THE UNIVERSITY of EDINBURGH

Social Responsibility and Sustainability Committee

Wednesday 21 October, 9.30am

Elder Room, Old College

AGENDA

1 Minute   **A**
To _approve_ the minute of the previous meeting on 17 June 2015

2 Matters Arising
To _raise_ any matters arising not covered on the agenda or in post-meeting notes

STRATEGIC AND SUBSTANTIVE ITEMS

3 Scope, Membership & Remit of SRS Committee   **B**
To _receive_ an update from the Convener

4 SRS Reporting & Planning   **C**
To _consider_ a paper from the Head of SRS Programmes and _agree_ reporting methodology for the next cycle

5 Sustainable Travel Advice   **D**
To _consider_ and _endorse_ a paper from the Head of SRS Programmes

6 Fair Trade Steering Group Review   **E**
To _discuss_ and _endorse_ a report from the Director of Procurement

7 Climate Strategy Phase 1 Update   **F**
To _receive_ a report from the Climate Policy Manager

REPORTS AND MINUTES FROM SUB-GROUPS

8 SOAG Report to SRS Committee   **G**
To _note_ the minute of 16 September 2015

9 Fair Trade Steering Group Update   **H**
To _note_ the minute of 22 September 2015

10 SITG Report to SRS Committee   **I**
To _note_ the minute of 2 October 2015

ITEMS FOR FORMAL APPROVAL/NOTING

11 Public Engagement Overview   **J**
To _note_ and _discuss_ a paper from the Project Lead (Beltane)

12 Widening Participation Overview   **K**
To _note_ and _discuss_ a paper from the Head of Widening Participation

13 SRSC Away Day 2015 Briefing Paper – Goals & Metrics   **L**
To _note_ and _discuss_ a paper from the Head of SRS Programmes

14 Governance of Sub-Groups   **M**
To _note_ and _discuss_ an update from the Director of SRS

15 Any Other Business   **Verbal**
To _consider_ any other matters from Group members including:
- Procurement Law Update

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

UNIVERSITY OF EDINBURGH

A

MINUTE OF A MEETING *of the Social Responsibility and Sustainability Committee held in the Raeburn Room, Old College on Wednesday 17 June 2015.*

Present: Charlie Jeffery (in chair), Senior Vice Principal
Pete Higgins (Vice Convener), Dean of Students, CHSS
Karen Bowman, Director of Procurement
Mayank Dutia, School of Biomedical Sciences, CMVM
Hugh Edmiston, Director of Corporate Services
Moira Gibson, External Relations Manager, CAM
Dave Gorman, Director of Social Responsibility and Sustainability
Urte Macikene, EUSA Vice President Services
Phil McNaull, Director of Finance
Janet Philp, Joint Unions Liaison Committee
Jonny Ross-Tatam, EUSA President

In attendance: Pauline Jones, Head of Strategic Performance & Research Policy, for item 4
Liz Cooper, Research & Policy Manager, for items 9 & 10
Matthew Lawson, SRS Programme Manager, for item 11

Apologies: Michelle Brown, Head of SRS Programmes
Gavin Douglas, Deputy Secretary Student Experience, USG
Sarah Gormley, Business Manager & Deputy Head of IS Planning
Gary Jebb, Director of Estates
Hamish MacAndrew, Head of Research Office, ERI
Hugh McCann, School of Engineering, SCE
Michael Northcott, School of Divinity, CHSS
Ian Pirie, Assistant Principal Learning and Development
James Smith, Vice Principal International

1   SRS Committee welcomed incoming EUSA sabbaticals Jonny Ross-Tatam and Urte Macikene.   **A**

The minute of the meeting held on 2 March 2015 was approved as a correct record.

2   **Matters Arising**

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

STRATEGIC AND SUBSTANTIVE ITEMS

3   **Remit of Social Responsibility and Sustainability Committee**   **B**
The Convener outlined the background to this paper which followed discussions on scope at previous meetings and was driven by the evolution of the Committee from SEAG.

Earlier papers had been theoretical, focusing on issues of definition and benchmarking against other Universities. While SEAG's remit was clear, the addition of social responsibility needed to be properly understood and managed. The impetus came from the SRS Annual Report which had included community engagement, widening participation, and equality and diversity alongside more traditional aspects of operational sustainability and sustainable procurement. A process of reflection began

on whether to formally integrate these aspects of UoE engagement with society, and make them prominent themes for this Committee. Responsible investment had also been prominent and would remain on the agenda. Public engagement work promoting dialogue around the University's research overlapped with but was distinct from community engagement.

Members welcomed the expanded remit and co-ordinating role of the Committee, but noted, given the broad range of activity across the University, the need to maintain continuity, avoid duplication and ensure external relations were properly co-ordinated. New EUSA sabbatical members expressed support for the widened remit, particularly in terms of engagement with the local community and social enterprise.

Members recognised that there would be resource implications associated with the expanded remit, though savings were achievable in terms of the support provided to various University functions. As the Committee had no delegated budget, it would need to engage with and influence other groups. A follow up paper to CMG in August would provide the basis for a plan of action for interfacing with other University committees. It was not currently well understood that SRSC was a sub-committee of CMG. Reconsideration of the Committee's remit and discussion at CMG level would reinforce that the Committee was an important part of the overall governance structure and not outside it as SEAG had been.

A distinction still needed to be made between the Committee and the SRS Department, which led on a number of issues, but would not take on management responsibility for issues such as equality and diversity and widening participation, though it may provide support to the External Relations Manager on community engagement. Clarity on this would develop as the scope was finalised.

SRS Committee approved in principle the proposed extension to its remit.

Action – CJ to present a paper for consideration at August's meeting of CMG formalising the extended remit, outlining revised membership to reflect that wider remit, and addressing consequential governance and delivery issues, including the sub-group structure.

Post-meeting note: *Paper E to CMG on 1 September (updates provided in papers B & M at October's meeting of SRS Committee).*

4   **SRS Input into the New University Strategic Plan 2016-2021**   **C**
The Head of Strategic Performance & Research Policy updated the Committee on development of the next Strategic Plan and invited early views on the process, structure and content in advance of formal consultation in the autumn.

The Strategic Plan was a reflection of how the University viewed itself and where it was going, and SRS issues had a key role. Several themes in the current Plan touched on these issues, though only one specifically referred to social responsibility. The associated metric was based around carbon though elements from other themes were relevant. There was an opportunity for UoE to reflect further on how it wanted to measure its performance in this territory. Conversations on the values of the University were ongoing, having come up as part of the Fossil Fuels Review. SRS Committee noted work done by Communications and Marketing on brand values as a potential starting point.

The process would be considered by Court on 22 June. Formal engagement would begin in September with conversations on values, themes and structure with the

committees of Senate, and the Plan would go back to Court in December. There would be a further round of comments before the new Plan was finally signed off in June 2016.

The Committee cautioned against writing targets into the Strategic Plan that UoE did not have the resources to deliver. Concerns were raised about driving the new Plan through values, given the diversity of the University community and the different understandings of 'values' that were held.

Members expressed a preference for an iterative and evolving approach to redesign. If the Plan changed dramatically ongoing improvements built around it would be disrupted. The focus on people, infrastructure and finance as the key enablers was still valid. While five of the six current strategic themes were not internally focused, engagement with partners could be moved up the agenda. The Committee hoped that social responsibility would be retained as a strategic theme.

Workshops were recommended as a way to engage staff groups and ensure they had a sense of ownership. The Chaplaincy 'What is the University For?' series was noted as an example of engagement that could be built upon.

The Convener proposed an away afternoon in the autumn for the Committee to consider its new remit in the context of the next five years of University planning.

Action – SRS Department to organise in liaison with GaSP.

Post-meeting note: Away Afternoon scheduled for Friday 23rd October (plans for the session outlined in paper L).

5   **Progress on Climate Action Plan 2010-2020**   **D**

In the absence of the Climate Policy Manager the Director of SRS introduced this draft project plan for a review of the University's Climate Change Strategy over the next 12 months.

At the previous meeting the Committee decided against a stand-alone group and agreed to provide oversight for the project. The main work stream would focus on utilities, discussed again under item 8. Phase 1 focused on review of the current Climate Action Plan, lessons learnt, and work stream development. Phase 2 would look at best practice from other institutions and development of a carbon modelling tool. Phase 3 would involve target setting, practical planning and final strategy recommendations. Once SRS Committee had endorsed the plan it would be submitted to PSG and Court.

Members felt the approach was broadly correct and the governance sufficient. Through review of the University's climate strategy CSG had the opportunity to make a significant impact, crystallising investment, resources and commitment. The targets set should be challenging but achievable and grounded in reality. As the estate and student numbers would continue to grow, future targets would need to be clearly set based on evidence and modelling.

Another possible pathway to significant cuts was increasing investment in alternative energy. It was important where the University did invest in improvements to clearly message this to demonstrate its commitment. It was noted there may be a policy response from the Scottish Government or output from the Climate Change Conference in Paris that would impact on UoE planning.

SRS Committee endorsed the draft project plan.

6   **Our Changing World Update**   **E**

Professor Mayank Dutia updated members on the Our Changing World undergraduate course and public lecture series to stimulate discussion of next steps.

The public lectures, held in semester one, were delivered by leading academics across the Colleges on global challenges and what was being done to address them. Over five years 44 lectures had been given and were available on the University's YouTube channel, downloaded around the world, and used in undergraduate and postgraduate teaching at UoE and elsewhere. Once the sixth series was complete a decision would be made on how to proceed in future.

The aim of the 20 credit undergraduate course running in parallel was to use open-ended global challenges as examples to get students to develop valuable skills in critical thinking, gathering and assessing evidence, presenting their viewpoint and listening to others to reach consensus.

There was an issue around financial support, particularly for the lecture series. These costs were currently borne by Biomedical Sciences as there was no associated budget at University level. There had been some contribution from the Global Academies as well as organisational support from the SRS Department.

Members acknowledged the success of the initiative. In order to secure dedicated funding a compelling case would need to be made for public engagement as a priority corporate activity. The current paper could offer a solid starting point, with the addition of discussion of future activity and benefits. There was also a wider debate to be had about public engagement activity at the University. The Committee, with its extended remit, could present a case for budget holders to set aside funds for public engagement.

Action – MD & SRS Department to work up a case.

Post-meeting note: Project plan to be presented at February's SRSC meeting proposing the SRS Department absorb co-ordination of the events series.

Ad hoc support for Our Changing World would continue in the short term and members would try to find ways of supporting the series this autumn, then look to developing a more systematic strategic approach in future.

7   **Reflections on Fair Trade Steering Group**   **F**

The Director of Procurement presented this paper reflecting on the future role of FTSG.

The University's relationship to sustainable procurement, workers' rights, the living wage and other aspects of fairness in trade would change as they became part of its legal duties. FTSG was set up when the University first applied for fair trade status, currently retained until September 2016. The Research & Policy Manager and student researchers had highlighted a lack of clarity about fair trade at UoE. The paper proposed a review of FTSG over the summer, including a change of name, remit and membership to reflect its more advisory role, with resulting proposals to be presented back to the Group in September.

Action – KB to reflect further, lead the review over the summer and report back to the Committee in October.

Post-meeting note: Paper E comprises the report of the Review.

Action – JP to raise concerns regarding UoE and the living wage through the appropriate channels.

8   **Utilities Savings Practical Planning**   **G**

The Director of SRS presented this proposal paper designed to prompt discussion and action in order to deliver a 10% energy saving to 2017 and align with the climate strategy review outlined under item 5.

The paper highlighted the intent to make the case for a spend-to-save fund to sit between SRS engagement on behaviour change and Estates' technical solutions. Next steps were to turn the paper into a more fully worked up practical action plan.

SRS Committee endorsed the proposals.

Action – DG & GJ to take this work forward.

Post-meeting note: Minutes of subsequent Utilities Working Group meetings available from the Secretary.

9   **Circular Economy**   **H**

The Research & Policy Manager introduced this paper giving an overview of the Circular Economy project at UoE funded by Zero Waste Scotland. Full report available at: http://www.ed.ac.uk/about/sustainability/news/circular-economy-report-published.

The Scottish Government had invited UoE to be a lead university on circular economy in Scotland. This theme was becoming more prominent since Scotland became the first nation to sign up to the Circular Economy 100. The aim was to go beyond waste and recycling, not to view anything as waste but to reuse or return it to the biosphere. The University was potentially well placed in terms of its operations, procurement, teaching and research to contribute in this area and there may be further funding opportunities available.

Members welcomed these initiatives but stressed the need to understand the expectations, resource demands and commitments associated with them. However good the ideas, there was a risk in becoming swamped and losing focus. The key would be choosing selectively to support mature initiatives that were most closely aligned with the Strategic Plan.

It was proposed that before the committee papers were assembled the Director of SRS, working with academic colleagues, could filter initiatives like this coming to the Committee and decide which to bring forward, promote and prioritise in the planning round. In terms of circular economy, it was for the Business School to decide whether this was a priority, and resource and incorporate it into their planning.

10   **Encouraging and Promoting SRS Links in Research, Learning & Teaching**   **I**

The Research & Policy Manager presented this paper on current initiatives to encourage research on SRS themes. The Living Lab concept, linking research to University practice, had already been raised at SRS Committee and was aligned with the Vice-Principal Learning and Teaching's vision. The EUSA President welcomed this initiative which connected education with contribution to wider society and recommended that these opportunities be made available to all students.

The Research & Policy Manager had consulted with the SRS academic network on the proposed dissertation prizes. Members supported the prizes, provided they were credible and the Schools were involved in judging.

Action – LC to connect directly with the Senate sub-committee taking forward the Learning and Teaching vision.

Action – DG & SRS Department to reflect on finding the optimum ways to bring these ideas to the Committee for approval as a package.

11   SRS Annual Reporting & Implementation Plan 2014/15 and 15/16 Planning   J
Given changes to the Committee's remit discussed under item 3, with further discussions to come over the summer, this paper would need to be revised and resubmitted at October's meeting when the Committee would be reporting more systematically on widening participation, community engagement, the University as a good employer, and public engagement. The SRS Department would meantime proceed with pre-agreed work as per proposed deadlines.

REPORTS AND MINUTES FROM SUB-GROUPS

12   SOAG Report to SRS Committee   K
SRS Committee noted the minute of 27 May 2015.

13   Fair Trade Steering Group Update   L
SRS Committee noted the minute of 20 April 2015.

ITEMS FOR FORMAL APPROVAL/NOTING

14   Fossil Fuels Review Group Report to CMG & Court   M
SRS Committee noted the report of the Fossil Fuels Review Group. Follow on actions were now beginning to happen, notably divestment from coal and tar sands companies. Investment Committee would think further on how to enact the Report's other recommendations. Lessons learnt would inform how subsequent processes were managed. Proposals on how the armaments process would be conducted would go to CMG in September.

15   Climate Change Reporting under Public Bodies Duties   N
SRS Committee noted the UoE response to the Scottish Government consultation on climate change reporting requirements. Alignment of reporting was the main point, which University representatives would continue to make at every opportunity.

16   Any Other Business
Social Work Centenary Project
Members noted the upcoming centenary in 2018. Once proposals were fully considered they would be presented to the Committee to support.

Food Policy
Following on from an outstanding action from June 2014, the Director of SRS flagged that a finalised draft Food Policy would be submitted to October's meeting for approval and outlined plans for consultation and further discussion in the interim.

SRS in Learning & Teaching
The Vice Convener reported on progress with the online courses. Two developers had been appointed and would start work on the courses from 1st August.

Action – PH to update members at a future meeting.

Date of next meeting: 09.30-11.30, Wed 21 Oct 2015, Main Library Meeting Rm 1.07

THE UNIVERSITY *of* EDINBURGH

Social Responsibility and Sustainability Committee

Wednesday 21 October

Scope, Membership & Remit of SRS Committee

Description of paper

1. The paper outlines an extension to the scope of, and a remit for the SRS Committee, following discussion at SRS Committee and with senior colleagues and endorsed by CMG on 1 September.

Action requested

2. SRS Committee is asked to *note* and *discuss* the paper.

Background and context

3. A commitment to social responsibility has long been part of the University's ethos, appearing formally in our Strategic Plan since 2004. The importance of a social responsibility agenda was recognised through the establishment of the Department for Social Responsibility and Sustainability (SRS) in 2014.

4. The University's ambitious social responsibility and sustainability goals are defined within the Social Responsibility Strategy 2010-2020 and augmented by an annual implementation plan. Overall governance responsibilities sit with the Social Responsibility and Sustainability (SRS) Committee which succeeded the former SEAG in October 2014. A remit for the Committee was agreed as part of the overall review of governance at that time. A copy of the remit is attached as Annex 1.

5. Recent meetings of SEAG/SRS Committee have seen discussion of the areas of activity covered by 'social responsibility and sustainability', including a paper exploring the remits of equivalent committees at other leading universities. A number of key areas of activity were taken forward from SEAG, including: fair trade and procurement, climate change and energy efficiency, waste and recycling, and raising awareness of sustainability issues among staff and students. However, work that could be defined as 'social responsibility' is also being undertaken in other areas of the University's activity and this paper proposes a realignment of the strategic focus of SRS to reflect other key areas of social responsibility.

6. It is worth noting that a commitment to social responsibility is not only part of the University's current agenda but it is also high on the current political agenda, particularly in Scotland.

Discussion

7. In addition to its well-established role, SRS has also touched in its annual reporting on other important areas in which the work of the University makes a socially responsible contribution, including community relations, widening participation, and

equality and diversity. Recently, responsible investment has also become a prominent theme. There is a strong case that the University could improve its effectiveness and impact by realigning the remit of the SRS Committee to provide a platform for strategic discussion across these issues and for promoting our work in these areas more systematically to relevant external audiences.

8. A Community Engagement Strategy is under development by Moira Gibson, External Affairs Manager in CAM. It is aimed at enhancing our engagement, and profile, within the city and the local community and involves: work on being a good neighbour; promoting volunteering for staff and students; improving engagement with the City; enhancing policies on planning consultations; developing a community facing web presence and improving internal co-ordination for these activities. It is proposed that this work is taken forward formally within the remit of SRS Committee.

9.   There are other areas of relevant work that would also benefit from consideration at a strategic level alongside other areas of social responsibility. These include the discussion and promotion of our impressive work in Widening Participation led in SRA by Kathleen Hood, and our work in enhancing and promoting our practices as a good employer. The latter could include and extend beyond equality and diversity issues and have a wider focus on issues like apprenticeships and the living wage. These are issues now included in Professor Jane Norman's extended remit as Vice Principal People and Culture. It may also be helpful to include Public Engagement activities – understood as involving the wider public (locally, nationally and online) in dialogue about research activity at the University – as a field of our social responsibility.

10. The wider range of issues proposed can be summarised under eight broad themes:
-   Existing sustainability and carbon initiatives
-   Sustainable procurement, fair trade and supply chain issues
-   Responsible investment issues
-   Embedding SRS issues in the learning, teaching and research of the University
-   Access to education and widening participation issues
-   Fair employer and equalities and diversities issues
-   Community relations strategy and initiatives.
-   Public engagement with our research.

11. These considerations of extended scope and remit raise questions about the membership and appropriate sub-committee structure of SRS Committee. There would also need to be clarity about which aspects of the extended remit would fall under the delivery responsibility of the SRS department. Widening participation and good employer functions are supported through well-established structures elsewhere, and this is unlikely to change. There is however a case for considering an SRS Department role in supporting the delivery of good community relations and initiatives in public engagement with our research. More generally the SRS Department could have a role in promoting the work we undertake across all areas of social responsibility and sustainability to external audiences.

Implications for Membership and Roles

12. The current SRS Committee membership is in part inherited from the previous SEAG model, which was one of an advisory body building interest and support amongst the wider body of staff and students, with a 'floating' committee and a quite broad range of representation. It is now appropriate to take the opportunity to better align the membership of the Committee to the range of issues outlined above and to the formal place of the SRS Committee in University governance structures.

13. A potential membership of the Committee based on the remit and scope above is set out in Annex 2 for discussion. This would comprise a smaller and more focused committee, with membership closely aligned to the topics covered by the remit.

14. Table 1 summarises the lead responsibilities and roles for the key issues.

Table 1- Lead Roles and Accountabilities for SRS Issues

Issue	Lead functional responsibility	Role of SRS Department
Climate emissions and energy management	Joint Estates with SRS department, involving procurement advice as needed	Supporting practical energy action and positive behaviours; strategic review of climate action plan when requested; statutory and stakeholder reporting
Sustainable operations- buildings and grounds; water, waste, purchasing, transport, ICT etc.	Estates department; procurement office; IS Directorate; SRS department support	Supporting practical energy action; supporting research, staff and student engagement and promoting positive behaviours; advice on sustainable procurement risks and action for mitigation; strategic reviews when requested; reporting
Sustainable procurement, fair trade and supply chain issues	Procurement with SRS Department support Fair Trade is a joint procurement, EUSA, SRS department lead	Support from SRS Department on identifying SRS risks and priorities, mitigations, opportunities and supporting actions and reporting Leadership and policy development with procurement department; EUSA, EUSU, engagement with student societies
Responsible Investment Issues	Joint SRS and Finance lead on RI issues	Support for development of RI policy; support to annual PRI reporting process; development of advice and guidance to integrate RI issues into investment activities

Embedding SRS issues in the learning, teaching and research of the University	L and T committee; global academies; academic colleagues	Support as requested for projects and living labs approach; expert advice and linking learning and teaching to practical sustainability; reporting on the SRS dimensions of L&T; scanning and evidence providence to support research questions; link to operational and supply chain needs; responsible investment coordination of advice
Fair employer and equalities and diversities issues	HR and VP People and Culture	Occasional project support or awareness raising; evidence and scanning; reporting
Access to education and widening participation issues	University Secretary's Group via SRA; VP Global Access	Reporting and linked up actions promoted through SRS channels
Community relations strategy and initiatives	Senior VP with External Relations Manager	Practical assistance with events, coordination and reporting
Public engagement with our research	VP Community Development with Beltane	Practical assistance with events, coordination and reporting

Implications for Sub-Committees

15. To date the previous SEAG committee had a number of sub-committees working on specific aspects of the agenda. A number of these have been stood down, with an aim to clarify and where necessary strengthen the roles of any that remain. It is anticipated that the main operational sustainability advisory committee SOAG (Sustainable Operations Advisory Committee) will remain, chaired by the Director of Corporate Services. A short review of the existing Fair Trade Steering Group is also being undertaken.

