The University *of* Edinburgh
Sustainability Operations Advisory Group (SOAG)
Wednesday 28 January 2015, 9.30am
Cuillin Room, Charles Stewart House

AGENDA

1   Minute   **A**
To *approve* the minute of the previous meeting on 5 November 2014

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

SUBSTANTIVE ITEMS

3   Climate Emissions Report   **B**
To *consider* a report from the Energy Manager

4   Waste & Recycling Outturn for 2013-2014   **C**
To *note* a report from the Waste & Environment Manager

5   Business Travel Review   **D**
To *note* an update from the Transport Manager and Engagement Facilitator

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

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

ROUTINE ITEMS

8   Update on Sustainable Laboratories Activities   **Verbal**
To *receive* an update from the Head of SRS Programmes

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

ITEMS FOR FORMAL APPROVAL/NOTING

10   SRS Annual Report   **G**
To *note* a paper from the SRS Programme Manager

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

12   People & Planet University League   **I**
To *note* an update from the SRS Programmes Manager

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

UNIVERSITY OF EDINBURGH

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

Members:
Hugh Edmiston (in chair), Director of Corporate Services
Michelle Brown, Head of SRS Programmes
Roy Dawkes, College of Medicine and Veterinary Medicine
Dave Gorman, Director of Social Responsibility and Sustainability
Andrew Haddon, Head of Estates Finance
David Jack, Energy Manager
Andrew Kerr, Director of Edinburgh Centre on Carbon Innovation
Judith Salters, College of Science and Engineering
David Somervell, Head of SRS Futures
Geoff Turnbull, Assistant Director, Estates and Buildings
Dougie Williams, Energy Systems Manager

In attendance:
Matthew Lawson, SRS Programme Manager, for items 4 & 13
Caro Overy, SRS Engagement Manager, for item 5
Karen Bowman, Director of Procurement, for item 6
Alan Peddie, SRS Engagement Facilitator, for item 7
Fleur Ruckley, Waste & Environment Manager, for item 12
John Turpin, Landscape Manager
Jane Rooney, Minute Secretary

Apologies:
David Barratt, Engineering Operations Manager, Estates & Buildings
Liz Beattie, Assistant Director, Accommodation Services
Tasha Boardman, EUSA Vice President Services
Davy Gray, EUSA Environmental Co-ordinator
Phil McNaull, Director of Finance
Lesley Ross, IS Building and Service Manager
George Sked, Assistant Director of Procurement

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

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

2   **Matters Arising**

Climate Emissions Report

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

SRS Governance Review

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

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

Climate Action Plan Review

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

SUBSTANTIVE ITEMS

3   Climate Emissions Report   **B**

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

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

Post-meeting note*: provided under agenda item 4.*

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

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

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

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

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

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

Post-meeting note*: to be discussed under item 12 of January's agenda.*

Action – JR to add as an agenda item for SRS Committee.

Post-meeting note: included for endorsement on the draft agenda for SRSC on 2 March.

5   Edinburgh Sustainability Awards 2014-15   D

SOAG noted a paper from the SRS Engagement Manager outlining the Sustainability Awards 2014/15 including details of the criteria, schedule for delivery, targets, and progress to date.

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

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

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

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

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

Post-meeting note: provided under agenda item 8.

ROUTINE ITEMS

6   Sustainable Procurement Update   E

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

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

SOAG noted that HESA Scope 3 requirements were not readily useable as a basis to set targets to drive performance improvement. The Group

acknowledged an obligation to drive operational change: buying from the same suppliers in the same markets, the sector was in a strong position to use these tools to drive change. As the APUC collated the information and most Universities used common suppliers, a collaborative approach was indicated.

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

7   Waste Update – WARP-IT

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

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

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

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

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

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

Post-meeting note*: added to the agenda for May's meeting.*

8   Travel Update

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

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

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

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

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

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

Post-meeting note: provided for the minute giving an update on the sustainable procurement (Marrakech) tool:

"Scottish universities and colleges Sustainable Procurement Topic Support Network reviewed the sustainable procurement priority tools (known as Marrakech after United Nations Marrakech Task Force) and Flexible Framework (from UK government and Scottish Sustainable Procurement Action Plans) in a theory and hands-on testing workshop led by APUC and Edinburgh.

The feedback was used to inform the Scottish Government consultants and attendees and are being taken on board to update these tools.

It is likely this will form part of the suite of advice and guidance issued along with the new Procurement Rules for Scotland during 2015 to assist colleagues in implementing the new 'Sustainability Duty' which is likely to apply to all public procurements if spending over £50,000.

The procurement office have already pre-prioritised procurement categories for SRS risks and are seeking participants as super-users.

First group is looking at IS and IT categories. Contact is Stuart.Mclean@ed.ac.uk"

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

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

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

Post-meeting note: added to the agenda for May's meeting.

9   **Any Other Business**

No items raised.

ITEMS FOR FORMAL APPROVAL/NOTING

10   Local Energy Challenge Fund bids   **F**

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

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

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

11   NUS Responsible Futures Briefing

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

<u>Action – TB</u> to bring a report to the next meeting in January.

Post-meeting note*: update will go to SRS Committee on 2 March.*

12   Single Use Carrier Bag (Scotland) Regulations 2014

The Waste & Environment Manager gave a verbal update on the post-implementation impact of the new legislation, which came into effect on 20 October. UoE retail outlets were fully prepared and had advertising in place. The majority of the population however were unaware of the changes and notices were posted on UoE boards to assist in awareness raising. UoE outlets would donate the income to the student fund. Feedback from the retail outlets would be included in the output at the end of the first reporting period on 31st March 2015.

13   Student Work-based Placements

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

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

14   Convener's Concluding Remarks

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

# THE UNIVERSITY of EDINBURGH

Energy Briefing Update January 2015

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

1   Summary of Reports and KPIs   DAJ

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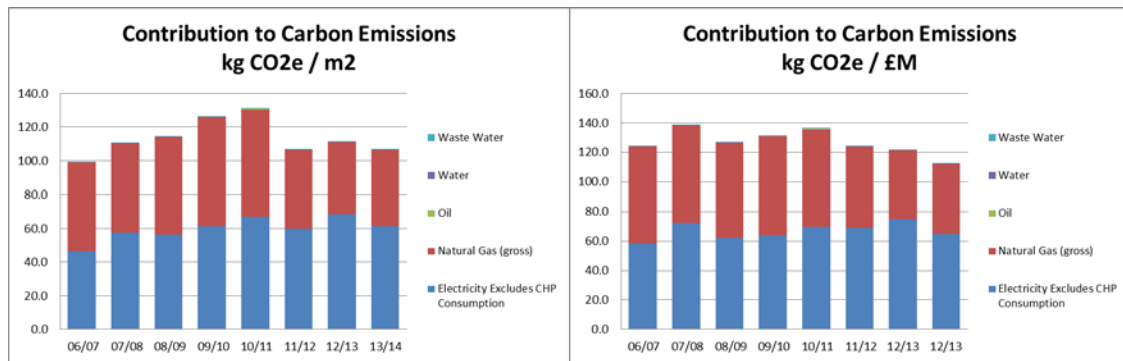

YEAR	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14
CONSUMPTION								
All Fiscal Meters								
Electricity (kWh/m2) Excludes CHP Consumption	85.6	106.3	104.0	113.6	124.2	110.2	126.6	113.6
Natural Gas (kWh/m2)	286.3	286.9	314.9	351.7	344.2	255.4	232.2	246.3
Oil (Litre/m2)	0.0	0.0	0.0	0.0	0.2	0.0	0.0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

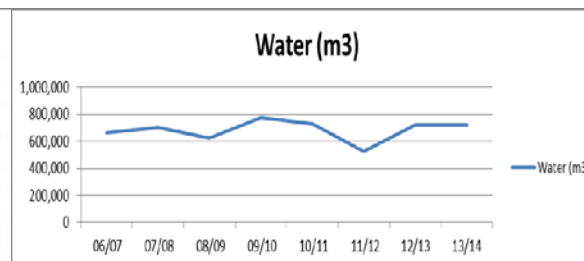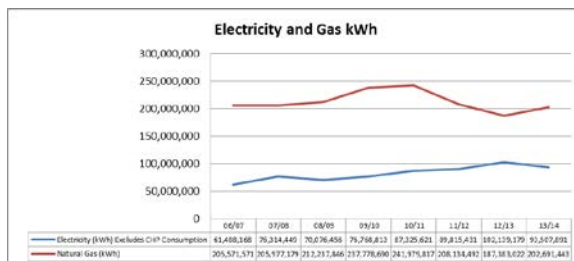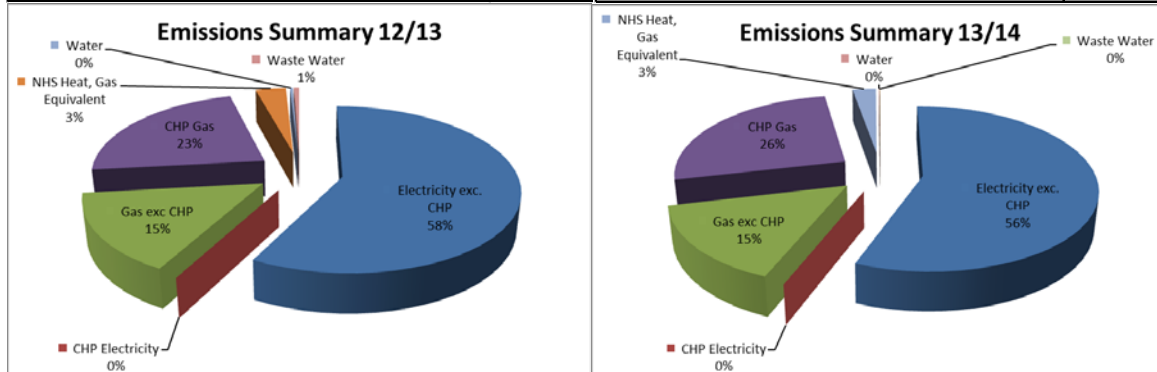| YEAR	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14
CONSUMPTION								
All Fiscal Meters								
Electricity (kWh/£M) Excludes CHP Consumption	107.5	133.4	115.3	117.9	129.0	128.1	138.4	119.6
Natural Gas (kWh/£M)	359.4	360.1	349.1	365.3	357.4	296.9	253.9	259.2
Oil (Litre/£M)	0.0	0.0	0.0	0.0	0.2	0.0	0.0	0.0
Water (m3/£M)	1.2	1.2	1.0	1.2	1.0	0.7	1.0	0.9
Sewerage (m3/£M)	1.1	1.2	1.0	1.1	1.0	0.7	0.9	0.8
EMISSIONS kg CO2e/£M	06/07	07/08	08/09	09/10	10/11	11/12	12/13	
Electricity Excludes CHP Consumption	58.2	72.2	62.4	63.8	69.8	69.3	74.9	64.7
Natural Gas (gross)	66.0	66.1	64.1	67.1	65.6	54.5	46.6	47.6
Oil	0.0	0.0	0.0	0.0	0.7	0.0	0.0	0.0
Water	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1
Waste Water	0.1	0.1	0.1	0.1	0.1	0.0	0.1	0.1
TOTAL CARBON EMISSION kg CO2e/m2	124.3	138.5	126.6	131.1	136.3	124.0	121.7	112.4
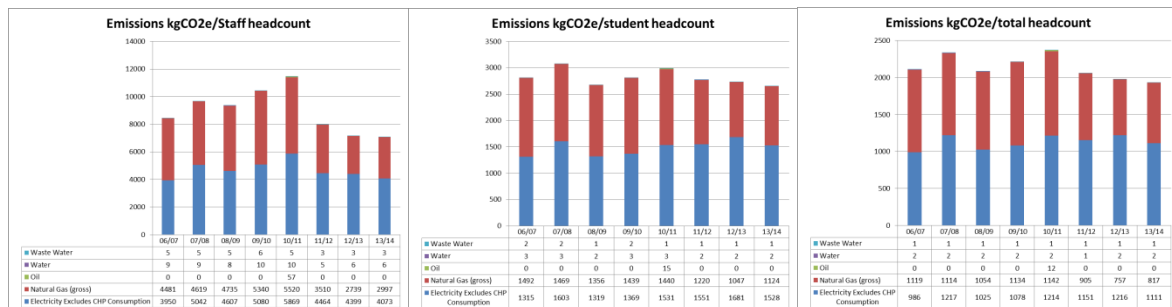
The headcount and revenue turnover KPIs clearly show a steady improvement in relative emissions over the last 3 years.

