

The University of Edinburgh
Sustainability Operations Advisory Group (SOAG)
Wednesday 27 May 2015, 9.30am
Meeting Room 1.11, Main Library

AGENDA

1 Minute **A**
To approve the minute of the previous meeting on 28 January 2015

2 Matters Arising
To raise any matters arising not covered in post-meeting notes

SUBSTANTIVE ITEMS

3 Waste and Energy Carbon Quarterly Report **B**
To consider a report from the Assistant Director of Estates and receive an update from the Energy Manager and Energy Systems Manager

4 Climate Change Reporting under Public Bodies Duties **C**
To endorse a consultation response from the Director of SRS

5 Utilities Savings, Practical Planning: Awareness and Promoting Positive Behaviour **D**
To discuss a proposal paper from the Head of SRS Programmes

6 Sustainable Laboratories Implementation Plan 2015 **E**
To discuss a paper from the Laboratories Programme Facilitator

7 Edinburgh Sustainability Awards 2014-15 **F**
To receive an update from the SRS Engagement Manager

8 Waste Update – WARP-IT and external charitable partnerships **G**
To discuss a paper from the Waste & Environment Manager and receive an update from SRS Projects Co-ordinator (Waste)

ROUTINE ITEMS

9 Sustainable Procurement Update including Public Procurement Rules Consultation **H**
To note a paper from the Assistant Director of Procurement

10 Update on Sustainable Laboratories Activities **I**
To note the minute of the SLSG meeting on 27 January

11 Any Other Business **Verbal**
To consider any other matters from Group members including:
• Request for UoE to join the Edinburgh Living Landscapes partnership

ITEMS FOR FORMAL APPROVAL/NOTING

12 Edinburgh Food for Life Partnership report **J**
To note a paper from the Director of SRS

If you require this agenda or any of the papers in an alternative format e.g. large print please contact Jane Rooney on 0131 650 4375 or email jane.rooney@ed.ac.uk

UNIVERSITY OF EDINBURGH

MINUTE OF A MEETING of the Sustainability Operations Advisory Group held in the Cuillin Room, Charles Stewart House on Wednesday 28 January 2015.

Members: Hugh Edmiston (in chair), Director of Corporate Services
Michelle Brown, Head of SRS Programmes
Dave Gorman, Director of Social Responsibility and Sustainability
David Jack, Energy Manager
Lesley Ross, IS Building and Service Manager (KB)
David Somervell, Head of SRS Futures
Geoff Turnbull, Assistant Director, Estates Operations
Dougie Williams, Energy Systems Manager

In attendance: Fleur Ruckley, Waste & Environment Manager, for item 4
Emma Crowther, Transport Manager, for item 5
Alexis Heeren, Engagement Facilitator, for item 5
Caro Overy, SRS Engagement Manager, for item 7
Andrew Arnott, Programmes Facilitator - Laboratories, for item 8
Matthew Lawson, SRS Programme Manager, for items 10 & 12

Apologies: David Barratt, Engineering Operations Manager
Liz Beattie, Assistant Director, Accommodation Services
Tasha Boardman, EUSA Vice President Services
Davy Gray, EUSA Environmental Co-ordinator
Andrew Haddon, Head of Estates Finance
Andrew Kerr, Director of Edinburgh Centre on Carbon Innovation
Phil McNaull, Director of Finance
George Sked, Assistant Director of Procurement

1 The minute of the meeting held on 5 November 2014 was approved as a correct record. **A**

SOAG welcomed new member Lesley Ross, Building and Service Manager (KB).

2 Matters Arising

There were no matters arising not covered on the agenda or in post-meeting notes.

SUBSTANTIVE ITEMS

3 Climate Emissions Report **B**

Energy Manager David Jack presented an update to a report on energy and utility performance for the 2013/14 academic year. The report now included utility consumptions and associated KPIs for the whole estate (including Accommodation Services) and an additional KPI relating to the University's headcount. Headcount and revenue turnover figures for Accommodation Services, as for the core estate, showed a steady improvement in relative emissions over the last 3 years

Work was ongoing to establish the relative contribution of each building, focusing initially on the top 20 users, then on the top 200. A two-year target was in place to get buildings metered and verified down to College level across the estate. SOAG noted that there was currently little incentive to reduce utilisation. Allowing departments to keep a percentage of any money saved would effectively incentivise

the devolved budget model. The Engagement Team were available to assist departments in this, focusing their activities and the Sustainability Awards to support wider strategic priorities.

The Energy Systems Manager demonstrated the Meteorology plasma energy display system. The system displayed data for the year to date as well as the current day overlaid with the same day the previous week, updated every minute (based on half-hourly readings) and including an estimated cost. The display proved a useful tool in getting building users interested in energy consumption levels. While a number of buildings were currently using the displays, there was no obligation to do so at present.

Action – GT & DW to meet with Brian McTeir and Gordon McLean to get their feedback on consumption.

Post-meeting note: update provided under agenda item 3.

The Convener emphasised the importance of this essential background work in terms of the Climate Action Plan and getting the data necessary to secure buy-in, and highlighted the need to liaise with key individuals and raise its profile.

Action – DJ & DW to report further progress at the SOAG meeting in May.

Post-meeting note: update provided under item 3 on May's agenda.

Action – JR to invite Brian McTeir to attend the May meeting.

Post-meeting note: invitation accepted.

Action – DG to propose bringing this data to SRS Committee in March at the upcoming SRSC pre-agenda meeting.

Post-meeting note: presented as item 8 at SRS Committee on 2 March.

4 Waste and Recycling Outturn for 2013-2014

C

SOAG noted a paper from the Waste & Environment Manager summarising waste management performance within the academic estate for 2013-14, with comparisons to previous years and data corrections.

Following review of performance of the contractor appointed by UoE under the APUC framework, this year has seen a new tender process leading to appointment of a new contractor. Improvements were noted in reuse, recycling and landfill diversion. A breakdown of data on a quarterly basis suggested that this trend would continue into 2014-15. Work on the quality of recyclate was particularly important and drivers were in place at a national level. SOAG noted a change in GHG reporting standards limiting reporting to direct emissions.

5 Business Travel Review

D

SOAG noted a paper introduced by the Transport Manager which summarised the findings of an investigation into current performance and barriers to adopting more sustainable business travel at UoE, particularly mode shift from domestic flights to less carbon-intensive options. This report of current practices, costs, and greenhouse gas emissions impacts was compiled from data for the year 2013-14. Data collection was made more challenging by the diverse range of suppliers, not all of which were attuned to provide carbon data.

A small domestic aviation workshop had been arranged as a first step and the ISM behaviours tool had been used to explore the factors shaping business travel decisions. A lot of the responsibility for these decisions lay with individuals and, with many factors out of their control, the issue needed to be addressed at a strategic level. Recommendations included introducing guidance, offering incentives and

removing barriers, setting up a short-term working group, and reviewing video conferencing facilities.

SOAG acknowledged that this was a sensitive topic in need of careful handling, given the importance of access to flying for academic and university business. There was a clear need to ensure fit to ongoing strategic reviews, and to secure wider buy-in prior to taking action. While emissions were relatively modest compared to electricity and gas, business aviation had considerable signal value in terms of how institutions were judged on sustainability. The Convener acknowledged this as a very worthwhile piece of work and thanked the Transport Manager and Engagement Facilitator for the analysis. Additional groundwork would be required to raise the profile of this work in a way that could be accommodated within the culture and business of the University.

Action – EC & AH to include information on potential cost savings.

Action – EC & AH to take the paper to SRS Committee in March for guidance on how best to progress further.

Post-meeting note: presented for noting as item 9 at SRS Committee on 2 March.

Action – HE to reflect on the issue and follow up with other senior colleagues.

6 Climate Change Reporting under Public Bodies Duties

E

The Head of SRS Futures presented a briefing outlining imminent changes in Scottish Government reporting expectations on publicly funded bodies including Universities. From autumn 2015 there would be a move from voluntary reporting, through EAUC and SFC, to mandatory reporting. UoE staff were actively engaged in framing the FHEI section of the pro forma reporting templates that EAUC-Scotland was coordinating. A Scottish Government consultation would shortly be launched and a draft response would be shared with the Group.

UoE was well placed to deliver on reporting, however there needed to be discussion now to anticipate the legislation and decide how the institution should position itself.

Action – DS to take the paper to SRS Committee for discussion to take the issue forward.

Post-meeting note: presented as item 7 at SRS Committee on 2 March.

In discussion, the Convener agreed that strategic issues could be brought to SOAG for support and advice, but that SRS Committee would require to sign off strategic and policy issues.

7 Edinburgh Sustainability Awards 2014-15

F

The SRS Engagement Manager presented a paper which gave an outline of participation and achievement in the University's Sustainability Awards scheme in terms of College and Group, as well as level of Award, since the beginning of the scheme in 2010/11.

There had been a steady increase in participation with a large number of returning teams as well as engagement with new areas. Participants were spread across the estate, with particular concentrations in CMVM and CSG which tended to have more co-ordinated campuses and were easier to engage with on a strategic level. The lab audits were particularly appealing to CMVM. More work would be done to promote the awards at KB, which tended to operate on a school by school basis rather than at a College or campus level, and within CHSS and ISG, where the emphasis would be more on individual behaviour change than review of shared space. The Awards criteria were reviewed every year to reflect current initiatives and framing of topics.

SOAG discussed how the scheme could develop to keep engaging and motivating repeated Gold Award winners, in terms of sharing best practice and including mentoring as an aspect of the Gold level, using student auditors to reduce the need to resubmit evidence, and celebrating exceptional contribution.

Action – HE to follow up with colleagues in ISG.

Action – CO to keep the Group updated with regard to any support it could provide.

SOAG noted Roslin as a discrete, manageable area with potential to test different modes of engagement, particularly around reducing power consumption and costs.

Action – CO to approach Brian McTeir for views on how to sustain Gold level participants' interest and engagement.

Post-meeting note: peer audits between lab awards teams noted as particularly useful. This will be considered in future planning for the Awards scheme - SRS are hoping to introduce a peer auditing element to the 'Office' Awards.

Supporting experienced teams with Gold project ideas outside of the Awards timeline was felt to be the main challenge. This would be addressed in part by adjusting the timelines of the Special Awards and the Office/Lab Awards so that there will always be a submission date reasonably close.

Action – JR to keep the item on the agenda for May's meeting, to continue the dialogue and discussion.

Post-meeting note: update provided under item 3 on May's agenda.

ROUTINE ITEMS

8 Update on Sustainable Laboratories Activities

The Head of SRS Programmes introduced the new Programme Facilitator – Laboratories, Andrew Arnott, to the Group and gave a verbal report on the first meeting of the Sustainable Laboratories Steering Group on 27th January. The meeting had looked at barriers, opportunities, remit and membership, and acknowledged the need for a strong research and evidence base. Interest had been high, though there was a need for more representation from key academics. The Group would seek to work with PIs, research students and academic champions to share best practice, bring about culture and behaviour change from the design stage onwards, and review major funders and opportunities to offer incentives. In terms of governance, SLSG was not empowered to take action but would bring issues to SOAG or other relevant groups for advice on how best to take them forward. An initial output from SLSG would be a work plan put together by the SRS Department in collaboration with colleagues.

9 Any Other Business

No items raised.

ITEMS FOR FORMAL APPROVAL/NOTING

10 SRS Annual Report

SOAG noted a paper from the Programme Manager comprising a draft of the 2013-14 SRS Annual Report. Additional comments were still to be incorporated. Further consideration would be given to the sign off process in future in order to secure wider buy in.

G

The Convener commented positively on the format, timeline and dashboard layout, and noted a good balance overall. The Convener recommended production of future reports in the autumn to align with Colleges' and Support Group's annual planning cycles.

Action – DG to respond to comments previously received from HE.

Action – ML to take the paper on to SRS Committee and ultimately CMG.

Post meeting note: CMG approved the publication of the report at its meeting of 4th March.

11 SRS Implementation Plan 2014-15

H

The Head of Programmes updated the Group on the SRS Implementation Plan and actions since the last meeting.

The annual plan is considered a useful but interim measure to demonstrate ambition and for use as a planning tool, with a need to move towards longer term and outcome based targets in due course. This fifth annual Implementation Plan responded to the University's Strategic Plan and recorded actions delivering both existing policies and new commitments. It provided an overview of current major activities from across the University working towards SRS objectives and included information on the staff resources and financial costs associated with each task. Although the plan covered the main development areas of activity, the total resource contained was only a component of the overall resources applied in this area. The Director of SRS noted that the plan had been produced later than usual this year and would normally be in place for the autumn.

Action – MB to take the paper to SRS Committee for noting.

Post meeting note: presented for noting at SRS Committee on 2 March.

12 People & Planet University League

I

SOAG noted a briefing paper providing a summary of the University's ethical and environmental performance in the People and Planet University League 2015. UoE achieved a 2.1 ranking, holding its score from last year and improving its position by two places to 44th place.

Members noted issues arising this year from changes to the criteria and the breadth of the League which had resulted in some boycotting and lack of stakeholder buy-in. While UoE was in a relatively good position, already having gathered the data for sustainability reporting, others in the sector lacked the resource to respond fully to the changes. SOAG noted a general feeling at the AUDE Conference that the sector should have its own measuring tool and not rely on an external body to do this on its behalf.

Participation in the League did impact on behaviour and was noted as a driver particularly in terms of transparency and sustainable procurement. As behaviours became embedded and widespread, they eventually dropped off the pro forma as part of a collective continuous improvement cycle.

SOAG agreed to leave the issue open and return to it in advance of the next submission.

Action – ML to produce an analysis of UoE performance in comparison to the Russell Group average.

Post-meeting note: An analysis of the University's performance in comparison with Russell Group universities within the People and Planet University League was undertaken by Kyle Viterbo, a MSc student produced a report under the supervision

of the Department for Social Responsibility and Sustainability. The appendix provides a detailed breakdown of high, medium and low performance areas comparable to other Russell Group universities.

Convener's Concluding Remarks

The Convener expressed appreciation for the practical operational work being done and would work with the Senior Vice Principal and the Director of SRS on moving the strategic issues forward.

With Roy Dawkes, Judith Salters and David Somervell stepping back from the Group, it was felt to be timely to review the membership.

Action– DG & JR to reflect on membership and make suggestions to the Convener.

Post-meeting note: *membership proposal shared with the Convener and Director, Depute Director and Assistant Director of Estates.*

The Convener thanked David Somervell for his contribution to the work of the Group.

Date of next meeting: 09.30-11.30, Wed 27 May 2015, Cuillin Rm, Charles Stewart House



Sustainability Operations Advisory Group

27 May 2015

Waste and Energy Quarterly Report

Description of paper

The paper summarises the estimated quarterly performance of the Estate related to electricity, gas, water and waste output for the first, second and (where possible) third quarters of 2014-15. As agreed previously by this committee, data supplied is for main contracts only and where necessary is an estimate.

Utility Data supplied is focussed on the Core Academic Estate including associated Combined Heat and Power Plants. Quarter 3 data is incomplete and has been estimated pro rata. This report is based on utility supply invoice data.

Waste data has been supplied for all three quarters based on the main contract only (approximately 60% of academic and support arisings). Key points to note are that as of January 2015, our landfill diversion (from this contract only) is now 100%.

An update on carbon reporting will be provided verbally by the presenter during the meeting.

Action requested

The committee is asked to consider this report.

Resource implications

This paper does not include any resource implications.

Risk Management

There are no specific risks associated with the contents of this paper.

Equality & Diversity

This paper is not believed to have any Equality and Diversity implications.

Next steps/implications

Due to the complications in providing “real” data within the previously suggested timeline and in generating meaningful analysis, further discussion would be welcomed regards the timeline and purpose for future versions of this report.

Consultation

This paper has been reviewed and approved by Dougie Williams and David Brook.

Further information

Author

Fleur Ruckley & David Jack
Estates Department
19 May 2015

Presenter

Geoff Turnbull
Estates Department
27 May 2015

Freedom of Information

This paper is may be included in open business.

This report presents the key Utilities consumptions and emissions as supplied to the Core Academic Estate and its associated CHP Plants on a quarterly and Year to Date (End of April) basis. Quarter 3 February to April 2015 was incomplete so pro rata estimates have been used. These estimates have not been seasonally adjusted. The data will be updated as it becomes available.

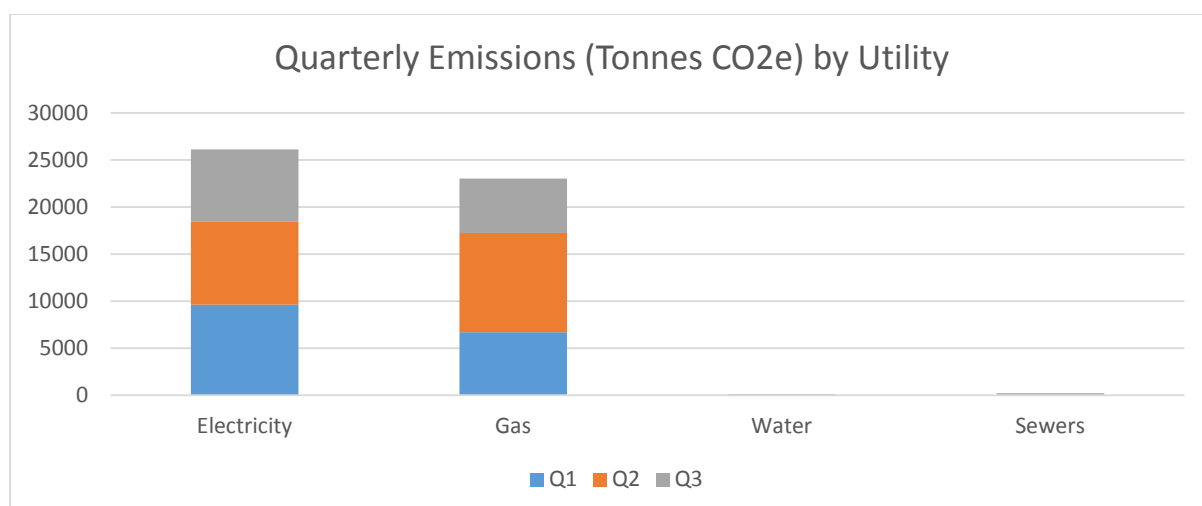
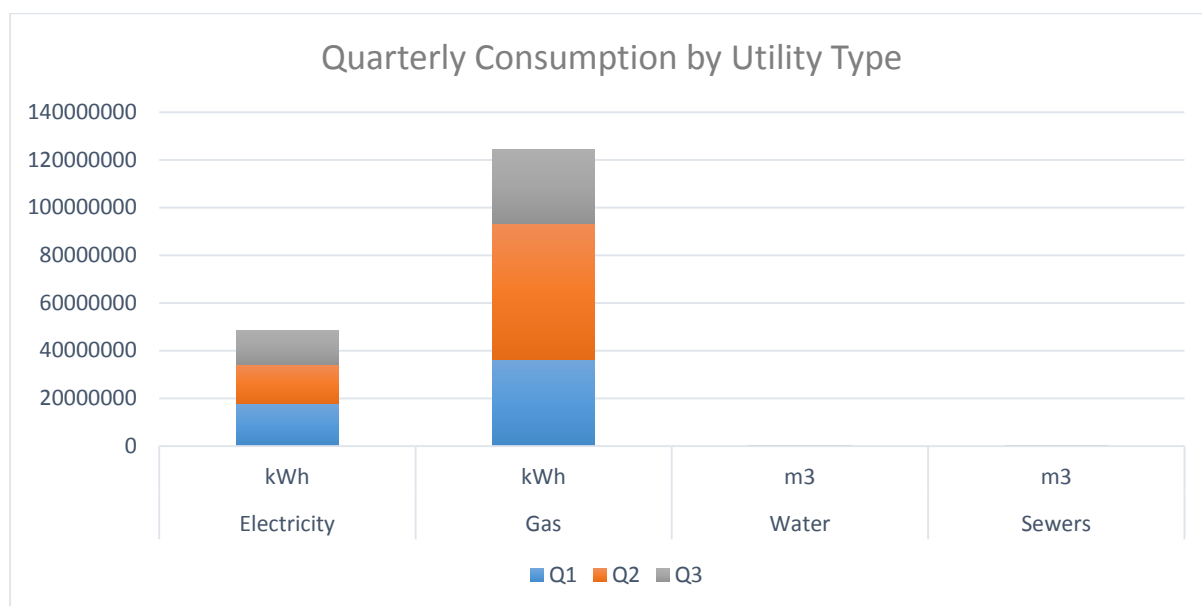
1 Summary

