

UNIVERSITY OF EDINBURGH

MINUTE OF A MEETING *of the Sustainability Operations Advisory Group held in the Cuillin Room on Tuesday 26 January 2016.*

Members: Hugh Edmiston, Director of Corporate Services
David Brook, Acting Head of Estates Operations
Michelle Brown, Head of SRS Programmes
Rab Calder, Energy & Utilities Manager
Michelle Christian, Senior Accommodation Manager
Dave Gorman, Director of Social Responsibility & Sustainability
Sarah Gormley, Business Manager & Deputy Head of IS Planning
Andrew Haddon, Head of Estates Finance
David Jack, Energy Manager
Andrew Kerr, Director of Edinburgh Centre on Carbon Innovation
Julia Laidlaw, Project Manager, Estate Development
Urte Macikene, EUSA Vice President Services
Phil McNaul, Director of Finance
Brian McTeir, Roslin Campus Facilities & Services Manager
Fleur Ruckley, Waste & Environment Manager
Candice Schmid, Health & Safety Advisor
George Sked, Assistant Director of Procurement

Apologies: Michelle Christian; Sarah Gormley; Andrew Haddon; Andy Kerr;
Julia Laidlaw; Urte Macikene

- 1 The minute of the meeting held on 16 September 2015 was approved as a correct record. **A**

SOAG welcomed new members David Brook and Rab Calder, replacing Geoff Turnbull and Dougie Williams respectively. Candice Schmid joined the Group as representative for Health and Safety.

On behalf of the Group the Convener thanked outgoing member Fleur Ruckley for her substantial contribution to sustainability issues over the last 9 years.

2 **Matters Arising**

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

SUBSTANTIVE ITEMS

3 **2014/15 Waste Annual Report + Q1** **B**

The Waste & Environment Manager introduced this paper summarising academic and support estate performance for the 2014-15 academic year and first quarter of 2015-16. The Waste (Scotland) Regulations, in force from 1 January 2014, had moved waste issues up the agenda. UoE annual waste and recycling performance continued to be positive overall and preliminary Q1 data suggested a slowing in the increase in arising.

Headline data:

- 13% more waste arising (due in part to UoE's expanding portfolio)
- 40% less CO_{2eq}
- 47% less waste to landfill.

The quarterly breakdown indicated consistent progress, with a few anomalies partly resulting from major clear-outs and IGMM coming onto the waste stream. An increase in waste to incineration was being investigated. Recycling and reuse were up, with the exception of books and WEEE. Recovery increased in Q1, with recycling slightly down. Food continued to rise, with better segregation and more cafés coming on stream.

Notable achievements in this period included more reuse and more reuse routes, being shortlisted for an award, securing Zero Waste Scotland funding for a PC reuse project, landfill continuing to fall, new waste management and hazardous waste training being rolled out, a website refresh and better, more consistent communications. A Masters project on communications had yielded useful insight and there was potential for further student projects investigating waste arising.

Immediate next steps included finalising compositional analysis auditing, a “bin fullness” exercise, continuing to tackle difficult wastes and address storage issues, further engagement around reuse, contract tenders and policy updates. Key risks centred on cost and were mitigated through contract management and bin fullness exercises. The cost of waste in general was rising and had been built in to the 2016-17 planning round.

Members proposed a range of future changes including that reports expand to include financial data to give a better understanding of the financial implications and how these achievements were saving the University money. As three years of data was available, enabling trends to be analysed, resource efficiency targets could be considered, though the basis of these would need careful consideration. While current data was for the academic and support estate, SOAG requested that future reporting include Accommodation Services, despite concerns around data robustness, as any future Government targets would be set for the whole University.

Action – FR to do further work on scope, and meet with DG to discuss follow up action.

Post-meeting note: follow up meeting on scope, financial data and target setting on 10 February.

SOAG endorsed the paper for publication on the SRS microsite, along with relevant targets.

4 2014/15 Energy Annual Report + Q1

The Energy Manager gave an outline of 2014/15 emissions and Q1 performance for the whole estate including Accommodation Services. Gas and electricity were the main contributors, in particular non-CHP derived (grid) electricity, which had shown a slight decrease over the last two years.

The trend over the last three years (excluding UoE-owned vehicles and business travel) had been a reduction in carbon emissions levels despite institutional growth, with electricity emissions going down and gas emissions remaining constant. CHP heating and cooling had increased as expected as the Holyrood CHP took on more load. Non-CHP electricity and non-CHP gas had reduced, and CHP gas had increased, as expected. Water consumption was starting to show a downward trend as Residential Water had been corrected with Scottish Water at sector level.

The Energy Manager was confident the data was robust, as it was mostly fiscal, through CHP-controlled sources, and had been through a quality assurance process. The challenges lay in breaking it down to building level. 96% of electricity consumption was covered in the 20 top consuming buildings. The ultimate aim was to have robust data for the top 20-40 buildings, aligned to Colleges.

The meeting welcomed the positive trends but agreed that a revised format for reporting this complex information was needed. The Director of Finance proposed reporting in future using a grid which included all the data (including at a building level where available, even if this would mean some blanks) rather than qualifying the figures that were presented. This would give greater visibility of improvements year on year relative to targets and translate into planning. The key was to have a single narrative across the three elements of carbon, consumption and cost, with KPIs tracking across, presented in a consistent way.

Action – SRS to prepare a revised template for the Energy Manager to report into for energy and carbon issues.

