



Board for Energy and Environment

Minutes

Date: Tuesday 14 November 2017, 10.00-12.00

Location: Building 62, Hancock Room

Minutes		Action
1	<p>Apologies</p> <p>From Becky Shepherd, Ian Sibbald and Victor Igwemezie. New student representative is Alessandro Pontillo.</p>	
2	<p>Previous minutes – 6 July 2017</p> <p>Minutes agreed.</p> <p>Jim Harris for Living Labs Strategy Plan to be ready by next meeting.</p> <p>There are still issues with the main water meter. Anglian Water have been asked to look into this.</p> <p>GF received an email from EA regarding bio security plan for UKCRIC pilot hall. GF to speak to Paul Jeffrey.</p>	GF
3	<p>Travel Plan Terms of Reference (for approval)</p> <p>Objectives of the working group to produce an updated Travel Plan for the period 2018 to 2023. This includes business travel to Shrivenham/Cranfield. GE suggested a weekly shuttle. GS asked about improved video links.</p> <p>Document approved and endorsed by the Board.</p>	
4	<p>EMS Review (for approval)</p> <p>EMS management review is a requirement of the ISO 14001 standard. GE discussed the document and said as there will be ongoing quarterly meetings where this will be discussed we wouldn't need a separate annual review. Status of actions from previous review included:</p> <ul style="list-style-type: none"> Aligning environmental, energy, and health and safety management systems. Quantifying environmental risks and opportunities presented by the Masterplan and their impact on our ability to meet our environmental objectives and targets and continual improvement. Actions to become compliant with new version of ISO 14001. For example to clarify whether activities outside the campus boundaries are to be included in the EMS scope (overseas business/fieldwork). LT suggested using E&A as pilot for one year to get a snapshot of overseas business. <p>Should have information by Spring 2018. Cranfield to become compliant by January 2018 and Shrivenham March 2018.</p> <p>GF to draw up scope and send to LT.</p>	GF

5	<p>Environmental Issues Analysis (for approval)</p> <p>Both the Environmental Issues Analysis and PESTLE (Political, Economic, Societal, Technological, legal and Environmental/Ecological) documents were discussed. Once these are agreed the next step will be to put forward a high level plan, monitored by BEE to ensure current actions are monitored and new actions are delivered.</p> <p>GL asked for the PESTLE report to have more focus on digital technology.</p> <p>All to feedback to GF on the document.</p> <p>Approved as a live document to monitor.</p>	All
6	<p>Draft Energy & Carbon Plan (for discussion)</p> <p>GE went through the draft document. University has reduced its carbon footprint by 32% by 2005. Aiming for 50% by 2020. Started plan 2010.</p> <p>The table showing top 10 energy users was discussed. GL stated that using the IT cloud could save up to 6%. LT asked GL if he could predict IT savings up to 2020. GL to provide a forecast for the next meeting.</p> <p>Costs are high in B52a especially with keeping the temperature correct – pushing big volumes of air. Changing lighting in B52a would save costs too. GE to provide a summary report to LT for key points for improvement (broadly over campus).</p> <p>The Powerman software which automatically shuts down PCs which are not in use was dicussed. Staff and students can opt out of this and when introduced a few years ago the policy was school by school . GE to review this with IT, with a view to introducing a University wide policy.</p>	GL GE GE
7	<p>Milton Keynes University – Living Lab</p> <p>The University are in discussion with Milton Keynes Council regarding Milton Keynes University. To be built 2022-2025 in Central Milton Keynes behind Sainsburys.</p>	
8	<p>Quarterly Report (for information)</p> <p>ISO14001 and ISO50001 were discussed. ISO14001 audit is in January 2018. ISO50001 audit July 2018.</p> <p>Environment Incidents/Notifications:</p> <ul style="list-style-type: none"> • 17 notfications in relation to odours across four buildings on campus. • 2 reported incidents relating to leaks/overflow of foul water caused by blockages <p>GE discussed Environmental Performance Progress with progress against targets for: carbon, waste, recycling and water.</p>	
9	<p>AOB</p> <p>Green week being organised by BS. With events and lecturers for one week in November. LT to give a presentation on food waste – to also included a tour of B54 and new glasshouse with Ceri Dawson.</p>	

10	Next Meeting: Monday 5 February 2018 at 10am	
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