16. The refocusing of the Committee's remit offers a further opportunity to simplify the governance of climate change strategy issues, replacing the proposed stand-alone review group agreed last summer at CMG with oversight by the Committee itself on behalf of CMG. This approach has been adopted as part of the forthcoming review of the existing climate action plan.

Resource implications

17. There is an opportunity to achieve increased impact from social responsibility and sustainability activities through better strategic coordination and delivery support. Proposed changes would be met from within existing resources.

Risk Management

18. Key risks to be managed 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.

To manage these risks consultations have been held with senior managers and those affected by the proposed changes, to ensure clarity and understanding. A short review of peer universities was undertaken to understand and where appropriate align to the definitions used by leaders in the field.

Equality & Diversity
19. Equality and diversity issues would be one of the areas for strategic discussion at SRS Committee.

Next steps/implications
20. Once agreed, the Senior Vice-Principal, supported by the Director of SRS, will work through implications of the revised approach for membership, future work programmes and reporting.

Consultation
21. Senior Vice-Principal has consulted with the University Secretary, the Director of Corporate Services, the Directors of SRS and Procurement, the Director of SRA and Vice Principals Norman and Bownes.

Further information
22. Author & Presenter
Senior Vice-Principal Jeffery
10th August 2015

Freedom of Information
23. This is an open paper.

Annex 1- Remit of the Social Responsibility and Sustainability Committee

Objective

To advise Central Management Group on how the University might differentiate itself as a leader in Social Responsibility and Sustainability (SRS) and take action to maximize its reputation and impact in this area.

Remit

1. Provide the necessary drive, leadership and focus in order to promote social responsibility and sustainability within the University of Edinburgh and the Further and Higher Education sector

2. To promote and encourage the delivery of an outstanding educational portfolio on SRS issues and support Scottish Government policy and student desires for action in this area

3. To advise CMG on the opportunities for enhancing the University's research contribution to SRS issues and build consensus on priority areas to explore

4. To provide advice and input to the responsible investment policy on issues of concern and on opportunities going forward, to discussion of avoiding investment in particular activities, and to input to the SRS aspects of the appointment of investment managers where relevant

5. To establish a recognisable and consistent approach to the strategic management and reporting of all SRS impacts, e.g. through the Global Reporting Initiative and the UN Principles of Responsible Investment

6. To promote practical research and development on issues of sustainability (in terms of human capital and in terms of techniques and technologies) to meet the needs of the University, those of the City of Edinburgh and of the wider Scottish and international stakeholders

7. To receive reports on progress in sustainability practices from Estates and Buildings, Procurement and others and advise CMG on the resources and methods to achieve continual improvement of the University's social and environmental performance beyond compliance towards sustainability.

Through these measures to contribute to well-being in the University community, in people in Scotland and globally through academic knowledge exchange and promotion of good citizenship and through the responsible stewardship of the University's own undertakings.

Reporting Arrangements

SRS Committee will be chaired by the Senior Vice-Principal,

Reporting arrangements are to be via Central Management Group to University Court.

Items on learning and teaching will be reported to Senate via Learning and Teaching Committee as required

SRS Committee may also provide views and liaise with other committees as required, especially Estates Committee, Staff Committee and Investment Committee, who each retain decision making responsibility in these areas.

Annex 2- Proposed Membership of the Revised SRS Committee

Member	Role	SRS Committee role
Prof Charlie Jeffery, **Convener**	Senior Vice-Principal	Chair of the committee; overall leadership and coordination of SRS strategy and policy
Prof Pete Higgins, **Vice Convener**	Dean of Students, CHSS	Lead responsibility for SRS and curriculum issues
Prof Jane Norman	VP People and Culture	Lead for fair employer and equalities and diversities issues
Karen Bowman	Director of Procurement	Lead for sustainable supply chain management/ procurement and fair trade issues
Hugh Edmiston	Director of Corporate Services	Chair of SOAG; overall lead for operational sustainability issues
Phil McNaull	Director of Finance	Lead for responsible investment issues (shared with Director of SRS); financial aspects of climate strategy and operational sustainability; lead for SRS integration into financial and integrated reporting
Moira Gibson	External Relationship Manager, CAM	Lead for Community engagement strategy and initiatives
Gary Jebb	Director of Estates	Lead for sustainable operations of buildings, waste, grounds and transport. Joint lead with Director of SRS on climate emissions issues
Dave Gorman	Director of Social Responsibility and Sustainability	Led for overall SRS strategy, coordination and reporting; shared lead for climate and energy action, responsible investment and fair trade
Kathleen Hood	Head of Widening Participation	Lead for widening participation and access to education
Elected EUSA representatives	EUSA Student President or VP (Services)	Lead for student engagement and action
Heather Rea	Project Lead, Beltane Public Engagement Network	Lead for public engagement activities
Janet Philp	Joint Unions Liaison Committee	Lead for advice on staff engagement on SRS issues, input to fair employer issues
Prof James Smith	Vice-Principal, International	Lead for integrating SRS issues in international strategy
Gavin Douglas	Deputy Secretary Student Experience, SASG	Lead for embedding SRS activities into student experience

THE UNIVERSITY of EDINBURGH

Social Responsibility and Sustainability Committee

Wednesday 21 October

SRS Reporting and Planning

Description of paper
The purpose of this paper is to provide SRS Committee with an update on SRS Reporting (including content for the Annual Report and Accounts) and the SRS Implementation Plan.

Action requested
SRS Committee is invited to _discuss_ and _endorse_ the paper.

Background and Context
- The department for SRS supports **SRS Reporting** for the University. Key outputs have included **SRS content for the Annual Report and Accounts** and a 'standalone' **SRS Report** which enables further case studies in addition to performance data.
- An Annual **SRS Implementation Plan** has been in use to provide an overview of priority actions (from across the university) in working towards the University's SRS Strategy (2010-2020).

Discussion

1.Annual SRS Reporting - See Annex A

The Department for SRS is working closely with Finance on the SRS section within the Annual Report and Accounts for reporting period 2014/15. Chair of the SRS Committee provided an update on this in early July (email) to various Directors and Senior Managers in order to facilitate the data collection process. The outcome of these discussions has helped link multiple reporting processes into one.

The first draft of the SRS section has already been developed (see **Appendix 1**). The timeline for SRS Reporting in 2015 is set out in the table below. Some information still being collected and collated.

Table 1 – Annual SRS Reporting Timeline

Dates	Activity
August and September 2015	Department for SRS to meet and work with key stakeholders
25 September	Deadline for stakeholders (non-Estates) to provide information
October	Department for SRS to draft content of the SRS section
21 October	SRS Committee to review draft SRS section
23 October	Deadline for Estates performance data to be provided
31 October	Deadline for Finance to receive SRS section
4 November	SOAG to review draft SRS section
November	Public Bodies Climate Change Duties Report
7 December	University Court to sign off Annual Report and Accounts
February 2016	SRS Annual Report published

A deadline of 23rd October will also support new Public Bodies Duties reporting coming in in November[1]. Reporting may need to note that some figures are still to be verified.

A joined up approach to collation of data and reporting can make other reporting on SRS (current or expected reporting to regulatory bodies, FOI requests, etc…) easier.

2. SRS Implementation Plan
The annual implementation plan provides the SRS Committee and sub-groups with strategic oversight of priority actions and progress working towards SRS strategic objectives. **It is proposed that the plan be structured around the main issues identified within the proposed new scope and remit for the SRS Committee.** The sections within the plan will include information on key projects/actions during the academic year, lead contact responsible for implementation and desired outcomes and outputs from the projects/actions.

3. Quarterly Reporting
Quarterly reporting was agreed at the January 2014 meeting of SOAG. SRS Committee may also want to consider quarterly reporting to the Committee.

Resource implications
Assumed that this is already aligned and built into roles / objectives and that a more coordinated and joined up approach will result in efficiencies.

Risk Management
SRS Reporting must be transparent about what we have achieved and where we have challenges. However, reporting on performance in areas where the University has not achieved its stated aims could be viewed as a potential reputational risk and therefore reporting linked to future planning will clarify next steps and future direction.

Equality & Diversity
Due consideration has been given to equality and diversity as a key element of the SRS agenda. No specific Equality Impact Assessment has been completed.

Next steps/implications
- SRS Content for Annual Report and Accounts to be finalised in October. Due to the timing of the Committee meetings the Committee is reviewing a draft at this stage. Some performance data still being finalised in October. Report will go to SOAG 4th November meeting.
- SRS Committee Members to provide their content for SRS Implementation Plan for 2015/16 via Governance and Committees Officer (Secretary to the Group).

Consultation
This paper is based on conversations with various stakeholders (including Estates, Procurement, and Finance) for SRS Reporting. A version of this paper went to the October SOAG meeting.

Further information
- [13/14 Annual Report and Accounts](#) (SRS section pp.24-29)
- [13/14 Social Responsibility and Sustainability Report](#)
- [13/14 SRS Implementation Plan](#)
- January 2014 Sustainability Reporting Review (Paper to SEAG Ops)

Authors: Matthew Lawson (Programme Manager); Jane Rooney (Committees & Governance Officer): Michelle Brown (Head of SRS Programmes).

Freedom of Information This is an open paper.

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[1] In January 2014 SOAG meeting it was confirmed that mid-October would be deadline for end of year data recognising that timely and appropriate best estimates of consumptions, flows and expenditures were much more valuable than later slightly more accurate data sets.

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Social responsibility and sustainability report

The University of Edinburgh aims to make a significant, sustainable and socially responsible contribution to Scotland, the UK and the world promoting health, economic growth and cultural well-being.

As a global and world leading University, Edinburgh seeks to benefit society through the research it carries out, and the students who learn here and whose lives are influenced here. In addition, as a large organisation with hundreds of buildings, c30,000 students, c10,000 staff and supply chains reaching across the world, the University of Edinburgh impacts people and nature through the way in which it operates and carries out its work.

The University is a founding member of the Universities and Colleges Climate Commitment for Scotland and our ambitious Climate Action Plan is being reviewed in 2015. In line with our commitments to responsible investment, a 2015 review resulted in a change of fossil fuel investment policy and a decision to divest from three of the world's biggest coal and tar sands companies. Our policy underlines our commitment to use the leverage of our investments to bring about change that reduces carbon emissions in the fossil fuels and other sectors, and to press further with our world leading research activities that actively contribute to the solution of problems arising from fossil fuel emissions and the identification of alternative technologies. We seek to harness the expertise of the University's many academics currently conducting ground-breaking research into areas such as carbon capture and storage and renewable energy.

The University's SRS Strategy 2010-2020 sets out a whole institution approach to SRS. Overall governance responsibilities sit with the Social Responsibility and Sustainability (SRS) Committee which succeeded the former SEAG (Sustainability and Environment Advisory Group) in October 2014. The importance of a social responsibility agenda was recognised through the establishment of the Department for Social Responsibility and Sustainability (SRS) in 2014.

External Awards and Recognition

Excellence continues to be recognised across a range of social responsibility and sustainability topics:

NUS Green Impact Awards 2015
The efforts of staff and students were celebrated by the National Union of Students with Net Impact Edinburgh winning the NUS Innovation for Engagement Award for running the Edinburgh Sustainability Jam. David Somervell won the NUS Lifetime Achievement Award for service to sustainability and student engagement in the higher education sector. Hassan Waheed, an undergraduate in Sustainable Development, was highly commended in the IEMA Student Leadership award for being involved in a range of sustainability initiatives at the University. Tim Calder of the School of Chemistry was highly commended in the Environmental Improvement Award for helping the school become the first user of Terracycle's Nitrile/Latex glove recycling scheme.

Green Gown Awards
The University's sustainable laboratories and student engagement programme of activities were both short-listed as finalists in the Facilities and Services, and Student Engagement categories. The Green Gown Awards recognise the exceptional sustainability initiatives being undertaken by universities, colleges and the learning and skills sectors across the UK.

Scottish Business Pledge
In 2015 the University signed up to The Scottish Business Pledge, a partnership between the Scottish Government and employers to commit to fair and progressive policies that boost productivity, recognise fairness and increase diversity. In keeping with the Pledge's nine components, the University pays the Living Wage and has no staff on zero hour contracts, and engages proactively with its workforce and trade union representatives.

Sustainable Restaurants
The University became the first higher education institution in Scotland to be recognised by the Sustainable Restaurant Association (SRA), gaining a two-star 'excellent' accreditation. Catering staff completed the SRA's rigorous and wide-ranging assessment that covers sourcing, society and environment, enabling the University to become one of only fifteen accredited universities across the United Kingdom.

Athena Swan
The University has been a member of the Athena SWAN charter since 2006 and in 2015 became the first in Scotland to receive a University-wide Silver Award. All Science, Technology, Engineering, Medicine and Mathematics (STEMM) departments currently hold awards at Bronze level or above. All University departments are now eligible to apply for an award under the new Athena SWAN remit to encompass arts, humanities, social sciences, business and law. These departments will submit in 2015-16.

NUS Responsible Futures
The University, in partnership with the Edinburgh University Students' Association were awarded the NUS Responsible Futures accreditation. Thirteen institutions across the United Kingdom took part in the Responsible Futures pilot in 2015, all demonstrating their commitment to creating an environment in education for sustainable development to thrive. Key to this was providing students more opportunities to leave their institutions with the knowledge, skills and attributes required to critically challenge the world around them.

Fairtrade Special Recognition Award
The Scottish Fair Trade Forum presented the University with a Special Recognition Award for its commitment to fair trade in academic work and procurement. The award recognises that the University has made an outstanding commitment to fair trade and has made consistent and significant achievements through fair trade campaigning. Edinburgh became a Fairtrade University in 2004 and recently celebrated its ten year commitment to fair trade.

"

A commitment to social responsibility has long been part of the University's ethos, appearing formally in our Strategic Plan since 2004.

We take a whole institution approach recognising this includes themes such as: existing sustainability and carbon initiatives; sustainable procurement, fair trade and supply chain issues; responsible investment issues; embedding SRS issues in the learning, teaching and research of the University; access to education and widening participation issues; fair employer and equalities and diversity issues; and community and public engagement.

"

Professor Charlie Jeffery
Senior Vice-Principal

To learn more about the initiatives underway at the University please visit:
www.ed.ac.uk/sustainability

Social responsibility and sustainability report
(continued)

Operational Sustainability

The realisation of the University's 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 operated to meet high national and international sustainability and social responsibility standards.

Climate Change, Energy & Utilties

The University was a founding signatory to the Universities and Colleges Climate Commitment for Scotland in 2011, this commitment to harness the University's expertise to reduce its carbon footprint has been incorporated into the University's Climate Action Plan 2010-20. The University accepts its responsibility to ensure it takes forward action on climate change by reducing its direct emissions, and influencing carbon emissions from its indrect operations

Despite progress being made through investment in energy infrastructure, in particular Combined Heat and Power Energy Centres, and other efficiency measures, as well as behaviour change programmes, the University is not on track to achieve its current absolute carbon reduction targets. The University campus has substantially increased in size due to mergers and new developments, with student numbers growing since targets were set. The University's relative targets for emissions per member of staff or per pound turnover have shown a more positive trend but the University recognises that it needs to take further action.

A Climate Change Strategy is being developed and will replace the current Climate Action Plan in 2016. The new strategy will provide a new organisational boundary for revised carbon targets and will identify a number of pathways to achieve significant carbon reductions. With support from the Scottish Funding Council (SFC) we are developing a carbon modelling and scenarios tool; reviewing carbon reduction best practice in the University sector and; developing business cases to support investment in renewables and energy reduction.

Several energy conversion projects have been implemented in 2014-16, this has included upgrading existing air handling units, installing demand based ventilation systems, improving heating and cooling controls and installing photovoltaic solar panels. The University continues to increase the electricity and heat generated on campus through expanding its district heating network.

Further energy efficency projects are being reviewed for 2015-16 with a heavy emphasis on demand based inverter control of large electric motor powered equipment, such as heating pumps and ventilation fans, as well as prioritising efficiency opportunities through the University's sustainable laboratories programme.

Travel

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Resource Efficiency

In 2014-15, the University demonstrated its progress in delivering the Recylcing and Waste Management Policy, by reducing the volume of waste being sent to landfill by forty seven percent and significantly improving its recycling rate.

The efforts to increase the amount of waste reused has led to the establishment of partnerships with charities and local organisations such as the British Heart Foundation, Bright Green and Remade in Edinburgh. Over 100 tonnees of items were donated to charities, contributing towards a reuse increase of 140%.

Efforts to understand and identify opportunities to implement a circular economy approach at the University have been undertaken this last year in partnership with the Business School and Geosciences with support from Zero Waste Scotland. Food waste bins have been introduced in University catering outlets. Logistical challanages to reduce contamtination rates and improve the collection of food waste at the University will be prorioties in the next year.

58%

Small and medium-sized enterprises make up 58% of the University's influenceable spend.

95%

The proportion of the University's staff that recieved an annual appraisal.

Estates Development

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Food

The University became the first in Scotland to be recognised by the Sustainable Restaurant Association (SRA), gaining a two-star 'excellent' accreditation. Catering staff completed the SRA's rigorous and wide-ranging assessment that covers sourcing, society and environment, enabling the University to become one of fifteen accredited universities across the UK.

140%

The University increased its waste reuse by 140 per cent in 2014/15.

71%

The number of international applications for academic posts in 2014/15.

Sustainable Laboratories
Laboratories are taking innovative measures to improve their environmental performance and share best practice with colleagues through peer audits as part of the Edinburgh Sustainability awards.

Equality and Diversity

The University's People Strategy 2012-16 sets out the vision 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. During the 2014-15 year the University has continued to make progress on fair employer practices, youth employment and equality and diversity.

Numbers of staff participating in an annual review process continue to improve, with over 95% of eligiable staff completing this. The Annual Review Steering Group has produced a policy statement, template forms, practice guidance and a package of training opportunities for managers and reviewees. The next year will see the University aim to improve the quality of annual review conversations.

The University continues to receive a high proportion of applications for Academic posts from international staff, with 71% of applications received for academic vacancies coming from non-UK nationals. In 2014-15, a dedicated relocation support service for staff and their families relocating to Edinburgh was introduced, with an interest free loan facility to support international staff with the costs of visas and the recently introduced Immigration Health Surcharge.

The proportion of women achieving promotion through the Academic promotions process continues to improve. Initiatives to raise the level of understanding of University promotions processes and efforts to create greater transparency have contributed to the increase in women coming forward.

A priority for the University in the next year is to improve on reducing the gender pay gap. The Gender Pay Working Group has done significant work to better understand the gap and its underlying causes and to identify remedial actions. Some of these actions, including increased use of external benchmarking for salary setting both in recruitment and promotions processes, are already being implemented.

The University has partnered with the Edinburgh Guarantee to increase the opportunities it offers to young people. This commitment involves increasing the number of job opportunities for young people, working with external partners to provide school leavers with industry-recognised qualifications, and promoting the work of the Edinburgh Guarantee to other Higher Education Institutions.

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Widening Participation

The University's Strategic Plan 2012-16 places widening participation at the heart of the University's agenda as a strategic theme, with the aim of delivering an outstanding student experience. The University's long standing committment to the principles of educational opportunity has resulted in almost 2,600 students receiving bursaries, a total of £6.8m in the 2014-15 academic year. The University provides the most generous bursary scheme within the United Kingdom to students from England, Wales and Northern Ireland.

This commitment is further evidenced by the range of widening participation school and community outreach projects which have demonstrable impact and engaged with thousands of prospective students, the sector leading use of contextual data in admissions and the support of students during transition to degree level study while on programme to enhance retention. This includes financial support in the provision of accommodation and access bursaries. The University continues to support regional and national collaborative partnership projects by hosting and providing management and services support to LEAPS, SHEP and SWAP.

The University provides ongoing support to targeted groups of those traditionally under-represented in higher education. In the 2014-15 academic year the University received over 55,000 applications, with 20,000 from Scotland. Fifty five per cent of our Scottish domiciled entrants had one or more widening access characteristic, an increase from forty five per cent for the previous year. Of those over four hundred came through the LEAPS project.

A new admissions policy for care leavers has been developed by the University to strengthen our existing commitment to this particular group, with students from Scotland also benefitting. The Widening Horizons project gives enhanced exchange and study abroad opportunities for widening participation students and was short listed in the Time Higher Education Initiative of the Year 2014.

Community Engagement

Engagement with the city of Edinburgh and its communities continues to be a priority for the University. As well as acknowledging our heritage as the 'tounis college' - the first university in the UK to have a civic foundation, we recognise that the symbiosis between a strong, prosperous and vibrant city and university is a vital element in attracting students, staff and investment and in enhancing the quality of life in the city.

The University makes a significant and wide ranging contribution to the city, Scotland and beyond, recently demonstrated by figures from BiGGAR Economics which confirmed that in the academic year 2013-14 the University of Edinburgh generated £2billion GVA for the Scottish economy, supporting more than 31,000 jobs across the country, and that for every £1 received from the Scottish Funding Council, in the form of awards and grants, we generate £9.53 for the Scottish economy. In relation to the city of Edinburgh, the University's impact is £1.2bn GVA, supporting 22,767 jobs.