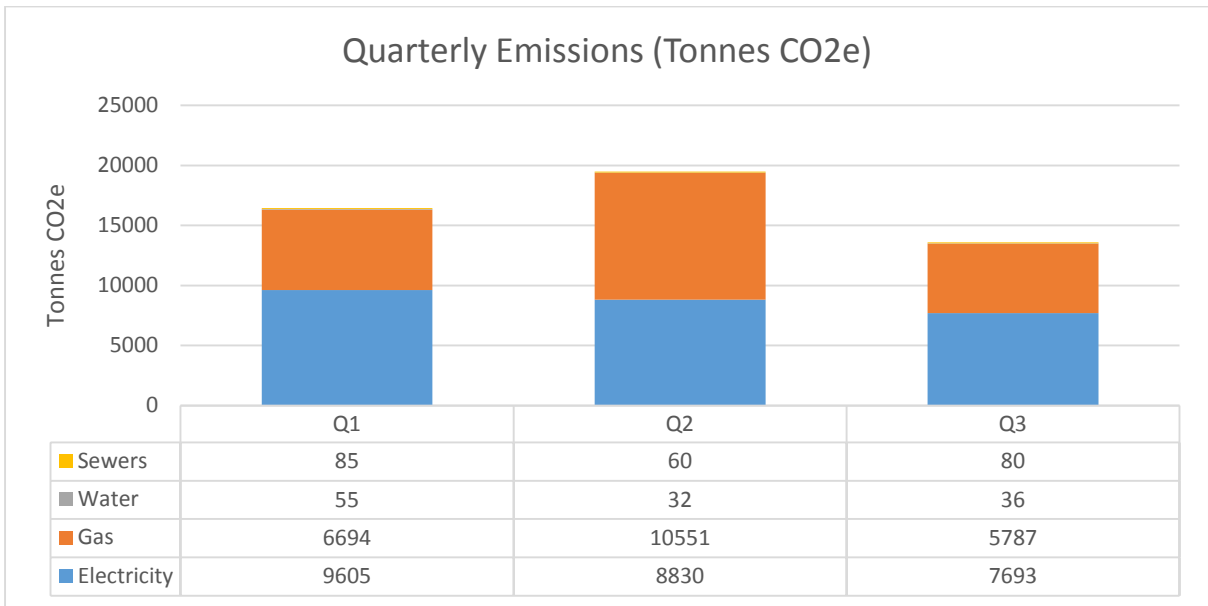
DAJ

Quarterly Consumption and Emissions Summary														
Utility	Units	Consumption				Factor	Emissions kgCO2e				Emissions Tonnes CO2e			
		Q1	Q2	Q3	Total YTD		Q1	Q2	Q3	Total YTD	Q1	Q2	Q3	Total YTD
Electricity	kWh	17871230	16427723	14312283	48611237	0.53748	9605429	8829573	7692566	26127567	9605	8830	7693	26128
Gas	kWh	36191378	57041593	31287360	124520331	0.184973	6694428	10551155	5787317	23032899	6694	10551	5787	23033
Water	m3	160616	93220	104242	358078	0.3441	55268	32077	35870	123215	55	32	36	123
Sewers	m3	120344	84845	112629	317818	0.7085	85264	60113	79798	225174	85	60	80	225
							16440388	19472917	13595550	49508855	16440	19473	13596	49509

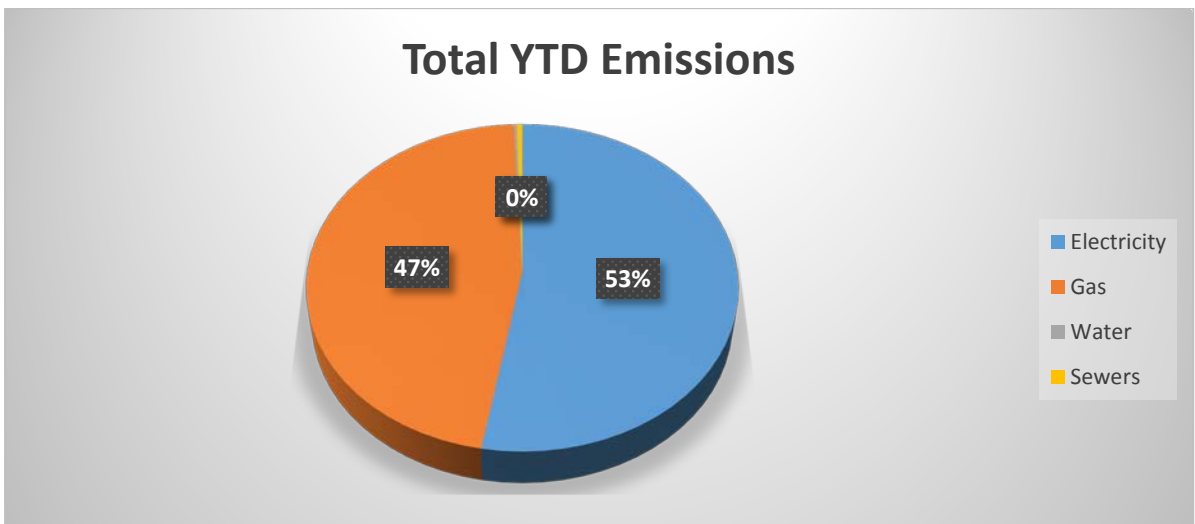
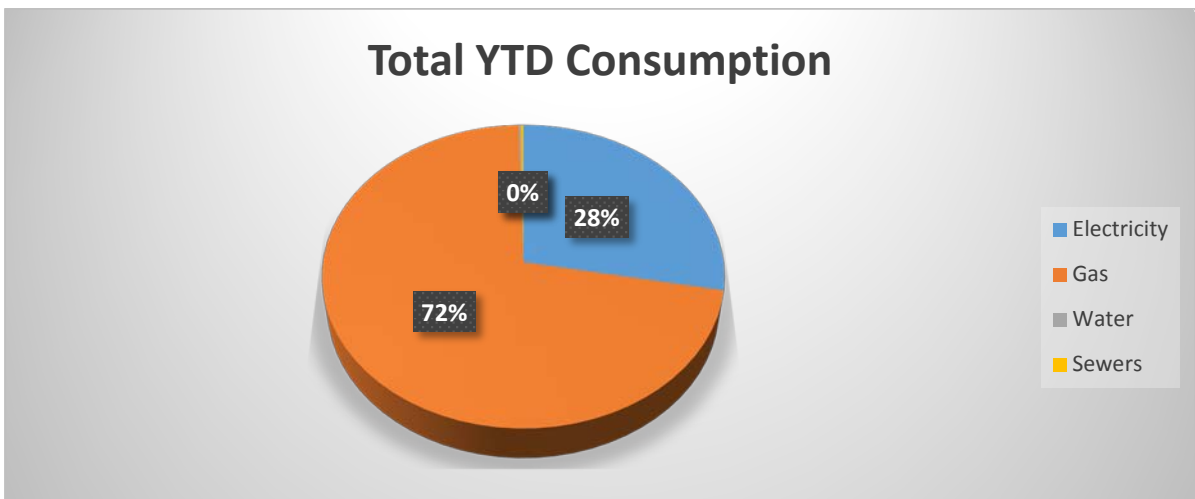
Note Q3 data is incomplete and is estimated. Electricity 2 months incomplete. Gas 1 month incomplete.

The table above summarises the basic utilities as supplied to the University's Core Academic Estate including **Inputs** to associated CHPs.





Water and Waste Water (Sewerage) contributes a very small proportion of the overall emissions. Despite the lower consumption Electricity exhibits a higher emission level than gas.

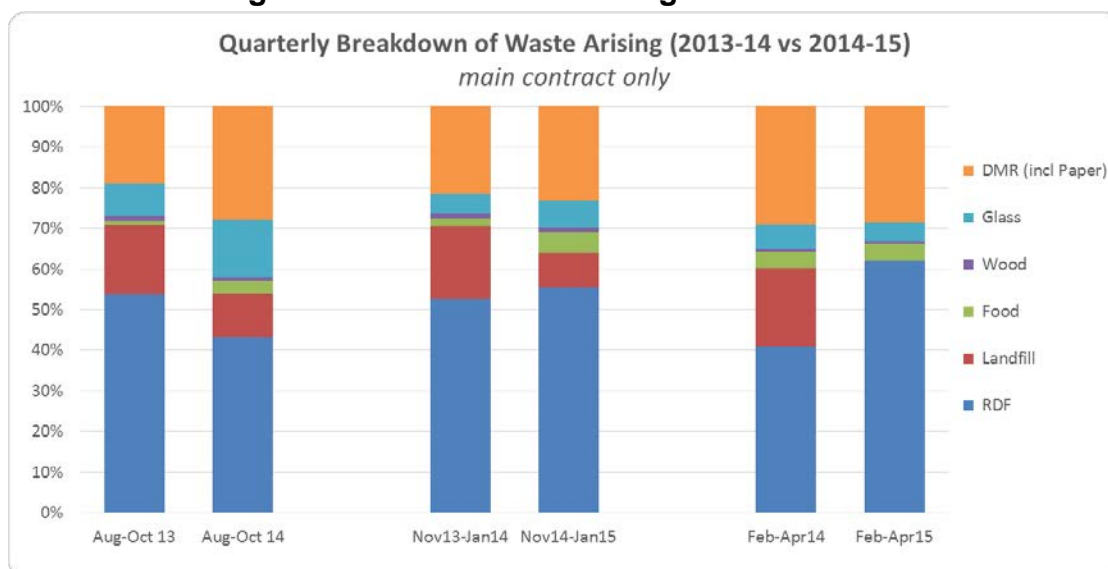


WASTE QUARTERLY DATA REPORT

OVERVIEW

The weight of waste collected under our main waste management contract continues to rise— a trend seen in the previous year (average increase of 18%).

How the waste is split up and how each fraction is subsequently treated has also changed over time. The segregated fractions of glass and wood continue to hold their own with food waste collections rising steadily. **As of the third quarter this year, our landfill diversion from the main waste contract has risen to 100% - i.e. no waste arising from this contract is being sent to landfill.**



RECYCLING

The most significant difference between the quarters can be seen in recycling (DMR, glass, wood, food) with generally higher rates this year compared to last. One of the main reasons for the increase this year is a great deal of success in the capture of recyclable glass both by the Student Union and Estates through the provision of reusable caddies and increased collections across the academic and support estate. This was particularly noticeable during the Festival last summer.

RECOVERY / INCINERATION

A great deal of work has taken place over the past 18 months on improving the quality of our recycling output and working closely with waste management partners to move our waste back up the hierarchy. Under our previous contract, contaminated recyclate was diverted to energy recovery thus losing a great deal of its value and costing the University more. This work continues and we anticipate decreases in the proportion of waste being diverted to this stream over time.

LANDFILL AVOIDANCE

The overall landfill avoidance rate in Q1 this year was 89%. This continued the strong positive trend of recent years, up from 81% in the first quarter of 2012-13 and 85% in Q1 last year. Due to the change in waste management practice, for the first

time in Q3 this year, the landfill diversion from our main waste contract has risen to 100%.

Report to SOAG (May, 2015) provided by:
Fleur Ruckley, Waste & Environment Manager.

ENERGY SAVINGS - TECHNICAL SOLUTIONS (DW)

Energy prices are on the rise and will probably continue to do so for the foreseeable future – especially electricity transmission and distribution charges. There are many technical solutions available to us to help mitigate these increased costs – the difficult decision is knowing which ones are cost effective and are really worth doing with the limited resources we have.

We need to establish how we apply these technical solutions throughout a highly diverse portfolio of buildings within a rapidly increasing estate, from new build sustainable designs all the way through to listed building refurbishments. Quoted figures vary, but heating and ventilation can account for between 50% and 60% of a building's energy costs. Whilst technical solutions can sometimes assist in reducing energy consumption in an occupied building, it is vital that we try and capture any potential savings we can at the earliest design stages of our new builds and refurbishments. This can be done by:

- Ensuring we capture as much natural ventilation as possible when designing the building envelope. e.g. the proposed Darwin Tower double skin solution looks a very interesting concept
- Insisting on simple heating and ventilation services where possible. e.g. manual opening windows and low range TRV controlled panel radiators. Where possible, try and avoid fan coil units, A/C units and comfort cooling as these are very expensive to run and maintain
- Ensuring that any 24/7 operating areas are decoupled from normal office hours parts of the building so that we don't heat, ventilate and cool unnecessarily
- Ensuring that freezer rooms and IT hubs are located in sensible parts of the building so that natural cross-ventilation can be utilised as much as possible
- Installing energy meters wisely and strategically for realistic future use rather than simply as a BREEAM requirement
- Investigating innovative technology where possible. e.g. demand based ventilation (example below at Main Library).

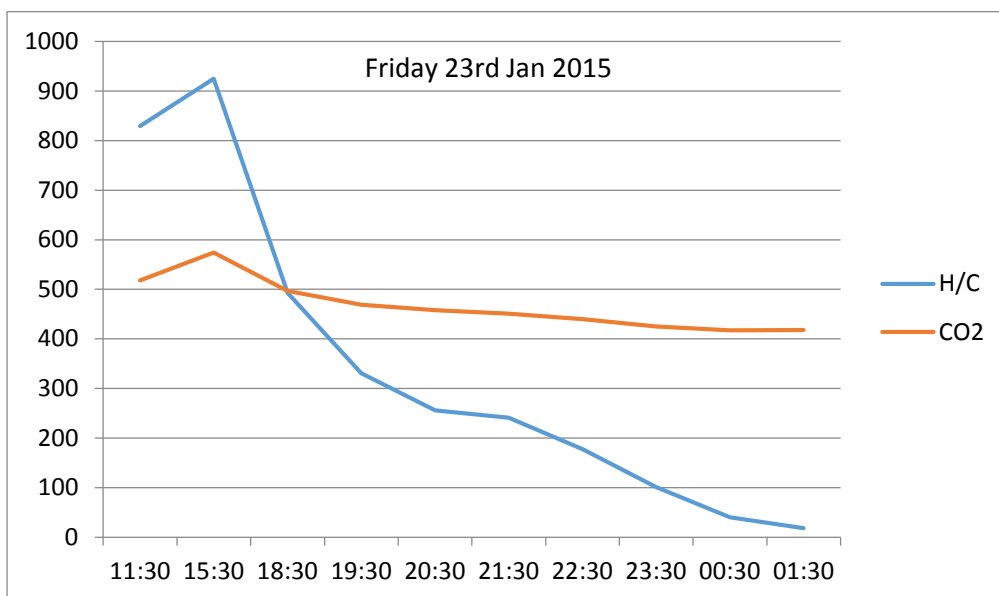
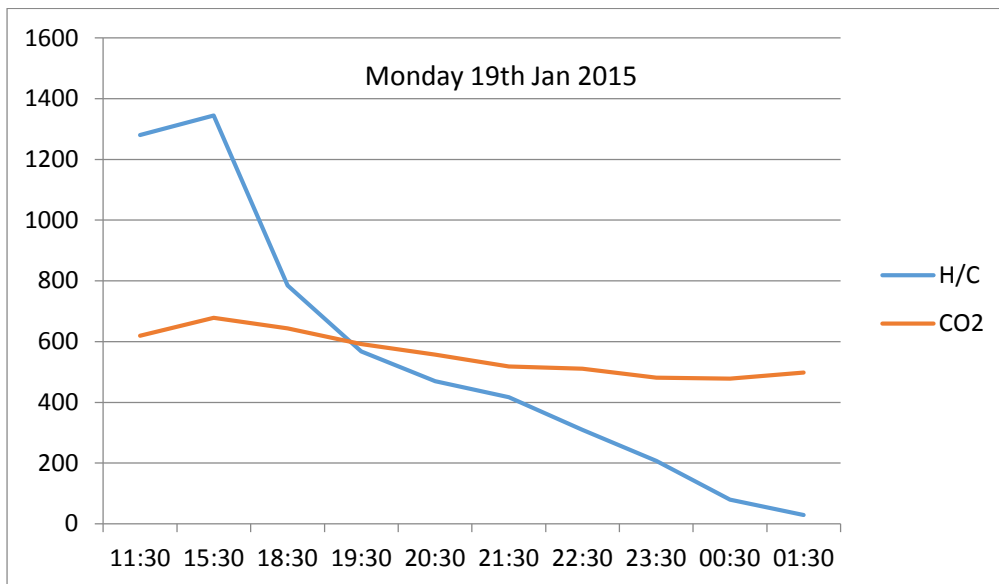
Demand Based Ventilation (DBV)

Sometimes also referred to as Demand Controlled Ventilation, DBV analyses the controlled environmental conditions within the space using one or more air quality sensors. This information is fed back to a centralised controller where the data is processed and then provides outputs to the ventilation fan speed inverters, which can then be modulated so that only the required amount of ventilation is provided, depending on actual real-time environmental conditions. This approach is quite different to the traditional fixed volume strategy currently employed in most

ventilation systems, where the volume of air provided into a given space is decided at the design stage - usually dependent upon a combination of regulation guidelines, the number of occupants, the volume of the space to be controlled and the specified number of air changes per hour for that installation depending on the type of activity. e.g. Offices would require far fewer air changes per hour than research laboratories where air change rates can be as high as 10 to 20 per hour, depending on the type of activity. These higher air change rates obviously require much larger ventilation units and when this is coupled with the fact that most lab spaces are now 24/7 facilities, the energy consumption can be quite considerable, impacting on the university's energy bill and Carbon footprint. Whilst DBV can deliver direct energy savings on electricity and gas heating, there are also other less obvious benefits through increased ventilation equipment lifespan, longer intervals between filter replacements and reduced maintenance schedules. Whilst it is acknowledged that there are perceived operational, health & safety and historical guideline issues surrounding DBV, the sizeable potential benefits warrant discussion and sharing of experiences with our peers in a time where energy conservation and Carbon targets are becoming critical within our institutions.

The Energy Office are currently working on an internal pilot project looking into applying DBV principles to the Main Library ventilation system. Whilst DBV is primarily aimed at laboratory and animal research facilities, the same principles can also be applied, in a more basic format, to other spaces with large ventilation loads and varying occupancy levels.

The Main Library in George Square has two large supply air units on the roof and four associated extract fans. The total running power of these fans is approximately 120kW with most of the fans running between 17 and 19 hours per day, 7 days a week. This equates to approximately £67,000 per year. Whilst the fans are currently run at full design speed for the entire library opening hours, we note from headcount figures provided by the library facilities staff that the occupancy varies quite dramatically between 20 and 2000 students, depending on the time of day and year. It was not possible to achieve an electronic real-time figure for the headcount so we have installed Building Energy Management (BEMS) CO₂ sensors in the common extract ventilation ducts. The readings show, as expected, that there is a direct relationship between headcount and CO₂ which we will be able to use to reset the fans back to much lower speeds during quieter periods. Data from a couple of sample dates in January 2015 are shown below. Unfortunately, the manual headcount readings only start at 11:30hrs but it provides us with enough data to show the direct relationship:



We are currently in discussions with the library facilities staff and they have agreed that this is a sensible approach and are willing participate in the pilot. We therefore plan to implement a new BEMS strategy which will control the speed of the ventilation fans against a lookup table of real time CO₂ measurements with potential for sizeable savings on electrical consumption. E.g. if we can reduce fan speeds during the quieter periods by just 10% we could achieve 25% reduction in electrical consumption. A 20% speed reduction could achieve a 50% reduction. We will report back on actual figures at a later date. It's important to understand that these principles could be applied to far more complex laboratory and BRF installations using a wider suite of sensor types and given that labs and BRF areas are predominantly 24/7 facilities, the potential for savings are far greater.

