The University *of* Edinburgh
Social Responsibility and Sustainability Committee
Monday 2 March, 3pm
Raeburn Room, Old College

AGENDA

1 Minute   **A**
   To *approve* the minute of the previous meeting on 22 October 2014

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

3 Convener's Introductory Remarks

SUBSTANTIVE ITEMS

4 Definitions of Social Responsibility and Sustainability   **B**
   To *discuss* and *endorse* a paper from the Director of SRS

5 Embedding SRS in Learning & Teaching   **C**
   To *receive* an update from the Dean of Students, CHSS

6 Progress on Climate Action Plan 2010-2020   **D**
   To *note* and *discuss* a background paper from the Climate Policy Manager

7 Climate Change Reporting under Public Bodies Duties   **E**
   To *consider* a briefing paper from the Head of SRS Futures

8 Climate Emissions – Energy Briefing Update   **F**
   To *consider* a report from the Energy Manager (followed by a
   demonstration of the Meterology system by the Energy Systems Manager)

9 Business Travel Review   **G**
   To *note* a report from the Transport Manager and Engagement Facilitator

ROUTINE ITEMS

10 SOAG Report to SRS Committee   **H**
   To *note* the minutes of 5 November & 28 January

11 Fair Trade Steering Group Update   **I**
   To *note* the minutes of 15 December & 3 February

12 Student Engagement Update   **J**
   To *note* minutes from the Student Forum meeting on 28 January

13 Any Other Business   **Verbal**
   To *consider* any other matters from Group members

ITEMS FOR FORMAL APPROVAL/NOTING

14 SRS Implementation Plan 2014-15   **K**
   To *note* a paper from the Head of SRS Programmes

15 SRS Annual Report 2013/14 and Future Sign Off   **L**
   To *note* a paper from the Head of SRS Programmes

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please contact Jane Rooney on 0131 650 4375 or email jane.rooney@ed.ac.uk

UNIVERSITY OF EDINBURGH

A

MINUTE OF A MEETING *of the Social Responsibility and Sustainability Committee held in the Raeburn Room, Old College on Wednesday 22 October 2014.*

Present:	Mary Bownes (in chair), Vice Principal Community Development
	Tasha Boardman, EUSA Vice President Services
	Karen Bowman, Director of Procurement
	Michelle Brown, Head of SRS Programmes
	Mayank Dutia, School of Biomedical Sciences, CMVM
	Dawn Ellis, Director Website Development Programme, ISG
	Dave Gorman, Director of Social Responsibility and Sustainability
	Pete Higgins, Vice Convener, Dean of Students, CHSS
	Gary Jebb, Director of Estates & Buildings
	Simon Marsden, Director of IS Applications Division
	Michael Northcott, School of Divinity, CHSS
	Janet Philp, Joint Unions Liaison Committee
	David Somervell, Head of SRS Futures

Apologies:	Margaret Ayers; Gavin Douglas; Hugh Edmiston; Moira Gibson; Charlie Jeffery; Hamish Macandrew; Phil McNaull; Briana Pegado; Ian Pirie; Lesley Ross; James Smith

1   The minute of the meeting held on 10 June 2014 was approved as a correct record.   **A**

2   **Matters Arising**

The Convener briefed attendees on the transition from SEAG to SRS Committee, and the background to today's meeting.

Formerly an advisory group reporting in to Court or CMG, the University Secretary had decided that, chaired by Senior Vice Principal Charlie Jeffery, SEAG should now become a formal committee of CMG. This would come into effect from this session which would act as a transition meeting between SEAG and SRS Committee.

As the incoming convener and the Head of Corporate Services were new to this agenda and unable to attend this session, Mary Bownes had stepped in as interim chair. They had asked that no major decisions be taken at this session which would focus instead on gathering opinion.

Membership was still being decided and suggestions and omissions would be discussed further under agenda item 3. Efforts would be taken as the process went on to ensure everyone was clear and comfortable with the transition.

SUBSTANTIVE ITEMS

3   SRS Committee Remit and Membership   B

The Director of SRS introduced the paper, which outlined the proposed remit, membership, and sub-groups for the Committee, and noted that the Vice Principal Learning and Teaching and SOAG were broadly content with the proposals.

It was anticipated that the Fair Trade Steering Group would continue as before. A Sustainable ICT Group, a student forum, and an academic network were in discussion. Cross-cutting issues would come under multiple committees and the Sustainable ICT Group would also have reporting lines to IT Committee.

Membership would need to strike a balance between securing the necessary expertise and not becoming too large, and attempt to reconcile representation from the support groups where the responsibility lay with academic membership to offer the necessary challenge. The mix of academics, support staff, and students had worked well in the past.

Various gaps had been identified and formal staff representation sought through the Unions. The College Registrar would nominate a representative for Science and Engineering. It was proposed during discussion that Neil Thin, a valued former member of the group with significant expertise in poverty and social justice, be included in the membership. Noted that the Vice President Services should sit on the Group rather than the EUSA President, in order to fulfil their remit. The Vice Convener supported a shift to a more educational function, depending on the vision for the future, and emphasised the need to maintain engagement with learning and teaching and not just the University's corporate presence.

The Convener emphasised the need for transparency and careful management of corresponding members as the Committee changes. Members could be co-opted if necessary and the possibility of inviting other academics on particular aspects would be explored.

Action – MB to feed back discussion on membership to CJ, HE & the University Secretary.

4   Annual Agenda Cycle for SRS Committee   C

The Head of SRS Futures presented for comment a draft cycle of committee business based on the range of topics that had historically come to the Group. Supplemental to this cycle would be issues and matters of interest feeding in from the Convenor and membership.

In future, committee business would be controlled by the Senior Vice Principal as incoming convenor, with a view to reporting in to CMG. The draft was noted as ambitious and concerns were raised about the Committee's ability to get through this amount of business.

Action – All members to pass on their comments and feed in relevant timeframes for data reporting.

Action - DS & DG to take the draft to the incoming convenor for approval.

5   Principles for Responsible Investment

The Director of SRS gave a verbal report covering: recent developments; progress with socially responsible investment thinking; the results of the consultation and the proposed direction of travel; the current revised draft Socially Responsible Investment Policy; the establishment of a new process to examine contentious investments and the immediate commencement of that process to examine two specific areas.

Since the last meeting the consultation analysis had been finalised and the report produced and submitted to CMG on 8 October, alongside proposals for a direction of travel and how to update the 2003 and 2006 policies.

Noted concerns from the EUSA VPS that the policy should not be taken forward without consideration of the issues around fossil fuel and armaments and that UoE should act promptly on these processes to maintain the leadership position it had taken in signing up to the UN PRI.

Discussion on the membership and initial meeting of the Fossil Fuels Review Group were currently ongoing, with an anticipation that a process on armaments would run subsequently. It was anticipated that a decision on fossil fuels would be taken over the winter, though it may take longer if more evidence was required.

SRS Committee recognised the need to ensure transparency in these processes and, whatever decision was made, communicate clearly the criteria and supporting arguments. The focus would be on getting the process right as the basis for future decisions of this kind.

The Senior Vice Principal, University Secretary, Director of Corporate Services, and Director of SRS would have further discussions on the policy and the parallel divestment question.

6   SRS Strategy Review   D

The Head of SRS Futures introduced the paper, outlining progress to date.

Review of the SRS Strategy, adopted by Court on 15 February 2010, had been ongoing since the spring. Engagement on operational aspects had taken place in May, with a corresponding event for students and academic staff planned for 21 November.

Next steps would be honing down definitions and working on specific objectives that the previous Strategy had lacked. Noted that from December 2015 the Procurement Reform (Scotland) Bill would provide a legal definition of 'sustainability'. From an Estates perspective any stretch targets set should be realistic, achievable, and clearly measured.

The Stakeholder Engagement Plan in Appendix 3 should make it more explicit that there were units and departments responsible for delivering on these issues and that the aim was not to decide on policy but simply to ensure that these issues were taken into account.

Action – All members to share their thoughts on the key themes with DS.

Action – DS to include consideration of fair trade activity in the Review Plan.

Action – DS to amend the list of key themes in Appendix 2 to make clear how they relate to the SRS Strategy.

Action – MB & MN to follow up outwith the meeting to on metrics and accounting procedures.

7   **Climate Action Plan Review**   **E**

The Director of SRS provided an update on the proposed Project Review Group. In the light of challenging targets due next summer, it was important to communicate what was being done. Membership of the Group had been agreed and next steps were to prepare the information that would be key to the next Climate Action Plan. A Climate Policy Manager was currently being recruited who would pick up on the data challenges. Noted that AUDE was looking at ways to measure carbon and standardise, which should facilitate the process in the long term.

Action – All members to share their comments with DS.

Noted debate around building regulations and whether UoE was in a position to exceed standards for new buildings. Members recognised the need to factor in the implications of setting standards beyond the accepted norm, including capital costs and long-term benefits, and make a pragmatic decision.

Action – MN & GJ to follow up outwith the meeting.

ROUTINE ITEMS

8   **SOAG Report to SRS Committee**   **F**

SRS Committee noted the paper updating members on key issues arising from the meetings of the Sustainability Operations Advisory Group on 28 May and 17 September 2014.

9   **SRS Programmes 2014-15**

The Head of SRS Programmes gave a presentation on the core activities and future plans of the Programmes Unit including: KPIs and how to measure success; work structured around operational sustainability; the Sustainability Awards; WARPit; sustainable laboratories; learning and teaching and the living laboratory idea; events, campaigns and inspiring action; the Disruptive Innovation Festival; reporting; and the Race Equality Charter Mark.

Action – All members to share with MB their comments and views on which items the Unit should be prioritising.

SRS Committee recognised the good work done by the Unit and the role of the Head of SRS Programmes in giving coherence to this agenda and taking it forward.

10　Learning & Teaching

The Vice Convenor provided a brief verbal update on progress to date and would be in a position to report more fully at the February meeting.

SRS Committee and Senate Learning and Teaching Committee had agreed to convene a Task Group looking at how to provide further academic opportunities for students in SRS, particularly through online opportunities. The Global Academies' work on Massive Open Online Courses (MOOCs) was highlighted as generating potentially useful material. Following on from audits of existing provision, initial conversations were taking place and the Group had met for the first time on 6 October. One issue was the absence of financial support for the project. As more people became involved more co-ordination was required and a resource was needed to manage these connections. Sharon Boyd, Associate Lecturer at R(D)SVS, was seconded to IAD one day a week until the end of the year to co-ordinate the development of content.

Action – PH to follow up with MD.

Action – PH to identify who was responsible for delivering the project and put together a brief summary for MB in order to submit it to the planning round.

11　Fair Trade update

The Director of Procurement updated the Committee on the key business of this sub-group.

The first meeting of the session had concentrated on outcomes from the 'What next for fair trade?' consultation, which informed an action plan. The Freshers' Week Food Festival had attracted large numbers with food waste being a key issue. The Student SRS Forum had met, surfacing more students with an interest in fair trade. UoE supplier Coffee Conscience had planted their 1000th fruit tree as part of a wider programme of support for local community projects. Informal testing of fair trade palm oil cleaning products was ongoing in E&B. As the products were designed for domestic use, EUSA retail outlets and AS commercial lets may be more suitable. On 14 November UoE would host the Scottish Fair Trade Forum awards and photo exhibition. Fair Trade Fortnight 2015 would run from 23 February – 8 March; its theme 'the impact of fair trade'. The City Group were arranging producer visits for Mauritius garment manufacturers and a family event was planned at Out of the Blue café in Leith on 28 February.

UoE had worked with APUC on the SUSTAIN project to obtain a database of supplier conformance to a code of conduct based on the UN compact. It would cover 100+ suppliers and chains covering 40% of sector spend and allow supplier engagement and category analysis. Opportunities for student social audits and masters placements were being investigated

Action – All members were asked to submit their fair trade award nominations before the closing date of 31 October.

12   Any Other Business

<u>Update from SRS Student Forum on 15 October</u>

The EUSA VPS updated members on the event, which provided a good precedent for the rest of the year in terms of getting input from students on SRS topics which could be fed in to this Committee.

ITEMS FOR FORMAL APPROVAL/NOTING

13   Sustainable ICT Action

The Director of SRS gave a brief verbal update. The Sustainable ICT Group's predecessor was felt to have reached a natural end. In re-establishing it, the right membership would be vital to success, including representation from Procurement and expertise in big data. The remit had been circulated over the summer and suitable dates were being investigated. The Director of Applications Division emphasised that it should not be seen as an IS group, hence the SRS Department chair.

14   New University CMS and Website Project Update   G

SRS Committee noted a paper from the Director of the Website Development Programme which had been circulated to website owners across the University. It was the latest in a series of updates on the migration process of Polopoly-driven websites into the new Drupal-based Content Management System (CMS) as part of a project to integrate the digital experience. The new easier to use tool had been launched to a small group of trial users to ensure that the infrastructure worked. The migration planning schedule had been broadly agreed and from January would be delivered to around 300 websites across the University, with the intention of completing migration to the new system during 2015. In addition to being easier to use, the new tool was more flexible, allowed better integration to MyEd, and would be more easily viewable on mobile devices.

15   Convener's Concluding Remarks

This would be Mary Bownes' last meeting as Convenor, having taken over chairing the Group in 2008. The Vice Convenor thanked the outgoing Convenor on behalf of the Committee, outlining the many changes that she had overseen and orchestrated in that time, raising the profile of the Group, and expressed his own personal thanks for her inspiration and leadership.

Date of next meeting: 14.00-16.00, Thur 19 Feb 2015, Raeburn Room, Old College

Social Responsibility and Sustainability Committee

Monday 2 March 2015

Social Responsibility and Sustainability- Options for an Operational Definition for University of Edinburgh

Description of paper

The paper presents SRS Committee with a formal definition of the terms 'social responsibility' and 'sustainability', together with options for the scope of that definition in practice within University life, as a means to improve clarity and prioritise future action. It is anticipated this will be an initial discussion to assist in defining scope and future governance.

Action requested

SRS Committee is invited to discuss and _agree_ the proposed formal definition, and discuss and if possible _agree_ the scope of the definition in practice.

Background and context

A light-touch review of the University's Social Responsibility and Sustainability (SRS) Strategy - first adopted in 2010 - began in March 2014. The Review had three key objectives:

- Clarify conceptual issues and terminology and the relationship between key terms such as Social Responsibility, Sustainability, Responsible Investment and Fair Trade
- Update the Strategy to reflect progress and developments since 2010, including the views of key staff, students and stakeholders
- Sharpen the actions, metrics and gap analysis associated with the Strategy.

Informed by the Appreciative Inquiry approach, the review aimed to establish what currently works and build upon this, fostering relationships and increasing overall capacity for collaboration and change. A great deal of useful feedback has been received including from a series of events with key operational staff, academics, students and a short online consultation. Good progress has been made against all three areas but more work remains.

Given the impending update to the Strategic Plan and the degree of change amongst senior management over the last 12 months, the review has been paused but the material produced has been used to inform a refresh to the definition of key terms and the scope of the strategy.

Going forward, in addition to the definitions and scope which are the subject of this paper, more work is required to: identify longer-term (3,5,10 year) goals; supplement the existing carbon metric[1] with improved whole organisation SRS metrics and make

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[1] The Strategic Plan 2012-16 contains a metric to report absolute carbon emissions, together with reports to Court on relative emissions- per £, per m2 and per person

greater use of formal planning mechanisms to identify where cross-organisational priority-setting or action is required.

Discussion

1. *Proposed University of Edinburgh Definition of Social Responsibility and Sustainability*

Before proceeding to discuss options for defining the scope of the terms a definition of the terms 'social responsibility' and 'sustainability' is offered below for comment.

The Socially Responsible University

'*A socially responsible university holds itself accountable for the effect of its activities and influence on its immediate community of students and staff, wider society both near and far, and on the rest of the natural world.*

It recognises that its actions often have multiple effects, for good or ill, short and long term, on different groups and different aspects of the environment. Planning is informed by this knowledge, engages with those affected and is transparent about how decisions are made.

Sustainability is the desirable state where all people throughout the world can flourish without compromising the potential of future generations to do so too.' OR

Sustainability is more a direction of travel than a definition. This direction should focus on developing a global society founded on respect for nature, universal human rights, economic justice, and a culture of peace. (Earth Charter)

Many people are unable to enjoy a good quality of life due to poverty, ill health, inequality and injustice while the natural environment on which we all depend, and which we are all part of, continues to be significantly changed by human activity. The way things are is the result of a complex interplay of millennia, of cultural, political, intellectual and technological developments. Any path to sustainability will likely involve similarly significant changes.

At the University of Edinburgh, we aim to meet our needs for goods, services and works in a way that achieves value for money on a whole life basis and generates benefits not only to the organisation, but also to society, the economy and the environment[2].

A socially responsible university contributes to understanding the current state of the world, and the reasons for it, and helps inform developments through knowledge, skills, influence, actions and example.

Social Responsibility and Sustainability are essentially contested concepts*. How each of us understands and addresses social responsibility and sustainability depends on many factors such our values, beliefs and assumptions. Social responsibility and sustainability are therefore essentially contested concepts: we may agree on working definitions, but they will always be open to critique, challenge and*

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[2] http://www.ed.ac.uk/schools-departments/procurement/policies-procedures/strategy definition is taken from the Scottish Government Sustainable Procurement Action Plan 2009

revision. A socially responsible university welcomes this process: it helps ensure it reflects fully on what it does and how it engages with others to inform its decisions.'

Further background on recognised definitions of terms is included in Annex 1.

2. Potential Scope of a University of Edinburgh Definition

Given that a wide range of views exist on the scope of these terms, and that in many cases the priorities that organisations adopt depend upon their context and core activities and competencies, the University must make its own judgement on the scope of the terms. In coming to a view it is suggested that the definition should:

- Build on what already exists (building outwards from 'core' sustainability activities and areas essentially less or not contested at present)
- Be mindful of internationally recognised definitions as per Annex 1, without being bound by them
- Be willing to consider the outlines of a widely defined scope in coming to a view ('wide approach to definition')
- Be aware of what other peer Universities have agreed (Annex 2)
- Be aware of the expectations and definitions of our sponsors and funding bodies (e.g. Scottish Government, UK Research Councils etc.)
- Recognise that a scope and definition will need the application of judgment, which will change over time as new issues emerge and performance and achievements change
- Seek to minimise the degree of coordination and reporting required for areas where performance is good, or where governance or management arrangements are already in place, or the issue does not appear a significant one for the University or its stakeholders
- Ensure as a minimum that all relevant legal requirements are embedded within the definition and scope.

These pointers can be summarised as: 'wide or vs core'; 'guided but not led by others'; 'recognise the need for judgement'; 'minimise duplication and prioritise'; 'ensure legal compliance'.

In coming to a view it may also be helpful to consider three interrelated aspects of the scope:

- Whether the theme or issue is included within a definition of social responsibility and sustainability
- Whether SRS Committee itself requires to include the theme or issue within its remit and in what form
- The role of the SRS Department in any theme or issue included in scope.

In order to assist the discussion, Annex 2 summarises the scope which a limited review of other peer Universities or perceived leaders indicates have been adopted. Broadly speaking, most include in scope: food, Fair Trade, learning and teaching, procurement or supply chain issues, and some form of community engagement. Less commonly included are equalities and diversity, volunteering, HR issues, and healthy universities. Rarely included, at least on the face of it, are widening participation issues. Note that this has been a light-touch limited review so is not comprehensive.

(a) Working from a 'Core' Definition

The University has a long and successful track record in prioritising, actioning and reporting on environmental sustainability issues. In addition, there is a significant body of law at EU/UK and Scottish levels imposing a variety of legal duties on the University.

Over time the scope of action has settled down so that the following areas would appear central to any scope:

- Action to reduce climate emissions including energy management
- Action to develop and maintain low carbon, high environmental performance buildings and estates
- Environmental performance of waste and resource management, IT, travel, procurement, water management, biodiversity preservation and grounds and open/green space
- Action to support the university staff and student community to take responsible actions in respect of these.

Given that the mission of the University is the creation, dissemination and curation of knowledge, and recognising that social responsibility and sustainability cannot be a 'bolt on', the scope of definition must take into consideration:

- **Learning and Teaching** – widening and deepening the student offer to include more environmental sustainability issues into the curriculum
- **Research** – increasing action to understand *scientific/technical* environmental issues and impacts, whole earth systems and identification of solutions to key environmental challenges, and *individual/social* engagement and actions related to SRS

Additionally, over time sustainability has been broadly accepted as including a range of non-environmental issues (based on the classic Brundtland definition for example) so that social and human rights issues have been included, as they relate to principles of equal treatment - fairness over time, fairness within generations, and the relationship between economic development and resource use with its social and environmental impact. It is increasingly recognised in global standards and guidelines that social responsibility and sustainability applies to those areas where we have significant leverage as an organisation. In practice this has meant that the following issues often form part of a 'core' scope approach:

- Food sustainability - reducing chemicals usage and improving human and ecosystem health within the food system; operational choices in providing safe, healthy, lower environmental impact, and local food
- 'Fair trade' in our purchasing (or socially responsible procurement) and more generally issues of equal treatment, of meeting and developing compliance with international standards in the University supply chain. Initially associated with specific shared common product categories but also increasingly driven by materiality and reputational or health & safety risk assessments, legal requirements and public and political concern over specific harms or risks e.g.

conflict minerals, child labour. The University has committed to workers' rights in supply chains via developing the APUC SUSTAIN[3] project, the code of conduct and ten years of Fairtrade University (bi-annual status review by the Fairtrade Foundation UK), more recently joining the Workers' Rights Consortium and Electronics Watch

- From 2016 we will have legal obligations - a 'sustainable procurement' duty
- Impacts in our community – both positive and negative would be included in a definition of sustainability which recognizes the social dimension. Global business leaders (e.g. World Business Council on Sustainable Development) have been adamant in recognizing that 'businesses cannot succeed in communities that fail'.

(b) Wider definition

Taking the broader definition of social responsibility mentioned above, a wider scope has two additional implications. Firstly, areas already recognised as of relevance to sustainability and sustainable development tend to widen to include more issues. For example:

- Learning and Teaching - not only ensuring environmental and sustainability courses are provided, but working across the University towards a vision where students have the opportunity to learn about sustainability and global justice and ethical issues regardless of the courses they take, via a whole institutional offer which recognises evidence of concern in this area. Recent Senate discussion on Community Engagement displayed consideration of 'pro bono' work experiences which could go on to supply chain engagement or helping local small & medium enterprises as well as individuals e.g. student 'consultants'. Make the Most of Masters, Business School, ECA, Law do this already and there are more. This is applied learning offering a social benefit.

- Research - Taking a wide view of the issues including the 'Beddington'[4] global challenges, but also applying the 'Living Laboratories' idea where the university's own impact and activities are used to make a contribution to, and to understand and actively research the area under consideration.

- Procurement - broadening from reducing environmental impacts and purchasing fair trade products, to:
  ▪ Ensure its agreements remain fully legally compliant, but strongly focus on sustainable considerations wherever practicable and legal
  ▪ Establish materially effective minimum standards for supplier sustainability compliance
  ▪ Develop a full understanding of the level of supply chain sustainability within its supply base
  ▪ Promote adherence to the United Nations (UN) 10 principles of the Global Compact
  ▪ Support the Scottish Government's Sustainable Procurement Action Plan and to achieve a step change on the flexible framework assessment of sustainable procurement progress.

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[3] http://www.ed.ac.uk/schools-departments/procurement/policies-procedures/apuc-supply-chain-sustainability
[4] http://www.geos.ed.ac.uk/homes/paulvg/global_challenges/

- Manage tendering and lotting strategies that ensure fair access to contracting opportunities for businesses of all appropriate sizes and organisation types wherever relevant
- Mitigate supply chain sustainability risks, and exploit the opportunities
- Develop, and disseminate, the <u>APUC Code of Conduct</u> and apply it to our supply chains
- Baseline and then manage continuous improvement in sustainable procurement by working with the supply chain
- Foster product and/or process innovation through supply chain collaboration
- Promote use of, and compliance to, these objectives by clients in the institution

The new Scottish procurement law and EU Directives being implemented by 2016, offer broader scope in this area- having a 'sustainable procurement' duty, ethical and fair trade business engagement, exclusion of poor supplier behaviours, evidence on achievement of community benefits, access by small & medium enterprises, supported businesses or third sector, at increasingly lower thresholds, as well as environmental criteria applying. Annex 3 provides further information on the current Scottish Government consultation and its implications.

Recognising that an area of leverage on environmental and social impacts is via the investments that we make, as well as our expenditure on procuring resources, the University has had a Socially Responsible Investment Policy / Approach since 2003. In 2013, the University became a signatory to the Principles for Responsible Investment, and has therefore committed to the integration and transparency of so-called 'ESG' (environmental, social and governance) factors into the management of its investments. Since such a commitment has already been made, it makes sense for any discussion of scope to include the socially responsible aspects of management of the University's financial resources and investments, though the management and governance of this is obviously crucial.

Given that sustainability/social responsibility includes environmental, social and economic dimensions, there are further areas of activity that a wide-ranging definition of SRS could include:

- **Volunteering** opportunities for staff and students involving engagement with local organisations as part of a commitment to 'give back' to the City
- **Human resources: labour standards, equality and diversity** in our own operations and through our purchasing decisions – recognising the importance of fairness, human rights and legal requirements in recruitment, employment and career development
- Emerging areas associated with social justice and fairness - which could include becoming an accredited Living Wage employer, commitments to employing disadvantaged or young people in employment programmes, considering employment of ex- and current offenders and so on
- **Healthy University / Working Lives / Well-Being** – incorporating a commitment to the health and wellbeing of staff and students which goes beyond legal and health and safety requirements but attempts to align the support systems, physical space, opportunities and policies of the University to deliver health and well-being

- More explicit recognition of our **Widening Participation** efforts including student admissions policy and targeted bursary support
- **Careers and employability** – evolving our Graduate Attributes to incorporate social responsibility and sustainability issues in a changing world, offering workplace experience and supply chain engagement opportunities
- **Communities and Public Engagement** – reflecting what we do as a University and our 'net social impact' and also taking this opportunity to clarify our role with civil society

Figure 1 summarises this discussion in terms of a 'core' verses 'wide' scope of SRS issues within the University, and also includes a comment on legal requirements.

Figure 1 - 'Core' verses 'Wide' Definitions

Issue	*'Core' Definition*	*'Wide' Definition*	*Legal duties? Other expectations?*
Climate emissions and energy management	Yes	Included	Yes- wide range of climate laws and taxes, and specific climate duty for public sector, new procurement duty
Environmental performance of estates and grounds	Yes	Included	Yes- wide range of energy, building, climate laws and duties. Specific biodiversity and climate duties for public sector
'Sustainable operations'- water, waste, purchasing, transport, ICT etc.	Yes	Included but extends to wider concept of socially responsible operations	Yes, specific public sector duties; existing and new procurement law requirements; wide range of environmental laws
Learning and Teaching	Yes- range of courses provided on environmental sustainability	Yes- broader range of courses on sustainability, global justice and ethics; expectation of University wide 'offer' to all students	SFC expectations via outcome agreements? Graduate competencies for employment. NUS surveys regularly report high student expectations in this area.
Research	Yes- wide range of research on	Yes- broader understanding to include	Research council expectations as part of impact

	understanding sustainability and taking action	'global challenges' and scanning for new opportunities	statements, and EU procurement duty?
Food issues	Yes- operational choices on food provision, environmental impact etc.	Yes- but wider consideration of social impacts in the supply chain, global justice, balancing sustainability, fair trade, local food, healthy eating etc.	Wide range of environmental and health laws, none specific to Universities. Food policy for Scotland may become statutory
Fair trade	Yes- issues of encouraging purchasing and promoting ethical buying choices, since 2004	Yes- but in a broader concept of ethical and socially responsible procurement (see below)	Referenced in new Scottish procurement law? Scotland is a Fair Trade Nation
Responsible supply chain management/procurement	Yes - since around 2000 - widely recognized that organisational impacts do not 'stop at the front door' but are extended to relationships with suppliers. Widely expected in the corporate domain with activities increasingly noted in company annual reports	Yes- considers issues of labour standards, human rights, environmental impact in the supply chain, use of small & medium enterprises, supported business, third sector. Economic impacts e.g. taxes	Proposed in new Scottish public procurement law. Covered by ISO 26000 guidelines for Social Responsibility; UN and ILO standards, EU procurement law and generally expected of large corporates
Responsible investment	University since 2003 has had a Socially Responsible Investment Policy and is a	Yes, managing financial resources for investment seen as a key aspect	None, but examples of emerging standards and best practice

	signatory to PRI so arguably has made this decision already		
Volunteering	No (although used extensively by SRS department and EUSA volunteers)	Yes - seen as core aspect of 'giving back' to the city and charitable bodies, and learning opportunities rooted in real life experience	None except usual requirements for health and safety etc. For students see recent Senate discussion
Equalities and Diversity	Not traditionally included in the University's core definition but other organisations would	Yes- seen as a key aspect of the ethical behaviour of organisations, supply chain and in dealing with staff, students or visitors	Yes- extensive- e.g. Equalities Act 2010 etc. Equalities duties in procurement. Bribery Act risk?
University HR/labour practices	Not traditionally included in the University's core definition but other organisations would	Yes- seen as a key element of a responsible organization to promote fair working conditions and in asking no more of supply chain than we do here	Partly via general UK employment law but see also emerging best practice and ISO 26000 and procurement law
Healthy universities/ wellbeing	Debatably- many organisations see human health issues, including at work, as core to sustainability issues (e.g. Harvard)	Yes- the linkage between environment and health, fairness and working conditions, are seen as core to the activities of responsible organisations and their supply chain	Yes via employment and Health and Safety law; also emerging best practice e.g. healthy working lives etc.

Widening Participation/fair access	Not traditionally seen as a core sustainability issue	Seen by some as a core component of a responsible university and relates to community benefit	Yes and see also strong political interest from governments and stakeholders and communities
Careers issues	Depends on organization	Depends on organization	Equalities duties
Community and public engagement	Core sustainability often seen to require an open, engaging approach.	Most organisations would consider their outreach and community engagement to be a key aspect of their approach as a responsible organisation and increasingly include supply chain	Depends on organization and issue. Not for the University except from new procurement law – community benefits and engagement to be defined - but expectations exist via ISO 26000 and stakeholder views.

