



**Sustainability Operations Advisory Group (SOAG)**

**Tuesday 24 May 2016, 3pm**

**Cuillin Room, Charles Stewart House**

**AGENDA**

- 1 Minute** **A**  
To approve the minute of the previous meeting on 26 January 2016
- 2 Matters Arising**  
To raise any matters arising not covered on the agenda or in post-meeting notes

**SUBSTANTIVE ITEMS**

- 3 Good Food Policy** **B**  
To consider and approve a paper from the Assistant Director (Catering)
- 4 Food Growing Process** **C**  
To discuss and endorse a procedure paper from the SRS Projects Coordinator
- 5 Waste & Recycling Q2 2015/16 Performance Reporting** **D**  
To discuss and endorse a report from the Waste & Recycling Manager
- 6 Energy Q2 2015/16 Performance Reporting** **E**  
To discuss and endorse a report from the Energy Manager
- 7 SRS Department Programmes Update** **F**  
To discuss and endorse a report from the Head of SRS Programmes
- 8 Climate Strategy Update** **G**  
To receive a report from the Director of SRS

**ITEMS FOR FORMAL APPROVAL/NOTING**

- 9 Sustainability Benchmarking Frameworks** **H**  
To note an update on the LiFE sustainability self-assessment framework
- 10 Any Other Business** **Verbal**  
To consider any other matters from Group members

## 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 McNaull, 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<sub>2eq</sub>
- 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.

**Post-meeting note:** new reporting format agreed and implemented from May’s session.

#### **5 SRS Programmes Update**

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.

***Post-meeting note: the proposal was approved in principle by Estates Committee in March, with a fuller business case being brought back to the meeting on 25<sup>th</sup> May.***

## 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.



**Sustainability Operations Advisory Group (SOAG)**

**Tuesday 24 May 2016**

**Good Food Policy**

**Description of paper**

This paper proposes a University Good Food Policy for endorsement by the group. The policy was developed in partnership by the Department for Accommodation, Catering and Events (ACE) and the Procurement Office and the Department for Social Responsibility and Sustainability (SRS), with input from others including academic colleagues.

**Action requested**

SOAG is asked to consider and approve the policy.

**Background and context**

In June 2014, SRS Committee reviewed a proposed Sustainable Food Systems Policy for the University. The committee acknowledged that a policy would build on existing achievements and enable a strategic approach. However it was agreed that more work was needed before such a policy could be endorsed.

Work began again in 2015, after a break to accommodate staffing changes and other priorities. The result is the Good Food Policy presented below. The policy sets out a whole-institution commitment to good food across 5 themes; Sourcing, Provision, Practices, Research Learning & Teaching and Leadership & Culture.

**Discussion**

As a socially responsible institution the University of Edinburgh aims to benefit society as a whole. One way to deliver on this commitment is to ensure our activities support sustainable food systems<sup>1</sup>. Many modern food systems are associated with environmental degradation, high greenhouse gas emissions, wastage, worker exploitation, poor public health and lack of safe, nutritious food for many people. Sustainable food systems conserve natural resources and have a positive socioeconomic impact.

The University already supports sustainable food systems through its research, learning & teaching and operations. ACE aims to serve healthy food sourced from responsible supply chains. The department has received numerous awards recognising this achievement. The Procurement Office works to influence the selection criteria for national food and drink contracts to reflect the University's sustainability objectives. The SRS Department raises awareness and facilitates action on food issues through events and practical support. Research conducted at the University is helping to solve food sustainability challenges, and the University also benefits from innovative student-led initiatives. The Food Researchers in Edinburgh (FRIED) network brings together academics, students and others at the University who are interested in food related research.

The proposed policy explains how these activities contribute to a larger ambition and assists the University in publicly expressing its commitment to good food. It also enables the University to

---

<sup>1</sup> The term 'food system' incorporates all aspects of the production, processing, trade, transport, retail, consumption and disposal of food and drink.

respond to a number of internal and external drivers. These include legal obligations<sup>2</sup>, evolving best practice across the HE sector<sup>3</sup>, new opportunities to link University research with practice and student expectations<sup>4</sup>. Recent surveys indicate that food issues are a priority for many students and staff.

### **Resource implications**

The draft policy outlines responsibilities and scope. Resource implications relate to staff time for the implementation of this policy. This will be achieved using existing resource and integration within SRS, ACE and Procurement.

### **Risk Management**

Ethical, reputational and legal risks associated with this issue, and with not having a clear policy, have been explored in the policy development consultation with numerous colleagues and other stakeholders. The proposed policy would help us manage these risks.

### **Equality & Diversity**

No Equalities Impact Assessment has been carried out in relation to this policy, as it fits within a wider approach to social responsibility, catering and procurement.

### **Next steps/implications**

Once endorsed by SOAG, this policy will be taken to SRS Committee for approval. Relevant stakeholders would then work together to ensure implementation. The policy would be published on the SRS, ACE and Procurement websites and assist in highlighting our already strong track record.

### **Consultation**

The draft policy has been reviewed and endorsed by the Director of Procurement, the Director of SRS, and the Assistant Director of Catering.

### **Further information**

#### Authors

Alexis Heeren, Social Responsibility and Sustainability Projects Coordinator, SRS  
Ian Macaulay, Assistant Director of Catering, ACE

#### Presenter

Ian Macaulay, Assistant Director of Catering, ACE

### **Freedom of Information**

This is an open paper.

---

<sup>2</sup> For example, in the Procurement Reform (Scotland) Act. A planned Good Food Nation Bill which will “draw together all aspects of the Scottish Government’s work on food and drink – including food standards, public procurement and food waste” (SNP Manifesto) could introduce new duties.

<sup>3</sup> 17 Russell Group universities have published sustainable food policies. The People and Planet University League asks, “Does the university have a publicly-available sustainable food policy (or a Sustainable Procurement Policy which integrates sustainability criteria for food) that is reported on annually at a senior level of the university?”

<sup>4</sup> The SRS Student Survey found that a large majority of students expect University food provision be sustainable across range of issues.





# THE UNIVERSITY *of* EDINBURGH

## Good Food Policy

### 1. Purpose

The University's Strategic Vision 2025<sup>5</sup> states that "as a truly global University, rooted in Scotland, we seek to benefit society as a whole". The Strategic Plan 2012 - 2016<sup>6</sup> describes the University's aim to "make a significant, sustainable and socially responsible contribution to Scotland, the UK and the world."

This policy is a key element of this vision. Accepting that many modern food systems contribute to environmental, social and economic challenges, it sets out a whole-institution approach to Good Food that will support more sustainable food systems.

The policy builds on achievements by the Department for Accommodation, Catering and Events (ACE), the University's Fair Trade Policy<sup>7</sup> and our Procurement Strategy<sup>8</sup>.

### 2. What is Good Food?

Good Food is food and drink that is tasty, healthy, good for the environment and good for the people who make it. It is produced, purchased, transported, consumed and disposed of within food systems that are;

1. *Environmentally sustainable* by conserving or regenerating natural resources; avoiding pollution; mitigating emissions that cause climate change; protecting biodiversity; and upholding the highest standards of animal welfare.
2. *Socially sustainable* by fulfilling every person's right to adequate, healthy, safe, nutritious, good quality and appropriate food; providing people with opportunities to enjoy and learn about Good Food; and encouraging diverse food cultures.
3. *Economically sustainable* by delivering viable livelihoods for the people employed within its supply chains through living wages, workers' rights, fair trade and safe, decent working conditions; supporting thriving local economies; and ensuring Good Food is accessible and affordable to all.

### 3. Our commitments

The University will adopt a whole-institution approach to Good Food by taking action within five key areas - Sourcing; Provision; Practice; Research, Learning & Teaching; and Leadership & Culture.

1. *Sourcing* - The University sources food and drink that is produced to the highest environmental, social and economic standards. We work together to;
  - a. Use traceable ingredients that minimize harm to the environment and uphold the highest standards of animal welfare from farm to plate.
  - b. Sourcing a range of sustainable, seasonal fish and seafood.