- 5 SRS Programmes Update** **C**
SOAG noted a paper from the Head of Programmes reporting on 2014/15 and Q1 2015/16 performance of SRS programmes against seven agreed priorities.
- Highlights included: increase in the number of Energy Coordinators (vital to achieving energy and carbon reduction targets); Green Gown award recognising sustainability achievements in laboratories; resource efficiency work on WARPit, reuse opportunities around the University, and links to social enterprises and community engagement strategy; led or substantially contributed to saving or generating £650,000 over the last year; student placements taking a deep dive into fair trade work with real world impact.
- Members encouraged greater use of data in compiling the report, to include total values, targets as a percentage of this, and an outline of how these would be achieved. This is linked to future longer term objectives for SRS that the University may wish to set.
- 6 Utilities Project Brief** **D**
The Director of SRS presented a paper outlining the programme of work and next steps towards achieving 10% reduction from business as usual during 2015-2017 from a 2014-15 baseline. Beginning with a project definition, the brief outlined broad areas for action, quantifying what could be achieved and identifying a lead in each responsible for delivery, and set out a series of assumptions.
- As the data would not always be available the paper proposed a rule of thumb based on industry standards which could be proved to be reasonably robust. One assumption was that UoE would invest in 'spend to save' and a Sustainable Campus Fund was proposed as a mechanism to allow for this. The Head of SRS Programmes was following up on energy efficiency with Heads of Professional Services in each of the Schools.
- SOAG endorsed the recommendations for onward transmission to SRS Committee and for approval at forthcoming capital projects and Estates Committee meetings in March.
- 7 Sustainable Campus Fund Proposal** **E**
SOAG endorsed a paper proposing a Sustainable Campus Fund to support carbon, cost and energy reduction projects across the University, following success of similar funds at US institutions and HEFCE's Revolving Green Fund, and linked to the 10% energy reduction target.
- Members advised taking the proposal as a business case to Estates Committee on 23 March asking for £2.75M for specific projects offering a clear return on investment. While there were not large sums involved, these projects were important in terms of strategic objectives and the fund would help generate projects and greater engagement. These would then be screened and put forward to EC in bundles. The paper could be taken to the Capital Projects Group on 14 March as a dry run.
- Action – All to share their comments before the revised version was submitted to EC.
- Action – DG to follow up with PM, HE & GJ as required, and seek approval at forthcoming capital projects and Estates Committee meetings in March.
- 8 Climate Strategy Update** **F**
SOAG noted a progress report on the technical consultancy work supporting the Climate Strategy review.
- The Lot 1 carbon modelling and scenarios tool required further data and development, but would be useful to better understand what carbon would look like in the future. The Lot 2 review of sector best practice was nearing completion and had highlighted a number of interesting initiatives. SRS were working with Finance to translate the Lot 3 business cases for renewables into suitable formats in advance of a paper to PSG on 22 February. It was noted that St Andrews had reported a business driver for their renewables investments.
- Action – DG/PM to follow up with Andy Goor, Finance Director at St Andrews.

The new Climate Strategy would take a whole institution approach rather than focusing on operations, bringing in linkages to teaching and research, cross referencing what was being done on responsible investment, and aligning with the overall Strategic Plan.

ROUTINE ITEMS

- 9 Update on Sustainable Laboratories Activities** **G**
SOAG noted the minute of 17 November 2015 including a report from the S-Labs Conference, a presentation on lab refurbishment at Strathclyde, an update on the Labs Implementation Plan and discussion on long-term strategic priorities and the future of the Group.
- 10 Utilities Working Group & Practical Plan Update** **H**
SOAG noted the minute of 8 October 2015. Once the Utilities Brief was agreed this group would take work forward.

Members proposed including a brief summary of sub-group meetings where necessary in place of tabling full minutes.
- 11 Any Other Business**
Green Gown Awards
The Director of SRS attended the 2015 Awards Ceremony in Bristol on 26 November. UoE was shortlisted for four awards, winning in the category 'Facilities and Services' for the project 'Sustainable Laboratories – sharing best practice through peer learning'. This had been a collaborative project with Estates and CMVM. SOAG agreed the press release should be promoted on the University homepage.

Action – HE to follow up with the University Secretary and CaM on highlighting SRS issues.

ITEMS FOR FORMAL APPROVAL/NOTING

- 12 SRS Reporting** **I**
SOAG noted an update on 2014/15 SRS Reporting. The standalone report had been scaled down as more of the narrative was integrated into the Annual Report & Accounts. The aspiration was to become more data rich, with more infographics and less text. The primary audience for the standalone report was staff and students attending SRS events and external stakeholders working with the department.

Action – MB to ask the Senior Vice-Principal to review the report.
- 13 Supply Chain SRS Risk Assessment** **J**
The Assistant Director of Procurement presented an update on the proposed process for assessing SRS risks and opportunities in procurement and supply chains. UoE had been asked to trial the Sustainable Procurement Prioritisation Tool (SPPT). An initial trial focusing on ICT had been carried out, including a series of workshops, and findings fed back to the Scottish Government. The next major areas would be labs, estates, food, and travel. The new legal requirement would only apply to new contracts and were not required when procuring through a framework contact.
- 14 Mandatory Climate Change Reporting under Public Bodies' Duties** **K**
The Head of SRS Programmes updated the Group on mandatory reporting from November 2016, findings from the UoE submission in pilot year 2015 and response to the consultation giving feedback on the template and validity of the questions.
- 15 Consultation responses to HM Treasury review of Climate Change Levy** **L**
The Director of SRS introduced a summary of AUDE and UoE responses to HM Treasury proposals to simplify energy taxes, advocating for Climate Change Levy (CCL) exemptions to be retained. Significant change in the carbon fiscal landscape was anticipated.