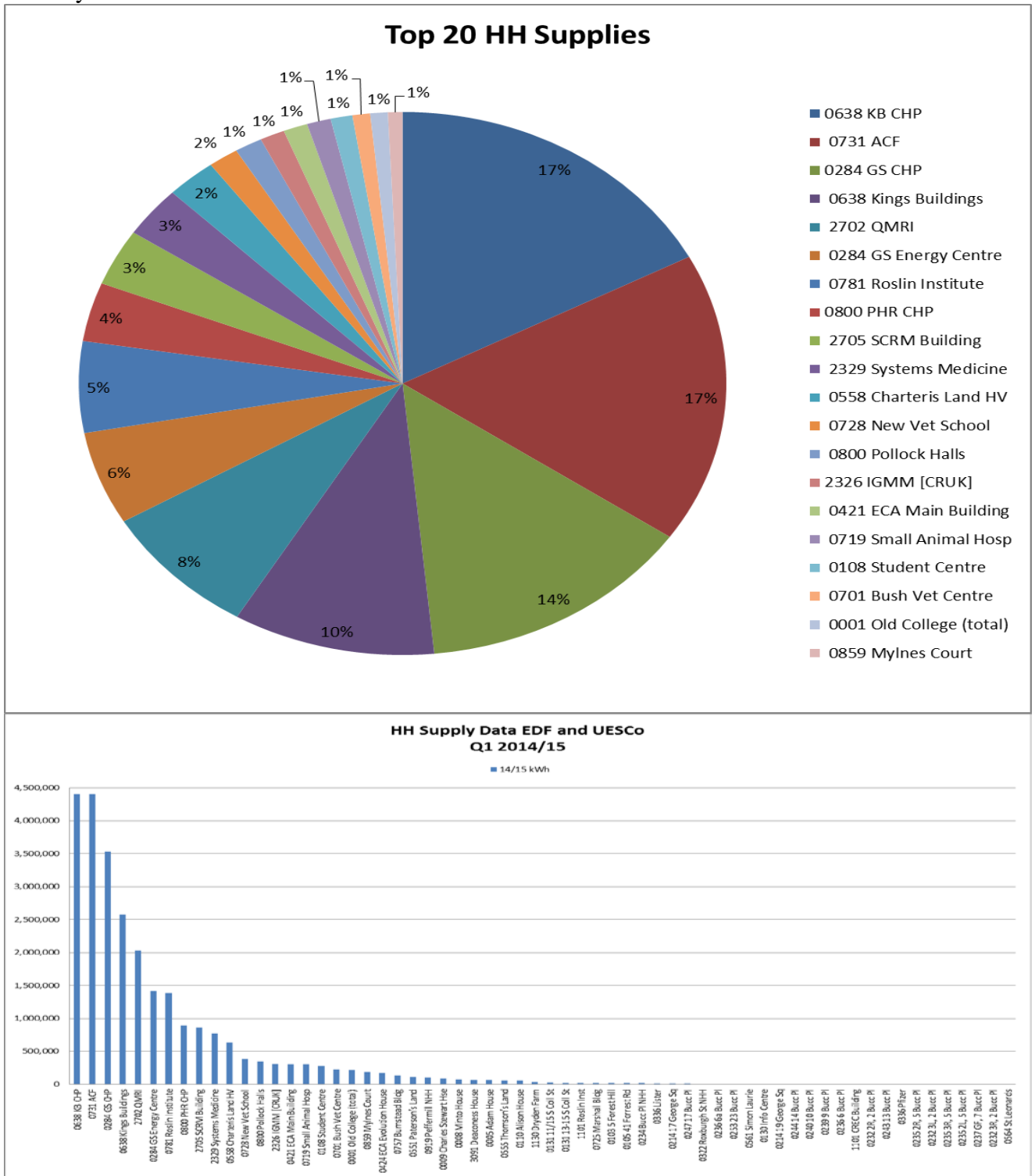The following charts show a view of consumption and emissions across our various utility sources.

Consumption Summary 12/13

Consumption Summary 13/14
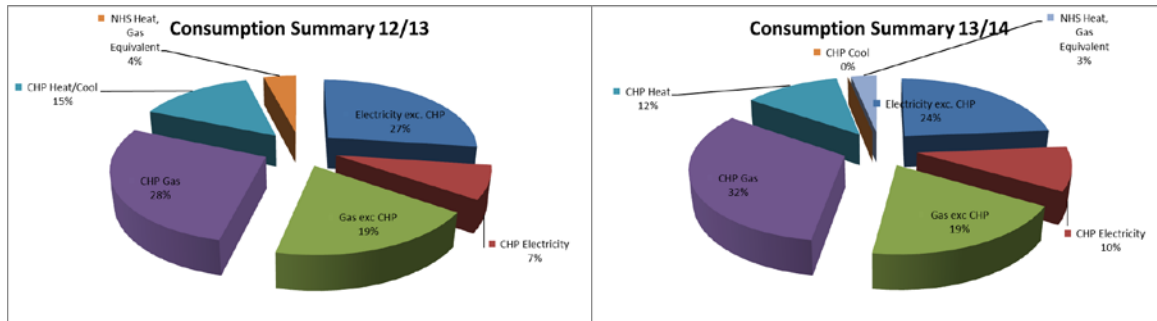
2012 / 2013 Energy Data Summary	kWh
Electricity exc. CHP	99198527
CHP Electricity	27370286
Gas exc CHP	69291598
CHP Gas	101710782
CHP Heat/Cool	52993779
NHS Heat, Gas Equivalent	14994413
Water	722,443
Waste Water	686,321
Total kWh	365559385

2013 /2014 Energy Data Summary	kWh & m3
Electricity exc. CHP	93507891
CHP Electricity	38838557
Gas exc CHP	74916540
CHP Gas	127774903
CHP Heat	47,875,810
CHP Cool	0
NHS Heat, Gas Equivalent	12770103
Water	722,853
Waste Water	650,567
Total kWh	395683804

Emissions Summary 12/13

Emissions Summary 13/14

Electricity and Gas kWh

	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14
Electricity (kWh) Excludes CHP Consumption	61,488,168	76,314,440	70,076,456	79,768,813	87,325,621	99,815,431	102,119,179	90,607,691
Natural Gas (kWh)	205,571,571	205,977,179	212,217,846	217,778,690	241,979,817	208,134,692	187,383,022	202,691,443

Water (m3)

Fiscal HH and UESCo Information

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

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

Top 20 HH Supplies

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

HH Supply Data EDF and UESCo
Q1 2014/15

14/15 kWh

2   Meterology Energy Plasma Displays as live dashboards   DW

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

- Scottish Centre for Regenerative Medicine (SCRM)

- Roslin Building at Easter Bush

- Easter Bush New Vet School (The Teaching Building)

- Informatics

- Dugald Stewart Building

- Edinburgh Centre for Carbon Innovation (ECCI)

- Main Library George Square

 (Short demonstration of Meterology system plasma display)

4

Sustainability Operations Advisory Group

Wednesday 28th January 2015

Waste & Recycling Report (2013-14)

Description of paper
The paper summarises the waste management performance within the academic estate for 2013-14 with comparisons to previous years. Performance has been strong with improvements in reuse, recycling and landfill diversion noted. A breakdown of data on a quarterly basis suggests that this trend will continue into 2014-15.

Action requested
The committee is asked to note this report.

Resource implications
This paper does not include any resource implications.

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

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

Next steps/implications
There are no specific implications arising from this paper. The next steps are to continue working with the University community on improving quality and reducing arising and to work with external and internal partners in moving our waste up the hierarchy and improving performance.

Consultation
This paper has been reviewed and approved by David Brook, Estates Department.