3. Roles and Accountabilities

As noted above, in addition to decisions about the scope of any UoE definition of social responsibility and sustainability issues, is the related issue of the role of the SRS Committee, the lead functional responsibility(ies) and the particular role of the SRS department. Figure 2 attempts to summarise this for the issues discussed above.

Figure 2 - Roles and Accountabilities for SRS Issues[5]

Issue	Role of SRS Committee	Lead functional responsibility	Role of SRS Department	Comments
Climate emissions and energy management	Overview and strategic leadership on targets, emissions and	Joint Estates with SRS department, involving procurement advice as	Supporting practical energy action and positive behaviours; strategic review	Practical aspects managed by SOAG HESA

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[5] Note that the role of colleagues across colleges, schools and campuses is not referenced for brevity but is crucial; similarly for student representatives, staff representatives, communications and marketing etc.

	reporting, policy development	needed	of climate action plan when requested; reporting	statistical requirements
Environmental performance of estates and grounds	Overview and strategic leadership on sustainability issues; policy development; reporting	Estates with SRS department support	Supporting practical energy action and positive behaviours; consider any supplier/provider concerns via procurement	Need to define responsibilities carefully and avoid overlap with Estates Committee; practical aspects managed by SOAG
'Sustainable operations'- water, waste, purchasing, transport, ICT etc.	Overview and strategic leadership on sustainability issues; policy development; reporting	Estates department; procurement office; IS Directorate; SRS department support	Supporting practical advice, research, staff and student engagement and promoting positive behaviours; advice on sustainable procurement risks and action for mitigation; strategic review when requested; reporting	Policy development overview from SRS committee, but liaising with other key committees; practical aspects managed by SOAG
Learning and Teaching	Overview and forum for debate on vision for SRS and progress	L and T committee; global academies; academic colleagues	Support as requested, expert advice and linking learning and teaching to practical sustainability (living labs or supply chain placements), reporting on the SRS dimensions of L&T	Important that SRS committee maintains overview but does not attempt to lead this work, alerts others to share best practices
Research	Overview and forum for debate on SRS vision and progress	Global academies; academic colleagues	Support as requested for projects and a living labs approach; scanning and	Clearly vast majority of activity will come from researchers. May be some

			evidence provision; link to operational and supply chain needs and opportunities; reporting	opportunity to provide coordination on project by project basis for emerging issues, where operational needs or opportunities exist
Food issues	Overview and strategic leadership on policy development, reporting, teaching/ research opportunities	Accommodation Services and Procurement with SRS department support	Scanning and evidence gathering for policy/ operational support; promoting positive behaviours e.g. reducing food waste and advice on sustainable procurement risks and action for mitigation;	Note also important roles for SOAG on practical operational matters and Fair Trade Steering Group for key items e.g. fair trade food procurement by EUSA as well as for visitors/staff
Fair Trade	Overview and strategic leadership on policy development, reporting, teaching/ research opportunities	Joint procurement, EUSA, SRS department leadership Key criteria is a staff/student committee for Fairtrade (foundation) status	Leadership and policy development with procurement department; EUSA, EUSU, engagement with societies, support FTSG; promotion of positive awareness and behaviours; evidence and scanning. Linked up actions through Awards, Link to Fairtrade City, to EAUC and UK groups	Important role for FTSG, especially as forum for engagement with students, city and cross-party groups, as part of Scotland Fair Trade Nation. Procurement law enabler.

Responsible supply chain management/ procurement	Forum for debate and strategy development ensuring and supporting SRS in our supply chains	Procurement with SRS Department support	Support from SRS Department on identifying SRS risks and priorities, mitigations, opportunities and supporting actions and reporting	This is part of our public and soon legal duties in Scotland and increasing in stakeholder expectations (Fair-trade, ethical purchasing, community benefits, workplace impact).
Volunteering	Overview of SRS volunteering opportunities and potential guidance for charitable community projects	Led by schools and departments	Provision of direct volunteering opportunities; liaison with USG and EUSA to develop SRS volunteering opportunities, include supply chain?	SRS Committee discussed 'Charities Policy' in 2014 and agreed that it would be led by colleges, schools, departments.
Equalities and Diversity	Either input to relevant policy development and/or maintain oversight of issues	HR and VP E and D, procurement equalities duties	Occasional project support or awareness raising; reporting	Recent example of request for SRS Department support on Race Equality Charter Mark
University HR/labour practices	Either input to relevant policy development and/or maintain oversight of issues	HR and VP E and D	Occasional project support or awareness raising; evidence and scanning; reporting	
Healthy universities/ wellbeing	Either input to relevant policy development and/or maintain oversight of	CSE with USG	Reporting and linked up actions promoted through Sustainability Awards	

	issues			
Widening Participation/ fair access	Either input to relevant policy development and/or maintain oversight of issues	USG	Reporting and linked up actions promoted through Sustainability Awards	
Careers issues	Maintain oversight of SRS elements?	USG (Careers Service)	Reporting?	
Community and public engagement	Maintain oversight of relevant SRS issues?	Senior VP with CaM	Reporting?	

4. Conclusions and Recommendations

There is a clear need to agree a definition for the terms social responsibility and sustainability and this paper offers a working definition for discussion and approval.

More importantly, there is a need to define the scope of the definition in practice and this paper works through a series of themes identifying the potential choices available to the University to define the scope, and the associated roles of the SRS Committee and SRS Department. In due course, the new Strategic Plan needs to reflect the decisions made on SRS scope, governance and roles made by the University as a whole.

The benefits of securing agreement will be in clarity of purpose and procedures, and lines of responsibility. A second benefit will flow from the ability to present a positive profile for the University which commands support. Finally, the agreement of definitions and scope allows for a firmer mandate for the SRS department to engage in specific activities and themes, and to prioritise its future plans to best support the agree scope and goals.

It is recommended that the SRS Committee approve a definition of the terms Social Responsibility and Sustainability, discuss a scope from the choices that exist, and discuss the roles for the SRS Committee and SRS Department going forward.

Resource implications
No direct resource implications at this stage. Indirect implications will be agreed in due course as priorities are shaped.

Risk Management
Key risks include: Setting a definition and scope which is either too wide, raising expectations that cannot be met and encouraging confusion and misalignment; or setting too narrow a definition with impact on ambitions, reputation and a potential loss of opportunity for coordination and development of opportunities.

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

Next steps/implications
Once agreed, the definition and scope will be used to inform future strategic planning, discussions with key functions, and to review the governance and membership of the SRS Committee to ensure fit.

Consultation
This paper is submitted to SRS Committee for discussion and agreement; depending on its recommendation further consultation will be undertaken with colleagues.

Further information
Author and Presenter Dave Gorman, Director of Social Responsibility and Sustainability 2nd March 2015

Freedom of Information
This is an open paper.

Annex 1- Existing definitions

SRS strategy 2010-20

Recognising that the terms are contested, 'social responsibility' and 'sustainability' refer here to our contribution to both understanding and addressing social, environmental and economic global challenges.

Brundtland commission 1987

Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs […]

National Union of Students

Social responsibility is the duty that institutions have towards wider society in relation to ethics, wellbeing, social justice, global citizenship and moral responsibility.

GACSO / IEMA

Corporate responsibility is addressing the organisation's responsibilities or duties mainly, but not always, to its present day social, environmental and economic stakeholders […]

IS026000

Social responsibility is the responsibility of an organization for the impacts of its decisions and activities on society and the environment, through transparent and ethical behaviour […]

Principles (Clause 4):

- Accountability
- Transparency
- Ethical behaviour
- Respect for stakeholder interests
- Respect for the rule of law
- Respect for international norms of behaviour
- Respect for human rights

Subjects (Clause 6):

- Organisational governance

- Labour practices
- The environment
- Fair operating practices
- Consumer issues
- Community involvement and development

EU-USR standards (pp. 34-38)

Social responsibility areas:

1. Research, Teaching, Support for Learning and Public Engagement
2. Governance
3. Environmental and Societal Sustainability
4. Fair Practices

University of Manchester

Social responsibility is the way we are making a difference to the social and economic well-being of our communities and wider society through our teaching, research and public events and activities.

5 priorities:

1. Research with impact
2. Socially-responsible graduates
3. Engaging our communities
4. Responsible processes
5. Environmental sustainability

University of British Columbia

Social sustainability: Social justice. Conflict resolution. Access. Human well-being. Social equity. Diversity. Intercultural fluency. Quality of life. Global citizenship. Community building.

Summary of key concepts referenced in definitions

	Existing	Brundtland*	GASCO/IEMA	ISO26000	NUS	EU-USR	Manchester	UBC
Accountability & Transparency				X	X	X		
Community & Human rights				X		X		
Conflict resolution						X		X
Environmental	X	X	X	X		X	X	
Equality & Diversity				X		X		X
Ethics/Morals				X	X		X	
Fair / Legal processes			X	X		X	X	
Global citizenship				X	X			X
Good governance			X**	X		X		
Health & Wellbeing				X	X	X		
Public / Stakeholder Engagement			X	X		X	X	
Social (justice)	X	X	X	X	X	X		X
Research & Teaching	X***					X	X	X
Responsible graduates						X	X	
Widening participation						X		X

University-specific areas. * Sustainable development only. ** The organisation's "responsible approach". *** Implied.

Annex 2 - Scope of Strategies from Other Leading Universities

University	Issues covered by strategy			
Harvard University http://bit.ly/1BUmtON			Procurement /supply chain	√
	Climate Emissions	√		
	Environmental performance	√	Volunteering	√
	Sustainable operations	√	Equality and diversity	✗
	Learning and teaching	√	HR/labour practices	✗
	Food	√	Health and wellbeing	√
	Fair Trade	✗	Widening participation	✗
	Community engagement	√	Careers issues	√
	Harvard's Sustainability Plan is structured around; Emissions and Energy, Campus Operations, Nature and Ecosystems, Health and Wellbeing, Culture and Learning.			
Stanford University http://stanford.io/1zRuV6f			Procurement /supply chain	√
	Climate Emissions	√		
	Environmental performance	√	Volunteering	✗
	Sustainable operations	√	Equality and diversity	✗
	Learning and teaching	√	HR/labour practices	✗
	Food	√	Health and wellbeing	✗
	Fair Trade	√	Widening participation	✗
	Community engagement	√	Careers issues	√
	Stanford's 3 principles; advance sustainability knowledge, establish			

	sustainability as a core value, and minimise environmental footprint/ preserve the ecosystem.				
University of British Columbia http://bit.ly/1EFVzQW	Climate Emissions	√	Procurement /supply chain	√	
	Environmental performance	√	Volunteering	✗	
	Sustainable operations	√	Equality and diversity	√	
	Learning and teaching	√	HR/labour practices	√	
	Food	√	Health and wellbeing	√	
	Fair Trade	√	Widening participation	✗	
	Community engagement	√	Careers issues	✗	
	The strategy has 3 components; teaching, learning and research, operations and infrastructure, and UBC community – includes cross cutting themes.				
University of California, Berkeley http://bit.ly/16gOt6f	Climate Emissions	√	Procurement /supply chain	√	
	Environmental performance	√	Volunteering	✗	
	Sustainable operations	√	Equality and diversity	✗	
	Learning and teaching	√	HR/labour practices	✗	
	Food	√	Health and wellbeing	✗	
	Fair Trade	✗	Widening participation	✗	
	Community engagement	✗	Careers issues	✗	
Oxford University http://bit.ly/1C0sWu3	Climate Emissions	√	Procurement /supply chain	√	
	Environmental performance	√	Volunteering	✗	
	Sustainable operations	√	Equality and diversity	✗	
	Learning and teaching	✗	HR/labour practices	✗	
	Food	√	Health and wellbeing	✗	
	Fair Trade	✗	Widening participation	✗	
	Community engagement	√	Careers issues	✗	
Cambridge University http://bit.ly/1zf4dlO	Climate Emissions	√	Procurement /supply chain	√	
	Environmental performance	√	Volunteering	✗	
	Sustainable operations	√	Equality and diversity	✗	
	Learning and teaching	√	HR/labour practices	✗	
	Food	√	Health and wellbeing	✗	
	Fair Trade	✗	Widening participation	✗	
	Community engagement	✗	Careers issues	✗	
	Current Environmental Policy dates from 2008 is being reviewed, new policy will be in place in 2014 following consultation – will include biodiversity and ecosystems.				
University of Manchester http://bit.ly/1u7Xryb	Climate Emissions	√	Procurement /supply chain	√	
	Environmental	√	Volunteering	√	

	performance			
	Sustainable operations	√	Equality and diversity	√
	Learning and teaching	√	HR/labour practices	√
	Food	√	Health and wellbeing	√
	Fair Trade	√	Widening participation	√
	Community engagement	√	Careers issues	√
	Social responsibility is one of Manchester's 3 core strategic goals, and includes 5 priority areas; Research with impact, Socially-responsible graduates, Engaging our communities, Responsible processes and Environmental sustainability.			
University College London http://bit.ly/1DFx6rj			Procurement /supply chain	√
	Climate Emissions	√		
	Environmental performance	√	Volunteering	×
	Sustainable operations	√	Equality and diversity	×
	Learning and teaching	√	HR/labour practices	×
	Food	√	Health and wellbeing	×
	Fair Trade	√	Widening participation	×
	Community engagement	×	Careers issues	×
	The Environmental Sustainability Strategy is built around 5 core aims including linking operations, learning and research, and empowering the UCL community.			
Plymouth University http://bit.ly/16yw3iy			Procurement /supply chain	√
	Climate Emissions	√		
	Environmental performance	√	Volunteering	√
	Sustainable operations	√	Equality and diversity	×
	Learning and teaching	√	HR/labour practices	×
	Food	√	Health and wellbeing	×
	Fair Trade	√	Widening participation	×
	Community engagement	×	Careers issues	√
	The Sustainability Strategy includes 3 goals; A Sustainable University, Learning for the Future and Undertaking expert research and its translation.			
Manchester Metropolitan University http://bit.ly/1u7XVnW			Procurement /supply chain	√
	Climate Emissions	√		
	Environmental performance	√	Volunteering	√
	Sustainable operations	√	Equality and diversity	×
	Learning and teaching	√	HR/labour practices	×
	Food	√	Health and wellbeing	×
	Fair Trade	√	Widening participation	×
	Community engagement	×	Careers issues	√
	The Environmental Sustainability Strategy is built around 2 core pillars; Learning, Teaching and Research, and Estates and Operations.			

Annex 3- Procurement rules consultation:
Annex regarding SRS policy implications

New EU Directives must be implemented in Scots Law and Regulations **by 18 April 2016**.

UK law is changing on 26th February 2015. UK then have lower thresholds (£25,000 for central government £10,000) and any procurements, including collaborative tenders, in UK must comply.

Scottish Government is consulting but some EU Law changes are mandatory. Only discretionary elements are the focus of this Consultation, which also considers elements of the Procurement Reform (Scotland) Act 2014, affecting lower value (£50,000 goods/services) £2million works. Concessions where a public body, allows a contractor to generate income have new rules as well and these are included in this Consultation. EC Directive on e-Invoicing will become law by **18 October 2018**, earlier for central government. A separate consultation will take place in Scotland for this.

There are some very positive Opportunities for the University SRS policy but also Risks, key points being consulted upon are below. **Formal Closing date for Response to Consultation: 30 April 2015.**

A roadshow will take place across the University in March to gather views. This could be a challenge given our devolved purchasing authority across the University. Threshold is £50,000 current tender threshold, or £2million works. Procurement Office are adopting Scottish Government eCommerce tools and updating policy / training. SRS Department have a key role to play.

Ministerial Foreword *Keith Brown, MSP Cabinet Secretary for Infrastructure, Investment and Cities*
"Suppliers want consistency, reduced bureaucracy and improved access to public opportunities….simplifying the procurement process, supporting wider public policy aims, environmental and social, further improving supplier access.
Principles will underpin statutory guidance relating to important issues, such as how a potential contractor treats its employees….. Using the power of public spending to deliver greater public value and drive efficiencies…..Ensuring that public procurement continues to improve and also contributes to the Government's strategic objectives for Scotland. "

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1. <u>Taking Social, environmental, and employment issues into account</u>
Statutory Guidance – Organisational Procurement Strategy
Statutory Guidance – Sustainable Procurement Duty
Statutory Guidance – Community Benefits in Procurement
Statutory Guidance – Selection of tenderers and award of contracts
Statutory obligation on contract terms – Principles of procurement
Opportunity/Risk: Reserved contracts for supported businesses, Labels, Technical specifications – need for more local management and knowledge of SRS Risks.

2. <u>Making contracts more accessible for Smaller Businesses</u>
Opportunity/Risk: Breaking contracts into smaller lots – need for more local management.

3. Selection criteria and grounds for exclusion

Opportunity/Risks re: Decisions not to exclude or to permit 'self-cleansing':

Conflict of Interest – need for more local information and management

Criminal convictions – need for information / exclusion

Tax evasion – need for information / exclusion

Bankrupt or insolvent businesses– need for information

Other grounds for exclusion - breach of **environmental, social and labour law** obligations, grave professional misconduct, distortion of competition, a conflict of interest, a significant failure to perform in an earlier contract, or a security risk.

Length of time a business can be excluded and information from sub-contractors.

4. "**Light-touch" Regime**:

Applying limited rules to contracts for social and other specific services to the person. Also some risks/opportunities to consider in bought-in services.

5. Procedural Rules

Opportunity/Risk: Using a Prior Information Notice as a call for competition; Negotiated Procedure without prior publication; reduced timescales in a Restricted Procedure; Examining tenders before verifying qualification criteria; *plus new rules and faster procedures from the Procurement Reform (Scotland) Act and EU Directives not optional.*

Opportunity/Risk: Modifying contracts, new limits / transparency obligations on changes.

6. Rules about Communication

Opportunity/Risk: **Electronic communication** - work to the plan from the Construction Review report, rather than requiring the use of Building Information Modelling (BIM) / similar at once. Defer: European single procurement document – supplier information, E-Certis – supplier certification

Opportunity: Dynamic purchasing system – *adding suppliers in rolling eProcurement system.*

Central purchasing bodies in Scotland, Central purchasing bodies in other countries

7. Enforcement and monitoring

Monitoring and enforcement body for Scotland should be the Scottish Ministers, acting through the existing Single Point of Enquiry? This is currently an informal channel.

Remedies Directives –e.g. interdict, termination of contracts, fines, risk of damages

Risks: new option of a review body which sits beneath the national courts? Should review body be established as a tribunal? Or a Scottish Procurement Ombudsman? If we do not live up to our SRS strategy and statutory guidance: Reputation and Finance risks.

8. **Open contracting** http://www.open-contracting.org/global_principles - well beyond FOI.

Social Responsibility and Sustainability Committee

Monday 2 March 2015

Embedding SRS Issues into Learning & Teaching

Description of paper
The paper updates SRS Committee on plans to further enhance the student offering on social responsibility and sustainability within the curriculum.

Action requested
SRS Committee is invited to _note_ and _comment_ on the paper, highlighting other relevant strategic issues to consider.

Background and context
A proposal paper outlining an action plan to support the embedding of Social Responsibility and Sustainability into the Learning and Teaching curriculum was submitted to this group on 10 June 2014, having been considered by Learning and Teaching Committee on 28 May.

The Action Plan followed on from 'Taking Forward Learning and Teaching Developments – Informed by the Social Responsibility Theme', a paper by the Vice Convener, Director of SRS, and Vice Principal Learning & Teaching endorsed at the October 2013 meeting. It was complementary to 'Sustainability and the Curriculum', a paper by Vice Principal Sue Rigby discussed at the same meeting which provided an overview of availability of Learning for Sustainability in undergraduate programmes across the University.

It was decided not to recommend that all courses include SRS elements, but to ensure that all students had options to take SRS courses as part of their degree programme. Further investigations were required to determine how other leading universities embedded SRS matters into their Learning and Teaching frameworks, as well as how relevant university ranking systems covered them and were likely to account for them in future.

A report commissioned by Senatus Conveners' Group and undertaken in IAD by undergraduate intern Olga Bloemen in April 2013 had identified based on examination of course descriptors 505 undergraduate courses that met the content or teaching parameters of social responsibility and sustainability.

Defined as 'a process of learning how to make decisions that consider the long-term future of the economy, ecology and equity of all communities' (Martin et al. 2013: 1523) Learning for Sustainability (LfS) will progressively be part of the learning experience of all children in Scotland via the mechanism of the Ministerial Implementation Group, and will influence the expectations of Scottish school leavers as they arrive at University. There should be opportunities to liaise with Learning for Sustainability Scotland (LfSS) – the 'UN Regional Centre of Excellence in Education for Sustainable Development for Scotland' located at Moray House School of Education.

Learning for Change is the strategy for the second half of the Decade for Education for Sustainable Development (ESD) developed by the education sector in Scotland and endorsed by Scottish ministers. That paper laid out a series of SRS expectations for Further and Higher Education, which the University of Edinburgh accepted in broad principle in 2010. There is therefore a need to link new proposals to the expectations arising from previous commitments.

Discussion

1. Context

The overall objective of the proposed Action Plan was to embed SRS issues into learning and teaching in the long-term, with ownership from Schools and Colleges, and integrated into existing assessment and award structures.

A report published in 2013 by the Higher Education Authority (HEA) and National Union of Students (NUS) found that 80% of students believed sustainable development should be actively incorporated by UK universities.

Courses should meet students' changing expectations in terms of content and style of delivery, making use of new pedagogies and approaches to reflective learning, by, for example, offering opportunities for different types of learning experience, including credit for community-based 'service learning', with volunteering and placements as a crucial component demonstrating SRS in practice.

Questions remain about the actual and potential obstacles around students opting into these SRS courses. There is a lack of accessible, searchable information about the courses for students, Course Organisers and Personal Tutors. Potential timetable clashes and other barriers arise when students take courses that cross school and college boundaries. There is also an issue around the limited capacity of these courses to be scaled up. In order to improve promotion of courses with an SRS theme to current and prospective students, there is a clear need for the Programme and Course Information Management (PCIM) project – working on how course information is presented to Course Organisers and to students – to include provision to search for the type of learning experience offered and mode of assessment.

2. Progress against the Proposed Action Plan

2.1. Form a Steering Group

The result of a commitment by Learning and Teaching Committee and SRS Committee (formerly SEAG), a Project Steering Group was established, chaired by Peter Higgins. Its remit was to oversee delivery of the project and ensure quality and integration.

The project would sit alongside parallel initiatives including:

- The Shared Academic Timetabling project
- Ian Pirie and Nicola Kett's Programme and Course Information Management (PCIM) project.

Membership was as follows:

MEMBERS	
Prof Pete Higgins	Moray House School of Education, CHSS (Convener)
Tasha Boardman	EUSA Vice President Services
Sharon Boyd	Associate Lecturer, R(D)SVS, on secondment to IAD
Dave Gorman	Director of SRS
Briana Pegado	EUSA President
Prof Ian Pirie	Assistant Principal, Learning and Development
Dave Reay	Assistant Principal, Global Environment & Society
Dr Sue Rigby	Vice Principal Learning and Teaching
David Somervell	Head of SRS Futures
Dr Jon Turner	Director, Institute for Academic Development
Morag Watson	Development Manager, Learning for Sustainability Scotland

The Project Steering Group first met on 6 October 2014. Through initial discussions focused on philosophy, content and process, the Group arrived at a sensible baseline structure, opened up the terminology, and sketched out ideas for engagement.

The second meeting on 4 February 2015 focused on progress with the IAD secondment and the development of University-wide SRS courses. Following review of the membership, the Group would meet again once the course developers were in post.

2.2. IAD Secondment

Arrangements had been made for Sharon Boyd, Associate Lecturer at R(D)SVS, to be seconded to IAD for one day a week to support the project, beginning in October 2014 and currently extended to March 2016.

Sharon had consulted Quality Assurance Agency (QAA) guidelines on how to embed SRS into the veterinary curriculum and had worked with the Learning & Teaching Spaces Technology Section, using the Curriculum Outcome Mapping: Management and Delivery Online (COM:MAND) tool to complete mapping of the undergraduate veterinary curriculum. Mapping of postgraduate courses was ongoing. The next step would be liaising with course teams to see how far the mapping agreed with their records.

Sharon had also been liaising with Beth Christie, Senior Teaching Fellow in Outdoor Education, who was developing a MOOC within LfS on personal environmental ethics, to run in June and July. Materials developed for that course could readily be repurposed from a veterinary perspective. Meetings would also be held with teams from Medicine to look into co-develop tools.

Discussions were ongoing on how to share best practice, identify improvements, get student involvement and crowd-source input, feeding in graduate attributes, IAD work, and Olga Bloemen's report examining course descriptors to identify where and how SRS was embedded in undergraduate course curricula in the Colleges of Humanities and Social Sciences and Science and Engineering. Sharon's work would help compensate for the absence of MVM data from this report.

2.3. Progress on University-wide SRS Courses

A key output of the proposed action plan was identifying and agreeing a package of core SRS courses to be embedded into the curriculum covering the key SRS themes – including sustainability, ethics, justice, and global impacts in line with the UN Global Compact and the Principles for Responsible Management Education (PRME) initiative – which provide an engagement framework to offer social responsibility study in the curriculum and in research.

Process

Issues to be resolved included:

- Designing a flexible course which allowed students to engage at a time of their convenience

- Deciding if the course was to be credit bearing.

The Group recognised that as a MOOC the course would be open to the world and needed to be broad based. There was widespread enthusiasm for the course being credit bearing - the core issue would be the provision of a structure for assessment.

Resources

The Convener and the Director of SRS managed to secure funding for the project from the College of Humanities and Social Science, the College of Science and Engineering, and the Global Environment & Society Academy. The resulting budget would cover the appointment of two members of staff for eight months part time at UE07. Their objective would be to develop two level eight online courses focused on SRS to run in the second semester of 2016/17.

These courses would be aimed at first and second year students, but would be open to other students if their programmes allowed it. One course, in the sciences, would be located within and validated through the School of GeoSciences. The other, in social sciences, would be validated through Moray House. Sharon Boyd would give thought to a third course for MVM, in line with the College's standards, which would be managed separately.

The Group recognised that many individuals across UoE would want to have input into these courses and that the course design process should be as inclusive as possible. Targeting enthusiasm across the University could generate other courses to build on this foundation.

Content

Given the diversity of the potential student community for these courses, consideration would need to be given to how best to manage and prioritise their interests in different aspects and pull these together into a coherent whole.

It was felt that students with a strong interest in the subject would pursue other dedicated courses and that the purpose of these courses was to provide a basic, general understanding. The challenge would be in identifying what a basic knowledge of the issues was. The subject would raise fundamental questions (around biogeochemical cycles, global connectedness, giving equality to other species etc.) which would make course design challenging; though the pedagogy of sustainable development was all about challenge and there were techniques in place to facilitate the process.

As a product for the whole University community, the courses should take an approach that was respectful of diverse positions and provide an open space for discussion. With so much information to include and so many angles to consider, there would be a question of how much space was left for College-specific content.

The content would need to be delivered in a way that encompassed line level specialism and generality; an understanding of the whole as well as the ability to contextualise locally. It was agreed that the MOOCs would be an initial building block, a first offering focusing on opening up contested terminology.

Terminology

The Group discussed the terminology to use in presenting the courses. The term in use in Scotland was 'sustainability'. 'Sustainability', however was more open to being read as only relevant to those perceived as having 'green' responsibilities. The use of 'social responsibility' was intended to counteract this and acknowledge a collective duty to contribute to society. As the students would come from different perspectives, the key would be allowing them to come up with their own definitions. The Group noted work ongoing in the SRS Department on defining social responsibility and sustainability that would be useful in terms of badging these courses.

Partnerships

The Group recognised considerable activity already ongoing in this area and acknowledged a broad intention to facilitate project delivery by making use of existing resources and structures including:

- Secondments to IAD

- The Principal's Teaching Award Scheme (PTAS)

- Innovative Learning Week

- Collaboration with Brian Martin's EU USR benchmarking project which included learning, teaching and research

- NUS Responsible Futures scheme (embedding sustainability across the curriculum was included in the criteria).

The Group discussed harmonising the project with other online learning initiatives including the new Learning for Sustainability degree that the Project Manager for the Distance Education Initiative (DEI) and Massive Open Online Courses (MOOCs) was working on. Linkages could also be established with Prof. Agata Smoktunowicz, as a learning designer of materials for SLICs (a vehicle that allowed students to take on real world projects predicated on their interest), and with Mark Wetton who was leading a learning design group including representatives from IAD, IS and the Library.

Work was ongoing in the School of Social and Political Science on a Leverhulme funded suite of digital courses to use as a pilot for collaborative approaches which should be well advanced when design of the SRS courses began. Claire Haggett of SSPS was proposed as a potential academic champion for the project, and, along with the Group and CMVM colleagues, to secure validation for the courses.

In addition to the PCIM course descriptors project, this activity would also link to work on the wider attributes that courses contribute to, which aimed to systematically create metadata for all courses against these characteristics. The Convener and the

Director of SRS had met with the Director of the Careers Service on aspects of the work related to graduate attributes. The project also fitted in with the General Teaching Council for Scotland's standards for recognition. The Director of IAD was keen to explore the potential for building in links to the CPD framework for learning and teaching through this Group.

Equality & Diversity

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

Consultation

This paper is going to SRS Committee for consultation purposes.

Further information

Author and Presenter Pete Higgins
16 February 2015

Freedom of Information

This is an open paper.

Social Responsibility and Sustainability Committee

Monday 2 March 2015

Climate Action Plan 2010-2020 – Progress Briefing Note on Climate Change

Description of paper
This paper presents context and background on the University of Edinburgh's progress against the Climate Action Plan 2010-20.

Action requested
SRS Committee is invited to *note* the context and current position, and to *endorse* the recommendation that the Committee lead on the overall review.

Background and context
In response to the Climate Change (Scotland) Act 2009 as well as other significant drivers, the University of Edinburgh's Climate Action Plan 2010 proposed a reduction in University carbon emissions of 29% by 2020, against a 2007 baseline. An interim reduction target of 20% by 2015 was also set. The University is required to comply with the Public Bodies' Duties, under Section 44 of the Act. Section 44 states that public bodies must contribute to climate change mitigation, adaptation and must act sustainably. Targets set by the University match Scotland-wide obligations to reduce carbon emissions (Annex 1 provides further background).