---

<sup>5</sup> <http://www.ed.ac.uk/schools-departments/governance-strategic-planning/strategic-planning/strategic-vision-2025>

<sup>6</sup> <http://www.ed.ac.uk/schools-departments/governance-strategic-planning/strategic-planning/strategic-plan-2012-16>

<sup>7</sup> <http://www.ed.ac.uk/about/sustainability/themes/fair-trade/governance>

<sup>8</sup> <http://www.ed.ac.uk/procurement/policies-procedures/strategy>



- c. Uphold our Fair Trade Policy by sourcing products from fair and ethical supply chains.
  - d. Champion food and drink produced and manufactured in Scotland and in our local community (e.g. from small and medium enterprises, third sector and supported businesses).
  - e. Use and highlight seasonal ingredients on our menus.
2. *Provision* - The University provides good value, high quality, healthy and sustainable food that meets dietary needs and enhances the wellbeing of staff and students. We work together to;
- a. Serve nutritionally balanced, freshly prepared food free from harmful additives.
  - b. Offer better quality meat and attractive vegetarian and vegan options.
  - c. Raise awareness of healthy, sustainable options and help people make informed choices by highlighting the provenance, seasonality and other sustainability and health aspects at the point of sale (including meat free options).
  - d. Publish allergen and nutritional information (Guideline Daily Amounts) for all menu items.
  - e. Provide free tap water in all catering outlets and buildings and encourage staff and students to use tap water in preference to bottled water.
3. *Practice* - The University acts responsibly when managing catering and engaging with suppliers, staff, students, visitors and commercial/public customers. We work together to;
- a. Save energy and water by efficiently managing our facilities and events.
  - b. Take action to minimise food and packaging waste generated from our activities.
  - c. Work with suppliers to reduce negative environmental impacts, including emissions from transport and waste from packaging or food.
  - d. Encourage our suppliers to consider fair work practices and to sub-contract or source according to best practice.
  - e. Train ACE staff in sustainable catering practices and follow all University HR policies. This includes paying the living wage.
  - f. Encourage staff and students to conserve resources.
4. *Learning, Teaching & Research* - The University supports initiatives that deepen understanding, collaboration and evidence based action on Good Food. We work together to;
- a. Encourage opportunities for staff and students to learn about sustainable food and gain practical skills.
  - b. Support staff and student-led activities that enhance the University's food culture (e.g. food growing on campus, resource efficiency initiatives and shared actions with the Students Union).
  - c. Support research and teaching to improve our understanding of sustainable food systems and use evidence to improve University practice.
5. *Leadership & Culture* - The University seeks to show leadership and adopt transparent and inclusive policies and practices that reflect the values of our staff and students. We work together to;
- a. Ensure opportunities for dialogue between researchers, students and professional services staff.
  - b. Publicly advertise the Good Food Policy, set targets / commitments and report on performance annually.
  - c. Demonstrate leadership and maintain best practice by securing and retaining external awards.
  - d. Partner with others in our community to promote Good Food throughout Edinburgh.
  - e. Procure good food and related services in a sustainable and collaborative manner, demonstrate community benefits, gross value add, quality and value for money without risk to our reputation and to people who provide or consume food.

#### **4. Responsibility and scope**

This policy has been developed by the Department for Social Responsibility and Sustainability (SRS), the Department for Accommodation, Catering and Events (ACE) and the Procurement Office. It applies to University of Edinburgh sites.

This policy does not apply to the Edinburgh University Students Association, external catering suppliers or others using University premises under license (e.g. festival tenants).

All staff and students engaged in University activities have a duty to uphold the Policy.

## 5. Implementation and review

This policy will be prominently displayed for visitors at events venues and on our website. SRS will coordinate a policy review every 3 years to respond to new developments and meet evolving best practice in the sector.

An Implementation Plan will be produced and updated annually. Progress by SRS, ACE and the Procurement Office will be reported to the Social Responsibility and Sustainability Committee, convened by the Senior Vice Principal.

## 6. Equality and diversity

This policy fits within our Accommodation, Catering and Events Food Strategy and the Procurement Strategy, both of which include consideration of equalities duties. A separate Equalities Impact Assessment has therefore not been carried out.

## 7. Support

SRS can provide contacts and advice regarding this policy for staff or students. Press or media enquiries should be directed to the Press Office.

## 8. Approval and review

<i>Consultations held</i>	The policy was developed in partnership by the Department for Accommodation, Catering and Events (ACE) and the Procurement Office and the Department for Social Responsibility and Sustainability (SRS), with input from others including academic colleagues.
<i>Final approval by</i>	Ian Macaulay (Assistant Director Catering) – 04/04/16 Dave Gorman (Director of Social Responsibility and Sustainability) – 11/04/16 Karen Bowman (Director of Procurement) – 26/04/16
<i>Date policy approved</i>	May 2016
<i>Date of commencement of policy</i>	Immediate
<i>Dates for review of policy</i>	May 2019

## 9. Contact

For further information, or if this policy is required in an alternative format, please contact Jane Rooney at [jane.rooney@ed.ac.uk](mailto:jane.rooney@ed.ac.uk).



## Sustainability Operations Advisory Group (SOAG)

Tuesday 24 May 2016

### Food Growing Process

#### Description of paper

This paper presents a process that enables staff and students to seek permission for small-scale horticultural projects at the University.

#### Action requested

SOAG is invited to note the paper.

#### Background and context

Involvement in food growing projects<sup>1</sup> can have positive social, community, educational and health outcomes for our staff and students. With proper oversight, such activities can also contribute to a number of strategic University priorities including “promoting biodiversity on our grounds<sup>2</sup>”, “provide a stimulating working, learning and living environment<sup>3</sup>” and “enhancing our student experience [using] all modes of learning...and all parts of our estate<sup>4</sup>”.

Research and engagement indicate that food growing is of interest to many students and staff<sup>5</sup>. Indeed, every year, the Department for Social Responsibility and Sustainability (SRS) and Landscape are contacted by individuals requesting support to start food growing projects near their places of work or study<sup>6</sup>. There is a need to balance encouraging such projects with ensuring they are approved and managed as effectively as possible.

In Aug 2015, members of SRS, Landscape and the former Deputy Director of Estates agreed to develop a process which would 1) clarify the University’s position on this issue going forward, 2) establish a single approach to approving projects and 3) involve other colleagues to ensure due consideration is given to practical, aesthetic, safety and security matters. This would also help to create a more efficient and transparent way of dealing with such requests and inquiries.

#### Discussion

SRS has worked closely with Landscape to develop the proposed process. Colleagues from Health and Safety, Security, Accommodation Catering and Events (ACE), Premises Teams and EUSA were consulted and are supportive. The process consists of three documents:

1. A Project Proposal Form (Appendix A) – To be completed by applicants and shared with relevant staff. This ensures due consideration is given to practical, aesthetic, safety and security matters.

---

<sup>1</sup> For example small plots, raised beds or planters.

<sup>2</sup> <http://www.docs.csg.ed.ac.uk/estatesbuildings/waste/Biodiversity%20Policy.pdf>

<sup>3</sup> <http://www.docs.csg.ed.ac.uk/EstatesBuildings/Strategies/EstateStrategy.pdf>

<sup>4</sup> <http://www.docs.sasg.ed.ac.uk/gasp/strategicplanning/201216/StrategicPlan201216.pdf>

<sup>5</sup> Including SRS Staff/Student Workshop April 2016 as well as Student Survey 2016

<sup>6</sup> While there are allotments at King’s Buildings and Easter Bush, these are not accessible to many people. The biggest gap in provision is in the Central Area. We received roughly six requests over the 2016/16 academic year. Most were from staff (individuals and small groups) wanting to install planters or grow in small plots near their offices. A smaller number related to bigger allotment-style initiatives. Space in the ECCI courtyard has been identified as a location for a project to pilot with ECCI staff.

2. An Approval Flowchart (Appendix B) – This sets out the order in which proposals will be reviewed by staff in SRS, Landscape, Security and finally the relevant Zone Manager<sup>7</sup>. Duplication will be limited by consulting relevant practitioners at the appropriate time.
3. An Induction Sheet (Appendix C) – Successful applicants will be required to read and sign this induction sheet. It fulfils the University's health, safety and liability duties.

A Guidance Document for Applicants will also be available. This would give some simple advice for completing the proposal and provide information about Edinburgh-based organisations who can offer funding and support.

The process will have a number of benefits:

- The process fulfils a need but does not require significant resource from SRS and Estates. It should reduce duplication and time wasted overall.
- It clarifies the approval process, which will reduce frustration for staff and students.
- It establishes health & safety guidance and codes of conduct for growers.
- It sets expectations around visual appearance and maintenance.
- Only projects suitable in terms of size, location and other aspects will be approved.

*“Students should play a vital role in creating sustainable, productive, and creative spaces on campus. Students have been coming to EUSA for years asking about growing opportunities on campus, and having a clear process to point them towards will allow more students to get involved with sustainability projects.”*

Urte Macikene, EUSA Vice President Services

### **Resource implications**

Resource implications relate to staff time needed to facilitate the process when proposals arise. This will be covered from existing resource within SRS as well as Estates and other colleagues (depending on location), but this is not expected to be significant. Staff and student applicants will be expected to supply materials but will be pointed towards relevant funding / small grants. Landscape can help provide compost and soil for projects.

### **Risk Management**

This process will limit the risk of individuals setting up growing projects without prior permission, which can cause aesthetic issues and is disruptive for the Landscape team. This happened recently on at least three occasions.

### **Equality & Diversity**

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

### **Next steps/implications**

The process will be promoted on the food pages of the SRS website. It will be shared with interested individuals on request.