Further information
Author & Presenter
Fleur Ruckley
Estates Department
21 January 2014

Freedom of Information
This paper is may be included in open business.

Waste and Recycling Report (2013-14)

Headline Figures for 2013-14
Academic and Support Estate only (2012-13 figures – reported/corrected[1])

Waste Arising - 2,985 tonnes (3,038/2977 tonnes)

Reuse – 74 tonnes (51/48 tonnes)

Recycling – 1,302 tonnes (1,299/1,254 tonnes)
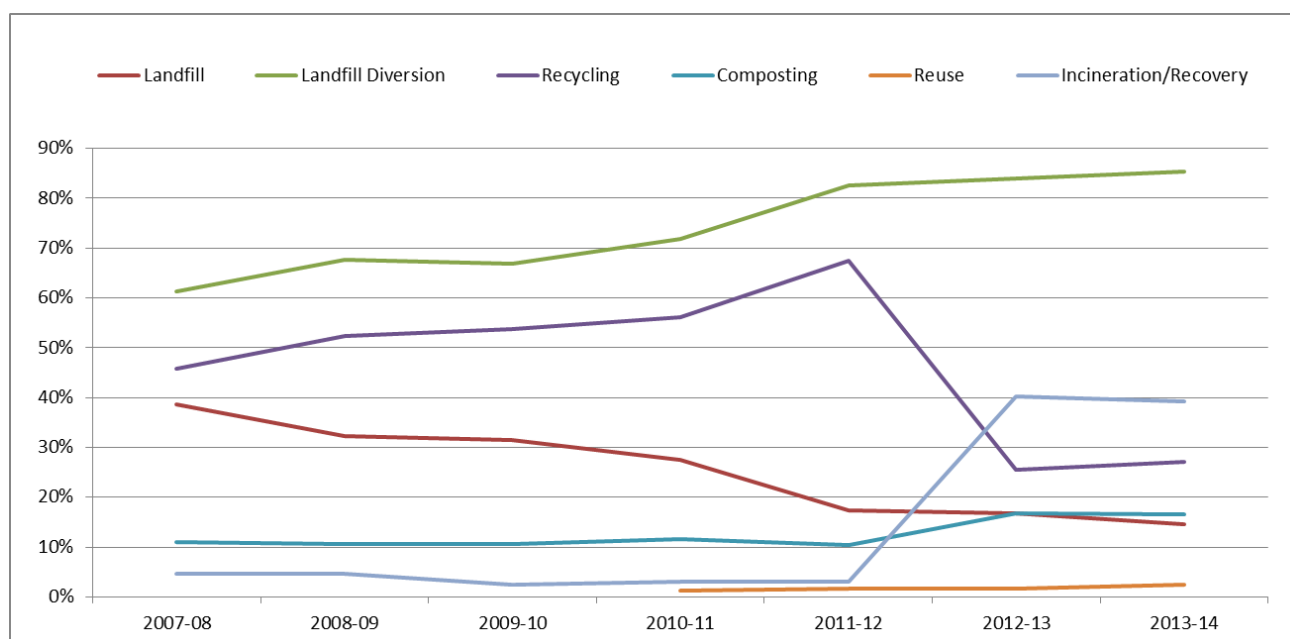
Recovery – 1,172 tonnes (1,199/1196 tonnes)

Landfill – 434 tonnes (488/497 tonnes)

Landfill Diversion – 2548 tonnes (2549/2498 tonnes)

GHG Emissions – 131 tonnes (144 tonnes)

Breakdown of Waste Collected
Changes over time

The graph above depicts the changes in how the University's waste has been processed since 2007-08. The overall waste arising is about the same, however there were variations in how that waste was routed and processed.

In 2013-14, **12% less waste was sent to landfill** and **7% more was recycled** than in the year before. This all led to a small **increase in landfill diversion** (of 50 tonnes). With the changeover of General Waste contractors in December 2014, these trends are expected to continue into 2014-15.

In 2013-14, **56% more waste was reused** at the University than in the previous years. This trend is further explored in the quarterly breakdown session following.

Quarterly breakdown

Since the beginning of 2013-14, we have been collating waste data on a quarterly basis and have been able to analyse the 2012-13 data on the same basis. Below are graphs looking specifically at Reuse and at Recycling by quarter (Q1-Q4) comparing the performance over the two years.
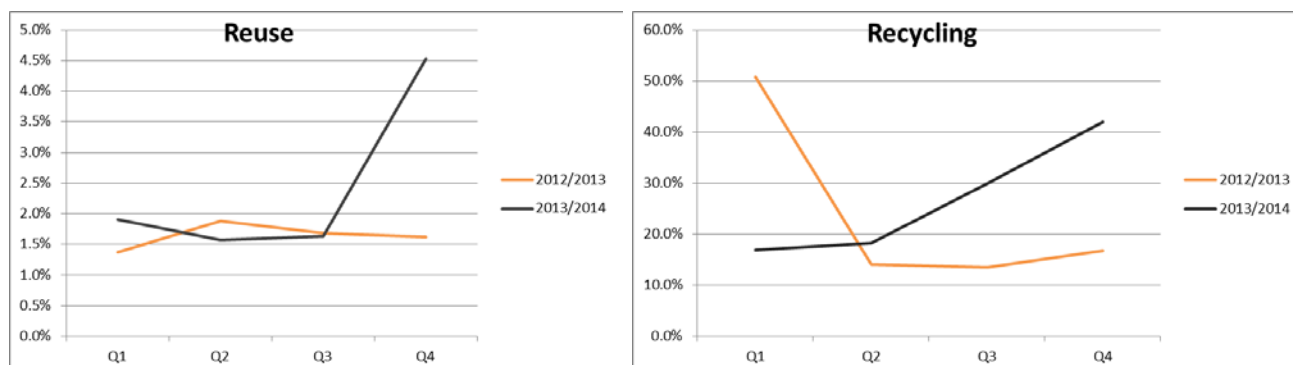
What is evident from the graphs is the rise in both reuse and recycling during the course of 2013-14. Work has been ongoing throughout the year to improve the quality of our recyclate as opposed to the quantity. Improved signage, strategically placed recycling bin lids and improved web resources have all helped with this and it is reassuring to see that the recycling rate is also beginning to recover.

In the case of reuse, there are peaks in reuse (e.g. during large building clear-outs) and to an extent, Q4 is illustrating such a peak. There is however a small but steady rise over all and during the year, the Estates and SRS Departments have been working to develop this area (through WARPit and through the development of relationships with reuse, refurbishment and redistribution markets). This work continues and this area should continue to see a rise over time.

Normalised Data

Our headline figures can be normalised in a variety of ways. This approach allows us to analyse changes in KPIs outside of variations in estate size, turnover and occupancy over a period of time.

year	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
arisings (tonnes)	2175	2324	2287	2405	2762	2977	2983
tCO2	192	179	180	163	138	144	131
turnover (£ millions)	538	573	611	637	657	690	732
gross internal area (1000s of m2)	662	616	609	608	678	666	673
no of people (FTE staff + FTE students)	34678	34885	36256	36813	43092	45518	45529
waste per turnover (T/ £millions)	4.04	4.06	3.74	3.78	4.20	4.31	4.08
waste per GIA (T /1000s m2)	3.29	3.77	3.76	3.96	4.07	4.47	4.43
wate per head (kg/FTE)	63	67	63	65	64	65	66
emissions per turnover (CO2eq / £millions)	0.36	0.31	0.29	0.26	0.21	0.21	0.18
emissions per GIA (CO2eq /1000s m2)	0.29	0.29	0.30	0.27	0.20	0.22	0.19
emissions per head (CO2e/FTE numbers)	0.006	0.005	0.005	0.004	0.003	0.003	0.003

The figures above show that the University continues to grow, with 36% higher turnover, 2% higher Gross Internal Area (GIA) and 31% more people in 2013-14 than in 2007-08. The growth in waste arisings in the same time period is 37% although there has been a significant slowing of that increase in recent years.

As noted in previous years, waste related greenhouse gas (GHG) emissions continue to drop – both overall and when normalised.

Supplementary Notes:

1. Data reported on for 2012-13 was found to have a calculation error in it late in 2013-14. The data has been reanalysed and both the corrected and reported data have been included in this report. The error resulted in more recycling being reported on and a higher waste arising

2. A wide variety of treatment routes are specified by the University and reported on by our contractors. In order to simplify the report somewhat, these treatment methods have been combined into four main categories. **Reuse** applies to waste for which another use has been found which does not involve any kind of deconstruction. **Recycling** applies to waste which is broken down first in order to obtain resource value – this includes composting and anaerobic digestion. **Recovery** includes any form of burning of our waste, both when energy is recovered such as with refuse derived fuel (RDF) and when it is not. The category of **Landfill** is applied when the final destination of the waste is a landfill site.

3. The figures provided above are for the academic and support estate only and do not include Construction & Demolition waste. C&D waste figures and data for our accommodation estate for 2013-14 is supplied for the HESA Estates Management Record.

4. GHG emissions supplied have been calculated by the Carbon Guru software supplied as part of the Carbon Masters programme.

5. UoE turnover and GIA figures supplied above are for the Academic and Support estate only and do not include Accommodation related turnover and GIA. An up to date figure for occupancy levels was not available at the time of writing this report.

Report supplied by:
Fleur Ruckley, Waste & Environment Manger, Estates Department - January 2015

THE UNIVERSITY of EDINBURGH

Sustainability Operations Advisory Group (SOAG)
Wednesday 28 January 2015, 9.30am
Cuillin Room, Charles Stewart House

Business Travel Review

Description of paper
This paper summarises the findings of a study commissioned by Estates Operations and the Department for Social Responsibility and Sustainability into business travel choices and practices at the University – particularly exploring reasons for use of domestic flights within the UK. It outlines a number of options for further work. If pursued these could help reduce the carbon emissions from University's business travel.

Action requested
SOAG members are invited to <u>note</u> the findings and <u>recommend</u> next steps to be taken.