Discussion

1. *Progress Against the Climate Action Plan*

The 13-14 SRS Highlights report which includes a report on University of Edinburgh's progress against the Climate Action Plan 2010-20, has noted an increase in absolute carbon emissions since 2010, so that the University is not currently on track to deliver against the 2015 target. . The size of the estate has increased due to merger and energy-intensive new build, and student numbers have grown substantially since the targets were set. Progress has been made on reducing carbon per £ spent.

Figure 1 presents the University's carbon emissions from 2007 to 2014. It includes Scope 1 and 2 emissions across the academic estate and accommodation services, as well as Scope 3 emissions from the transmission and distribution of electricity, waste, staff and student commuting (see Annex 2 for diagram and definitions of Scope 1, 2, 3 emissions). It does not include emissions relating to business travel or procurement. Business travel emissions for 2013/14 total 9,609 tCO_2e (Fig 2). Supply chain emissions (Scope 3) for 2013-14 totalled 110,621.4 tCO_2e (HESA EMR). The majority of University carbon emissions continue to derive from energy use (electricity and natural gas) across the estate (see Annex 3). Relative emissions figures have remained stable or have decreased (Fig 3).
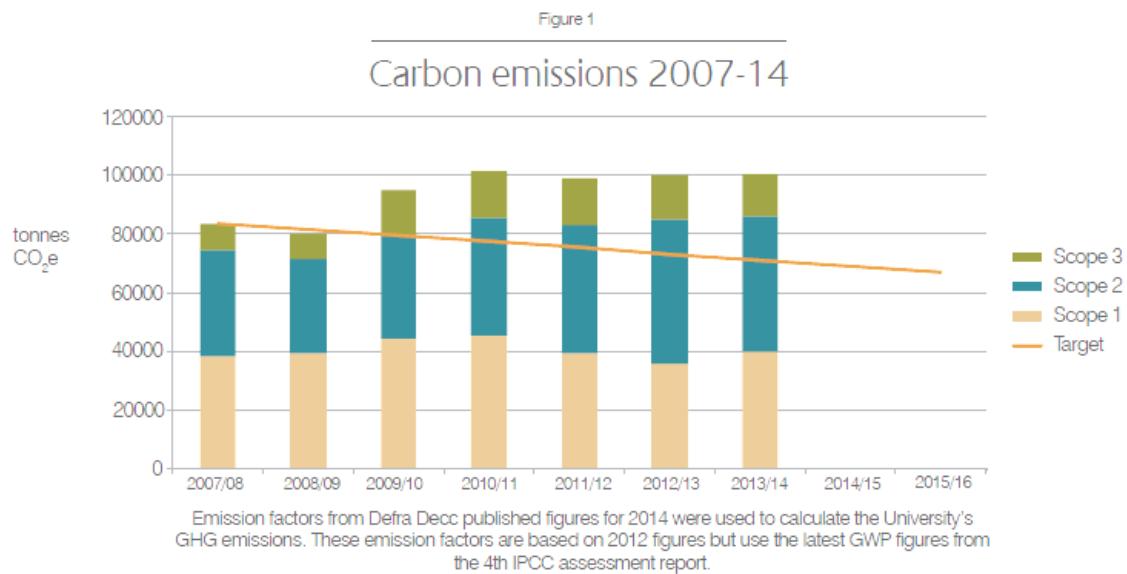
Figure 1

Carbon emissions 2007-14

Emission factors from Defra Decc published figures for 2014 were used to calculate the University's GHG emissions. These emission factors are based on 2012 figures but use the latest GWP figures from the 4th IPCC assessment report.

Fig 1. Carbon emissions 2007-14, Annual Report 2013/14 (Carbon Guru)

Figure 6

Business travel emissions 2013/14
by mode of transport

9,609 tonnes of CO$_2$e equivalent

*Flights for which a distance could not be calculated.
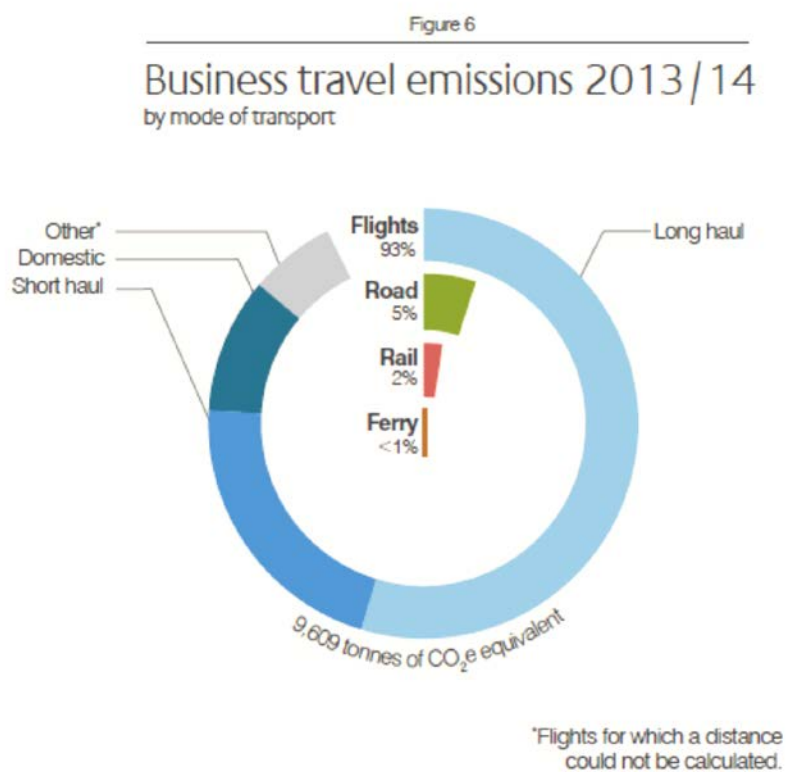
Fig. 2 Business travel emissions, Annual Report 2013/14 (Carbon Guru)

University Key Performance Indicators	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14
CO2 emissions per £m of turnover	124	139	127	131	136	124	122	112
CO2 emissions per GIA X 1000m2	99	110	114	126	131	107	111	107

Fig 3. Energy Office KPI Table (Climate Emissions Report, January 2015, SOAG Paper B)

2. *Complexity of Carbon Reporting – Data Issues*

Carbon reporting is a complex undertaking and requires not only accurate data but also the means by which to aggregate it (a carbon reporting tool) and an understanding of reporting requirements for the sector. Defra provides conversion factors that should be referred to by UK organisations reporting their carbon emissions. Activity data (distance travelled, litres of fuel used, tonnes of waste disposed, for example) must be converted into carbon emissions. Defra's conversion factors are generally aligned with those of the GHG Protocol[1] (although there is some variation) and factors change yearly. This could lead to seeming discrepancies when trying to compare time series data.

Another issue arises regarding what types of data are reported, or should be reported. All Scope 1 and 2 emissions must be reported by the University (under the GHG Protocol). Selected Scope 3 emissions should also be reported. These would include transmission and distribution of electricity, waste disposal, water, business travel, staff and student commuting. HESA EMR requirements have changed, so that now accommodation must be included in university estates emissions reporting, as should business travel (from 2012-13), which falls under Scope 3.

The University does have a means to aggregate and convert data, through the Carbon Guru platform and it is able to backfill with new conversion factors (GHG Protocol, based on IPCC factors), but it is unable to forecast (considering different future scenarios), or provide building by building detail (if this is indeed required by the University). The ability to forecast is crucial in order to begin to understand what emissions reduction measures undertaken by the University might be effective, considering growth of the estate, student numbers, and potential investment in on-site or off-site renewables (in order to set realistic targets).

Fundamentally, the University must address the issue of an adequate infrastructure to capture data, checks on data provided for reports (identification of discrepancies, etc.) and standardisation of reporting. It is anticipated that SRS will lead on quality assurance, supported by Estates and other colleagues. A further decision must be made in due course on the scope of activities measured, the scope of activities reported, and the scope of activities for which a target is set- these are not the same and require some further discussion.

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[1] The Greenhouse Gas Protocol was developed by the World Resources Institute (WRI) and the World Business Council on Sustainable Development (WBCSD). It sets the global standard on measurement, management and reporting of GHG emissions. See: http://www.ghgprotocol.org/about-ghgp

3. Six Areas of Progress

Action has been taken and progress made in the six theme areas identified in the University's CAP 2010-20:

1. Energy efficiency projects
2. Energy infrastructure projects
3. Sustainable estates development
4. Waste reduction and recycling
5. Sustainable travel planning
6. Responsible procurement of goods and services

The University has undertaken a range of energy efficiency projects including expanding use of LED lighting and lighting controls, removal of certain energy-intensive facilities (such as the Advanced Computing Facility A and chilled water systems in JCMB) and heating modifications to circuits following CHP installation (at the Centre for Sport and Exercise). The University has improved its energy infrastructure through the development of three Combined Heat and Power (CHP) installations, with a fourth online since 2013 and a fifth planned at Easter Bush. The first three have saved the University 8,500 tCO_2e per year. Progress has been made against qualitative measures, through behaviour change programmes such as "Switch and Save" and the Edinburgh Sustainability Awards.

The University's Estates department has committed to embedding sustainability in the development of the University estate, as set out in the Estates Strategy. The Edinburgh estate has a Gross Internal Area (GIA) of 822,630m[2] (2014).[2] The primary formal mechanism for the achievement of sustainability is identified as BREEAM.[3] Estates has promoted whole life costing of all capital projects and in the past year, ten new builds and refurbishments have achieved BREEAM Very Good or above.

The Waste Reduction Policy adopted by Court in 2010, set a target of 3% reduction in waste arisings each year. There has been an increase each year in waste arising due to growth, for instance increases in GIA and numbers of FTE staff and students. However, tCO_2e emitted from waste have decreased as a result of changes to the way in which waste is managed towards options that reduce carbon, including energy recovery from incineration, recycling, reuse, and composting (see Annex 4). The latest Waste and Recycling Report has noted that 12% less waste was sent to landfill in 2013-14 and 7% more was recycled than in the year before. This led to a small increase in landfill diversion (of 50 tonnes). These trends are expected to continue into 2014-15. In 2013-14, 56% more waste was reused at the University than in the previous years.

Site specific travel plans have been established, and targets covering staff and student commuting were established in the Transport and Travel Planning Policy 2010, in line with the original targets of the Climate Action Plan 2010. Travel surveys of staff and students took place in 2007, 2010, and 2013, capturing data on mode

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[2] Carbon Guru, GHG Protocol Report for the University of Edinburgh, Assessment Period August 2013 – July 2014, as reported by Estates
[3] Building Research Establishment Environmental Assessment Method (BREEAM) for buildings is used as the standard for sustainable design best practice, providing a method for measuring and assessing environmental performance in buildings and communities (worldwide). See: http://www.breeam.org/about.jsp?id=66

share of travel for University purposes. The surveys indicate a very high uptake of sustainable travel, with 88% of journeys taking place on foot, by bicycle, or by public transport in 2013, and only 7% lone car drivers. This figure has not seen much variation, despite changes in the University estate. Since 2012-13, as noted, the University is required by HESA to report carbon impact of the travel undertaken as part of University business, which provides insight into business travel.

The University's Procurement Department has set a Sustainable Procurement Goal (2010) and identified the following means to achieve it:

- Develop, implement and embed the Marrakech tool in tendering and contract management
- Become affiliated with the Worker Rights Consortium
- Support the University in becoming a co-founder of Electronics Watch
- Continue to embed practices consistent with the University's Fairtrade status
- Flexible Framework, currently working towards Level 5 which has been achieved in some areas of the framework
- Contribute to development of APUC's Code of Conduct.

4. *Russell Group Universities – Performance in the Green League Table*

The University of Edinburgh ranks seventh among Russell Group universities in the Green League Tables (People and Planet). Newcastle ranks first, followed by LSE, UCL, Leeds, Exeter and Nottingham. The methodology behind the league table is explained in detail by People and Planet. Further analysis is required over time to understand the reasons for our ranking and any lessons that can be learned from peers.

5. *Conclusions and Recommendations*

The University of Edinburgh has statutory duties to take decisions in line with Scottish Government expectations to reduce emissions, albeit the exact requirements in terms of targets are not specified. It is clear that the University has undertaken a great deal of activity to manage the carbon intensity of its activities since the adoption of the CAP in 2010. At the same time growth in the size and scope of the University's activities has led to upward trends on absolute emissions.

Prior to the establishment of the SRS Committee as a formal part of the University's governance, CMG agreed to appoint a short-life review group to manage a review of the CAP commencing autumn 2014. The original paper to CMG can be found here. Membership for the group was agreed; however the review was then paused following the change of status of the SRS Committee and changes to senior management.

Following discussion with the Senior Vice-Principal, Director of Corporate Services and Director of Estates, it is now proposed that the strategic elements of the proposed review transfer to the SRS Committee for ownership and leadership. These would include an understanding of the current emissions baselines and sources, predictions on likely future pathways for business as usual emissions, and proposals for generating options for future target setting, as well as the behavioural and culture change aspects needed. In parallel, the Directors of SRS and Estates

will prepare proposals for a practical action plan on energy and climate matters for consideration by summer 2015.

It is considered that these new proposals make best use of the new governance available. One issue to consider is whether the Committee wishes to involve/include colleagues who had previously agreed to serve on the planned review group.

Resource implications
To be investigated and further outlined following discussion at SRS Committee. It is expected that the primary resources for the review itself will come from the SRS Department, supported by Estates.

Risk Management
It is important that a consistent and agreed approach to these issues is developed, given their high profile and increasing importance to bodies such as the Scottish Government and the SFC.

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

Consultation
This paper is submitted to SRS Committee for discussion and agreement; based on its recommendations further consultation will be undertaken with colleagues.

Further information
Author and Presenter Elizabeth Vander Meer, Climate Policy Manager
23 February 2015

Freedom of Information
This is an open paper.

Annex 1 – Background/Context

The University Court was a founding signatory to the Universities and Colleges Climate Commitment for Scotland (UCCCfS) in December 2008. The University of Edinburgh is required to contribute to delivering carbon emissions reduction targets under the Climate Change (Scotland) Act 2009. The Act set national targets of 42% reduction in emissions by 2020 against a 1990 baseline. The UK Committee on Climate Change (CCC) reported to the Scottish Parliament that this was the equivalent of a 29% reduction against the most recent verified data from a 2007 baseline. Universities and colleges are named as key players in the Public Bodies Duties guidance (under Section 44 of the Act) which was issued in January 2011.

Emissions reduction targets for the University of Edinburgh were therefore set at 20% by 2015 and 29% by 2020, against a 2007 baseline to match these Scotland-wide obligations, and Court adopted the CAP 2010-20 in May 2010. The University committed at the time to harness all capacities and invest to mitigate and adapt to the changing climate. Scottish Funding Council (SFC) Outcome Agreements also require institutions to report on progress contributing towards national targets, though no specific institutional targets are currently set.

The University's 2012-16 Strategic Plan endorsed these targets and the University's Estates Strategy (2010-2020) equally makes a commitment to develop and operate to meet national and international environmental sustainability objectives. Setting *and* achieving these objectives would fulfil obligations but also lead to capital investment resulting in cost savings by reducing energy demand and enhancing the quality of the University's estate. Currently, the costs of and pathways to meeting the targets are not clear, however.

Annex 2 – Diagram of Scope 1, 2 and 3 Emissions

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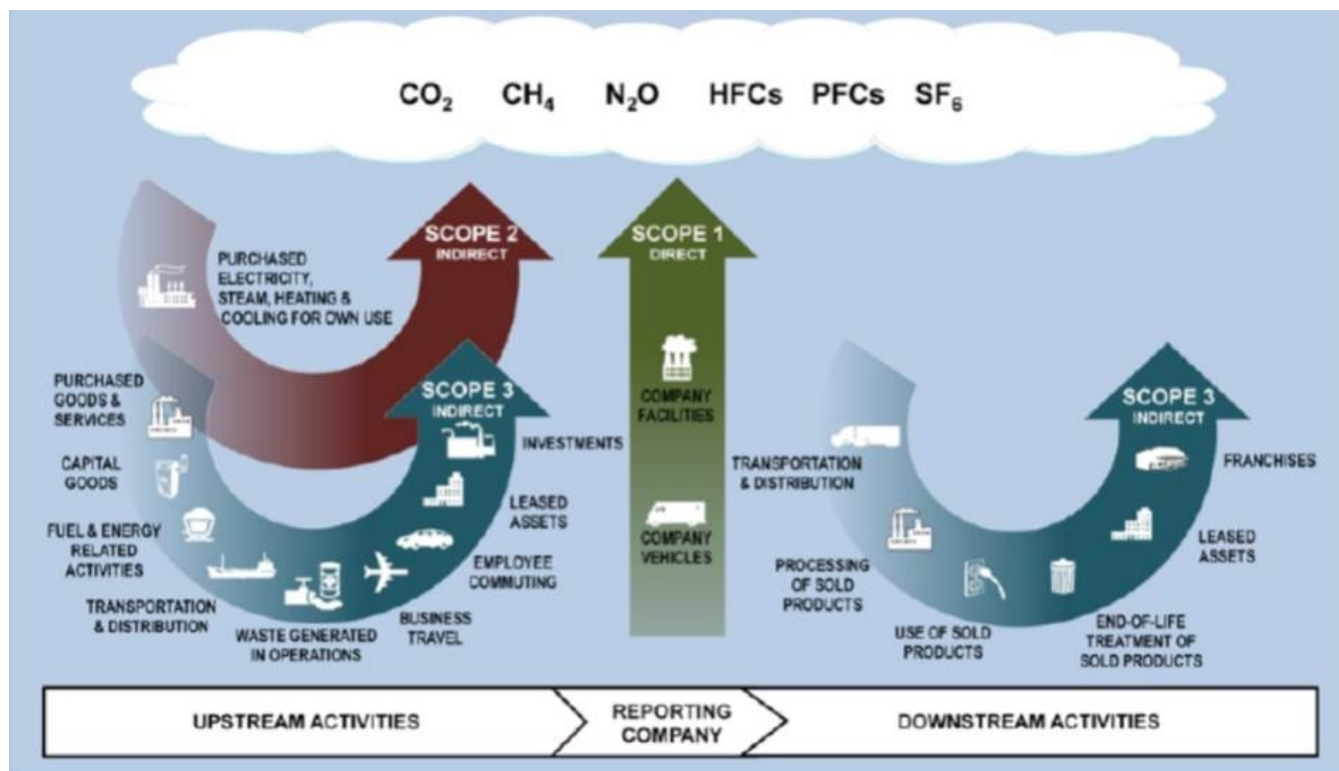
Annex 3 – Energy Office Data

Contribution to Carbon Emissions tonnes CO2e

Legend:
- Waste Water
- Water
- Oil
- Natural Gas (gross)
- Electricity Excludes CHP Consumption
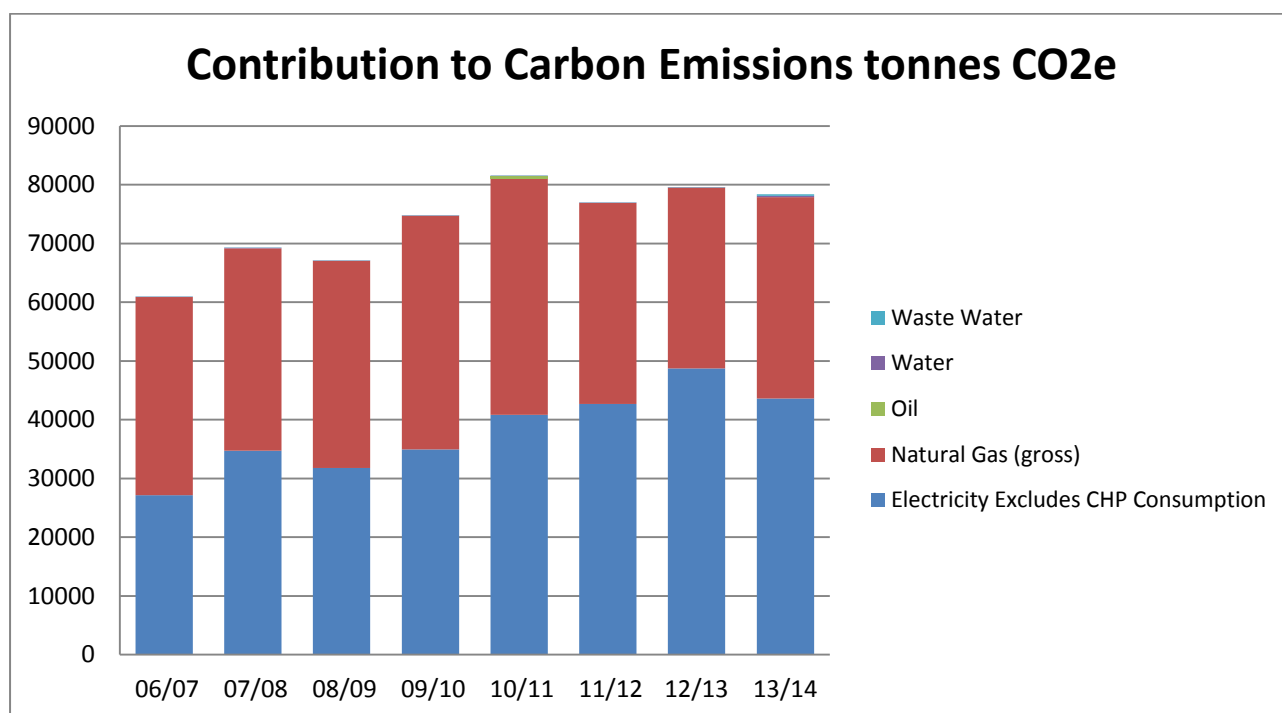
Energy Performance Update (Energy Management and Carbon Emissions Interim Report 2013/14, September 2014 SOAG Paper D)

Annex 4 – University Waste

Legend: Landfill — Landfill Diversion — Recycling — Composting — Reuse — Incineration/Recovery
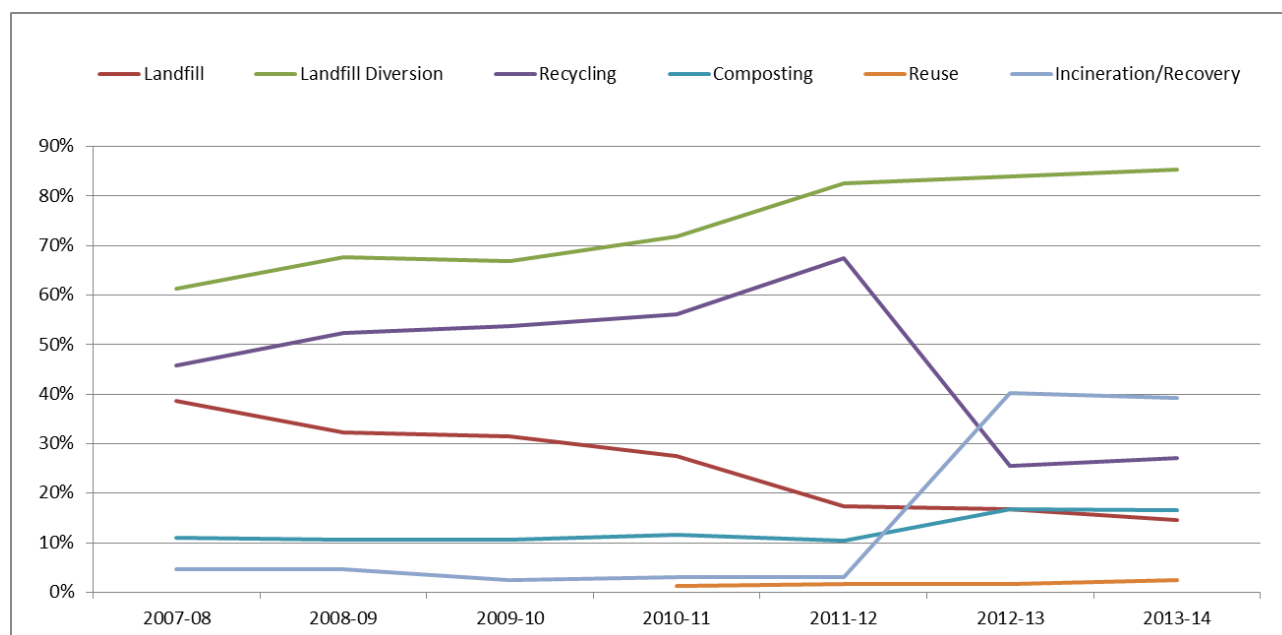
Changes in University waste processing, 2007-14 (Waste & Recycling Report, January 2015, SOAG Paper C)

Social Responsibility and Sustainability Committee

Monday 2 March 2015

Briefing Note on Climate Change Reporting under Public Bodies' Duties

Description of paper
The paper outlines imminent changes in the Scottish Government reporting expectations on publicly funded bodies including Universities.

Action requested
SRS Committee is invited to consider and comment on the paper.

Background and context
UoE staff are actively engaged in framing the FHEI section of the pro forma reporting templates that EAUC-Scotland are coordinating. A Scottish Government consultation will shortly be launched with mandatory reporting due later in 2015.

Discussion

1. ***Current HE Reporting Requirements***
   UK Universities are expected to report to the [Higher Education Statistics Agency](#) (HESA) annually on over 80 "[Estates Management Record](#)" (EMR) data fields. These include climate change emissions – defined under the international [Greenhouse Gas Protocol](#) – from all UoE buildings and activities.

2. ***Evolving Legislation in Scotland***
   Section 44 of [Climate Change (Scotland) Act 2009](#) – adopted by all parties at Holyrood – places duties on public bodies relating to climate change which requires them to:

   - contribute to Scotland's carbon emissions reduction targets
   - contribute to climate change adaptation and
   - act sustainably.

   These duties came into force on 1 January 2011. They apply to all 'public bodies' as defined as a Scottish public authority by the FOI (Scotland) Act 2002 including Universities and Colleges that are deemed to be in the 150 or so "Major Players".

   The Scottish Government plan to exercise powers in S.46 and S.96 of the Act and to lay a Statutory Order through the Scottish Parliament in 2015. Once this statutory order is brought into force, the reporting requirement will apply to 2015-16 reports, to be submitted in 2016 and each year thereafter.

   A standard report using a "Required Reporting" template will replace the four different formats currently used by Universities & Colleges, Local Authorities, NHS and NDPBs. The draft Order setting out the policy proposal, the current Major Players list and the "Required Reporting" template will form part of a consultation exercise in early 2015.

3. ***Public Sector Reporting Template***

The Act allows Ministers, by Order, to require the production of reports on compliance with the public bodies duties by these 'relevant public bodies'; to specify what information such reports must contain and the form they must take. This will be referred to as 'Public Bodies Duties Required Reporting'.

Officials have been in discussion with several Scottish Government policy areas – Energy, Transport, Built Environment, Heat, Climate Change, Behaviour Change and Procurement colleagues to help develop the Required Reporting template to ensure it captures information on key emission sources and supports emerging policy topics.

Discussions have closely involved the Sustainable Scotland Network (SSN), the Environmental Association for Universities and Colleges (EAUC), Scottish Funding Council (SFC) and COSLA.

4. *Implementation*

Scottish Government proposes to introduce the new template for Major Players to use on a trial basis for 2014-15 reports. This work will be coordinated by SSN in much the same way they currently coordinate reporting for Local Authorities.

Major Players will be encouraged to report further on a voluntary basis (Recommended Reporting), using a template drafted separately by each sector. This will capture sector specific information that bodies wish to record and track. The Public Bodies' Duties Guidance, produced in 2011 under S.45 of the Act will be updated.

Scottish Government policy officials, SSN staff and appointed consultants will collate and analyse the submitted information. The intention is to produce an annual Scottish Public Sector Climate Change Report with sector-specific information on Outcomes / Progress / Activity / Conclusions / Recommendations to be published on the Scottish Government website.

Equality & Diversity

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

Further information

Author and Presenter David Somervell, Head of SRS Futures

20 January 2015

## Freedom of Information

This is an open paper.

