

Energy and Environment Committee Meeting minutes

Wednesday 22 October 2025 12.30-13.30

Building 26 boardroom

Attendees	
Ian Sibbald (IS) – Chair	University Director of Finance
Gareth Ellis (GE)	Head of Energy and Environment
John Street (JS)	Director of Facilities
Geoff Say (GS)	Director of Finance and Operations, CDS
Stewart Elsmore (SE)	Director of Campus Services
Becky Wishart (BW)	Environment Officer
Phil Longhurst (PL)	Professor and Director of Theme for Transport and Energy
Ginny Ford (GF)	Environment Advisor
Gregor Waddell (GW)	Director of Information Technology
Apologies	
Rosina Watson (RW)	Associate Professor in Sustainability
Ceri Dawson (CD)	Energy Advisor

Agenda item/Topic lead		
ACTION		
1.	<p>Review of previous meeting minutes and actions (5 mins) BW updated on Climate Adaptation Strategy/Plan. New guidance document has been published by AUDE in 2025 with new KPIs for Business Continuity Management. GE + JS to meet to discuss a plan going forward. Potential for new working group. Updated Plan should be published by July 2026.</p> <p>All reviewed Sustainability Power BI Dashboard- approved, but need to check the accuracy of the numbers as this is critical. BW advised to give access to students once it is ready. Parts of the dashboard should also be made available to the wider public as part of our Environmental Reporting.</p> <p>BW updated that the Sustainability Badges have been published and licenced for the academic year, but VLE team still working to create the application forms for students. BW to work with Henrietta Campbell from VLE to enrol this.</p>	<p>BW, JS, GE</p> <p>BW/GE</p> <p>BW</p>
2.	<p>Items for approval</p> <ul style="list-style-type: none"> Annual Environmental Report 	

	<p>GE- need to provide an overall update on the targets and environmental strategy. GF added that the policy documents need to be kept generic. Environmental Targets document due for revision to be published next year.</p> <p>GF+CD+GE- take out irrelevant dates in policies.</p>	<p>GE, GF, CD</p>
3.	<p>Items for discussion</p> <ul style="list-style-type: none"> Travel Plan update <p>It was commented that the traffic flow data was very outdated from 2017 and no longer relevant with the hybrid working arrangements. Could this be updated with the publication of the new Estates Masterplan? GE to review.</p> <p>GE+BW to publish revised travel plan when Estates Masterplan is out. Give CBC holding reply in the meantime.</p> <p>BW reported a drop in survey responses particularly from students. Students lacked motivation/incentive to complete the survey. This has affected the results, which shows bus users have dropped. It was suggested a voucher incentive added next year to increase participation. Next survey due April 2026.</p> <p>GE to look to use alternative data for the bus users- for example ticket sales. GE to talk to UNO bus.</p> <p>GE- need another physical count. Look at trends in data (Gareth to elaborate further)</p>	<p>GE</p> <p>GE+BW</p> <p>BW</p> <p>GE</p> <p>GE</p>
4.	<p>Items for information</p> <ul style="list-style-type: none"> Energy and Environment Update <p>Due to lack of time, this has been delayed until the next meeting.</p> <ul style="list-style-type: none"> Green Week (10th November) <p>BW updated the EEC that we currently have hedge planting sessions scheduled for Green Week, along with a stall from Mitie, and Central Bedfordshire Council's sustainability team. BW will work with new student Green Team to arrange other events. GE+BW to arrange a talk for the Monday 10th November. EEC to suggest any further ideas to BW.</p>	<p>All, BW, GE</p>
5.	<p>AOB (5 mins)</p> <p>GE- find out dates of Executive meetings for 2026-2027. Look to schedule the EEC meetings accordingly with BW.</p>	<p>GE, BW</p>

6.	Date of next meeting: 24 March 2026 14.00-15.30	
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