



# Minutes of the Board for Energy and Environment Meeting

Wednesday 9<sup>th</sup> November 2022

## Attendees

- Prof Phil Hart Director of Energy & Power Theme *\*\*apologies\*\**
- Ian Sibbald Director of Finance – Chair in Phil Hart’s absence
- John Street Director of Facilities
- Gareth Ellis Energy and Environment Manager
- Ceri Dawson Energy Advisor
- Becky Shepherd Environment Officer
- Stewart Elsmore Director of Campus Services *\*\*apologies\*\**
- David Ford Director of Information Technology *\*\*apologies\*\**
- Ginny Ford Environment Advisor
- Kate Biggs Environment Officer *\*\*apologies\*\**
- Edward Poll Head of IT Infrastructure *\*\*apologies\*\**
- Rosina Watson Senior Lecturer in Sustainability
- Geoff Say Director of Finance and Operations
- Gilbert Soyus Kakkarayil Student Representative *\*\*apologies\*\**
- Ajinkya Adekar Student Representative *\*\*apologies\*\**
- Christine Thompson Corporate Planning Director *\*\*apologies\*\**
- Abbi Legate Board Secretary / Minute Taker

	Item	Action
1	Apologies were noted for Phil Hart, Stewart Elsmore, David Ford, Kate Biggs, Edward Poll, Gilbert Soyus Kakkarayil, Ajinkya Adekar & Christine Thompson	Info only
2	<b>Minutes from previous meeting</b> – the minutes of 21 <sup>st</sup> September were reviewed and approved. There were no outstanding actions.	Info only
3	<p><b>Annual Environmental Report</b></p> <ul style="list-style-type: none"> <li>a) The report was reviewed and was approved subject to amendments which have been noted</li> <li>b) GE advised that the most significant change to the report in comparison to last year is the SDGs which have been added in</li> <li>c) All agreed that PH statement should be tweaked with guidance from GE to reflect new vision statement</li> <li>d) RW will draft some new and updated text for the intro</li> <li>e) IS advised all that the name for BEE will change to Energy &amp; Environment Committee as recently agreed amongst the Exec team. GF to liaise with Gregor Douglas as to when this might take effect from</li> <li>f) A note should be added under the table of ‘SDG – KPI Carbon + Energy’ to state that the data is operational, and not our SDG Accord report for the benefit of Council</li> <li>g) There was a query around how wider sustainability aspects are reported – not just energy and environment or operational aspects. – IS will liaise with Gregor, Philip &amp; Karen</li> <li>h) In the water usage report/table (and elsewhere), it was suggested that the year needs to be clearer (i.e it should state that its 2021-22 rather than just 22</li> </ul>	<p>Info only</p> <p>Info only</p> <p>GE</p> <p>RW</p> <p>GF</p> <p>GF</p> <p>GF</p> <p>IS</p> <p>GF</p>

	<ul style="list-style-type: none"> <li>i) JS suggested that the report should include how many trees were planted as a key achievement/highlight</li> </ul>	GF
4	<p><b>Energy and Environmental Policies</b></p> <ul style="list-style-type: none"> <li>a) The policies were reviewed and approved by BEE members subject to GF updating the relevant dates discussed during the meeting</li> </ul>	GF
5	<p><b>Climate Adaption Strategy Document – for initial review</b></p> <ul style="list-style-type: none"> <li>a) This document was approved and will now be taken to Exec</li> <li>b) Each bullet point within this document was looked at; it was noted that the reference to ‘research abroad’ should be amended to show that its not only research activities that are undertaken overseas, its also teaching and general business development etc.</li> <li>c) It was suggested that it needs to be made clearer about activities being undertaken offsite in that where ‘offsite’ is mentioned, its stated that this refers to work being done off all University sites (e.g Shrivenham and Cranfield’)</li> </ul>	BS
6	<p><b>Training for Senior Managers</b></p> <ul style="list-style-type: none"> <li>a) Training is underway, the dates have been scheduled and confirmed, the sessions will be 2.5 hours and are set in the diary</li> </ul>	Info only
7	<p><b>Energy Campaign</b></p> <ul style="list-style-type: none"> <li>a) The campaign is underway although it was noted that there has been a delay with the comms team and ensuring the correct messages are being shared (e.g. comms around electric heaters)</li> <li>b) It was noted that more energy champions are needed, especially within SoM. CD will email Claire Clayton to ask for a speaking slot in the upcoming SoM school meeting to try to capture more energy champions and spread the word</li> </ul>	Info only CD
8	<p><b>SDG Update</b></p> <ul style="list-style-type: none"> <li>a) CT put together a document providing an update in her absence which was reviewed during the meeting</li> <li>b) GE highlighted that SDG 7 can be included in THE (Times Higher Education)</li> <li>c) RW will arrange a meeting with CT to discuss the PRME report so that duplication of data from other reports is avoided</li> <li>d) There was a query on Angel Maya (DoT in environment &amp; Agrifood) being listed as the Lead for Sustainability – GF/GE will investigate this</li> </ul>	Info only RW GF / GE
9	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>a) All agreed that an adhoc meeting should be arranged in January purely to review the reports – AL will arrange this</li> <li>b) Meetings should now take place f2f however a team’s links should also be included</li> <li>c) RW raised the ongoing issue with complaints about coffee cups. GF is already looking into this and will look to join the SoM Health &amp; Safety committee meeting to discuss this further</li> <li>d) RW advised everyone of the Sustainable Futures event taking place on 6<sup>th</sup> December in Dartec. RW will send the registration link to all</li> <li>e) BS reminded everyone of Green Week taking place w/c 21st November; BS will reach out to the SAS leads in the University requesting that they share the event amongst the schools</li> </ul>	AL AL GF RW BS
10	<p><b>Date of next meetings; 2023 – TBC</b></p> <ul style="list-style-type: none"> <li>a) GE to send dates of when 2023 meetings should take place so AL can arrange</li> </ul>	GE / AL