



Board for Energy and Environment

Minutes

Date: Thursday 20 September 2018, 16.00-17.30

Location: Building 62, Hancock Room

Minutes		Action
1	<p>Apologies From Fred Coulon, Gio Lusignani and Alessandro Pontillo.</p>	
2	<p>Previous minutes – 21st May 2018 Minutes agreed. It was agreed that setting temperature requirements was problematic. Comfort is not determined solely by temperature. LT asked for other options for benchmarking heating/energy performance to be explored. On going. Update from GL by email regarding 5G rollout. Vodafone rollout plans are starting in the West Midlands, but he is trying to influence them in terms of future collaboration on a number of areas. ISO 14001 Spillage exercise completed.</p>	GE
3	<p>Annual Report – for approval LT happy with the statement on page 3 to stay as it is but to update the achievements for the year. Items highlighted as not meeting targets were staff single occupancy car use (travel) and Water Consumption volume. GE explained that overall staff and student single occupancy car use had improved, was more relevant and would be the way this target is specified in future. Water monitoring improvements are required in order to make further improvements to water consumption. It was agreed that only current targets should be reported in the annual report. Targets would be reviewed in the next meeting. Annual report approved by the Board pending minor amendments (formatting, spelling) Board agreed it would be presented to Executive in October and published before being presented to the Council in April 2019.</p>	GE
4	<p>Travel Plan – for approval Travel Plan mainly for Cranfield campus to help meet the Masterplan planning requirement, BREEAM, improve student and staff experience and to reduce greenhouse gas emissions. Travel plan also includes Shrivenham/Cranfield travel but excludes Shrivenham campus commute. Report to be reviewed annually. BS to speak to Helen Perkins regarding Shrivenham car share.</p>	BS

	<p>The Travel Plan does not have much on business travel at present but this could be improved when the Travel Plan is updated next year. GS and ZP tasked to provide a snap shot of travel for CDS and Environment and Agrifood overseas travel for staff by grade for a period of 6 months. Report to show mileage per staff grade.</p> <p>The Travel Plan was approved by the Board subject to minor corrections by GE and a final review by John Street/Chris Pattison.</p>	GS & ZP
5	<p>Air Park and Biodiversity Offset/Tree Plan – for discussion</p> <p>The board discussed developing proposals for the compensation for the loss of bio-diversity as a result of the Air Park development. This includes provision for planting trees on and off campus to meet the Forest of Marston Vale’s planning requirement (7 hectares), and development of biodiversity enhancement indicated in the Masterplan Landscape Strategy to ensure connectivity of biodiversity through the campus.</p>	
6	<p>SHE Reporting structure – for approval</p> <p>Team briefing structure approved by the H&S Committee in June this year. Board agreed template.</p>	
	<p>Incidents, complaints, communcations</p> <p>There were five items on the report in total. The main one being the leak of foul water into the district heating ducts which was due to a tree root blockage. This also resulted in a minor leak into Chichley Brook which was reported to the Environment Agency. Both leaks were contained and the foul water extracted by tanker. The EA were content that the issue had been contained and dealt with.</p>	
7	<p>BEIS Carbon Target for Public Sector – for discussion</p> <p>BEIS asking wider public sector including Universities to meet a 2020 target for carbon reduction. In 2017/18 we have reduced Carbon emisissions by 34% since 2009. GE recommended that we sign up for this.</p> <p>Board agreed to sign up for the Emissions Reduction Pledge 2020.</p>	
8	<p>Corrective Actions CAPA (Corrective and Preventive Action Plan) – for information</p> <p>Compliance Evaluation 2018 showed 1 major conformance, 6 minor non conformances and 12 opportunities for improvement.</p> <p>ISO 50001 External Audit showed 4 opportunities for improvement.</p> <p>ISO 14001 External Audit showed 10 minor non-conformities – eight of which have been closed.</p>	
9	<p>Shrivenham move – for information</p> <p>GS informed the board that there was a review on Monday so therefore he would be able to provide a statement at the next meeting.</p> <p>Wellington Hall fire doors need replacing before staff can move in.</p>	GS

10	<p>Salix fund – for information</p> <p>GE gave an overview of application made to extend the Revolving Fund asking Salix for an extra £50k to be matched by the University. This will enable more projects including connecting B50 and B244 to DH.</p> <p>GE has a long list of energy efficiency projects suitable for Salix funding which will fully utilise the fund for at least the next three years.</p>	
	<p>Working Groups</p> <p>GE updated the board on the following groups:</p> <ul style="list-style-type: none"> • Carbon Management Working Group • Biodiversity Group – postponed • Travel Plan Working Group • Waste Management Working Group <p>In order to reduce single use plastics new MSc students are being issued with a reuseable water bottle.</p>	
11	<p>Living Lab update – for information</p> <p>GE updated the board on the project areas and recent aquisition of weather stations.</p>	
12	<p>AOB - none</p>	
	<p>Next Meeting: Friday 16th November 2018 – Room tbc 11am-1pm</p>	