### **Consultation**

The following colleagues were consulted:

Jim Brown: Zone Manager, CSE

John Williamson: Zone Manager, HSS

Ben Gordon: Zone Manager, MVM

---

<sup>7</sup> SRS will sense check proposals before progressing. EUSA will be informed of student proposals as there may be additional support available. Zone Managers will have the ultimate say on growing activities in their area, with the exception of ACE sites - these are overseen by Sandra Kinnear.

Steven Martin: Zone Manager, ACE  
Sandra Kinnear: ACE Health, Safety and Sustainability Advisor  
Karen Darling: Deputy Director Health and Safety  
Davy Gray: EUSA Sustainability Coordinator  
Urte Macikene: EUSA Vice President Services  
Gordon Sutherland: Crime Prevention Officer

### **Further information**

Appendices:

- A. Proposal Form
- B. Approval Flowchart
- C. Induction Sheet

These detail steps but can be adjusted to project size and scale

### Authors

Alexis Heeren, Social Responsibility and Sustainability Projects Coordinator, SRS  
Dave Chavasse, Landscape Manager, Estates

### Presenter

Alexis Heeren, Social Responsibility and Sustainability Projects Coordinator, SRS.

### **Freedom of Information**

This is an open paper.

## Appendix A

### Growing Project Proposal

Staff and students can use this form to propose a new food growing project at the University. Please read through the Growing Project Guidance and Approval Flowchart before starting. If you have any questions or would like help please contact Alexis Heeren at alexis.heeren@ed.ac.uk / 0131 651 5589.

#### Table of contents

1. Contact details	4
2. Project overview	4
3. Management and organisation	5
4. Support	5
5. Development and budget	5
6. Health, safety and security	5
7. Risk assessment	5
8. Project approval log (for internal use)	6
9. Project approval contract (for internal use)	6

#### 1. Contact details

Project name	
Main project contact	Name:
	Email:
	Phone number:
	Current position: (Undergraduate / postgraduate / staff)
	School or department:
Other contacts (add more rows if needed)	Name:
	Email:
	Phone number:
	Current position: (Undergraduate / postgraduate / staff)
	School or department:

#### 2. Project overview

Please describe your project, including who is involved and the growing activity proposed.	
What are the main aims of your project?	
What will be grown, who will consume it and how you will ensure the food is not wasted?	
Give a brief description of the proposed growing space, including	

its aspect, location, shading and current use.	
Does the space have access to a water supply and garden waste disposal?	

Please paste an aerial image from Google Maps below, with the proposed growing space clearly marked.

### 3. Management and organisation

Provide an estimate of how many people will be involved in your project and when you intend to work.	
How will you organise yourselves to ensure your project is successful?	
How the growing space be maintained throughout the year, especially if most members of your group are students?	

### 4. Support

Please demonstrate that you have support for your project from the school or department where the growing space is located. This should include a statement of support from the head of school or department where the growing space is located.	
--	--

### 5. Development and budget

What are the key tasks in preparing the growing space and setting up your project?	
What are your main costs and how will they be funded?	

### 6. Health, safety and security

Complete the risk assessment below. A number of common risks and safety measures are already listed, but you should add any additional risks that are specific to your project.

The main project contact is responsible for ensuring this risk assessment is followed.

### 7. Risk assessment

Note: Risk assessment removed for brevity and available on request.



**8. Project approval log (for internal use)**

Please email the completed form to [alexis.heeren@ed.ac.uk](mailto:alexis.heeren@ed.ac.uk) at the Department for Social Responsibility and Sustainability.

Alexis will send the proposal to relevant members of Estates. They will be asked to make comments, raise concerns and give in-principle approval relating to their area of work. The main project contact will be cc'd into all emails. Approval will be sought in the order below to avoid duplication.

This process is outlined in more detail in the Growing Project Approval Flowchart.

Department for Social Responsibility and Sustainability:	Name:
	Date:
	Comments:
	Approved in-principle? (Conditional / Yes / No)
Premises:	Name:
	Date:
	Comments:
	Approved in-principle? (Conditional / Yes / No)
Landscape:	Name:
	Date:
	Comments:
	Approved in-principle? (Conditional / Yes / No)
Security:	Name:
	Date:
	Comments:
	Approved in-principle? (Conditional / Yes / No)

**9. Project approval contract (for internal use)**

*Project name* has permission to begin growing in the manner described above at *location*.

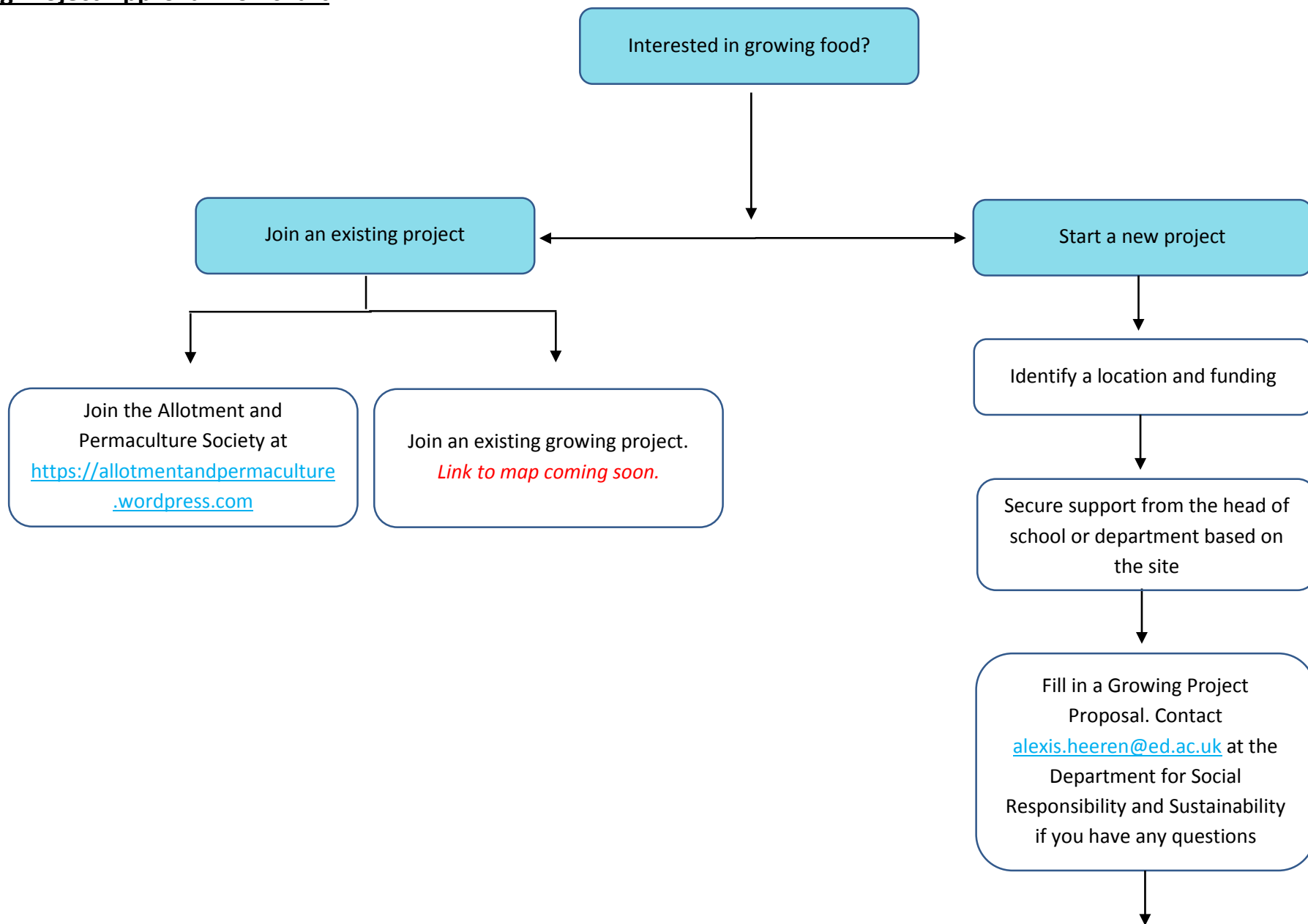
*Main project contact* agrees to maintain the site to an acceptable standard and follow the risk assessment. Approval can be withdrawn as a result of the site being poorly maintained or causing issues.

