technology |
| • Ginny Ford | Environment Advisor |
| • Geoff Say | Director of Finance and Operations |
| • Christine Thompson | Corporate Planning Director |
| • Kate Biggs | Environment Officer <i>**apologies**</i> |
| • Edward Poll | Head of IT Infrastructure <i>**apologies**</i> |
| • Rosina Watson | Senior Lecturer in Sustainability <i>**apologies**</i> |
| • Tania Rice / Jackie Whelan | Board Secretary / Minute Taker |

Item		Action
1	Apologies – Kate Biggs, Edward Poll, and Rosina Watson	Info only
2	Minutes from previous meeting – the minutes of 14 th June were approved.	Info only
3	Review of actions from previous meeting Scope 3 Carbon Reporting PL and GE briefly talked through approaching Scope 3 and shared a graph; further updates will be discussed in more detail at the next meeting.	PL
4	Annual Environmental Report 2022-23 <ol style="list-style-type: none"> The report was shared and reviewed. There was discussion around the holding photograph on the first page of the report. It was decided that 2-3 alternatives should be provided by GE for the next meeting. KPI's: It was acknowledged that the KPI's are not yet reflecting the full benefit from the investments and that an explanation is needed regarding the delay of the positive effects and estimates of the benefits expected in the future. GE to add a paragraph into the report. Water: There have been difficulties in getting accurate data from the Anglian Water meters. It was agreed that Paul Jeffrey and Heather Smith can be approached to utilise their relationship with Anglian Water to reach a resolution. GE to approach PJ and HS should this be needed. Avoidable Waste: The student halls of residence and the CSA are areas of concern. There was discussion on the population of the site and which combinations of data should be analysed (staff/students/tenants/families). It was agreed that the conversation should be discussed further offline. The Committee Members list was reviewed. GE to add CT to the list. 	For info GE GE GE For info GE

5	ISO 14001:2015 Environmental Management System Annual Management Review 2022-23 <ul style="list-style-type: none"> a) The report was shared and reviewed. b) Completion of the Energy and Environmental assessment for new bids and proposals as part of the B3.1 process was highlighted and any similar suggestions for new or amended processes from the ECC Members are welcomed. c) It was suggested that Sustainable Aviation Fuel (SAF) should be reported in 2024 and there was discussion about reviewing how data is collected, stored, analysed, and reported. There is a need for investment and there are calls that have been submitted which include funding for a data point system. 	<p>For info All</p> <p>For info</p>
6	Energy, Environmental, and Water Management Policy Statements <ul style="list-style-type: none"> a) The policies were shared and reviewed. b) No changes were required except for the Water Management Policy which must be transferred to the same template used for the Energy and Environmental Policies. GE to amend. 	<p>For info GE</p>
7	Sustainable Travel Policy and Sustainable Business Travel Plan <ul style="list-style-type: none"> a) The draft policy / plan was shared and reviewed. b) There was discussion on the introduction of a new approval process for permission to travel and how to implement it in the current workflow for travel bookings. It was agreed to keep the process centralised through the Key Travel booking system. CT to discuss further with John Newcombe. c) It was agreed that the Air Travel Justification Tool Kit developed by the EAUC should be used to provide guidance. d) GE and CT to work on baseline figures. e) The wording to Section 4 of the policy should be made more assertive and "should" to be changes to "must". f) Any relevant amendments must be made in the business expense claim policy. g) CT to make all agreed changes to the policy and share with the Green Office before it is reviewed at the Executive meeting. 	<p>For info CT</p> <p>For info</p> <p>GE & CT CT</p> <p>CT</p> <p>CT</p>
8	Items of information <ul style="list-style-type: none"> a) The Student and Staff Green Teams update, and Green Week Plans were discussed. BW to share the details with Kath Middleditch and Angelisa Allen for further dissemination along with LinkedIn, Facebook, Student Accommodation, and the Committee. BW to also to share the details of the 'Food waste on Sustainability' roadshow. b) Update on Impact rankings: The list of SDGs we are submitting to the Times Higher Impact Rankings are... <ul style="list-style-type: none"> SDG 6 – Water ** new SDG 7 – Energy SDG 8 – Decent work and economic growth SDG 9 – Industry Innovation and Infrastructure SDG12 – Responsible consumption and production ** new SDG 16 – Peace Justice and strong institutions SDG 17 – Partnerships (mandatory) 	<p>BW</p> <p>For info</p>
9	AOB <ul style="list-style-type: none"> a) The absence of a student representative was noted and there was discussion about student interns being encouraged to join the Committee. CF advised that he would share a model used at Keele University for consideration by the Committee. b) It was agreed that agenda items for the next meeting should be released before the Christmas break. c) GE to contact Jo Hampshire regarding dates for next year and cc. in Tania Rice. 	<p>CF</p> <p>All</p> <p>GE</p>
10	Date of next meetings: January 2024 - TBC	GE / TR