As part of developing a new and more strategic approach to community engagement, an audit of activity by staff and students strongly demonstrated the important educational, economic, social, cultural, international and reputational benefits accruing to the city and the potential for a more co-ordinated approach to deliver greater value and opportunity for both partners.

Through a process of regular and enhanced dialogue, key challenges are being addressed, particularly the impact on the city of increased student numbers and the accommodation required to house them, and the need for refining communication with local communities when major estates programmes are being delivered. In turn, the University has been a crucial player in working with partners across the city region to put together a City Deal bid.

Innovative Learning Week
Students are provided with opportunities to learn through creative and innovative approaches. Students visited a Materials Recovery Facility to learn about waste management at the University.

Staff, students and alumni form a significant section of the community in Edinburgh and the University continues to work closely with community organisations, Neighbourhood Partnerships and local Councillors to strengthen relationships and build trust. In addition to formal meetings, this is achieved through the many and various interactions across the University between staff, students and the public; through volunteering and fundraising initiatives; through the Office of Lifelong Learning and our comprehensive public events and sporting programmes; and through the huge range of projects with schools and youth groups. We are developing improved ways of collating this activity so we can better tell these wonderful stories and find new opportunities for mutually beneficial engagement.

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Sustainable Procurement

The University's Procurement Office continues to lead efforts to reduce and measure sustainability impacts and provide guidance to the higher education and wider public sector, where the University's good practice has been recognised. These efforts have contributed towards 85% of the University's procurement spend being influenced by the Procurement Office, with over a third through collaborative procurement.

Along with the Edinburgh University Students' Association, the University has worked closely with Advanced Procurement for Universities and Colleges to develop a Supply Chain Sustainability Policy and Code of Conduct, and the SUSTAIN database for the sector, which aims to engage suppliers, encouraging them to improve their own environmental and social impacts.

The Sustainable Procurement Priority Tool, used by the University, evaluates social, economic, environmental risks and supports engagement with buyers and suppliers to highlight and influence the impact of what we purchase. The University participates in the development of a range of codes and standards relating to supply chain ethics, including supporting fair trade and is a signatory of the Worker Rights Consortium and EU-wide Electronics Watch.

Small and medium-sized enterprises make up 58% of the University's influenceable spend. We continue to work with suppliers to reduce carbon emissions, such as in our stationery buying initiative, which aims to reduce orders and deliveries through local collaboration. In the area where this is being trialled, van deliveries have been reduced by 25%, saving over 200kg of CO_2. In addition, use of our eProcurement service saved over 68,000 paper orders in 2014/15. , the University aims to directly engage with suppliers to reduce their carbon emissions. The economic impact of higher education sector procurement in Scotland is estimated at £2billion and supports over 31,000 jobs.
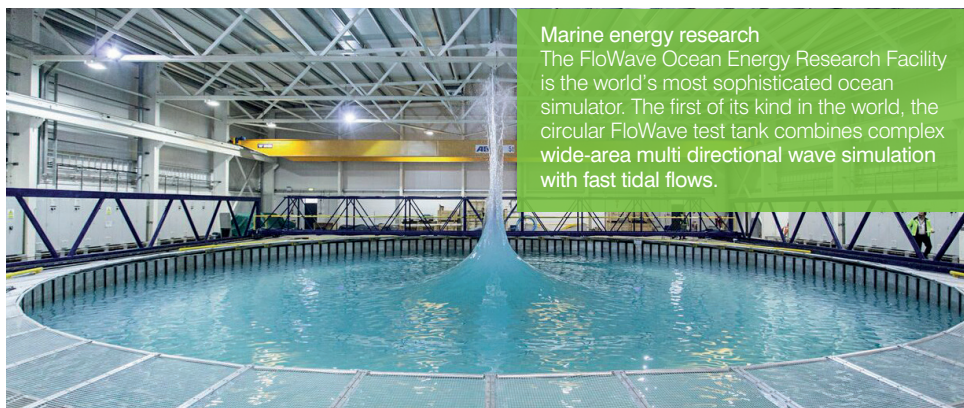
Marine energy research
The FloWave Ocean Energy Research Facility is the world's most sophisticated ocean simulator. The first of its kind in the world, the circular FloWave test tank combines complex wide-area multi directional wave simulation with fast tidal flows.

Social Responsibility and Sustainability in our Investments

The University has a long standing commitment to responsible investment formally recognised in our 2003 policy and reiterated in our 2013 commitment to the United Nations Principles for Responsible Investment (PRI). The University was the first in Europe to commit to the PRI and in 2014-15 we undertook a review of the policy which resulted in a change to our approach. As part of our commitment to the PRI, our first transparency report was published in 2015 and all evidence reviewed during the year was also made available onlline. We continue to work to put the six Principles for Responsible Investment into practice which includes incorporating environmental, social and governance (ESG) into investment analysis and decision making processes and to seek disclosure on the entities in which we invest. A further sector review is taking place in 2015/16. All of the fund managers we work with are also signatories to the PRI.

Social Responsibilty & Sustainability in Learning and Teaching

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.

As part of this commitment the University established a Project Steering Group to further embed SRS in Learning and Teaching. The group, chaired by Professor Pete Higgins, secured resource to fund the development of the sustainability and social responsibility online course which will be available for students in academic year 2016/17.

The SRS Academic Network was launched with the aim of bringing together academics, including postgraduate researchers, interested in SRS-related themes, from any discipline. The network enables dialogue on research projects, funding opportunities, teaching, student placements, event organisation, and other aspects related to SRS themes. The network encourages academic input into University policy and practice, this has included input into the University's Climate Strategy Review

Two students were supported to undertaken a placement in Malawi to look at fair trade lentils supply chains, including impacts on livelihoods, and value chain analysis. The project was organised in collaboration between the Business School, School of Geosciences, Department for SRS, and Just Trading Scotland, who work with farmer associations in Malawi. The University buys fair trade rice from Just Trading Scotland, and has previously bought the fair trade lentils, for use in its catering outlets.

The Global Academies continue to promote interdisciplinary research, facilitating reading groups and research mixers to encourage collaborations across academic schools.
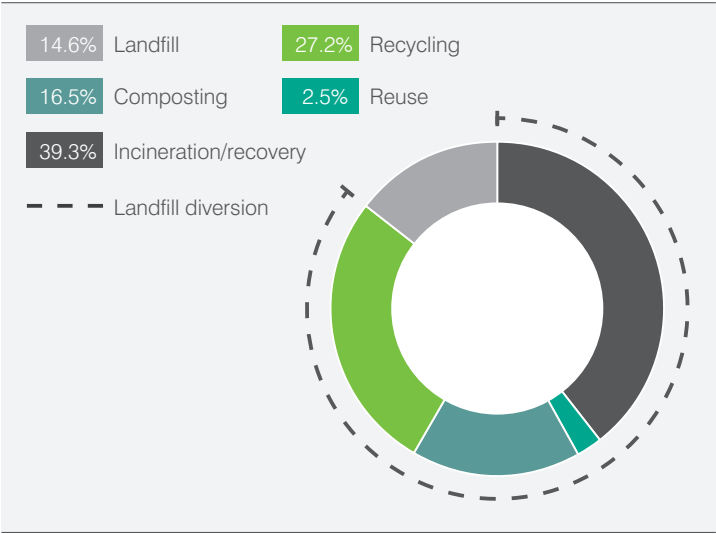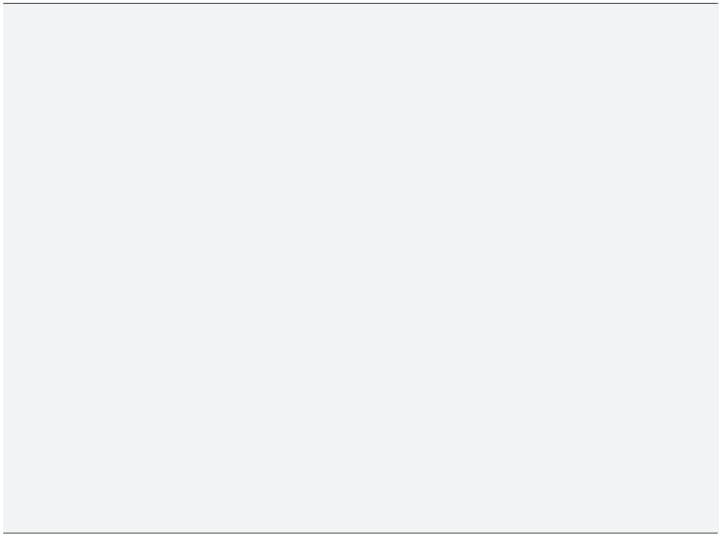
Absolute carbon emissions 2007-2015

	Scope 1		Scope 2		Scope 3		- - - Target	
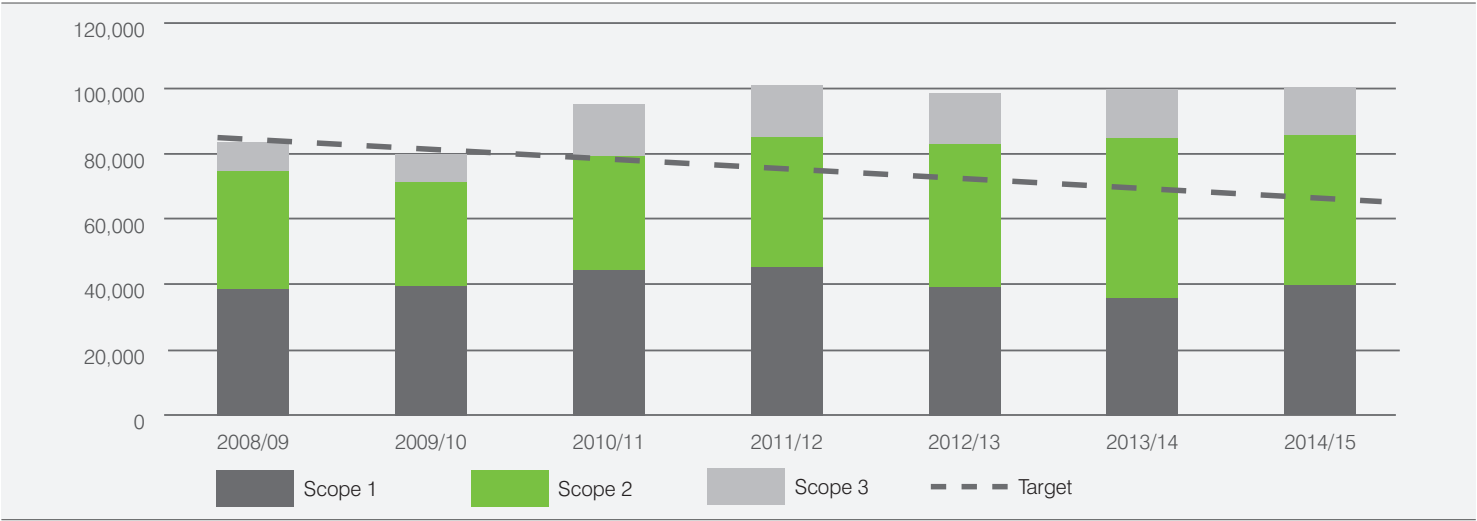
Key performance indicators 2007-2015

↑ Increasing   ↓ Decreasing   ↔ Maintaining

	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	KPI status
CO_2 emissions (kg) per £m turnover	34.7	31.8	35.0	40.8	42.7	48.7	48.7	xx.x	↔
CO_2 emissions (kg) per GIA 1000m^2	34.5	35.3	39.8	40.3	34.2	30.8	30.8	xx.x	↑

Waste breakdown 2014/15

14.6%	Landfill	27.2%	Recycling
16.5%	Composting	2.5%	Reuse
39.3%	Incineration/recovery		

- - - Landfill diversion

Procurement key performance indicators

SRS Implementation Plan 2014-15 Progress Overview
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 report evaluates progress with delivering the fifth annual Implementation Plan, which 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. 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].

Progress Overview Summary

Area		Progress (RAG)
A. Studying	The 'Project Steering Group Embedding SRS in Learning and Teaching' was established and met twice over the past year, with the group, chaired by Professor Pete Higgins, securing resource to fund the development of the sustainability and social responsibility online course which will be available for students in academic year 2016/17. In partnership with the Edinburgh University Students' Association (EUSA), the University successful gain the NUS Responsible Futures Accreditation in the pilot year. The award reflect the commitment of both the University and its students' association to embed sustainability and social responsibility across the formal and informal curriculum. The Department for SRS has established links with multiple academic courses and degree programmes, including the MSc Science Communication and Public Engagement, Case Studies in Sustainable Development course and the Geosciences Outreach course. A partnership with the Making the Most of Masters scheme has been developed to support dissertation research. Two students were supported to undertaken a placement in Malawi to discover the impact of fair trade.	

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

B. Research	Researchers and practitioners, with funding from Zero Waste Scotland, produced a report which identified how principles of the Circular Economy can be embedded in Research, Learning & Teaching and Operations at the University. The Business School's Sustainable Business Initiative (SBI) was recruited to carry out the main piece of research, and smaller teams from the Schools of Geosciences and Chemistry also looked at practices within their own areas. The SRS Academic Network has been established, with 132 academics and researchers currently members. The network has been used to identify and exchange best practice and relevant SRS research, this has included support for the University's Climate Strategy Review. The Global Academies continue to promote interdisciplinary research, facilitating reading groups and research mixers to encourage collaborations across academic schools.	
C. Engagement	Over 5,800 students, staff and members from the local community attended events the Department for SRS delivered and supported, including the Our Changing World lecture series and the Visions for Change event series. The events promoted current University research, developed links with national and local organisations, and provided students with further learning opportunities on SRS topics. The innovation and achievement of both staff and students was celebrated at the fifth annual Edinburgh Sustainability Awards. More than 200 staff and students gathered at the Playfair Library Hall to celebrate the achievements of over 40 teams in the Sustainability Awards. The University's Community Engagement Strategy is currently in development and is obtaining contributions from key stakeholders. The University was shortlisted as a finalist in four categories in the UK wide Green Gown Awards 2014. This was the University's best performance to date.	
D. Operations	Several energy conversion projects have been implemented in 2014-15, this has included upgrading existing air handling units, and installing demand based ventilation systems, improving heating and cooling controls and installing photovoltaic solar panels. The University continues to increase the electricity and heat generated on campus through expanding its district heating network. Further energy efficiency projects are being reviewed for 2015-16 with a heavy emphasis on demand based inverter control of large electric motor powered equipment, such as heating pumps and ventilation fans. In 2014-15, the University demonstrated its progress in delivering the Recycling and Waste Management Policy, by reducing the volume of waste being sent to landfill by forty seven percent and significantly improving its recycling rate. The efforts to increase the amount of waste reused has led to the establishment of partnerships with charities and local organisations such as the British Heart Foundation, Bright Green and Remade. Over 100 tonnes of items were donated to charities, contributing towards an increase of 140% more waste being reused.	

	The Sustainable Laboratories Steering Group was established and developed an implementation plan identifying opportunities to work with technical staff and lab managers to implement efficiencies in utilities and procurement. Peer audits of ten laboratories took place in 2015 as part of the Sustainability Awards.	
	The University has worked closely with Advanced Procurement for Universities and Colleges to develop a Supply Chain Sustainability Policy and Code of Conduct, and the SUSTAIN database for the sector, which aims to engage suppliers, encouraging them to improve their own environmental and social impacts. The Sustainable Procurement Priority Tool, used by the University, evaluates social, economic, environmental risks and supports engagement with buyers and suppliers to highlight and influence the impact of what we purchase.	
	The University was a partner in Edinburgh's first electric bike sharing scheme, eCycle, with eight bikes now available for free use by staff for travel between campus sites.	
	The University was the first in Europe to commit to the PRI and in 2014-15 we undertook a review of the policy which resulted in a change to our approach. As part of our commitment to the PRI, our first transparency report was published in 2015 and all evidence reviewed during the year was also made available online.	
E. Planning, Governance and Reporting	The University is conducting a comprehensive review of the Climate Action Plan, to reconsider targets and to develop an integrated Climate Change Strategy to achieve those targets. The review will also include setting our scope and vision, clarifying systems and reporting and defining strategies for action. The review of the University's SRS Strategy has been delayed to prioritise the development of the strategy and to finalise governance arrangements for the new SRS Committee.	
	The remit and membership of the SRS Committee and sub committees has been revised and endorsed by Central Management Group to develop a more strategic approach to implementing the revised expanded remit of the committee.	
	The Department for SRS has worked closely with Finance to improve integrated reporting in the Annual Report and Accounts, with the inclusion of a SRS section. The University published its SRS Annual Report for 2013/14 which included an improved level of performance data (carbon, energy, travel and waste) compared to previous highlight reports.	

A. Studying				
Tasks	**Lead Contact**	**Dates**	**Outputs / Outcomes**	**RAG**
A1. Embedding SRS into Learning and Teaching				

Tasks	Lead Contact	Dates	Outputs / Outcomes	
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	🟩
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.	🟧
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	🟩
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	🟩
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	🟧

B. Research

Tasks	Lead Contact	Dates	Outputs / Outcomes	
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 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	
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	
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 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.	
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	
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, Pedagogies and Wider University Environment on their Development as Agents of Social Justice	

	Education, the School of Law, and from the SRS Department			
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.	

C. Engagement

Tasks	Lead Contact	Dates	Outcomes	
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	
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	
C1.3 Student Community Engagement	Dawn Smith	2014-15	Opportunities for increasing SRS as a mainstay of the Edinburgh student experience	
C1.4 Innovative Learning Week	Johanna Holton	2015	New student skills and innovation in academic roles	
C1.5 Fair Trade Fortnight 2015	Fair Trade Steering Group / SRS Department	2015	Raise awareness, celebrate and support for FT activities	
C1.6 Support student societies and co-operatives	Lucy Miu and EUSA	2014-15	Projects providing skills, experience and training.	
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.	
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.	
C2.3 Identify next steps for engagement on biodiversity	E&B / SRS	2015	Action Plan for 2015	
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.	
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	
C3.2 Our Changing World	Mayank Dutia / Global Academies	2014-15	Public lectures on the global challenges, and UoE scholarship in tackling these	
C3.3 Beltane network	Heather Rea	2014-15	Encourage partnership working and quality engagement, sharing of best practice and lessons learned	
C3.4 Prepare and submit our progress to external accreditation schemes.	Matthew Lawson	2014-15	Promote the SRS efforts within the University	
C3.5 Community Engagement Strategy	Moira Gibson	2014-15	Auditing of community engagement activity to be conducted and draft to be shared	

Tasks	Lead Contact	Dates	Outputs / Outcomes	
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	
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	
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	

D. Operations

Tasks	Lead Contact	Dates	Outputs / Outcomes	
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	
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	
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)	
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	
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	

Task	Owner	Date	Outcome	Status
D3.4 Pilot SKA Rating, an assessment tool for sustainable fit-outs.	Steven Poliri	2015	Understanding of where it can be applied	🟧
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	🟩
D4.2 Undertake audits of university waste	Fleur Ruckley	2015	Increase understanding of waste and reduce the contamination rates of waste streams	🟧
D4.3 Complete the roll out of WARPit, a redistribution network	Alan Peddie	2014-15	More equipment being reused across UoE	🟩
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.	🟧
D5.2 Roll out pool of electric bikes	Emma Crowther	2015	Raise awareness and increase use of electric bikes by staff	🟩
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.	🟩
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.	🟩
	George Sked	2014-15	Plan for changes in procurement journey	🟩
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	🟧
	Stuart McLean	2014-15	share outcomes and engagement for APUC suppliers (around 35% spend)	🟧

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.	🟧
	Chris Litwiniuk	2014-15	Create Methodology and deliver focus "Super Users" groups training and facilitation	🟧
D6.4 Research and develop a draft policy on conflict minerals.	Liz Cooper	2014-15	Publish policy and supports Sustainable ICT developments	🟧
	George Reid	2014-15	Implement Policy output via Marrakech Sustainability Test Tools and outputs from SPPT	🟧
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	🟩
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	🟧
	George Reid	2014-15	Reflect output of research into operational ICT Procurement	🟧
D6.7 WRC review reports and improve awareness	Liz Cooper	2014-15	Understand policy and research implications,	🟧
	Evelyn Bain	2014-15	Review sports and shop procurement and implement where required	🟧
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.	🟩
D7.2 Provide procurement input to the sustainable ICT developments	George Reid	2015	Identify and review risks with ICT category	🟩

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	
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	
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	
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	
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	
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	
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	

E. Planning, Governance and Reporting

Tasks	Lead Contact	Dates	Outputs / Outcomes	
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	
E1.2 SRS Horizon Scanning and Briefing	David Somervell	2015	Information outlining SRS opportunities and obligations for wider dissemination	
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	
E1.4 Undertake background research into best practice climate strategies within leading Universities	SRS Dept	2015	Refreshed objectives, material issues and monitoring processes	
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.	
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	
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	
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	

Social Responsibility and Sustainability Committee

Wednesday 21 October

Sustainable Travel Advice

Description of paper

The purpose of this paper is to share with the SRS Committee the Sustainable Travel Advice which was developed following a March 2015 SRS Committee and steer.

Action requested

SRS Committee is requested to _note_ and _endorse_ the advice.

Background and context

Following the action proposed from the March 2015 SRS Committee meeting, the SRS Department followed up and worked with stakeholders to develop proposals for advice and best practice and to amend existing guidance as required.

Discussion

Travel is an integral part of working in both academia and support groups. The purpose of the guidance document is to offer advice on how to choose the most carbon efficient travel mode and promote non-travel solutions that help save time and costs.