The Energy Office hosted a successful workshop on 30th April at the ECCI, with speakers from the University of Cambridge, who have carried out some work in this field, and also Building Sustainability Ltd and Critical Airflow Europe, two companies who have assisted Cambridge throughout the technical and project management process. We would hope to adopt some of these DBV solutions in the new Darwin Biohub if possible and so we invited the project's M&E Design Team from White Young Green to the workshop to investigate this as a possibility.



Sustainability Operations Advisory Group

27 May 2015

Climate Change Reporting under Public Bodies Duties

Consultation Reponse

Description of paper

This paper comprises a draft response to be submitted to the Scottish Government Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015 consultation closing on 29th May 2015.

Action requested

SOAG is invited to discuss the paper, suggesting any additions or alterations, and endorse the response for submission.

Background and context

The Scottish Government proposes to make an order under section 46 of the Climate Change (Scotland) Act 2009 requiring specified public bodies to prepare annual reports on compliance with climate change duties.

The order will set out the form of these reports and the information to be included. The aim is to improve the quality and consistency of climate change information reported across the four main areas of the public sector in Scotland.

Discussion

Response to Public Bodies Duties Team, Energy & Climate Change, submitted by email to: Howard.Steele@scotland.gsi.gov.uk



Date: XX May 2015

Department for Social Responsibility and Sustainability
The University of Edinburgh
9 Hope Park Square, Meadow Lane,
Edinburgh EH8 9NP
Phone: 0131 651 5588

Dear Howard Steele,

Response to the Scottish Government Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015 consultation from the University of Edinburgh

Please find attached our response to your online survey. The University of Edinburgh, established in 1583, has an international reputation for research excellence and innovation and consistently ranks in the world's top 50 Universities. With over 45,000 students and staff, and an estate comprising over 600 buildings on five sites across the city, we aim to create new fields of knowledge and make a difference to the societal, cultural, health, environmental and wealth development of communities in Scotland, the UK and across the world.

We are committed to being a world leader in addressing global challenges such as poverty, climate change and the growing demand for energy, food and water, and to embedding the values of social responsibility and sustainability not only in our operational activities but in our research and curricula so that our students develop a clear understanding of their importance locally, nationally and internationally.

As a founder signatory of the Universities and Colleges Climate Commitment for Scotland, the University welcomes this initiative. We recognise that we have an important role to play in improving the quality and consistency of climate change information available to Scottish Ministers, Scottish Government policy officials, and the public sector itself.

While we welcome the Scottish Government's aspirations, there are a number of issues to be resolved in order to deliver on this vision. We therefore have some points for consideration and concerns including:

- The year end for the University sector does not match year end for public bodies, and it is important that the timescales made available to the sector align with those provided to others. The deadline date should therefore be 31 January, six months from year end of 31 July for HEIs.
- The introductory narrative in each report should enable organisations to report on any data they have not been able to provide and / or the reason they have or have not met their emissions reduction targets. Governance, management and other information may not change year to year. This information should be collected with the first reports, with subsequent opportunities to update in future years if changes have occurred. We support early introduction of an online format for reporting and publishing such information.
- The range and scope of additional material requested will help develop more visibility on a range of climate actions but introduces a risk of a lack of clarity over the key indicators and issues. The development of relevant reporting KPIs would bring further weight and clarity to reporting and should be considered.
- Guidance should be provided that stipulates reporting using the same measures (tCO₂e). Guidance should also point public bodies/major players to a carbon reporting/prediction tool that can be used across the sector as well as pointing to support available from other organisations, to make the reporting process easier and adequately standardised (everyone referring to the same guidance tools).
- In terms of non-compliance, it must be clearly understood why an organisation has not been able to meet its public bodies duties, and support should be provided, where possible, to build the capacity to enable the organisation to comply.

Yours sincerely,

Dave Gorman

Director of Social Responsibility and Sustainability

To discuss our response further, please contact David Somervell, Sustainability Adviser for SRS Futures, +44 (0)131 650 2073, david.somervell@ed.ac.uk

Consultation Response from the University of Edinburgh

1. *Do you agree that the powers in the Climate Change (Scotland) Act 2009 should be used to improve climate change reporting by public bodies?*

Yes.

2. *Do you agree that standardised reporting will improve the quality and consistency of climate change information reported by public sector major players?*

Yes.

3. *Do you agree with the policy subjects and questions included in the proposed climate change reporting form (see Schedule 2 to the draft order)?*

General points:

The introductory narrative in each report should enable organisations to report on any data they have not been able to provide and / or the reason they have or have not met their emissions reduction targets.

Governance, management and other information that may not change year to year should be collected in the first reports, with subsequent opportunities to update in future years if changes have occurred.

An online format for reporting (where information can be easily stored for each organisation) may be of significant benefit in future.

The University recognises indirect impacts on carbon emissions deriving from an organisation's activities that may contribute significantly to Scotland's emissions, but is aware that these are excluded from reporting content.

Specific points:

Emissions –

- After 3b – it is suggested that additional sections be added including: “Biogenic emissions from the combustion of biomass” and “Removals from sequestration” (e.g. from managed woodlands, which may be very significant for local authorities)
- 3f needs further clarification – does it refer to new projects started in the reporting year, or does an organisation include on-going projects that started before the reporting year? Should an estimate of total lifetime savings be included, such as calculated by persistence factor methodologies used by Salix and other funding bodies?

Procurement –

- 5f – clearer guidance is needed on alignment of procurement policies with climate change duties

- **5g – procurement activity in the University is devolved and professional influence and impacts normally tracked in financial terms. It would be of benefit if this question is linked to guidance and tools made available to public bodies which allow them to clearly demonstrate compliance and improvement on climate change duties.**

4. *What would you consider to be an appropriate deadline date for the annual submission of climate change public bodies duties reports?*

The year end for the University sector does not match year end for public bodies. It is not acceptable to the University of Edinburgh, or to the sector, to have less time to reply than other organisations. The deadline date should be six months from year end of 31 July for HEIs, and therefore a 31 January deadline.

Considering a 31 January deadline, it may be challenging to provide data for some data streams, e.g. procurement, which receives its Scope 3 emissions data in late January for the previous year, while it might be possible to provide qualitative data and governance reporting.

5. *Based on your current level of climate change/sustainability reporting, are there any additional resource implications associated with the proposed reporting requirement?*

More staff time will be required to provide the additional data requested, and considering other reporting that must be done at different times of year. A Climate Policy Manager has been appointed by the University of Edinburgh (SRS) to facilitate coordination of reporting, but there will be additional burden on Estates and Procurement to provide data.

6. *For public sector respondents only:*

- ***Do you agree with the list of “major players” in Schedule 1 to the draft order?***

Yes

- ***Would you voluntarily provide additional climate change information if recommended by the Scottish Government?***

Yes.

The University would always provide such information, where the time taken to prepare it is not disproportionate.

It is recommended that information requests – e.g. for indicative lists of projects- be at an appropriate level of detail for each institution without imposing undue burden as a result of needing to compile additional data in different formats.

7. What guidance should be provided for climate change public bodies duties reporting?

It is noted that the Scottish Government reporting template will be pre-loaded annually with selected UK emissions factors. The reporting requirements should require use of the latest or most temporally appropriate Defra/DECC emission factors, or their successor conversion factors. This will help ensure consistency and accuracy of the information - and ensure organisations are not using out-of-date factors. In addition, the Defra/DECC factors publication (2015) is likely to state that reporting entities should only use grid average emission factors for scope 2 - rather than contractual/green tariff factors. It would be good if Schedule 2 also clarified that the Defra/DECC guidance should be followed, and that only grid average factors should be used for reporting scope 2 emissions. Using green tariff contractual factors undermines the accuracy and relevance of GHG accounts.

The University suggests that the Scottish Government define a consistent organisational boundary for reporting, referring to the CRC Energy Efficiency Scheme guidance.

The range and scope of additional material requested will help develop more visibility on a range of climate actions but introduces a risk of a lack of clarity over the key indicators and issues. The development of relevant reporting KPIs would bring further weight and clarity to reporting and should be considered.

Guidance should be provided that stipulates reporting using the same measures (tCO₂e) and points public bodies/major players to a carbon reporting/prediction tool that can be used across the sector. Guidance should also include support from other organisations, to make the reporting process easier and adequately standardised (everyone referring to the same guidance tools).

Guidance should indicate clearly how the addition of data in cases where organisations are not initially able to gather robust data for reporting in early years is to be treated in subsequent years (so that this does not appear incorrectly as an increase). This is often known as a 'revisions policy' and is essential for ensuring comparability of time series data.

8. How do you think climate change public bodies duties reports should be monitored?

The Scottish Government could publish yearly sector analyses/reviews that include comparisons of like organisations, with case studies of best practice highlighted.

Alternatively, an organisation such as RES, SSN or EAUC could lead a monitoring process if resource is available.

9. *What should the consequences be if a major player does not comply with the climate change public bodies duties?*

It must be clearly understood why an organisation has not been able to meet its public bodies duties, and support should be provided by the Scottish Government, where possible, to build the capacity to enable the organisation to comply.

While this is to be a statutory return, it is noted that specific organisational circumstances, including year-on-year reductions in funding allocated or strategic growth to meet societal needs, may constrain both the resources allocated and organisational ability to achieve specific targets.

The university sector in Scotland, for instance, is expected to grow to meet national and international pressures for research excellence and learning and teaching opportunities. Both of these have an upward pressure on carbon emissions.

10. *Do you believe climate change public bodies duties reports should be validated prior to submission?*

Organisations should ensure and report the internal quality assurance mechanisms they use. External or peer to peer validation may be useful and appropriate in certain circumstances but could prove too time-consuming and costly for some organisations. The process could be streamlined if the Scottish Government provided a standard pro-forma or audit protocol to verify data, for example for peer to peer validation.

11. *Would you be content for your climate change public bodies duties report to be published annually on the Sustainable Scotland Network (SSN) website?*

Yes.

12. *How much time would your organisation expect to spend preparing a report in accordance with the draft order? (include any external consultancy time)*

70+ hours, or more than 10 person days.

13. *With reference to the draft BRIA, do you think that the policy proposal presented may impact on business, the third sector (voluntary) or any other relevant areas?*

No comment

14. *Do you think that the policy proposal presented may impact on people differently depending on characteristics such as age, disability, gender, race, religion or belief, sexual orientation,*

gender identity or marriage or civil partnership status? Could the proposals enhance equality or good relations? If so, please comment.

The policy proposal should not have an unequal impact on people with different demographic characteristics.

Resource implications

No direct resource implications associated. Indirect implications including additional staff time required will be quantified in due course.

Risk Management

Key risks include: failure to align reporting timescales; lack of clarity over key indicators and issues leading to failure to identify relevant reporting KPIs; failure to standardise reporting and provide adequate support throughout the process and particularly in the case of non-compliance.

Equality & Diversity

Due consideration has been given to equality and diversity as a key element of the SRS agenda.

Next steps/implications

Finalised response to be submitted to the Scottish Government Public Bodies Duties Team by 29th May 2015.

Consultation

The response has been reviewed by the Director of Corporate Services.

Further Information

Author

Elizabeth Vander Meer
Climate Policy Manager
19 May 2015

Presenter

Dave Gorman
Director of Social Responsibility & Sustainability

Freedom of Information

This is an open paper.

Annex 1: Respondent Details



Consultation on Climate Change Public Bodies Duties Reporting.

RESPONDENT INFORMATION FORM

Please note: this form **must** be returned with your response to ensure that we handle your response appropriately

1. Name/Organisation

Organisation Name

University of Edinburgh

Title Mr Ms Mrs Miss Dr Please tick as appropriate

Surname

Rooney

Forename

Jane

2. Postal Address

Department of Social Responsibility and Sustainability

University of Edinburgh

9 Hope Park Square

Postcode EH8 9NP

Phone 0131 650 2073

Email

Jane.Rooney@ed.ac.uk

3. Permissions - I am responding as...

Individual

/

Group/Organisation

Please tick as

(a) Do you agree to your response being made available to the public (in Scottish Government library and/or on the Scottish Government web site)?

Please tick as appropriate

Yes No

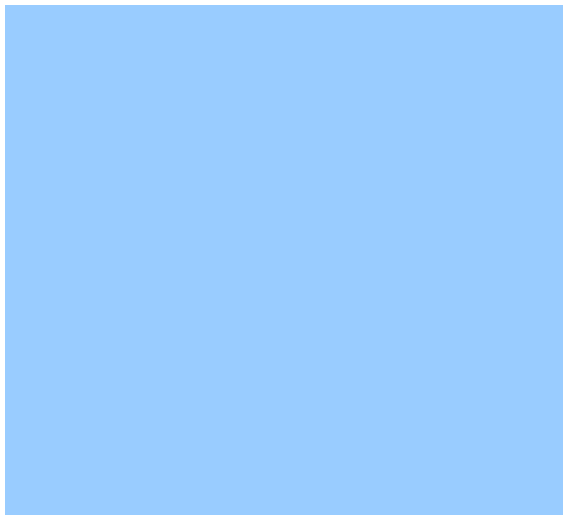
(c) The name and address of your organisation **will be** made available to the public (in the Scottish Government library and/or on the Scottish Government web site).

(b) Where confidentiality is not requested, we will make your responses available to the public on the following basis
Please tick ONE of the following boxes

Are you content for your **response** to be made available?

Please tick as appropriate
 Yes **No**

Yes, make my response, name and address all available
or
Yes, make my response available, but not my name and address
or
Yes, make my response and name available, but not my address



(d) We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for Scottish Government to contact you again in relation to this consultation exercise?
Please tick as appropriate **Yes** **No**



Sustainability Operations Advisory Group (SOAG)

27 May 2015

Utilities Savings, Practical Planning: Awareness and Promoting Positive Behaviour

Description of paper

Following some initial discussions between SRS and Estates on utilities savings and practical planning (in order to deliver a shared goal of a 10 percent financial savings), the purpose of this paper is to highlight areas of work in order to:

- Clarify different work streams and linkages to the climate strategy review
- Agree on a clear split of ownership and who needs to do what for practical planning
- Highlight current understanding of gaps / risks for success.

This paper also includes proposed next steps on the awareness raising and promoting positive behaviour element of the Practical Plan (see Annex 1).

Action requested

SOAG members are asked to note the paper, review work streams and provide comments for further alignment with corporate priorities.

Context

Utilities currently cost the University approximately £20M per annum and a target has been set to achieve a 10 percent savings over a 2 year period to 2017 (i.e. £2M).

In addition to identifying cost savings, the University also has a duty to reduce its carbon footprint. The Climate Action Plan 2010 proposed a reduction in University carbon emissions of 29% by 2020, with an interim target of 20% by 2015, against a 2007 baseline. Despite progress made through investment in energy infrastructure (in particular Combined Heat and Power), and other efficiency measures as well as behaviour change programmes, the University is not on track to achieve its current carbon reduction targets. A Climate Change Strategy will be developed over the next 12 months proposed in three phases: Phase 1 - review of existing CAP and work stream development, Phase 2 - carbon modelling, analysis and identification of options and Phase 3 - target setting, practical plan and strategy recommendations. A paper will go to the SRS Committee in June 2015 to sign off on these proposed next steps.

Unlocking savings from utilities (financial or carbon) will require a joined up approach taking into consideration: building design and refurbishment; specific issues within laboratories; promoting positive behaviour change; ensuring incentives are in place for managers and administrators; identifying technical initiatives for energy supply and unlocking funding mechanisms to drive local buy in.

Discussion

Practical Planning for Utilities Savings: Discussion, Issues and Next Steps

Estates and SRS have been tasked with developing practical planning for Utilities Savings with a goal to achieve 10 percent savings from business as usual over a 2 year time period (equivalent to £2M) while also considering potential implications in relation to the proposed

climate strategy. On 29th April 2015 an initial discussion on key themes and work being developed took place. As background to the group a note was circulated with areas for consideration. Table 1 shows the different work streams and Annex 1 provides initial plans on 'Awareness and Promoting Positive Behaviours'.

Table 1: Potential work streams for practical planning on utilities savings

Proposed Work Streams	Areas for consideration	Led by
Data, Feedback and Incentives	<ul style="list-style-type: none"> • Programme of metering and analysis of data to provide strategic and operational energy information • Improved feedback to users on energy performance and benchmarks • Use of data visualisations to summarise complex information • Benchmark against leading universities on energy consumption data • Introduce or pilot peer-to-peer structured audits (building on labs experience) where energy users audit each other's performance • Resource allocation and budgeting process to incentivise energy management and reduction 	Estates - David Jack (with SRS input / link to location reviews)
New Developments and Standards	<ul style="list-style-type: none"> • Continue to promote energy efficiency in new build and major refurbishments via BREEAM • Explore mechanisms to deliver 'government soft landings' routinely – building on successful pilots • Prepare design guidance for laboratory construction and management standards • Identify other design principles and guidance needs that promote energy efficiency and management (including exploring alternatives to BREEAM?) • Benchmark against leading universities on design principles and standards 	Estates - Graham Bell
Technical Solutions	<ul style="list-style-type: none"> • Install planned new CHP • Continue to promote energy efficiency funded activities • Develop proposals for a 'sustainable campus fund' with broader scope and supporting local activity in a coordinated way • Sustainable labs practical work - freezers, fans, fume cupboards etc. • Explore opportunities via new IT products and services with new CIO, including considering activating Sustainable IT group 	Estates - Dougie Williams (with SRS input on campus fund, IT and laboratories)
Awareness and Promoting Positive Behaviours	<ul style="list-style-type: none"> • Coordinated and targeted campaigns via engagement team on areas of high usage or inefficiency, with associated target • Competitions, awards and peer to peer comparisons • Repurpose and re-promote switch and save with associated target • Build energy efficiency and management into inductions/courses • Request specific actions from schools as part of annual planning rounds. • Continued promotion of positive transport and recycling/waste minimisation behaviours 	SRS – Michelle Brown (with Estates Operations / Energy Office)
Novel Energy Solutions and New Ideas and Technologies	<ul style="list-style-type: none"> • Investigate business case for owning/co ownership of offsite renewables including opportunities from SRUC alignment • Investigate business cases for on-site solar, wind or bio-energy • Review developments in heat pumps, particularly large scale innovations • Explore funding routes from government to support innovation 	Estates- David Barratt (with SRS input - Liz Vander Meer)

Note: A lead contact has been noted in the table above but SRS will need to work to ensure Awareness and Promoting Positive Behaviours work stream is aligned with Estates. Similarly, SRS can contribute to Estates led work streams (Andrew Arnott on Labs and Liz Vander Meer on Energy Solutions, etc.).

Issues for Consideration / Potential Gaps

Joined up Strategic Approach on Financial Savings and Carbon Savings:

It will be important that a joined up approach is taken to unlock opportunities for savings (both financial and carbon). Given the urgency of taking action to save on costs of utilities as well as carbon emissions, there is a need to plan now for immediate action while also

recognising that the Climate Strategy work streams will provide further analysis and targeted forecasting. While utilities savings planning is looking at efficiencies over 2 years, there may be longer term financial implications related to cost of carbon which should also be factored in.

Building Buy-in from Around the University:

While strategic oversight for Climate Strategy will be conducted through the SRS Committee, it is important that SOAG members are kept informed of developments and practical planning on utilities links into the Strategy. Similarly for the Utilities Practical Plan, there will be an opportunity to engage Sustainable Labs Steering Group and Sustainable ICT as well as others around the University. Engagement with Heads of Schools and College Registrars will be important.

Incentives for Schools and Integrated Accounting:

If Heads of Schools and Colleges do not see the importance of energy matters, it will impact on the likelihood of gaining positive results. Feedback from some school administrators has been that until people have to factor in the cost of utilities / carbon, change will be challenging. However, there are also opportunities through harnessing academic expertise in planning to build in shared ownership. Planning needs to consider how wider processes such as the Resource Allocation Model (RAM) and the Transparent Accounting Group (TAG) will (could) help drive change and ensure that people account for utilities in their own areas. Many private sector companies have moved to putting an internal 'cost on carbon' to drive change in different business units which the University may want to explore. A clear message on timing of budget devolution and expectations from Schools in relation to costs of energy will help.