Summary of Potential Actions
Production of Sustainable Travel Business Guidance to support behavioural change. To enable the University to meet its obligations in this area it is recommended that further work is undertaken under the leadership of a short-life Business Travel Working Group. Suggested areas of work might include:

1. Reviewing Video Conferencing facilities, guidance and support
2. Revising existing travel policies and guidance
3. Exploring measures to incentivise train travel in place of domestic flights
4. Continued monitoring of business travel practices at the University
5. Undertaking further consultation with staff and students.

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

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

The University's business travel emissions for the academic year 2013-14 were nearly 10,000 tonnes of carbon dioxide equivalent (tCO2e), or 9% of the combined emissions from energy consumption, waste, commuter travel and business travel.

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

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

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

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

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

Discussion
1. Overview of the ISM tool
ISM is based on theory and evidence which shows that three different contexts – the Individual, Social and Material – influence people's behaviours. One of the key principles of ISM is that interventions should take account of influences across these multiple contexts in order to achieve substantive and long lasting change.
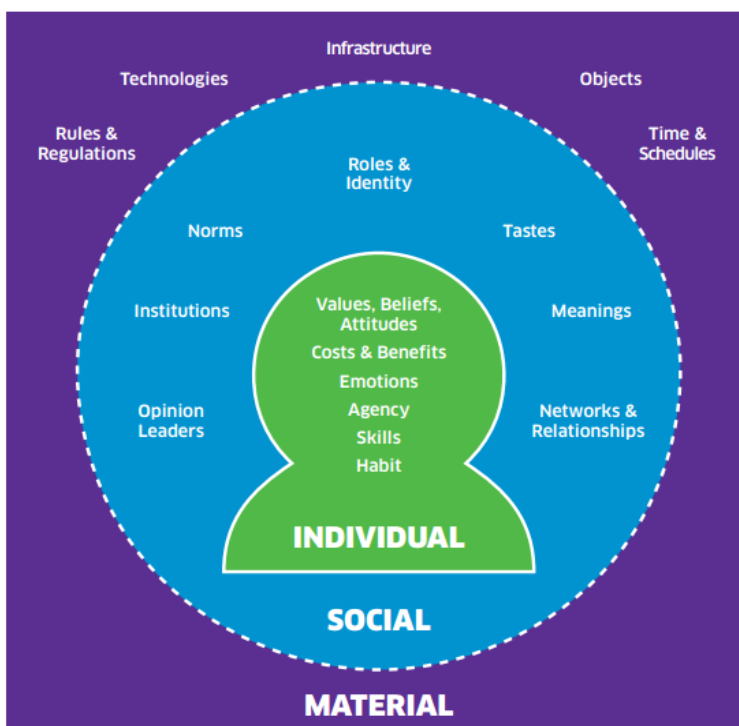
The INDIVIDUAL Context includes factors held by the individual that affect choices and behaviours he or she undertakes. These include an individual's values, attitudes and skills, as well as calculations they make before acting, including personal evaluations of costs and benefits.

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

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

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

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

Page 2

institutions that influence how groups of individuals behave.

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

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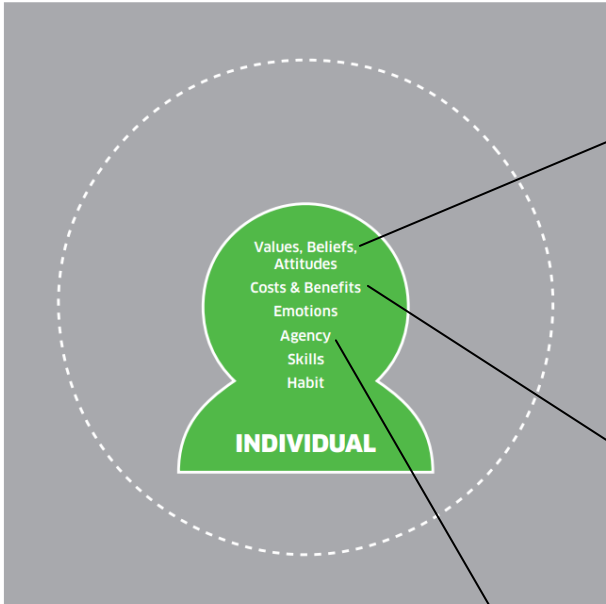
Flying still considered a 'perk' by some people

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

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

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

Staying overnight or taking the overnight sleeper may not be acceptable (can also cost more)
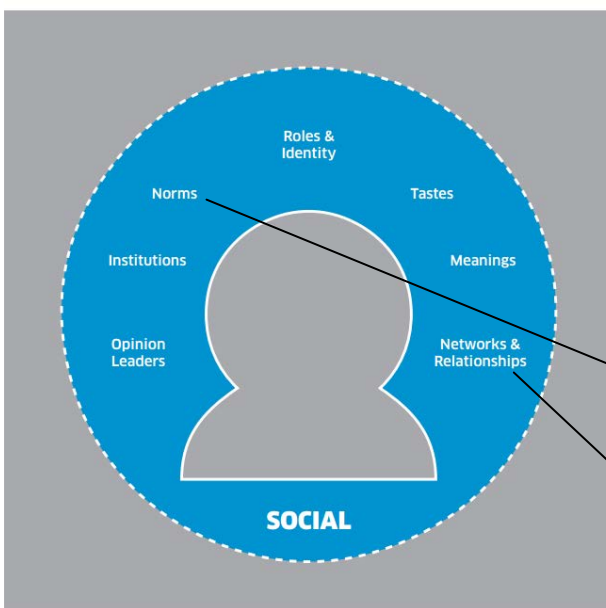
Staff may not feel they can request time of meeting be changed to accommodate their preferred travel itinerary

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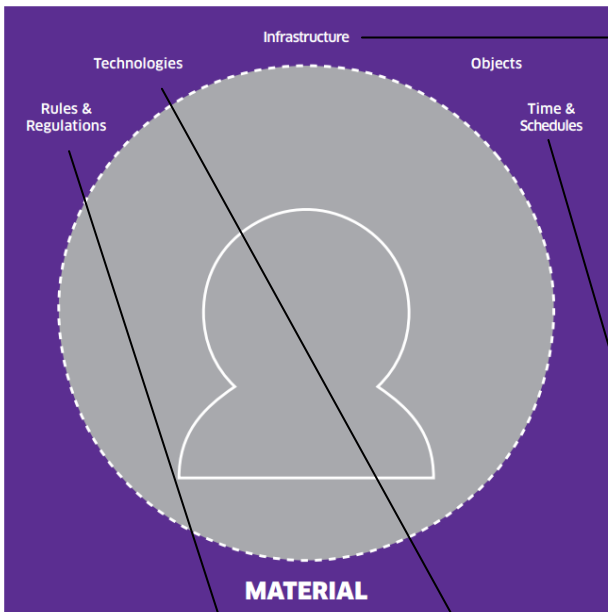
Travelling by air can become habitual so other modes of travel are not considered

b. Social barriers

London is often used as a meeting place

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

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

INDIVIDUAL diagram labels: Values, Beliefs, Attitudes; Costs & Benefits; Emotions; Agency; Skills; Habit; **INDIVIDUAL**

SOCIAL diagram labels: Roles & Identity; Norms; Tastes; Institutions; Meanings; Opinion Leaders; Networks & Relationships; **SOCIAL**

Page 3

c. **Material barriers**

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

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

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

Infrastructure

Technologies

Objects

Rules & Regulations

Time & Schedules

MATERIAL

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

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

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

University policies require the best value travel option to be selected

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

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

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

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

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

Belief that VC facilities are unreliable, difficult to use

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

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

The University VC webpage only covers IS managed facilities

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

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

3. Potential Actions for discussion

a. Introduce sustainable business travel guidance to address barriers to change

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

- Acknowledged the importance of international collaboration to core business

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

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

- Recommended a carbon calculator tool

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

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

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

- Identified and profiled University staff members who are leading by example

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

b. Establish a short-term Business Travel Working Group

A number of "material" barriers to sustainable travel have also been identified. These would most logically be addressed on a strategic level. Therefore it seems helpful to suggest that a short-term Business Travel Working Group be established to enable a coordinated approach between relevant departments. The group could explore solutions to the structural factors that influence business travel behaviour. Suggested areas of work include:

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

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

- Scope whether existing levels of support meet the needs of the University community, and consider offering VC training sessions

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

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

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

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

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

iv. Make University-wide travel policies more consistent
Business travel is currently governed by three policies;
1. Procurement Department's Travel Policy, the
2. Finance Department's Expenses Policy and the
3. University's Transport and Travel Plan Policy adopted by Court in 2010.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Resource implications
The development of business travel guidance and ongoing consultation with staff and students could be carried out using resources already allocated to travel projects within the SRS Department. Input from Procurement, Transport, Finance will be required to mutually agree a final set of business travel guidance.

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

Risk Management
There are reputational risks if the University is perceived not to be taking action on business travel or meeting its carbon reduction commitments. However any new policy measures risk rejection by academic colleagues if they are perceived to restrict collaboration and harm research, hence the need to continue to engage with schools and departments on this issue.