University Court committed to CO_2e emission reduction from business travel against a 2007 baseline (29%) along with other carbon commitments. We have data on the carbon from business travel from 14/15 but there is no carbon data for business travel before 2012/13 other than estimation based on surveys from 2010. It is estimated that to achieve the current target against 2012/13 baseline (when first data is available), a 25% reduction in business travel would have to be achieved, with a further 65% modal change to trains from aviation domestically. This is not thought to be realistic. The updates to the climate strategy will be looking at targets and what this means across Scope 1, 2 and 3 emissions.

Over recent months a review of the current business travel guidance around the University took place and various stakeholders were consulted. This will also help with carbon reporting and contribute to the background needed for the University Climate Strategy.

There is currently lack of clarity on what is permitted with regards to business travel. Modal switch to trains in domestic travel has the potential to cost effectively bring carbon savings, with 4-5% reduction in CO2e emissions perceived as possible with management buy-in. During the consultation, questions were also raised about whether there is appetite at the University for a clearer business travel policy.

It is also worth noting that stakeholders commented that a coherent policy framework for business travel (including risk assessment and insurance procedures) is important and that there is a current risk of non-compliance as managers may be unaware of requirements and potential implications.

Recommendations

This paper proposes Sustainable Travel Advice for endorsement by the SRS Committee.

It is also recommended that the Committee consider providing a clearer steer (i.e. policy document) which would support decision making when planning business travel and balance various trade-offs.

Resource implications
There are no additional resources required for the implementation of the guidance. There are perceptions that rail is more expensive than air travel for travel in the UK. However, in 2013/14 the average costs of University travel to three top domestic flight destinations were lower for rail than for planes, especially after including the whole cost of travel, e.g. transfer to and from airports.

Risk Management
Due to a variety of factors, the University is not on track to meet its absolute carbon targets. The University is conducting a review of the Climate Action Plan, to reconsider targets and to develop a strategy to achieve those targets which will need to consider Scope 3 emissions. The presented guidance seeks to support the University in mitigating reputational risk associated with carbon impacts of business travel.

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

Consultation
Colleagues consulted:
- Gordon Whittaker, Procurement Manger, Procurement Office
- Emma Crowther, Transport Manager, Estates Department
- Geraldine Halliday, Insurance Administrator, Insurance Office
- Candice Schmid, Health and Safety Adviser, Occupational Hygiene Unit
- Catriona McCarthy, Deputy Director, International Office
- Kirsty McDonald, Director, Development & Alumni Engagement
- Elizabeth Welch, Director, Finance Transaction Services
- Professor James Smith, Vice Principal International
- Janet Philp, Head of Administration, School of Biomedical Sciences
- Richard Chalkley, Health & Safety Manager, School of GeoSciences
- Professor Jeremy Bradshaw, Assistant Principal Researcher Development
- Davy Gray, Environmental Coordinator, EUSA
- Jim Sheach, Learning and Teaching Spaces Technology Manager, LTS
- Denise Boyle, HR Partner (Equality), Human Resources
- Professor David Reay, Education Assistant Principal
- Sharon Boyd, Lecturer in Distance Student Learning, Royal (Dick) School of Veterinary Studies
- Jean Carletta, Senior Research Fellow, School of Informatics

Further information
Paper Presented by: Michelle Brown, Head of SRS Programmes
Guidance Prepared by: Chris Litwiniuk, SRS Projects Coordinator

Freedom of Information
This is an open paper.

ANNEX 1
Sustainable Travel Advice

1. Introduction

Travel is an integral part of working in both academia and support groups. This guidance offers advice on how to choose the most carbon efficient travel mode and promotes non-travel solutions that help save time and costs.

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. The University is required to comply with the Public Bodies' Duties, under Section 44 of the Act which states that public bodies must contribute to climate change mitigation, adaptation and must act sustainably. University Court committed to CO2e emission reduction from business travel along with other carbon commitments.

For the 2013/14 academic year business travel emissions were 9,609tCO$_2$e and 9% of the total University of Edinburgh CO$_2$ emissions. Being smarter about the way we travel can help reduce our environmental impact whilst maintaining the value of outside contact and connections.

2. What you can do

The *Travel hierarchy* illustration below gives an overview of the carbon efficiency of different modes of transport. Overall, from an environmental perspective, it's best not to travel, use public transport where possible, or car when other alternatives are not suitable or when travelling in bigger groups (full car) and fly domestically only as the last resort.

> It is estimated that almost half of environmental impacts of aviation come from non-CO$_2$ related aspects (radiative forcing). These include emissions of nitrous oxides and water vapour emitted at high altitude.
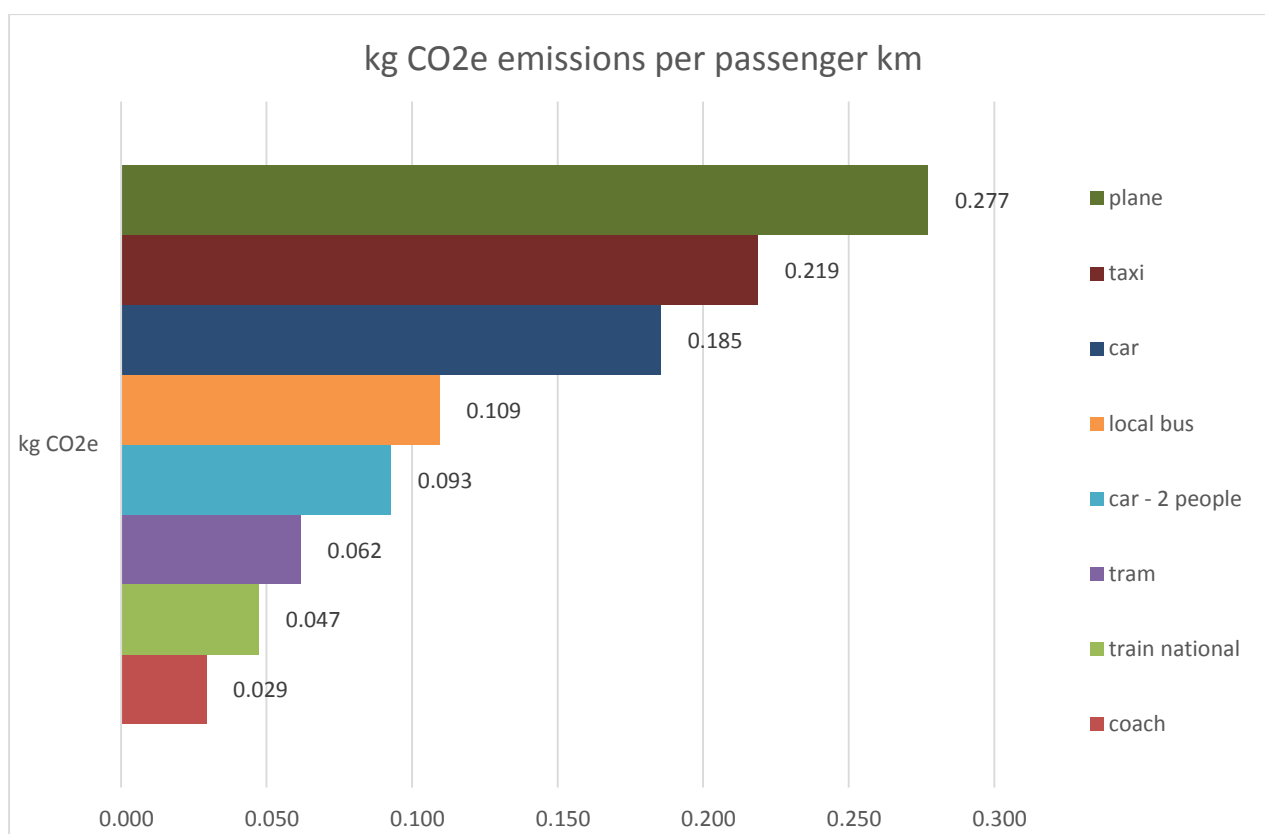
Figure 1 Travel hierarchy, source: own

Figure 2 CO2e (kg) emissions per passenger km. Source: Defra

a. Non-Travel Options

The most efficient way to reduce emissions from business travel is by not travelling at all. This decreases financial costs through avoiding costs and improving staff productivity and environmental costs by minimising CO2 emissions. If the journey can be avoided through a video conference, local computer video software, telephone conference or telephone call then this should be the first choice. The University has three main video-conferencing suites:

- http://www.ed.ac.uk/information-services/computing/comms-and-collab/videoconferencing
- http://www.ed.ac.uk/corporate-services/staff/staff-meetings
- http://www.lts.mvm.ed.ac.uk/itservis

The suites can be booked through an online platform and support is offered on the University website[1].

In addition to the Information Services managed suites, there are others on every campus. Ask your local colleagues for details.

Skype is another excellent desktop option for colleagues. Calls to other Skype users are free which makes it a cost effective option when deciding on the best methods.

There is also a range of other digital collaborative tools available at the University. Contact Information Services who will be able to advise you what software is best for you, based on your requirements.

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[1] More information about video-conferencing can be found at: http://www.ed.ac.uk/schools-departments/information-services/computing/comms-and-collab/videoconferencing

b. Reducing your travel needs

When travelling cannot be avoided, try to decrease its volume, for example by:

- Bundling up meetings – try to arrange more meetings into one journey and consider staying overnight if it all meetings cannot happen on the same day.
- Checking if any colleagues are attending events in the same country and could represent your interests.

c. Low Carbon Options

One of the biggest potential ways to reduce emissions is through converting domestic air travel to more sustainable transport modes. This is because there are often realistic alternatives for domestic air travel, with rail being a popular substitute. Domestic air travel is responsible for ca. 1000 tonnes of CO_2e.

> Try asking the organiser if meeting can take place later to accommodate your itinerary/travel needs

Rail is encouraged due to its extensive network around the UK and low carbon intensity per passenger km. It is also a flexible mode of transport offering space and facilities to aid working while travelling therefore making best use of time.

Return journey Edinburgh - London, est. kgCO2e

Rail 60.0, small car 195.8, Domestic flight 311.1
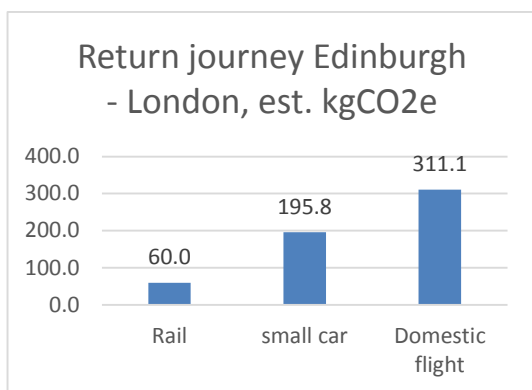
> Traveling more sustainably might have a bigger impact than other things you can do in your work.
>
> The difference between a train and plane for one return journey Edinburgh-London is more than:
> * taking a bus to work and back home,
> * drinking 2 large coffees,
> * talking for 20 minutes on your mobile,
> * leaving light in your office on
> * sending 20 emails a day,
> every working day, for a year.

In 2013/14 the average costs of University travel to three top domestic flight destinations were lower for rail than for planes, especially after including the whole cost of travel, e.g. transfer to and from airports.
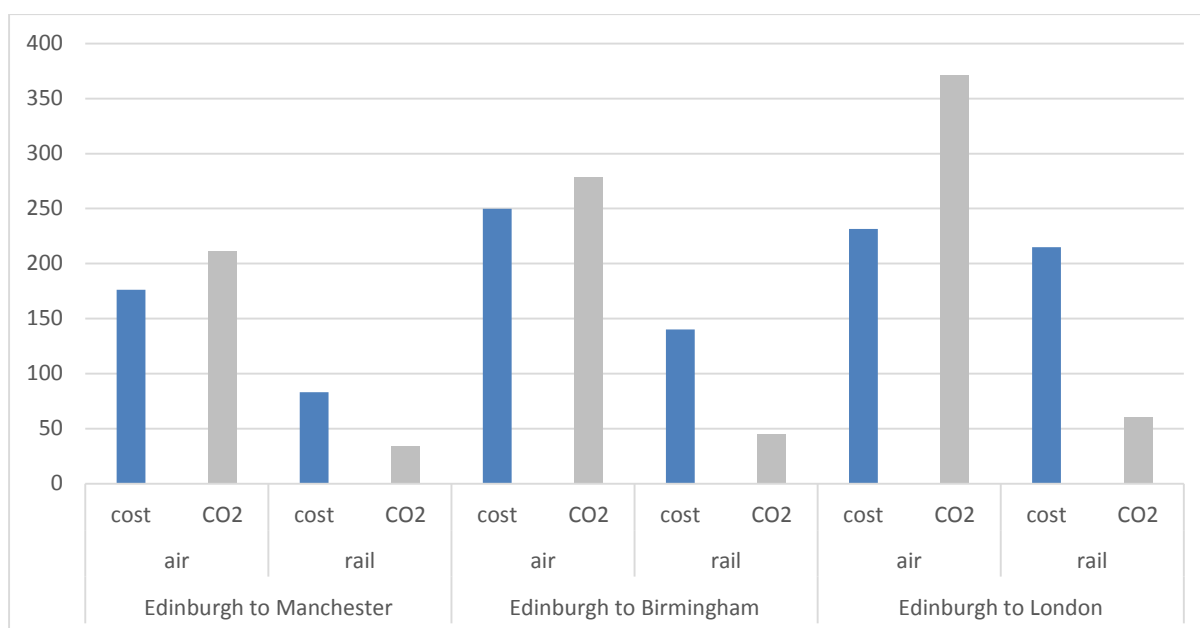
Figure 3 Average total journey costs and emissions to top domestic flight destinations. Source: UoE travel data.

Fig. 3 shows that, taking the total journey cost into account, planes were on average less cost effective in 2013/14. Graph is split into 3 sections – top domestic flight destinations, with further split into air and train travel for both.

The emissions associated with air travel are much higher, fig. 4 provides a normalised overview of carbon efficiency of both forms of transport. On average, each £ spend on domestic air journey will have almost 5 times as much CO_2 emissions associated with it than journey to the same destination by rail. So it can be said that not only flights were on average more expensive, every plane journey is much more carbon intensive.
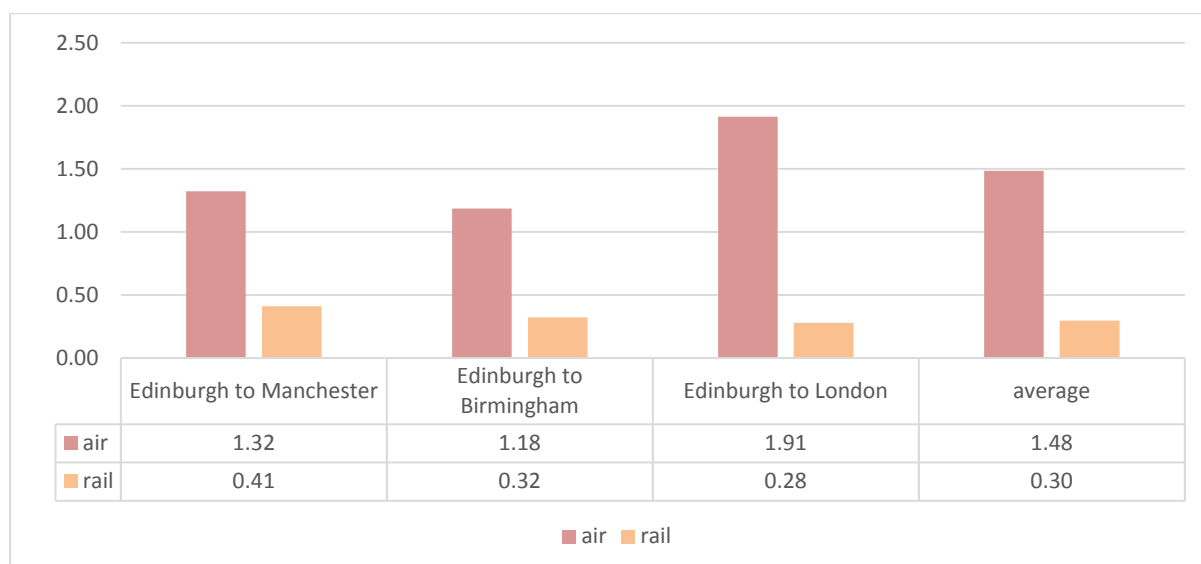

	Edinburgh to Manchester	Edinburgh to Birmingham	Edinburgh to London	average
air	1.32	1.18	1.91	1.48
rail	0.41	0.32	0.28	0.30

Figure 4 Average CO2e emission per £ spent by destination and mode of transport. This chart compares average of how much carbon is emitted per each £ spent when using train or plane. Source: UoE data

Finally, the class in which you travel also has an impact on carbon emissions from your journey, due to the additional space seats in higher classes take. Table 1 provides an overview of Defra's estimation of increased emissions in aviation.

Table 1, increase in emissions by class of air travel	
Short haul (Europe + neighbours)	
Economy class	
Business class	+33%
Long haul (other continents)	
Economy class	
Premium economy class	+37%
Business class	+66%
First class	+75%

- **Be sustainable where you go**

Think about the impact your stay will have on your destination's area. Many places face different environmental issues – for example, many places face water shortage or electricity may be scarce. Try using public transport if it's safe, buy and eat local food, be considerate of the local culture.

Read more about responsible tourism here:

http://www.icrtourism.org/what-is-responsible-tourism/

http://www.responsibletravel.com/holidays/responsible-tourism/travel-guide/

http://www.transitionsabroad.com/publications/studyabroadmagazine/2006Fall/sustainable_travel_and_study_abroad.shtml

Social Responsibility and Sustainability Committee

Wednesday 21 October

Fair Trade Steering Group Review

Description of paper

This paper informs SRS Committee members of the outcomes of the Fair Trade Steering Group (FTSG) Review and makes four main recommendations.

Action requested

SRS Committee is requested to _review_ and _endorse_ the recommendations outlined in section C.

Background and context

In 2003 UoE students voted to become a Fairtrade University. In 2004 Fairtrade status was awarded, a Fairtrade Policy was adopted and a staff-student Sustainability Issues and Fairtrade Task Group was launched.

It has been noted that the University's sustainable procurement action plan re supply chain codes of conduct and compliance (modern slavery, workers' rights, the living wage and other aspects of fair trade and ethical procurement) changes as matters become part of its legal duties, especially so in this year 2015-16. Statutory duties, best practice and advisory groups would overlap adding to previous confusion on roles and responsibilities around fair trade and overall procurement risks (who we do business with), as highlighted in research carried out by masters students and SRS staff.

In June 2015 SRS Committee agreed to a review of the Fair Trade Steering Group led by the convener with support from SRS Department. The resulting recommendations were endorsed by FTSG on 22 September, on the understanding that the University's commitment to fair trade remain clearly visible and staff and students have opportunities to engage on this topic as part of the University's wider social responsibility challenges.

Discussion

A.   Remit of the Review

Two objectives were identified for this light touch review:

- Clarify the purpose and aim of a Fair Trade Steering Group vis-à-vis changing legal duties in relation to sustainable procurement, stakeholder interest and accountability and transparency of SRS in supply chains.
- Confirm need and relevance for a sub group of SRS Committee and the remit and membership of group.

In doing so, the review should consider: the flow of information to SRS Committee (current reporting frequency is three times per year); if the Group has met its terms of reference and any improvements or amendments required.

B.   Summary of Findings

The Review found strong agreement that the University maintain a public commitment to fair trade and ethical standards in procurement as well as Fairtrade accreditation. Many

aspects of sustainable procurement were now embedded in 'business as usual', and fair trade may not be as inspiring a concept for today's students as local sourcing and wider concerns over who UoE does business with. However this should not change UoE's commitment to sourcing fair trade.

The Director of Procurement and Head of SRS Programmes solicited input from a variety of stakeholders, many of whom noted a need to reduce the number of meetings they attend. Attendance at FTSG meetings is varied, with academic members no longer attending. Some stakeholders commented on the broad remit of the group and the need to ensure the right academics were participating for the right topics. In earlier years the student voice was stronger on fair trade.

The University's approach to ethical procurement had been going beyond the Fairtrade Universities approach for a number of years, and discussions at this group had reflected the shift. However, a significant amount of time at meetings was still spent discussing Fairtrade Fortnight events and communications campaigns – activities now covered collaboratively by SRS, the Chaplaincy and EUSA. The revised remit of the Sustainability Operations Advisory Group (SOAG) includes procurement, risking inefficiency and overlap.

There is now an additional legal requirement for acquisition plans and procurement contracts to take into account a range of SRS duties and evidence and report on this. Procurement teams are working to embed SRS in category strategies and contracting and require targeted input from user intelligence groups aligned to risks and impacts in order to agree key priorities. Procurement Risk Management Executives[1] are guiding law implementation.

C.   *Recommendations*

The Review makes four main recommendations for SRS Committee to consider:

I. **Current version of FTSG to stand down**
Most stakeholders consulted noted too many meetings, lack of clear focus, broader concerns than 'fair trade'.

II. **Establishment of a SRS Staff / Student Workshop**[2]
To be held twice annually, endorsed by SRS Committee and organised by SRS with EUSA, for interested staff and students to discuss SRS issues, review progress and feed into annual SRS Implementation Plans. Each workshop is to include a section on Fair Trade. It is proposed that the first workshop take place in spring 2016.

III. **Development of Short Life Working Groups and Living Lab Projects**
To engage academics and students in reviews contributing to research-led decision making. These could report into SOAG (or sub groups such as the Sustainable Labs Group or Sustainable IT Group). These would include representation from: SRS, EUSA, Procurement, Estates and academics working on social responsibility or related research, linking with Procurement User Intelligence Groups / key clients.