Unlocking Funding to 'Spend to Save':

Supportive funding mechanisms need to be in place as opportunities for local efficiencies continue to be identified. The current Energy Efficiency Fund has produced savings through implementation of innovative improvements to BEMS, lighting, heating and ventilation. As part of planning for 15/16 and beyond it will be important to clarify how people can access funding to drive local action, what is available centrally vs. what needs to be funded locally and what criteria are required and how this is monitored and evaluated. Progress may be impeded if energy efficiency projects are funded by the College / School but are not incentivised to save energy. Other resource efficiency projects (i.e. Helium recycling) do not have any clear 'home' if they are not specifically focussed on energy savings. A broader 'sustainable campus fund' could unlock further efficiencies. A proposal regarding how to establish and manage such a fund is under development.

Measuring Impact:

Clarification will be needed on how the different work streams can contribute to the overall goal of 10 percent energy savings and related priorities. Clearly there will be 'bigger wins' in some of the work streams. In addition, direct attribution of contribution of engagement and communications programmes to energy savings is difficult, but as one key stakeholder noted, 'if we cannot get people concerned about the cost of energy within 3 years then we will have failed'. We will need to ensure we have the systems in place to measure utilities savings while also understanding the contribution of different work streams towards these savings.

Proposed next steps:

- Confirm if work streams highlighted in Table 1 are appropriate and therefore who needs to do what for practical planning as well as timelines (i.e. SRS Programmes assumes focussing on Awareness and Promoting Positive Behaviours and will contribute to other streams)
- Estates and SRS work to pull together a joined up plan
- Clarify any other potential gaps or risks to success
- Clarify scope, boundaries for current Energy Efficiency fund and / or development of a wider Sustainable Campus Fund
- Clarify linkages to RAM or TAG or other potential drivers and local incentives.

Risk Management

There are recognised and significant financial risks as well as reputational risks for the University in terms of the costs of utilities. Mitigation of these risks will need to include:

- Clear and joined up plan which clarifies responsibilities and accountabilities and linkages to other key strategies of the University (UoE Strategic Plan, Climate Strategy, Estates Strategy, etc.)
- Evidence based: planning should make use of expertise around the university and targets will need to be stretching but realistic
- Communicating the plan with clear messages from ‘the top’ on expectations
- Bringing the plan to life and engaging with staff and students across campuses on actions that can be taken, recognising that different strategies will be needed for different groups
- Provision of analysis and / or tools to support Schools and Colleges with integrating changes into their own planning (which decisions will have bigger ‘wins’), clarity on funding mechanisms for implementing spend to save projects, and information and reporting which connects day to day work with the bigger picture.

Equality and Diversity

Equality and diversity has been considered in relation to current work undertaken. Future planning will need to ensure equality and diversity within various work streams.

Consultation

Based on preliminary discussions with SRS and Estates in April, internal SRS discussions, and information received from Energy coordinators around the University and other channels.

Further information

Author: SRS Department

Presenter: Michelle Brown, Head of SRS Programmes.

Freedom of Information

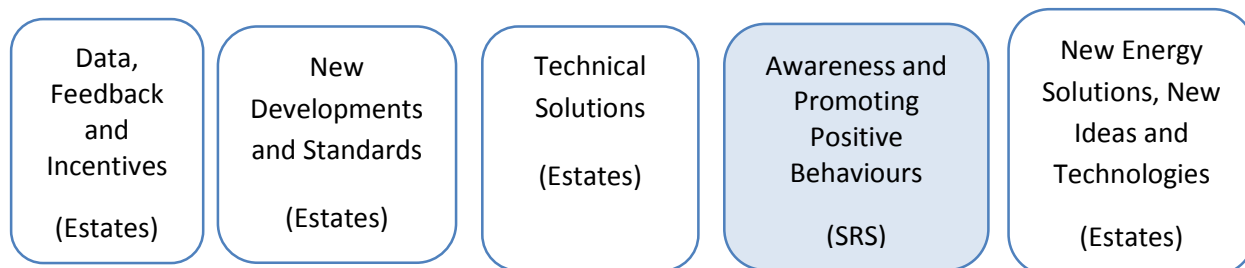
Open paper.

Annex 1: Proposed Next Steps for Awareness and Promoting Positive Behaviours

In 2015 to 2018 SRS Programmes will work with Estates to engage with staff and students and promote positive behaviours as part of the Utilities Savings and Climate Action priorities. Building on skills and expertise in the department we seek to add value through: inspiring action; building evidence and engaging with students and staff to support change; reporting and communicating.

To ensure an overall savings we recognise this requires a joined up approach in the various practical work areas and the purpose of this document is to outline our understanding of proposed next steps for SRS Programmes.

Utilities and Carbon Savings. Target = 10 percent cost savings and X percent carbon savings



This links with the SRS Department Plan (2015 to 2018) which includes the following objectives:

- Support the corporate objective to reduce energy (savings of 10 % by 2017) by delivering a programme of awareness, engagement and practical action
- Relaunch a University campaign on energy savings aiming to have 250 active champions by 2018
- Build the business case, backed by innovative evidence for a programme of action to deliver sustainable labs including targeted reduction in energy and running costs.

Other SRS Department objectives which will help to deliver the above and add value will include: ensuring we have an updated climate action strategy in place and linking to other strategies; benchmarking; SRS Reporting for the University and exploring with colleges and support groups local plans of action and reporting.

Previous work on Awareness and Promoting Positive Behaviours and Lessons Learned

SRS Engagement activities grew out of previous work with support of the Energy Office as a face to face enhancement of the Switch & Save campaign¹. In 2014/15 engagement work in specific locations was integrated with Edinburgh Sustainability Awards, with Awards criteria reflecting the Energy Coordinator role. Engagement and communications activities have included coordination around making use of walk-around checklists, workshops on materials, Christmas Shutdown and distribution of appliance monitors. At the same time, labs specific work continues to progress with the support of a Steering Group and development of a coordinated work-plan alongside the peer-audited Lab awards. Work has been undertaken to support the development of specific proposals (chillers, freezers, etc.) for local action.

Lessons learned in early 2015 indicate that a specific Energy Campaign Programme²— alongside the Awards — will be an effective way to deliver work over 2015 to 2018. This recognises that awareness raising and behaviour change will require more than poster campaigns and that key stakeholders require different types of communications and engagement to increase awareness and change behaviour. Further analysis through work being undertaken as part of the CAP will help to strengthen the development of targets and KPIs.

¹ In 12/13 savings through location specific engagement brought savings estimated at £87K

² Potential Programme Name tbc (Energy Matters / Switch)

Proposed Next Steps on Work-stream 4: Awareness and Promoting Positive Behaviours

The following main areas of work are envisioned with further details in Table 2 (below).

Phase 0: (May to August 2015)

- Engage with Estates and other stakeholders for planning and work to build buy-in from senior management
- Build evidence and case studies
- Clarify incentives for change (i.e. data and budget devolution or funding opportunities)
- Develop Energy Coordinator training and support process
- Prepare materials for Phase 1 roll out.

Phase 1: (August 2015 to May 2016)

- Targeted messages and briefings aimed at senior / middle managers
- Continue to build up evidence and tools to support awareness and behaviour change (including support for how to integrate within local plans)
- Location specific reviews to review opportunities and progress and work with Energy Office to support baseline audits and development of pipeline of potential projects for Energy Efficiency Fund (or other fund)
- Assess needs and develop or coordinate appropriate training
- Develop and pilot benchmarking and school reporting approach
- Wider staff campaign launch (including benchmarking).

Phase 2: (May 2016 and beyond)

- To be reviewed within Utilities Savings Practical Group.

Programme KPIs

- Awareness of the 'cost' (carbon and financial) of energy
- Number of energy coordinators
- Number of active energy coordinators (i.e. use of tools, submission of walk-around checklists, etc.)
- College and Departments include energy savings and engagement activities within their own plans
- Number of planned and proposed energy efficiency projects?

Contributing to:

- Measurable local reduction in energy use (challenges with attribution of engagement activities to local impact).

Risk Management

Risks will be similar to overall risks for Utilities Savings Plan. Specific risks for this work-stream will relate to:

Ensuring SRS has a joined up approach with Estates. Head of SRS Programmes can report to Director of Estates Operations (current monthly meetings) to look at progress.

Competing SRS topics and SRS Staff Time: For SRS Engagement team, increasing time on energy engagement will reduce time available for other Estates / SRS partnership work

(i.e. travel and waste). For SRS Communications team, other requests on time (planned and unplanned) can impact ability to deliver. For labs specific work, funding is only in place currently until Dec 2015.

Table 2: Detailed work-plan for Awareness Raising and Behaviour Change Work-stream

15/16 Activities:		Who	Timing
Phase 0 (Development)	Work with Estates to clarify and ensure alignment with strategy and identify potential risks / trade-offs and potential funding opportunities. Gain buy in and approval from other Senior Managers (through CMG?) Confirm locations w EO	M. Brown D. Gorman C. Overy	May to August
	Develop Energy coordinator training and support process (see below)	C. Overy	May to August
	Prepare Materials: Variety of printed and online materials. Briefing Presentation. Video about energy challenge at UoE. Update 'Switch & Save' web pages with new versions, including the new refreshed visual brand. The site will enable online access to key materials such as Energy Coordinator role description, refreshed walk-around checklist, and information about appliance monitors	J. Farthing	June to August
	Continue to compile a body of evidence and case studies relating to effectiveness and consequences of various opportunities for efficiency improvements and links to engagement (and help to communicate evidence)	C. Overy A. Arnott (J. Farthing)	June – July
	Develop support materials to help promote the Energy Efficiency Fund (or a Sustainable Campus Fund?) to enable access to project financing for Energy Coordinators (e.g. project proposal form, guidance notes, provision of support to applicants)	C. Overy	August
	Start to develop Benchmarking (internal and external) for use in SRS Reporting and Communications	M. Lawson J. Farthing	July - August
	Develop Awards related activities which can better target and celebrate energy related actions	C. Overy	August
Phase 1: Roll out Engagement and Communications in Colleges and Schools	Targeted message and briefings aimed at senior / middle managers (ideally with a letter from CSG Director or Estates Director)	J. Farthing	August
	Energy matters survey for base-line of awareness (integrate into wider SRS Programmes survey) and focus groups (tbc)	J. Farthing	September
	Review potential for service level / partnership agreements at a college or school level with clear asks (coordinators / awards / etc.) and links to RAM and TAG	M. Brown C. Overy	Ongoing
	Roll out of core materials (such as physical posters, videos, reminder stickers, thermometers) email signatures, website banner, etc.	J. Farthing	September / October
	Implement Energy Coordinator Support Process a) 1 set of workshops per year (SRS w Energy Office) b) Quarterly briefings to Energy Coordinators c) Audits (technical reviews) – 6 per year with Energy Office d) Non-technical reviews of 15 locations per year in collaboration with local Energy Coordinators	C. Overy w Energy Office	2015/16
	Energy Coordinator Recruitment Drive (eventual target = 1 per administrative unit to reflect energy budget devolution)	C. Overy J. Farthing	2015/16
	Conduct a trial / pilot monitoring the impact of distributing 'switch off stickers' and other communications (labs and offices) and explore links to security data (re lights left on)	J. Farthing	Early 2016
	Monthly SRS Newsletter + Stories in Staff News + Social Media Campaigns	J. Farthing	15/16
	Benchmarking college or school actions and (if possible) usage (where data available) and include table in SRS Annual Report to pick up and show good practices and be transparent	J. Farthing M. Lawson	Autumn 2016
	Piloting other engagement activities (such as R&Dialogue) to identify energy efficiency and savings measures and work with academics to enhance student experience	C. Overy M. Lawson	Ongoing
Phase 2	To be reviewed and developed as part of the Climate Strategy and CAP (utilities practical planning group)		

Sustainability Operations Advisory Group (SOAG)**Wednesday 27 May 2015****Sustainable Laboratories Implementation Plan 2015****Description of paper**

The paper presents SOAG with the proposed implementation plan with the aim to develop a more strategic and holistic approach to embedding social responsibility and sustainability (SRS) within laboratories at the University of Edinburgh.

The paper also describes a timeline for meetings, and proposes that the future meetings be split into “Labs Workshops” to discuss operational matters, and SLSG “core group” meetings to discuss strategic matters. The paper has been circulated to all attendees of the first core group meeting (27th January 2015) for comments, and the version attached for discussion incorporates all comments received.

Action requested

SOAG is invited to note and discuss the work plan, the division of the group into operational and strategic groupings, and the members of each of these groupings.

Background and context

The University of Edinburgh has pressing targets in relation to reducing carbon emissions and estates costs. Laboratories are highly energy and resource intensive environments, and many studies have shown that lab space can consume 4 or 5 times as much energy as office space per m². Thus opportunities to improve sustainability and make savings in terms of energy consumption and utilities spend in laboratories must be a key part of any strategy to meet these targets.

The Labs Implementation Plan was drafted in collaboration with key stakeholders in order to identify, specify, agree and record the actions required in order to improve laboratory sustainability across University of Edinburgh. The majority of tasks fall to Andrew Arnott, Programmes Facilitator – Laboratories, Department for Social Responsibility and Sustainability, however there are also implications for other individuals/departments, most notably the Energy Office.

Sustainable Laboratories Implementation Plan 2015

Discussion

Laboratories are critical sites for the University mission of creating knowledge and enhancing our position as one of the world's leading research universities, making a sustainable contribution to Scotland, the UK and the world. Laboratories have a large carbon and environmental footprint, with especially high energy consumption as well as use of finite materials and production of hazardous waste. To improve sustainability there is a need for working across departments in order to have the greatest impact. Some impacts on the sustainability performance of a laboratory can be made at the design stage while other impacts can be ameliorated through actions by laboratory managers, technicians and users. Laboratories are important sites for influencing the attitudes and behaviour of the staff and students who work and study in them, as behaviour changes can have substantial impacts in the short term and may be adopted as standard practice in future years. A number of opportunities exist for laboratories to undertake actions commensurate with the circular economy where by-products are diverted from expensive and unsustainable waste streams and instead recognised as useful raw materials.

The purpose of this implementation plan is to develop a more strategic and holistic approach to embedding social responsibility and sustainability (SRS) within laboratories at the University of Edinburgh. The University has a duty and commitment to reduce emissions and spending on utilities which will soon exceed a cost of £20 million per year. Investing in sustainability within labs will help:

- Reduce energy usage and carbon footprint
- Reduce other environmental impacts including water, waste and depletion of finite resources
- Reduce costs
- Reputational improvement
- Contribute to other priorities such as Health and Safety, staff well-being and student experience.

The implementation plan responds to the University's Strategic Plan 2012–2016 and records actions delivering both existing policies and new commitments.

5 key themes have been prioritised for 2015 based on discussion with key stakeholders, the Sustainable Labs Steering Group (SLSG), the Core Audit Group and the Department for SRS's understanding of key work areas and support requested by colleagues: 1) evidence building; 2) engagement and training; 3) utilities efficiencies; 4) outreach and funding; 5) integration in estates design and construction.

It is important to note that progress is reliant on successful partnerships with post-doctoral students, operational, technical, academic and senior management staff. Progress will be monitored regularly by the SLSG which will meet three times per year. A timeline is also included within the implementation plan outlining key milestones and dates of meetings.

A. Evidence Building		Objective: To gather, collate and develop evidence and data on the effectiveness and consequences of various opportunities for efficiency improvements.		KPI: Number of topics for which a body of evidence has been produced and made available to SLSG.
Tasks	Colleagues Responsible	Colleagues to Consult	Dates	Outputs / Outcomes
A1. Assess fume cupboards for suitability for Variable Air Volume (VAV) conversion	Andrew Arnott Estates (Premises Managers and Design Office)	Energy Office Representatives of relevant laboratories	June 2015	Develop/obtain an inventory of fume cupboards and whether they are fixed or VAV Identify fixed volume fume cupboards and investigate their suitability for converting to VAV Calculate savings, obtain quotes/indicative costs for conversion and identify suitable conversions with short payback periods
A2. Investigate potential energy savings and risks to samples associated with raising the temperature of minus 80°C freezers.	Andrew Arnott Brian McTeir Lorna Bathgate Irene McGuinness	Martin Farley Lee Murphy (other contributors of samples)	First 6 monthly analysis due October 2015	5 year project with 6 monthly assessments of energy savings and sample quality from the investigation operating at Roslin Institute. 6 monthly reports will be presented to the SLSG as a standing item on the agenda.

A3. Investigate potential energy savings and risks to samples associated with changing DNA/RNA storage methods to room temperature.	Andrew Arnott Peter James (S-Labs)	SLSG	By 30 th May 2015	Report on the current state of knowledge (literature review) relating to alternative storage methods of DNA/RNA
A4. Compile a body of evidence and case studies relating to sustainable laboratories actions undertaken at other institutions.	Andrew Arnott Peter James (S-Labs)	SLSG	By end of May 2015	Summary report showing actions, payback periods and links to any publications
A5. Conduct a trial/pilot project monitoring the impact of distributing 'switch off' stickers and other communications materials.	Andrew Arnott Joe Farthing (A building containing laboratories which has reliable energy data)	SLSG	June 2015	Summary report showing methodology and impacts.

B. Training and Engagement		Objective: To increase knowledge and awareness of sustainability actions among laboratory users.		KPI: Number of communications (events /presentations /talks /meetings /distribution of materials) between Programmes Facilitator Laboratories and key laboratories personnel.	
Tasks	Colleagues Responsible	Colleagues to Consult	Dates	Outputs / Outcomes	
B1. Develop a core list of sustainability criteria to be covered in induction and exit processes and disseminate this to laboratories.	Andrew Arnott Core Audit Group	Val Gordon SLSG	End of May 2015	All relevant staff responsible for lab inductions have list of sustainability criteria	
B2. Host an event with HEaTED and S-Lab to focus on professional development of laboratory technical staff, and sharing best practice	Andrew Arnott Val Gordon	SLSG	Before end Dec 2015	Event delivered to UoE staff and staff from other universities	
B3. Engage with more laboratories to encourage and enable sustainability actions and participation in Sustainability Awards. (Where ESA is not suitable for the lab, opportunities for improvement should still be identified and enabled).	Andrew Arnott	SLSG	Ongoing until at least Jan 2016	Additional laboratories engaging with SRS on sustainability improvement projects. 2 Additional laboratory teams taking part in ESA 2015-16 in comparison to 2014-15 (12 expected in 2014-15).	
B4. Publish case studies on website and distribute to key stakeholders.	Andrew Arnott SRS communications team	SLSG	End May 2015	Case studies of University of Edinburgh sustainable laboratories achievements published on website.	
B5. Develop and distribute resources/materials promoting best practice in laboratories.	Andrew Arnott SRS communications team	SLSG	July 2015	New printed and electronic materials to promote best practice in laboratories.	

C. Utilities and waste efficiencies	Objective: Identify and enable utilities efficiency improvement projects throughout the university	KPI: Number of utilities efficiency improvement projects implemented. (Cost and carbon savings quantified where data is available)
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Tasks	Colleagues Responsible	Colleagues to Consult	Dates	Outputs / Outcomes
C1. Identify the air handling system settings for rooms containing -80°C freezers and assess for suitability (size of “dead band” and set point temperatures)	Andrew Arnott Martin Crawford Premises managers	Energy Office Relevant laboratories	July 2015	Appropriate set points and dead bands identified and programmed for all -80 freezer rooms, and communicated to relevant staff.
C2. Identify funding to support replacing mercury lamps in microscopes with LED lamps.	Andrew Arnott	Relevant laboratories Colin Miller – Procurement Energy Office Registrars of Schools (likely represented by middle management – TBC)	September 2015	An understanding of the funding landscape and communicating this to laboratories.