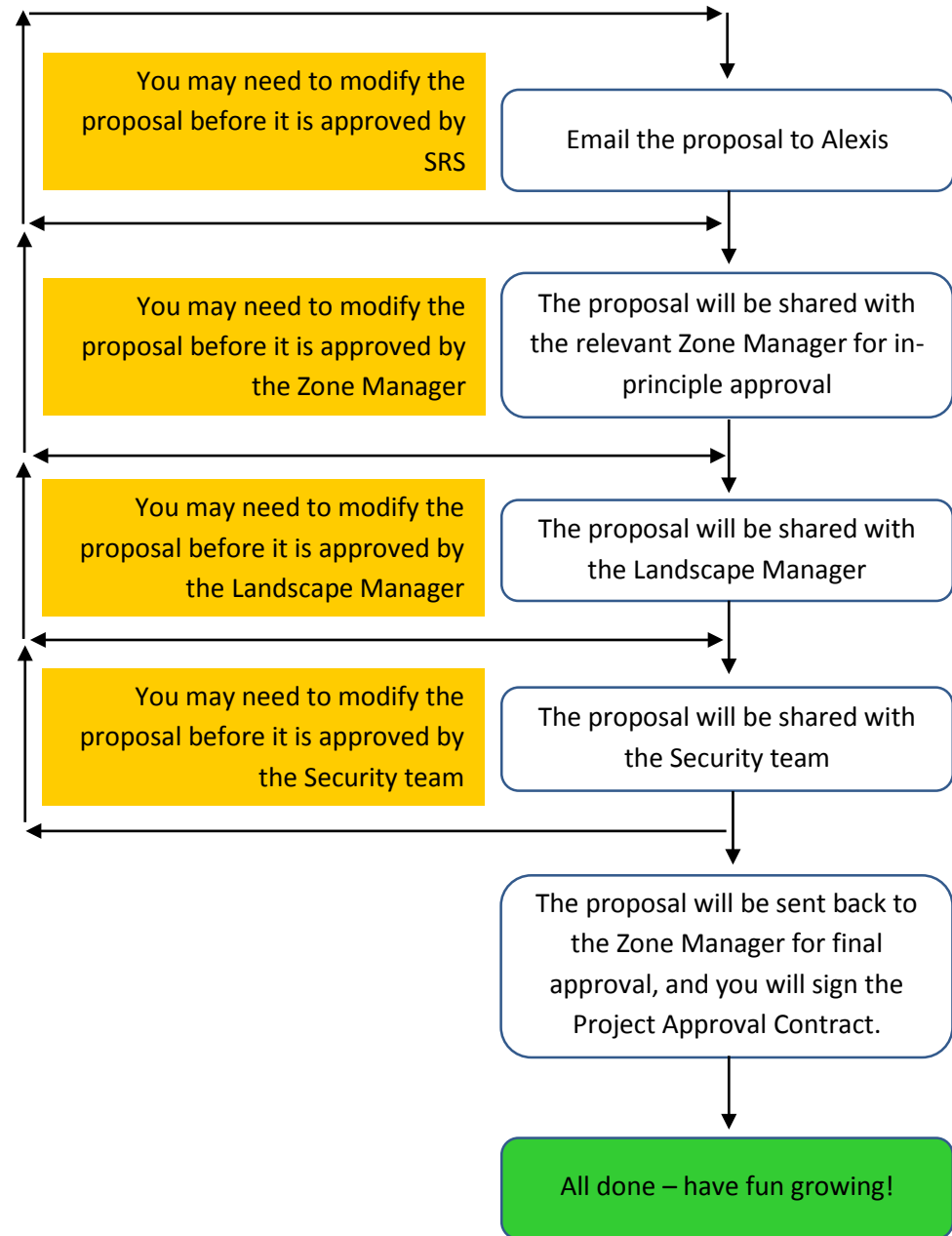
**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Appendix B

### Growing Project Approval Flowchart





## Appendix C

### Induction Sheet

Gardeners should read and sign this induction sheet before starting to work on their growing project.

Main project contacts should add any additional information specific to the project.

#### Health and Safety

Pathways	<ul style="list-style-type: none"><li>• Wear sturdy footwear.</li><li>• Take care at path edges, steps or other uneven surfaces.</li></ul>
Tools	<ul style="list-style-type: none"><li>• You are advised to wear gloves when handling tools.</li><li>• Don't leave tools lying on the ground.</li><li>• Stored tools in XXX when not in use.</li><li>• Give yourself plenty of room to work and learn correct techniques to avoid injury and fatigue when using tools.</li><li>• Tools that are blunt, have loose handles or are faulty should be replaced - Tell XXX if tools are damaged.</li><li>• Clean tools after use.</li></ul>
Plants	<ul style="list-style-type: none"><li>• Some plants may contain parts which are harmful or toxic if eaten – more info at <a href="http://tinyurl.com/hrbpaap">http://tinyurl.com/hrbpaap</a>.</li><li>• You are advised to wear gloves when handling plants.</li><li>• Wash your hands after working.</li><li>• Take necessary precautions if you have specific allergies.</li></ul>
Wasps and bee stings	<ul style="list-style-type: none"><li>• Insects pose no risk unless provoked.</li><li>• Take necessary precautions if you have specific allergies.</li></ul>
Plant supports	<ul style="list-style-type: none"><li>• Bottle covers or ends must be placed over tops of plant supports.</li><li>• Take care when leaning over plants.</li></ul>
Infection from soil and compost	<ul style="list-style-type: none"><li>• There is always a small risk of infection in garden environments.</li><li>• You should have an up to date tetanus inoculation.</li><li>• Cover any cuts with a plaster or gloves before handling soil / compost to avoid risk of infection.</li><li>• Bury any animal waste away from the growing space. Wash the trowel and your hands afterwards.</li><li>• Wash your hands after working.</li></ul>
Manual handling	<ul style="list-style-type: none"><li>• Avoid heavy lifting wherever possible.</li><li>• When lifting something heavy, bend your knees and crouch down, then lift it by straightening your legs.</li></ul>
Weather and clothing	<ul style="list-style-type: none"><li>• Use sun cream.</li><li>• Wear appropriate clothing, ideally layers that can be removed.</li><li>• Drink adequate fluids.</li></ul>
Working times and lone working	<ul style="list-style-type: none"><li>• Work times are XXX. Don't work alone out of hours.</li><li>• No lighting or security cameras are installed.</li><li>• Please save the University Security number (0131 650 2257) on your phone.</li></ul>
First aid kit and emergencies	<ul style="list-style-type: none"><li>• The nearest first aid kit is located at XXX.</li><li>• Any accidents should be reported to <b>main project contact / committee</b>.</li></ul>

#### Working practices

Cultivation	<ul style="list-style-type: none"><li>• Only fertilisers and pesticides approved for use in organic gardening should be applied. Consult the manufacturers' safety data sheet and take recommended safety precautions. Natural pest control methods are preferred.</li></ul>
-------------	--

Waste disposal	<ul style="list-style-type: none"><li>• Garden waste should be disposed in <b>XXX</b>.</li></ul>
Water source	<ul style="list-style-type: none"><li>• Water should be gathered from <b>XXX</b> tap.</li></ul>

### **Insurance and liability**

Please take appropriate care when working and take particular care of University property. The University reserves the right to claim compensation as a result of any damage of University property by growers.

The University of Edinburgh accepts no liability for any loss, damage or injury which may be suffered by growers or other parties as a direct or indirect result of making use of this space. Groups or individuals may want to purchase their own insurance to cover potential liability.

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Sustainability Operations Advisory Group (SOAG)

Tuesday 24<sup>th</sup> May 2016

### Energy Quarterly Performance Reporting

#### Description of paper

This paper summarises the University's performance within the academic and accommodation estate for energy in the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarter of 2015/16 academic year. Detail on electricity consumption for the 2014/15 academic year is provided.

#### Action requested

SOAG is invited to discuss this paper, identify the information to be included in future reports and endorse this paper.

#### Recommendation

It is recommended that this report be made publically available.

#### Background and discussion

This paper provides a report by the Energy Manager summarising the University's performance from quarter 1 to quarter 3 of the 2015/16 academic year to assist with projections for performance for this year. Data is provided for a detailed analysis of electricity consumption within the academic and accommodation estate for the 2014/15 academic year.

#### Resource implications

Current resource implications for reporting have been accounted for within existing staff and operational budgets included in Departmental planning.

#### Risk Management

Key risks associated with energy consumption at the University include: The cost of energy consumption continues to rise, Systems supporting the reporting of energy consumption are being reviewed. There are gaps within data sets.

#### Equality & Diversity

No implications identified.

#### Next steps/implications

To develop the information that SOAG would like to be included in future quarterly and annual reports. Continue to progress the Energy Systems Consolidation Project.

#### Consultation

This paper has been reviewed and approved by Rab Calder, Energy and Utilities Manager. The Department for Social Responsibility and Sustainability have been consulted and supported the drafting of this paper.