IV. **Supply chain SRS aspects beyond environmental performance to be integrated into SOAG**
SOAG should take forward the lead role in social responsibility performance in operations as well as environmental performance. This aligns with SRS Committee's role more clearly. Convenor of SOAG was consulted and agreed.

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[1] Central Management Group requested senior nominees for each College/SG/Subsidiary on procurement law risks.
[2] Not to be confused with the SRS Student Forum (student led with some support from SRS)

Resource implications
The options presented would save resources by reducing overlap and duplication of groups, given new requirements for sustainable procurement and links to SOAG, and reduce risk of duplicated work by both SRS and procurement teams in existing user intelligence groups and policy areas e.g. food, ICT, lab, waste etc.

Risk Management
Reputational risk was identified if the University was perceived to be leaving the fair trade arena. The University Strategic Plan includes a longstanding commitment to work with EUSA on fair trade. As Scotland's first Fairtrade University since 2004, we have more than delivered on the status criteria of the Fairtrade Foundation UK and have updated our Fair Trade policy and practices, and promoted research and teaching in this area and influenced policy and law development. To mitigate this risk the proposed SRS Staff / Student Workshops should ensure wider engagement. The proposed SRS Staff / Student Workshops and relevant working groups would bring together academics, students and operations/professional services in a living lab context. The operational aspects managed by departments are linked into SOAG. Commitment to maintaining Fairtrade accreditation assumes UoE would not be decreasing activities and engagement around fair trade. Clear messaging would be needed to signal that far from being less of a commitment to fair trade, the proposed approach demonstrates more strategic management of the issues.

There is a legal compliance risk of UoE failing to prioritise sustainable procurement issues in the new laws e.g. using good evidence in assessments of risk impact and taking this into account in selection of firms and contracts awarded. There is a Procurement Risk Management Executives Group which will guide on the implementation of the new laws in each College/Support Group/subsidiary, as well as legal and policy training offered.

Loss of wider community and civic engagement could be mitigated by continued University participation in the Fair Trade City group / Holyrood on Fair Trade issues, with nominees reporting via SRS and Procurement eNews, or, if relevant, papers to SOAG or SRSC.

Equality & Diversity
Fair trade policy and supply chain code of conduct, as well legal duties on sustainable procurement, enhance the equalities duties. Delegated authorities and procurement strategies will consider EIA on a case by case basis.

Consultation
Discussions took place with FTSG members including the EUSA President, EUSA Vice President (Services), EUSA Sustainability Coordinator, Sports Union President, CAM External Relations Manager, Associate Chaplain, AS Assistant Director – Catering, and Director of the Sustainable Business Initiative as well as other colleagues in SRS and Procurement. Convenor of SOAG (Director of Corporate Services) asked re remit change.

Further information
Presenter: Karen Bowman, Director of Procurement
Authors: Karen Bowman, Director of Procurement and Michelle Brown, Head of Social Responsibility & Sustainability Programmes, 7 October 2015.
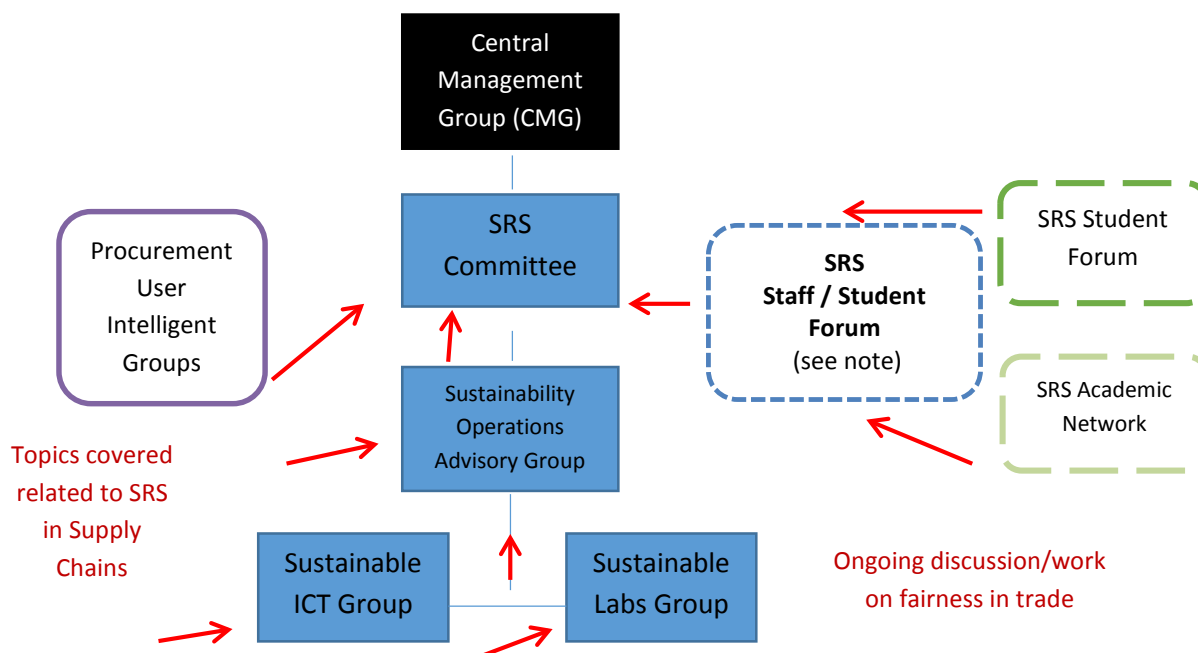
Freedom of Information
This is an open paper.

Annex 1 - Mapping of FTSG in relation to University Committee and Governance

Current

The formal committee structure is marked by boxes in BLUE on the left. Relevant staff and student networks are marked in GREEN on the right.

Short-life working groups on specific issues also exist, which bring together academics, operations/professional services, and student representation (i.e. fossil fuels review).

Possible new structure if FTSG dissolved (fairness in trade integration in red):

Short-life working groups on specific issues, which bring together academics, operations/professional services, and student representation. Proposed Living Lab project on ICT in 2016.

Social Responsibility and Sustainability Committee

Wednesday 21 October

Climate Strategy Phase 1 Update

Description of paper
This paper provides an update on the Climate Strategy Review, summarising outcomes from two key workshops, and on the wider climate reporting context in Scotland.

Action requested
SRS Committee is invited to _note_ and _discuss_ the paper.

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, with an interim target of 20% by 2015, against a 2007 baseline. Targets set by the University match Scotland-wide obligations to reduce carbon emissions. The University is required to comply with the Public Bodies' Duties, under Section 44 of the Act which states that public bodies must contribute to climate change mitigation, adaptation and must act sustainably.

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 for Easter Bush campus (2016). 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.

At the same time, a recent review of progress has noted an increase in absolute carbon emissions since 2010. The size of the estate has increased due to merger and new build, with student numbers and the physical estate growing substantially since targets were set. Relative emissions figures have remained fairly stable. The University now needs to conduct a comprehensive review of the Climate Action Plan, to reconsider targets and to develop an integrated Climate Change Strategy to achieve those targets.

A draft project plan was endorsed by SRS Committee in June. Planned against a one year timeframe (June 2015-June 2016), it will ensure delivery of a final university-wide integrated Climate Change Strategy in summer 2016.

Discussion
CCAT Workshop
A key workshop was held on 24th June 2015 to complete the Climate Change Assessment Tool (CCAT). Written for Scottish Public Sector organisations, the tool aims to help organisations self-evaluate their performance under the Climate Change (Scotland) Act Public Sector duties. The intention was to use the tool as an aid to structure conversations with key internal stakeholders around the current Climate Strategy Review.

The tool uses organisational responses to create a targeted and achievable action plan to help guide a short-term improvement plan against a range of climate change mitigation and adaptation activities. The results from the workshop supported the need for a review and have been incorporated within the Climate Strategy Review. A report of the workshop and its outcomes is available from the Secretary on request.

Consultancy

The Department for Social Responsibility and Sustainability sought experienced technical support to assist with the review process, appointing consultants to:

1. Develop a carbon modelling and scenarios tool
2. Provide a review of carbon reduction best practice in the University sector and subsequent recommendations to the University of Edinburgh and the wider sector in Scotland
3. Develop business cases to support investment in renewables, micro-renewables and energy reduction.

1. Carbon modelling and scenarios tool – Aether, Ryan Glancy (Project Manager)

The tool will be designed to capture and model estimated future carbon emissions generated by the University (Scope 1, 2 and 3) using the latest/relevant Defra carbon factors and following the GHG Protocol standard. The tool will allow for key factors to be varied to assess the impact on emissions and plot different future emissions pathways. The tool will also be used to store historic data sets and be utilised to support current carbon reporting requirements. The process for setting targets for the revised Climate Strategy will be supported by the tool.

2. Review of best practice – Aecom, Russell Payne (Project Manager)

This work will result in a written report on findings of best practice in carbon reduction and recommendations for UoE and the wider sector to consider, including recommendations for action on design of a sustainable projects fund. The report will be based on structured interviews and completed questionnaires from twenty international and UK universities.

3. Developing business cases – Aecom, Robert MacGregor (Project Manager)

This will result in production of a series of outline business cases to support investment in renewables, micro-renewables and energy reduction as well as an options appraisal. Business cases would include clear analysis of carbon savings, costs and benefits as well as identification of risks and how to manage them. One of the deliverables of the project will be to input into the current development of an internal business plan tool being led by the University's Finance Department.

Timeline

Documents available from In-Tend	14 April, 2015
Closing date for Tender Response	1 May, 2015
Evaluation and Clarifications	15 May, 2015
Presentations	w/c 18 May
Award	29 May, 2015
Contract Period	16-20 weeks: 1. Carbon modelling and reporting tool – June to September, 2015 2. Best Practice – June to August, 2015 3. Business cases – June to August, 2015
Workshop	19 August, 2015
Final Reports deadline	November, 2015

Consultancy Workshop

A Climate Strategy Review Workshop took place on 19th August allowing key internal stakeholders the opportunity to input into the technical consultancy work and receive an update from all three work streams. A prototype of the carbon modelling and scenarios tool was demonstrated, with colleagues providing constructive feedback. Further opportunities for operational colleagues and senior management to input into the development of the

tool will be identified to ensure the tool addresses the requirements of key stakeholders. Notes and presentations from the workshop are available from the Secretary on request.

Climate Reporting
In June 2015 the Scottish Government wrote to the Principal along with other leaders of public sector major players, providing an update on plans for Public Bodies Duties reporting. Ministers have decided to activate powers contained in the Climate Change (Scotland) Act 2009 to require mandatory reporting, with a view to improve reporting consistency and increase emission reductions. The reporting requirement would come into force in November 2015 with the first mandatory reports due the following autumn. Advisory guidance is currently being developed. Information submitted would be drawn together into a Climate Change Public Sector Report to monitor progress and inform future policy.

The SRS Department leads on climate change reporting for the University and coordinated the response to the Scottish Government consultation on Public Bodies Duties reporting in May 2015. This response highlighted that the proposed reporting period was out of step with the academic year, and we subsequently successfully secured an additional month to prepare submissions. Institutions have been asked to trial the process for their 2014/15 report and are encouraged to make use of a suite of climate change support tools developed by Resource Efficient Scotland and the Sustainable Scotland Network. We propose, given the compromise reached with government officials, to compile a voluntary response, but with a call to be made on the level of detail submitted at this time.

Information for the University's report will be collated through already established processes for the SRS Section of the Annual Report and Accounts.

Resource implications
No direct resource implications. It is anticipated that the primary resources for the review itself will come from the SRS Department, supported by Estates.

Risk Management
Key risks for Climate Change Strategy development include: project deadline drift; failure to delivery consultancy work on time/to satisfaction; failure to agree new targets and KPIs; failure to align with core strategic processes; failure to deliver work stream proposals on time/to satisfaction; and lack of awareness, support or buy in from the University community and senior managers during strategy development, and/or once strategy completed. Strategies are in place to manage and mitigate these risks including use of a project management approach, stakeholder workshops and dialogue, and discussions with GaSP on the new strategic plan.

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

Next steps/implications
SRS Committee will continue to receive updates as the review progresses through to summer 2016.

Consultation This paper has been reviewed by the Director of SRS.

Further information Author Dave Gorman, Director of SRS, 12th October 2015

Freedom of Information This is an open paper.

UNIVERSITY OF EDINBURGH

MINUTE OF A MEETING *of the Sustainability Operations Advisory Group held in Main Library Meeting Room 1.11 on Wednesday 16 September 2015.*

Members:	Hugh Edmiston, Director of Corporate Services
	David Barratt, Engineering Operations Manager
	Michelle Brown, Head of SRS Programmes
	Michelle Christian, Senior Accommodation Manager
	Dave Gorman, Director of Social Responsibility & Sustainability
	Sarah Gormley, Business Manager & Deputy Head of IS Planning
	Andrew Haddon, Head of Estates Finance
	David Jack, Energy Manager
	Andrew Kerr, Director of Edinburgh Centre on Carbon Innovation
	Urte Macikene, EUSA Vice President Services
	Phil McNaull, Director of Finance
	Brian McTeir, Roslin Campus Facilities & Services Manager
	Fleur Ruckley, Waste & Environment Manager
	George Sked, Assistant Director of Procurement
	Geoff Turnbull, Assistant Director, Estates Operations
	Elizabeth Vander Meer, Climate Policy Manager
	Dougie Williams, Energy Systems Manager

In attendance:	Clare Wharmby, Director Carbon Forecast Ltd, for item 5
	Jonny Ross-Tatam, EUSA President

Apologies:	Hugh Edmiston; David Barratt; Sarah Gormley; Andrew Haddon; David Jack; Andrew Kerr; Brian McTeir; George Sked; Geoff Turnbull; Elizabeth Vander Meer

1 The minute of the meeting held on 27 May 2015 was approved as a correct record. In the absence of the Convener, the Director of Social Responsibility and Sustainability chaired the meeting. Consequently, it would not be possible to come to a decision on all items, but members could offer comment to be fed back. **A**

SOAG welcomed new member Michelle Christian, Senior Accommodation Manager, replacing Liz Beattie; and Clare Wharmby, Director of Carbon Forecast Ltd, in attendance for item 5. On behalf of the Group the Director of SRS thanked outgoing members Liz Beattie and Geoff Turnbull for their substantial contribution to sustainability issues down the years.

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

SUBSTANTIVE ITEMS

3 SOAG Membership **B**
The Director of SRS presented a proposed update to the Group's membership, reflecting staffing changes, realignment with the Group's practical operational remit, and designed to mesh with the new SRS Committee membership which had moved away from individual interest to a focus on role and function.

Members were broadly supportive of the changes, including adding representation from the Colleges, Health and Safety, and Estate Development. Attendees recommended further reducing the size of the group to enhance its effectiveness, with individual members responsible for bringing along the views of several colleagues. Comments would be fed back to the Convener.

Action – JR to update the proposal to swap SOAG roles for the Energy Manager and Energy Systems Manager respectively, and shift the overall emphasis from named individuals to roles.

Action – JRT & UM to decide sabbatical representation for SRSC and SOAG respectively and report back to the Secretary.

4   SRS Reporting, 2015/16 Plan and Quarterly Reporting   C
The Head of SRS Programmes presented this update on SRS reporting and timelines, a proposed plan for updating progress towards the annual SRS Implementation Plan, and quarterly reporting requirements for SOAG.

In a move toward integrated reporting, the SRS Department were working with Finance on sustainability content to be included in the UoE Annual Report and Accounts. In addition, there was a stand-alone SRS report which included the same data with more case studies. Issues arising included materiality, identifying the most important areas to report on, as well as those topics of greatest interest to stakeholders.

Quarterly reporting structures had already been introduced for SOAG. The SRS Programme Manager was meeting with key stakeholders on introducing standardised reporting templates.

The SRS Department is working on gathering content for SRS Reporting with a deadline for Estates performance data of 23rd October. This deadline also enables Public Bodies Duties reporting requirements (November). Though this may be challenging in some areas, it was better to have the data, even with qualifiers.

As SOAG meetings were scheduled based on dates cascading from Court through CMG to SRS Committee, future dates were not currently aligned with reporting.

Members agreed that Table 2 aligned with SOAG's business, and that reporting should not to be viewed as a stand-alone exercise, but linked back to University strategy, goals, metrics and KPIs, giving a snapshot of current performance and an indication of the direction the University needed to take.

Mandatory reporting under the Climate Change (Scotland) Act 2009 unified reporting timelines, creating problems for the education sector working to the academic year. UoE had successfully secured an additional month to report. With a robust quarterly reporting system in place, submitting four months after year-end should be feasible, as there would be three solid quarters plus a fourth including some estimations. UoE would report on the 14/15 academic year in November, taking solid data up to a point, then extrapolating.

An update on progress of the 14/15 Implementation Plan would be presented at the next meeting in November and a revised version of Paper C would go to SRS Committee in October.

Action – MB to review the current order of the topics listed (starting with climate / investment), emphasising links to the University business model, and

flesh out the titles, quantifying the scale of the problem and how much of a difference UoE wanted to make, to aid prioritisation.

Action – JR to issue a follow up email by the end of October outlining actions and requesting content.

Action – JR to realign SOAG dates to the quarterly reporting timeframe.

5 **Climate Strategy Phase 1 Update & Tool Presentation** **D**
The Director of SRS introduced a climate strategy update for noting. Progress had been somewhat hampered in the absence of the Climate Policy Manager, however consultants had been retained and various packages of work were being done, the most important of which was Lot 1 – development of a climate modelling and scenario tool. The tool would inform development of a new carbon target.

Clare Wharmby, Director of Carbon Forecast Ltd, presented an update on Lot 1. Objectives for the tool were to manage all carbon footprint data, acting as a master dataset to draw subsets from, and to calculate UoE's carbon footprint. The tool would be able to calculate the impact of carbon reduction projects, project the impact of changes in student numbers or income, decarbonisation of the grid, and so forth. These aspects together would be designed to produce a climate strategy best placed to meet the set targets.

A key element was establishing the boundary, i.e. the subset of total emissions that the target would be based on. Discussions were ongoing to decide which areas of Accommodation Services fell within the boundary, based on operational control. Estate and waste data would be broken down into five campuses which aligned with how that data was controlled and managed.

Attendees discussed exclusions, noting cattle as a typical example - biogenic emissions were difficult to estimate, represented a very small source, and UoE was unlikely to have the data. It was acceptable to make these exclusions, provided UoE was explicit about the reason.

The project had factored in opportunities for knowledge transfer including: involving Carbon Masters student in testing the tool; a student completion to find the best carbon reduction project; providing briefings for courses with an interest in this area or presentations for conferences; and sharing links to the tool with University networks. UoE would need to be confident in the tool before engaging in any promotional activity.

Action – CW to add food and compost back in to the boundary diagram.

Action – All members with comments or queries on the paper to follow up with DG or MB.

ROUTINE ITEMS

6 **Update on Sustainable Laboratories Activities** **E**
SOAG noted the minute of the SLSG meeting on 2 June. A lot of traction and buy-in to sustainable laboratories had been built up, and work was ongoing to translate this into practical action, including exploring the case for a permanent Sustainable Labs Coordinator post on a 'spend to save' basis.

7 **Utilities Working Group & Practical Plan Update** **F**
SOAG noted the minute of 11 August, recognising utilities as a key strand of the Climate Strategy Review. The meeting had reflected on the 10% reduction target, breaking it down into components and identifying requirements to meet

it. Major challenges were identified in terms of data, infrastructure, and behaviour change. It would be necessary to spend to save, and the group was looking at schemes implemented elsewhere that were showing 10-20% returns on investment.

8   Any Other Business
No items were raised.

ITEMS FOR FORMAL APPROVAL/NOTING

9   Sustainability Awards Update & Feedback on Proposed Special Awards   G
The Head of SRS Programmes presented for noting a paper on the current status of the Awards programme, thanking members for feedback contributed to the review. Building on success and lessons learned in 2014/15, changes in 2015/16 would ensure a more strategic approach that:

- Aligned more closely with key UoE sustainability priorities
- Fitted the workflow of the academic and business year
- Reduced risk of the awards process becoming a 'box ticking' exercise.

A ceremony in April would focus on Special Awards (labs, energy, innovation, impact, personal contribution) and would align with volunteering, specifically Development & Alumni promotion of the Big Leap.

This would be a year of transition, with parallel aims to increase the number of teams participating (spreading the scheme and reducing processing cost) and the overall impact of the Awards. While continuing to celebrate grass roots activity, the scheme was looking into ways of recognising leadership, for example engraining sustainability in working practices at School level. Some members would be invited to join the judging panel. Attendees recommended adding a representative from Health & Safety.

Action – All members wishing to be involved to contact Caro Overy.

10   3 Year Strategy   H
SOAG noted a paper outlining the current 2015-2018 strategy of the SRS Department, including goals, objectives, ways of working and plans to monitor and measure outcomes.

Members suggested reviewing the document to test whether the objectives were genuinely SMART, and dividing the timeframe into 12 quarters to break down actions in a way that would allow for more effective staff performance management.

Action – All members to provide comments to be addressed when the document was reviewed.

11   Annual Risk Assessment – Operational Components   I
SOAG noted this paper assessing potential risks, their impact and mitigation in terms of operational sustainability. Elements relevant to SOAG had been extracted from the overall SRS Department risk log.

Members recommended reviewing those net risks that were considered unacceptable, splitting out the current set of controls which were insufficient, and including SMART objectives to improve these controls and reduce the risk to an acceptable level.