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

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

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

Further information

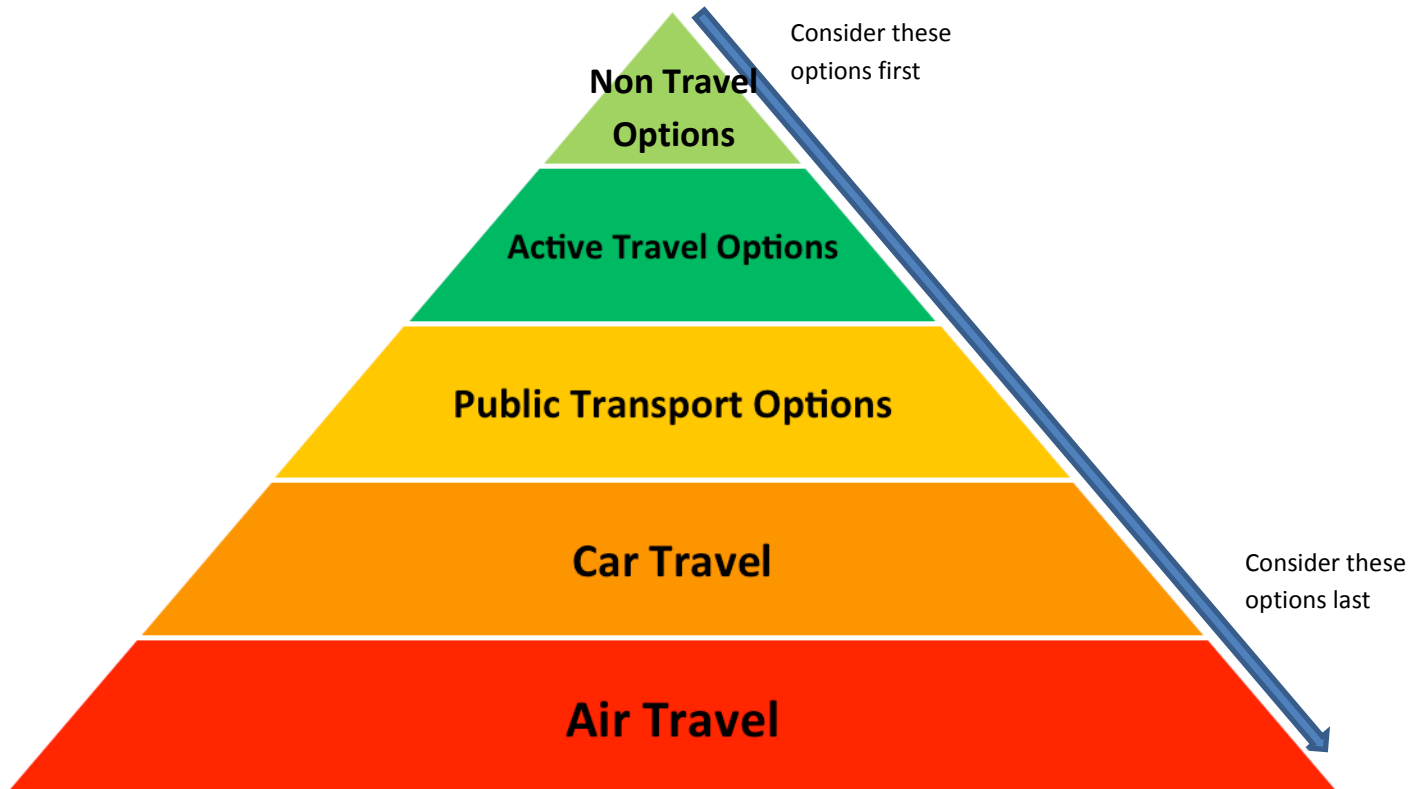|	
Presenter	Author and co-Presenter
Emma Crowther	Alexis Heeren
Transport Manager	Engagement Facilitator, SRS Department
20 January 2014	

Freedom of Information
Open paper

Appendix 1: Travel hierarchy

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

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

Consider these options first

Non Travel Options

Active Travel Options

Public Transport Options

Car Travel

Air Travel

Consider these options last

Appendix 2: Comparison of policies governing business travel

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

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

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

1. *Policies*

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

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

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

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

2. *Guidance for External Examiners*

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

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

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

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

3. *Business travel webpages*

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

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

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

Appendix 4: Case studies

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Sustainability Operations Advisory Group (SOAG)

Wednesday 28 January 2015, 9.30am

Cuillin Room, Charles Stewart House

Briefing Note on Climate Change Reporting under Public Bodies' Duties

Description of paper

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

Action requested

SOAG is invited to consider and comment on the paper.

Background and context

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

Discussion

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

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

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

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

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

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

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

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

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

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

4. ***Implementation***

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

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

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

Equality & Diversity

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

Further information

Author and Presenter David Somervell, Head of SRS Futures

20 January 2015

Freedom of Information

This is an open paper.

Sustainability Operations Advisory Group (SOAG)

Wednesday 28 January 2015, 9.30am

Cuillin Room, Charles Stewart House

Participation in the Sustainability Awards

Description of paper
This paper gives an outline of participation and achievement in the University's Sustainability Awards scheme, run by the Department for Social Responsibility & Sustainability, in terms of College and Group, as well as level of Award, since the beginning of the scheme in 2010/11. Brief reflection on this data suggests increased engagement in certain areas.

Action requested
This paper is for information.

Recommendation
The SRS Department will review the structure and organisation of the Sustainability Awards scheme to ensure retention of existing teams and increase the engagement of new teams as well as opportunities for alignment with strategic SRS priorities of the University.

Background and context
More detail has been requested on participation in the Sustainability Awards, a scheme that encourages and, through auditing, indicates uptake of sustainability behaviours in day to day working practices across the University.
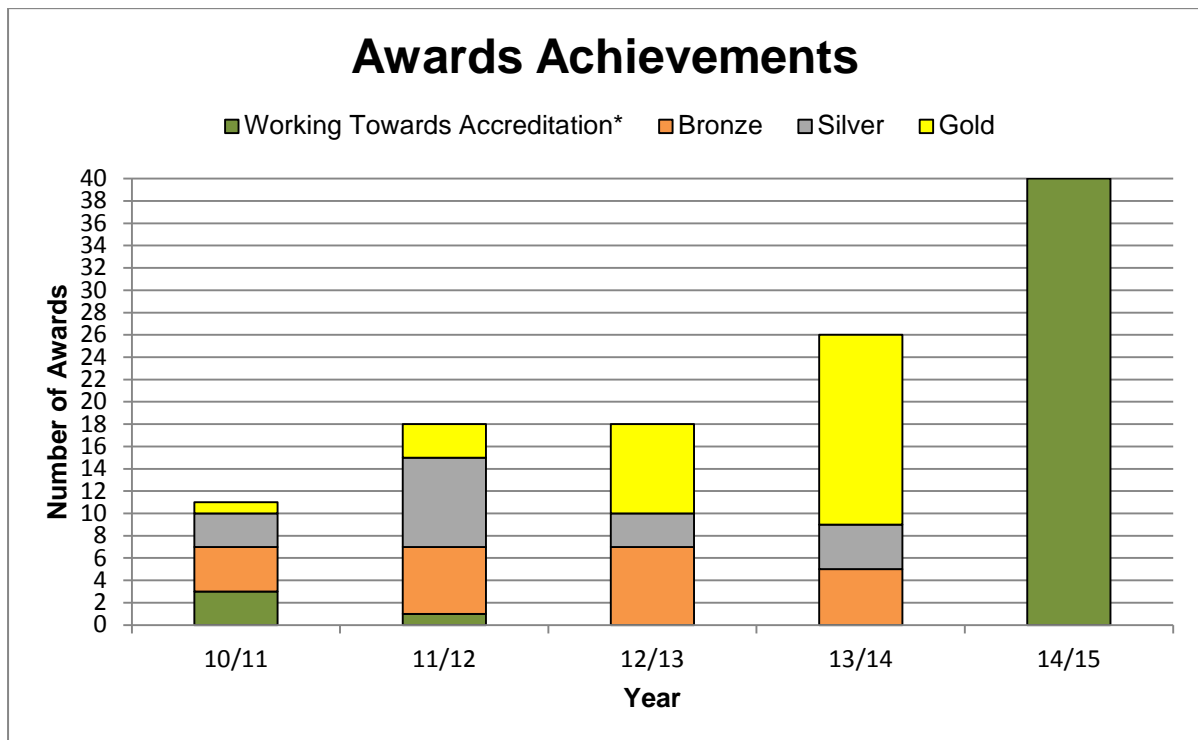
Discussion

Participation and Achievement in Edinburgh Sustainability Awards 2010-2014

The Sustainability Awards scheme has been running since 2010/2011, and has become the primary mechanism for engaging staff across the University in making working practices more sustainable. The initiative originated from the NUS Green Impact Awards, but has since become bespoke. The University continues to work with Green Impact/NUS Scotland to ensure equivalence, but is able to reflect the University's own multiple leading sustainability initiatives within criteria, positioning the Awards as the underpinning engagement initiative.

Awards achievements 2010-2014	2010/2011	2011/2012	2012/2013	2013/2014	2014/15
Working Towards Accreditation*	3	1			40
Bronze	4	6	7	5	
Silver	3	8	3	4	
Gold	1	3	8	17	
Total	**11**	**18**	**18**	**26**	**40**

For details on the 2014/15 Awards
see: http://www.ed.ac.uk/about/sustainability/what-we-do/awards and for the
detailed Toolkits and criteria see: http://www.ed.ac.uk/about/sustainability/what-we-do/awards/awards-toolkit

*Working Towards Accreditation was used as an Awards category in the first two years of the scheme to reward teams that had not reached Bronze level, but had shown efforts towards this. In 2014/15, this figure is used to indicate teams that have applied for an Award (audits to take place March 2015).

Awards participation by group

Legend: ☐ 2010/11 ◼ 2011/12 ☐ 2012/13 ◼ 2013/14 ☐ 2014/15

Y-axis: Number of participating teams (0–12)

X-axis (College/Group): CSE, CSG, CMVM, CHSS, ISG, USG, Other (staff), Student societies
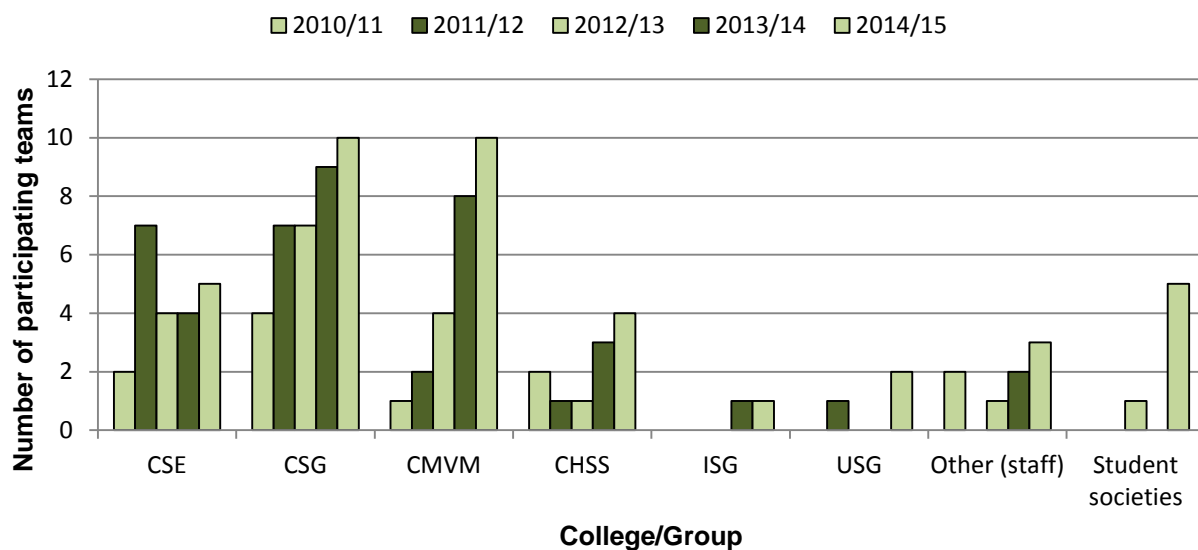
Awards participation by College/Group	2010/11	2011/12	2012/13	2013/14	2014/15**
College of Science & Engineering	2	7	4	4	5
Corporate Services Group	4	7	7	9	10
College of Medicine & Veterinary Medicine	1	2	4	8	10
College of Humanities & Social Sciences	2	1	1	3	4
Information Services Group			0	1	1
University Secretary's Group		1	0	0	2
Other *	2	0	1	2	3
Student societies		0	1	0	5

