



# Minutes of the Board for Energy and Environment

Date: Thursday 16 September 2021 2 pm to 3.30 pm

**Attendees:**

- Phil Hart Director of Energy & Power Theme
- Ian Sibbald Director of Finance, Acting Chair
- Geoff Say Director of Finance and Operations, CDS
- Gio Lusignani Director of Information Services
- Gareth Ellis Energy and Environment Manager
- Ginny Ford Environment Advisor
- Angus Murchie Energy Advisor
- Rosina Watson Senior Lecturer in Sustainability
- Edward Poll Head of IT Infrastructure
- Niall Marsay Student representative
- Jackie Whelan Board Secretary / Minute taker

	Item	Action
1.	The apologies were noted for Becky Shepherd, John Street, Kate Biggs, and Stuart Elsmore.	
2.	<p><b>Minutes from previous meeting</b>, 8 June 2021 were reviewed and approved.</p> <ul style="list-style-type: none"> <li>• An audit will be carried out to establish whether the Environmental Checklist on the B3.1 form is effective. This is with Chris Buckland and will be monitored.</li> <li>• The Design team are reviewing heat capture from the Data Centre. GE to contact Jerry Luo. Tenders and costs are subject to the spending review at the end of October.</li> <li>• It was agreed that RW, GE, GF, and PH should meet to discuss what can be offered in relation to sustainable development and what can be brought to the Executive panel. JW to arrange a call.</li> <li>• NM sent details to BS and GE on how to accommodate / manage electric cars on campus. To be kept as a rolling agenda item.</li> <li>• NM is organising an online student conference for COP26 climate change at the end of October for all students and staff. BS to contribute. RS to provide a list of contacts. PH to find a volunteer in Energy &amp; Power to circulate.</li> </ul>	<p>Info only</p> <p>GE</p> <p>JW</p> <p>Info only</p> <p>BS / RW / PH</p>
3.	<p><b>Strategy for achieving the 2030 Environmental Targets</b> (the notes for this item were circulated prior to the meeting)</p> <ul style="list-style-type: none"> <li>• This was agreed subject to any final comments. The timescale to submit to the Exec. is in 3 weeks' time – 26<sup>th</sup> October and a follow-up meeting in November. All to send feedback to GE by 15th October (submit papers to</li> </ul>	All

	<p>Julie by 20th October). Once approved by Council – case to be submitted for funding.</p> <ul style="list-style-type: none"> <li>• There will be a Council Visit 25<sup>th</sup> November 2021. All to hold this date.</li> </ul>	All
4.	<p><b>The Annual Environmental Report 2020</b> (the notes for this item were circulated prior to the meeting)</p> <ul style="list-style-type: none"> <li>• The budget and timeline for the composting centre is unclear. GE to progress.</li> <li>• There was discussion about the water strategy, ground maintenance and project management. It was agreed by the Board that better planning is needed and a review of how the water usage is measured will be reviewed by PH.</li> </ul>	GE PH
5.	<p><b>Policies and Code of Practice</b> (the notes for this item were circulated prior to the meeting)</p> <ul style="list-style-type: none"> <li>• The use of electric heaters around the campus was discussed and how the issue should be addressed. The reason for the rooms being cold needs to be identified and the possibility of signage and walk-through inspections could be carried out to reduce the use of electric heaters.</li> <li>• Energy and Environmental Policies were approved for the next year. GF to review to ensure it is clear which campuses are in scope of the policy documents.</li> </ul>	Info only
6.	<p><b>PPN 06/21 Carbon Reduction Plan</b> (the notes for this item were circulated prior to the meeting)</p> <ul style="list-style-type: none"> <li>• Procurement Policy note PPN 06/21 states that orders more than £5million per annum after 31 Sept 2021 require a carbon reduction plan and refers to scope 3 emissions. A template must be submitted with any £5 million bid and applies to new contracts. GE to check with RIO (C Thompson &amp; LA Terry).</li> </ul>	GE
7.	<p><b>ISO 14001 Management Review</b> (the notes for this item were circulated prior to the meeting)</p> <ul style="list-style-type: none"> <li>• The report was summarised and taken as read. The priorities set out in section 11. 'Opportunities for continual improvement' of the report were recognized and agreed.</li> <li>•</li> </ul>	GF
8.	<p><b>Updates:</b></p> <ul style="list-style-type: none"> <li>• The Solar farm has been constructed and the batteries and LED lighting is progressing.</li> <li>• BS has organised a climate café and preparing for the new student intake. BS is working with Communications to refresh the website.</li> <li>• The Environment Agency visiting Shrivenham end of Sept.</li> <li>• GE presented a paper to the Education Committee about SDGs. They were all enthusiastic, but agreed that there was more that could be done on the website to raise awareness of Cranfield's contribution. PH suggested that posters &amp; signs on campus would be good to raise awareness.</li> </ul>	Info only Info only Info only Info only
9.	<p><b>Date of next meeting:</b> GE &amp; JW to discuss to fit in with the Exec meeting.</p>	GE / JW