UNIVERSITY OF EDINBURGH

MINUTE OF A MEETING *of the Fair Trade Steering Group held in the Cuillin Room, Charles Stewart House on Tuesday 22 September 2015.*

Members:	Karen Bowman (in chair), Director of Procurement
	Kenneth Amaeshi, Lead, Corporate Responsibility & Governance Network
	Evelyn Bain, Procurement Manager
	Michelle Brown, Head of SRS Programmes
	Jill Bruce, Development and Alumni
	Sarah Conway, Careers Service
	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
	Catherine Gilliland, Estates and Buildings Representative
	Dave Gorman, Director of SRS
	Davy Gray, EUSA Sustainability Coordinator
	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
	Urte Macikene, EUSA Vice President Services
	Ali Newell, Associate Chaplain
	Jonny Ross-Tatam, EUSA President
	Christina Schmidt, EUSA Global
	Marina Sergeeva, Sports Union President
In attendance:	Guest: Susana Irisarri, Public University of Navarra
Apologies:	Kenneth Amaeshi; Jill Bruce; Stephannie Hay; Tim Hayward; Ian Macaulay; Jane Rooney; Jonny Ross-Tatam; Christina Schmidt; Marina Sergeeva

1   Minute   A

In the absence of the minute Secretary an informal note was taken.

The minute of the meeting held on 20 April 2015 was approved as a correct record.

Susana Irisarri from the Public University of Navarra, Spain, was welcomed to the group as a visitor. Susana explained her role in her own university which involves coordinating development cooperation activities. A large part of her work involves organising student end of year projects in 'developing' countries, for example in Latin America, which can be research or practice based projects. These include fair trade related projects. At a local level, students also participate in social and solidarity economy projects (local equivalent of fair trade). Susana is also working on her own initiative to enable the University of Navarra to become a Fair Trade University - under a Spanish scheme run by the NGO IDEAS. Currently there are challenges around convincing the university to procure and stock fair trade hot drinks and other products. Susana is visiting the

University of Edinburgh for the week, coordinated by the SRS Department, to meet key contacts and learn about the University of Edinburgh's approach to fair trade.

2 Matters Arising

All matters arising/actions from the minutes were covered in the current meeting agenda.

SUBSTANTIVE ITEMS

3 FTSG Review   B

Fair Trade Steering Group review - thanks to Jane Rooney for supporting the process. The following points were discussed/raised in relation to the paper presented:

- MB explained the process that had taken place to review the role of the FTSG in University governance, including consultations with group members and others

- MB summarised concerns raised about the group, as summarised in the paper, and explained the recommendations for fair trade to be reviewed in a workshop format once or twice a year, as well as continue to be integrated into other committees and groups where appropriate

- it was noted that the recommendation to maintain a strong commitment should be added as recommendation number one in a new version of the paper **(ACTION MB/LC)**

- KB noted that the success of the group in bringing together students and staff to discuss issues should be highlighted, and DG reiterated the importance of not losing this staff/student interaction. It was reminded that having a staff/student group discuss fair trade is a requirement of the Fairtrade University scheme

- DG suggested that the new staff/student forum or workshops would allow discussion to continue, without having to be in a formal committee setting with agendas, papers and minutes, which may not interest all

- UM agreed with the majority present that the move away from a committee setting to an SRS staff/student workshop format would be a positive move, as many students know about fair trade and perceive it as already achieved, so a separate committee is no longer required - fair trade should be embedded among wider SRS issues

- UM stressed the importance of not calling any workshops staff/student forums, as the SRS Student Forum already exists, and the proposal is for something separate from that - confusion about this also occurred at the meeting and the distinction needed to be clarified

- DGr raised a concern about duplication of channels if a new forum/workshop was established, with the SRS Student Forum already in existence

- members of the group stressed the importance of making the new staff/student workshops attractive to students

- HGB stressed the importance of fair trade having to remain clearly on the agenda for staff/student workshops, as there was a risk of it getting lost among other SRS themes

- SC agreed that the staff/student workshops were a good idea, as there would be many more staff and students with an interest in fair trade and SRS beyond those who knew about and were able to attend the FTSG meetings

- DG proposed that the staff/student workshops would be a welcome forum for raising the profile of and discussing the new Edinburgh Action for the Climate campaign

- EB expressed concern that the loss of the FTSG may mean fair trade would be sidelined, after many years of effort. The group stressed that the move was not an end of fair trade work, but a shift in approach, to reflect changing university structure and changes to procurement requirements. Fair trade would need to be on the agenda of SRS and SOAG committees in future

- LC highlighted the need and opportunity to engage academics in fair trade too, as the FTSG format had not attracted attendance or input from academic staff - a new workshop format, as well as Living Lab projects, could facilitate this

- KG suggested that an SRS Staff Forum, reflecting the SRS Student Forum, may be an option, as there would be plenty of interested staff who could discuss how to implement SRS including fair trade in their units. The staff and student forums could then meet together twice a year

- MG recognised the passion about fair trade brought by group members, but pointed out that fair trade links to so many wider SRS issues, as reflected in recent range of items discussed at the FTSG, which would indicate it was logical to integrate fair trade into wider SRS workshops

- DGr highlighted a need to be progressive in terms of approach to fair trade and what would be discussed, in order to interest more students

- KB noted that social as well as environmental concerns should be integrated into new groups like the Sustainable Labs Group and the Sustainable ICT group

- there was broad consensus that two SRS staff/student workshops should be organised a year, with fair trade clearly on the agenda for both (and not to be called a forum to avoid confusion)

- EB asked how members of the current FTSG could be involved in other committees/groups, as they bring enthusiasm and knowledge

- Fairtrade Fortnight would continue to be arranged between SRS Dept, Chaplaincy and EUSA, in absence of FTSG

- Action: new draft of the FTSG review paper to be written based on the above feedback, to be presented at the SRS Committee

4   Proposed Conflict Minerals Policy   C

Conflict minerals policy was presented by LC, which has had input from SRS, Procurement, some academics, EUSA, and some supplier engagement. The need to ensure the policy would be able to be implemented across the University was highlighted. The draft policy and background info would go to the IT Dept and Sustainable ICT Group. London Universities Purchasing Consortium may also be interested in developing a conflict minerals policy/approach in future, given their affiliation to Electronics Watch.

ROUTINE ITEMS (verbal unless otherwise noted)

5 Workers' Rights Consortium

Research done by MSc student Eilidh Morrison on garment supply chains and the WRC was highlighted. Action: the report should be sent to FTSG members for info. Following the research, WRC have committed to offering a webinar for UK members to discuss concerns around the scheme and how to better implement it. EB and LC have worked with APUC to propose additional questions in the upcoming PPE tender on social responsibility, including on offering fair trade cotton, and on asking suppliers to disclose factory locations - to help implement WRC commitments to supply chain traceability.

6 Any Other Business

Update from the Chaplaincy on FTSG collaboration with the Fairtrade Café

AN explained that the Fair Trade Café this year had been focused more on local food, with close links to the Hearty Squirrel cooperative. The focus was thought to depend on which individual students get involved each year. Keen to reinvigorate an interest in fair trade ingredients, AN is to send the Fair Trade Café info on the Malawi student research on lentils, and on JTS lentils, rice and other savoury food options (LC has sent info to AN). Fair Trade Café have been delayed this year as awaiting health and safety certification.

One World Shop Relocation

KB raised the fact that the One World Shop is moving to St Patrick's Square, very close to the University. This is an opportunity to work more closely with them, for example during Fairtrade Fortnight.

ITEMS FOR FORMAL APPROVAL/NOTING

7 Student Placements – Promotion & Feedback Event

Two MSc student placements involving fieldwork in Malawi with JTS partner NASFAM, looking at lentils/pigeon pea supply chains (value chain analysis and livelihoods/gender impact) were raised. The placements received positive feedback from the students taking part, and from other students who had been inspired to learn about fair trade through the event organised for the students to present their findings. The students' recommendations to JTS about switching which processors they buy from, and to the university regarding starting to buy the lentils from JTS again for catering outlets, have been useful.

UNIVERSITY OF EDINBURGH

MINUTE OF A MEETING *of the Sustainable Information Technology Group held in the Elder Room, Old College on Friday 2 October 2015.*

1   Welcome and Introductions
The Convener welcomed attendees to the first meeting of the Group which included representation from across the University, both physically and in terms of function.

The purpose of the relaunched Group was to generate discussion on possible action in terms of SRS and IT. It was noted that proposed membership had grown during the lengthy pre-meeting phase, and now needed to be reduced.

Action – All to give feedback through the Secretary on appropriate membership for the Group, including any additions and signalling if any areas were over-represented.

2   Membership, Remit & Governance Arrangements   **A**
The Convener introduced a paper on representation, scope and strategic oversight for the relaunched Group. The key element was the proposed remit in section 3 - in particular reaching an understanding of the footprint associated with IT and identifying opportunities to make energy, carbon and cost savings to contribute to review of the University's Climate Strategy.

Attendees noted that setting targets for consumption per area and reporting progress against these could be potentially burdensome, and that representation on the Group may not be at the right level to secure such reports.

Members discussed the prevalence of personal devices, agreeing to include in the Group's remit all University-owned devices, and noting that impact would vary by item (e.g. the conflict minerals issue was strongest in relation to mobile phones). As with the business aviation issue, the best approach would be to offer guidelines and opportunities for staff to test internally.

The Group broadly endorsed the paper, agreeing to rationalise membership.

Action – All to provide feedback on the remit via the Secretary.

3   Climate Strategy Review Update & ICT Contribution   **B**
In the absence of the Climate Policy Manager, the Convener outlined the context for this update on Phase 1 of the Climate Strategy Review. In terms of the current Climate Action Plan adopted in 2010, while the University had performed extremely well in some areas (such as waste, transport and CHP), emissions continued to rise. Efforts were underway to investigate what could be done, without constraining institutional growth and ambition. Evidence was being gathered on best practice around the world and a carbon modelling tool was being developed. The CIO for Humanities and Social Sciences noted a premade tool used elsewhere in the sector that could be used to get a clear idea of UoE's current position.

Action – FM to share further information on the tool.

The aim was to get a sense of the real scale of the University's IT footprint, as well as potential pathways for improvement. As a first step, members agreed that it would be helpful to establish a baseline to understand how significant in carbon terms the various issues were. Members acknowledged that the Group could identify useful changes while accepting that emissions in this area might still increase.

It was recognised that there had been a lack of rigour with regard to boundaries, though work was ongoing to resolve this. The key was operational control and deciding what this would mean in terms of IT. Historically, UoE had tended to take the entire hit for shared services such as ARCHER, and changing this to a calculated portion was one option. Attendees noted that boundary questions should not be allowed to get in the way of UoE's contribution to society.

<u>Action</u> – follow up with members on baseline and boundary issues linked to carbon footprinting.

4   Sustainable ICT Procurement & Supply Chains   C

The Procurement Manager presented for discussion a paper on the Sustainable Procurement Prioritisation Tool (SPPT), highlighting some of the broad SRS issues which relate to ICT supply chains, and outlining how potential risks are managed.

The Scottish Government Procurement Reform Bill would mandate additional sustainability requirements and changes in reporting. A dummy run using the SPPT had been carried out and the paper proposed a further SPPT exercise to set priorities for the coming years. This session may be held off until after December when the tool would be finalised. The CIO, Humanities and Social Sciences had attended the first SPPT session, found it to be useful, was happy to attend in future and encouraged others to do so.

It was essential to ensure procurement at UoE captured the overall power consumption of equipment, whole life costing etc. which were not necessarily part of current procurement requirements. Attendees proposed adding fair phones as an option for University telephony, which could help boost UoE's ranking in the People & Planet league.

<u>Action – GR</u> to reflect on attendees at the last SPPT session, what range to aim for at the next session, and put a request back to the Group.

5   ICT in the Context of Reuse   D

The Chief Information Officer, CHSS presented an update on internal and external reuse, including recommendations on hard drive wiping, which had arisen through discussions within the College on PCs that were no longer required. The paper identified barriers to PC reuse (secure data erasure, storage and time constraints) and how they might be overcome to make the process less onerous and drive greater reuse. It was proposed that UoE investigate the use of a commercial product to cleanse PCs to a set standard.

Attendees noted potential risks of cascading internally kit that was more than 5 years old as it was likely to be the least energy efficient and could be cheaper to replace purely on running costs (though the energy involved in producing the piece of equipment should also be factored in). Further thought could be given to whether existing equipment could be made to serve for longer, potentially by upgrading components rather than machines. While there were positive examples of internal reuse saving resources, and members were keen to retain the option of cascading internally, it should be recognised that older kit required more support.

Members discussed selling equipment to staff for use at home. Some areas had taken payment for peripherals (though not desktop machines due to data protection issues) in order to be able to keep track of these through the system.

Equipment approaching end of life was of significant value to charities, and excellent partnership arrangements were already in place. These partnerships had very specific requirements which the Waste and Environment Manager had been working on.

Action – MB to share the protocols that had been developed in this area.

The Group expressed universal support for the idea of doing more in this space, though further debate on the principles and priorities was needed.

Action – FM to reflect further on the key issues and a potential starting point, and report back to the Group following further discussion.

6   Conflict Minerals Policy   E

In the absence of the Research & Policy Manager, the Head of SRS Programmes presented this paper providing background on the development of a conflict minerals policy for the University and offering a draft of the policy to consider and potentially endorse.

SITG noted that the Chief Information Officer and Librarian to the University was broadly supportive of the policy, suggesting it be adopted and reviewed within the year. The intention was to start at the collective buying level, rather than focus on individual equipment. The issue highlighted deep implications within UoE supply chains. These issues generally began as voluntary before becoming mandatory. It was essential for the University to remain ahead of the curve and signal its position for the companies it does business with (though most companies UoE sources from have their own conflict minerals policies).

SITG members endorsed the draft policy. Once consultation was finalised it would be submitted to IT Committee and SRS Committee for approval.

7   2015-18 Framework Planning Exercise

The purpose of this facilitated planning exercise was to gather initial thoughts on SRS opportunities within ICT and where the Group was going to develop into an action plan.

Group 1 identified two main priorities: power efficiency and the circular economy. Developing a broad understanding of the University's IT footprint should be the first step. A review carried out last year found that half the spend associated with IT sits with Information Services and is centrally managed, the other half is distributed and devolved. Once a baseline was established the Group would be in a position to identify efficiencies. If included the Advanced Computing Facility (ACF) would dominate power use figures. The Group was advised not to look to ARCHER for further efficiency savings. These facilities delivered the ability to model, saving energy by running experiments digitally through simulations.

Group 2 focused on the baseline, data availability, and annual audits. Wireless could be used to map and monitor device usage levels. Guidance should be made available including information on the relative impacts of different pieces of equipment to drive positive behaviours. Devolving data and systems budgets could make a difference. SITG could promote a shift to paperless working and increase messaging on positive impacts.

Group 3 discussed the need for an energy consumption tracking tool to collate and analyse data, noting the JISC-funded IT Higher Education Energy Consumption Tool. SITG could look into intelligent power consumption agent software which could generate significant savings. An energy standby policy could be implemented for supported desktops. SITG could promote the introduction of other procurement options (e.g. fair phones as part of the telephony options on the procurement website). It was recommended that the Group seek a student representative.

Action – MB & CO to prepare a summary for circulation with the minutes.

Action – All to send any suggestions for a student member to the Secretary.

Action – JR to schedule quarterly meetings starting in January 2016.

THE UNIVERSITY *of* EDINBURGH

Social Responsibility and Sustainability Committee

Wednesday 21 October

Public Engagement Overview

Description of paper
This paper provides SRS Committee members with an overview of public engagement activity including key points the Committee should be aware of, opportunities to collaborate, and key issues facing the Beltane Public Engagement Network.

Action requested
SRS Committee is requested to _note_ and _discuss_ the paper.

Background and context
On 1 September 2015 CMG endorsed an extended remit for SRS Committee including public engagement activities – understood as involving the wider public (locally, nationally and online) in dialogue about research activity at the University.

Discussion
The Beltane Public Engagement Network's most recent publication, 2014 Review – the Networker is attached. In addition to the work in the review, the team are now involved in two major EU projects.

The first is EU researchers' night or Explorathon which is an annual one night festival celebrating research and researchers and Beltane work with Aberdeen, Glasgow and Strathclyde to deliver this nationwide. This project has been shortlisted for the THE Awards for Outstanding Researcher Development.

The second, just starting, is the NUCLEUS project which has over 20 partners in the EU and beyond (including China and South Africa). This project is looking at the role of communication and governance structures in ensuring Responsible Research and Innovation.

Beltane are hosting a field trip in December 2015 (4th & 5th) for the Nucleus partners to explore how we approach this in Edinburgh. The Network would welcome a member of the SRS team to contribute to these discussions.

Funding is the key issue facing the team. They are well embedded in the Institute for Academic Development (IAD) but are coming to the end of their currently agreed funding plan and will be renegotiating support from the three colleges and the other University partners. They have issues managing their peak activity times (from August to the beginning of October) with the Cabaret of Dangerous Ideas, Explorathon and Fun Palaces occurring in these two months. They have hired student interns over the summer to help out with this and are looking to hire PhD interns as well in the future.

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

Further information Presenter: Heather Rea, Project Lead (Beltane), 12 October 2015.

Freedom of Information This is an open paper.

THE UNIVERSITY *of* EDINBURGH

Social Responsibility and Sustainability Committee

Wednesday 21 October

Widening Participation Overview

Description of paper
This paper provides SRS Committee members with an overview of widening participation activity including the key points the Committee should be aware of, opportunities to collaborate, and key issues facing the Widening Participation team.

Action requested
SRS Committee is requested to _note_ and _discuss_ the paper.

Background and context
On 1 September 2015 CMG endorsed an extended remit for SRS Committee including widening participation, the strategic priority led by Student Recruitment & Admissions which aims to address the discrepancies in the take-up of higher education opportunities between different social groups.

Discussion
The Widening Participation team awaits the report of the Commission on Widening Access which will set out milestones for the Scottish Government. Indications are that while they recognise the lack of school attainment from an early age and the need for a multi-agency approach, most of the emphasis will be on what the universities can do to effect change.

Current challenges include:

- the number and quality of applications to UoE from separate applicant pools (Scotland/EU and RUK) and the impact on offer chances
- our WP projects and use of contextual admissions have demonstrable impact on the student intake; but we continue to find it challenging to gain government/SFC recognition (in spite of the detailed SFC Outcome Agreement process)
- maintaining and funding the provision of an ongoing evidence base of WP research, tracking and the WP student experience.

It is essential for the small core WP team to collaborate with staff across the University in the creation, design and delivery of WP activities (as detailed in the attached activities summary) and there is always scope to do more. This year's WP reception in early 2016 will encourage more collaboration and innovation by inviting academic and professional colleagues to showcase their interventions/activities and their impact.

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

Further information
Presenter: Kathleen Hood, Head of Widening Participation, 12 October 2015.

Freedom of Information
This is an open paper.

Summary of Widening Participation
PROJECTS & ACTIVITIES

www.ed.ac.uk/student-recruitment/widening-participation

Introduction

Student Recruitment and Admissions (SRA)

Student Recruitment and Admissions supports the University in its strategic objectives on student recruitment, admissions and widening participation and offers information advice and support to enquirers, applicants and students from the UK and the EU.

Widening Participation

Widening Participation is at the heart of our agenda and we are fully committed to the principles of educational opportunity, increasing diversity and equal opportunities for prospective and current undergraduate students. This commitment is evidenced by the range of widening participation school and community outreach projects which have demonstrable impact; the sector leading use of contextual data in admissions and the support of students during transition to degree level study while on programme to enhance retention. This includes financial support in the provision of accommodation and access bursaries. We continue to support regional and national collaborative partnership projects by hosting and providing management and services support to LEAPS, SHEP and SWAP.

We engage thousands of prospective students annually via large on campus events as well as one-to-one individual capacity building projects such as Pathways to the Professions, Reach and ACES. We support the student journey from primary school, through secondary school and beyond with provision for adult returners through our Credit for Entry routes.

Influencing the influencers is key and supported by CPD sessions for teachers and specific events for parents and advisors. The University provides ongoing support to targeted groups of those traditionally under-represented in higher education. We have recently developed a new admissions policy for care leavers to complement our existing commitment to this particular group. Students from Scotland also benefit from the Widening Horizons project as it enhances exchange and study abroad opportunities for WP students and was short listed in the Times Higher Education WP Initiative of the Year 2014.

The University has a long tradition of providing bursaries to assist widening access and to ensure that we continue to attract the very best students from the UK.

Admissions

The University of Edinburgh is one of the most popular universities for undergraduate study in the UK. In 2012, only three UK universities received more 'on time' UCAS applications than Edinburgh. Entry to the University is highly competitive, and the admissions process highly selective.

We are committed to admitting the very best students who demonstrate the potential to benefit from, and contribute to, the academic experience we offer. We encourage applications from students from diverse backgrounds and aim to offer equality of opportunity in our selection process. The University was one of the first in the UK to introduce the use of contextual data in admissions when it did so for the first time in 2004. We recognise that applicants have differing backgrounds and experiences and that not everyone has an equal opportunity to demonstrate their potential with their school or college qualifications alone. For this reason we consider certain data and information in our selection process to help us identify applicants whose academic grades to date may not be a true reflection of their potential to succeed at the University.

In the 2014-15 academic year we received over 55,000 applications. 55 per cent of our Scottish domiciled entrants had one or more widening access characteristics, up from 45 per cent for the previous year. Of those over 400 came through the LEAPS project.

A briefing on our use of contextual data is available here:
www.ed.ac.uk/files/atoms/files//contextual_data_briefing.pdf

Team Work

The expansion of widening participation activities, and in particular successful on campus events, is only possible with the commitment and cooperation of academic and support staff; undergraduate and postgraduate students who act as facilitators and role models. The WP team in SRA thanks all contributors including EUSA and Admissions Officers in all three Colleges. Please note we are always keen to discuss the development of new activities. A wide range of University of Edinburgh subject areas is already engaged with WP activities. Please email wpteam@ed.ac.uk if you would like more information on how you can be involved.

