



## Board for Energy and Environment

### Minutes

**Date:** Thursday 22 November 2018, 15:30-17.00

**Location:** Building 62, Hardwicke Room

Minutes		Action
1	<p><b>Apologies</b></p> <p>From Geoff Say, Fred Coulon, Gio Lusignani, Naomi Sandford-Dequincey and Becky Shepherd.</p>	
2	<p><b>Previous minutes – 22 November 2018</b></p> <p>Minutes agreed.</p> <p>GE to cover water monitoring and Shrivenham move later in the meeting.</p> <p>Travel Plan – ongoing.</p>	
3	<p><b>University Council review Annual Environment report</b></p> <p>Difficulties with Water supplier. Disputes need to be sorted before thinking about changing supplier. Leak near brook/water tower and trickle feed were discussed. Cranfield's water meter has broken down.</p> <p>GE needs more time to report in detail on water management/measurement issues. ACTION: GE to report back at the next meeting.</p> <p>Council raised the issue of procurement of equipment over £50K – that guidance on sustainability to be taken into account. The Board agreed this should be incorporated into any new target on procurement.</p>	GE
4	<p><b>EMS Management Review</b></p> <p>As part of the ISO 14001 standard requirements, top management are required to review the EMS to ensure it remains suitable, adequate and effective for the University.</p> <p>The Management Review Report was reviewed with the following discussion points and outputs agreed.</p> <p>Integrated Health &amp; Safety / Environment management systems are integrating where possible but external audits are kept separate at the moment. It would cost money to align them but could save money in the long run. Bringing them together may mean that there would be less focus on Energy &amp; Environment and the Board agreed to keep them separate for now. The Environmental Policy Statement (document MR1) was agreed by the Board with only one addition – to make reference to the fact that the university has ISO 14001 certification.</p>	All

	<p>The Environment Issues Analysis (document MR3) was discussed briefly by GF. ACTION: The Board members to review MR3 and report back at the next meeting.</p> <p>CDS ISO 14001 Management Review (Risks/Opportunities ref Change) (document MR4) was discussed which noted environmental risks and opportunities presented by changes to CDS, and listed potential actions to address or mitigate those risks. Most related to ways of reducing the impact of travel between campuses. One issue concerned a University wide process: changing the B3.1 form to give early indications of increases in energy consumption, waste, and potential to pollute which would lead to extra costs ACTION: GF to speak to Christine Thompson in RIO.</p> <p>Review of significant environmental aspects were discussed. After completing around a third of the aspects assessments in SHEL areas, very few are resulting in identifying a significant aspect at local lab/workshop level which means a lot of work is being undertaken for little change/benefit.</p> <p>The Board approved the recommendation that we remove the assessment at SHEL level with a proviso that it is replaced with a workable mechanism to capture and assess the environmental impacts and risks ongoing and new projects, both at the bid/costing stage (B3.10 and as part of risk assessment stage, when H&amp;S risks and control measures are being identified.</p> <p>ACTION: GF to link in with Jane Hubble and Ian Hakon to trial any new environmental risk assessment as technicians have more information on equipment used. GF has already spoken to SWEE colleagues about trialling this.</p> <p>Stakeholder matrix (MR5) discussed. No changes needed.</p> <p>No significant Freedom of Information requests / external communications received.</p> <p>CSA have appointed a new Student Green Officer for 2018-19. Her name is Naomi Sandford-Dequincey.</p> <p>Environmental Objectives and Targets discussed. To achieve these the University requires a large investment in time and money. The targets for carbon, waste, water, transport, sustainable buildings and water quality in particular require financial investment as well as time and expertise. The targets for procurement, biodiversity, ISO14001 and community involvement are more about time and expertise.</p> <p>It was agreed that ideally our Objectives and Targets should be kept in line with the available resources and if necessary either adjusted or given additional time to achieve.</p> <p>Sustainable Procurement in Government: Guidance to the Flexible Framework (MR8). Board agreed a new objective to 2020-21 of completing Level 1 of DEFRA's flexible framework (document MR8).</p> <p>Ian Sibbald is the Executive Representative for sustainable procurement.</p>	<p>GF</p> <p>ALL</p> <p>GF</p> <p>GF</p>
5	<p><b>Energy &amp; Carbon Policy, Code and Plan</b></p> <p>Energy Policy was agreed by the Board.</p>	

	Energy Code of Practice after the amendments was agreed by the Board. Energy and Carbon Plan 2018/19. ACTION: Board members to read and report back at the next meeting.	ALL
6	<b>Living Lab</b> To be raised at the next meeting as the Board run out of time.	
7	<b>Air Travel</b> Again to be raised at the next meeting as the Board run out of time.	
12	<b>AOB - none</b>	
	<b>Next Meeting:</b> Tuesday 15 <sup>th</sup> January 2019 – 11am to 1pm	