*The 'Other' category refers to primarily staff-led teams that are non-standard within the University structure and/or have more varied facilities e.g. ECCI, EUSA Bars, John Macintyre Conference Centre.
**Please note that this data is correct at 20th January 2015; we recognise participation may alter before the end of this year's Awards cycle.

Recommendations

While we see a steady increase across the Colleges and Support Groups in participation and achievement within the Awards, the Engagement Manager will be exploring new ways to organise the Awards scheme for 2015/16 to ensure that maximum engagement is achieved across the different areas, ensuring retention of existing Awards participants and engagement of new teams.

Resource implications
This paper has no resource implications, although may impact on resource distribution within the Department for Social Responsibility & Sustainability.

Risk Management
This paper carries no significant risks.

Equality & Diversity
An Equality Impact Assessment is not required.

Next steps/implications
The Engagement Manager will take responsibility for leading the evaluation and implementing any recommendations within the Sustainability Awards scheme. Key stakeholders will be consulted for their input into the process.

Further information
Author & Presenter
Caro Overy
Engagement Manager, Department for Social Responsibility & Sustainability
19th January 2015

Freedom of Information
This paper is open.

THE UNIVERSITY of EDINBURGH

Social Responsibility and Sustainability

Report 2013/2014

Social Responsibility and Sustainability

> **"** A socially responsible University would understand its impact on the world. It would consider issues of justice and accountability, locally and globally, in creating a community that contributes to society and is truly responsible in action and thought. **"**

Professor Mary Bownes
Senior Vice Principal 2013/14

Edinburgh from Calton Hill

Director's foreword

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

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

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

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

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

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

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

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

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

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

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

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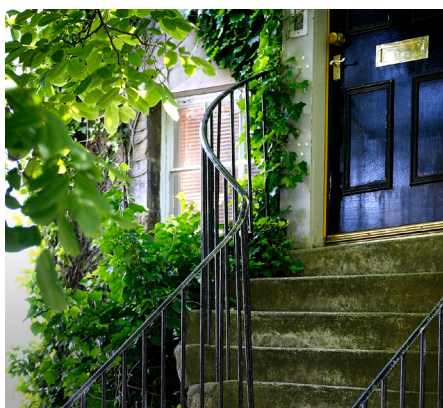
About the Department for Social Responsibility and Sustainability

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

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

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

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Our approach to reporting

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

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

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

We have taken the Global Reporting Initiative (GRI) as a starting point to guide us on our reporting journey. The GRI Guidelines provides organisations with a framework to report on environmental, social and economic issues that are most important to their stakeholders and is the most widely used international framework for sustainability reporting, using globally agreed metrics.
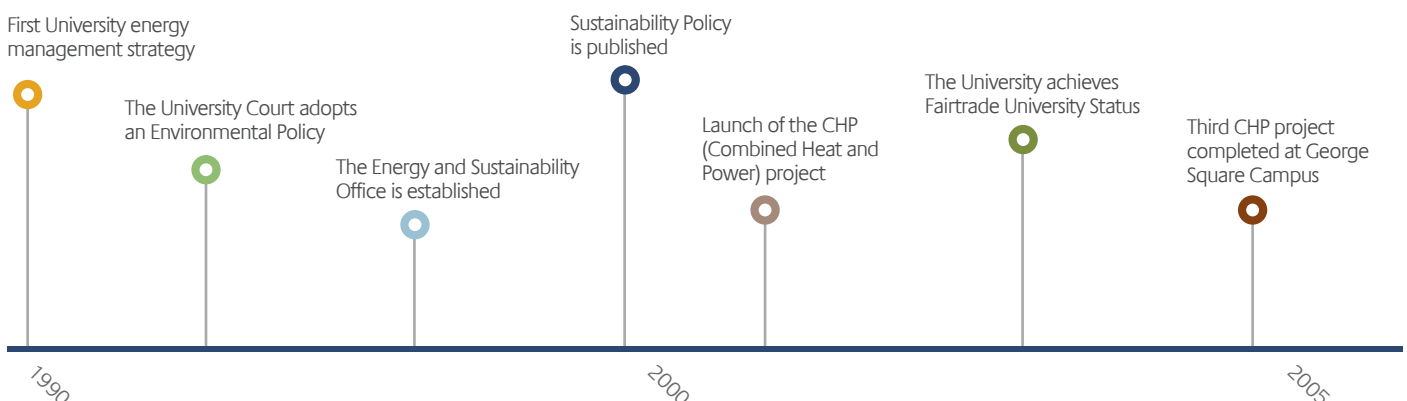
As a world leading university with a mission to facilitate the creation, dissemination and curation of knowledge we will have some different issues to report on in relation to social responsibility and sustainability than organisations outside of the higher education sector.

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

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

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

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

First University energy management strategy

Sustainability Policy is published

The University Court adopts an Environmental Policy

The University achieves Fairtrade University Status

The Energy and Sustainability Office is established

Launch of the CHP (Combined Heat and Power) project

Third CHP project completed at George Square Campus

1990

2000

2005

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Stakeholder engagement

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

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

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

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

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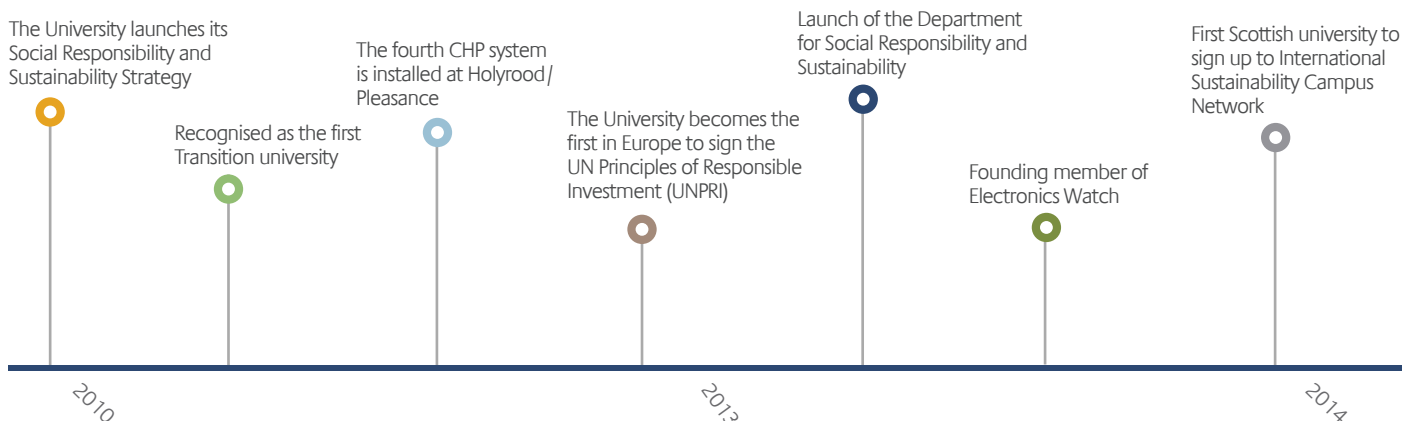
Follow up activities in the 2014/15 Academic year included an Academic workshop on 20th August exploring how the concept of Social Responsibility and Sustainability could be incorporated into the University using the Living Laboratory approach, which promotes action based learning by linking research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

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

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

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

The University launches its Social Responsibility and Sustainability Strategy

Recognised as the first Transition university

The fourth CHP system is installed at Holyrood/Pleasance

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

Launch of the Department for Social Responsibility and Sustainability

Founding member of Electronics Watch

First Scottish university to sign up to International Sustainability Campus Network

2010

2013

2014

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External awards and recognition

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

Green Gown Awards

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

National Union of Students Green Impact Excellence Award

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

People and Planet University League Performance

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

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

National Union of Students Environmental Improvement Award

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

Athena Swan Award

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

BREEAM Outstanding

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

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

Food for Life

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

Britain in Bloom

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

Historic Performance

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

Highlights

2013

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

£20m

Invested in Low and Zero Carbon Technologies since 2002

88%

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

85%

Waste diverted from landfill in 2013/14

2004

First Scottish university to attain Fairtrade status

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

GREEN GOWN AWARDS 2014

- - -

Finalist in 4 categories.

THE EDINBURGH CENTRE FOR CARBON INNOVATION

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

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Operations

The University's Strategic Plan sets out the aim to create the conditions under which our students, staff and the wider community are inspired and supported to engage with and contribute to social responsibility and sustainability across the University and beyond.