C3. Identify areas for motion sensor/daylight sensor controls for lighting.	Andrew Arnott Premises managers	Energy Office	July 2015	Areas suitable for motion sensor/daylight sensor lighting controls identified. Business cases drawn up for the work and where suitable, applications for funding made.
C4. Identify funding to support replacing older -80°C freezers with new models.	Andrew Arnott	Relevant laboratories Colin Miller – Procurement Energy Office	September 2015	An understanding of the funding landscape and communicating this to laboratories.
C5. Identify opportunities to divert non-hazardous laboratory consumables from landfill (e.g. gloves, plastics)	Andrew Arnott Laboratory Managers	Waste and Environment Manager (Fleur Ruckley)	October 2015	Waste streams analysed at a number of laboratories and arrangements made with waste providers to collect non-hazardous laboratory consumables. Awareness raised among users of these labs.
C6. Identify opportunities to raise the temperatures of back-up -80 freezers.	Andrew Arnott Roslin Institute Martin Farley	Laboratories who have contributed samples. SLSG	Ongoing First 6 monthly analysis in October 2015	An understanding of the time taken for internal freezer temperature to change. An understanding of the different energy consumptions from operating ULT freezers at different temperatures.
C7. Identify opportunities to change fluorescent area lighting to LED lighting.	Andrew Arnott	Energy Office	July 2015	Areas suitable for LED lighting identified.

	Premises managers Laboratory Managers			Business cases drawn up for the work and where suitable, applications for funding made.
C8. Identify opportunities to establish packaging take-back schemes.	Andrew Arnott Laboratory Managers	Waste and Environment Manager (Fleur Ruckley) Colin Miller - Procurement	October 2015	Waste streams analysed at a number of laboratories and arrangements made with suppliers to collect packaging. Awareness raised among users of these labs.
C9. Engage with academic colleges and corporate services to discuss improving accessibility to existing funding streams.	Andrew Arnott Dave Gorman Liz Vander Meer	Dougie Williams/David Jack from Energy Office	First engagement by July 2015	Streamlining of the application processes which must be followed by applicants for various existing funding streams available within the University. Increased frequency of review of applications. Reduced time between applications being submitted and a decision being made. Increased number of applications from laboratories for funding for sustainability actions.

D. Outreach and Securing Funding		Objective: To secure funding to support the continuation of sustainable laboratory work within the University of Edinburgh		KPI: Amount of time the sustainable laboratories work is supported for after January 2016.
Tasks	Colleagues Responsible	Colleagues to Consult	Dates	Outputs / Outcomes
D1. Engage with SFC to secure funding for further sustainable laboratories positions/resources.	Dave Gorman Andrew Arnott David Somervell	SLSG	By Dec 2015	Funding secured to extend UoE's work with laboratories
D2. Engage with Universities Scotland Efficiencies Taskforce	Dave Gorman Andrew Arnott	SLSG	By September 2015	'buy-in' secured with other universities to strengthen bid for SFC funding
D3. Engage with other institutions	Andrew Arnott Dave Gorman Core Audit Group (SLSG members?)	SLSG Peter James (S-Labs)	By November 2015	Relationships formed and developed with those responsible for sustainable laboratories in other institutions. Best practice shared. Improvements encouraged.

E. Estates Design and Construction		Objective: To ensure sustainability concerns are embedded within the processes of estates design and construction		KPI: Level and frequency of input from SRS into estates design and construction
Tasks	Colleagues Responsible	Colleagues to Consult	Dates	Outputs / Outcomes
E1. Review and develop design and construction guidelines for new laboratories.	Graham Bell Andrew Arnott Laboratory representatives	SLSG Energy Office	By Jan 2016	Guidance on: Lab ventilation Cooling/heating set points and dead bands Lighting technologies and controls Cold rooms vs fridges & freezers Space for storing recycling/packaging
E2. Establish a mechanism by which SLSG/SRS can be informed of and influence new estates developments for laboratories.	Graham Bell Andrew Arnott	SLSG Laura Skinner – Procurement Energy Office	By Jan 2016	SLSG/SRS can have input to new estates developments for laboratories, specifically including Darwin Project.

Timeline			
Meeting	Dates	Topic/Theme	Invitees
Labs Workshop 1	Late May 2015	Waste and Procurement	<p>Full SLSG invited to attend depending on their interest in this topic.</p> <p>Focus on operational, technical and procurement staff. Presentations on waste, WARPit and procurement/engaging suppliers.</p> <p>Fleur Ruckley invited to speak on lab waste streams.</p> <p>SRS representative to speak on WARPit.</p> <p>Procurement representative to speak on efficient lab procurement.</p>
<i>Sustainability Awards Application Deadline</i>	<i>20th March 2015</i>		<i>Award Participants</i>
<i>Sustainability Awards Lab Audits</i>	<i>March/April 2015</i>		<i>Awards Core Audit Group</i>
<i>Sustainability Awards Ceremony</i>	<i>22nd April 2015</i>		<i>Award Participants</i>
Labs Workshop 2	Early June 2015	Design of new laboratories / developing guidelines for design and operation.	<p>Full SLSG invited to attend depending on their interest in this topic.</p> <p>Focus on operational staff, estates development, lab managers, energy managers and controls managers.</p>
SOAG	<i>End of May 2015</i>	<i>Progress update</i>	

SLSG Strategic Meeting 1	June 2015	Review implementation plan progress and discuss the minutes of Themed Meetings 1 & 2.	Limited invite list focusing on strategic/managerial level staff along with representation from operational staff.
SOAG	<i>Mid-September 2015</i>	<i>Progress update</i>	
2015/16 Academic Year – Inductions	<i>September – October 2015</i>	<i>Inductions</i>	<i>New students</i>
Labs Workshop 3	Late August 2015	Implementation of utilities efficiency improvement projects, including best practice technologies, where central funding can be utilised, and where departmental or external funding should be sought.	Full SLSG invited to attend depending on their interest in this topic. Focus on operational staff, premises managers and lab managers. Energy Office representatives invited to speak.
SOAG	<i>Early November 2015</i>	<i>Progress update</i>	
Labs Workshop 4	November 2015	Training/CPD for lab staff and post-doctoral students.	Full SLSG invited to attend depending on their interest in this topic. Focus on technical staff and post-doctoral students. HEaTED network would be invited to speak.
SLSG Strategic Meeting 2	Late November 2015	Review implementation plan progress and discuss the minutes of Themed Meetings 3 & 4.	Limited invite list focusing on strategic/managerial level staff along with representation from operational staff.

Sustainable Laboratories Implementation Plan 2015

Annex 1

Sustainable Laboratories Steering Group – remit and membership

A draft remit and membership for SLSG had been approved by the Sustainability Operations Advisory Group on 5 November 2014.

“The main purpose of the Steering Group would be to provide expert guidance and direct the expanding remit of work associated with sustainable laboratories. It would ensure that work on sustainable laboratories is continued through a coordinated approach. The proposed Steering Group would:

- Provide expert guidance to the Programme Facilitator – Laboratories
- Contribute towards setting future objectives and monitoring progress
- Identify funding opportunities to support sustainable laboratories work
- Achieve buy in from academic schools, support groups and research centres
- Link sustainable laboratories agenda with University-wide strategic plans and objectives.

The Steering Group would aim to bring together colleagues from across university academic schools and support groups with expertise in laboratory practices and systems.”

At the inaugural meeting it was proposed that a core steering group be established with additional representatives joining for themed meetings which would help develop strategy and advise on activities for the Programme Facilitator – Laboratories. A wider mailing list of interested supporters would be maintained.

CORE GROUP MEMBERSHIP

Andrew Arnott	Programme Facilitator Labs
Dave Gorman	Director of Social Responsibility & Sustainability
Geoff Turnbull	Assistant Director of Estates
David Gray	Professor of Immunology, Institute of Infection & Immunology Research
David Jack	Energy Manager
Julia Laidlaw	Project Manager (Estates and Buildings)
Martin Crawford	Controls Manager
Andy Kordiak	Equipment Procurement Manager, MVM
Sandra Lawrie	Technical Services & Estates Manager, School of Biological Sciences
Brian McTeir	Easter Bush Campus Facilities and Services Manager
Stewart McKay	Technical Services Manager, IGMM
Heather Anderson	Senior Technical Officer, CMVM
Candice Schmid	Health & Safety Adviser
Valerie Gordon	Technical Officer, Institute for Education, Teaching & Leadership
TBC	Student Researcher

THEMATIC/OPERATIONAL GROUP MEMBERSHIP	
Heather Anderson	Senior Technical Officer, CMVM
Andrew Arnott	Programme Facilitator Labs
Graham Bell	Estates Depute Director
Jim Brown	Zone Manager, KB
Michelle Brown	Head of SRS Programmes
Ronald Brown	Deputy Technical Services Manager, School of Chemistry
Rab Calder	Zone Manager, CMVM
Martin Crawford	Controls Manager
Valerie Gordon	Technical Officer, Institute for Education, Teaching & Leadership
Dave Gorman	Director of Social Responsibility & Sustainability
David Gray	Professor of Immunology, Institute of Infection & Immunology Research
David Jack	Energy Manager
Andy Kordiak	Equipment Procurement Manager, MVM
Sandra Lawrie	Technical Services & Estates Manager, School of Biological Sciences
Matthew Lawson	Programme Manager
Chris Litwiniuk	Engagement Facilitator
Stewart McKay	Technical Services Manager, IGMM
Brian McTeir	Easter Bush Campus Facilities and Services Manager
Lindsay Murray	Health and Safety Manager – Chancellors - CMVM
Janet Philp	School Administrator, School of Biomedical Sciences
Fleur Ruckley	Waste & Environment Manager
Candice Schmid	Health & Safety Adviser
Laura Skinner	College Procurement Manager, Science & Engineering
Anna Stamp	Estate Development Manager, CMVM
David Somervell	Head of SRS Futures
Dawn Windsor	Easter Bush Deputy Campus Facilities and Technical Manager
Margarida Teixeira-Dias	Physical Resources and Scientific/Technical Services Manager (Geosciences)

Sustainable Laboratories Implementation Plan 2015

Annex 2

Core Audit Group – remit and membership

The Core Audit Group exists as an operational level group to steer and plan the activities relating to the laboratories section of the Edinburgh Sustainability Awards. The Group's activities includes timings and logistics of awards audits, as well as providing a forum for communication between participants of the awards scheme and the organisers of the awards scheme (Social Responsibility and Sustainability department).

The CAG consists of the Programme Facilitator – Laboratories and representatives of laboratories who have taken part in the awards scheme for a number of years. This comprises:

AWARDS CORE AUDIT GROUP MEMBERSHIP	
Heather Anderson	Chancellors Senior Technical Officer, College of Medicine and Veterinary Medicine
Andrew Arnott	Programme Facilitator – Laboratories, Department of Social Responsibility and Sustainability
Ronald Brown	Deputy Technical Services Manager, School of Chemistry
Brian McTeir	Easter Bush Campus Facilities and Services Manager, College of Medicine and Veterinary Medicine
Dawn Windsor	Easter Bush Deputy Campus Facilities and Technical Manager, College of Medicine and Veterinary Medicine
Stewart Franklin	Technical Officer, School of Chemistry
Eliane Salvo-Chirnside	Senior Research Technician, SynthSys, School of Biological Sciences
Carol Wollaston	Centre Manager, Centre for Integrative Physiology, College of Medicine and Veterinary Medicine

Resource implications

As noted above there is a time resource implication for a number of different members of staff, notably the Energy Office.

The above plan should lead to the identification of lab sustainability improvement projects for implementation. Many of the improvements and savings possible in laboratories will require some degree of investment in order to unlock the savings – the current internal funding environment is unclear for a number of lab improvement actions (i.e. should an action be supported by central or departmental funding) and this is hampering progress. Greater clarity around funding is necessary in order to be able to properly identify suitable projects for development.

Risk Management

Some of the improvements to laboratory sustainability are well established and low risk. Other potential improvements, however, are less well established and as such the exact extent of savings is harder to quantify. In all scenarios, minimising or eradicating any negative impact on science or health & safety would be a key requirement of any project.

Equality & Diversity

Due consideration has been given to equality and diversity as a key element of the SRS agenda. An Equality Impact Assessment is not required.

Next steps/implications

The agreed plan will be actioned by those named in the document, and progress shall be reported to the SLSG core group (next meetings June and November 2015). This shall form the majority of the body of work of Andrew Arnott, Programmes Facilitator – Laboratories, Department for Social Responsibility and Sustainability for 2015.

Consultation

This paper has been circulated to all attendees of the first SLSG meeting (January 2015) for comment.

Further information

Author and presenter, Andrew Arnott, Programmes Facilitator – Laboratories 27th May 2015.

Freedom of Information

This is an open paper.



Sustainability Operations Advisory Group (SOAG)

Wednesday 27 May 2015

Edinburgh Sustainability Awards 2014-15

Description of paper

This paper updates the Committee on the outcomes of the Sustainability Awards 2014-15, providing information on participation in the scheme across the University, and outcomes from evaluation with participants and SRS Department staff.

Action requested

SOAG is invited to receive the update and provide comments

Background and context

This year's Edinburgh Sustainability Awards launched in October 2014, with auditing completed and awards distributed in March-April 2015. 31 teams participated in the Office Awards, 10 participated in the Lab Awards (recognising that some teams participated in both Office and Lab Awards), 7 Special Awards were given, and 4 Student Societies received awards.

Awards Given 2014-15

The below graph gives an overview of Awards participation by group. Please note that both Office and Lab Awards are included, therefore some teams are counted twice because they participated in both. Special Awards and Student Societies are also included.

Group	Number of Office and Lab Awards	Bronze	Silver	Gold	Special
College of Science & Engineering	6	2	4		2
Corporate Services Group	8	3		5	1
College of Medicine & Veterinary Medicine	15	4	3	8	
College of Humanities & Social Sciences	5	3	1	1	
University Secretary's Group	2	2			
Information Services Group	1		1		
Other (staff, including ECCL, Sports Union)	4	2		2	
Student societies	4				4
TOTAL	45	16	9	16	7

Office Awards

Of the 31 Office Awards teams, 16 were new to the scheme. Gold teams presented some very positive projects deserving of recognition, including Edinburgh Research & Innovation's green space project in collaboration with the Landscape Section. The below video tells the story of how IGMM at Western General, one of our new teams, who achieved a Silver Award this year, have found the Awards scheme instrumental in engaging staff in sustainable practices and embedding sustainability into management decisions.

<https://www.youtube.com/watch?v=Nv0bz8xCvjA>

Lab Awards

Ten teams, of which two were new to the scheme, participated in the Lab Awards following the S-Lab Environmental Framework. All Lab Awards were peer audited, an element that teams considered valuable, and were provided with a summary audit report, recommending next steps to enable them to improve. The below video showcases how positive Lab Awards participants find the process of the Awards scheme, as it gives them opportunities to exchange best practice and carry out their roles more effectively.

<https://www.youtube.com/watch?v=kmn0jhgVygU>

Special Awards

The Special Awards in particular reflect positive stories of change throughout the University. Below are details of those individuals and groups that received Special Awards.

Award	Recipient	Reason
Environmental Improvement Award	Tim Calder, School of Chemistry	The School worked with Kimberley Clark to pioneer the use of Terracycle to recycle latex/nitrile gloves used in its labs. Between October 2014 and February 2015, the scheme saved 350 kg of gloves from going into landfill. Terracycle now makes these into garden benches or transportation pallets.
Social Responsibility Award	University of Edinburgh Chaplaincy	Hosted Social Responsibility events, programmes, and projects around social justice and equality and diversity, working in partnership with a range of relevant stakeholders.
Best Student Initiative	Edinburgh Sustainability Jam	A 3 day event bringing together 35 students and 20 professionals for interdisciplinary 'hackathon' examining key sustainable development challenges
Outreach	TEDxUniversityofEdinburgh	This student-led initiative brought together students, academics and professionals in an inspiring series of talks and activities around themes ranging from mental health to climate change. The overarching theme of the conference was 'How to be OK in the Future'
Outstanding Personal Contribution	Ron Brown	Over the years, Ron has consistently gone above and beyond expectations to develop and implement sustainability initiatives within the School of Chemistry in labs and in daily working practices. He leads their reAction Sustainability team.

Outstanding Personal Contribution	Hayden Harrison	As Bars Manager, Hayden supported the EUSA Bars team to achieve Gold level in their submission, coaching them beyond the required standard. She was nominated by the team for her skills.
Outstanding Personal Contribution	Hassan Waheed	Hassan is a founding member of student group Net Impact, plays a key role in the Sustainable Business Initiative, was part of the organising team of Edinburgh Sustainability Jam, and has effectively promoted and engaged with other student sustainability initiatives. He is a role model for other actively engaged students.
Lifetime Achievement	David Somervell	David has consistently championed social responsibility and sustainability throughout his career at the University of Edinburgh since 1989, modelling exceptional passion, drive, and leadership. We all wish him the best in his retirement from next year.

Recognition of students

Four student societies received awards according to criteria that their submitted projects achieved. Achievements were also recognised through Special Awards for Best Student Initiative and Outstanding Personal Contribution. One of the winners of the Student Societies Award was a student-led project to build a bike powered cinema by the Engineers Without Borders Society, as shown in the video below:

https://www.youtube.com/watch?v=Jd_DWrUFYcQ

14 Student volunteers were recruited and trained as auditors for the Office Awards element of the Sustainability Awards scheme, providing them with understanding of practical sustainability on campus and auditing skills.

Evaluation: Participant View

Awards participants rated the scheme on average 8/10, with the following as a snapshot of the mixed practical and social benefits of participating:

"It's been a worthwhile project, thought provoking and changing people's attitudes."

"As Facilities Secretary where I look after our building and check for faults, it's good to be able to build on this to include energy efficiency etc, and my input with ordering things like stationery has changed dramatically since I took part, all for the better."

"The benefits of the scheme are access to and information on University resources regarding sustainability, and to be able to make changes in your own workplace in an organised way with the support of management."

"Making the University more sustainable but for us it's also a really good team building exercise."

We also asked Awards participants for the negative aspects of participation. Those flagged mainly centred around the perceived time intensity of participating (teams reported between 5 and 16 hours spent on submission and auditing), some perceived unnecessary complexity as well as concern about 'box ticking' for Bronze level, and some potential for improvement of online systems and resources. Teams also felt that some areas of the toolkit that were

designed to link in with other University central support (e.g. Health and wellbeing, equality and diversity training) were not well enough supported by the relevant services, and in some cases thought they were outwith the scope of sustainability.

Evaluation: Internal View

We carried out an internal evaluation process among SRS staff to identify key evaluation points within the Awards scheme, receiving the following feedback:

- Overall, the scheme is seen as a useful flagship project for the Department, providing us with a tool to engage staff and students in practical day to day activity.
- In its current form, the toolkit content doesn't prioritise actions according to sustainability impact, which would be more useful for constructive engagement and encouraging teams to show real sustainability leadership.
- The online toolkit was sometimes 'fiddly' to use and explain to teams.
- Having multiple staff involved in the delivery of the scheme leads to a risk of inconsistency, which is only overcome through more time being dedicated to internal communication and briefing. It was thought that alternative delegation and messaging internally would reduce SRS staff time commitment.
- The ceremony and branding of the scheme overall were seen as highly positive for the reputation of the Department and in getting recognition for teams taking action.
- Some staff felt that recognition of teams' efforts could be improved among senior management across the University. It was recognized that the actions requested by the Sustainability Awards tend to be more 'grassroots'.
- Managing the audit period for the scheme was the peak workload point of the scheme for those involved in delivery, as well as falling at an inconvenient time for student volunteer auditors.
- The peer auditing and mentoring spirit of the Lab Awards was viewed very positively by SRS staff and participants, and it was thought this could be a way of pushing Office Awards Gold applicants further and enabling better sharing of best practice.

Next Steps

The Department has set an objective to increase participation in sustainability awards teams of staff and students by 2018 and deliver a wider reach across colleges / groups. Interim milestones for the number of teams participating in the Office and Lab Awards are as follows:

- 40 teams in 15/16
- 50 teams in 16/17
- 60 teams in 17/18

Separate targets will be set for Student Societies and Student Accommodation (to be introduced in 2015-16 following development in 2014-15) parts of the Awards as part of Departmental planning, and we will always aim to award one Special Award per category.