**Further information** Author: David Jack, Energy Manager, May 2016

**Freedom of Information** This paper is open.

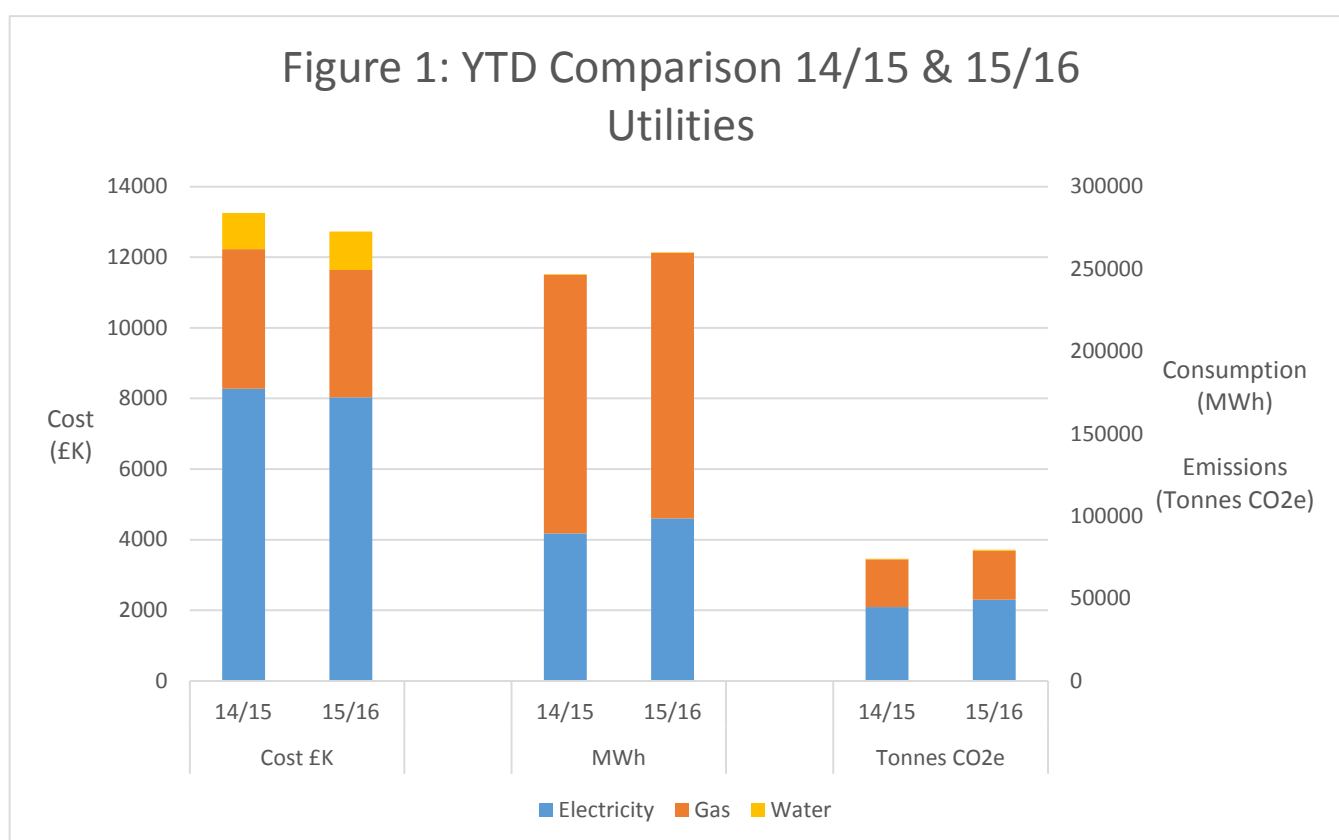
# Energy Quarterly Performance Report

## Quarterly Energy Consumption 2015/16 (Q1, Q2, Q3)

This report includes information on electricity, gas and water consumption for the first three quarters of the 2015/16 academic year. This includes both residential and non-residential data. The headline data for the year to date (YTD) includes the following:

- **Costs are down by 4.2%** for utilities (electricity, gas and water) compared to the same period last year. Total costs are £13,815,000.
- Consumption of utilities **has increased by 3%** compared to the same period last year. Total consumption figures are 254,182MWh.
- Carbon emissions<sup>1</sup> **have increased by 3.2%** compared to the same period last year. Total carbon emissions are 76,570 CO<sub>2</sub>e.

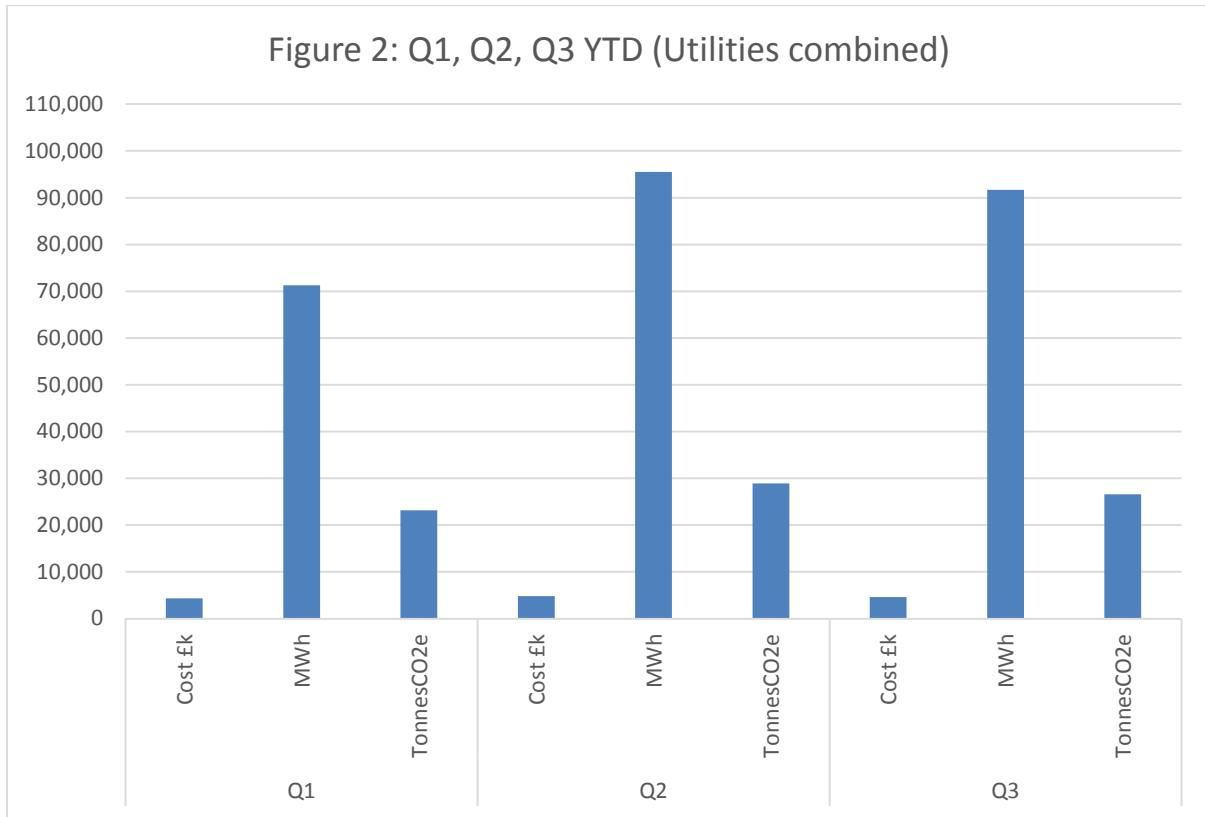
Consumption increases can be attributed in part to an increase in electricity consumption in the George Square CHP network area. There is also some estimation throughout the analysis for consumption figures for April which could contribute towards the variance compared to last year's figures. **Figure 1** highlights the YTD figures for the 2015/16 academic year for utilities, including cost, consumption and carbon emission data, compared against the previous year.



<sup>1</sup> DECC-DEFRA recommended carbon conversion factors have been used to calculate the associated carbon emissions of utility consumption. 2015 carbon conversion factors (the most up-to-date) have been used to calculate emissions for data from both 2014/15 and 2015/16.



**Figure 2** provides the cost, consumption and carbon emission YTD figures by the first three quarters of the 2015/16 academic year.



Costs in Q3 have increased by 3% compared to the same period last year. Consumption in Q3 has increased across electricity (2.9%), gas (8.6%) and water compared to the previous year by 6.7% in total. Carbon emissions in Q3 have also increased by 5.4% compared to last year's Q3.

### Projects and achievements

- The Energy Systems Consolidation Project is currently being undertaken with the aim to deliver a system solution that will capture the required energy consumption throughout the University estate and provide the required energy related information for both the Estates Department and consumers of energy and energy data throughout the estate.
- Energy audits are being undertaken across seventeen buildings as part of the Department for Social Responsibility and Sustainability's energy engagement programme for 2015/16 with the aim to identify opportunities to achieve energy efficiencies. The Energy Office have supported the identification of the locations and provided relevant data sets.
- Financial savings of £273,700 have been achieved through phase two of the Carbon Reduction Commitment (CRC) Energy Efficiency Scheme. This includes savings for the last two years as well as a period of sustained savings of around 9% for the next three years for the University.