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

Climate change, energy and carbon

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

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

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

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

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

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

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

In 2015 we will continue to invest and undertake activities to support carbon reduction and management, and identify opportunities to contain rising costs, whilst ensuring our key activities are maintained.
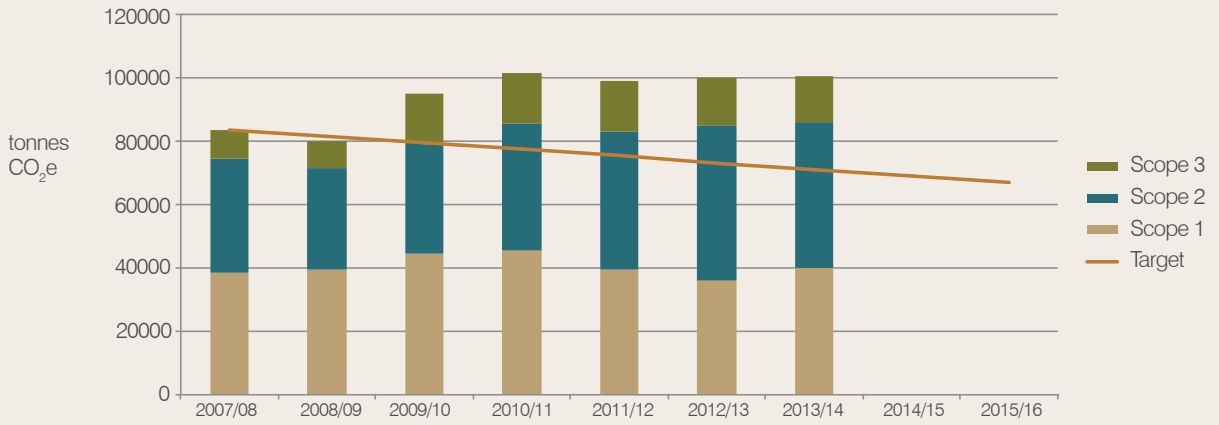
Information on Scope definition is available at:
URL HERE

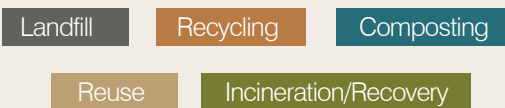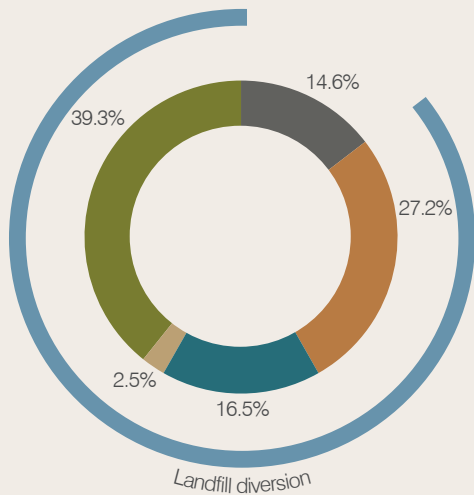Low Carbon Technology at the George Square combined heat and power unit (CHP)

Figure 1

Carbon emissions 2007-14

tonnes CO_2e

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

X-axis: 2007/08, 2008/09, 2009/10, 2010/11, 2011/12, 2012/13, 2013/14, 2014/15, 2015/16

Emission factors from Defra Decc published figures for 2014 were used to calculate the University's GHG emissions. These emission factors are based on 2012 figures but use the latest GWP figures from the 4th IPCC assessment report.
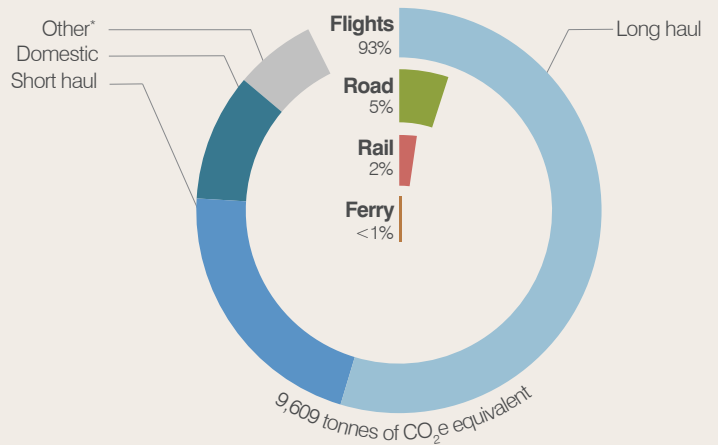
Figure 2

Waste breakdown 2013/14

- 14.6%
- 27.2%
- 16.5%
- 2.5%
- 39.3%

Landfill diversion

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

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

Figure 3

Business travel emissions 2013/14
by mode of transport

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

9,609 tonnes of CO_2e equivalent

*Flights for which a distance could not be calculated.

Figure 4

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

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

X-axis: % mode share — 0%, 10%, 20%, 30%, 40%, 50%, 60%

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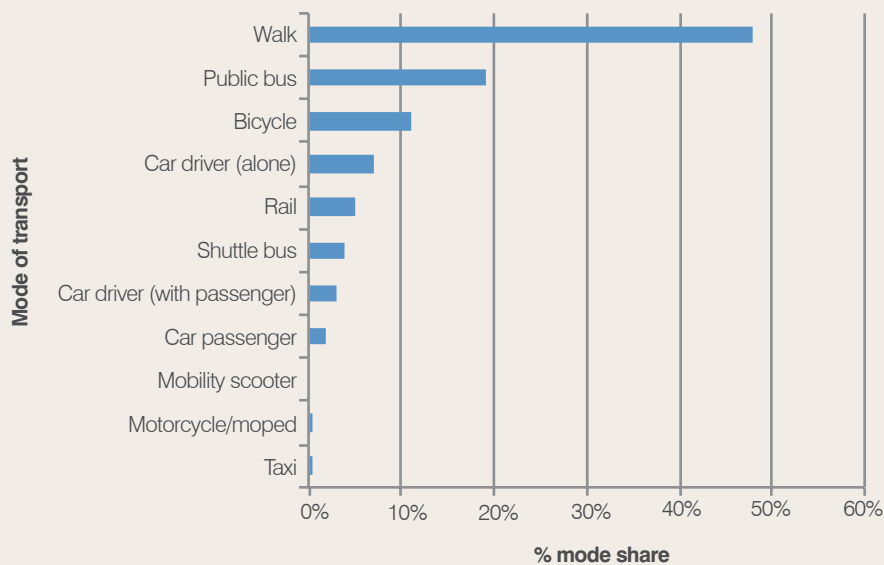
Water

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

> Water consumption within the core academic estate has decreased to less than 500,000 cubic tonnes in 2013/14.
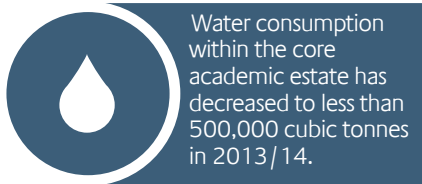
In 2009 we approved our first Drinking Water Policy with the aim of clarifying the position regarding supplies of drinking water to University buildings and to eliminate freestanding bottled water coolers altogether.
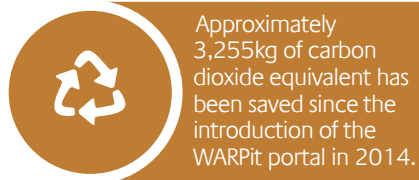
Resource efficiency

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

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

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

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

> Approximately 3,255kg of carbon dioxide equivalent has been saved since the introduction of the WARPit portal in 2014.
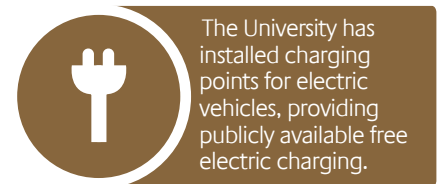
An online waste and recycling portal, WARPit, was launched this year, making it easy for staff to pass on or loan unwanted items in their office to colleagues. Over 170 staff are now registered and are actively using the network, reducing the unnecessary purchase of expensive resources, cutting waste and making financial and emissions saving.

Travel

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

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

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

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

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

Cycling Roadshow at Potterrow

Procurement

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

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

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

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

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

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

Estates development

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

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

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

Biodiversity

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

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

Food

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

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

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

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

A decade promoting Fair Trade

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

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

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

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Healthy University

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

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

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

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

Equality and diversity

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

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

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

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

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

Learning and development

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

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

Principles for Responsible Investment

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

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

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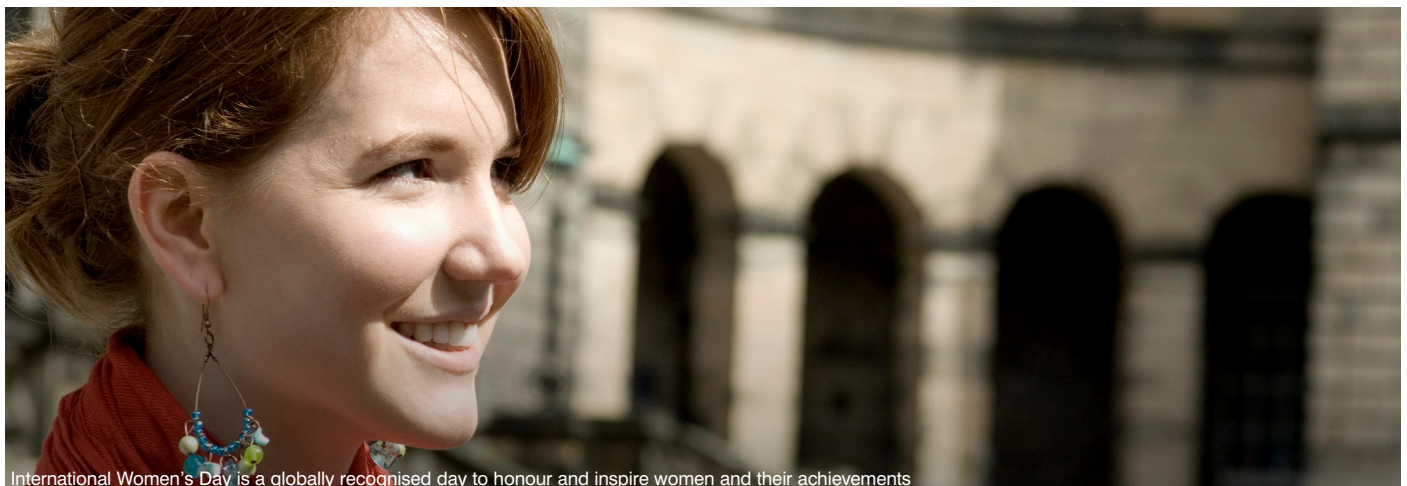
International Women's Day is a globally recognised day to honour and inspire women and their achievements

Learning, teaching and research

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

Learning for Sustainability Scotland

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

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

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

Course provision

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

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

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

Massive Open Online Courses

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

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

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

Marine energy

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

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

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

Intergovernmental Panel on Climate Change

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

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

University Social Responsibility in Europe

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

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

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Community outreach

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

Volunteering

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

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

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

Widening participation

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

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

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

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

£4m

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

Sustainability Awards

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

Case studies showcasing the achievements of departments are available to view online at: www.sustainability.ed.ac.uk/awards

Gather Festival

The annual week-long festival in March celebrated culture, community, and the ethos of global citizenship on campus and beyond. The University is home to students from two thirds of the world's countries.