WP projects/activities

Pathways to the Professions

This ground-breaking project, initiated in 2001/02, encourages progression by under-represented school students into professional courses in Law, Medicine, Veterinary Medicine and Architecture.

All students from the 46 local secondary schools in Edinburgh and the Lothians are eligible to register with Pathways. We currently have over 600 school students registered, from S4 to S6. Key to the success of Pathways is the partnership with the professions and professional bodies who support its delivery. The project model is recognised as a model of best practice, informing the design of the Scottish Funding Council funded REACH project and used as a model for Pathways to Law in England (with 12 universities) and Trinity College Dublin.

More information at:
www.ed.ac.uk/student-recruitment/widening-participation/pathways

Reach Scotland

Reach is a collaborative partnership with Aberdeen, Dundee, Glasgow and St Andrews Universities for access to high demand professional courses. Reach Edinburgh has allowed the expansion of the successful Pathways to the Professions model to 17 more schools in Scottish Borders and Forth Valley. Funded by the Scottish Funding Council.

More information at: www.ed.ac.uk/student-recruitment/widening-participation/reach

ACES

ACES (Access to Creative Education in Scotland) provides advice and guidance to students from target schools in Edinburgh, the Lothians and the Scottish Borders who are interested in applying to courses in art and design. Funded by the SFC, the project officer is based at Edinburgh College of Art and works closely with SRA.

More information at:
www.ed.ac.uk/student-recruitment/widening-participation/aces

Lothians Equal Access Programme for Schools (LEAPS)

Developed from the University of Edinburgh Special Entrance Initiative (USE) in 1995 to become a collaborative funding partnership with the other HEIs in Edinburgh and the 4 local authorities in Edinburgh and the Lothians. LEAPS promotes higher education amongst young people whose school careers have been affected by adverse economic or social circumstances or who come from communities with little or no experience of higher education. LEAPS comprises an outreach schools programme aimed at raising awareness of opportunities in HE, with different elements of the programme offered to schools according to their designation as group 1 (lowest HE participation) or group 2 (highest HE participation where individual selection criteria are used); and a 7 week pre-entry summer school.

The LEAPS summer school is genuinely multi-exit and students progress not only to partner HEIs but to HEIs all over Scotland and beyond. SRA WP staff recruit student volunteers, contribute to school workshops, shadowing, pre application interviews and committees as well is organising on campus activities on behalf of LEAPS. At S6 LEAPS and Pathways to the Professions integrate for pre application guidance and admissions liaison. LEAPS also delivers and manages the Scottish Funding Council funded Schools for Higher Education Programme (SHEP) for 19 low progression schools in Edinburgh, Lothians, Scottish Borders and Forth Valley.

More information at: www.leapsonline.org

Careers events

The careers days designed for the Pathways to the Professions project have expanded across the University and 'So you want to be a ....' events are currently run by Nursing, Social Work, Engineering and Primary Education.

Peer Mentoring Programme

This programme with 60-70 mentoring pairs is proving effective for new students studying at the University through a structured programme of training and support. Pathways to the Professions students have ring-fenced places on the scheme and are also mentored at school by current University of Edinburgh students.

More information at: www.ed.ac.uk/student-recruitment/widening-participation/mentoring

Primary and early secondary years' initiative

it is crucial to sow the seed early and so we work with 11 primary schools providing workshops in school and on campus reaching over 400 P6 and P7 pupils. The target primaries feed into Wester Hailes Education Centre, Liberton High School, Leith Academy and Craigroyston High School so we follow up with a series of interventions for S1 and S2 groups. Hear about the impact of the project from one of the Head Teachers here: https://youtu.be/a3IhUTn6VSI

College links

We support, guide and advise college students through career events, admissions advice and lectures. The Further Education Links Day, is part of a wider programme to assist in transition and induction to degree study. This is delivered in partnership with relevant academic schools. SRA also works closely with SWAP East, annually hosting and delivering elements of the Preparation for University course unit. The University engages with The Edinburgh and Lothians Regional Articulation Hub (ELRAH). We are currently developing plans to work more closely with Edinburgh College (after its recent merger) and also with Newbattle Abbey College.

More information at: www.ed.ac.uk/studying/mature/undergraduate

Educated Pass

Lack of attainment of boys at school is well recognised and this initiative uses boys' commitment to sport to engage them with education. Funded by the Sutton Trust, the project works with local youth football clubs in collaboration with local colleges and the Scottish Youth Football Association to develop club based and on campus activities. Following presentations at the football club the teams are invited to local campuses for workshops with the staff and students of sports related courses to give them practical and academic experience and insights. Current students are used as role models with the successful University Football team taking a prominent part.

More information at: www.ed.ac.uk/student-recruitment/widening-participation/educated-pass

Care Leavers:

The University of Edinburgh has an action plan for supporting care leavers entering higher education. Young people leaving care may find it daunting to consider going to university without the emotional and financial support that is normally provided by families and only around 3% of Scottish care leavers go on to Higher Education. This project aims to increase the number of university applications from this under-represented group, and ensure they are appropriately supported when they enter the University as students. We also have a specific admissions policy for care leavers who also have automatic entitlement to bursary support.

More information at: www.ed.ac.uk/student-recruitment/care-leavers

Widening Horizons

Widening Horizons is an innovative programme delivering an immersive short term international experience to widening access students allowing them to:

- Gain valuable international experience
- Increased their intercultural awareness
- Develop an informal peer network with other group members
- Gain new self-reflective tools
- Develop key graduate attributes
- Build self-confidence and efficacy

Widening Horizons addresses four key strategic threads; widening participation, employability, the student experience and internationalisation. To date students have had immersive study abroad experiences in USA, Canada, Tanzania and India.

Here is a short film of the impact of Widening Horizons on a first year student who spent time at the University of Virginia:
https://youtu.be/M4wrnNE-YMw

Summer Programmes

As well as the LEAPS Summer School, there are two one week-long summer programmes for students between S5 and S6. The Sutton Trust Summer School is for 120 pupils from across the UK. Co-funded by the Sutton Trust and the University for subject areas in sciences, humanities and social science, the summer school gives the students a holistic, residential university experience. Kickstart covers several subjects strands including health and the sciences, and humanities and social science. This is a collaborative project with the University of Edinburgh, Edinburgh Napier University, Queen Margaret University and SRUC, funded by the local councils in East, Mid and West Lothian. Kickstart also includes school students from Dumfries and Galloway and Scottish Borders schools on a residential basis at Pollock Halls of Residence.

More information at:
www.ed.ac.uk/student-recruitment/widening-participation/stss
www.ed.ac.uk/student-recruitment/widening-participation/kickstart

S2 University Experience Week

A week long residential experience for S2 students from local priority schools of low progression in Fife and Midlothian. Students have taster sessions in the morning followed by social activities in the afternoon and evening.

Moving On

A transition to degree study course is run by the Office of Lifelong Learning (OLL) in collaboration with SRA. The course is designed as a week long bridging course linking pre-university study with undergraduate work. It takes place prior to Freshers' week, and is targeted initially on LEAPS eligible students who have not attended the LEAPS Summer School, College students entering from an HN background, and mature students who have not come through one of the supported routes. SRA will continue to support the development of this course by providing targeted applicants' data and by liaising with OLL to explore mechanisms for expansion into specific subject areas.

Lecture events

The University organises and hosts a number of public lectures throughout the year. Where possible, SRA offers free tickets to local school students within appropriate subjects, and organises receptions with the relevant University departments. Recent lectures have included areas such as veterinary medicine, politics and current affairs, music, and Islamic studies, as well as numerous science and medicine related events.

Information for Teachers

Influencing the influencers is key and supported by CPD sessions for teachers and specific events for parents and advisors. Events are help on campus and we also collaborate with Russell Group universities in the provision of two large scale WP teachers' conferences in England to give information and advice in applying to selective universities. The WP team are happy to give individual advice to teachers and also to give school based guidance to groups of relevant staff.

Bursaries

The University has a long tradition of providing bursaries to assist widening access and to ensure that we continue to attract the very best students from the UK.

We have three bursary schemes: Access Bursaries; Scotland Accommodation Bursaries; and University of Edinburgh (RUK) Bursaries.

During the current academic session we have provided bursaries to almost 2,600 students which represents a total University investment of over £6.8M.

The University continues to provide the most generous bursary scheme within the UK to students from England, Wales and Northern Ireland where students with a residual household income of £16,000 or less receive an annual bursary of £7,000.

More information at: www.ed.ac.uk/student-funding/undergraduate/uk-eu/bursaries

Students taking part in the Sutton Trust Summer School in 2015.

Mature Students

A website for mature applicants informed by focus groups with current undergraduates and local College students: www.ed.ac.uk/studying/mature

Office of Lifelong Learning (OLL)

OLL has developed routes for adult returners including a part time access course and the Credit for Entry route for students taking accredited Open Studies courses. OLL is also developing links with community education providers to attract students from under-represented groups.

More information at: www.lifelong.ed.ac.uk

Scottish Wider Access Programme (SWAP East)

SWAP brings together Colleges and Universities to work collaboratively on the development of access courses to address the needs of mature students from backgrounds which had previously been under-represented in HE. UoE was a founding member of SWAP.

More information at: www.scottishwideraccess.org/ and www.lifelong.ed.ac.uk

WP research and reports

Evidence base

Reports on tracking of students engaged in our projects are available here:
www.ed.ac.uk/student-recruitment/widening-participation/about/reports

LEAPS Annual reports showing destinations of eligible students are available here:
www.leapsonline.org/annual-report.html

Undergraduate admissions research report

A published report describing a statistical analysis of patterns of the entry, progression and degree outcomes of a sample of young students entering the University since the introduction of contextual data in admissions is available here: www.euppublishing.com/toc/scot/23/2

A fuller version by subject area is available here:
www.ed.ac.uk/student-recruitment/publications-resources

This quantitative study will be followed up by qualitative research on student and staff perceptions and experience.

Careers destination analysis

We have undertaken an analysis of the first destinations of WP students graduating from the University of Edinburgh over the past 4 years, through interrogation of the Destination of Leavers of Higher Education data. The study compared WP student performance against the wider University of Edinburgh performance and against the limited external data available. Case studies have been produced highlighting the success of widening participation students.

The current report is available at:
www.ed.ac.uk/schools-departments/student-recruitment/widening-participation/about/reports
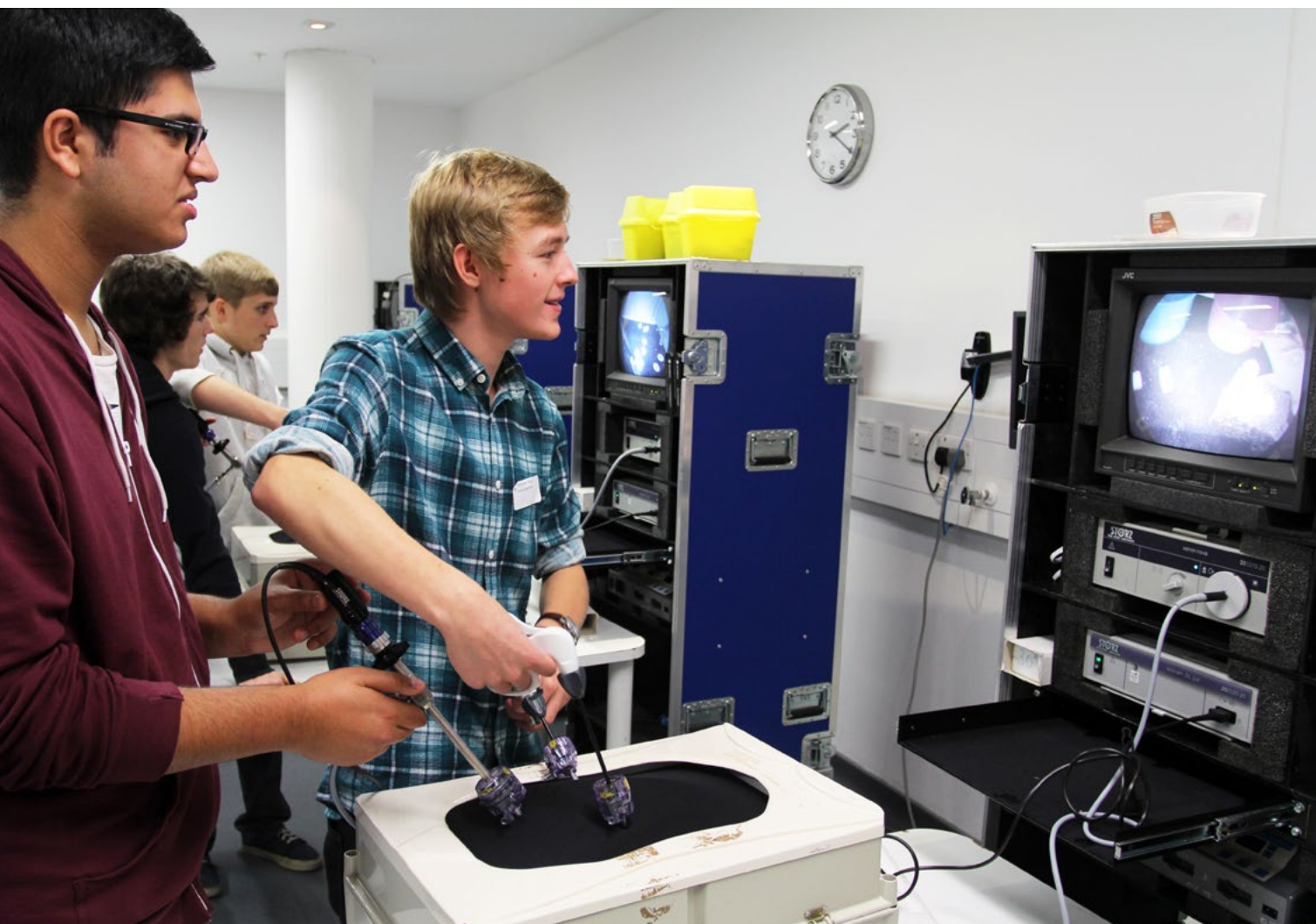
Students practising laparoscopy skills at a 'So you want to be a Doctor?' day.

For more information please contact:

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T: 0131 650 4383
E: kathleen.hood@ed.ac.uk
W: www.ed.ac.uk/student-recruitment/widening-participation

Updated August 2015

If you require this document in an alternative format, such as large print,
please contact: wpteam@ed.ac.uk

Photography by Adam Janoszek and Shawn Coulman

Social Responsibility and Sustainability Committee

Wednesday 21 October

SRSC Away Day 2015 Briefing Paper – Goals & Metrics

Description of paper
The purpose of this paper is to support discussion on the range and nature of potential social responsibility and sustainability goals, indicators and targets linked to strategic planning.

Action requested
SRS Committee is invited to _note_ and discuss the paper and decide next steps.

Background, Context and Discussion
Social Responsibility is a key theme of the current University Strategic Plan. The University also has a standalone Social Responsibility & Sustainability (SRS) Strategy and a Climate Action Plan (2010-2020). While the strategies outline broad aims, the only Key Performance Indicator (KPI) named in relation to social responsibility relates to carbon emissions per £ million turnover. The University has a requirement to set out goals and targets in relation to carbon and hence work is being undertaken to review the Climate Strategy and Action Plan. The University is currently preparing the next Strategic Plan and members are encouraged to consider how the goals, metrics and KPIs across different topics will be prioritised, developed and communicated. See attached paper for further information.

Resource implications
No direct resource implications. It is assumed that this is part of Committee member roles to consider the longer term SRS Strategy and associated goals and metrics.

Risk Management
Clarity on goals based on organisational priorities and linked to stakeholder expectations would help manage potential reputational risks. Prioritisation would lead to increased alignment of staff time and resources.

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

Next steps/implications
SRS Committee to review and agree on next steps for prioritisation of goals and metrics.

Consultation
The draft paper has been sent to various stakeholders to seek their early thoughts: Karen Bowman, Moira Gibson, Kathleen Hood, Gary Jebb, Geoff Turnbull, Graham Bell, Pete Higgins, and Jane Norman.

Further information
Paper prepared by Michelle Brown, Head of Social Responsibility & Sustainability Programmes. Further background: University Strategic Plan (2012-2016), University SRS Strategy (2010-2020)

Freedom of Information
This is an open paper.

Shaping a Longer-term Agenda for SRS at the University

Ideas for developing and updating goals, indicators and targets

Description of the paper

The purpose of this paper is to support discussion on the range and nature of potential social responsibility and sustainability goals, indicators and targets as part of the University's strategic plan / SRS Strategy and to ensure alignment with both SRS Committee engagement and oversight.

Background

The University of Edinburgh has a long commitment to social responsibility and sustainability (SRS), appearing formally in the Strategic Plan since 2004. The new vision 2025 states that "*as a truly global university, rooted in Scotland, we seek to benefit society as a whole.*"

As a global and world leading University, Edinburgh benefits society primarily through the research it carries out, and the students who learn here and whose lives are influenced here (i.e. our 'core business'). In addition, as a large organisation with 500+ buildings, c30,000 students, c10,000 staff and supply chains reaching across the world, the University of Edinburgh impacts people and nature through the way in which it operates and carries out its business. As well as simply risk management of social and environmental impacts, it is important to remember that the University has an opportunity to proactively contribute to society and create value through *all aspects* of its operation from research to learning and teaching, supported by its operations and business practices through to its wider outreach in public and community engagement. Students, staff, governments, industry partners and other stakeholders have increasing expectations in this regards.

Organisational success is dependent on various types of capital: financial, social, human, natural, and physical. Therefore protecting, building and adding value in relation to that capital is crucial for ensuring the long term success of the organisation.

The University's SRS Strategy (2010-2020) recognises this in setting out the approach and objectives in relation to the following themes:
- Learning and teaching: leadership in education for active citizenship
- Research and knowledge exchange: realising the potential of multidisciplinary teamwork, strategic partnership and collaboration
- People, services and infrastructure: practicing what we teach, researching our practice.

Overall governance responsibilities sit with the Social Responsibility and Sustainability (SRS) Committee. Following from a review of the scope and remit for the Committee, it was agreed that the following themes would be included within SRS:
- Existing sustainability and carbon initiatives
- Sustainable operations and estates
- Sustainable procurement, fair trade and supply chain issues
- Responsible investment issues
- Embedding SRS issues in the learning, teaching and research of the University
- Access to education and widening participation issues
- Fair employer and equalities and diversities issues
- Community relations strategy and initiatives
- Public engagement with our research.

Note: The importance of a social responsibility agenda was recognised through the establishment of the Department for SRS in 2014. However, it should be emphasised that this is not a discussion on goals and metrics for the SRS Department but for a wider university strategy recognising that certain topics are supported through well-established structures elsewhere. Planning should differentiate where SRS Committee is the 'lead' and where it has an 'interest'.

Discussion

If these topics are deemed important to the long term success of the organisation, then it would follow that these significant themes require future looking goals along with relevant indicators and targets to support measurement of progress and to both celebrate and build on success, as well as setting out the vision to help drive ambition. This would also enable more strategic and structured reporting based on what is 'material' to the organisation's success as shown in figure 1 (below). While some topics more easily lend themselves to quantitative measurement and KPIs other topics would benefit from more qualitative evaluation.

The SRS Strategy includes broad based objectives and this is augmented by an annual SRS implementation plan focussed on activity areas. Aside from a KPI on carbon in our University Strategic plan, we do not currently specify the metrics in relation to a wider definition of SRS (although some of these – equality and diversity, widening participation – are included in other strategic plan themes).

Social responsibility by its nature includes a commitment to accountability and transparency. Accountability links to measurement. We cannot evaluate progress on issues without measurement or a longer-term sense of direction. Recognising that 'not everything that matters can be measured and not everything that is measured matters' but also that 'we cannot manage what we cannot measure' it is important that as the University considers KPIs in relation to other areas of its strategic plan, it also considers those relevant for social responsibility and sustainability.

Figure 1: materiality matrix for SRS reporting

Current Strategic Plan Content

The current strategic plan contains a commitment to making a 'significant, sustainable and socially responsible contribution to Scotland, the UK and the world' and this wording has proved useful in explaining the SRS agenda. Members of the Committee may wish to reflect on whether similar wording should be retained in the new plan. Additionally, a number of the existing six strategic themes (particularly equality and widening participation) have close links to SRS issues especially under the recently agreed definition, and members may want to reflect on how best to best link up overlapping topics in the new plan and offer a view to GaSP.
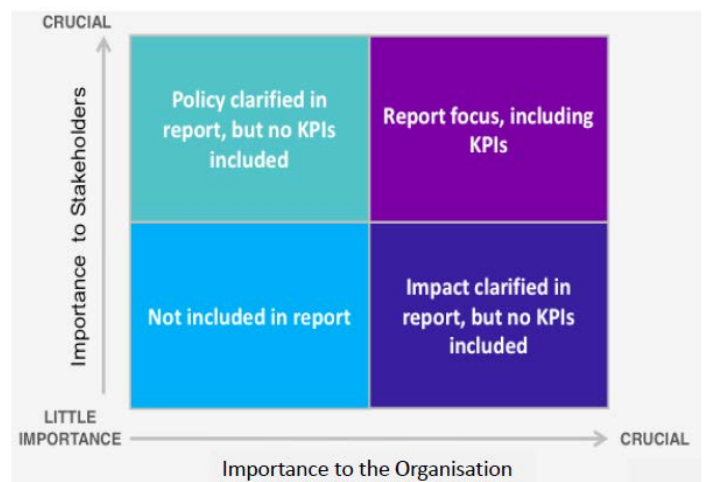
Recommendations

It is proposed that the University agrees longer term visions/goals and metrics, clarifying KPIs and targets in relation to Social Responsibility and Sustainability which inform the work of the SRS Committee. It is important to note that this is in relation to the scope and remit of the SRS Committee and while some will be linked to performance measurement for specific departments (including the Department for SRS), governance and accountability is much wider than individual department remit. Annex 1 includes a preliminary table of suggestions for inclusion in SRS related metrics to stimulate discussion.