## Electricity Consumption 2014/15

---

The headline findings from a detailed analysis on electricity consumption in the 2014/15 academic year (this includes both residential and non-residential data) includes the following:

- **54 buildings account for 76%** of the University's total electricity consumption.
- **ARCHER (Advanced Computer Facility) accounts for 22%** of the University's total electricity consumption.
- **32% of the University's total electricity consumption** is generated by the Combined Heat and Power (CHP) network.

The Energy Systems Consolidation Project aims to support improved reporting by delivering a metering, monitoring and targeting system solution which will capture and report energy consumption across the University.

### Diminishing returns

When analysing the University's total electricity consumption data for the academic year 2014/15 across both the academic and accommodation estates there are increasingly diminishing returns when moving away from the top 20, 40 and 54 buildings as demonstrated in **Figure 3**. This includes electricity from the national grid and self-generated from the CHP network – the annual figures are derived from the data used for the annual HESA return.

*Figure 3 – University's total electricity consumption for academic year 2014/15 by building*

Buildings	Annual electricity consumption (kWh)	Percentage of University total electricity consumption
Top 20	75,463,237	60%
Top 40	92,861,186	73%
Top 54	96,732,826	76%
Rest of University Estate	29,766,545	24%

To support the identification and delivery of significant energy efficiencies, the University's Energy Office will prioritise gaining a better understanding of the energy consumption of the top 54 buildings through further in depth analysis and engaging with both building managers and Energy Coordinators.

### Breakdown by college and support group

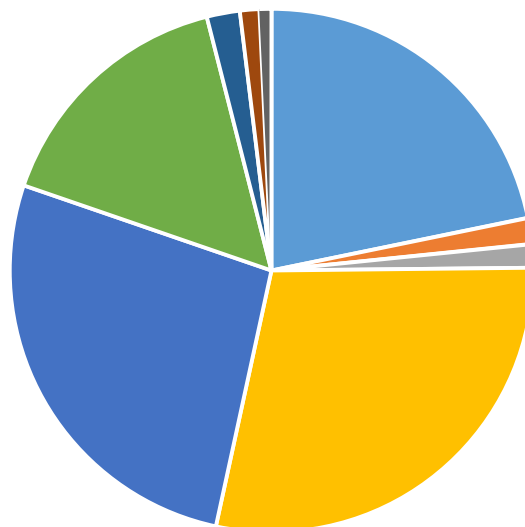
A further analysis has been completed by developing a breakdown of the top 54 buildings 76% contribution to the University's total electricity consumption for the academic year 2014/15 by college and support groups.

**Figure 4** highlights that ARCHER (Advanced Computer Facility) accounts for 22% of the University's total electricity consumption.

Figure 4 – Electricity consumption of top 54 buildings broken down by college/support group/unit for academic year 2014/15

College/support group/unit	Annual electricity consumption (kWh)	Percentage of electricity consumption
ARCHER	21,078,517	22%
Centre for Sport and Exercise	1,555,125	2%
Accommodation Services	1,407,381	1%
MVM	27,646,258	29%
CSE	26,009,505	27%
HSS	15,240,037	16%
ECA	1,973,837	2%
Moray House School of Education	1,154,596	1%
EUSA	720,926	1%

Figure 5 - Electricity consumption 2014/15 academic year breakdown by college and support group



■ ACF ■ CSE ■ AS ■ MVM ■ SCE ■ HSS ■ Lauriston ■ Moray House ■ EUSA

Sustainability Operations Advisory Group (SOAG)

24<sup>th</sup> May, 2016

SRS Department Programmes Update

Description of paper

This paper provides a report on SRS Programmes 2015/16 to Q3.

Action requested

SOAG is invited to review and comment on the paper.

Discussion

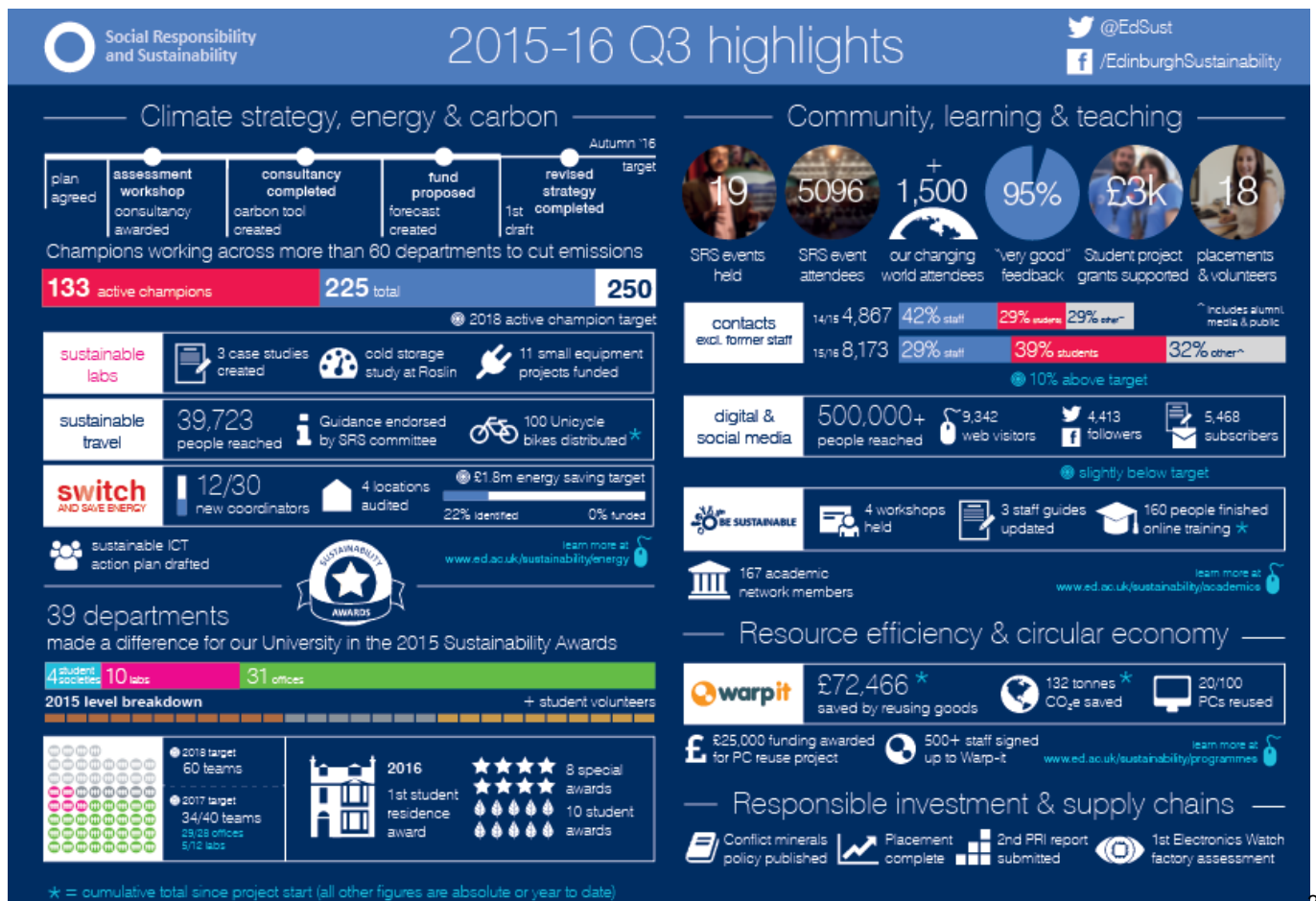
The Department has continued to progress work against 7 priorities: carbon and energy savings; resource efficiency; supply chain SRS; responsible investment; localised advice and projects; community / public engagement and links to learning and teaching.

We review our outcomes, outputs and inputs on a quarterly basis with monthly internal updates. In the upcoming months we will review our use of quantitative metrics in relation to total values, targets and how these would be achieved.

Building on success and continuous learning, we are on track to meet most of the goals and targets set for the year. Feedback received from a range of stakeholders is supportive.