Energy Briefing Update January 2015

This report was presented to SOAG in January 2015 and updates previous reports to include Utility consumptions and associated KPIs for the whole University of Edinburgh Estate including the Accommodation Services Estate. The Report has been prepared by the Energy Office within the Estates and Buildings department. Additional "live dashboard" information will be presented on the day.
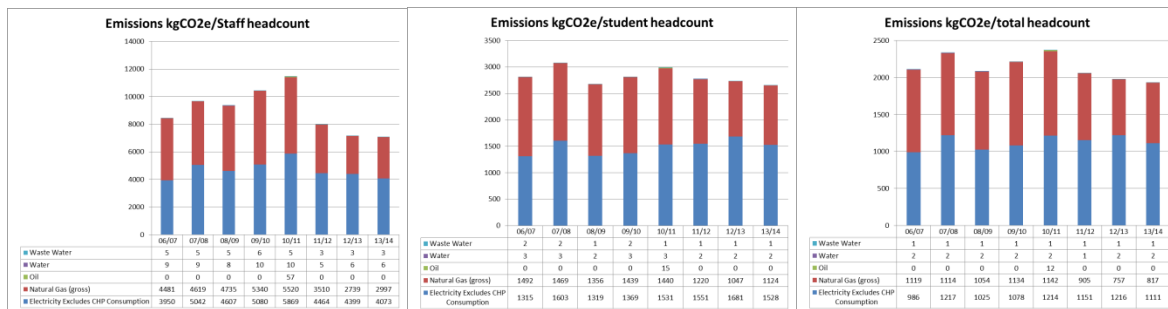
1   Summary of Reports and KPIs   DAJ

Core Estate performance was reported to SOAG at the November meeting. This report extends that analysis to the whole University Estate. A new requirement of the SOAG report was to include an additional KPI relating to the University's headcount. 13/14 KPI denominators have become available and have been used in the following charts to update and extend upon those in the previous SOAG report.
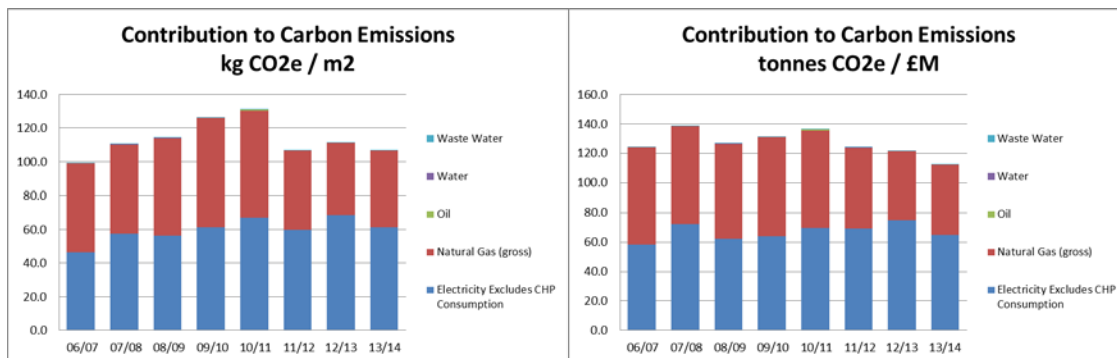

YEAR	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14
CONSUMPTION								
All Fiscal Meters								
Electricity (kWh/m2) Excludes CHP Consumption	85.6	106.3	104.0	113.6	124.2	110.2	126.6	113.6
Natural Gas (kWh/m2)	286.3	286.9	314.9	351.7	344.2	255.4	232.2	246.3
Oil (Litre/m2)	0.0	0.0	0.0	0.0	0.2	0.0	0.0	0.0
Water (m3/m2)	0.9	1.0	0.9	1.1	1.0	0.6	0.9	0.9
Sewerage (m3/m2)	0.9	1.0	0.9	1.1	1.0	0.6	0.9	0.8
EMISSIONS kg CO2e/m2	**06/07**	**07/08**	**08/09**	**09/10**	**10/11**	**11/12**	**12/13**	**13/14**
Electricity Excludes CHP Consumption	46.3	57.5	56.2	61.4	67.2	59.6	68.5	61.5
Natural Gas (gross)	52.6	52.7	57.8	64.6	63.2	46.9	42.6	45.2
Oil	0.0	0.0	0.0	0.0	0.7	0.0	0.0	0.0
Water	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1
Waste Water	0.1	0.1	0.1	0.1	0.1	0.0	0.1	0.0
TOTAL CARBON EMISSION kg CO2e/m2	99.1	110.3	114.2	126.2	131.2	106.6	111.3	106.8

YEAR	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14
CONSUMPTION								
All Fiscal Meters								
Electricity (kWh/£M) Excludes CHP Consumption	107496.8	133416.9	115257.3	117924.4	128989.1	128124.7	138400.0	119575.3
Natural Gas (kWh/£M)	359390.9	360100.0	349075.4	365251.4	357429.6	296910.8	253906.5	259196.2
Oil (Litre/£M)	0.0	0.0	0.0	0.0	244.8	0.0	0.0	0.0
Water (m3/£M)	1153.6	1227.6	1024.2	1189.9	1077.8	747.2	978.9	924.4
Sewerage (m3/£M)	1095.9	1166.2	973.0	1130.4	1024.0	709.9	930.0	831.9
EMISSIONS tonnes CO2e/£M	**06/07**	**07/08**	**08/09**	**09/10**	**10/11**	**11/12**	**12/13**	**13/14**
Electricity Excludes CHP Consumption	58.2	72.2	62.4	63.8	69.8	69.3	74.9	64.7
Natural Gas (gross)	66.0	66.1	64.1	67.1	65.6	54.5	46.6	47.6
Oil	0.0	0.0	0.0	0.0	0.7	0.0	0.0	0.0
Water	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1
Waste Water	0.1	0.1	0.1	0.1	0.1	0.0	0.1	0.1
TOTAL CARBON EMISSION tonnes CO2e/£M	124.3	138.5	126.6	131.1	136.3	124.0	121.7	112.4

Emissions kgCO2e/Staff headcount	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14
Waste Water	5	5	5	6	5	3	3	3
Water	9	9	8	10	10	6	6	6
Oil	0	0	0	15	0	0	0	0
Natural Gas (gross)	4481	4619	4735	5340	5520	3510	2739	2997
Electricity Excludes CHP Consumption	3950	5042	4607	5080	5869	4464	4399	4073

Emissions kgCO2e/student headcount	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14
Waste Water	2	2	1	2	2	1	1	1
Water	3	3	3	3	3	2	2	2
Oil	0	0	0	0	0	0	0	0
Natural Gas (gross)	1492	1469	1356	1439	1440	1220	1047	1124
Electricity Excludes CHP Consumption	1315	1603	1319	1369	1531	1551	1681	1528

Emissions kgCO2e/total headcount	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14
Waste Water	1	1	1	1	1	1	1	1
Water	2	2	2	2	2	1	2	2
Oil	0	0	0	0	12	0	0	0
Natural Gas (gross)	1119	1114	1054	1134	1142	905	757	817
Electricity Excludes CHP Consumption	986	1217	1025	1078	1214	1151	1216	1111

The headcount and revenue turnover KPIs clearly show a steady improvement in relative emissions over the last 3 years.

The following charts show a view of consumption and emissions across our various utility sources.
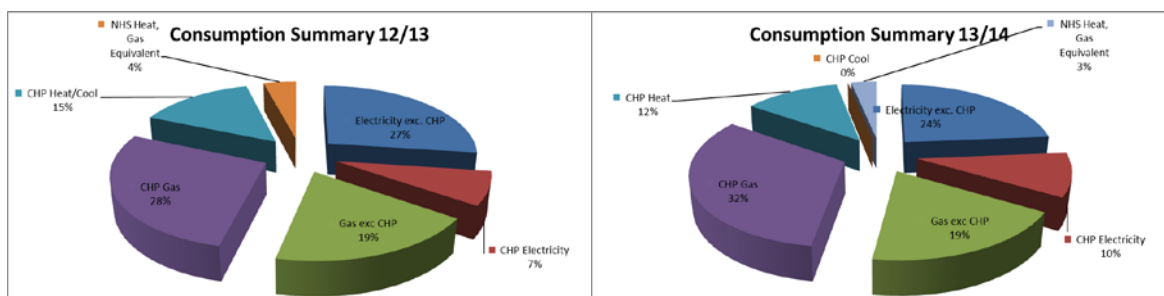
2012 / 2013 Energy Data Summary Original Conversions	kWh & m3	2013 / 2014 Energy Data Summary Original Conversions	kWh & m3
Electricity exc. CHP	99198527	Electricity exc. CHP	93507891
CHP Electricity	27370286	CHP Electricity	38838557
Gas exc CHP	69291598	Gas exc CHP	74916540
CHP Gas	101710782	CHP Gas	127774903
CHP Heat/Cool	52993779	CHP Heat/Cool	47875810
NHS Heat, Gas Equivalent	14994413	NHS Heat, Gas Equivalent	12770103
Water	722443	Water	722852.65
Waste Water	686320.6	Waste Water	650567.385
Total	365559385	Total	395683804

2

46

Fiscal HH and UESCo Information
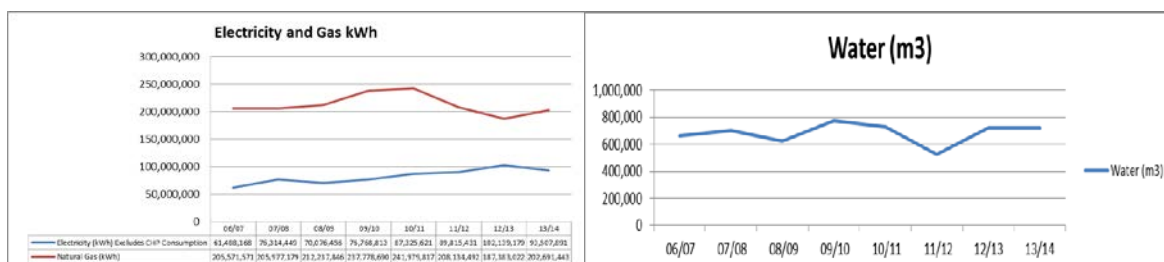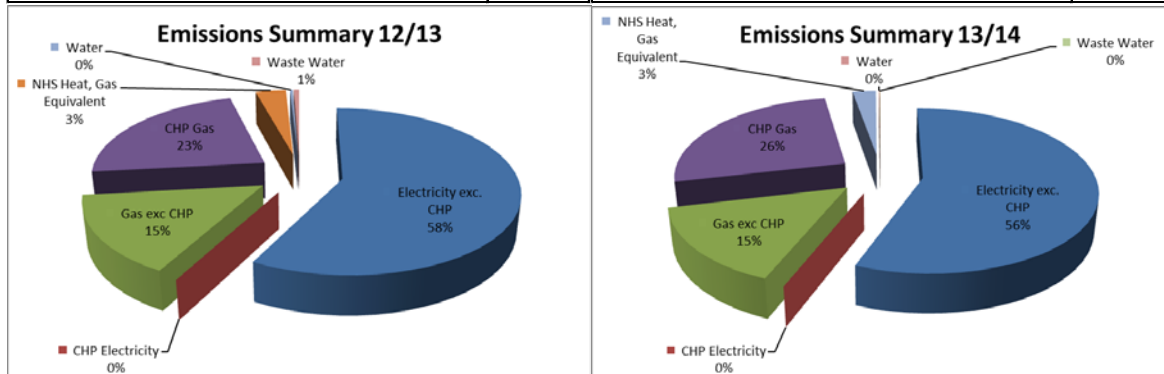
The following charts show an analysis of our Fiscal HH supplies along with our UESCo supplies. The UESCo supplies rely on our own metering systems for sub metering to building level.

Over 96% of our HH consumption is logged against the top 20 consuming supplies listed in this way.

Top 20 HH Supplies

Legend:
- 0638 KB CHP
- 0731 ACF
- 0284 GS CHP
- 0638 Kings Buildings
- 2702 QMRI
- 0284 GS Energy Centre
- 0781 Roslin Institute
- 0800 PHR CHP
- 2705 SCRM Building
- 2329 Systems Medicine
- 0558 Charteris Land HV
- 0728 New Vet School
- 0800 Pollock Halls
- 2326 IGMM [CRUK]
- 0421 ECA Main Building
- 0719 Small Animal Hosp
- 0108 Student Centre
- 0701 Bush Vet Centre
- 0001 Old College (total)
- 0859 Mylnes Court

HH Supply Data EDF and UESCo
Q1 2014/15

3

2   **Meterology Energy Plasma Displays as live dashboards**   DW

Work is ongoing to provide real time electrical energy consumption graphical data available to building users, initially within some of the major consuming facilities. This information is provided as a live web URL (Uniform Resource Locator) address which the user programmes into their existing OneLan system. OneLan is a digital media presentation system which can provide webpages, live TV, lecture times etc in a multi-pane display environment on plasma displays - usually located in the main entrances, common rooms, restaurants etc. We currently have these showing live on the following sites:

- Scottish Centre for Regenerative Medicine (SCRM)

- Roslin Building at Easter Bush

- Easter Bush New Vet School (The Teaching Building)

- Informatics

- Dugald Stewart Building

- Edinburgh Centre for Carbon Innovation (ECCI)

- Main Library George Square

(Short demonstration of Meterology system plasma display)

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THE UNIVERSITY *of* EDINBURGH

Social Responsibility and Sustainability Committee

Monday 2 March 2015

Business Travel Review

Description of paper
This paper summarises the findings of a study commissioned by Estates Operations and the Department for Social Responsibility and Sustainability (SRS Department) into carbon emissions from business travel as well as choices and practices at the University. It outlines a number of potential options for further work. If pursued these could help reduce the carbon emissions from University's business travel.

Action requested
SRS Committee members are invited to <u>note</u> the findings, and <u>recommend</u> next steps and key stakeholders to engage, and the suggested governance and locus for any action taken.

Summary of Potential Actions
1) Produce Sustainable Travel Business Guidance to support behaviour change.

2) Work with key stakeholders to:

- Review / Revise existing travel policies and ensure a coherent approach
- Review Video Conferencing facilities, guidance and support
- Explore measures to incentivise train travel in place of domestic flights
- Continue monitoring of business travel practices at the University
- Undertake further consultation with staff and students.
- Identify the governance and locus for any action taken.

Background
The University has an obligation to cut its carbon emissions under the duties placed on public bodies in the Climate Change (Scotland) Act 2009. Edinburgh is also a founding signatory of the Universities and Colleges Climate Commitment for Scotland, a public declaration to address the challenges of climate change and reduce carbon footprint.

The University's business travel has a significant carbon impact. With this in mind the University's Strategic Plan 2012 – 2016 listed "promoting more sustainable modes of business travel" as a way to achieve the Social Responsibility strategic theme. The Climate Action Plan also touched on business travel and the Transport and Travel Planning Policy adopted by Court in 2010 pledged to reduce carbon emissions from business travel by 29% by 2020.

The University's business travel emissions for the academic year 2013-14 were nearly 10,000 tonnes of carbon dioxide equivalent (tCO_2e), or 9% of the combined emissions from energy consumption, waste, commuter travel and business travel.

The study revealed that air travel is responsible 93% of business travel emissions. Domestic flights accounted for 10% of business travel emissions. Short and long-haul

flights contributed 21% and 55% of emissions, respectively. Unclassified flights were responsible for 6% of business travel emissions[1].

To contain the growth of emissions from more expanded activities and from more intensive use of facilities the University needs to encourage all forms of sustainable travel; including active travel, public transport and liftsharing. More careful management of domestic flights provides opportunity for reducing both travel costs and the University's carbon footprint.

To begin exploring how to promote more sustainable domestic travel a small workshop was run in December 2014 using the Scottish Government's Individual, Social and Material (ISM) tool[2]. The ISM approach has emerged from research commissioned by DEFRA and the Scottish Government from a cohort of UK University researchers. They explored why people choose to engage in pro-environmental behaviour.

Colleagues from across the University were invited to attend the workshop[3]. Staff and students fed back on perceived barriers to ending domestic flights for business. The core themes running through the workshop were Video Conferencing (VC) issues and the need to make effective use of time and money. This was tied to the perception that flying is both cheaper and faster than other options. The outcomes of the workshop, subsequent meetings with colleagues and desk-based research have been used to inform the recommendations in this paper. It is acknowledged that this was an initial consultation and that more discussion and consultation would be needed prior to taking action, given the likely range of views and importance of aviation to University core business.

Discussion
1. Overview of the ISM tool
The ISM approach evolved out of the Scottish Government's Climate Change Behaviours Research Programme. It offers a practical way for policy makers and practitioners to consider all of the contexts that influence people's behaviours - Individual, Social and Material. ISM suggests that interventions should take account of influences across these multiple contexts in order to achieve long lasting change. It has been used by public sector bodies including SEPA, Scottish Natural Heritage and a number local authorities to map factors associated with particular behaviours and develop integrated measures that more fully address all of the barriers to changing these behaviours.

The INDIVIDUAL Context includes factors held by the individual that affect choices and behaviours he or she undertakes. These include an individual's values, attitudes and skills, as well as calculations they make before acting,

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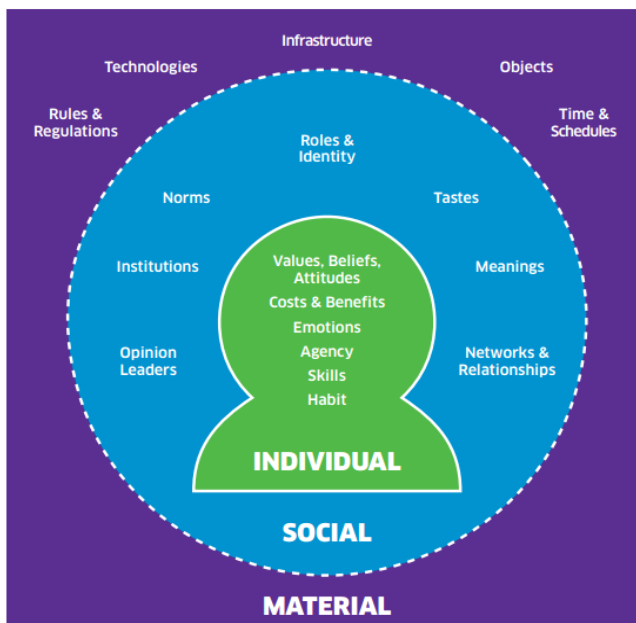
[1] *Emissions from University of Edinburgh Business Travel 2013-14 Executive Summary Report*, available on request from the Committee Secretary.

[2] Influencing Behaviours: Moving Beyond the Individual - User Guide to the ISM Tool, Scottish Government www.scotland.gov.uk/Publications/2013/06/8511

[3] Invitation issued to all Heads of School and the ten highest emitting units. A general invite was extended to all staff via the November newsletter of the Department for SRS.

including personal evaluations of costs and benefits.

The SOCIAL Context includes factors beyond individual in social realm yet shape their behaviours. These include understandings shared amongst groups, social norms and meanings attached to particular activities and people's networks and relationships, and the institutions that influence how groups of individuals behave.

The MATERIAL Context includes factors 'out there' in the wider world, which both constrain and shape behaviour. These include existing 'hard' infrastructures, technologies and regulations, as well as 'soft' influences such as time and schedules of everyday life.

2. *Barriers to reducing domestic aviation at the University of Edinburgh*
a. Individual barriers
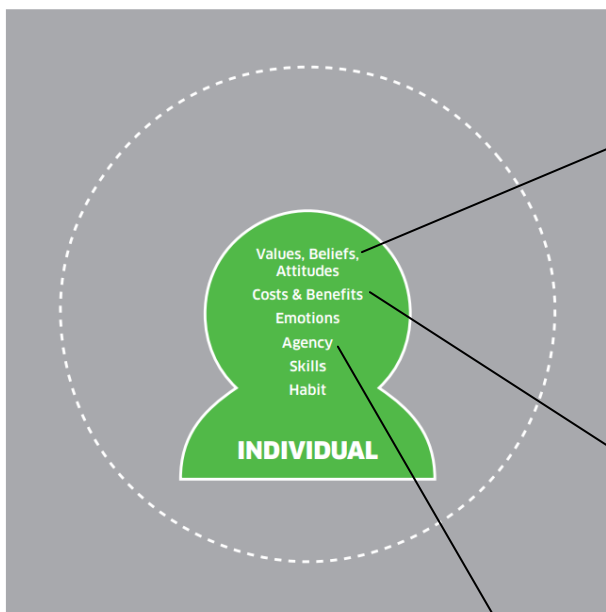
Flying still considered a 'perk' by some people

Personal air miles can be collected on business flights (in fact, rail operators such as East Coast run similar schemes, but these are not as widely known and may be less valued than air miles)

Flying can be / is perceived to be cheaper / flexible, both of which are valued

Benefits associated with frequent flyer schemes, including business class lounges and fast-track, might incentivise continued use of air travel over rail

Staying overnight or taking the overnight sleeper may not be acceptable (can also cost more)

b. Social barriers
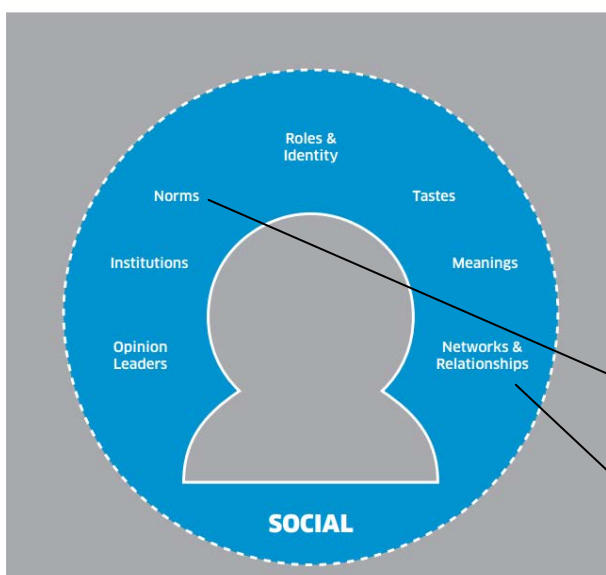
Staff may not feel they can request time of meeting be changed to accommodate their preferred travel itinerary

Administrators booking travel for academic colleagues not feel comfortable suggesting alternative forms of travel
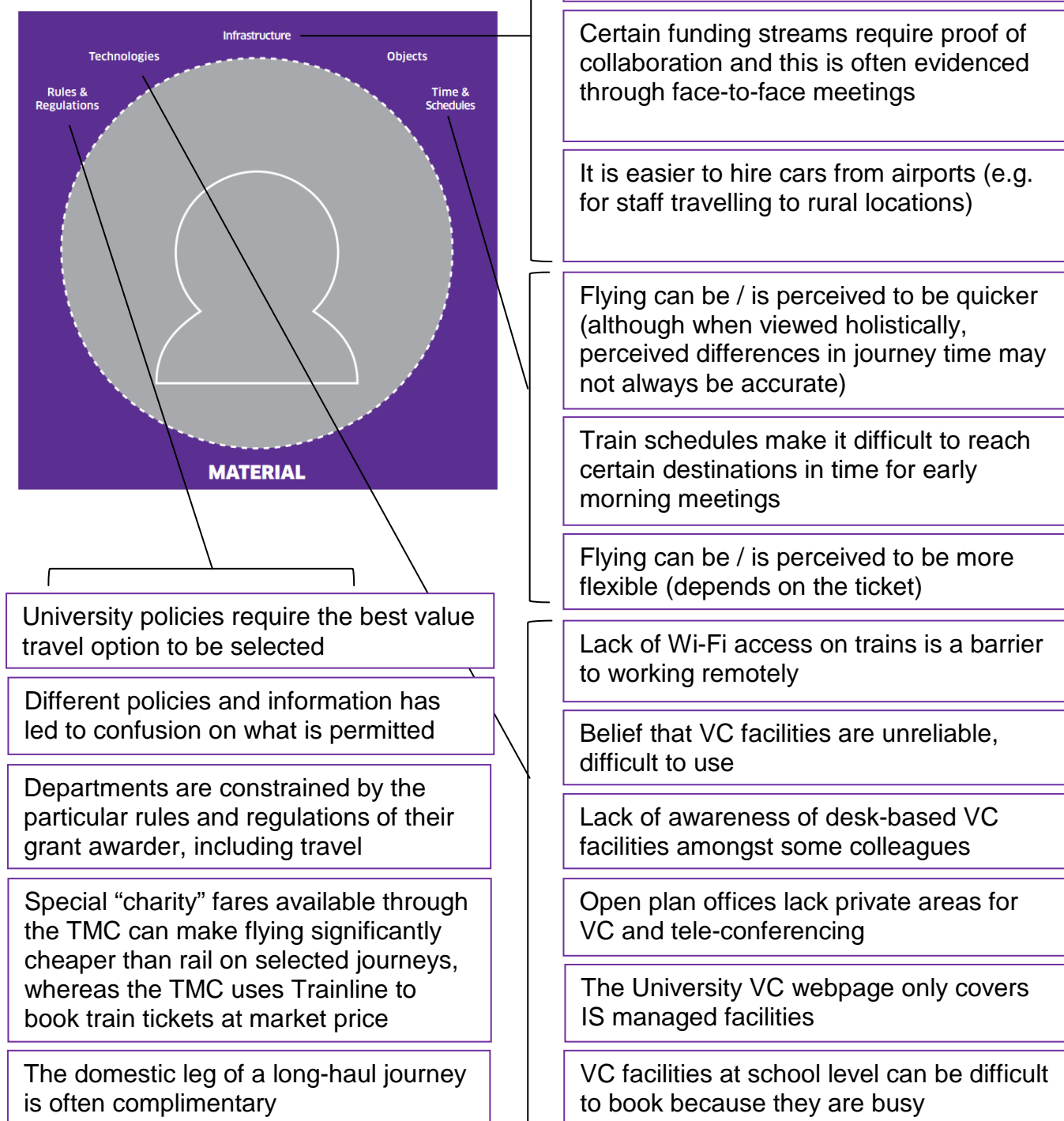
Travelling by air can become habitual so other modes of travel are not considered

London is often used as a meeting place

PhD vivas with external examiners are traditionally conducted face-to-face

Note attending conferences risks losing out on potential collaborations and damaging academic reputation

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c. **Material barriers**

The Travel Management Company (TMC) has a complex system for rail bookings

Certain funding streams require proof of collaboration and this is often evidenced through face-to-face meetings

It is easier to hire cars from airports (e.g. for staff travelling to rural locations)

Flying can be / is perceived to be quicker (although when viewed holistically, perceived differences in journey time may not always be accurate)

Train schedules make it difficult to reach certain destinations in time for early morning meetings

Flying can be / is perceived to be more flexible (depends on the ticket)

University policies require the best value travel option to be selected

Different policies and information has led to confusion on what is permitted

Departments are constrained by the particular rules and regulations of their grant awarder, including travel

Special "charity" fares available through the TMC can make flying significantly cheaper than rail on selected journeys, whereas the TMC uses Trainline to book train tickets at market price

The domestic leg of a long-haul journey is often complimentary

Lack of Wi-Fi access on trains is a barrier to working remotely

Belief that VC facilities are unreliable, difficult to use

Lack of awareness of desk-based VC facilities amongst some colleagues

Open plan offices lack private areas for VC and tele-conferencing

The University VC webpage only covers IS managed facilities

VC facilities at school level can be difficult to book because they are busy

Note: A further observation emerged – that the air miles from flights booked through the University-appointed Travel Management Company are passed to the Principal's Office to allocate in support of academic visits ETC whereas by booking / claiming through personal eExpenses individuals benefit by collecting points which they can use for personal or business use. There does not appear to be a University policy on this matter. The SRS Committee may wish to discuss the issues around this.

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3. Potential Actions for discussion

a. Introduce sustainable business travel guidance to address "individual" and "social" barriers to change

Guidance could be based on the Department for Social Responsibility and Sustainability's (SRS Department's) *Be Sustainable* guide[4] and Allison Brant's report *Reducing Carbon Emissions from Business Travel*[5]. The scope of the guidance could include:

- Acknowledging the importance of international collaboration to core business

- Explaining the relationship between business travel, climate change and the University's carbon commitments, focusing particularly on aviation

- Advising staff to use the 'travel hierarchy' when making decisions (Appendix 1) and communicates when air travel is and is not considered acceptable. For example, the University of Oxford's *Business Travel Toolkit*[6] suggests air travel be used for journeys over 500 miles, while the BBC allows flights where rail would add more than 3 hours to the journey time or an overnight stay

- Recommending a carbon calculator tool

- Communicating certain benefits of rail over aviation and challenge perceptions that rail is more time consuming and expensive. This could include door-to-door journey time estimations for common routes and advice about when to book rail tickets for the cheapest price. Information can be found in Transform Scotland's *Rail Means Business*[7] and *On Track for Business*[8] reports

- Suggesting ways to fly less, for example by taking the train one way, arranging multiple meetings per trip and scheduling meetings with train timetables in mind

- Providing information about VC facilities at the University. Include a list of activities which could be conducted via video-conference

- Identifying and profiling University staff members who are leading by example

- Including case studies to show how other HEIs are taking action.

b. Establish a short-term Business Travel Working Group

A number of "material" barriers to sustainable travel have also been identified. These would most logically be addressed on a strategic level. Therefore it seems helpful to suggest that a cross departmental short-term business travel working group or similar be established to enable a coordinated approach between stakeholders. The group could explore solutions to the structural factors that influence business travel behaviour.

Suggested members of the working group could include representatives from the Transport and Parking Office, Procurement Department, Finance Department, Information Services, SRS Department and the three colleges.

Suggested areas of work include:

i. Review VC facilities and support to encourage non-travel

- Review the University's VC website to ensure it is up-to-date and brings together information about LTSTS and school / department-managed VC facilities

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[4] http://www.ed.ac.uk/about/sustainability/be/travel
[5] *Reducing Carbon Emissions from Business Travel* is available on request from the Committee Secretary
[6] www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/estatesdirectorate/documents/travel/businesstravel.pdf
[7] www.transformscotland.org.uk/GetFile.aspx?ItemId=37
[8] http://transformscotland.org.uk/on-track-for-business-report.aspx

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- Scope whether existing levels of support meet the needs of the University community, and consider offering VC training sessions
- Scope whether existing facilities meet the needs of the University community and consider investing in local facilities for small-scale VC, such as sound-proof pods or adaptations to meeting rooms

See the SRS Department's 2013 report *Promoting Videoconferencing*[9] for more information about improving the uptake of VC facilities at the University.

ii. Investigate potential interventions to encourage train travel – including:
- Changing the current policy requiring staff to book "best value" options to permit first class train travel in more cases
- Requesting the TMC suggests lower carbon alternatives, if they exist, in all quotes and provide a journey carbon footprint for all bookings
- Negotiating directly with train companies. Many operators will negotiate special rates with corporate customers with significant travel volumes
- Rewarding departments that successfully reduce aviation, for example by using money gleaned from "taxing" high emitting departments
- Subsidising train travel, for example by using money gleaned from "taxing" high emitting departments
- Providing 4G Wi-Fi dongles for use on trains.

iii. Investigate potential interventions to limit domestic aviation – including:
- Considering prohibiting domestic flights in routine circumstances unless certain conditions are met, for example, unless rail would add at least 3 hours to the journey time or require spending a night away from home (see BBC Worldwide case study in Appendix 4)
- Introducing an "Authority to Travel" system (see University of Bradford in Appendix 4)
- Allocating an annual carbon budget for business travel (see SNH in Appendix 4)
- "Taxing" departments annually for business travel carbon emissions. This money could be ring-fenced to fund sustainable travel initiatives[10]

iv. Ensure a coherent approach across University-wide travel policies
Business travel is currently governed by three policies;
1. Procurement Department's Travel Policy,
2. Finance Department's Expenses Policy
3. University's Transport and Travel Plan Policy adopted by Court in 2010.

The latter serves more as a statement of intent for future action, so it is the Travel Policy and Expenses Policy that set out the rules and regulations governing travel.

The Travel Policy and Expenses Policy vary in wording, content and the type of sustainable travel guidance offered. Schools and Colleges also publish their own travel guidance for external examiners and the ECA has a Staff Travel Policy[11].

These are not consistent with University policies or with each other.

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[9] *Promoting Videoconferencing* is available on request from the Committee Secretary
[10] Note that access to transparent and reliable data would be essential for this scheme to work
[11] It is not known whether this policy is still in use.

It is recommended that the content and language of the Travel Policy and Expenses Policy be standardised. Transport and Parking Office, the Procurement Department, the Finance Department and the SRS Department may also wish to jointly endorse a more comprehensive version of the existing Travel Policy. This could incorporate or direct readers to sustainable travel guidance.