In order to meet those objectives the following steps are proposed:

- Select target locations for new participation in Office and Lab Awards, based on data around existing participation by group
- Establish targets for Student Society and Student Accommodation Awards
- Review required staff time commitment to ensure capacity to reach increasing targets
- Ensure continued alignment with other engagement initiatives e.g. Energy Coordinator network
- Work with key practitioners to maintain relevance of the toolkit

Resource implications

In order to cater for more teams, the ceremony will require increased funding on a year by year basis. There is a possibility we could seek sponsorship for this, to be addressed as part of the Department's fundraising strategy development. Some efficiencies are expected in use of staff time, which will be redirected towards engagement work around energy efficiency and other sustainability issues.

Risk Management

Aligning with corporate priorities on sustainability

As the awards recognise multiple facets of sustainability, teams can be awarded for taking basic actions when they may not have been able to contribute towards other corporate priorities on sustainability. Hence in 2015/16, together with the Energy Office we would like to develop a 'Special Award' which recognises energy savings in order to highlight this as a key priority for the University. This would be linked with access to funding for small projects, pending further discussion on this. We recognise that some departments will be better able to submit for this than others due to availability of data in some facilities.

We should work to get better buy-in from senior management across the University because the Sustainability Awards currently mainly impact on day to day workplace action rather than the strategic level. While this is significant, we propose to explore the best approach to achieve senior level buy-in and reward higher level leadership in sustainability.

Evidence gathering by teams

Feedback from teams was that the amount of evidence gathering can be onerous and the value added of doing this each year was questionable when many measures effectively 'carry over'. Likewise, the staff support required from SRS is more time intensive as a result. In order to reduce the administrative burden on teams and free up SRS staff time, we are considering a move towards a two year accreditation model. We would also propose to revise the toolkit to ensure required actions are impactful, and that significant changes in future years are not required.

Maintaining Gold team participation

Some teams who achieved Gold in 2013/14 did not participate in 2014/15 Awards. We need to review how we maintain engagement with these teams. We plan to mirror the Lab Awards peer auditing and mentoring spirit in the Office Awards, and will explore ways to do this.

Equality & Diversity

Due consideration has been given to equality and diversity as a key element of the SRS agenda.

Next steps/implications

The Engagement Manager will lead on the continued implementation of the Sustainability Awards scheme, delegating the different elements accordingly within the Programmes Unit.

Consultation

The paper has been reviewed by staff involved in the delivery of the Edinburgh Sustainability Awards, including Alexis Heeren, Andrew Arnott, and Matthew Lawson

Further information

Author and Presenter Caro Overy, Engagement Manager, 19 May 2015

Freedom of Information

This is an open paper.



Sustainability Operations Advisory Group

27 May 2015

Waste Update – WARP-IT and external charitable partnerships

Description of paper

This paper summarises the progress to date on reuse – including a full breakdown of WARPit performance – and the potentials and implications for further developing reuse within the University.

Action requested

The committee is invited to note and discuss this report.

Resource implications

The recommendations provided within this report do require time from staff in various departments but this time has already been agreed within current budgets.

Risk Management

There are no specific risks associated with the contents of this paper.

Equality & Diversity

This paper is not believed to have any Equality and Diversity implications.

Next steps/implications

The next steps are to continue working with external and internal partners in moving our waste up the hierarchy and improving performance. In particular, development of a process map will guide resale decision making. A Reuse Strategy will define and guide the University's engagement in and development of reuse opportunities and enable the setting of targets, timeframes and standards.

Consultation

This paper has been reviewed within SRS and Estates.

Further information

Authors

Fleur Ruckley, Estates
Chris Litwiniuk, SRS
19 May 2015

Presenters

Fleur Ruckley, Estates
Alan Peddie, SRS
27 May 2015

Freedom of Information

This paper is may be included in open business.

WASTE UPDATE

WARP-IT & EXTERNAL CHARITABLE PARTNERSHIPS

SUMMARY

Although a small proportion of the whole, the University's reported diversion towards **Reuse** has been growing noticeably over the past few years. In 2012-13, at least 48 tonnes of our waste was diverted to Reuse. In 2013-14, this grew to in excess of 74 tonnes and interim figures for 2014-15 suggest that the total weight reused will again double this year.

The recorded growth has been a direct result of a number of factors including awareness of potential, development of infrastructure, access to markets, clarification by the regulators of requirements and the suitability of available resources and routes to enable Reuse. Partly, this is related to the uptake of WARPit within the organisation, with 318 staff members currently registered to exchange items on the portal. An estimate of £7.7k worth of unwanted goods donated to charities has been logged on WARPit, with resulting environmental savings of 13.8 tonnes of CO₂ eq and 1,420 kg waste.

Research by the Waste and Resources Action Partnership (WRAP) confirms that Reuse is one of the best strategies for reducing greenhouse gas emissions related to resources. Further research by WRAP and by Zero Waste Scotland shows that the Reuse Potential of key resource streams – particularly WEEE and furniture is still largely untapped within the UK. Research by WRAP and European NGOs (such as Zero Waste Europe) strongly recommends the development of partnerships with third sector organisations (including charities and social enterprises) in order to best develop this market within the UK and Europe.

Given the correct framework and resource availability, reuse of these key streams (and others) could be taken a great deal further still at the University with large potential benefits

This is however set against a background of limitations (potential and actual) and the availability of (time) resource and agreed processes. This paper will attempt to unpick some of these factors further and highlight opportunities and recommendations.

OVERVIEW OF THE ISSUES

MARKET DRIVERS

A report by WRAP (*Meeting the UK Climate Challenge: The Contribution of Resource Efficiency*, 2009) found that increasing reuse of key household products, in particular clothes, household appliances and electrical equipment, could reduce UK greenhouse gas emissions by an average 4 million tonnes CO₂ eq per year between now and 2020.

Further research by WRAP shows that annual UK retail sales of electrical and electronic products constitutes around 1.4 million tonnes of materials in 180 million products, including 65 tonnes of precious metals such as gold and silver. Each year, consumers discard a similar amount of products, only 7% of which are re-used and around a third of which still goes to landfill.

The UK market value for trading pre-owned equipment is already worth up to £3 billion, and encouraging the trade-in of used TVs alone could grow UK GDP by over £750 million per year by 2020. This confirms that second-hand equipment (whether sold or donated) is a valuable resource – financially and environmentally.

LEGAL DRIVERS AND CONSIDERATIONS

Discussions within Corporate Services around the requirements for, and issues around, resale and donations of equipment and consumables have determined that there is a need for a process map in relation to relevant considerations. This is in the process of being developed and will consider the legal requirements relating to Charities, Procurement, State Aid, grant funding restrictions, conflicts of interest and Export Control Regulations. Some or all of these (in particular the rules around State Aid regards “value”) are likely to require consideration where donations of equipment about a certain value are concerned.

Regards waste and environmental legislation, the intention is to reduce the risk of, and protect from, pollution as well as to reduce environmental impact (Waste (Scotland) Regulations 2011 duty to move waste up the hierarchy). As soon as an item is classified as waste (i.e. there is an intention to dispose) waste legislation automatically applies. Waste which is instantly reusable, can (if the right conditions are met) be reclassified as “not-waste” and redistributed. Waste which requires repair or refurbishment in order to then enable it to function in its original condition, can be similarly reclassified once defined conditions are met.

When it comes to reusing another person/organisations waste, those conditions usually take the form of registration to transport waste and Waste Management Licence exemptions to confirm that an organisation is permitted to carry out specific activities with specific wastes. These are issued by SEPA and must be checked/confirmed by the organisation owning the equipment (i.e. the University).

OPPORTUNITIES

According to Zero Waste Scotland (Reuse and Repair Seminar, 2015), 150,000 tonnes of Municipal Solid Waste disposed of in Scotland annually is suitable for Reuse. Of that 42% is furniture and 19% is WEEE. 32% is thought to be reusable straight away, whereas 51% is reusable after basic repairs are carried out.

The University Estates Department has, for a number of years now, cascaded and reused furniture around the estate resulting in substantial procurement and disposal savings. A degree of internal computer cascading across the University has also been in effect for at least a decade resulting in some equipment and resource sharing.

Over half of the approximately 100 tonnes of the redundant WEEE collected annually for recycling at the University, is IT related. Due to the nature of our business requirements, on the whole, this equipment is still working at the point of disposal. Of the remainder, an undetermined proportion of our non-IT related WEEE would require some repairs and all would require a basic functionality assessment (with a possible electrical safety check).

Within the University, we do not have the resource or facility to confirm PAT testing requirements or to carry out even basic repairs. This is, we believe, where carefully selected third party partners come in.

WARP-IT

WARPit is currently used as the University’s Reuse distribution portal, where staff can advertise unwanted items or claim them for free. All transactions are monitored, which enables tracking Reuse at the University.

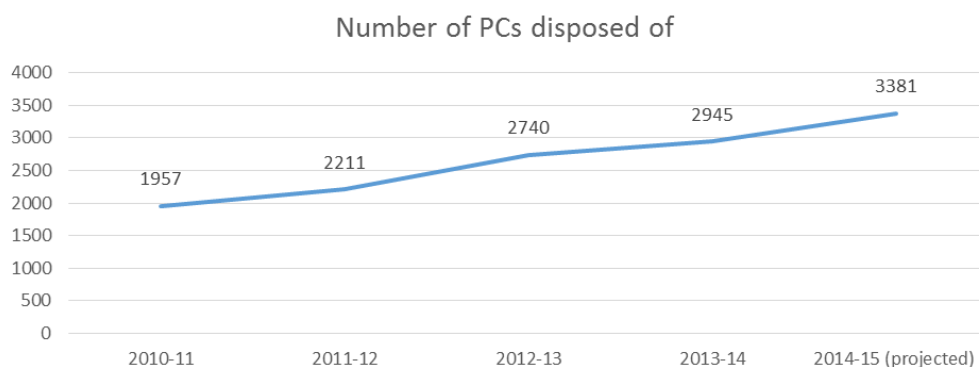
WARPit community currently has 318 members (growth of 118 since November update), 97 of which are active members (logged in the last 3 months). Running the site costs £2.5k in fees and £800 in staff costs annually. Estimated savings are £26.7k (growth of £15k since November) and £7.7k donated to charity. 13.8 tonnes of CO₂ emissions have been avoided through reusing 1420 kg of unwanted items. Those are notional savings, as reported by the website, based on estimation of costs of staff time, disposal and purchase.

OPPORTUNITIES

WARPiT was initially limited to low value items – mostly stationery, toners and small PAT-tested electrical appliances. There is scope for expanding it to other item categories and small-scale trials for this expansion have started with PCs and lab equipment.

PCS

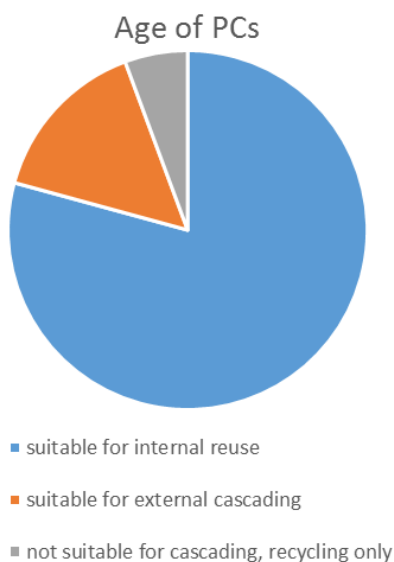
In the last 4 academic years, the University has disposed of almost 10,000 PCs (Fig1). An upwards trend can be observed, with projected 3380 computers disposed of in the current academic year. Due to University policies treating all PCs as potentially containing sensitive data, all machines were destroyed and the minerals making up components were recycled.



IS have advised that PCs that are up to 5 years old should have satisfactory performance for office use and recommends replacing machines after this period. Our initial scoping shows that a significant number of machines currently

Figure 1 Number of PCs disposed of annually

being disposed of have not reached this age, and could continue to be used. New PCs in the basic setup cost £266 each (ca. £670k in 9 months to 15 April) plus invoice costs and disposal costs, therefore significant financial savings can be made from maximising the use of each machine. From environmental perspective, each PC has estimated lifecycle CO₂ emissions of around 200 kg and is reported as 10kg of recycled waste, if disposed via WEEE contractor.



Ad hoc cascading was so far informally facilitated by the IS through mailing lists. Policy on Reuse & Recycling of Computers and other Electronic Equipment (2005) is the current document regulating Reuse of PCs; it is scheduled to be updated early in the next academic year, following endorsement of new data security policy. Following consultations with relevant departments: IS, Waste, Records Management and SRS, a limited trial for cascading PCs internally started on 9th of March. 22 computers have been cascaded on Warp-It. Machines went to new staff or as a replacement of current, ageing machines. Estimated £6k was saved.

In terms of capturing PCs suitable for cascading in a way that minimises the operational burden, there is scope to recover machines from office moves and refurbishments and refits of high performance PC labs. During the trial period we managed to locate ca. functional 265 PCs. 79% had been purchased within the previous 5 years period, and were therefore suitable for office use. 15% of the machines had been purchased within the previous 8 years, and were therefore deemed suitable for cascading externally (Fig. 2). Only 6% were older than 8 years, and therefore could only be sent to CCL North to be recycled.

Figure 2 Suitability for cascading of machines captured during trial period

years, and therefore could only be sent to CCL North to be recycled.

From our research, the market value of machines currently constituting the majority of computers thrown away varies between £40 and £140, if refurbished. Whilst it is not feasible for the University to refurbish and sell those PCs, they could be considered for donation to partner organisations.

Details on partner organisations can be found below. The procedure for cascading the PCs can be found in Appendix 1.

LAB EQUIPMENT

Procurement department has set up the Equipment register, an online list of lab equipment above certain value (varies depending on school). When listing items on the Equipment register, you can choose to display the item as available for sharing, and share your contact details.

There is a gap for items below this value and for unwanted, non-hazardous consumables. With this in mind, this kind of lab equipment was permitted on WARPit in October last year. So far it has seen a limited uptake. A low number of items has been uploaded, though all those that have been offered have been claimed, which suggests there is more interest on the demand side.

WARPit facilitates exchanges throughout the University and from anecdotal experience most cascading of lab equipment seems to happen within campuses through informal links between lab managers and PIs. Use of WARPit would be preferable in these cases to enable tracking and reporting of internal Reuse.

An internal engagement strategy aimed specifically at Lab equipment users is planned and will be launched soon by the Department for SRS. Opportunities to capture lab equipment arise particularly during moves and when researchers leave.

WORK WITH EXTERNAL ORGANISATIONS

UoE is increasingly being contacted by external organisations looking for donations of unwanted equipment. Work with external organisations helps UoE find Reuse routes for its unwanted equipment and items handed to partner organisations can be reported as Reuse.

In order for the institution to ensure that it addresses the risks associated with transactions of this kind, any potential partner organisation has to prove that it fulfils a set of criteria. These are related to legal and reporting requirements as well as to logistics and capacity.

Different approaches to dealing with requests have been trialled over the past 12 months with a view to developing a framework which will allow us to engage with current and potential partners in an efficient and low-risk manner. Appendix 2 outlines the key areas for consideration by the University when it comes to managing the main risks associated with donations to third parties.

Examples of partner organisations and a summary of different initiatives supported and approaches that have been made over the past 12-18 months is shown in Appendix 3.

NEXT STEPS

Legal colleagues are considering our current terms and conditions with a view to preparing standard terms and conditions which could be used for the resale of equipment and consumables. Additionally, a process map will be developed to guide resale decision making.

A Reuse Strategy will be developed to define and guide the University's engagement in and development of reuse opportunities including the setting of targets for key commodity streams – including for IT equipment, other WEEE, packaging and furniture.

A Reuse Partnership Forum would allow the University to develop partnerships with key stakeholders and third parties including charity, social enterprise and contracted waste management partners. This would allow for the development, explanation and monitoring of standards and reporting required by the University.

Further promotion of WARPit within the University will allow us to continue to raise awareness in-house of the benefits of reuse and to gain the maximum value from reuse of procured resources.

APPENDIX 1 WARPIT PC GUIDANCE

The following rules have been instituted for internal cascading of PCs, as agreed between identified relevant parties:

1. Machines have to be within 5 years of purchase (guide on which models are appropriate is available online),
2. All data has to be wiped using IS and Records Management approved software,
3. PCs need to be PAT tested if used by more than one user,
4. Note of serial number should be taken to enable tracking.

It is crucial to ensure that no sensitive data remains on PCs that are cascaded, internally or externally. The risk of sensitive data having previously been on a PC determines its suitability for cascading:

Risk	Computer source	Data management	Cascading steps
High	Staff computers from people/teams that are likely to be (or actually) dealing with sensitive information (e.g. Finance, HR, Student Records). All staff computers should be considered as high risk by default.	Always destroy data containing components (via WEEE contractor; currently CCL North),	<ul style="list-style-type: none"> • Consider cascading to partner organisations <u>after removing data containing components</u>, • then destroy via CCL North
Medium	Other non-high risk ex-staff computers not covered above.	Wipe and overwrite all data using IS approved software	<ul style="list-style-type: none"> • Consider cascading within the University if practical, • then consider cascading to partner organisations <u>after removing data containing components</u>, • then destroy via CCL North.
Low	Ex-lab computers.	Those computers are wiped every 24 hours automatically. Wipe and overwrite all data using IS approved software can be done as part of scheduled automatic update.	<ul style="list-style-type: none"> • Consider cascading within the University if practical, • then consider cascading to partner organisations, • then destroy via CCL North.

When considering whether machine is too old to be cascaded, rule of a thumb is:

- models younger than 5 years should be considered for cascading within the University or, if not possible, to charities;
- models older than 5, but younger than 8 years should be considered for cascading to charities;
- models older than 8 years should always be sent for WEEE disposal.

In case a PC is to be used by multiple users (e.g. PC lab, hot desk), it has to be PAT tested. The standard University practice ensures that PCs will be PAT tested annually, however the HSE requirement is to PAT test PCs only once every 5 years. This ensures that PCs will be suitable for cascading.

If cascaded externally, the organisations receiving equipment from UoE have the requirement to PAT test independently and in case of failure return machines to UoE.

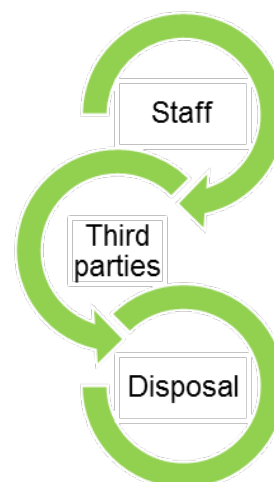


Figure 3 Proposed approach for disposal of items

APPENDIX 2 – FAQs – PARTNER ORGANISATIONS

WHY SHOULD UOE DONATE ITEMS TO EXTERNAL PARTNER ORGANISATIONS AND WHY IT IS AN IMPROVEMENT?

- Many items currently disposed of at the University still have significant value in them. External organisations can help the University to redistribute those items in a way that will benefit the society. Passing those items enables extending lifespan of donations and often provides organisations with additional revenue to run their statutory campaign. For the University it means that items donated are maintained at the top of waste hierarchy and are reported as reuse.

HOW ARE PARTNER ORGANISATIONS CHOSEN?

- We are working with organisations which have approached us asking for donations of used UoE equipment. Those organisations have to satisfy a number of criteria before any item can be given to them. Once satisfactory evidence is presented, a partnership agreement detailing responsibilities of both sides is signed.

HOW IS UOE'S DUTY OF CARE FOR TERMS OF ITEMS REMOVED FROM ITS PREMISES MAINTAINED?

- Duty of Care is maintained through a system of checks. On the very basic level, organisations have to prove legal compliance to deal with items removed. Organisations have to take ownership of items removed, act in compliance with relevant environmental, health and safety and data protection regulations and assume responsibility for any wrongful treatment or disposal of items.
- Organisations have to provide UoE with an electronic inventory of items removed from the UoE's sites and report on the further fate of those items, including disposal route, if items were found to be broken. Organisation will keep those reports for 3 years.
- UoE reserves the right to audit the above.

WHAT IS THE PROCESS FOR CHECKING WHAT HAS HAPPENED WITH ITEMS REMOVED FROM UOE PREMISES BY PARTNER ORGANISATIONS?