Featuring over 40 events that promoted cultural difference and global citizenship, activities took place across campus, in collaboration with EUSA, student leaders, University departments and local community groups.

TEDx

TEDx University of Edinburgh is a programme of events which focuses on an interdisciplinary transfer of knowledge.

Staff and students hosted a conference on the theme of Thinking in Abundance as part of the University's Innovative Learning Week. Speakers and attendees discussed the scarcity and abundance of resources, new definitions of want and need, and fresh perspectives upon problematic issues.

Over 4,000 students volunteered during 2013/14

100% recycled
printed using vegetable inks

@EdSust   EdinburghSustainability

YouTube.com/EdSust

THE UNIVERSITY *of* EDINBURGH

Sustainability Operations Advisory Group (SOAG)

Wednesday 28 January 2015, 9.30am

Cuillin Room, Charles Stewart House

SRS Implementation Plan 2014-15

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

Action requested
SOAG is invited to _note_ the paper.

Discussion

SRS Implementation Plan 2014-15

Social Responsibility and Sustainability

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

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

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

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

A. Studying

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

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

B. Research

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

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

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

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

C. Engagement

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

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

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

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

D. Operations

Tasks	Lead Contact	Dates	Outputs / Outcomes	Resources	

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

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

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

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

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

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

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

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

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

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

Freedom of Information
This is an open paper.

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

Sustainability Operations Advisory Group (SOAG)
Wednesday 28 January 2015
People and Planet University League

Description of paper

This paper provides a summary of the University's performance in the People and Planet University League 2015. The University achieved a 2.1 ranking, holding its score from last year and improving its position by two places to 44th place[1].

Action requested

SOAG members are asked to note the paper.

Context

Significant concerns have been expressed by some parts of the Higher Education Sector since People & Planet launched the University League 2015 in July following a review of the methodology. The University decided to continue to submit to the University League, while expressing concern over the lack of agreement from across the sector and supporting ongoing efforts by the EAUC and AUDE to develop a scheme that generates such support.
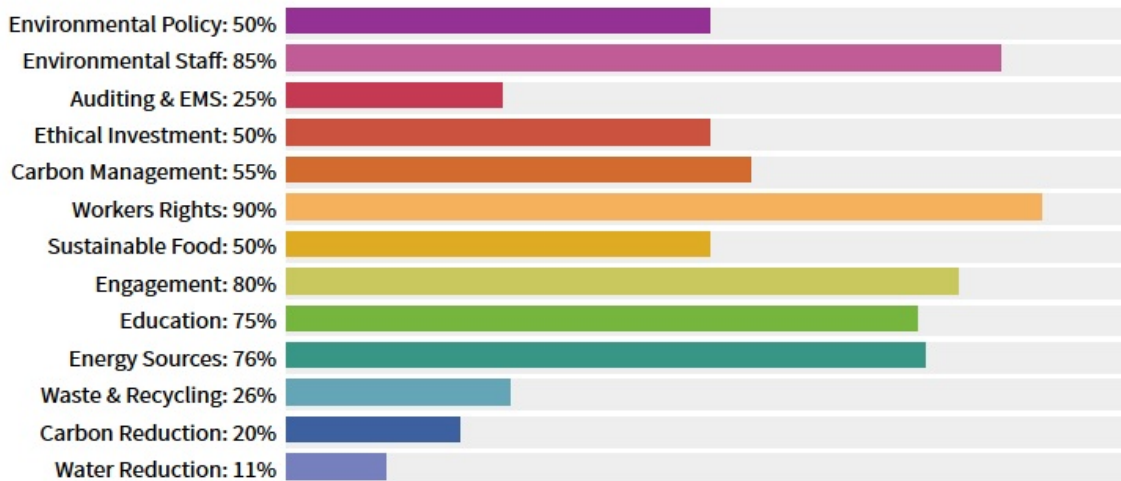
The University achieved a 2.1 ranking, holding its score from last year and improving its position by two places to 44th place. The results of the University League 2014 were published on the 20th January in the Guardian newspaper[2]. The University came 7th out of the Russell Group and 4th in Scotland.

44 University of Edinburgh
Rank: 44 Total score: 51.6%
Show Full Score Card   Close

Environmental Policy: 50%
Environmental Staff: 85%
Auditing & EMS: 25%
Ethical Investment: 50%
Carbon Management: 55%
Workers Rights: 90%
Sustainable Food: 50%
Engagement: 80%
Education: 75%
Energy Sources: 76%
Waste & Recycling: 26%
Carbon Reduction: 20%
Water Reduction: 11%

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[1] http://peopleandplanet.org/university-league/2015/tables
[2] www.theguardian.com/education/2015/jan/20/how-green-university-people-planet-green-league

Discussion and Issues

The University submitted to the University League on Friday 31st October. Below is a summary of the University's performance across all policy and performance sections.

1. Policy and Strategy

The University scores well for having a sustainability policy and governance structure. Gap in SMART action plans for Construction & Refurbishment, Emissions & Discharges and Water.

2. Human Resources for Sustainability

High staff FTE equivalent compared to other institutions and volunteer roles for staff are provided. There is a gap in embedding sustainability within all university inductions for new staff.

3. Environmental Auditing and Management Systems

The University is penalised for not having an external accredited environmental management system. Gap in the impact audits of Construction & Refurbishment and Emissions & Discharges.

4. Ethical Investment

The University scores well for having a Socially Responsible Policy and being a signatory of the UN PRI. Gap in measuring carbon intensity of investments or those identified as high climate risk.

5. Carbon Management

The current Climate Action Plan does not provide baseline and reduction targets for third scope emissions – the University is likely to be penalised next year if the plan is not updated.

6. Workers Rights

The University is penalised as it is not registered as a Living Wage employer and not all staff uniforms are made from Fairtrade cotton/materials. Points scored due to efforts concerning Fairtrade and supply chain activities.

7. Sustainable Food

The University scores heavily due to Food for Life accreditation, drinking water policy and support offered to student societies. Gaps within the sustainable food policy, due to lack of specific time bound targets.
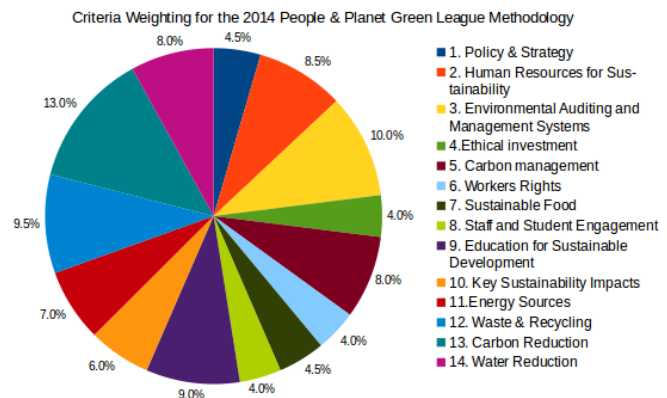
8. Staff and Student Engagement

The University performs well due to strategic plans for staff and student engagement. Gaps due to sustainability currently not being embedded within all inductions. Lack of student representation on all university committees regarding estates, planning, finance and resource allocation.

9. Education for Sustainable Development

The SRS Learning and Teaching sub group scores well for the University. Gaps in allocating a number of Continuing Professional Development hours in ESD for academic staff and monitoring the uptake of staff training for ESD.

10. Key Sustainability Impacts

New section for this year's University League. Likely to score well due to partnership agreements/action plans for energy, sustainable laboratories, procurement, travel and waste.

Criteria Weighting for the 2014 People & Planet Green League Methodology

- 1. Policy & Strategy
- 2. Human Resources for Sustainability
- 3. Environmental Auditing and Management Systems
- 4. Ethical investment
- 5. Carbon management
- 6. Workers Rights
- 7. Sustainable Food
- 8. Staff and Student Engagement
- 9. Education for Sustainable Development
- 10. Key Sustainability Impacts
- 11. Energy Sources
- 12. Waste & Recycling
- 13. Carbon Reduction
- 14. Water Reduction

11 – 14. Performance

The University is likely to score poorly in this area due to rise in absolute carbon emissions and reduction in recycling rate for the reporting year (2012/13). Points provided due to investment in onsite Combined Heat and Power. Data for this section is taken directly by People & Planet from the University's Estates Management Record return from HESA.

Resource implications

The University's submission is coordinated by the Department for Social Responsibility and Sustainability, with support from Sandra Kinnear from Accommodation Services. Minimal input is required from colleagues across Corporate Services Group.

Risk Management

The University must be transparent about what we have achieved and where we have challenges, demonstrating our commitment to social responsibility and sustainability. Reporting on performance in areas where the University has not achieved its stated aims could be viewed as a potential reputational risk. However, there is also a reputational risk if the University was not to submit, or constructively engage with People and Planet, as staff, students and sector-wide groups value the University League.

Equality and Diversity

Due consideration given for equality and diversity within the group and the objectives and activities defined in line with University requirements.

Consultation

This paper was developed based on lessons learned in the last year and through consultation with relevant stakeholders. The purpose of bringing this to SOAG is to highlight the performance of the University, and the changes to this year's league.

Further information

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Freedom of Information Open paper