Furthermore, information about business travel is currently available from several University webpages, including the Transport and Parking Website, the Procurement website and a Business Travel website.

It would be advisable to create a single webpage incorporating all relevant information about business travel.

Relevant text from these policies is presented in Appendix 2 to aid comparison.

Links to all three policies and the webpages can be found in Appendix 3.

4. Continue to consult with staff and students and further scope business travel practices at the University

Our investigation has highlighted that the University's travel policies are not always adhered to. Travel costs over £300 are regularly claimed through eExpenses. At least one department is known to be using an unapproved company for hire car rentals. It is not known how widespread this is, and by how much our emissions are underestimated.

Given the difficulty of enforcing travel plans under the current system it is recommended that schools and departments continue to be consulted on business travel. This should include meetings with the highest emitting departments to help secure buy-in for any guidance and policy measures that are introduced.

A larger consultation with staff and students, perhaps via a simple online form, would also help gather feedback. Barriers to change should continue to be mapped according to the ISM model as they arise to assist us in determining whether these factors can be addressed by targeting individuals or with a strategic approach.

The University could also consider measures to improve compliance with existing policies, for example by no longer approving travel claims over £300.

Resource implications

The development of business travel guidance and ongoing consultation with staff and students could be carried out using resources already allocated to travel projects within the SRS Department. Input from the Transport and Parking Office, Procurement Department, Finance Department, Information Services, SRS Department and the three colleges would be needed to mutually agree business travel guidance.

Resources from departments including Transport and Parking Office, Procurement Department, Finance Department, Information Services, SRS Department and the three colleges would be needed to establish a Business Travel Working Group to oversee future policy development and a review of VC facilities. There would be a need to ensure that any further action is situated within the overall review of Transport Policy and any other relevant strategic drivers.

Risk Management

There are reputational risks if the University is perceived not to be taking action on business travel or meeting its carbon reduction commitments. However any new policy measures risk rejection by academic colleagues if they are perceived to restrict

collaboration and harm research, or restrict strategic developments, hence the need to continue to engage with schools and departments on this issue.

Equality & Diversity
Due consideration given for equality and diversity and activities defined in line with University requirements.

Consultation
This paper is based on initial consultation with staff from across the University – both those responsible for booking travel and travellers themselves.

It was developed in consultation with the SRS Engagement Manager and the Transport Manager. It has been reviewed by Director of SRS.

Further information

Presenter   Author and co-Presenter
Emma Crowther   Alexis Heeren
Transport Manager   Engagement Facilitator, SRS Department
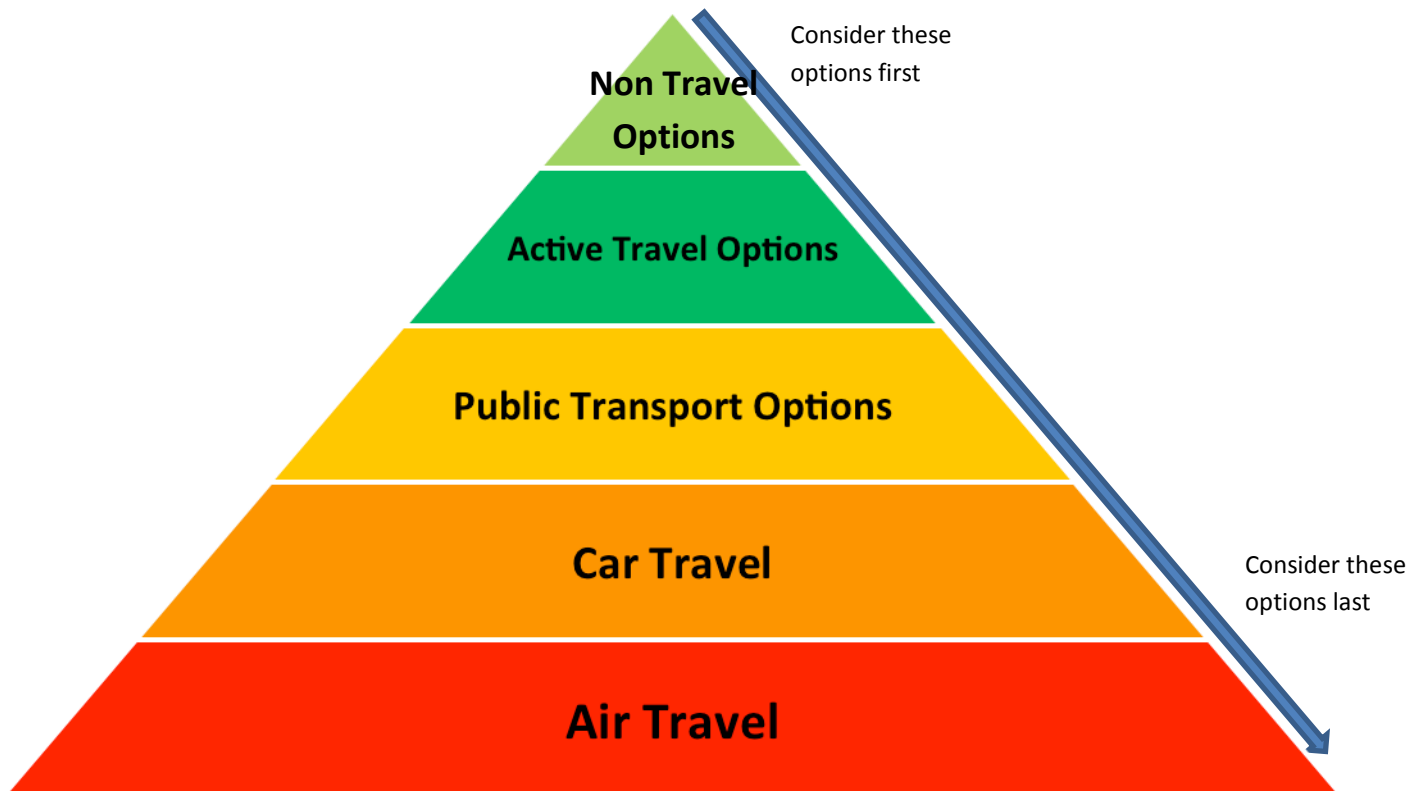20 January 2014

Freedom of Information
Open paper

Appendix 1: Travel hierarchy

Modes of travel can be rated by their environmental impact or contribution to sustainability. The travel hierarchy can be used when making business travel decisions.

This is arranged from most preferred low carbon options to the least preferred air travel high carbon options.

A pyramid diagram showing the travel hierarchy from top to bottom: Non Travel Options, Active Travel Options, Public Transport Options, Car Travel, Air Travel. An arrow points downward alongside the pyramid from "Consider these options first" at the top to "Consider these options last" at the bottom.

Appendix 2: Comparison of policies governing business travel

	Travel Policy	*Expenses Policy*
Selecting travel	Seek best value by booking early, or on special offers	Travel should normally be by the cheapest means of transport. Normally this will mean standard class rail travel, economy class air travel and public transport within Edinburgh and other cities.
Sustainable travel guidance	Consider the guidance regarding sustainable alternatives to travel. Alternatives to travel - • IS VC • Medicine & Veterinary Medicine VC • Corporate Services VC	Staff should consider whether or not travel is essential.
Rail travel		Where staff are working en-route, first class rail travel is allowable for journeys of over 3 hours, where an advanced purchase fare costs less than the anytime standard ticket. First class rail travel by sleeper is allowed.
Air travel		Air travel within the UK and Europe should always be by the lowest cost option. Tickets should be booked well ahead of travel to minimise costs.
Local travel		In Edinburgh and other cities public transport should be used. Where public transport is not available, or convenient, a taxi may be used. Whenever practical, the university contract should be used for taxis within Edinburgh.
International travel		Prior to booking foreign travel, the intending traveller should prepare a brief statement detailing the purpose of the trip and the benefits to be gained, as well as an estimate of the costs involved. This statement should be authorised by the traveller's line manager and approved by Head of School / Head of College as appropriate.
Car hire		Car hire should be pre purchased using the university procurement contracts

Booking travel	Where the cost of travel is below £300 members of staff should make their own travel bookings, and claim the costs back via the eExpenses system. Travel where the return trip costs are greater than £300 and for more complex journeys, the University framework contracts should be used, which offer two travel management agents.	Low value travel should be approved in advance, self-booked, paid for and reclaimed via eExpenses. Other University business travel, transport, car hire or accommodation, if possible, should be ordered only with firms who have formal contracts with the University. All travel outside Europe should be booked through the University travel agent, unless less expensive travel arrangements can be made online.
Transparency		Given interest in the use of public funds, the travel costs and expenses of the senior management team will be published on the University website. These will include invoiced travel costs, plus expenses payments.
Approval		Travel or other activities which give rise to an expense should only be undertaken with the prior approval of the budget holder. Authorisation for international travel has to be sought from a level further up the management structure than the intending traveller, in addition to approval from the budget holder / authorised signatory, if that person is of the same level as the person travelling.
Grants		For travel to be funded from Research Grants, care should be taken to ensure that the sponsor's regulations are fully complied with.
Railcards		The University will meet the cost of railcards and Oyster cards to reduce the cost of university travel.

Appendix 3: University travel policies, School / College specific travel guidelines and business travel webpages

1. Policies

Finance Department Expenses Policy
https://www.wiki.ed.ac.uk/display/Finance/Expenses+Policy

Procurement Department Travel Policy
www.ed.ac.uk/schools-departments/procurement/procurement-office/travel/travel-policy

Transport and Parking Office Transport and Travel Policy 2010
http://www.docs.csg.ed.ac.uk/EstatesBuildings/Transport/Policies/Transport%20and%20Travel%20Policy%202010.pdf

Edinburgh College of Art Staff Travel Policy
http://www.docs.csg.ed.ac.uk/HumanResources/ECA/Staff_Travel_Policy.pdf

2. Guidance for External Examiners

College of Humanities and Social Sciences guidance for external examiners
www.apps.hss.ed.ac.uk/hss/postgraduate/administration_guide/documents/

College of Medicine and Veterinary Medicine guidance for external examiners
http://www.ed.ac.uk/polopoly_fs/1.44968!fileManager/EE_expense_form.pdf

College of Science and Engineering guidance for external examiners
http://www.docs.scieng.ed.ac.uk/office/information_staff/external-examiners/Ext%20examiners%20expenses-Claim-Form[1].pdf

Royal (Dick) School of Veterinary Studies guidance for external examiners
www.currexec.vet.ed.ac.uk/docs/open/form-expenses_BVM_and_S.doc

3. Business travel webpages

Business Travel webpages – Collaboration between Health & Safety, Insurance, the International Office and the Procurement Department
www.ed.ac.uk/staff-students/staff/business-travel

Transport and Parking Website – Transport and Parking Office
www.ed.ac.uk/schools-departments/transport

Travel section of the Be Sustainable guide – Department for Social Responsibility and Sustainability
www.ed.ac.uk/polopoly_fs/1.120485!/fileManager/10%20-%20Travel__FINAL%20Be%20Sustainable%20v1.pdf

Appendix 4: Case studies

1. *BBC Worldwide Case Study: Travel Less- Travel Light Policy*

   http://bbcworldwide.com/media/7155/bbc%20worldwide%20-%20travel%20less,%20travel%20light.pdf

   - Employees at BBC Worldwide have been banned from taking certain domestic and short-haul flights as part of their environmental strategy to reduce carbon emissions. They also need to have formal written reasons as to why they cannot conduct business through VC facilities before booking long haul journeys.

   - The Environment team at BBC worldwide received feedback where staff believed that this would add significant costs to the company however after analysis of previous year's business travel they calculated that they would save money.

   - The Travel Less, Travel Light policy states that colleagues are not allowed to fly unless taking the train would add 3 hours or more to their door-to-door travel time or an extra night away – this includes flights for both domestic and short-haul destinations.

2. **University of Bradford Case Study: Authority to travel**

   http://www.bradford.ac.uk/purchasing/media/purchasing/allfiles/documents/Travel-Policy-Apr-2012.pdf

   - The University of Bradford adopts a sustainable transport framework for business travel.

   - A three step plan where colleagues are encouraged to determine if the journey can be avoided, flights are used for international journeys only and encouraging trains and shared cars for domestic journeys

   - Any journeys out with the framework should receive budget holder approval. The University of Bradford expenses policy states that written approval is needed for all international travel and travel by air within the UK.

3. **Scottish Natural Heritage Case Study – Allocating carbon budgets for business travel**

   http://www.snh.gov.uk/docs/B1147859.pdf

   - Since 2011 SNH has allocated carbon budgets to each department and incorporated this system into its resource management processes.

   - During the first year of application emissions from business travel were reduce by 6.9% with rail travel emissions increasing by 17.6% to reflect the increased use of this mode. Air emissions were reduced by 12.4%.

   - This method ensures the current freedom to choose the mode of travel remains with the departments but requires departments to plan their travel more carefully and restricts travel, much like a monetary budget.

UNIVERSITY OF EDINBURGH

MINUTE OF A MEETING *of the Sustainability Operations Advisory Group held in the Elder Room, Old College on Wednesday 5 November 2014.*

Members:	Hugh Edmiston (in chair), Director of Corporate Services
	Michelle Brown, Head of SRS Programmes
	Roy Dawkes, College of Medicine and Veterinary Medicine
	Dave Gorman, Director of Social Responsibility and Sustainability
	Andrew Haddon, Head of Estates Finance
	David Jack, Energy Manager
	Andrew Kerr, Director of Edinburgh Centre on Carbon Innovation
	Judith Salters, College of Science and Engineering
	David Somervell, Head of SRS Futures
	Geoff Turnbull, Assistant Director, Estates and Buildings
	Dougie Williams, Energy Systems Manager
In attendance:	Matthew Lawson, SRS Programme Manager, for items 4 & 13
	Caro Overy, SRS Engagement Manager, for item 5
	Karen Bowman, Director of Procurement, for item 6
	Alan Peddie, SRS Engagement Facilitator, for item 7
	Fleur Ruckley, Waste & Environment Manager, for item 12
	John Turpin, Landscape Manager
	Jane Rooney, Minute Secretary
Apologies:	David Barratt, Engineering Operations Manager, Estates & Buildings
	Liz Beattie, Assistant Director, Accommodation Services
	Tasha Boardman, EUSA Vice President Services
	Davy Gray, EUSA Environmental Co-ordinator
	Phil McNaull, Director of Finance
	Lesley Ross, IS Building and Service Manager
	George Sked, Assistant Director of Procurement

1   The minute of the meeting held on 17 September 2014 was approved as a   **A**
correct record.

SOAG welcomed new member Andrew Haddon, Head of Estates Finance.

2   Matters Arising

Climate Emissions Report

SOAG noted that AUDE had completed procurement of a carbon toolkit
which would facilitate data reporting and projections. Steve Scott, Director of
Campus and Commercial Services at Queen Margaret University, was the
nominated contact for feedback.

SRS Governance Review

In the light of recent convenership changes and review of Court Committee
structure, the membership of SRS Committee and its sub-groups was being
reviewed.

Action – All members were asked to suggest any relevant individuals
missing from the current SOAG membership.

<u>Climate Action Plan Review</u>

At its meeting on 8 October, CMG approved the establishment of a Climate Action Plan Review Group to replace the existing Working Group. Exploratory discussions were ongoing prior to an initial meeting planned for January 2015.

SUBSTANTIVE ITEMS

3   Climate Emissions Report   B

SOAG noted the paper, introduced by the Energy Manager, which followed on from a report giving absolute numbers presented at the September meeting. It summarises the core academic energy and utility performance during the 2013/14 academic year in the context of previous years' figures. Data for Accommodation Services not included in this report had since become available and would be expanded upon at the next meeting in January. Figures given were for 2012/13. The 2013/14 figures had just been received. CO_2e emissions against turnover showed a general downward trend and emissions against staff headcount showed some improvement over the last few years.

<u>Action - DJ</u> to bring an updated report to the January meeting, including data per m^2 and a dashboard layout allowing for data review at a glance.

4   SRS Reporting, Data and Draft Implementation Plan 2014-15   C

SOAG noted the paper, introduced by the Head of SRS Programmes, comprising an update on wider SRS reporting for 2014-15 and a draft Implementation Plan for discussion. The SRS Programme Manager also gave a short presentation on SRS reporting.

There was a transition currently in progress from SRS Highlights, which reported stories linked to SRS Strategy, to providing more data on performance against key topics, taking a GRI best practice approach, with the aspiration that UoE be best in class on reporting by 2016. This was to support greater transparency, a focus on performance and improvement and a desire to secure a better overview of ongoing activity. An activity-based plan would still be needed in the interim but would evolve to include specific goals and metrics.

Work on the report was ongoing with Finance and Communications & Marketing. It would also be available in a web-based version including video and allowing for live updates. A draft would be circulated to key stakeholders on 21 November, with final comments due by 8 December. A draft Implementation Plan would also be included allowing stakeholders to help identify the most important issues across the University. The overall objectives and targets would be set in the SRS Strategy and Climate Action Plan; this document would simply report on performance.

The Convener emphasised the importance of due consideration of costs, resources and implications when setting objectives and targets.

<u>Action – GT</u> with the SRS Programmes Team to go through and cost activities as they stand.

<u>Action – JR</u> to add as an agenda item for SRS Committee.

5   Edinburgh Sustainability Awards 2014-15   D

SOAG noted a paper from the SRS Engagement Manager outlining the

Sustainability Awards 2014/15 including details of the criteria, schedule for delivery, targets, and progress to date.

The Awards had recently moved from SRS Programmes to the Engagement Team. Run in partnership with NUS Green Impact, they were going into their fourth year. The Awards allowed Schools and Departments to make their workplaces more sustainable and meet SRS aspects of the University's Strategic Plan. Participation was growing with 35 teams signed up to the office awards. Different categories were offered for offices, laboratories, and student accommodation and societies, in addition to special awards. Opportunities were offered for student volunteers to act as project assistants. The criteria, outlined in Appendix 2, had been developed in partnership with stakeholders. All members were invited to attend the Awards ceremony on 22 April.

SOAG noted positive feedback on the initiative in terms of awareness raising, including directing stationery purchasers toward more sustainable options and encouraging them to reflect more generally on what they were purchasing.

One issue identified was how to sustain the interest of long-term Gold Award winning participants who had gone as far as they could with the scheme. It was proposed to get those teams involved in outreach, training and workshop delivery. Arrangements could be made for new participants to visit these champions, which would not create additional resource demands.

Action – All members to share their ideas on working with champions to preserve their initiative and drive.

Action – CO to analyse participation demographics and produce a breakdown by school/service department and history for the next meeting.

ROUTINE ITEMS

6   Sustainable Procurement Update   E

SOAG noted a paper from the Director of Procurement on the flexible framework tool. UoE was already performing well in terms of self-assessment through a variety of internal reports, though there was no external assessment in place. SOAG noted new Scottish Government eCommerce tools that could help UoE respond to FoI requests more easily. In December the new law making sustainable procurement a statutory duty would be embedded and become part of the University major procurement process.

UoE was working with NUS Scotland and the APUC on the SUSTAIN tool which asked suppliers to assess their own performance and pass assessment on along their supply chains.

SOAG noted that HESA Scope 3 requirements were not readily useable as a basis to set targets to drive performance improvement. The Group acknowledged an obligation to drive operational change: buying from the same suppliers in the same markets, the sector was in a strong position to use these tools to drive change. As the APUC collated the information and most Universities used common suppliers, a collaborative approach was indicated.

The Convener noted that the discussion needed further development at other groups.

7   Waste Update – WARP-IT

The Director of SRS outlined the context to the scheme which the result of collaborative work with the Waste and Environment Manager. It was felt to be useful for SOAG to see the tool and make suggestions on how to build on and develop it.

The SRS Engagement Facilitator (Waste) briefed the Group on the WARP-IT reuse and exchange web portal which allowed users to share excess resources. A UoE email address was the sole requirement to register. A pilot begun in December 2013 with 20-25 users had worked well and WARP-IT was opened to all staff in March 2014, accompanied by some limited advertising. As most items fell in the stationery category, administrative staff had been targeted initially. Discussions were ongoing regarding adding laboratory and IT equipment. Terms and conditions for laboratory items had been finalised in November 2014. Links to charities including the British Heart Foundation had been established which would allow other institutions to benefit from unclaimed resource.

UoE WARP-IT currently had 200 members, with a target of 250 by the end of the year. Three thousand kilograms of CO_2e had been saved. At an initial cost of £2½K, estimated savings from the scheme were £11/12K. The scheme was also saving space and influencing users to reflect on their purchasing in ways that were not immediately measurable. In the future, purchasers could be asked to look on WARP-IT before buying, as part of overall resourcing strategy.

Given legal and safety implications, at present membership was restricted to UoE staff and claimed items had to remain on UoE property. The terms and conditions have been reviewed by the Director of Legal Services. There remained some outstanding issues around storage space.

The Convener welcomed the scheme, highlighting the importance of ensuring a system of checks and balances was in place.

Action – AP to return at the May meeting to update the Group on progress.

8   Travel Update

The Assistant Director, Estates Operations updated the Group on developments in sustainable travel. The University's integrated travel policy had last been reviewed in 2010 and it was felt to be timely to review the policy and strategies for all modes of travel across the University. This would comprise an initial fact-finding phase identifying resource; consultation and identification of potential issues in staff and student travel over the next 5 years; and drafting strategies within an integrated plan outlining the investment required. A first draft was planned for March 2015 for use in the consultation process. There was pressure to increase the current investment to improve provision.

SOAG noted that sustainable travel plans could be factored in to procurement strategy, provided time to procure was allowed. Noted £2½m spend on travel for which Key Travel would be able to produce carbon estimates. A major challenge was the prevalence of self-booking, which tended to be cheaper. A clear booking facility was required.

Compared with other organisations, UoE performed well on the sustainable aspects of travel, though aviation was identified as a high profile issue that merited further investigation.

SOAG noted a student questionnaire that was about to be issued and pressure around provision for students, particularly in CMVM. Consequently the Travel Survey normally issued in March would not run in 2015 to avoid duplication.

The Convenor noted the need to engage with academic colleagues to promote alternatives such as video-conferencing. Once the data had been established it would be taken to SRS Committee. SOAG acknowledged the need for a single initiative across the organisation that would be delivered collaboratively and expressed their support for the Assistant Director – Estates Operations in bringing this together.

Action – KB to report back at the January meeting on feedback from the ISM tool workshop.

Action – HE to follow up with the Director of Finance.

Action – JR to circulate a written update with the minute.

Action – JR to add to the agenda for SOAG in May 2015.

9 Any Other Business

No items raised.

ITEMS FOR FORMAL APPROVAL/NOTING

10 Local Energy Challenge Fund bids   F

SOAG noted a briefing paper, presented by the Head of SRS Futures, on two bids submitted to the Scottish Government Local Energy Challenge Fund (LECF) to enable UoE to attract grant funding for a collaborative heat network to serve a number of public bodies adjacent to the Central Area and Easter Bush campuses.

The Scottish Government, recognising the importance of heat, had invited organisations to bid for capital funding. Up to £20m was available and had to be spent in the period 1 April 2015 to 31 March 2016. Only projects that were shovel-ready were suitable for the scheme. Bidding was a two-stage process. UoE had made two bids in the feasibility phase for support for the scheme at Easter Bush and the extension of the Holyrood/Pleasance scheme to co-supply partner institutions such as the Royal College of Surgeons and the National Museum of Scotland

SOAG noted that neither bid had been successful. With 114 bids received, 20-25 had been chosen to proceed to the second stage. The UoE bids had focused on continuation of existing work whereas other bids had been more innovative and demonstrated greater engagement with the local community. It was proposed that the UoE might look to the District Heating Loan Fund to support these projects.

11 NUS Responsible Futures Briefing

SOAG noted that the SRS Department and EUSA were working on the NUS Responsible Futures pilot scheme.

Action – TB to bring a report to the next meeting in January.

12 Single Use Carrier Bag (Scotland) Regulations 2014

The Waste & Environment Manager gave a verbal update on the post-implementation impact of the new legislation, which came into effect on 20 October. UoE retail outlets were fully prepared and had advertising in place.

The majority of the population however were unaware of the changes and notices were posted on UoE boards to assist in awareness raising. UoE outlets would donate the income to the student fund. Feedback from the retail outlets would be included in the output at the end of the first reporting period on 31st March 2015.

13   Student Work-based Placements

The SRS Programme Manager provided a verbal update on student work-based placements. Work was ongoing with academic colleagues to provide practical opportunities for masters level students on SRS topics to use their skills and knowledge.

Action – All members interested in participating to contact ML who could help to work up a brief.

14   Convener's Concluding Remarks

The Convener was encouraged by the various initiatives highlighted at the meeting and by ongoing efforts in reporting to ensure transparency. The Convener cautioned against use of the term 'world class' in reporting which would raise expectations in a way that was not clearly understood - there is a need to clarify aspirations and ensure they are clearly resourced and coordinated.

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   **A**
     record.

     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 Meterology 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 McTier and Gordon McLean to get their feedback on consumption.

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.

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

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

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.

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.

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 McTier for views on how to sustain Gold level

participants' interest and engagement.

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

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   **G**

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.

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.

<u>Action – DG</u> to respond to comments previously received from HE.

<u>Action – ML</u> to take the paper on to SRS Committee and ultimately CMG.

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.

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.

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.

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

UNIVERSITY OF EDINBURGH

MINUTE OF A MEETING *of the Fair Trade Steering Group held in the Ochil Room, Charles Stewart House on Monday 15 December 2014.*

Members:	Karen Bowman (in chair), Director of Procurement
	Kenneth Amaeshi, Lead, Corporate Responsibility & Governance Network
	Evelyn Bain, Procurement Manager
	Tasha Boardman, EUSA Vice President Services
	Conor Bond, Sports Union President
	Michelle Brown, Head of SRS Programmes
	Jill Bruce, Development and Alumni
	Liz Cooper, SRS Research and Policy Manager
	Joe Farthing, SRS Communications Manager
	Hannah Genders Boyd, People and Planet Representative
	Moira Gibson, External Affairs Manager, Communications and Marketing
	Dave Gorman, Director of SRS
	Davy Gray, EUSA Environmental Officer
	Stephannie Hay, Technology Enhanced Learning Services
	Tim Hayward, Director of the Just World Institute
	Matthew Lawson, SRS Programme Manager
	Ian Macaulay, Asst. Director of Accommodation Services, Catering
	Ali Newell, Associate Chaplain
	Briana Pegado, EUSA President
	Vikki Stewart, Estates and Buildings Representative
Apologies:	Kenneth Amaeshi; Tasha Boardman; Michelle Brown; Jill Bruce; Moira Gibson; Davy Gray; Stephannie Hay; Tim Hayward; Matthew Lawson; Ian Macaulay; Briana Pegado

1   The minute of the meeting held on 30 September 2014 was approved as a correct record.   **Paper A**

Members welcomed Sports Union President Conor Bond to the Group.

2   All matters arising covered in the agenda or post-meeting notes to Paper A.

SUBSTANTIVE ITEMS

3   **Good Food Nation Consultation – SFTF Response**   **Paper B**

FTSG noted a paper from the Research and Policy Manager comprising a copy of a letter from SFTF Director Martin Rhodes regarding links between the Scottish Fair Trade Forum and the Good Food Nation Consultation and ensuring that fair trade is considered alongside local food.

Action – JR to remind KB at the start of the New Year to follow up with the Cross Party Group on the Scottish Government response if not yet received.

4   **Freshers' Week 2015 – Fair Trade Themed Food Festival**

The SRS Communications Manager gave a verbal update on plans for Freshers' Week 2015. Event planning would begin in January, led by SRS Programme Facilitator Lucy Miu.

The SRS Department organises a Food Festival annually as one of the major ways it engages with students. This year's event attracted over 600 attendees, 500 of which left their details, with a good number subsequently responding to communications and getting involved in volunteering. As the event usually involves the Fairtrade Café and fair trade outlets across the city, fair trade could easily be considered as an overriding theme for the 2015 event, though there would also be other elements present. FTSG acknowledged that the focus on food was in itself inherently limiting.

Student members expressed support for the idea and were happy for the event to be promoted. Many organisations, charities, NGOs, producers and local businesses could be linked in under the fair trade theme. It was anticipated that a potential student audience of this size would attract significant interest from these groups. Members agreed to build on relationships already in place as well as seeking out new links such as the ethical cleaning product stall, new this year.

There was space in the EUSA marquee for around 12 stalls. The SRS stall focused on volunteering opportunities could be used as a base. The Sports Union could feed in on aspects of healthy living, as these tended to have considerable overlap with fair trade, and look at ways of combining themes (e.g. smoothie bike). The aim was to attract students in with the food offering but integrate this into engagement activities including:

- Encouraging participants to explore where ingredients come from
- Food tastings comparing mass-produced with fair trade goods (e.g. Ben Miller's Ubuntu cola tasting)
- Talking about issues of buying and budgeting in fair trade (particularly relevant to new students)
- Teaching students how to make fair trade meals (in previous years Accommodation Services had provided a chef to do a cooking demo).

Action – JR to follow up with IM re: possibility of arranging a demo.

Members discussed issues around fair trade labelling and ensuring that merits are assessed in the context of comparison with non-fair trade products and that information is presented in a way that people can relate to.

Action – JF to follow up with a message to the Group inviting further suggestions.

Event Co-ordinator Lucy Miu would raise the event through the student forum seeking volunteers and wider student involvement.

Agreeing with the proposed focus on activities and engagement, the Convener welcomed this event as raising awareness of fair trade outwith FT14 and endorsed it on behalf of the Group.

5   SRS Strategy Review Update   **Paper C**

The Head of SRS Futures introduced the paper which shared the trajectory of the SRS Strategy Review currently in progress. Looking to 2020, the 2009 strategy document had indicated that social responsibility and sustainability were important to the University and outlined how these issues would be approached. This had subsequently led to the formation of the SRS Department.

At the halfway point in the life of the current strategy, it was felt to be the right time to review how things were working so far and to reflect on how the strategy could be made more easily relatable. Osbert Lancaster of the

School of GeoSciences was facilitating the review using the five elements of the Appreciative Inquiry approach, as outlined in Paper C.

Action – All members were asked for their comments on Appendix 1: Definitions of Social Responsibility and Sustainability.