- Organisations are required to provide an inventory list of all items removed and report on their subsequent fate and destination. This information will be periodically audited.

IF PCS ARE CASCADED, WHAT IS THE PROCEDURE FOR MAKING SURE NO SENSITIVE DATA CAN BE READ?

- Before internal cascading, all PCs undergo a data wiping procedure. IS and Records Management sections advise on what constitutes this procedure. At the moment it is wiping and multiple overwriting of data using specialised software. When particularly sensitive data is stored (HR, Finance etc.), PC should be disposed of securely via WEEE contractor.
- For external cascading, depending on the source, the PCs are either wiped using the above procedure (computer lab PC) or the hard drive is removed and destroyed and the machine minus data containing components can be cascaded (staff PC). Following these steps it guarantees that no sensitive data will leave the University.

APPENDIX 3 – EXTERNAL ORGANISATIONS INVOLVED/INTERESTED IN REUSE PARTNERSHIPS

Some examples of partner organisations and a summary of different initiatives supported and approaches that have been made over the past 12-18 months are summarised below.



Remade is an Edinburgh based social enterprise which teaches repair skills and campaigns for extending life of goods. Remade has removed 57 PCs (without hard drives) from taken from the School of Law's computer lab. The PCs will be refurbished and sold to raise income to run the organisation; so far 10 have been sold, for £900.



British Heart Foundation is the nation's heart charity and the largest independent funder of cardiovascular research. BHF has taken 7.8 tonne of various furniture and electrical equipment from decanting Lister Pfizer building and renovation of offices in Buccleuch Place. BHF refurbishes and sells donated items in its shops to raise money for cardiovascular research, including the Centre for Cardiovascular Science research at UoE.



Bright Green Initiative is an Edinburgh based organisation that helps redistributing furniture, guaranteeing its Reuse. Bright Green Initiative helped clear out Lister Institute by taking away 15.6 tonnes of furniture and gave it to Cockenzie House and Gardens project, the Territorial Army cadets in Prestonpans and Teen Plus.



ASCUS Art & Science is a non-profit organisation committed to bridging the gap between the arts and sciences, through innovative trans-disciplinary collaboration. They have asked UoE for donations of unwanted lab equipment and non-hazardous consumables to fit the

newly opened Summerhall Public Lab, the first Scottish public laboratory. No items have been given to ASCUS yet.



Turing trust is a UK based charity that seeks to provide computers to ICCES (Integrated Community Centres for Employable Skills) in Ghana. We are currently advising Turing Trust in developing competencies and processes and on acquiring licences necessary to work with UoE.

Sustainability Operations Advisory Group

27 May 2015

Sustainable Procurement Update

Including Public Procurement Rules Consultation

Description of paper

1. This paper provides an update of Sustainable Procurement activities from FY 2013-14 to current date as at May 2015. The paper also updates SOAG on the recent University Consultation on the new Procurement laws (appendix 1).

Action requested

2. SOAG is asked to note the updates included in this paper.

Recommendation

3. SOAG are requested to note the planned activities and to comment on the operational aspect of these or any other key aspects it would wish to see developed further from the Procurement Office.

Background and context

4. Over the period noted above, the Procurement Office has been active in the following areas which align to the University’s Strategic Plan:

<p>Strategic Theme: Social Responsibility</p>	<p><i>Aim: To create the conditions under which our students, staff and the wider community are inspired and supported to engage with and contribute to social responsibility and sustainability across the University and beyond</i></p>
<p>UoE Strategic Objectives within above Theme</p>	<p>Procurement activities contributing to these objectives</p>
<ul style="list-style-type: none"> • minimise our environmental impact • maximise our contribution to society • have infrastructure which is developed and, where possible, operated to meet national and international environmental sustainability and social responsibility objectives • exhibit high ethical standards 	<p><u>Electronics Watch</u> The University has become the first higher education institution in the UK to join Electronics Watch.</p> <p>We have contributed to discussions with the Scottish government procurement team on international social responsibility and EW.</p>
<ul style="list-style-type: none"> • minimise our environmental impact • exhibit high ethical standards 	<p><u>Edinburgh Sustainability Awards (ESA).</u> Procurement achieved a Gold Award for ESA 2014-15 and Printing Services won another Gold Award for the fifth year running. Procurement also worked closely with the Sustainability Office to introduce improved criteria and most award levels which encourages sustainable procurement across campus</p>
<ul style="list-style-type: none"> • minimise our environmental impact • maximise our contribution to society 	<p>APUC SUSTAIN project steering group – along with SRS department, EAUC and students</p>

<ul style="list-style-type: none"> • have infrastructure which is developed and, where possible, operated to meet national and international environmental sustainability and social responsibility objectives • exhibit high ethical standards 	<p>from EUSA, people&planet, NUS-Scotland to develop a supply chain code of conduct and a database suitable for social audits and supplier engagement – project initiation and data stage for all suppliers on shared contracts which account for 30% of spend, in hand.</p>
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Strategic Theme: Partnerships	Aim:attaining our strategic goals through the pursuit of strategic partnerships and collaborations.
UoE Strategic Objectives within above Theme	Procurement activities contributing to these objectives
<ul style="list-style-type: none"> • generate mutually beneficial sustainable outcomes • position ourselves to create and seize partnership opportunities at the frontiers of new knowledge 	<p><u>Sustainable Procurement Prioritisation Tool (SPPt) Pilot testing and Influencing model;</u> The Procurement Office has been testing the BETA model for the SPPt which has been developed by Scottish Government and provided by Sustainable Procurement Ltd. Working initially in the ICT area we have delivered workshops and received feedback, whilst creating draft methodology and changes to the tool to enable Scottish Government to improve and roll this tool out. The development of this tool and its use in the University is important to ensure it delivers aspects of the soon to be introduced statutory Sustainability Duty. It will also have the ability to link these activities to the Outcome Agreement 2014-17. And form part of the procurement annual review (former Procurement Capability Assessment)</p>
<ul style="list-style-type: none"> • position ourselves to create and seize partnership opportunities at the frontiers of new knowledge • generate mutually beneficial sustainable outcomes 	<p><u>Advanced Procurement for Universities & Colleges (APUC) Procurement Strategy Group</u> (universities) and joint group with Colleges. Setting strategic direction for collaborative procurement contracting priorities, sustainability development, systems and guidance.</p>
<ul style="list-style-type: none"> • position ourselves to create and seize partnership opportunities at the frontiers of new knowledge • generate mutually beneficial sustainable outcomes 	<p><u>Environmental Association for Universities and Colleges Sustainable Procurement (SP) Topic Support Network – co-convenor.</u> brings together procurement, environmental / sustainability staff [and at certain events students] for mutual interest in SP influences UK EAUC and APUC in policies, practical plans and measures e.g. carbon measurement for scope 3 procurement, waste, prioritisation method/measures and is consulted by Scottish Govt.</p>

<ul style="list-style-type: none"> • position ourselves to create and seize partnership opportunities at the frontiers of new knowledge • generate mutually beneficial sustainable outcomes 	<p>Edinburgh Fair Trade City Initiative – steering fair trade developments in the City – includes the Lord Provost and Councillor members. Works with schools and local social enterprises.</p>
<ul style="list-style-type: none"> • position ourselves to create and seize partnership opportunities at the frontiers of new knowledge • generate mutually beneficial sustainable outcomes 	<p>Holyrood Cross Party Fair Trade Group – cross-party Members of the Scottish Parliament and members of the Scottish Fair Trade Forum. University procurement and research liaison won a Special Award 2015.</p>

<p>Strategic Theme: Equality and Widening Participation</p>	<p>Aim:<i>embedding the principles of equality, inclusion and diversity throughout our community and our commitment to widening participation. This section is closely connected to our People enabler.</i></p>
<p>UoE Strategic Objectives within above Theme</p>	<p>Procurement activities contributing to these objectives</p>
<ul style="list-style-type: none"> • embed equality, inclusion and diversity as fundamental principles throughout our community 	<p><u>Working with ECCi to provide workshops and guidance to increase small companies' SRS awareness.</u> Based on suppliers who have responded to opportunities to work with the University we coordinated workshops with ECCi to engage SMEs in key risk areas (Estates initially) to raise awareness of the University's approach to sustainability and offering further help and workshops via ECCi to improve SRS awareness relevant to the particular market. We are now aiming to do the same for ICT and Labs areas</p>
<ul style="list-style-type: none"> • embed equality, inclusion and diversity as fundamental principles throughout our community 	<p><u>Supported Business's Framework:</u> <i>A supported factory/business is "an establishment where more than 50 per cent of the workers are disabled. Continued use of this framework linking our requirements to companies under the Haven Group in Falkirk namely Redrock used to scan past Theses as an example. Further opportunities exist to utilise this group for ICT recycling, Clothing and Signage.</i></p>

Discussion

5. The Procurement Office has been working closely with national and local groups, schools and students to embed excellence in practices when procuring goods and services. It is the aim to mainstream these processes through effective communications, with support from Sustainability Office and ensure tools are embedded into current authorisations and governance structure, without creating another layer. This output will also meet our legal requirements for the Sustainability Duty which will be imposed on all public bodies at completion of the new Procurement Bill which is covered in appendix 1.

6. Measuring Scope 3 Carbon Emissions

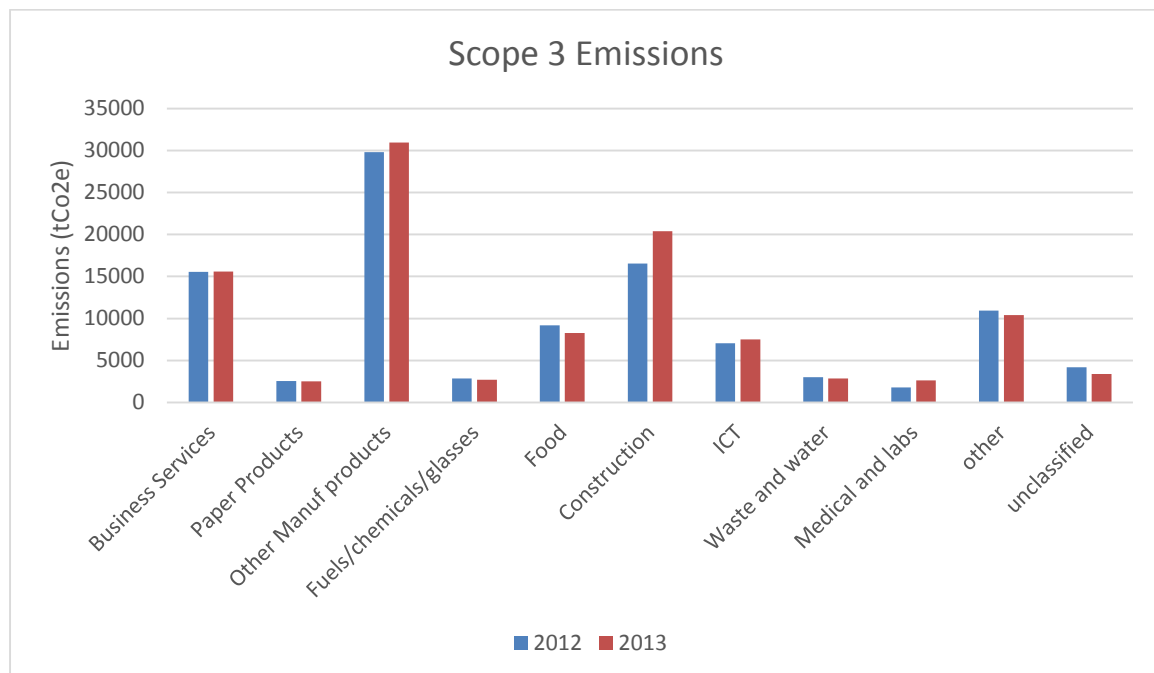
The department now has 2 years of data to measure its scope 3 emissions, using the HEFCE methodology which was developed by Arup, CenSA and De Montfort University. This information is used as part of the University's Estates Management Return for HESA reporting.

The basic approach involves obtaining a spend profile of an organisation (in this case our Scottish Procurement Hub (Spikes Cavell) annual submission) and mapping this to carbon intensity data, to estimate overall supply-chain (procurement) emissions. This is done on behalf of Scottish HEIs by APUC for consistency. A key limitation of the current methodology is that 'sector-average' and category spend for carbon intensity values are used. This means they do not reflect 'local' differences in consumption such as choice of consumption of 'eco-friendly' products. In our case 40% of stationery are 'green' choices although carbon not known.

Our expenditure is classified into 75 sector categories ranging from pharmaceuticals to insurance services, which are summarised in the table below.

As mentioned above due to the sector average approach of measuring our emissions and no credit being given for CO₂ reduction programs or initiatives, it is probable that our CO₂ emissions reporting will increase as the University's expansion program continues.

However even with this limitation of the tool, it allows visibility of the high carbon intensity products/services that we procure. From this improved visibility of carbon intensity the University can work with suppliers in these areas to try to improve the CO₂ emissions for the products that we are buying.



Resource implications

7. No resource cost implications, the efforts for introducing the new laws and the tools for sustainability will become normal business, sharing resource with APUC, ScotGov.

Risk Management

8. Risk management will be captured within the relevant SPPtool and published accordingly, it is not envisaged that the University's main risk register will require amendment if new procurement law risks are already recognised.

Equality & Diversity

9. Equality Impacts are part of the proposed SPPtool.

Next steps/implications

10. Key steps forward will be to implement SPPtool and continue to engage supply base on a per commodity basis, working with Scottish Government, our Sustainability Office and User Groups for High Risk areas.

Consultation

11. Assistant Director and Director of Procurement have confirmed content of the paper. Central Management Group and SRS Committee have been consulted on the procurement law change re sustainability duty and a Consultation Roadshow involved over 60 staff and students on all campuses: <http://www.ed.ac.uk/schools-departments/procurement/news/proc-consultation-roadshow>.

Further information

12. More information can be provided by Stuart McLean 50 2509 stuart.mclean@ed.ac.uk dynamic information will be posted regularly on: <http://www.ed.ac.uk/schools-departments/procurement/sustainableprocurement>.

Author

*Stuart Mclean
Procurement Office
18 May 2015*

Presenter

*George Sked
Assistant Director of Procurement*

Freedom of Information

13. This is an open paper.

Appendix 1

This paper was presented to the Central Management Group on the 14th April 2015. It should be noted that the University response was submitted on the 30th April 2015. This paper is for information only.

CENTRAL MANAGEMENT GROUP

14 April 2015

Draft University Response to ‘Public Consultation on Changes to Scotland’s Procurement Rules’

Description of paper

1. This paper informs CMG on a proposed approach to the Scottish Government “Public Consultation on Changes to the Public Procurement Rules”, <http://www.gov.scot/Publications/2015/02/4903>.

Action requested

2. The Central Management Group is asked to
- note the Consultation context and the interest from internal colleagues,
 - note the key changes and issues arising in Discussion section below,
 - approve the proposal that a formal Response is submitted by 30 April 2015, and
 - delegate approval and publication of the University Response to the Deputy Secretary and University Director of Procurement to meet closing date of 30 April 2015.

Recommendation

3. The Central Management Group is recommended to delegate the University Response to the Deputy Secretary (Planning & Governance) and Director of Procurement.

Background and context

4. Public procurement is the purchase of goods, works or services by the public sector or publicly funded bodies. Such procurements are highly regulated by EU and Scots law. The University of Edinburgh and its wholly owned subsidiaries are required to comply with public procurement law.

5. The Scottish Government is consulting only on where it has options to legislate in new Procurement Regulations, within three new EU Procurement Directives and the Procurement Reform (Scotland) Act 2014.

6. Scotland will be changing its Rules no later than 18 April 2016 - please note the UK law has already changed. A legal brief to the University Secretary and the Director of Corporate Services (sent after January’s CMG) refers to changes to rules being consulted on in Scotland, and is summarised within this paper.

Discussion

7. All options are likely to affect the University plans and conduct of its spending at:

- £50,000 for goods or services (the latter aggregated over 48 months)
- each major £2 million project of capital works, and various other aspects
- the law changes are likely to be starting within the next Financial Year.

8. The Scottish Government has not offered a draft law paper, but is seeking views in the form of some 63 specific questions on its legal options, in a 108 page public Consultation briefing paper. Draft responses have been prepared and discussed.

9. It is clear in legal brief of the Consultation, that whatever options are chosen:

- significant changes lie ahead as to how the University procures its goods, services or building related work; and
- a significant increase in the scrutiny by the public, funders, businesses and the government of the University's procurement activities and therefore risk of challenges or funding claw backs,

but also:

- more certainty in the interpretation of the rules
- flexible procedures which encourage innovation, public procurement the service of society (economic, social & green), facilitation of access to do business with small and medium enterprises (SMEs)
- tackling favouritism & corruption, and discourages 'bad' behaviour; and
- increases in efficiency through electronic communications.

10. The main changes that are being consulted upon from a legal perspective are:

Transparency Publication of:	-Annual Procurement Strategy: <i>how the University intends to carry out all its regulated procurements in next year</i> -Annual Report: <i>demonstrating compliance with its procurement strategy and listing regulated procurements it expects to conduct in the next year.</i> -Contracts Register: for all contracts over thresholds
Proliferation of rules	-Many existing rules now extended to Scottish threshold -New thresholds introduced -More rules, for example: on exclusion of bidders e.g. bidders convicted of criminal offences, tax evasion, economic and financial standing, etc. Sustainable procurement duty and community benefits requirements -New more flexible procedures
e-Communications	All communications about procurement to become electronic (2017/18) -Introduction of the European Single Procurement Document -Introduction of E-certis
Enforcement and monitoring	-Proposal to introduce a tribunal / ombudsman to deal with procurement challenges instead of current court system

1 £50k for goods and services, £2million for works – compared to EU thresholds £172k for goods and services, £4.32 million for works. Services are calculated over 48months if recurring and works on whole project costs.

2 E.g. any contract above £4 million: obligation to consider whether to impose community benefit requirements in the contract and if so to monitor and report on contractor performance.

3 The sustainable procurement duty contained in the act requires the University to think about how it can:

(i) improve the economic, social, and environmental wellbeing of the authority's area,

(ii) facilitate the involvement of small and medium enterprises, third sector bodies; supported businesses in the process;

(iii) and seek to apply fair and ethical workplace practices

(iv) promote innovation.

4 Introduction of competitive procedure with negotiation and Innovation Partnership

5 Allows businesses to declare that they meet the selection criteria set for a contract

6 Information about types of certificates and documents business

Consultation

11. The Director of Procurement and procurement solicitor have consulted openly, cross campus, or in key individual sessions (see Consultation below) and shared brief / presentation:

<http://www.docs.csg.ed.ac.uk/Procurement/News/ProcurementRoadshowMarch15.pdf>

12. For most of the 63 options/questions that Scottish Government are consulting upon, we found colleagues generally agreed that the most flexible options should be chosen.

13. The internal meetings have raised concerns regarding some common themes: undue process for lower values (shortly to be considered as legally 'regulated' contracts) and the resource impacts, including the need for training and systems, risk of undue impact on primarily research-related acquisitions.

14. The University will in its final Response consider strongly disagreeing with a few specific points, where the benefits of the proposed option are less clear than the possible unintended consequences, namely:

- a new enforcement body [Q59 to 62] to add a Tribunal system or an Ombudsman or empower the civil service Single Point of Enquiry, with undefined new powers for law enforcement, compared to current methods (which require court action). However the faster and judicial tribunal is preferable to the other options, if such a change has to be made at all,

- the lack of clarity on the status of various Statutory Guidance to be proposed, which may have significant impact on the University,
- new statutory duties (sustainability duty and community benefits) (Q2) referring to requiring an impact assessment on “the authority’s ‘area’”, which in the case of the University and its global impact is an uncertain criterion, and
- the addition (Q63) of an option on ‘open government’ policy and civic society ‘open contracting’, which appears to go well beyond FOISA duties.

15. This reinforces the University’s evidence given publicly as response to consultation on the 2014 Procurement Reform Bill.

Resource implications

16. The Consultation raises questions on a number of options which will all have implications for earlier planning for our acquisitions, and for collaborating more efficiently and more effectively in all our buying at lower than current thresholds.

