MINUTES OF MEETING

Purpose of Meeting: Environmental Sustainability Dual Assurance

Present:  
Mark Overton  DVC External Affairs  
Peter Lacey  University Council  
Geoff Pringle  Director, Campus Services  
Hugh McCann  Director, Estate Development Service  
Karen Gallagher  Sustainability Manager

Apologies:  

Venue:  Council Chamber, Northcote House  
Date:  5 December 2011  
Author:  Karen Gallagher  
Time:  16:00

ITEM ACTION

1.0 Review actions and meeting notes from last meeting.  
The notes of the previous meeting were confirmed. The following updates were provided:  
- All papers were submitted in a timely manner  
- GP will present a paper to VCEG before Christmas outlining car sharing incentives  

2.0 Review (in outline) 2011/12 Sustainability Plan V1.2.1  
KG provided an overview of the 2011/12 sustainability action plan noting that staff and student engagement is critical to achieving improvements in environmental performance. PL confirmed the importance of this area, particularly in terms of shaping the character of the organisation. PL requested that options be reviewed for the development of a mechanism to measure the effectiveness of communication activities.  
The group also discussed the importance of raising the visibility of sustainability across the organisation.  
The group were pleased that more individuals are now leading on sustainability initiatives within the plan, demonstrating that sustainability activities are becoming more embedded in the organisation.

3.0 Management Review Report (EMS)  
The group accepted the recommendations detailed within the Management Review Report.  
The following specific points were raised:  
- PL requested a commentary regarding the relative scale of pollution incidents  
- GP to discuss the requirements for oil fired heating on site with HM, recognising the risk associated with the use of oil
ITEM 4.0 2010/11 Council Environmental Sustainability Report

PL congratulated KG for the sustainability achievements in 2010/11 and for the comprehensive Council paper.

MO requested a short briefing note regarding our performance against the 2020 CO₂ reduction target. It was acknowledged that the CO₂ emissions arising from the growth in the estate had been balanced by previous savings.

MO requested a review of the Carbon Descent Plan to determine whether the proposed mechanisms of achieving the long term target are still feasible and valid.

ITEM 5.0 Any other business

Utilities Management Group: GP has formed a utilities management group which will look at how we procure and use utilities. This will link into the Carbon Descent Plan.

Food compost: There have been some difficulties following the installation of the unit however these are currently being resolved. The collection of food waste has highlighted the magnitude of the food waste issue. KG also noted that food waste was a priority issue for the Guild in 2011/12.

Energy Monitoring: GP requested support for Steve Hodge who wishes to monitor the energy consumption in Cornwall House kitchen

Staff Bonus: The CO₂ reduction metric has been changed to CO₂ / FTE Staff and Student to reflect the influence individuals can have in reducing emissions.

DATE OF NEXT MEETING

To be advised

DISTRIBUTION

Environmental Sustainability Dual Assurance Team,
Paul Mucklow,
Frances Vowles