FTSG recommended:

- Reaching out to the student body through their School and class reps
- Making specific reference to EUSA
- Not making specific mention of Electronics Watch and conflict minerals as this was just one of many aspects of trade justice
- Mentioning elements of the APUC Code of Conduct.

Action – KB to provide DS with the correct terminology.

The main feedback was to make the definitions section shorter and simpler, to ensure that the refreshed strategy was less passively descriptive, had clear deliverables, included reference to fair trade, and engaged with staff and students. It should be framed as a common strategy between the University and student representative groups.

The Group acknowledged the need to ensure that fair trade followed through into University policies and asked that the SRS Strategy reflected that.

ROUTINE ITEMS

6   Workers' Rights Consortium – Update on UoE/WRC Skype call   Paper D

FTSG noted a paper from the Research and Policy Manager comprising notes from a very positive Skype conversation with the WRC exploring how UoE could take its affiliation further. WRC had been created based on the US market and were keen to explore how to make their offering more applicable in a UK context. Issues discussed included the possibility in future of investigating factories in UK supply chains and the possibility of exploring funding at a European level.

Action – LC to put out a call through the EAUC Fair Trade Community of Practice to ask how many other members were affiliated with WRC.

FTSG acknowledged that the situation in the garment trade was much more complex and that the best strategy in this case would be to approach the top brands and persuade them to agree to core principles which would then trickle down and influence the market, though an issue remained as to who would be responsible for verifying compliance.

FTSG noted that the EUSU do not source from Nike or Adidas, prefer to use UoE branded garments which they can be certain are fair trade, and ensure that this is enshrined in their policies and on their website. The Convener recognised huge opportunities for the Sports Union to influence and promote ethical choices.

Action – CB to pass tender / contract details on to JR.

Members discussed linking up UK Fairtrade Universities with other countries' movements.

The Procurement Manager would meet with the APUC representative in January to go over: WRC, increasing procurement of fair trade cotton garments, and fair trade pointers within ITT documentation. While UoE was relatively small in this context, APUC had agreed that the University's

opinions would be taken into account.

Action - EB to write a paragraph outlining what people should be asking their colleagues and pass to KB & DG for sign off.

The Director of SRS fed back on the PRI Conference in Montreal, noting the work of researcher James Gifford at Harvard which indicated that running factories in the cheapest way possible was not cost efficient in the long term (due to compensation costs, waste, and so on).

7   EUSA Fair Trade Update

Action – JR to carry forward this item to the next meeting in February.

8   Electronics Watch Update

A fuller update would be provided at the next meeting following a UoE / Electronics Watch Skype conversation to be held on 17 December.

Progress with the Sustainable ICT Group was ongoing, building links between those responsible for purchasing major IT consumables.

UoE first signing up to Electronics Watch had been promoted and it was now felt to be timely to start promoting follow up activity.

The Convener highlighted to members the Panorama documentary 'Apple's Broken Promises' profiling working conditions in Apple's supply chain, to air on BBC One at 9pm on 18 December.

9   Fair Trade Events Update (including Trade Advocacy Event)

FTSG noted plans for a public ethics forum event focusing on conflict minerals. The Research and Policy Manager was also working with the Fair Trade Advocacy Office in Brussels on a mixer for practitioners and researchers, currently planned for April 2015. A fuller update would be provided at the February meeting.

10   Fair Trade Communications Update

Estates and the SRS Communications Team were about to launch a waste and recycling social media campaign focused on the message that coffee cups should now go in a different bin. Over the next six to twelve months the Communications Team would focus on a few key messages (e.g. how to factor buying ethically into budgeting). A fair trade themed message could be launched by September 2015, provided it had a really clear hook.

Members discussed the difficulty of formulating a clear message in terms of what label and what standards to endorse. FTSG noted the approach of the 'Who Made Your Pants?' campaign as an example of a clear message where the focus was not on certification and technical issues.

It would need to be made clear whether the aim was to educate and raise awareness, or ask people to take action. It was proposed that themed lists could be put out every 3 months (e.g. top ten fair trade gifts, fair trade stationery for the new term and so on.) Next steps would be deciding what the message would be and where best to deliver it. Consultation on the issue could take place during FT14. The recent consultation had highlighted a lack of awareness that Fairtrade products were sold at UoE. It would also be important to work with EUSA Global to engage with international students who may not be aware of the issue.

Action – AN to forward details of a EUSA Global representative to JR who

would invite them to join the Group.

Action – LC, JF & DG to think further on the message and how to keep it meaningful, easy to communicate, and easy to adapt through the seasons, for roll out in the 2015-16 academic year.

FTSG discussed previous plans to create a map of fair trade outlets in Edinburgh and the scale of the effort involved in collecting the data. Noted a student green mapping project currently ongoing that this could align with.

Members discussed a previous agreement to engage with students on fair trade as they joined the University, though it was unclear if this actually gone ahead. Content on fair trade was included in the residential halls booklet issued to new students. In the absence of a central induction for students, this outreach could be made through the SRS Departmental presence at the Societies Fair.

FTSG noted that Communications and Marketing were in the process of appointing a new Internal Communications Manager. UoE had not previously had any formal co-ordination of internal messages.

Action – JF to raise the issue of fair trade communications with the new postholder.

Members discussed the possibility of installing a fair trade noticeboard in every building. The SRS Communications Manager had previously looked into a sustainability noticeboard and noted that this had not been feasible due to the devolved management of buildings. Members agreed that other less passive methods of engagement would be pursed, including social media. It was proposed to get a well-known 'champion' involved, ideally a prominent alumnus.

Action – JF to follow up with Communications and Marketing.

11   Any Other Business

City of Edinburgh Fairtrade Events during Fairtrade Fortnight 2015

- Fairtrade Fortnight Public Event, Saturday 28th February 2015, at the main hall Summerhall, 10.00am – 2.30pm

- Fairtrade Fortnight Schools Event, Tuesday 3rd March 2015, 4.30pm – 6.30pm at St Thomas of Aquin's High School (invitation only)

A call was made for volunteers to help out at the open event on 28 February.

Action – EB to pass full details of the Summerhall event to VS.

Action – HGB & CB to let EB know as soon as possible if People & Planet or the Sports Union would like a stall at the schools event.

PPE producers from Mauritius would be visiting during FT14. Estates PPE representative Shona Meyer-Gleaves had agreed to look at samples, though the Department were happy with ARCO, their current provider. A slot for the producers to visit UoE was available on the afternoon of Monday 2nd March 2015. Members discussed running an event around the Fairtrade Café, with the Chaplaincy to host. Following a 10 minute speech in the auditorium the event would move upstairs to Room 2.

Action – EB to check details of the producer visit with Rachel Farey and

pass to JR for circulation to the Group.

Action – All were asked to promote the public event at Summerhall on 28 February through their networks.

Medical Instruments

In May 2014 the BMA launched a campaign for Fair Medical Trade. The Director of SRS fed back on discussions with Professor John Iredale who had raised the issue with his contact at NHS Lothian. The Convener was also pursuing the issue through NHS Lothian's procurement team. The issue would be raised informally at the next Board Meeting and an event or promotional campaign could be arranged in this area. It was beholden on UoE to investigate its own supply chains, with particular regard to the Vet School.

FTSG noted that the School of Chemistry was to receive an award in recognition of its work recycling gloves.

Community Orchard

Regarding the possibility of using UoE space for a community orchard, the Director of Estates had advised that colleagues in E&B were under significant pressure and this was not an immediate priority. The Estates Representative would raise the issue again in the New Year. The Head of SRS Futures noted that the Landscape Manager had met with Edible Edinburgh to identify options for growing on campus. The challenge was in making available publicly accessible space.

ITEMS FOR FORMAL APPROVAL/NOTING

12 Cross Party Group on Fair Trade / Bala Sport Presentation

The Sports Union President gave an update on the presentation by Bala Sport, producers of fair trade footballs. In the past fair trade footballs had a bad name as they tended to be poor quality. Bala's balls however were FIFA tested. Having originally concentrated on footballs, they were now expanding their focus to netball, rugby and so on. Having experienced problems in accessing professional clubs, Bala were now taking a bottom up approach.

The footballs were low cost and there was potential scope for the SU to look into and test them out. The Convener noted that this was a good opportunity for UoE to take a leadership position.

13 APUC Sustain Update

The Convener updated the Group on Sustain, the APUC web-based tool to assess supplier activity in the areas of social, ethical, economic and environmental sustainability. The APUC Code of Conduct had been agreed, published and integrated into UoE policy structures. The database was ready and suppliers had begun to fill in questions and provide supporting evidence. APUC had two people trained in social auditing who could edit the self-assessment responses.

The engagement tool was simple, free, and would avoid each institution having to question suppliers separately. However it would take some time to gather all the data. The immediate aim was to get data for the top ten companies supplying the sector group, representing 35% of spend. The tool would become part of UoE tender strategy.

The scheme may offer opportunity for work-based placements. Arranging opportunities for students to visit factories would require additional resources and academic departments to take ownership of this activity as relevant to their fields of study.

The new legislation coming in December would give UoE a sustainable procurement duty which would raise the threshold and enable it to take a stronger attitude on SRS issues.

14   Scottish Fair Trade Forum Awards Ceremony & Exhibition Launch

On 14 November 2014 the University Chaplaincy hosted the annual Scottish Fair Trade Awards Ceremony. FTSG congratulated Karen Bowman and Evelyn Bain who were among recipients of special recognition awards. Following the event a photography exhibition ran in the Chaplaincy from 14 to 21 November.

15   Use of Fair Trade Cleaning Products

The representative from Estates reported back on the floor cleaner trial which had just finished. Operational staff did not believe that the Traidcraft product – a domestic cleaner – stood up to winter footfall as well as current stronger cleaners designed for this purpose.

Regarding the hand wash, UoE had a variety of five litre and one litre dispensers across the campus which were supplied by the company that also supplies the hand wash. If these break or prove faulty they are replaced quickly and free of charge. Traidcraft were not currently in a position to provide these units. .

Members agreed to push the issue through supply chains, as had been done successfully on the provision of fair trade tea bags.

Action – TB to raise with EUSA the possibility of stocking these products in their outlets.

The Convener thanked members for all they had done in 2014 and looked ahead to achievements and opportunities in 2015.

UNIVERSITY OF EDINBURGH

MINUTE OF A MEETING *of the Fair Trade Steering Group held in the Cheviot Room, Charles Stewart House on Tuesday 3 February 2015.*

Members: Karen Bowman (in chair), Director of Procurement
Kenneth Amaeshi, Lead, Corporate Responsibility & Governance Network
Evelyn Bain, Procurement Manager
Tasha Boardman, EUSA Vice President Services
Conor Bond, Sports Union President
Michelle Brown, Head of SRS Programmes
Jill Bruce, Development and Alumni
Liz Cooper, SRS Research and Policy Manager
Joe Farthing, SRS Communications Manager
Hannah Genders Boyd, People and Planet Representative
Moira Gibson, External Affairs Manager, Communications and Marketing
Dave Gorman, Director of SRS
Davy Gray, EUSA Environmental Officer
Stephannie Hay, Technology Enhanced Learning Services
Tim Hayward, Director of the Just World Institute
Matthew Lawson, SRS Programme Manager
Ian Macaulay, Asst. Director of Accommodation Services, Catering
Ali Newell, Associate Chaplain
Briana Pegado, EUSA President
Vikki Stewart, Estates and Buildings Representative

Apologies: Kenneth Amaeshi; Conor Bond; Michelle Brown; Jill Bruce; Joe Farthing; Davy Gray; Stephannie Hay; Tim Hayward; Matthew Lawson; Ali Newell; Briana Pegado; Vikki Stewart

1   Minute   **Paper A**

FTSG noted an amendment to item 13 of the previous minute - APUC Sustain Update. The second paragraph should read 'The immediate aim was to get data for the top ten companies supplying the sector group, and then the top 160 suppliers, representing 35% of spend'.

The minute of the meeting held on 15 December 2014 was approved as a correct record.

2   Matters Arising

Workers' Rights Consortium

The Procurement Manager and the Research and Policy Manager had met with Ricarda Bieke of APUC Scotland and would keep the Group up to date on developments.

Medical Instruments

The Convener and Director of SRS had met with the Head of Procurement at NHS Lothian and Tayside to discuss NHS policy both nationally and at a local level. A copy of the NHS policy would be sent to the Convener who would then share it with Prof. John Iredale at the Medical School. Procurement would follow up with the Vet School separately.

SUBSTANTIVE ITEMS

3   Good Food Nation Consultation – SFTF Response   Paper B

The Group had heard nothing further regarding the Scottish Government response. FTSG felt that the letter from SFTF Director Martin Rhodes had clearly made the point that fair trade should be considered alongside local food in Good Food Nation.

4   Bollocks to Poverty campaign - UoE suppliers' tax practices

In the absence of the student representatives who raised the item, it would be carried forward to the next meeting of FTSG.

Post meeting note: a similar letter had been sent to the Convener from the Student Christian Movement and response invited SCM to accompany or be represented by BtP there.

5   Fair Trade Fortnight, 23 February - 8 March 2015

City of Edinburgh Fairtrade Fortnight Public Event

Volunteers were still being sought to assist with this open event to be held on Saturday 28th February at the main hall Summerhall, 10.00am – 2.30pm.

Action – All to promote the event through their networks.

Fairtrade Fortnight Schools Event

This invitation only event would take place on Tuesday 3rd March, 4.30pm – 6.30pm at St Thomas of Aquin's High School.

UoE Producer Visit

PPE producers from Craftaid Mauritius would be visiting the University 2.30 – 4.30pm on Monday 2nd March 2015, tying in with Fairtrade Café at the Chaplaincy. Following a 10 minute speech in the auditorium the event would move upstairs to Room 2.

Action – JR to check if the Chaplaincy could accommodate the meeting of SRS Committee scheduled for 3pm that afternoon, and ask the Convener if they would be willing to start the meeting late to allow members to meet the producers.

Action – TB, LM & AN to liaise with student societies organising the event.

Ethics Forum Conflict Minerals event

FTSG noted this evening event on 26th February relating to development of a conflict minerals policy which was being run in collaboration with the Just World Institute, SSPS and the SRS Department. Bandi Mbubi of Congo Calling would be speaking, along with Jana Hönke of SSPS. All members were welcome to attend. The Scottish Fair Trade Forum were also looking into the issue of conflict minerals.

Action – All members to promote this event which demonstrated the breadth of the fair trade agenda.

Action – LC to draw the event to James Smith's attention.

FRiED Seminar

As part of the Food Researchers in Edinburgh seminar series, Dr Ben Richardson of the University of Warwick would present on 'A Capital

Appetite: The Political Economy of Sugar Consumption', 3.30 - 5pm, 23rd February in the 6th Floor Common Room of the Chrystal Macmillan Building.

EUSA

FTSG noted that while EUSA would not be running additional events for FT14 this year, it had offered its support for existing events in terms of venues, communications and promotion, in particular the Students Sustainability Forum to support the fair trade producer visit.

Action – TB to assist in securing student support for the Fairtrade City open event and the UoE producer visit.

Action – LM & TB to approach Kate Glencross and Lucy Lamb, Student Communications Officers for the Student Experience Project to discuss opportunities for joined-up working.

6   Procurement Rules Changes

FTSG noted that the Public Procurement Reform Act had been published, with guidance yet to follow. Consultation had begun focused on those clauses of the Act where Scots law differed. Discussions were ongoing regarding bringing EU law down to the £50K level in Scotland. UoE would need to make co-ordinated decisions on the exemptions the University intended to claim (e.g. for research). The Group noted increasing expectations of the Procurement function in general.

7   Accommodation Services Update

The Assistant Director of Accommodation Services (Catering) updated the Group on developments. FTSG noted that every February Accommodation Services updated their statement on the web on catering sustainability and fair trade.

Malawi Rice

The deal through which UoE received all of its rice from Fairtrade sources in Malawi continued to grow. Figures for 2013/14 to July indicated that through the scheme the University had enabled 45 children in Malawi to attend school.

Beverages

Consumption of fairtrade tea, coffee and hot chocolate was growing in line with business growth - an increase of 150K units of tea, 100K of coffee and 100K of hot chocolate. Fairtrade wine was still available, though there had been little demand. While the orange bag-in-box juice was too expensive for catered halls, the apple and pineapple Krogab juices were available.

Coffee Conscience were currently in the process of tendering. Banners were displayed in Accommodation Services' outlets promoting fair trade and displaying the number of trees planted as part of the Coffee Conscience programme of support for local community projects. The University was responsible for contributing upwards of 393 fruit trees to the scheme, planted at various community projects in Midlothian and the east coast.

Keepcups

AS were able to isolate these figures, noting 45,000 individual sales since 2011. There would be another push around September targeting Freshers but otherwise the market was now saturated. A new EPOS (Electronic Point Of Sale) system coming in August 2015 should allow greater flexibility in

terms of offers and promotions.

Muesli

AS were using Greencity to source the ingredients to put together their own muesli.

Suppliers

There was a growing trend for companies, looking at the Lidl/Aldi model, to aim to be more innovative in terms of sourcing and promoting local produce. Efforts were ongoing to get food provenance included in national contracts, demonstrating additional value.

Cook Schools

In the light of shrinking disposable funds available to students, AS had run a series of workshops to provide students with alternatives to convenience foods. These had been featured in trade magazines and the external press. It was proposed that the Group could take the issue of better corporate messaging of these initiatives to SRS Committee, including introducing new staff to aspects of SRS including fair trade and demonstrating how through these and similar schemes UoE was adding value to the local community. FTSG noted that there was already a commitment at senior level to developing more publicity around University activities beyond research and that this would also come through in the Community Engagement Strategy.

Accreditation

FTSG noted the value of awards to Accommodation Services in terms of the external validation and programme of audits they provided. Current schemes included:
- Good Egg Award
- Investors in People
- Green Business Tourism
- Sustainable Restaurants Association (looked at food sourcing, environment and society - e.g. living wage, annual review process and inductions).

Bronze Food for Life Catering Mark

This was first achieved for the catered halls at Pollock in 2012, then achieved and maintained across outlets, excluding Edinburgh First. FTSG noted that the award was extremely challenging – Glasgow Caledonian was the only other University in Scotland to achieve it. The Assistant Director of Accommodation Services had provided feedback to the Soil Association that the cost of the scheme was too high and the criteria too onerous. Rather than the current all-or-nothing approach, dropping the criteria threshold to 50% would help build momentum and spread the scheme.

Retaining its accreditation was currently inhibiting Accommodation Services' ability to compete with the local private sector and develop an exciting and innovative offering for students – e.g. it would not be possible to bring in street food concepts with 100% farm assured ingredients from day one. The scheme was coming to the end of a three year pilot this summer. NHS Lothian had still not reached accreditation. Edinburgh City Council had the award in a few locations where there was no competition from the high street. UoE could retract back its accreditation to catered halls and use other more suitable schemes for its other outlets.

The Convener welcomed these initiatives – as specific examples they would be valuable in promoting and publicising fair trade at the University. Efforts would need to be taken to sustain interest in fair trade against rising focus on local produce and food provenance generally and to continue bringing in fair trade options.

Action – JF in liaison with IM & MG to work on promotional messages for FT14 under the theme 'the impact of fair trade'.

ROUTINE ITEMS

8   Workers' Rights Consortium

Update carried forward to the next meeting of FTSG.

9   EUSA Fair Trade Update

This update from the EUSA Vice President Services was carried forward to the next meeting of the Group.

10   Electronics Watch – Update on UoE/EW Skype call

The Convener emphasised the importance of organisations such as Electronics Watch and the Workers' Rights Consortium developing their service and pushing forward the agenda. Questions had been raised regarding the long term model once EU funding ran out. Participants were awaiting a code of conduct and contract conditions from EW.

Action – LC to follow up with Jim Cranshaw.

Post meeting note: The Convener had been asked to accompany Jim Cranshaw at a meeting with Scottish Government IT procurement leads (one of whom is a former UoE procurement manager) and discuss the benefits of EW for buyers.

11   Fair Trade Communications Update

Discussions were ongoing with Rae Baker and Davy Gray at EUSA regarding Freshers' Week 2015. FTSG noted that the Food Festival would definitely go ahead.

Action – LM to a list of relevant fair trade suppliers from IM.

12   Any Other Business

Fair Trade Gold
The Research and Policy Manager had pursued the issue and made students aware that fair trade gold was available to them.

'Has Fairtrade sold out to big business?'
The Research and Policy Manager would speak at this debate on 5 February 2015 at the University of St Andrews. FTSG also noted that the Convener had been invited to address the University of the Third Age on fair trade in education, 'town and gown' and as a Fairtrade nation, on Feb 18th.

Placements
Funding had been secured to support a few weeks of field work and the two Malawi student placements were currently being advertised. FTSG noted that Senate had been exploring increasing opportunities to research and study locally within Edinburgh for credit and efforts were being made to pull

together disparate schemes currently ongoing (e.g. local carbon advice from ECCI to SMEs identified by the procurement managers).

ITEMS FOR FORMAL APPROVAL/NOTING

13 APUC Sustain Update

The Convener updated the Group on Sustain, the APUC web-based tool developed by procurement and SRS staff with our students (including EUSA, People&Planet, NUS-Scotland) to assess supply chain activity and improve performance in the areas of social, ethical, economic and environmental sustainability. A live demo of the tool indicated recognition for APUC's development partners on the main page.

The Convener demonstrated an example submission comprising three elements – society, ethics and environment – and results against gold, silver and bronze criteria. Suppliers would not be penalised if they were unable to answer all the questions, as it provided an action plan for improvements. The questionnaire had been developed based on the APUC Code of Conduct approved by SEAG and would be updated when the law changed.

Staff within APUC who would be scrutinising supplier responses had been trained in social audit standards. APUC had requested support from institutions in providing auditors and the scheme may offer opportunity for student work-based placements. As each company is asked to fill it in, then cascade it along their supply chain it would take some time to gather all the data. However companies who supply multiple first-tier distributors would only answer the questions once. Once mapping of APUC suppliers was complete, UoE would need to calculate the resource needed to map and audit its own suppliers. There had been great interest in the tool from the wider UK higher education and public sectors.

Action - JR to circulate the presentation and additional information from APUC.

Social Responsibility and Sustainability Committee

Monday 2 March 2015

Student Social Responsibility and Sustainability Forum: 3rd Meeting

28/01/2015, 5-7 PM, Middle Reading Room, Teviot Row House

In attendance

Represented student societies: Allotment and Permaculture, ACT! A Festival for Social Change, Bollocks to Poverty, Buchanan Institute, Ecology Society, Engineers without Borders, Foodsharers Edinburgh, Hearty Squirrel, Net Impact, Oxfam, SHRUB, Student Housing Cooperative, Sustainable Development Society, Sustainable Development Association

Representatives of student groups: Manuel Loeffler (Edible Campus), Aoife Hutton (Earth Hour), Maximo Cirio and Phoebe Neville (Sustainability Map), Pascale Robinson and Antoine Dao (Food-sharing project)

Staff: Tasha Boardman (EUSA VPS), David Somervell (SRS), Kasia Janik (Sustainability Officer, Napier)

Chair: Luciana Miu, Department for SRS

Minutes

Welcome back to all students after winter break.

Updates from the Department for SRS (Lucy):

Edinburgh Sustainability Awards are open for submissions from student societies. Only 3 criteria required for completion of the project-based submission. Any society or constituted student group can apply. Deadline for submission is March 20th.

University is taking part in the 90 kg rice challenge organized by Just Trading Scotland. Approx. 30 kg claimed via Accommodation Services, all societies welcome to distribute/sell (not for profit) the remaining rice and raise awareness of JTS action in Malawi.

Student SRS Project Grant will launch soon, welcoming applications from student-led projects, for up to £500.

Updates from EUSA (Tasha):

Divestment working group had its second meeting, progress is being made on developing the review document. Jonny (Buchanan Institute)-responsible investment

is a good topic for brainstorming at one of the Institute's sessions, all interested should contact him.

<u>Data on the University's environmental impact</u>

Lucy gave a brief presentation of Carbon Guru data on energy consumption, waste generation and water consumption on University and accommodation estates. Questions around differences in waste streams in University estate vs. accommodation.

<u>Updates from student societies/groups</u>

Edible Campus: working with John Turpin from Landscape to determine the best locations to start planting. Thinking some high-traffic locations (maybe near Main Library?) to raise awareness. Looking to fund-raise for pallets and seeds.

Earth Hour: planning action around the University to organize a switch-off for Earth Hour 2015 (8-9 PM, 28th March). Teviot will be turning off exterior lights, scoping out potential for Accommodation Services (Resident-Assistant-led action) and flagship buildings (Old College). Working group is set up, join if you're interested.

Sustainability Map: they have a workshop tomorrow to plan data gathering for sustainable locations relating to food, transport and waste management. Have decided on boundaries around central campus to start with. All more than welcome to join the project.

Bike-powered cinema: some components have been delivered, waiting on the others. Construction will most likely take place on Wednesday afternoons in the Mechanical Engineering labs. Aim to have it done by April for showcase at the ECCI's EISF event. Also running a project to build a 'sustainable hut' on campus.

Food Sharing Project: received some funding via JCCF to run the project with SHRUB in 2015-2016. Will be setting up an online platform to connect businesses with consumers/charities and reduce food waste around the city. Currently scoping out potential interested businesses and working out legal background necessary to set up the food pick-up and distribution system.

Sustainable Development Society: running their Sustainable Business Symposium on February 12th in the Business School. Also a Climate Week salon with SRS on the complexities of climate change.

Student Housing Cooperative: running the student housing conference on February 17th, great way to find out about cooperative living in student accommodation

<u>Updates from City Council</u>

They have set up various action groups which are open for students to join, on themes such as community engagement, active travel, business and green spaces. Please e-mail Lucy if you want to get involved.

Food, networking and close of meeting

Social Responsibility and Sustainability Committee

Monday 2 March 2015

SRS Implementation Plan 2014-15

Description of paper
This paper comprises an updated version of the draft SRS Implementation Plan discussed at January's meeting of SOAG.

Action requested
SRS Committee is invited to _note_ the paper.

Discussion

SRS Implementation Plan 2014-15
Social Responsibility and Sustainability

The Social Responsibility and Sustainability (SRS) Strategy 2010-20 was adopted by Court in 2010 to guide the University over the decade to 2020. This fifth annual Implementation Plan responds to the University's Strategic Plan 2012–2016 and records actions delivering both existing policies and new commitments.

The purpose of the implementation plan is to provide an overview of current major activities from across the University working towards SRS objectives. The document will be used to update senior management and external networks on current progress, and will be published on the SRS website (minus costs and staff input information). For the first time, included within this is information on the staff resources and financial costs associated with each task.

This implementation plan is based on discussion with key stakeholders and the Department for SRS's understanding of key work areas planned across the University in 2014-15 linked to the current SRS Strategy. It is important to note that although the plan covers the main development areas of activity, the total resource contained within the plan is only a component of the overall resources applied in this area[1].

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[1] For more information on SRS Programmes see the 14/15 Programmes Plan available from the Department for SRS.