*"...It's clear that your team is in a leading position amongst the UK universities and we have started the discussion about how we can support and encourage such initiatives in the future."*

*Ted Smith, Executive Director People and Facilities, The Wellcome Trust  
Letter to Sir Timothy O'Shea, Principal & Vice-Chancellor (May 2016)*



## **Energy and Carbon**

- Climate strategy work has been a priority in Q3 with report to Principal's Strategy Group received extremely positively.
- 115 Energy Coordinators, 75% of whom are 'active' took practical action within their work units to identify savings opportunities. 12 new energy coordinators in 15/16 (goal = 30).
- 17 locations prioritised with Energy Office currently being audited. 16 confirmed participation. 7 completed as of end of Q3 with many planned in May.
- Over £400,000 worth of opportunities for savings identified by Utilities Working Group (approx. 25 percent of the overall 10 percent savings target). Funding is a critical challenge. Sustainable Campus Fund endorsed by SOAG proposed to Estates Committee.
- More than 100 materials packs distributed to labs and energy coordinators, including around 1,500 'Switch' cards. Distributed more than 600 posters for the winter shutdown and a large number of stickers. Materials downloaded website more than 700 times, including posters, checklists & guides. Members of the University have engaged with 'Switch' campaign messages more than 1,100 times. Of those: 70 percent came via email and social media, 20 percent via the cards and less than 1 percent via posters.
- Security Section helping to ensure 'Switch' off. 834 verified reports from Security Section since August 2015, leading to around 200 weekly reports on being sent to Energy Coordinators across the University. Reports are usually read by around a quarter of recipients and have led to the discovery of positive solutions to energy issues.
- Working with School of Biological Sciences to test engagement materials and impact on electricity consumption in laboratories. Labs work winner of Green Gown Award and runner up for Guardian University Award
- Sustainable Travel Advice endorsed by SRS Committee and discussed at CMG.

## **Resource Efficiency**

- Estimated £72,000 saved through the Waste and Reuse (Warp-it) portal; good progress in developing a process for PC reuse (with Estates and ISG).
- Joint research and contributions to policy consultations. Communications campaigns and events (waste and reuse March 2016)

## **Supply Chain SRS**

- Conflict Minerals Policy approved at CMG and wide spread (positive) media coverage.
- Working with colleagues in procurement and elsewhere to anticipate and manage risks and identify lower impact products and services. Risks and opportunities in ICT supply chains mapped and partnerships developed. UK Modern Slavery Act preliminary risk review.
- Continuing to link with academic and student research projects

## **Responsible Investment**

- PRI annual report and submission prepared and signed off by Investment Committee
- Proportion of Edinburgh's direct investments linked to fossil fuels has halved since 2013 and fallen by almost 90 per cent since 2008
- Implemented positive media relations campaign on changes to investments and effectively managed student liaison during recent protests

## Localised Advice and Projects

- Review and pilot participation in AUDE Green Scorecard and early mapping work with EAUC on broader SRS metrics
- SRS at HR new staff Welcome Events. Be Sustainable online training 161 participants
- Work progressing with Director of the United Nations Centre for Education for Sustainable Development on SRS and professional development (MOOC for staff and alumni)
- School specific sustainability strategy and approaches. Scoping next steps for internal benchmarking (see additional SOAG paper)
- Support to Vice Principal on Race Equality Charter Mark.
- Food policy support and coordination. Food growing on campus procedure support.

## Community and Public Engagement and Links to Learning and Teaching

- Participation at events exceeded 5,000 target with 95 percent providing 'very good' feedback. Nearly 500,000 people reached through digital and social media channels.
- Contacts with both staff and students have increased in 2015/2016 from 4867 to 8021 with the most significant increase in student contacts. 1000 new newsletter subscribers Q3.
- Supported work around the University linked to Social Enterprise and working with Head of External Affairs and Vice Principal for Community Engagement on the Community Engagement Strategy
- Working with Biomedical Sciences on Our Changing World Lecture Series 2016
- SRS Dissertation prizes launched.

## STATUS (RAG)

Green	All objectives on track or only minor deviation. Report major milestones and successes.
Amber	Some risk of some objectives not being met or being delayed- explanation of mitigating measures proposed required.
Red	Serious risk that some or all objectives will not be met or will be delayed- explanation required.

SRS Department currently reports on Red Amber Green Status across our key themes and targets for 2018.

Key Themes	Indicators	Targets for 2018	15/16 progress as of end April 2016
<b>1.Scanning, Evidence and Strategic Development</b>	<ul style="list-style-type: none"> <li>• Scanning used by senior managers</li> <li>• Climate Strategy in place on time</li> <li>• Contribution to RI</li> <li>• SRS in UoE Strategies</li> </ul>	<ul style="list-style-type: none"> <li>• 3 main policy areas scanned by 2018</li> <li>• Delivery of agreed Climate Strategy by 2016</li> <li>• All RI reviews and policy complete by 2016</li> <li>• UoE strategy 2016 and Estates Strategy 2016</li> </ul>	<ul style="list-style-type: none"> <li>• Climate Strategy paper and presentation for PSG and others prepared.</li> <li>• Sustainable Campus Fund approved in principle by Estates Committee with follow up for May 2016</li> <li>• Departmental scanning system developed and being rolled out.</li> <li>• Input into University Strategic Plan and Estates Strategy</li> <li>• Liaison with Community Engagement Strategy</li> <li>• Conflict Minerals Policy agreed and wide and positive press received</li> </ul>
<b>2. Inspiration and Communications</b>	<ul style="list-style-type: none"> <li>• Reach of communications campaigns and events</li> </ul>	<ul style="list-style-type: none"> <li>• 25% of staff and 10% of new intake students reached through campaigns</li> <li>• Trebling digital presence from 2014 baseline</li> <li>• 5000 people reached through SRS Dept events annually by 2018</li> </ul>	<ul style="list-style-type: none"> <li>• SRS Staff/Student Workshop and Awards Ceremony</li> <li>• Student survey (approx. 2k completed). Staff survey in May</li> <li>• 4400 social media followers</li> <li>• 12 new energy coordinators recruited (target 30 new)</li> <li>• Positive SRS press coverage with CAM running one web story per week</li> <li>• Range of events on climate change / post COP, modern slavery, Fair Trade, Reuse Hoose, Living Labs @ UBC, E&amp;D</li> <li>• SRS Academic Network in person meeting</li> <li>• Responsible Investment Communications Plan</li> </ul>
<b>3.Operational Responsibility and Sustainability</b>	<ul style="list-style-type: none"> <li>• Participation in awards</li> <li>• #of active Energy Coordinators</li> <li>• Contribution to Utilities</li> </ul>	<ul style="list-style-type: none"> <li>• 60 Teams by 2018</li> <li>• 250 Active Champions by 2018</li> <li>• Contribution to 10</li> </ul>	<ul style="list-style-type: none"> <li>• 6<sup>th</sup> Annual Sustainability Awards Ceremony recognised Innovation for Sustainability; Impact; Outstanding Contribution; Student Initiatives. Awards toolkits reviewed and updated.</li> <li>• £400k worth of potential savings identified through Utilities</li> </ul>

	<ul style="list-style-type: none"> <li>Savings</li> <li>Funded EE projects</li> <li>Categories completed for supply chain risks and opportunities SPPT</li> <li>Waste avoided</li> </ul>	<ul style="list-style-type: none"> <li>percent savings</li> <li>Projects Funding Secured</li> <li>3 Topics / Categories by 2018 w Procurement</li> <li>10 tonnes Waste Avoided through Warpit</li> </ul>	<ul style="list-style-type: none"> <li>Working Group. ¼ of 10 Percent Target. Funding required.</li> <li>Energy Engagement and Audits roll out for 16 locations</li> <li>133 Active Champions end of Q3 (Energy, Waste, Transport)</li> <li>Laboratories Programme won Green Gowns Award and runner up for Guardian Awards</li> <li>£72,000 saved through Warp-it members.</li> <li>20 (target 100) PCs Reused through ZWS Funded Project</li> </ul>
<b>4.Links to Research, Learning and Teaching</b>	<ul style="list-style-type: none"> <li>Student learning opportunities for SRS</li> <li>Researcher &amp; Practitioner Living Labs for Programmes</li> <li>Academic participation in programmes</li> </ul>	<ul style="list-style-type: none"> <li>All students able to access SRS options by 2018</li> <li>25 placements in SRS by 2018</li> <li>3 priority issues reviewed with academics by 2018</li> <li>SRS Academic network to 200 by 2018</li> </ul>	<ul style="list-style-type: none"> <li>29 Student Dissertations with links to SRS on campus. Case Studies in Sustainable Development Course</li> <li>Increasing number of requests from students. Student placements identified (making most of masters / MSc Science Communication)</li> <li>Dissertation prizes – judging panel confirmed with 15 members from 13 schools.</li> <li>Building links with Ed Living Lab, 2020 etc. on approach to Living Labs</li> <li>Academic Network face2face meeting</li> <li>Staff Sustainability CPD in development</li> </ul>
<b>5.Governance, Planning and Reporting</b>	<ul style="list-style-type: none"> <li>SRS Reporting to required standard and on time</li> <li>Items to committees get approval</li> </ul>	<ul style="list-style-type: none"> <li>Annual Report signed off by committees</li> <li>80 percent approval rate for items brought to SRS Committee and SOAG</li> </ul>	<ul style="list-style-type: none"> <li>SRS Report 14/15 Prepared PRI report signed off submitted SOAG SRS Committee Sustainable IT Group Sustainable Labs Steering Group</li> <li>SRS Student Forum for 15/16 (EUSA) drop off in Semester II (being reviewed)</li> <li>AUDE Green Scorecard</li> <li>Internal Benchmarking Proposals Development</li> </ul>
<b>6.Our People, Systems and Processes</b>	<ul style="list-style-type: none"> <li>IIP level</li> <li>Staff L&amp;D Strategies</li> <li>Partnership Agreements</li> <li>Funding and Income</li> </ul>	<ul style="list-style-type: none"> <li>Silver by 2016</li> <li>100 staff have L&amp;D plans aligned to strategy</li> <li>£150k raised by 2018</li> </ul>	<ul style="list-style-type: none"> <li>IIP next steps are on hold due to 2 staff members on phased return in Q3.</li> <li>½ year annual reviews. 100% of staff have L&amp;D plans</li> <li>£45K raised (28k to stay in department)</li> </ul>

## Risk Management

Currently there are 2 parts of broader areas which are at risk of being delayed or not being met.