17. Resources to explore the local options and complete next steps will be needed.

18. The Procurement team will require to offer professional resources, training or advice to any budget holder authorised to engage the University in contracts >£50k, or aggregating to that level over four years of estimated expenditure.

19. In addition to this, earlier estimate of the impact on servicing low value contracts, as required by the proposed new Rules, is around 3 FTE procurement specialists.

20. A new enforcement body (if we get supplier challenges), will be resource intensive.

Risk Management

21. Delegated Authorisation Schedule is being updated to assist in change required.

22. University’s Risk Appetite for emerging procurement law non-compliance is currently low. This may need re-assessed in terms of current law reform and University’s response to these in terms of compliance, processes and governance.

23. A Scottish procurement ‘ombudsman’ or procurement tribunal might increase risks of challenge.

Equality & Diversity

24. Equality Impact Assessment (EIA) is delegated and included in acquisition plans.

Next steps/implications

25. Procurement/governance senior contacts established and initially briefed (May). eProcurement: moving online orders to one platform for compliance (Oct). Finance, HR, Procurement specialists review risks re people strategy (Sept). A consistent approach to procuring goods, services, works is delegated (Aug).

Consultation

26. An Open Consultation Roadshow was well supported and contacts followed up: <http://www.ed.ac.uk/schools-departments/procurement/news/consultation-roadshow> where Feedback Summary shows attendance, responses, requests for training.

27. All Colleges/Support Groups and subsidiary companies were invited to participate and others consulted for special knowledge/advice.

Further information

28. Authors

Presenter Sabrina Jenquin, Procurement Solicitor

Karen Bowman, Director of Procurement Director of Procurement

8th April 2015

Freedom of Information

29. This paper is open.

UNIVERSITY OF EDINBURGH

MINUTE OF A MEETING of the Sustainable Laboratories Steering Group held in the Balcony Room, Old Moray House on Tuesday 27 January 2015

1 Welcome and Introductions

The Convener welcomed attendees to the first meeting of the Group, noting how positive it was to see a high turnout and so much interest in laboratories, and outlined the programme for the session.

2 Review of Lessons Learned from Previous Sustainable Labs Work

Engagement Facilitator Chris Litwiniuk gave an overview of engagement and facilitation work carried out by the SRS Department to date including:

- delivering training, setting up induction and exit policies
- running the Lab Awards scheme and peer audits
- submitting funding applications for water chillers & LED microscope systems
- building evidence as part of a long-term cold storage study
- investigating helium recovery and alternative lab ventilation strategies
- Facilitating networking to share best practice.

In their research, policies, equipment and structure of management every lab is different. However technical staff often face similar challenges and can learn from the approaches of others. Collaboration, given a solid research and evidence base, can also drive new solutions. There was at present no University-wide forum to debate and resolve these issues. With an emphasis on not constraining the core business of the University in terms of science, research and teaching, this Group would bring together multiple perspectives. The Programme Facilitator – Laboratories outlined potential areas for the Group to discuss.

Lab. Ventilation Strategy

The main issue was the energy cost (c. £1,650 annually) involved in the loss of treated (heated or cooled) air expelled. Controls designed by suppliers were often based on standards that were years out of date. Research still needed to be done, reflecting the wide variety of uses fume cupboards were put to – e.g. Biology had different air extraction requirement to Chemistry. However there was potential for significant savings through altering operational hours or air flow. Fume extraction was typically interlinked with whole air handling systems and could not be addressed in isolation.

Procurement

Members could collaborate to support ongoing work by the Procurement team and SRS Department on whole life costing, end-of-life buy-back, reducing packaging and centralised consumables purchasing, thereby reducing costs and waste. The UoE equipment sharing website [WARPit](#) was highlighted, having in its first year of operation saved over £20K, 8,000kg CO_{2e} and 1,000kg of waste. The scheme would be promoted more widely following completion of the start-up phase. It had taken some time to get the terms and conditions in place to be able to include laboratory and IT equipment and a further set would need to be in place before the scheme could be expanded beyond UoE.

Action – JR to circulate SOAG WARPit paper to the Group.

Waste

SLSG noted that the School of Chemistry had won an S-Lab award for its chemical management system and a GreenOvation award for its glove recycling scheme - initiatives that could be picked up by other schools.

Lighting

During refurbishments efforts could be made to move away from bench level lighting across the board, control lighting to reduce energy consumption and make better use of natural daylight, lighting technology and low energy alternatives.

Freezers

A number of areas for improvement had been identified. Installations of alarms to alert to temperature drops could help persuade researchers to reduce buffer zones and move from -80°C to -75°C. Streamlining of contents, exit procedures to avoid abandoned samples and replacing older units could all lead to savings.

Action – JR to circulate evidence on -80 freezer savings and sample safety.

Water

A move from open to closed loop chilling and behavioural changes were discussed.

Sub-metering

Members noted work undertaken by Energy Office to get an ever-improving picture of energy consumption in labs, monitoring labs within mixed use buildings, and monitoring individual or groups of items to build up evidence of the impact of any pilot projects or identify the impact of increased activity/changes to equipment.

The SRS Department offered its services working with areas to improve operations and work towards University targets, and urged colleagues to get in touch if they had any ideas relating to sustainability that they would like support with.

Action – JR to circulate the presentation to the Group.

General Discussion and Q & A

Members discussed outcomes of former learn energy initiatives and acknowledged the need for widespread cultural change. The Universities Scotland Efficiencies Taskforce was noted as a driver for change and a point of contact for garnering greater cross-sector support. SLSG recognised the need to address large scale large impact strategic issues, such as potential expansion of laboratory facilities, rather than individual pieces of activity.

Members discussed framing a set of recommendations for new laboratory buildings and refurbishments, recognising that while guidelines did exist, they needed to be constantly updated and required flexibility built in to facilitate improvement and ensure that solutions were a good fit for intended tenants. Understanding the science and what the growth would be was essential in future-proofing. SLSG recognised the need to challenge potential projects before adding to the estate to ensure that new laboratory facilities would be heavily used. The Group recognised the work being done in the Technical Engineering Manager's team to review design guidelines and look at designs more critically. A small task group within SLSG could be set up to feed in views.

S-Lab was noted as a valuable resource in terms of expertise and a gathering place for case studies and examples, bringing in operational issues and efficiencies to balance the focus on aesthetics, and allowing for awareness raising on what was happening within the market.

Action – JR to add all members to the circulation list for the S-Lab newsletter, unless they indicated a wish to opt out.

SLSG discussed the expectations of funders in terms of restrictions, incentives and guidelines, noting a variety of approaches (the Wellcome Trust did have space guidelines and expect a BREEAM excellent rating, the SFC did not).

3 Membership and Remit

A

A draft remit and membership for SLSG had been approved by the Sustainability Operations Advisory Group on 5 November 2014.

It was proposed that a core steering group be established with additional representatives joining for themed meetings which would help develop strategy and advise on activities for the Labs Facilitator. A wider mailing list of interested supporters would be maintained.

It was felt that technical support and functional expertise were well represented. Members acknowledged that energy champions within a building could bring about transformational change. SLSG highlighted the need to engage with PhD students and also with technical staff, as those providing the core training that stayed with lab users throughout their careers.

Action – JR to invite a research student to join the Group.

As the highest HVAC users, representation should be sought from the animal facilities.

Action – JR to invite Graham Thomas to join the Group.

Post-meeting note: Graham Thomas accepted the invitation to join SLSG.

Action – DG and SRS Department to reflect on the membership and circulate a proposal.

Action – All to send in their thoughts.

4 Priorities for 2015 and Beyond

Attendees discussed in groups both immediate and longer-term priorities including:

Evidence, Research and Data

- Getting a clearer understanding of utilisation and the research to back up any proposed changes (including accurate metering)
- Case studies on existing exemplar locations.

Engagement/Behaviour Change / Training

- Widening engagement and securing buy-in from staff, PIs and PhD students, getting those who run, maintain and use laboratories to advocate on the Group's behalf
- Empowering and investing in technical staff through training schemes and personal development opportunities
- Working with strong academic champions to bring about culture and behaviour change
- Widening participation in the Labs Awards (the audit group was noted a valuable tool to share best practice and the element of competition was a strong motivator).

Standards, Guidelines and Procedures

- Producing guidelines delineating departmental and operational responsibilities
- Standardising operating procedures (e.g. induction and exit policies, procurement)
- Producing guidelines on good practice when designing and refurbishing laboratory facilities, framing common standards as a starting point for discussions with budget holders, and ensuring that guidelines are monitored and kept up to date. SLSG recognised a need to challenge and gather supporting evidence before adding to the estate. Input from the Estates Department would be needed, working with laboratory users and their representatives. The Technical Engineering Manager's

Team were currently engaged in a review of design guidelines and a small task group of SLSG could be set up to feed in to that process.

Procurement/Waste

- Standardisation of suppliers and consumables, beginning with audits and investigation of potential savings / efficiencies
- Asking suppliers for data on the cost and carbon footprint of deliveries in order to move away from piecemeal approaches, consolidate orders and develop improved processes
- Engaging with suppliers to minimise packaging
- Raising awareness of WARPit and addressing the legal and H&S issues involved in expanding the scheme beyond UoE.

Funding

- Researching opportunities for specific funding for sustainability in labs and identifying how wider funding opportunities integrate sustainability criteria
- Securing a guaranteed fund to cover any ideas arising in this space
- Providing incentives for schemes that would make a difference in terms of health and safety, efficiency, cost or performance
- Providing funds to help push research forward.

5 Funding Opportunities and External Collaboration

B

The Head of SRS Futures gave an update on SFC funding and outlined other funding and collaboration opportunities.

Peter James of S-Lab was noted as a contact to discuss appetite for collaboration and support. A number of institutions including Napier, Strathclyde, Glasgow and Aberdeen had expressed interest in using the scheme to foster good practice and identify opportunities.

A number of themes had been identified to improve laboratory operations, use space more effectively and develop technical staff. The University of Strathclyde were covering the fees for their technical staff to achieve chartered status – UoE could establish a similar scheme. Building multi-purpose science labs would increase utilisation and improve space management. SLSG noted a number of HEFCE initiatives around shared teaching space. However, concerns were raised regarding the impact of expansion and ensuring that provision kept up with projected levels of undergraduate recruitment.

The original S-Lab bid to SFC had been referred on to the Universities Efficiencies Task Force. In collaboration with other institutions, a proposal could be made for £180K over two years to cover the Programme Facilitator – Laboratories' time and support the development of a piece of work.

Action – JR to circulate the original bid for members to share with their networks.

6 Agree Dates of Meetings in 2015

Members agreed to meet again in the spring, after the summer, and towards the end of the year.

Action – DG & SRS Department to start to put ideas into strategic categories and blocks of work and circulate for views.

The University of Edinburgh
Sustainability Operations Advisory Group (SOAG)
Wednesday 27 May 2015
Edinburgh Food for Life Partnership (EFfLP)



Description of paper

This paper reports on the key achievements of collaborative work carried out under the Edinburgh Food for Life Partnership from 2012-2015:

- First higher education institution in Scotland to be awarded the Catering Mark
- Strong strategic food-based relationships established across public sector in Edinburgh through EFfLP and Edible Edinburgh – sustainable food city initiative
- Regular student engagement, especially of first year students, helping embed Food for Life values
- One million meals served each year by the University – comprising 5% of Catering Mark meals served in Scotland – with a benefit to thousands of consumers.

Action requested

SOAG members are invited to note the report and commend those who participated.

Background

The University was a founding member of the Edinburgh Food for Life Partnership (EFfLP), an ambitious public sector collaboration between City of Edinburgh Council, NHS Lothian, the University (UoE) and Soil Association Scotland initiated in 2012 – with four central aims:

1. Tackle barriers to providing seasonal, fresh, local and organic food
2. Achieve a Food for Life Catering Mark award for catering services in selected sites
3. Support children and young people, patients, students and staff to benefit from healthier and more sustainable food
4. Evaluate the impact of the project.

Participating in and supporting the EFfLP helped the University demonstrate leadership around key food issues, becoming the first University in Scotland to hold the Catering Mark award in late 2012. Other Scottish firsts for the partnership included first “All Schools” award and first Care Home, both awarded to City of Edinburgh Council.

Following the Catering Mark award, the University further demonstrated its commitment by providing strategic support through the Governance Group for senior representatives – initially Senior Vice Principal Professor Mary Bownes and later Dave Gorman, Director of Social Responsibility and Sustainability.

The University supported student engagement and Soil Association Scotland became involved in a campus-wide food group and contributed to the University’s draft Sustainable Food Systems Policy.

Food for Life Scotland’s national programme has benefitted from seeing first-hand the practical and financial challenges associated with making changes to large scale catering services – particularly those operating in a competitive urban setting.

Discussion

Considerable progress was achieved over the three years against the original aims:

Tackle barriers to providing seasonal, fresh, local and organic food

- Several challenges were identified and overcome, such as the requirement to serve only “farm assured” meat at sites with the award and how to display the provenance of produce for consumers. This work involved staff from across the University, including Social Responsibility and Sustainability, Catering, Procurement and Accommodation Services departments.
- A key barrier was how to make the necessary changes to the campus café menus, which operate in a very competitive “high street” environment. This was overcome, with Accommodation Services achieving the Bronze Award for twelve outlets in 2013.
- Strategic level “Governance Group” meetings between senior level representatives from across the EFfLP helped join up the work as well ensuring continued senior level buy-in and strategic direction. These meetings ensured that the work matched strategic aims.
- UoE hosted a Governance Group meeting at Pollock Halls with a presentation by Soil Association’s Standards Manager on standards development within the Catering Mark. This ensured that the catering management were aware of the rationale and process behind the standards required to achieve the Catering Mark award.
- Food for Life staff provided feedback on the University’s draft Sustainable Food Systems Policy – supporting values around health and sustainability.



Achieve a Food for Life Catering Mark award for catering services in selected sites

- UoE became the first University in Scotland to achieve the Catering Mark award in December 2012. The award was for the John McIntyre Conference Centre (JMCC) at Pollock Halls of Residence – serving 4,000 meals each day.
- To achieve the Bronze Award, UoE met **13 standards** including a minimum percentage of freshly prepared meals, seasonal menus, using farm assured meat and displaying information about the provenance of the ingredients: www.sacert.org/catering/standards.
- The Catering Mark was renewed in December 2013 when the Award was extended to include twelve cafes run by Accommodation Services on campus. This was a Scottish first and a significant achievement given the commercial challenges facing these outlets.
- The Award now covers one million meals served each year by the Accommodation Services – representing 5% of Catering Mark meals served in Scotland.



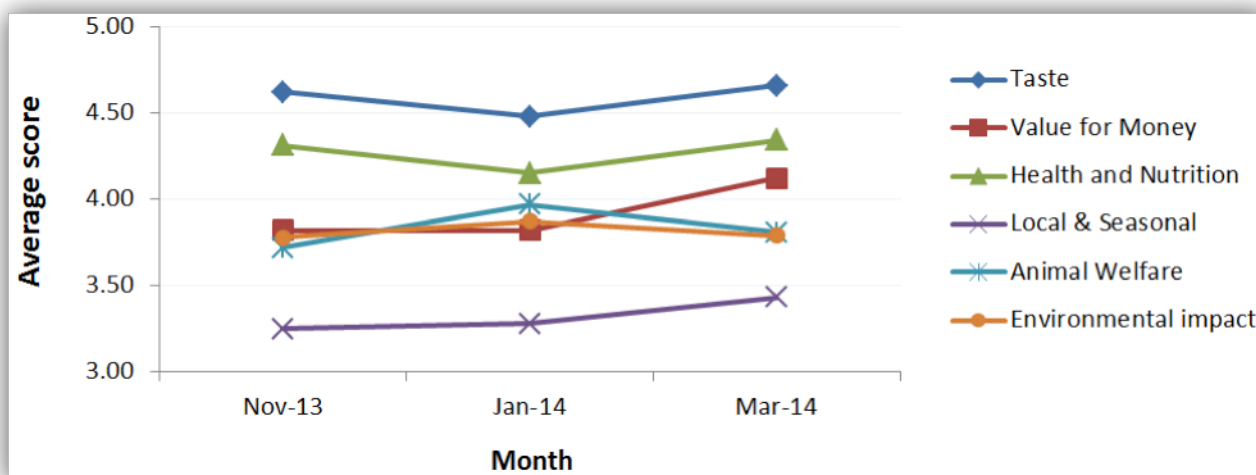
Support children and young people, patients, students and staff to benefit from healthier and more sustainable food

- Students and other customers of the commercial outlets are benefiting from healthier and more sustainable food.
- FfLS created a range of printed materials including table talkers, posters, a banner stand and an animated “Prezi” for displaying on the foyer screen at Pollock Halls. These helped promote the award to students and conveyed Food for Life values such as the importance of healthy, seasonal and ethical food.
- Regular student engagement events were held at Pollock Halls of Residence throughout 2013 and 2014. These included a series of competitions, interactive sessions and other awareness raising activities, including providing information about animal welfare, farm assurance and inviting / enabling students to write their own views on food issues.
- The University gained positive press coverage including Edinburgh Evening News, The Times and some [trade press](#) stories.
- In August 2014, a report was [published](#) on the national Food for Life Scotland website, promoting a message about farm assured and traceable meat to a wider audience.
- FFLS provided updated marketing materials for students at Pollock Halls for each of the new academic years, helping ensure momentum for the engagement process.



Evaluate the impact of the project

- An evaluation report detailing the outcome of the engagement events and surveys is available separately.
- An evaluation of the national programme by Food for Life Scotland covered impact on school meals. One of the geographical areas for evaluation was Edinburgh.



A chart within evaluation report showing how students rate food issues over time

“The Food for Life Scotland team helped raise awareness of animal welfare and other issues through a series of engagement events within our catering halls, as well as gathering information about what matters to our students.”

Ian Macaulay, Assistant Director – Catering, Accommodation Services

Conclusion

A number of positive changes have been made as a result of the work between the University and FfLS and significant challenges have been overcome – not least procuring farm assured meat which ensures traceability. Having the Catering Mark has increased recognition of the high quality catering service provided through the publicity achieved.

There were some internal tensions regarding the implementation of standards which meant that going beyond Bronze level was not prioritised. This also meant that promotion and marketing plans were scaled back from those put forward initially by FfLS. Despite this, there was a clear overlap between UoE and FfLS values and principles with local sourcing and using fresh produce already a priority for UoE before the work began.

There is an opportunity for further focus on local food, healthy eating and ethical sourcing. There is also scope to work together more on student and / or staff engagement, for example by using some of the materials and techniques employed by Food for Life Scotland's Education Framework which is working with learners of all ages, including at tertiary level, to help transform Scotland's food culture.

There is also potential to link more closely with the Healthy Universities Network. The Healthy University Project is currently running at UoE. This partnership could help drive a "whole university approach" to food and its connection with sustainability and health.

Soil Association Scotland acknowledges the contribution by key staff at the University and the funding and effort towards work undertaken to date. All partners hope to see the work continue to help support strategic aims regarding food procurement, catering and education and to use Food for Life Catering Mark as a key supporting mechanism for delivering real change in Scotland's capital.

"It is increasingly important that all our customers know where their food is from and there are clear means of traceability – something the Catering Mark ensures".

Ian Macaulay, Assistant Director - Catering, Accommodation Services

Risk Management

Provision of high quality food on campus contributes to the University's objective to offer an outstanding student experience and this will continue to be a priority.

Equality & Diversity

Provision of food attractive to the very diverse cultural mix of especially international students and staff will be a growing focus for the future.

Next steps / implications

Accommodation Services have continued to innovate in ensuring high standards are recognised and was awarded the Sustainable Restaurant Award for facilities at Pollock Halls in April 2015.

Consultation

The paper was drafted by Joe Hind, Supply Chain Manager, Food for Life Scotland, and edited to reflect UoE priorities following comments from SRS & Accommodation Services.

Further information

To be presented by Dave Gorman, Director of Social Responsibility and Sustainability
19 May 2015

Freedom of Information

This is an open paper.