Suggested next steps

- SRS Committee review and agree on broad topics for goals and metrics as well as where it has a 'lead' and where it has an 'interest'
- Organisational leads in each topic (supported by SRS department) confirm appropriateness of indicators, current baseline and targets.

Annex 1: Working draft of SRS Committee themes and possible goals and KPIs

Theme	Illustrative Possible Visions for 2025/2030	Possible KPIs	Baseline	Target	Existing Strategic Plan(s) Notes
1. Climate Change Emissions	The University is actively demonstrating its commitment to address climate change across its teaching and learning, research, operations, investments and acquisitions. Direct emissions from the University will have fallen in line with efforts needed to avoid dangerous climate change and positive innovative solutions embraced.	- Absolute CO2 emissions - CO2 per GIA m2 - CO2 per m£ turnover - CO2 per FTE - % Renewables Generation +research outputs linked to climate change adaptation or mitigation	tbc as part of climate review	tbc as part of climate review	Existing strategic plan targets are carbon emissions per m£ turnover and absolute carbon education of 29% by 2020

2. Sustainable estates	Building (or acquiring) and managing world class estates integrates sustainability and social responsibility, from the design of buildings and open spaces to the procurement of materials, support for sustainable travel, and opportunities to design out waste and design in low impacts for maximum resource efficiency and community benefit.
	
	Commissioning major systems and infrastructure which are more efficient not only in terms of technology consumption: equipment/ICT and energy but also in terms of materials use and human impact - a more sustainable and socially responsible infrastructure strategy.
		- % new buildings BREEAM outstanding
		- % refurbishments with other ratings(SKA?)
		- Landfill diversion percentage
		- Recycling percentage
		- Reuse percentage
		- Waste arising
		      ○ Tonnes
		      ○ Per capita
		- tCO2e business travel
		- % mode share (business travel)
		- New metrics from draft transport strategy
		- Measure of ecological quality or biodiversity - cultural heritage
		- Community access
			Tbc by / with Estates Committee?
			
			Integrate with Estates Strategy?
					Existing strategic plan commitment: Infrastructure which is developed and where possible operated to meet national and international environmental sustainability and social responsibility objectives. Improving our overall management of resources to reduce waste and maximise recycling. Facilitating sustainable and active travel between the different parts of our dispersed estate and promoting more sustainable modes of business travel.
					
					Existing SRS 2010 strategy commitment: Manage our physical infrastructure and the procurement of goods and services in ways that maximise efficiency and effectiveness while minimising social, environmental and other risks]SRS/Estates

3. Sustainable procurement, fair trade and supply chains	The University's procurement activities and supply chains demonstrate our commitment to sustainability and social responsibility (incl statutory duty on sustainable procurement), minimising negative impacts and where possible contributing positively to the environment and people near and far (including workers and consumers and resource efficiency). We maintain and continue to develop our support for fair trade, for human rights in supply chains, and for healthy fresh and sustainable food.	- £ to supported business as %age of category spend - % of med to high risk category contracts with proactive SRS strategies - % of supplier engagement and development activities including SRS content - FT accreditation maintained	Tbc by Procurement linked to new laws?		Existing strategic plan commitment: Managing our physical infrastructure and the procurement of goods and services in ways that maximise efficiency and effectiveness while minimising social, environmental and other impacts. In partnership with EUS|, consolidating our long-standing commitment to contribute to meeting the global poverty challenge through fair trade

4. **Responsible Investment**	The University's investments take a long term view fully informed by the need for financial sustainability, ethical and social impact and environmental sustainability, exploring opportunities to act as an agent for change. Our commitments under the Principles for Responsible Investment are fully met and we are acknowledged as leaders in UK HE sector and globally.	- % of investments screened on ESG - % of engagements resulting in change - % of endowment in 'impact' investment - PRI required met and annual reporting completed	Tbc by / with Investment Committee?		
5. **SRS in learning and teaching**	Our contribution to the world includes graduates who reflect critically and knowledgeably on the connections between quality of life, development and environment, with the wisdom and skills to act appropriately now and in the future, to influence the organisations and cultures in which they work and live. OR The University's learning and teaching includes a commitment to expose our students to social responsibility and sustainability issues as part of their development. Our curriculum maintains a wide range of relevant courses, including a widely supported and effective course for all students on SRS issues.	- % of students who can access SRS courses as part of their studies - # of students taking new SRS module - Survey of student awareness or metric on knowledge? - # students able to take part in SRS related placements - Something linked to Global Academies?			Existing SRS strategy 2010 commitment: We aim to create conditions under which students and staff will develop their knowledge, skills and experience in order to engage with and contribute effectively to tackling global challenges in Scotland and the wider world.

6.
Equality
&
Widening Participation
	As per current strategic aim (theme): To create and maintain a diverse community of students and staff, thereby enriching the learning, working and social experience for all and demonstrating our commitment to social justice.	- Existing WP targets or new ones?
		   o Local
		   o Global
		- Equality and diversity targets
		- Gender pay ratio target?
		- Living wage?
		- Edinburgh guarantee (PPOT) uptake
					To create and maintain a diverse community of students and staff, thereby enriching the learning, working and social experience for all and demonstrating our commitment to social justice.
					
					NOTE: WP will be in next UoE SP with associated relatively high level KPIs.

9. **Community engagement** **&** **Public engagement?**	To identify, increase and communicate the educational, economic, social, cultural, international and reputational benefits of the University brings to the city of Edinburgh and its communities and to Midlothian and the wider city-region. To identify and increase the opportunities for two-way engagement through civic and community dialogue, through opportunities for research and learning, and through volunteering and social activities.	- SROI or economic and social contribution - # volunteering hours - Public engagement + audience #s (Beltane track) - Schools engagement (#s or % reach) - Collaboration on SRS themes with Scottish Government, City and suppliers/businesses - Supported Business /SME engagement	Assumed being developed as a result of end of September CE away day?		

THE UNIVERSITY of EDINBURGH

Social Responsibility and Sustainability Committee

Wednesday 21 October

Governance of Sub-Groups

Description of paper
This paper on co-ordinating strategic oversight for SRS issues reflects on changes to the sub-group structure of SRS Committee as well as its evolving relationship to other key University committees under its extended remit.

Action requested
SRS Committee is requested to _note_ and _discuss_ the paper.

Background and context
The University's ambitious social responsibility and sustainability goals are defined within the Social Responsibility Strategy 2010-2020 and augmented by an annual implementation plan. Overall governance responsibilities sit with the Social Responsibility and Sustainability (SRS) Committee which succeeded the former Sustainability and Environmental Advisory Group (SEAG) in October 2014. An extension to the scope and remit had been agreed as part of the overall review of governance at that time and was approved by Central Management Group on 1 September 2015.

The extended remit includes existing areas of activity taken forward from SEAG (sustainable procurement, climate change, resource efficiency, awareness raising) as well as realignment of its strategic focus to reflect work on other social responsibility issues being undertaken in other areas of the University's activity. The wider range of issues proposed can be summarised under eight broad themes:
- Existing sustainability and carbon initiatives
- Sustainable procurement, fair trade and supply chain issues
- Responsible investment issues
- Embedding SRS issues in the learning, teaching and research of the University
- Access to education and widening participation issues
- Fair employer and equalities and diversities issues
- Community relations strategy and initiatives.
- Public engagement with our research.

It was not currently well understood that SRSC was a sub-committee of CMG. Reconsideration of the Committee's remit and discussion at CMG level would reinforce that the Committee was an important part of the overall governance structure and not outside it as SEAG had been.

Discussion
SEAG had a number of sub-groups working on specific aspects of the SRS agenda. Several of these have been stood down, with an aim to clarify and where necessary strengthen the roles of any that remain.

It is anticipated that the Sustainability Operations Advisory Group (SOAG) will remain, chaired by the Director of Corporate Services, and including in its remit additional aspects of sustainable procurement.

The refocusing of SRS Committee's remit offers a further opportunity to simplify the governance of climate change strategy issues, replacing the proposed stand-alone review group agreed last summer at CMG with oversight by the Committee itself on behalf of CMG. This approach has been adopted as part of the forthcoming review of the existing climate action plan.

A light touch review of the existing Fair Trade Steering Group has also been undertaken (discussed under item 6). As a result, it is anticipated that FTSG will stand down. Supply chain aspects beyond environmental performance will be integrated into SOAG. FTSG's other activities will be taken forward through a twice-yearly SRS Staff / Student Workshop (to launch in spring 2016) and a series of short-life working groups and Living Lab projects which will report in to SOAG.

Given the extension of its remit to include responsible investment, fair employer and equalities and diversities issues, widening participation and access to education, SRS Committee may wish to reflect on how to relate to the Investment Committee, People Committee, the Equality Management Committee and Learning and Teaching Committee. The Committee may also wish to reflect at this time on its evolving relationship with other relevant committees – principally Estates Committee (and the Space Enhancement & Management Group) and Information Technology Committee, with which it shares oversight for the Sustainable IT Group.

Resource implications
While there are resource implications associated with the expanded remit, there are also potential savings in terms of the support provided to various University functions. As the Committee had no delegated budget, it would need to engage with and influence other groups. There are also opportunities to achieve increased impact from social responsibility and sustainability activities through better strategic coordination, reducing overlap and duplication of sub-group activities to make better use of existing resources, principally the core groups SRSC and SOAG.

Risk Management
To ensure that strategic oversight of these issues and activities is maintained, remits of the core groups should be updated to reflect their responsibilities vis-à-vis climate strategy and fair trade.

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

Next steps/implications
A follow up paper would provide the basis for a plan of action for interfacing with other University committees.
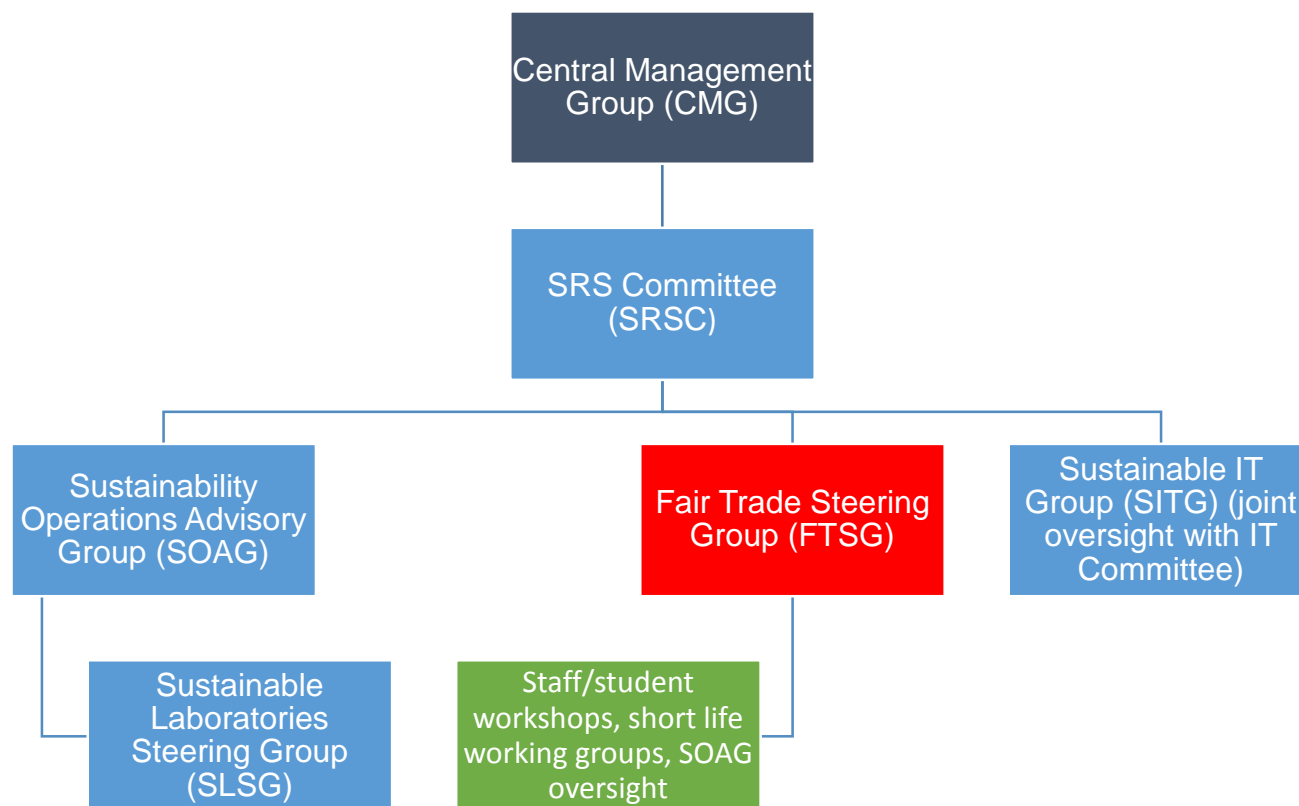
Further information
Author & Presenter
Dave Gorman, Director of SRS,
9 October 2015

Freedom of Information
This is an open paper.

Annex 1: Reporting Structure

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                    ┌─────────────────────┐
                    │ Central Management  │
                    │    Group (CMG)      │
                    └──────────┬──────────┘
                               │
                    ┌──────────┴──────────┐
                    │   SRS Committee     │
                    │      (SRSC)         │
                    └──────────┬──────────┘
          ┌────────────────────┼────────────────────┐
┌─────────┴─────────┐ ┌────────┴─────────┐ ┌─────────┴─────────┐
│  Sustainability   │ │ Fair Trade       │ │ Sustainable IT    │
│ Operations        │ │ Steering Group   │ │ Group (SITG)      │
│ Advisory Group    │ │ (FTSG)           │ │ (joint oversight  │
│ (SOAG)            │ │                  │ │ with IT Committee)│
└─────────┬─────────┘ └────────┬─────────┘ └───────────────────┘
┌─────────┴─────────┐ ┌────────┴─────────┐
│ Sustainable       │ │ Staff/student    │
│ Laboratories      │ │ workshops, short │
│ Steering Group    │ │ life working     │
│ (SLSG)            │ │ groups, SOAG     │
│                   │ │ oversight        │
└───────────────────┘ └──────────────────┘
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Committees operating in areas of wider SRSC remit for potential collaboration

Standing Committees (of Court):
- Policy and Resources

Standing Committees (of Senate):
- Learning and Teaching

Thematic Committees:
- Estates
- Investment
- People
- Information Technology

Other Management Committees:
- Principal's Strategy Group
- Equality Management Committee
- Space Enhancement & Management Group

*The SRS Department also supports a number of short-life working groups (on UNPRI, Fossil Fuels, Utilities Practical Planning, Embedding SRS in Learning & Teaching etc.)

<u>SRS Committee – Remit & Membership</u>

Objective

To advise Central Management Group on how the University might differentiate itself as a leader in Social Responsibility and Sustainability (SRS) and take action to maximize its reputation and impact in this area

Remit

1. Provide the necessary drive, leadership and focus in order to promote social responsibility and sustainability within the University of Edinburgh and the Further and Higher Education sector
2. To promote and encourage the delivery of an outstanding educational portfolio on SRS issues and support Scottish Government policy and student desires for action in this area
3. To advise CMG on the opportunities for enhancing the University's research contribution to SRS issues and build consensus on priority areas to explore
4. To provide advice and input to the responsible investment policy on issues of concern and on opportunities going forward, to discussion of avoiding investment in particular activities, and to input to the SRS aspects of the appointment of investment managers where relevant
5. To establish a recognisable and consistent approach to the strategic management and reporting of all SRS impacts, e.g. through the Global Reporting Initiative and the UN Principles of Responsible Investment
6. To promote practical research and development on issues of sustainability (in terms of human capital and in terms of techniques and technologies) to meet the needs of the University, those of the City of Edinburgh and of the wider Scottish and international stakeholders
7. To receive reports on progress in sustainability practices from Estates and Buildings, Procurement and others and advise CMG on the resources and methods to achieve continual improvement of the University's social and environmental performance beyond compliance towards sustainability.
Through these measures to contribute to well-being in the University community, in people in Scotland and globally through academic knowledge exchange and promotion of good citizenship and through the responsible stewardship of the University's own undertakings*.*

Membership

Prof Charlie Jeffery, **Convener**	Senior Vice-Principal
Prof Pete Higgins, **Vice Convener**	Dean of Students, CHSS
Elected EUSA representatives	
Karen Bowman	Director of Procurement
Gavin Douglas	Deputy Secretary Student Experience
Hugh Edmiston	Director of Corporate Services
Moira Gibson	External Relationship Manager, CAM
Dave Gorman	Director of Social Responsibility and Sustainability
Kathleen Hood	Head of Widening Participation
Gary Jebb	Director of Estates
Phil McNaull	Director of Finance
Prof Jane Norman	VP People & Culture
Janet Philp	Joint Unions Liaison Committee
Heather Rea	Project Lead, Beltane Public Engagement Network
Prof James Smith	Vice-Principal, International

Sustainability Operations Advisory Group – Remit & Membership

Objective

SOAG was established to advise SRS Committee, prepare policy and programme recommendations, and ensure that the commitments set out in the University Social Responsibility and Sustainability Strategy in relation to services and infrastructure are embedded appropriately within all operational activities of the University.

Remit

1. Direct the devolution of utility budgets (electricity, gas, oil and water etc) and costs, and resolve the policy and practical issues that arise on implementation
2. Evaluate and monitor implementation of measures for energy conservation, energy efficiency, renewable energy supply and development and implementation of University carbon reduction plans
3. Monitor implementation of guidelines and standards for sustainability in new building construction, refurbishments, ongoing building operation and maintenance, and building materials recovery
4. Explore, evaluate and monitor implementation of measures to enhance the sustainability of University purchasing and supply management practices
5. Work across the university to identify and implement opportunities to promote sustainable Information Technology
6. Oversee Waste Minimisation and recycling from campus activity and encourage repair, reuse and recycling ahead of the responsible disposal of surplus materials and to include the issue of biodiversity and composting
7. Explore, evaluate and monitor the implementation of measures to reduce the environmental impact of university-owned private/commercial vehicles and business travel by University staff via the promotion of alternative modes of communication
8. Explore, evaluate and monitor the implementation of measures to reduce the environmental impact of Explore and evaluate options for funding the advancement of sustainability in University operations
9. Explore, evaluate and monitor implementation of measures for communicating information on the Sustainable Operations initiatives, establishing relationships with internal and external stakeholders and creating a culture of sustainability in operational activities
10. Benchmark the Universitys social responsibility and sustainability initiatives and monitor progress towards a more sustainable campus against other relevant organisations. 11. Conduct reviews of relevant University management performance standards and operations against internal sustainability targets and best practice standards
12. Make the results of social, environmental and sustainability audits and impact assessments carried out by or for the University available to stakeholders.

Membership

Hugh Edmiston, **Convener**	Director of Corporate Services
Michelle Brown	Head of SRS Programmes
Michelle Christian	Senior Accommodation Manager
Dave Gorman	Director of Social Responsibility and Sustainability
Sarah Gormley	Business Manager & Deputy Head of IS Planning
Andrew Haddon	Head of Estates Finance
David Jack	Energy Manager
Andrew Kerr	Director ECCI
Urte Macikene	EUSA VPS
Phil McNaull	Director of Finance
Brian McTeir	Campus Facilities & Services Manager (Roslin)
Fleur Ruckley	Waste & Environment Manager
George Sked	Assistant Director of Procurement
Geoff Turnbull	Assistant Director, Estates Operations
Elizabeth Vander Meer	Climate Policy Manager
Dougie Williams	Energy Systems Manager

Fair Trade Steering Group – Remit & Membership

Objective

The Fair Trade Steering Group meets at least three times per academic year to ensure an ongoing commitment from the University to review objectives and monitor progress in fair trade.

Remit

FTSG's role is to:
- Regularly review and make recommendations to revise the University's approach to fair trade procurement and awareness-raising, taking into account the latest developments in fair trade movements and in academia
- Share findings with other bodies, including collaboration on procurement of products & services
- Ensure that fair trade products are available in as many places as possible
- Continually review fair trade ranges and prices in existing shops and catering outlets
- Raise awareness of fair trade throughout the year, and in particular during Freshers' Week, Fairtrade Fortnight and on World Fair Trade Day
- Retain 'Fairtrade University' status for future years, including submitting a progress report to the Fairtrade Foundation every two years
- Work in partnership with the Edinburgh Fair Trade City initiative and the Scottish Fair Trade Forum to promote fair trade in Scotland - declared a Fair Trade Nation on 25th February 2013.

Membership

Karen Bowman, **Convener**	Director of Procurement
Kenneth Amaeshi	Lead, Corporate Responsibility & Governance Network
Evelyn Bain	Procurement Manager
	EUSA Vice President Services
	Sports Union President
Michelle Brown	Head of SRS Programmes
Jill Bruce	Development and Alumni
Sarah Conway	Careers Service
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 & 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
	EUSA President
Christina Schmidt	EUSA Global
Catherine Gilliland	Estates and Buildings Representative

Sustainable Laboratories Steering Group – Remit & Membership

Objective

SLSG provides expert guidance, directs the expanding remit of work associated with sustainable laboratories and links the sustainable laboratories agenda with University-wide strategic plans and objectives to ensure a coordinated approach.

Remit

In development

Membership

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