A. Studying

Tasks	Lead Contact	Dates	Outputs / Outcomes	Resources		
A1. Embedding SRS into Learning and Teaching				Person Days	Non-staff financial costs	Staff financial costs
A1.1 Formation of a steering group and establish action plan /remit of group.	Pete Higgins	Spring 2015	Development of strategic approach. Roadmap of next steps	15 days	Costs covered by School of Education, IAD SRS and colleges	
A1.2 Carry out analysis of SRS integration in CMVM (IAD Placement)	Sharon Boyd	2014-15	Improved understanding of SRS courses available to students, raising awareness and identifying gaps in learning and teaching, scope for extended project in 2015.	12 days	£1880 cost covered by Royal (Dick) School of Veterinary Studies	
A1.3 Establish links with academic courses to provide SRS work based placements for students	Matthew Lawson	2014-15	Develop knowledge and employability skills of students, enhanced understanding of SRS issues	30 days	Costs covered by SRS	
A2. NUS Responsible Futures Pilot						
A2.1 Establish a working group to undertake the pilot and gain accreditation mark.	EUSA / SRS Dept	2014-15	Greater opportunity for input by students, ability to benchmark against institutions	16 days	£1938 annual cost covered by SRS	

A3. Global Academies						
A3.1 Fostering interdisciplinary responses to global challenges	Jake Broadhurst	2014-15	Promote development of new SRS relevant programmes on campus and online. Support further integration of SRS to existing GA linked courses. Support a new online course on 'Sustainability' open to all students Work to ensure that GA work-based placement schemes have opportunities to work on SRS-related issues	Staff resource covered by Global Academies	Costs covered by Global Academies	

B. Research

Tasks	Lead Contact	Dates	Outputs / Outcomes	Resources		
B1. Global Academies						
B1.1 Collaborate with SRS on connecting the academic community to policy development via the new Leverhulme Doctoral Programme	Jake Broadhurst	2014-15	To link academics and doctoral students with the SRS Academic Network To contribute to the Department of SRS development of SRS thinking, policies and	Staff resource covered by Global Academies	Costs covered by Global Academies	

			critiques from each Academy's perspective			
			To develop further PhD funding streams on SRS			
			To ensure the effective implementation of the Leverhulme Doctoral Programme which has an integral focus on SRS			
B1.2 To target PhD funding on understanding the connection between environment, development, justice and health outcomes and interventions	Jake Broadhurst	2014-15	Identify consequences for SRS and assist incoming 'GA PhD students to connect research agendas with SRS	Staff resource covered by Global Academies	Costs covered by Global Academies	
B1.3 Fostering interdisciplinary responses to global challenges	Jake Broadhurst	2014/15	Incubate new multidisciplinary communities and ideas, explore fundable collaborative activities to develop and disseminate cutting-edge multi-disciplinary thinking on global challenges	Staff resource covered by Global Academies	Costs covered by Global Academies	
B2. SRS Academic Network						
B2.1 Establish the SRS Academic Network.	Liz Cooper	2014-15	Provision of a neutral space for linkages and collaboration on	5	Costs covered by SRS	

			SRS-related research, knowledge exchange and teaching – primarily an email list, with potential for linked events		
B2.2 SRS researcher-practitioner mixer events	Liz Cooper	2014/15	Organise events to exchange of knowledge and ideas for future research and action on key SRS themes: circular economy, prisons and trade justice.	15	Costs covered by SRS
B2.3 Circular Economy – research, case studies and recommendations for next steps with funding from Zero Waste Scotland	Michelle Brown Liz Cooper Fleur Ruckley Kenneth Amaeshi Marc Metzger Mark de Vries		Identifying how principles of the Circular Economy be further embedded in University of Edinburgh Operations, Research, Learning and Teaching and potential collaboration with Ellen McArthur Foundation	Staff resource covered by SRS, Business School, School of GeoSciences, School of Chemistry	External funding secured from Zero Waste Scotland- £10,000
B2.4 PTAS Research on Professional Training and Social Justice	Dr Nataša Pantić (PI) with Project Team members from Project Team members from School of		Understanding Future Professionals' Perceptions of the Impact of Programme Curriculum,	PTAS Award for Research Assistant	PTAS award- £ 14,478

Tasks	Lead Contact	Dates	Outcomes	Resources	
	Education, the School of Law, and from the SRS Department		Pedagogies and Wider University Environment on their Development as Agents of Social Justice		
B3. Food Research in Edinburgh Network					
B3.1 Collaborate on shared seminars. Develop a co-sponsored seminar in November 2015 for the Scottish Year of Food and Drink. Marisa Wilson to chair Visions for Change event on food as a commodity (February 2015)	Dr Marisa Wilson	2014/15	Run a seminar series and capacity-building events on food research funding and impact.	Staff resource covered by HSS	Costs covered by research grants and HSS

C. Engagement

Tasks	Lead Contact	Dates	Outcomes	Resources	
C1. Student Engagement					
C1.1 EUSA, supported by the Department for SRS to establish the SRS Student Forum.	EUSA VPS and Lucy Miu	2014-15	Collaborative projects between student/societies, and input into wider SRS Governance	20 days	£1000 costs covered by SRS
C1.2 Develop and manage volunteering opportunities for students on initiatives enhancing SRS co-curricular activities.	Matthew Lawson and Lucy Miu	2014-15	Provide enhanced skills, experience and training	40 days	Costs covered by EUSA/SRS
C1.3 Student Community Engagement	Dawn Smith	2014-15	Opportunities for increasing SRS as a mainstay of the Edinburgh student experience	Staff resource covered by CAM	Costs covered by CAM

C1.4 Innovative Learning Week	Johanna Holton	2015	New student skills and innovation in academic roles	40 days	Costs covered by IAD.	
C1.5 Fair Trade Fortnight 2015	Fair Trade Steering Group / SRS Department	2015	Raise awareness, celebrate and support for FT activities	Staff resource covered Fair Trade Steering Group and SRS	Costs covered by Procurement, SRS, EUSA	
C1.6 Support student societies and co-operatives	Lucy Miu and EUSA	2014-15	Projects providing skills, experience and training.	25 days	£2000 Student Project Grant covered by SRS	
C2. Staff Engagement						
C2.1 Plan, deliver and evaluate Edinburgh Sustainability Awards and increase the amount of departments participating in 2014-15.	Caroline Overy / Alexis Heeren	2014-15	Aim for 35 teams, further embedding of the awards.	245 days	Costs covered by SRS	
C2.2 Deliver engagement projects on energy, food, procurement, travel and waste in collaboration with colleagues.	Caroline Overy	2014-15	Embedding good energy efficiency practices across the University. Engaging staff and students in active travel. Embedding correct recycling and reuse. Identifying opportunities for further action aligned to University strategy.	225 days	Costs covered by SRS (£2350 SRS, £3330 from Transport & Parking for Cycle Roadshows)	
C2.3 Identify next steps for engagement on biodiversity	E&B / SRS	2015	Action Plan for 2015	10 days	Costs covered by Estates/SRS	

C2.3 Manage an effective communications plan to promote SRS across the University	Joseph Farthing	2014-15	Communications campaigns that will inform about the issues and practices and encourage involvement and recruitment in activities.	130 days	Costs covered by SRS	
C3. External Engagement						
C3.1 Organise and run a series of SRS related events.	Matthew Lawson and Lucy Miu	2014-15	A series of SRS events to raise the profile of SRS issues and expertise within the University, including events in collaboration with academic partners across the university (Visions for Change, Ethics Forum, Fairtrade Fortnight). Range of outcomes from learning outcomes to raising awareness to supporting engagement and behaviour change	80 days	£8000 SRS Events budget to cover costs	
C3.2 Our Changing World	Mayank Dutia / Global Academies	2014-15	Public lectures on the global challenges, and UoE scholarship in tackling these	Staff resource covered by OCW Steering Group and SRS	Costs covered by Global Academies	

Tasks	Lead Contact	Dates	Outputs / Outcomes	Resources	
C3.3 Beltane network	Heather Rea	2014-15	Encourage partnership working and quality engagement, sharing of best practice and lessons learned	Staff resource covered by IAD	Costs covered by IAD
C3.4 Prepare and submit our progress to external accreditation schemes.	Matthew Lawson	2014-15	Promote the SRS efforts within the University	20 days	Costs covered by SRS
C3.5 Community Engagement Strategy	Moira Gibson	2014-15	Auditing of community engagement activity to be conducted and draft to be shared	Staff resource covered by CAM	Costs covered by CAM
C3.6 Identify further opportunities for integration of SRS into Festival	SRS / Festivals Office / Energy Office	2015	Review 2013 & 2014 research findings and scope 2015 roadmap	Staff resource covered by Estate and SRS	Staff resource covered by Estate and SRS
C3.7 Collaborate with EAUC Scotland to establish Edinburgh Regional Network	Matthew Lawson	Spring 2015	Share best practice ad identify opportunities for collaboration with regional institutions	5 days	Costs covered by EAUC Scotland
C3.8 Develop partnerships with international networks, organisations and higher education institutions.	SRS Dept / Global Academies	2014-15	Establish opportunities for knowledge exchange and sharing of best practice	Staff resource covered by Global Academies and SRS	Costs covered by SRS and Global Academies

D. Operations

Tasks	Lead Contact	Dates	Outputs / Outcomes	Resources	

D1. Energy Efficiency Projects					
D1.1 Invest Energy Efficiency Budget in engineering and building performance improvements.	David Jack/Dougie Williams	2014-15	Energy conservation projects at Main Library, QMRI, JCMB, CSE	Staff resource covered by Estates	£812,400 covered by Energy Efficiency Fund within Estates
D2. Energy Infrastructure Projects					
D2.1 Identify and invest in engineering and building performance improvements.	David Barratt	2014-15	Extension of Holyrood CHP to Old College and new CHP at Easter Bush Campus	Staff resource covered by Estates	Costs covered by Estates
D3. Sustainable Estates Development					
D3.1 BREEAM and relevant targets	Graham Bell	2015	Very good or above BREEAM standards for refurbishments and new builds (design and construction stages)	Staff resource covered by Estates	Costs covered by Estates
D3.2 Undertake campus biodiversity baseline review of Central campus and review of biodiversity targets	John Turpin	2014-15	Undertake by professional ecologist biodiversity survey through summer/autumn 2015	10 days	Estimated cost £5000 covered by Estates
D3.3 Space Frontiers Project - looking to rationalise under-used spaces with a view to changing their uses in new and innovative ways	Richard Mann / Gillian Nicoll	2014-15	Improved room use within the estate and opportunities identified for integrating SRS into space planning	Staff resource covered by Estates	Costs covered by Estates
D3.4 Pilot SKA Rating, an assessment tool for sustainable fit-outs.	Steven Poliri	2015	Understanding of where it can be applied	On Hold	

D4. Waste Reduction & Recycling						
D4.1 Analyse reports from contractor and gain better understanding of waste	Fleur Ruckley	2014-15	Increase the % of waste diverted from landfill	Staff resource covered by Estates	Costs covered by Estates	
D4.2 Undertake audits of university waste	Fleur Ruckley	2015	Increase understanding of waste and reduce the contamination rates of waste streams	Staff resource covered by Estates	Costs covered by Estates	
D4.3 Complete the roll out of WARPit, a redistribution network	Alan Peddie	2014-15	More equipment being reused across UoE	20 days	£2500 fee covered by Waste & Recycling	
D5. Travel						
D5.1 Updated University-wide Travel Strategy	Emma Crowther	2014-15	Publish strategies for mode shares including public transport, walking, cycling and private vehicles.	Staff resource covered by Estates (+ consultant)	Costs covered by Estates	
D5.2 Roll out pool of electric bikes	Emma Crowther	2015	Raise awareness and increase use of electric bikes by staff	Staff resource covered by Estates	Costs covered by Estates	
D5.3 Support an intern to analyse scope 3 carbon emissions from business travel	Emma Crowther/Alexis Heeren	2014	Analysis and breakdown of business travel data with recommendations to engage departments.	20	Costs covered by Estates	

D6. Procurement and Fair Trade						
D6.1 Respond to ScotGov law change consultation	Karen Bowman	2014-15	Review SRS procurement and fair trade implications, consult and draft response.	15	Costs covered by Procurement	
	George Sked	2014-15	Plan for changes in procurement journey	15	Costs covered by Procurement	
D6.2 Work with APUC to develop and implement the Sustain procurement tool	Karen Bowman	2014-15	Complete collaborative tool for assessing Supply Chain Sustainability	6	Costs covered by Procurement	
	Stuart McLean	2014-15	share outcomes and engagement for APUC suppliers (around 35% spend)	10	Costs covered by Procurement	
D6.3 Continue to develop processes and systems for supply chain risk management and embedding of SRS in procurement	Stuart McLean	2014-15	Training tools tested; SPPT and Sustainability Test Tool, (ScotGov), to guide assessment for all high-risk and high-spend areas.	30	Costs covered by Procurement	
	Chris Litwiniuk	2014-15	Create Methodology and deliver focus "Super Users" groups training and facilitation	5	Costs covered by SRS	
D6.4 Research and develop a draft policy on conflict minerals.	Liz Cooper	2014-15	Publish policy and supports Sustainable ICT developments	10	Costs covered by SRS	
	George Reid	2014-15	Implement Policy output via Marrakech	5	Costs covered by	

			Sustainability Test Tools and outputs from SPPT		Procurement	
D6.5 Continue to identify further opportunities for Fair Trade with staff and students	Karen Bowman / SRS /EUSA	2014-15	Members of Fair Trade Steering group to deliver outputs agreed	12	Costs covered by Procurement, SRS, EUSA	
D6.6 Electronics Watch review reports and agree actions to improve awareness	Liz Cooper	2014-15	Monitoring progress on EU funded research, identifying education, research and procurement impact for Sustainable ICT developments	3	Costs covered by SRS	
	George Reid	2014-15	Reflect output of research into operational ICT Procurement	3	Costs covered by Procurement	
D6.7 WRC review reports and improve awareness	Liz Cooper	2014-15	Understand policy and research implications,	3	Costs covered by SRS	
	Evelyn Bain	2014-15	Review sports and shop procurement and implement where required	3	Costs covered by Procurement	
D7. Sustainable ICT						
D7.1 Confirm membership and remit of Sustainable IT Committee to identify and promote the sharing of practice across the University.	Dave Gorman / Simon Marsden	2014-15	Establish Sustainable IT Committee and set KPIs.	On Hold		
D7.2 Provide procurement input to the sustainable ICT developments	George Reid	2015	Identify and review risks with ICT category	6 days	Costs covered by Procurement	

D8. Socially Responsible Investment						
D8.1 Review and publish new Socially Responsible Investment policy.	Phil McNaull/ Dave Gorman	2014-15	Publish a new SRI policy	35 days	Costs covered by Finance and SRS	
D8.2 Prepare and submit University's annual return to the PRI	Lynne Ramsay / Michelle Brown	2014-15	Transparency on the implementation of Principles for Responsible Investment	5 days	Costs covered by Finance and SRS	
D10. Sustainable Labs						
D10.1 Deliver and manage an effective programme to support technical staff technical and research staff to promote and implement efficient practices within University laboratories.	Andrew Arnott	2014-15	Technical staff promote and share best practice on efficiencies in laboratories	40 days	£2000 SRS Labs budget to cover costs	
D10.2 Establish a Laboratories Steering Group to provide expertise on designing and running sustainable laboratories	SRS Dept	2015	University wide strategic approach to labs, identify opportunities for shared services	30 days	£2000 SRS Labs budget to cover costs	
D10.3 Develop procurement step by step guide for laboratory equipment for purchasing and reuse, alongside a guide for laboratory waste, ensuring alignment with engagement work	Andrew Arnott/Procurement	Summer 2015	Guidance and improved efficiency of use of equipment and materials	30 days	£2000 SRS Labs budget to cover costs	
D10.4 Manage cold storage research project, support helium recovery project and support requests from technical/academic staff	Andrew Arnott	2015	Improved understanding of potential energy/resource efficiencies of equipment/materials	50 days	Costs covered by SRS	

D11. Food						
D11.1 Undertake consultations with staff and students to review and develop a Sustainable Food Policy and implementation plan	SRS Dept /Accommodation Services	2015	Publish policy	19 days	Costs covered by SRS	

E. Planning, Governance and Reporting

Tasks	Lead Contact	Dates	Outputs / Outcomes	Resources		
E1 Governance						
E1.1 Finalise governance arrangements for new SRS Committee and continuous improvement in committee management	Jane Rooney	2014-15	Clear structures and remits for SRS committees	20 days	Costs covered by SRS	
E1.2 SRS Horizon Scanning and Briefing	David Somervell	2015	Information outlining SRS opportunities and obligations for wider dissemination	20 days	Costs covered by SRS	
E1.3 Engage staff and students on reviewing and evolving the University's SRS Strategy	SRS Dept	2014	Events took place on 22nd April, 23rd May,20th August 21st Nov with academic staff, operational staff and students to discuss how to progress SRS objectives	30 days	Costs covered by SRS	
E1.4 Undertake background research into best practice climate strategies within leading Universities	SRS Dept	2015	Refreshed objectives, material issues and monitoring processes	25 days	Costs of review covered by SRS	

E2. SRS Reporting						
E2.1 Identify opportunities to improve internal carbon reporting	SRS / Estates	2014-15	Publish 2013/14 carbon data via online tool and roll out process for 2014-15.	30 days	£9144 cost for carbon accounting platform/external audit/support covered by Estates	
E2.2 Identify and agree long-term best in class approach to SRS reporting	Michelle Brown / Matthew Lawson	2014	New SRS reporting based on GRI adapted	25 days	£1200 SRS budget to cover design/printing costs	
E2.3 Work with stakeholders to identify SRS Goals and Metrics linked to SRS Strategy and to Reporting	Michelle Brown / David Somervell / Dave Gorman	2014/15	Clarification on SRS Goals and Metrics and links to Strategic Planning	25 days	Costs covered by SRS	
E2.4 Work in partnership with People & Planet, EAUC and AUDE to develop the Green League methodology	Matthew Lawson	2014-15	New format for the Green League in 2015 with sector-wide buy in	10 days	£300 annual costs covered by SRS	
			Total	**1483** (minimum estimate)	**£877,520** (minimum estimate)	**£178,776**[2] (minimum estimate)

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

Further information
Author and Presenter Michelle Brown, Head of SRS Programmes
20 January 2015

Freedom of Information
This is an open paper.

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[2] Staff financial costs calculated using UE07 point one daily rate £120.55

Social Responsibility and Sustainability Committee

Monday 2 March 2015

Social Responsibility and Sustainability Report 2013-14 and Future Sign Off

Description of paper
This paper presents the University's Social Responsibility & Sustainability (SRS) Report 2013-14 and future sign off process for the SRS Report 2014-15. The report builds upon and develops the previous SRS Highlights reports published annually since 2009/10.

Action requested
To note and approve the publication of the SRS Report 2013-14 and the sign off process for the SRS Report 2014-15.

Background and Context

1. SRS Annual Report 2013-14
In 2014, the newly formed Department for Social Responsibility and Sustainability (SRS) was tasked by the then Director of Corporate Services with improving the University's reporting and to bring it in line with key stakeholder expectations and good practice guidelines. This recognised that accountability and transparency are part of our commitments to social responsibility and sustainability. Reporting is not an end in itself but can help both to improve our performance and contribute more broadly to an improvement in understanding of, and support for these issues.

The SRS Report 2013-14 has been aligned to the Global Reporting Initiative (GRI) guidance based on issues that are important to the University and which are included in the current SRS strategy. This includes direct operational performance as well as actions on learning and teaching, research, and celebrating the work of staff and students.

The approach and scope for the SRS Report 2013-14 was guided by input from members of the Sustainable Operations Advisory Group (SOAG) and the SRS Committee as well as other colleagues. Highlights from this year's report include:

- **Celebrating achievements:** Recognising the achievements of staff and students across the University on social responsibility and sustainability issues. This includes a decade of promoting fair trade; catering outlets achievements in the 'Food for life' Accreditation scheme; continued reductions in individual staff and student travel carbon footprints; continued reductions in waste to landfill; outstanding achievements in the sustainable design of the Edinburgh Centre for Carbon Innovation; student volunteering on SRS and the continued development of the Learning for Sustainability Scotland Regional Centre.
- **Performance data:** Included for the first time on various topics such as carbon emissions; energy; waste and transport.
- **Being transparent on challenges and areas for improvement:** The Climate Action Plan 2010-20 set a goal of achieving a 29 percent carbon

saving by 2020 against a 2007 baseline – with an interim target of 20 percent savings by 2015. At the end of July 2014 the University was not on track to achieve the absolute targets, although some progress has been made on carbon intensity of activities. The report notes that we continue to invest and undertake activities to support carbon reduction and management, and identify opportunities to contain rising costs, whilst ensuring our key activities are maintained.

During December 2014, the draft report was shared with colleagues from across the University. Feedback has been positive while recognising more work is needed to clarify the scope and boundaries of the report for future years. Additional edits have been made based on feedback received. The report will be published early March following sign off by CMG.

2. Future Sign Off

Approval by CMG had not previously been factored into the timeline for the SRS Report 2013-14, originally it was anticipated that the report would be published in January 2015 in close proximity to the publication of the Annual Report and Accounts.

The sign off process for the SRS Report 2014-15 has been updated to incorporate sign off by CMG and feedback from colleagues, with the intention to publish the report in February 2016.

Date	Meeting	Purpose
17 June 2015	SRS Committee	Discussion on scope and boundaries of report
21 October	SRS Committee	Share proposed design of physical report
23 October	Deadline for Performance data to be submitted to Department for SRS	
4 November	SOAG Committee	Share first draft of physical report
9 November	Share draft copy with colleagues including senior management, committee members and contributors	
19 January 2016	Central Management Group	Sign off
February	Publish annual report (physical and online version)	
17 February	SRS Committee	Share published report

Resource Implications
Staff time for collating data and preparing the report is factored into the work plans of the SRS Department with assistance from colleagues across the University.

Risk Management
SRS Reporting should be transparent about what we have achieved and where we have challenges. While reporting on performance in areas where the University has not achieved its stated aims could be viewed as a potential reputational risk, in the medium and long term improving our reporting systems should assist with improving the focus we give to these issues.

Equality & Diversity
No assessment required, as the consideration of equality and diversity issues are inherent in the nature of the consideration of social responsibility.

Next steps/implications
The report will be published online and in print format in limited numbers following sign off by CMG in March.

Consultation
The report has been developed based on input from across the University and has been adjusted based on additional comments from senior colleagues including the Director of Corporate Services and the Senior Vice-Principal.

Further information

SRS Reports from previous years available online at: http://www.ed.ac.uk/about/sustainability/what-we-do/governance-reporting/strategy-reporting/highlights-report/overview

Further information about good practice guidelines for Sustainability reporting is available at: www.globalreporting.org

Author & Presenter
Author: SRS Department with colleagues from across the University
Presenter: Michelle Brown, Head of SRS Programmes

Freedom of Information
Can this paper be included in open business? Yes

DRAFT for comment

THE UNIVERSITY of EDINBURGH

Social Responsibility and Sustainability

Report 2013/2014

Social Responsibility and Sustainability

Edinburgh from Calton Hill

Director's foreword

Social Responsibility is a key theme of the University's Strategic Plan, and is embedded in our work with the aim of the University making a significant, sustainable and socially responsible contribution to Scotland, the United Kingdom and the world, promoting health, economic growth and cultural well-being.

The purpose of this report is to take stock of achievements across the University and to support our Social Responsibility and Sustainability journey. It gives a snapshot of progress and performance across a range of topics and builds on past SRS Highlights reports while taking us towards a more strategic approach to align with best practices in reporting.

In 2010 the University produced its first Social Responsibility and Sustainability Strategy, building on a longstanding commitment to develop a whole-institutional approach, to create the conditions in which students and staff are inspired and supported to engage with and contribute to social responsibility and sustainability throughout the University and beyond.

In working towards this commitment the University can be proud of its achievements across diverse and complex issues ranging from fair trade, investments in energy efficiency, continuous improvement in waste and recycling and raising awareness in the staff and student body.

In 2014 staff and students celebrated the tenth anniversary of the University becoming the first Fairtrade University in Scotland, as well as becoming the first higher education institution in the United Kingdom to sign up to Electronics Watch to monitor labour conditions in the electronics supply chain and the first Scottish university to become a signatory to the International Sustainable Campus Network.

As a diverse and complex organisation, embedding and achieving change is a complex challenge and achievements to date have often been the result of key individuals willing to go the extra mile. We must continue to encourage, promote, support and celebrate such endeavours.

In 2013 the University established the Department for Social Responsibility and Sustainability, in recognition of the University's ambitions to show leadership in this area of social responsibility and sustainability and in support of those aims. We aim to provide expert advice and support and create innovative programmes to raise awareness and inspire behaviour change. We want to help the University community to input to practical action, to learn about these issues and to give their input to future priorities. Externally, there is increasing evidence of the importance of these issues to organisational success, to the priorities of the Scottish Government and Scottish Funding Council and to the expectations of our staff, students, alumni and local community. Under the Climate Change (Scotland) Act 2009 and Public Bodies Duty the University has a responsibility to embed the need to consider climate emissions in ways which help contribute to the Scottish Government's commitments.

In 2015 we will continue to invest and undertake activities to support carbon reduction and management, and identify opportunities to contain rising energy costs, whilst ensuring our key activities are maintained. This is in recognition that the University is currently not on track to achieve its carbon reduction targets, particularly due to the growth of its teaching and research activities.

We recognise that with our commitment to social responsibility and sustainability comes with a commitment to accountability and transparency. We also recognise there is information that will not have been captured in this report and we will continue to work with staff and students across the University to further refine our approach. We welcome your comments and feedback.

The University will face a number of challenges over the next year as we work towards embedding social responsibility and sustainability. This will include the continuing need to manage our carbon emissions, manage our supply chains responsibly and embed social responsibility in our teaching and learning.

However, as this report demonstrates, the University can be proud of its achievements to date. The collective efforts of our staff, students and alumni bodes well for the future and I look forward to sharing our progress.

Dave Gorman
Director of Social Responsibility and Sustainability
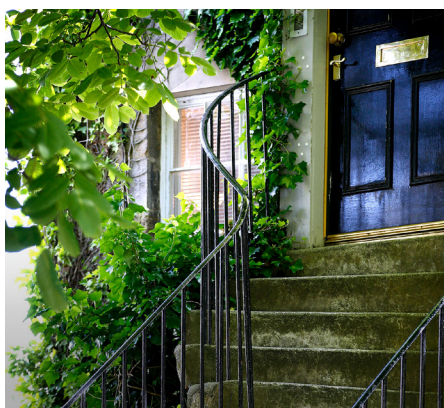
About the Department for Social Responsibility and Sustainability

Launched in April 2014, the Department for Social Responsibility and Sustainability supports the University to ensure that our learning and teaching, research and operations are socially, environmentally and economically sustainable for future generations.

Thousands of staff and students are already working to change the way we address local and global challenges.

We discover and promote changes that can help the University make best use of scarce resources and contribute to the well-being of our staff, students and wider society.

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Our approach to reporting

The University is committed to being a socially responsible organisation, and as part of this comes a commitment to being transparent in reporting our impacts on the environment and contributions to society.

Since 2009/10 we have reported our achievements through an annual 'Highlights' report, and we have more recently reported progress on social responsibility and sustainability issues within the University's Annual Report and Accounts.

In 2013/14 we identified that we could further improve our approach to reporting through alignment with good practice that would guide us to report on those issues that are most important to our stakeholders as well as the long term success of the University.

We have taken the Global Reporting Initiative (GRI) as a starting point to guide us on our reporting journey. The GRI Guidelines provides organisations with a framework to report on environmental, social and economic issues that are most important to their stakeholders and is the most widely used international framework for sustainability reporting, using globally agreed metrics.

As a world leading university with a mission to facilitate the creation, dissemination and curation of knowledge we will have some different issues to report on in relation to social responsibility and sustainability than organisations outside of the higher education sector.

While this report is not seeking to be 'in accordance' with the GRI Guidelines it is seeking to keep the content focused on material aspects that are important to our stakeholders. To support our continuous improvement, a group of external experts are being invited to analyse and comment on the strengths and weaknesses of the report's content and structure. This advice along with lessons learned will improve future reporting.

This report contains Standard Disclosures from the GRI Sustainability Reporting Guidelines.

The GRI Content Index - URL HERE - specifies where we have responded to the indicators set out by the GRI G4 Sustainability Reporting Guidelines, this is available both on the web based version of the annual report and as a physical document.

> Further information on this approach to sustainability reporting is available at: www.globalreporting.org

First University energy management strategy

The University Court adopts an Environmental Policy

The Energy and Sustainability Office is established

Sustainability Policy is published

Launch of the CHP (Combined Heat and Power) project

The University achieves Fairtrade University Status

Third CHP project completed at George Square Campus

1990

2000

2005

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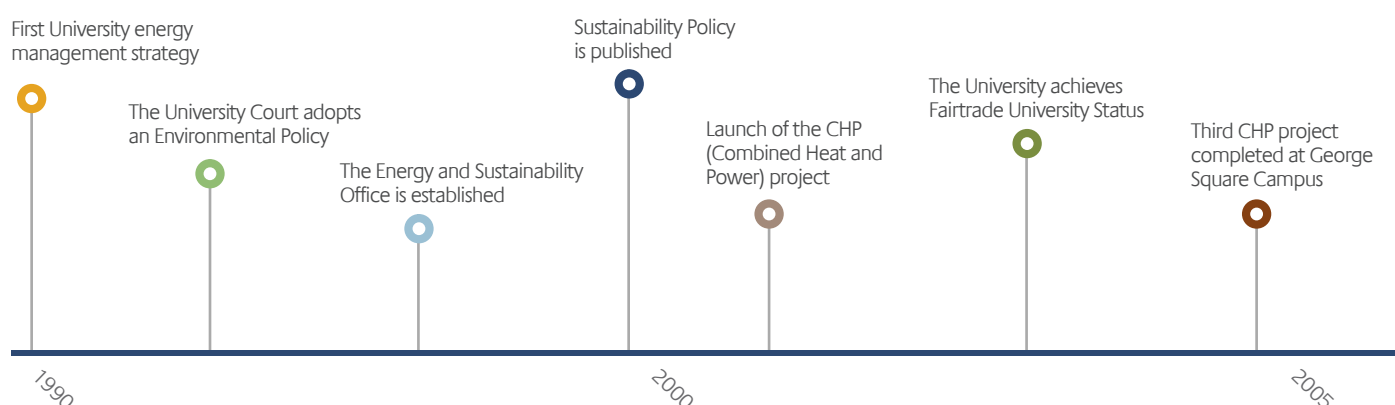
Stakeholder engagement

The University of Edinburgh is a dynamic and vibrant community of staff, students, alumni and supporters.

We have a diverse range of stakeholders. On campus our community is made up of over 32,000 students and nearly 9,000 staff. Other important stakeholder groups include our alumni, the local community, the higher education sector and the wider public sector. The material aspects that are included within the annual report have been determined through engagement with stakeholders and reviewing the objectives within the University's strategic plans.

In 2013/14 a series of facilitated discussions occurred as part of the review of the University's Social Responsibility and Sustainability (SRS) Strategy, which also helped us define our issues for reporting:

Edinburgh Sustainability Awards Workshop: 22nd April 2014. Participants, including students, academic and operational staff, engaged in round-table discussions reviewing the success of the scheme and exploring how to further develop the Awards to recognise success in, and stimulate action towards, the University's objectives.

SEAG Operations Away Day: 23rd May 2014. Participants explored how the Social Responsibility and Sustainability agenda had developed over time, how the University contributed to setting the agenda, and how it had responded to external drivers of change. Attendees developed implementation plans, shared ideas and common themes.
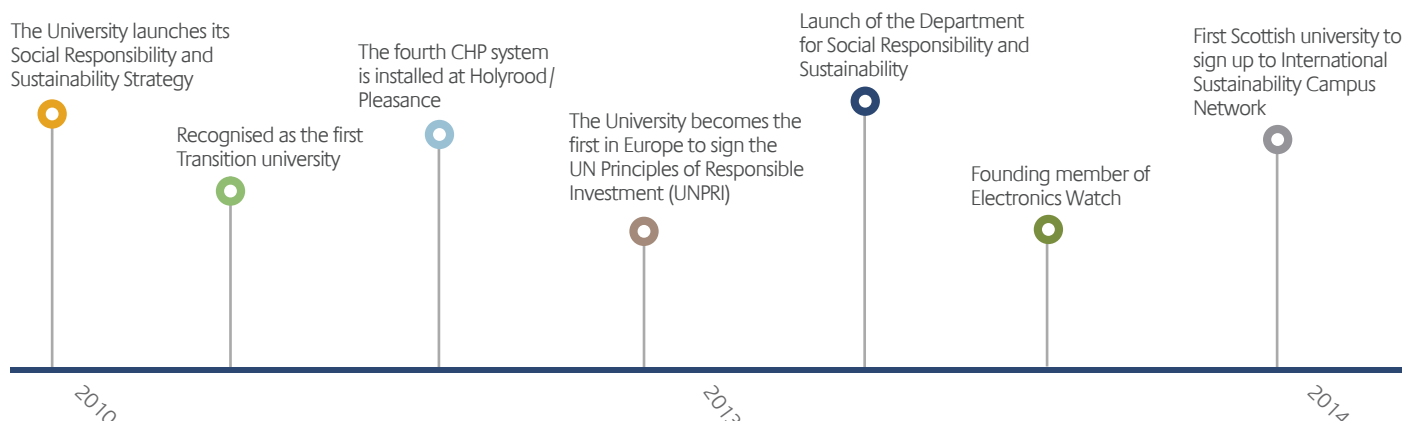
Follow up activities in the 2014/15 Academic year included an Academic workshop on 20th August exploring how the concept of Social Responsibility and Sustainability could be incorporated into the University using the Living Laboratory approach, which promotes action based learning by linking research and operations.

A **Student and Staff Academic Forum:** 21st November 2014. Participants discussed how to work together to further incorporate Social Responsibility and Sustainability in Learning and Teaching at Edinburgh. In 2013/14 we also undertook a wide consultation in relation to our commitments to Responsible Investment. The Department for Social Responsibility and Sustainability engages widely with stakeholders in its mission to support the University to ensure that our learning and teaching, research and operations are socially, environmentally and economically sustainable for future generations.

The table below provides an initial mapping of key stakeholder groups and how we have engaged with them in 2013/14.

Stakeholders	Method of Engagement
Students	Events, Surveys, Newsletters, Website, Social Media, Academic Courses
Staff	Events, Surveys, Newsletters, Website, Training
Alumni	Events, Website, Social Media, Alumni Magazine
Local Community	Events, Meetings, Website
Higher Education Sector	Events, Network, Meetings
Public Sector	Networks, Meetings

The University launches its Social Responsibility and Sustainability Strategy

Recognised as the first Transition university

The fourth CHP system is installed at Holyrood / Pleasance

The University becomes the first in Europe to sign the UN Principles of Responsible Investment (UNPRI)

Launch of the Department for Social Responsibility and Sustainability

Founding member of Electronics Watch

First Scottish university to sign up to International Sustainability Campus Network

2010

2013

2014

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External awards and recognition

The University of Edinburgh's efforts continue to be recognised across a range of social responsibility and sustainability topics.

Green Gown Awards

The Green Gown Awards recognise the exceptional sustainability initiatives being undertaken by universities and colleges across the UK. In 2014, the University was shortlisted as a finalist in four categories, including Construction and Refurbishment, Continuous Improvement: Institutional Change, Courses and Learning, and the Food and Drink category. This is our best performance since the awards were established in 2007.

National Union of Students Green Impact Excellence Award

The achievements of Edinburgh University Students' Association and student groups working on sustainability in the curriculum were recognised. Efforts were undertaken as a direct response to the student manifesto 'Learning for Change: Students' Visions', which explored learning experiences that better equip students for contributing towards a more sustainable and socially just future during and after their time at University.

People and Planet University League Performance

People and Planet's University League is an independent league table of UK universities ranked by environmental and ethical performance.

The University provides evidence of its activities annually to People & Planet, the UK's largest student campaigning network.

National Union of Students Environmental Improvement Award

Stewart Anderson from Edinburgh Research and Innovation won the UK-wide NUS Environmental Improvement Award for developing a plugin for Microsoft Outlook which calculates the most sustainable routes to meetings; prioritising walking, cycling, and public transport.

Athena Swan Award

The University continues its commitment to the advancement and promotion of the careers of women. The Athena Swan Charter celebrates achievements in science, engineering, technological mathematics and medicine, and in 2014 the Schools of Molecular, Genetic and Population Health Sciences, and Clinical Sciences, were successfully awarded joint Bronze. The Edinburgh School of Architecture and Landscape Architecture, and the School of Health each successfully attained Bronze Awards.

BREEAM Outstanding

The Edinburgh Centre for Carbon Innovation (ECCI) became the first listed building in the UK to achieve the industry sustainability 'BREEAM Outstanding' award at design stage. The building also won the highly coveted Building Conservation Award at the Royal Institution of Chartered Surveyors Scotland Awards in 2014.

The University was awarded a gold medal in the 2013 Britain in Bloom awards for the Large City category.

Food for Life

Over the last year the University has widened its Food for Life certification, by adding additional retail catering outlets to its previous Food for Life Bronze accreditation. The certification originally covered meals served at the John McIntyre Conference Centre at Pollock Halls of Residence, but now includes all retail catering outlets managed by Accommodation Services.

Britain in Bloom

The University's efforts in landscape management and biodiversity were recognised along with other city-wide organisations, when Edinburgh was awarded a gold medal in the 2013 Britain in Bloom awards for the Large City category. This is the first time that the city has achieved this award.

Historic Performance

2007	2008	2009	2010	2011	2012	2013
1st	**2.1**	**1st**	**1st**	**2.1**	**1st**	**2.1**
40 points	40.5 points	43.5 points	40.5 points	34 points	4.5 points	41 points

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Highlights

2013

The University became the first in Europe and the second globally to sign the UN Principles for Responsible Investment (PRI)

£20m

Invested in Low and Zero Carbon Technologies since 2002

88%

88% of staff and students walk, cycle or use public transport

85%

Waste diverted from landfill in 2013/14

2004

First Scottish university to attain Fairtrade status

The University became the first in Scotland to achieve a "Food for Life" Bronze Catering Mark.

GREEN GOWN AWARDS 2014

- - -

Finalist in 4 categories.

THE EDINBURGH CENTRE FOR CARBON INNOVATION

The ECCI officially opened in October 2013 and was the first listed building in the UK to achieve the industry sustainability "BREEAM Outstanding" award at design stage.

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Operations

The University's Strategic Plan sets out the 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.

The realisation of our strategic aims is enabled by exceptional people, high-quality physical infrastructure, and financial sustainability. Meeting these aims will require minimising our environmental impact, maximising our contribution to society, having infrastructure which is developed and, where possible, operated to meet national and international sustainability and social responsibility objectives. We will demonstrate high ethical standards, balance our community's desire for around-the-clock access to responsive infrastructure against the impact on our costs and carbon footprint.

Climate change, energy and carbon

The University recognises its responsibility to take action on climate change, including reducing the carbon emissions from our direct operations as well as our indirect emissions.

The Climate Action Plan 2010-20 set a goal of achieving a 29 percent carbon saving by 2020 against a 2007 baseline – with an interim target of 20 percent savings by 2015. At the end of July 2014 the University was not on track to achieve the set targets. This was partially due to our own success in growing our teaching and research activities.

We continue to invest in energy efficiency measures, with over £20 million spent from 2002 on providing low and zero carbon solutions to our energy requirements. Opportunities to reduce energy wastage continue to be identified through current engagement activities with building users.

In 2013/14 the University undertook a review of Greenhouse Gas (GHG) emissions in accordance with the Greenhouse Gas Protocol, which is considered current best practice for corporate or organisational greenhouse gas emissions reporting.

Figure 1 opposite shows the upward trend of our emissions and includes Scope 1 and 2 emissions across both the academic estate and accommodation services. Scope 1 includes direct GHG emissions from sources that are owned or controlled by the University such as natural gas combustion and University owned vehicles.

Scope 2 accounts for GHG emissions from the generation of purchased electricity, heat and steam generated off-site. Figure 1 also includes Scope 3 emissions from the transmission and distribution of electricity, staff and student commuting.

This does not include GHG emissions related to business travel and procurement. Over the past year there has been a slight increase in Scope 1 emissions and a slight decrease in Scope 2 compared to the previous year, this has been due to the increased use of CHP facilities. Electricity and natural gas remain the most significant contributors to our carbon emissions.

In 2015 we will continue to invest and undertake activities to support carbon reduction and management, and identify opportunities to contain rising costs, whilst ensuring our key activities are maintained.

Information on Scope definition is available at:
URL HERE

Low Carbon Technology at the George Square combined heat and power unit (CHP)
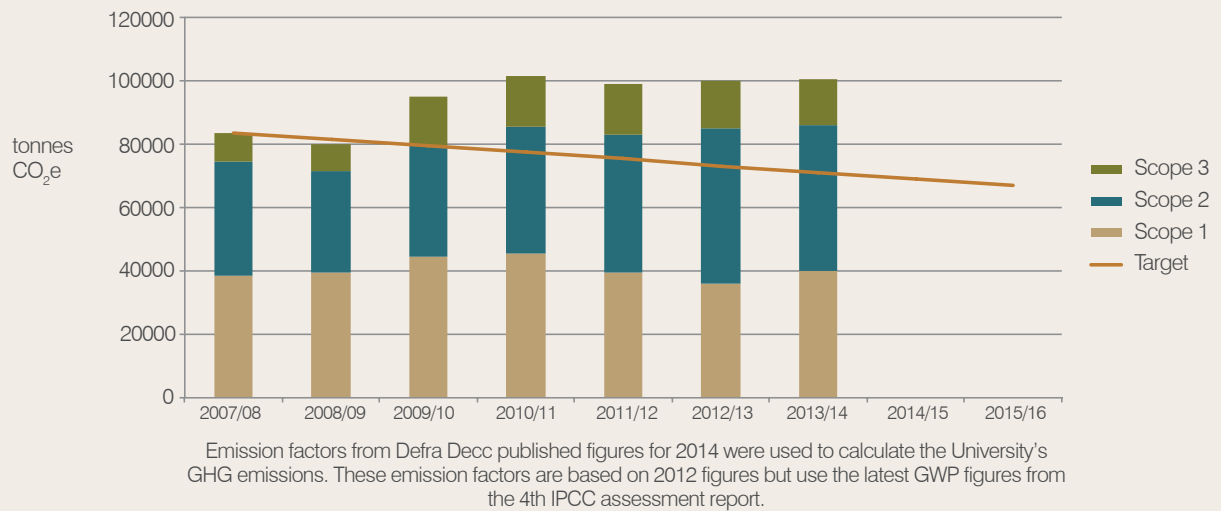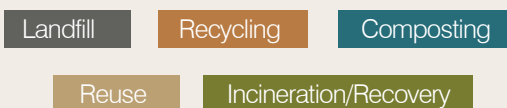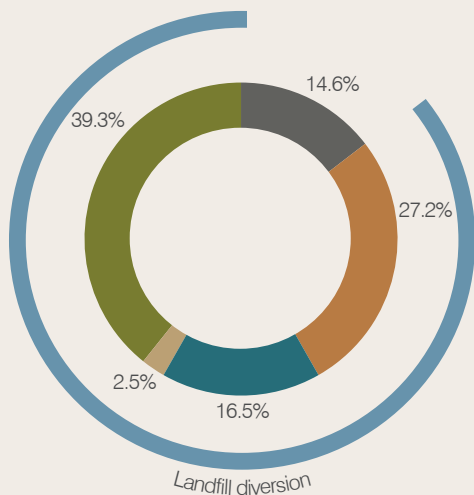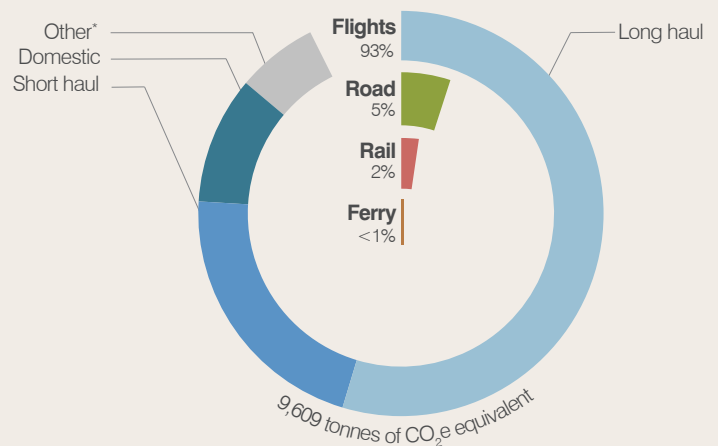
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Figure 1

Carbon emissions 2007-14

tonnes CO_2e

Legend:
- Scope 3
- Scope 2
- Scope 1
- Target

Emission factors from Defra Decc published figures for 2014 were used to calculate the University's GHG emissions. These emission factors are based on 2012 figures but use the latest GWP figures from the 4th IPCC assessment report.

Figure 2

Waste breakdown 2013/14

39.3%
14.6%
27.2%
16.5%
2.5%

Landfill diversion

- Landfill
- Recycling
- Composting
- Reuse
- Incineration/Recovery

Waste Arising 2,983 metric tonnes.
Core academic estate only.

Figure 3

Business travel emissions 2013/14
by mode of transport

Other*
Domestic
Short haul
Flights 93%
Long haul
Road 5%
Rail 2%
Ferry <1%

9,609 tonnes of CO_2e equivalent

*Flights for which a distance could not be calculated.

Figure 4

University travel mode share 2013
travel to work and study mode share

Mode of transport:
Walk, Public bus, Bicycle, Car driver (alone), Rail, Shuttle bus, Car driver (with passenger), Car passenger, Mobility scooter, Motorcycle/moped, Taxi

% mode share
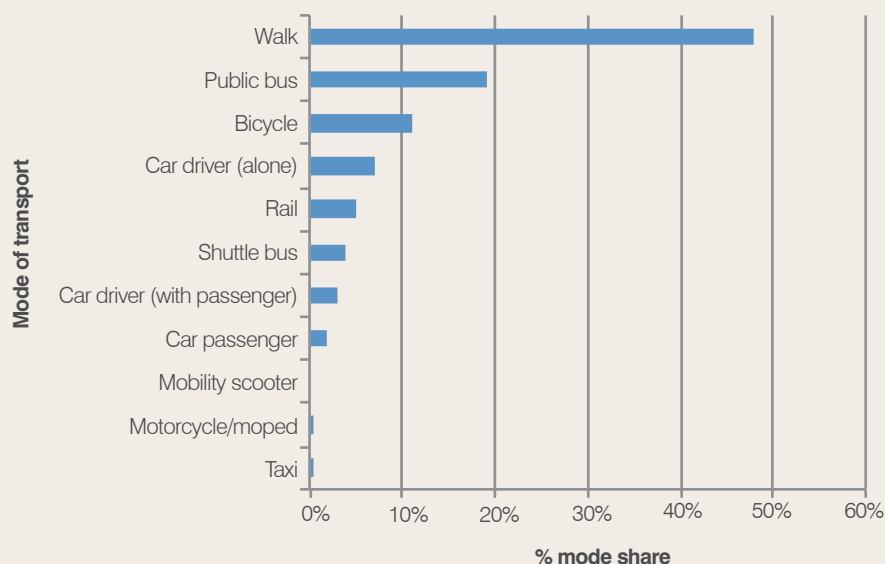
Water

The University is committed to reducing its water consumption as set out within the Energy Policy of 2003. Water consumption has remained at comparable levels from 2007 through to 2014. Water consumption within the core academic estate has decreased to less than 500,000 cubic tonnes in 2013/14. Growth in the range of accommodation we offer to students has led to an increase in water consumption within accommodation services.

> Water consumption within the core academic estate has decreased to less than 500,000 cubic tonnes in 2013/14.

In 2009 we approved our first Drinking Water Policy with the aim of clarifying the position regarding supplies of drinking water to University buildings and to eliminate freestanding bottled water coolers altogether.

Resource efficiency

In 2010 the University adopted a revised Recycling and Waste Management Policy, which sets out the intention to increase recycling and reduce waste to landfill.

Figure 2 highlights that we achieved our current performance indicator for the academic estate to increase the amount of waste diverted from landfill annually. This rate has increased from 61% in 2007/08 to over 85% in 2013/14. Only 14.6% of waste was sent to landfill.

Our total tonnage of waste from both the academic estate and accommodation services in 2013/14 was 4,618 metric tonnes, with a carbon footprint of 306 CO_2e.

In 2013/14, the Waste and Environment Office have rolled out food waste bins across all University catering facilities. A student engagement strategy has also been developed for food waste reduction and recycling with students from the MSc Participation in Policy and Planning course. Waste audits were carried out in 12 catering outlets, with larger scale audits planned for the coming year. Local containers for glass recycling have been provided across the University to improve collection rates.

> Approximately 3,255kg of carbon dioxide equivalent has been saved since the introduction of the WARPit portal in 2014.

An online waste and recycling portal, WARPit, was launched this year, making it easy for staff to pass on or loan unwanted items in their office to colleagues. Over 170 staff are now registered and are actively using the network, reducing the unnecessary purchase of expensive resources, cutting waste and making financial and emissions saving.

Travel

The proportion of staff and students who use sustainable modes of travel continues to increase. Eighty percent of staff and students walk, cycle or use public transport.

In the Transport and Travel Planning Policy adopted in 2010, the University committed to develop and implement innovative travel plans, to reduce carbon emissions through the promotion of active forms of travel.

The average individual travel carbon footprint per staff member has significantly reduced by 35% with the carbon footprint per student reduced by 28% between 2010 and 2013. The Staff and Student Travel Survey is undertaken every two years to capture this information. Figure 3 provides a breakdown of business travel by mode of transport for 2013/14, with 93% of all emissions resulting from air travel. Further work will be carried out to analyse the data and we will collaborate with staff to investigate low carbon alternatives. In 2013/14 over 560 people attended a series of Cycle Roadshows, with cyclists being offered a range of free maintenance, security assistance, training and advice.

> The University has installed charging points for electric vehicles, providing publicly available free electric charging.

Commuter Clinics were also held to coincide with parking permit applications to encourage staff to commute sustainably. As part of an Edinburgh-wide partnership, we have installed four charging points for electric vehicles, providing staff and students with free electric charging. We have continued this partnership approach by working with local higher education institutions to introduce a pool of electric bikes for staff to use at the start of 2015.

Cycling Roadshow at Potterrow

Procurement

The Procurement Office has led efforts to facilitate and measure sustainability impacts and provide guidance to the wider higher education and public sector, where the University's good practice has been recognised.

We manage our physical infrastructure and the procurement of goods and services in ways that maximise efficiency and effectiveness while minimising social, environmental and other impacts.
Procurement Strategy 2012-16

We have worked closely with the Advanced Procurement for Universities and Colleges (APUC) to develop a sector Supply Chain Sustainability Policy, Code of Conduct and the SUSTAIN project, which aims to benchmark and engage suppliers into improving on their own environmental and social impacts. Eighty percent of our procurement spend is influenced by the Procurement Office, of which 35% is through collaborative procurement.

Office supplies now offer a "green" option to purchasers. In March 2014 this increased to 41% compared to 35% in September 2013.

The Sustainable Procurement Priority Tool continues to be rolled out across the University to evaluate risks and engage with buyers and suppliers to highlight and influence the impact of what we purchase. We continue to support and promote fair trade.

Through our procurement we engage with and support small and medium-sized enterprises. As a percentage of our influenceable spend, 26% are small and 29% are medium-sized suppliers.

Estates development

Estates are working towards developing a low carbon resilient estate for the University, supporting the delivery of world class teaching and learning, and research. Sustainability has been identified as a core principal during the development of the Estates Strategy 2025 and the University chairs the Environmental Association of Universities and Colleges (EAUC) group on Sustainable Construction.

The Edinburgh Centre for Carbon Innovation (ECCI) officially opened in October 2013 and was the first listed building in the UK to achieve the industry sustainability 'BREEAM Outstanding' award at design stage. The recently refurbished 50 George Square achieved significant energy savings through connections to the University's central area CHP along with other energy saving measures including new windows and insulation.

Ten new and recently refurbished buildings have achieved the BREEAM very good standard and above.

Biodiversity

The Landscape Section continues to support the delivery of the University's Biodiversity Policy 2010, by maintaining green spaces, green roofs and orchards, as well as installing bird boxes and working in partnership with staff and students to support apiaries to raise awareness of biodiversity among staff and students. All green waste, such as leaves and grass, are taken away to our recycling site. The compost produced from this process is used as a soil improver during soil preparation for planting across the estate.

Both native and exotic species of plants are used to provide pollen and nectar plants that encourage bees, insects and other forms of wildlife. All green waste from plants and trees are recycled, with the compost produced used as a soil improver for planting.

Food

Recognising the responsibility and influence of the University and the interconnectedness of global challenges surrounding food, we aim to contribute to the improvement of society as a whole by the creation of sustainable food systems.

Fourteen catering outlets achieved Food for Life Bronze accreditation for high-quality and sustainable food catering.

To support this vision, we became the first "Food for the Brain" University in the UK, the first University in Scotland to achieve a Food for Life Bronze Catering Mark and all catering outlets hold the "Healthy Living Award". In 2014 the University achieved the "Good Egg Award" in recognition of our commitment to use only free range eggs.

A University-wide food network has been developed, along with the creation of the Food Researchers in Edinburgh network to engage with academic staff. Work has been undertaken on a Sustainable Food policy with considerable interest and scope to develop this over the coming years.

A decade promoting Fair Trade

2014 marked 10 years since we became the first Scottish university to attain Fairtrade status following a vote by students. Our Fair Trade Policy outlines our commitments to procuring and selling fair trade products, and raising awareness of fair trade. Drinks served in our catering outlets are Fairtrade and consumption of Fairtrade continues to grow.

Through our partnership with Just Trading Scotland, every 90kg of rice purchased by the University allows it to sponsor a child to Malawi. Procurement and catering staff continue to work to increase sales of fair trade products and we have encouraged research and teaching in this area through the Academic Network.

We are committed to social responsibility in supply chains to ensure that our global impact is fair and just. We are a member of the Workers' Rights Consortium and a founding member of Electronics Watch.

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Healthy University

Health and wellbeing are essential for student and staff success, engagement and retention. Launched in 2013, the Healthy University Project aims to actively promote and deliver tangible health and wellbeing benefits for the University community.

Early achievements include establishing a health wiki to promote and inform staff and students about health services available at the University, including the Centre for Sport and Exercise, the Student Disability Service, Student Counselling, Occupational Health and the Healthy Working Lives initiative.

In 2014/15 the priorities for the project include continuing to map our assets and gaps across all strands of the Healthy University model, and develop a strategic overview for health and wellbeing, based on models of best practice.

Edinburgh is one of 100 universities and research institutes which are members of the Athena SWAN Charter.

Equality and diversity

Following the review of the University's Equality and Diversity Action Plan, an Equality Management Committee has been established to exercise strategic and management oversight of equality and diversity, ensuring policies and practices are managed and implemented effectively at all levels.

Over the last year the University ran a range of high-profile events and initiatives to promote equality and diversity.

These included the annual lecture series and other events for International Women's Day and included the launch of the first phase of the Inspiring Women's Portrait Exhibition.

The University aims to recruit and develop the world's most promising students and most outstanding staff and be a truly global University benefitting society as a whole.
People Strategy 2012-16

The University is a Stonewall Diversity Champion, and continues its participation in the Equality Challenge Unit Programme, working on the University-wide mentoring framework.

Learning and development

The University is committed to providing all staff with learning and development opportunities, enabling all individuals to successfully achieve future goals and support our goals of embedding the principles of equality, inclusion and diversity throughout our community.

Human Resources have a dedicated team to work in partnership with departments to deliver training courses and workshops, designed to advance participants thinking in knowledge, understanding and skills, providing a comprehensive and continuous process of professional and self-growth that benefits staff, and ultimately the University.

Principles for Responsible Investment

In 2013 the University became the first in Europe and the second globally to sign the UN Principles for Responsible Investment (PRI).

In follow up to the consultation with our community in 2014, an updated Socially Responsible Investment policy for the University is being developed.

For more information go to:
www.ed.ac.uk/about/
sustainability/what-we-do/
community/responsible-
investment-consultation
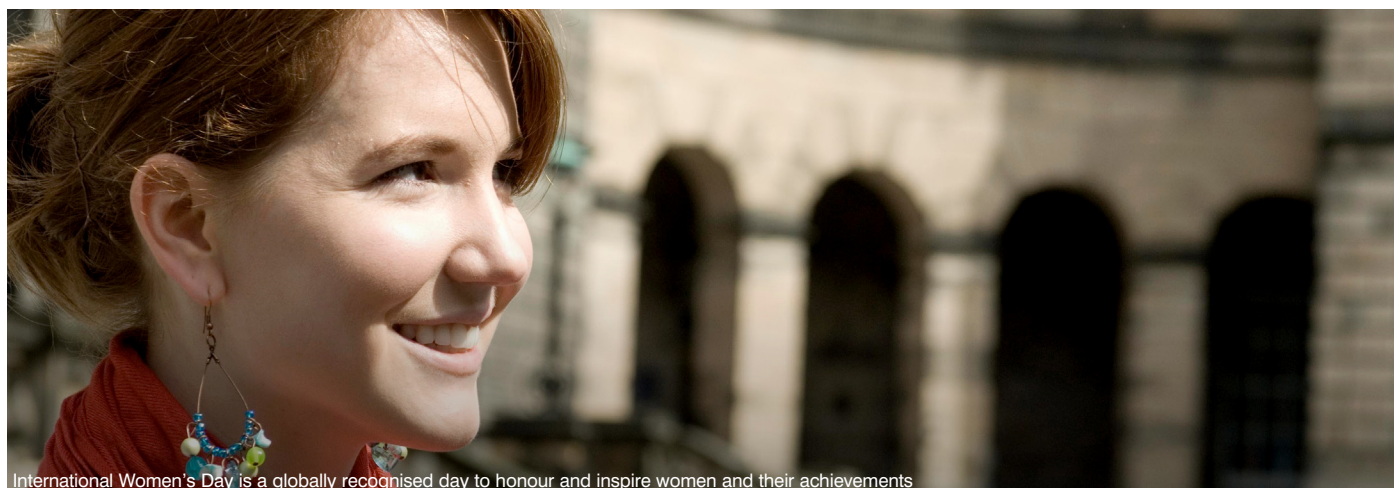
International Women's Day is a globally recognised day to honour and inspire women and their achievements

Learning, teaching and research

The University is committed to creating conditions where students and staff develop their knowledge, skills and experience to engage with and contribute effectively to tackling global challenges in Scotland and worldwide.

Learning for Sustainability Scotland

On the 19th November 2013 Scotland's first United Nations Regional Centre of Expertise on Education for Sustainable Development was opened at the University.

Learning for Sustainability Scotland aims to enhance sustainability through education at both a local and national level. Its objectives are to ensure that education in Scotland encourages all learners to value the natural environment and ensure Scotland's economy contributes to sustaining our planet's ecosystem.

A network of over 200 members has been established, which will undertake collaborative research and encourage Education for Sustainable Development practice and policy.

Course provision

The Institute of Academic Development examined the University's undergraduate course descriptors to identify where and how social responsibility and sustainability is currently embedded in the Colleges of Humanities and Social Sciences and Science and Engineering.

The scoping exercise undertaken in 2012 identified 505 courses available within the two colleges. Almost half of the courses identified took an interdisciplinary approach, with one third taking a discipline specific approach. Thirty eight courses were identified that allowed students to engage with local community projects or businesses.

In 2014/15 we will develop a strategic approach to social responsibility and sustainability within learning and teaching, and will undertake work to complete the scoping exercise and examine undergraduate courses within the College of Medicine and Veterinary Medicine.

Massive Open Online Courses

The University continues to provide courses for online students offering a taste of higher education for free and enabling wider access to excellent higher education for people across the world.

More than 800,000 people have signed up for our MOOCs since they were launched in July 2012.

A range of courses are available, this includes the opportunity to study the work of Nobel Prize-winning physicist Professor Peter Higgs.

Marine energy

A world-class testing facility for marine energy devices was opened at the University, with researchers and industrial partners using the facility to develop and refine full-scale devices.

The FloWave Ocean Energy Research Facility is a 25-metre circular pool that can recreate waves and currents from coastlines around the UK, Europe and beyond.

The pioneering facility will speed the development of devices to harness wave and current power, and further enhance our position as a centre of excellence in marine energy research.

Intergovernmental Panel on Climate Change

University scientists have contributed to a global study that shows human activity is a major cause of climate change. Their findings were revealed in a summary report for policymakers issued by the Intergovernmental Panel on Climate Change.

Academic staff involved included Professor Gabi Hegerl from the School of GeoSciences, who took part in final negotiations on the report content in her capacity as a lead author. Professor Hegerl also gave a presentation as part of a discussion on climate system properties, including climate sensitivity.

University Social Responsibility in Europe

We hosted a study group from the University Social Responsibility in Europe project to test and refine a methodology for supporting the advancement of social responsibility across the sector.

The visit afforded an opportunity to test the draft benchmark standards with project partners from the University of Porto and the Foundation of the University of Granada interviewing staff, Joint Unions and EUSA.

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Community outreach

Staff and students through their innovative and proactive actions continue to contribute towards social responsibility and sustainability across the University community and well beyond.

Volunteering

EUSA Volunteering continues to promote student volunteering within the University and in the local community, providing students with opportunities to develop their employability skills and gain a wide range of experiences during their time at university.

Over 420 organisations are registered, providing students with a great range of opportunities to volunteer with charities, community groups, and organisations from the local and wider community.

4,123 students volunteered during 2013/14 through the EUSA volunteering service.

Widening participation

Widening participation is a strategic priority. We firmly believe that a diverse student community results in a more rewarding educational experience for all, and we are committed to admitting the very best students from a wide range of backgrounds.

We provide a range of sector-leading outreach projects such as the Lothians Equal Access Programme for Schools (LEAPS) and Pathways to the Professions to broaden the base of the applicant pool and to identify the students with the best potential to succeed.

A key part of our work is to raise aspirations and educational attainment in under-represented groups through our schools, communities and partnership work from primary school pupils to adult returners. We prepare students for higher education through our outreach, on campus events and UK wide summer schools.

In 2013/14, more than 1,500 students from low income families shared over £4m in bursaries.

Our support of current students includes peer mentoring and study abroad opportunities. The pilot widening horizons study abroad scheme in 2013 been shortlisted in the Times Higher Education Awards for Widening Participation or Outreach Initiative of the Year. Over 400 new students entered in 2013/14 via the LEAPS project.

Sustainability Awards

The efforts of staff were again celebrated during the annual Sustainability Awards, with 35 departments receiving recognition for undertaking actions to make their departments more sustainable and socially responsible. A record breaking number of 16 departments received a Gold Award compared to 9 teams in 2013.

Case studies showcasing the achievements of departments are available to view online at: www.sustainability.ed.ac.uk/awards

Gather Festival

The annual week-long festival in March celebrated culture, community, and the ethos of global citizenship on campus and beyond. The University is home to students from two thirds of the world's countries.

Featuring over 40 events that promoted cultural difference and global citizenship, activities took place across campus, in collaboration with EUSA, student leaders, University departments and local community groups.

TEDx

TEDx University of Edinburgh is a programme of events which focuses on an interdisciplinary transfer of knowledge.

Staff and students hosted a conference on the theme of Thinking in Abundance as part of the University's Innovative Learning Week. Speakers and attendees discussed the scarcity and abundance of resources, new definitions of want and need, and fresh perspectives upon problematic issues.

Over 4,000 students volunteered during 2013/14

100% recycled
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