- Energy and Utilities Savings of 10 Percent: Without incentives for change awareness and behaviour focussed bottom up campaigns have risk of limited impact. Senior level buy in and support for messaging across the University can partially help to mitigate this. Investment in energy efficiency measures will be required to ensure savings. Sustainable Campus Fund business case being reviewed in May Estates Committee. Aiming to recruit 30 new Energy Coordinators in this academic year but currently only 12 new ones. Will be reviewed in May.
- PC reuse project has reused 20 PC desktops internally to the University. Our target is 100 by the end of July 2016, so current progress is slow but following liaison with Computing Officers, we are confident this progress will speed up.

## Equality & Diversity

Although due consideration has been given to equality and diversity as a key element of the SRS agenda and we do not currently think that an Equality Impact Assessment is required, we will continue to monitor issues within our Programmes.

## Next steps/implications

We seek to continuously improve our monitoring and evaluation seeking to ensure programmes, projects and activities are cost effective in their use of time and other resources with inputs costed and quarterly and annual reviews measuring outcomes and outputs. Further work will take place during Q4 on metrics.

## Consultation

Monitoring and evaluation takes place with stakeholders. Monthly RAG status reports reviewed within the department. Quarterly output and outcome reports prepared for senior management and shared with other interested stakeholders.

## Further information

Presented by Michelle Brown, Head of SRS Programmes, May 2016.

## Freedom of Information

This is an open paper.





## **Sustainability Operations Advisory Group (SOAG)**

**Tuesday 24<sup>th</sup> May 2016**

### **Sustainability Benchmarking Frameworks**

#### **Description of paper**

The purpose of this paper is to update SOAG members on the development of the LiFE sustainability self-assessment framework and proposals to develop an internal framework for the University's academic schools and support groups.

#### **Action requested**

SOAG is invited to note the paper.

#### **Background and discussion**

The Environmental Association of Universities and Colleges (EAUC) are leading a mapping exercise of the relevant frameworks/accreditations/standards that are used by universities to assist with progressing sustainability across the institution. These are being mapped against the LiFE self-assessment framework which will be developed into a 'whole institutional tool' to enable institutions to self-assess and benchmark against other universities. This will be published later this year.

The University's Department for Social Responsibility and Sustainability (SRS) have carried out a review of LiFE (please see appendix) to assist with the development of an internal benchmarking framework for academic schools and support groups to assist with reporting progress in implementing sustainability practices. Proposals will be shared with the committee in September.

#### **Resource implications**

Current resource implications have been accounted for within existing staff and operational budgets included in Departmental planning.

#### **Equality & Diversity**

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

#### **Next steps/implications**

University will continue to directly input into the EAUC-led review of the LiFE self-assessment framework. The Department for SRS will continue to liaise with key stakeholders to develop proposals for the internal benchmarking framework.

#### **Consultation**

Internal stakeholders will be consulted when proposals are available.

**Further information** Author: Matthew Lawson, Programme Manager, May 2016

**Freedom of Information** This paper is open.

## Appendix 1:

# Learning in future environments

University of Edinburgh review of LiFE self-assessment tool

The purpose of this paper is to provide information on the Learning in future environments (LiFE) self-assessment tool, review of the pilot phase and identify features which could be included in a future internal benchmarking framework at the University to support social responsibility and sustainability.

## Background

LiFE is a planning and self-assessment tool specifically for colleges and universities to improve social responsibility and environmental performance through a whole institution approach. Developed by the Environmental Association of Universities and Colleges (EAUC), the tool is free to member institutions.

The tool systematically guides you through the design, planning and delivery of your strategic sustainability activities. The tool allows institutions to score themselves against criteria based on four priority areas including: Leadership and Governance, Estates and Operations, Partnership and Engagement, and Learning, Teaching and Research. The tool's functionality is based within a Microsoft Excel spreadsheet.

EAUC previously provided institutions with the opportunity to gain external accreditation however this has been paused until a review of the tool in May 2016. Participation levels have been modest.

## Pilot

The University undertook a pilot of the LiFE tool in early 2016 as part of a sector-wide review of available benchmarking tools. Findings from this will support the development of an internal benchmarking framework to support social responsibility and sustainability (SRS) performance in colleges and support groups.

The pilot was completed by the Department for SRS with the self-assessment based on the department's understanding of progress across the four priority areas. Extensive engagement with stakeholders was not included within the pilot. The tool generated starting, current and future scores based on a no award, bronze, silver and gold rating.

The score generated by the tool identified areas where the University is currently performing strongly in such as embedding social responsibility and environmental sustainability into learning and teaching, as well as engaging suppliers and developing a governance framework for SRS at the University. The tool also identified areas where further progress is required such as community engagement and various operational areas such as biodiversity, sustainable ICT, utilities and sustainable construction. Figure 1 on the next page provides a breakdown of the University's performance.

The criteria provides users of the tool with a valuable framework to work towards progress for each of the four priority areas. The criteria include policy and strategy, action planning, stakeholder engagement, measurement, communication, training and support, implementation and links to the curriculum. The priority areas can be developed further to include responsible investment and ethical supply chains issues.





Priority Area	Scores		Frameworks											
<b>Leadership and Governance</b> 	<b>Priority Area Total Score</b>		<b>Leadership</b>					<b>Staff Engagement &amp; HR</b>						
	Starting Status	Silver	Starting Status	Silver				Starting Status	Bronze					
	Current Status	Silver	Current Status	Silver				Current Status	Bronze					
	Target Status	Gold	Target Status	Gold				Target Status	Silver					
<b>Estates and Operations</b> 	<b>Priority Area Total Score</b>		<b>Biodiversity</b>		<b>Sustainable ICT</b>		<b>Utilities</b>		<b>Travel &amp; Transport</b>		<b>Sustainable Construction &amp; Renovation</b>		<b>Resources Efficiency &amp; Waste</b>	
	Starting Status	Bronze	Starting Status	No Award	Starting Status	Bronze	Starting Status	Bronze	Starting Status	Silver	Starting Status	Bronze	Starting Status	Silver
	Current Status	Bronze	Current Status	No Award	Current Status	Bronze	Current Status	Bronze	Current Status	Silver	Current Status	Bronze	Current Status	Silver
	Target Status	Silver	Target Status	Silver	Target Status	Silver	Target Status	Silver	Target Status	Gold	Target Status	Silver	Target Status	Gold
<b>Partnership and Engagement</b> 	<b>Priority Area Total Score</b>		<b>Community &amp; Public Engagement</b>				<b>Business &amp; Industry Interface</b>				<b>Procurement &amp; Supplier Engagement</b>			
	Starting Status	Silver	Starting Status	Bronze			Starting Status	Bronze			Starting Status	Gold		
	Current Status	Silver	Current Status	Bronze			Current Status	Bronze			Current Status	Gold		
	Target Status	Silver	Target Status	Silver			Target Status	Silver			Target Status	Gold		
<b>Learning, Teaching and Research</b> 	<b>Priority Area Total Score</b>		<b>Learning &amp; Teaching</b>				<b>Research</b>				<b>Student Engagement</b>			
	Starting Status	Silver	Starting Status	Silver			Starting Status	Silver			Starting Status	Silver		
	Current Status	Silver	Current Status	Silver			Current Status	Silver			Current Status	Silver		
	Target Status	Gold	Target Status	Silver			Target Status	Silver			Target Status	Gold		

Figure 1 - Summary of UoE Performance

## Recommendations

The pilot of the LiFE self-assessment tool has identified a number of features which should be considered when developing an internal benchmarking framework for the University.

- The framework should enable participating colleges and support groups to establish performance against a baseline year (of which future performance can be benchmarked), current performance and identify a future level of performance they aim to work towards.
- The framework should support a whole institution approach to SRS which covers operations, research, learning and teaching. A level of flexibility should be built into the framework to allow colleges and support groups to provide detailed information across a range of 'optional' criteria.
- Develop a clear and concise set of guidance notes which are accessible to a wide range of staff and students. This could include building in guidance into the framework, providing a separate guidance note and video/webinar tutorial.
- Ensure the framework generates a dashboard which provides a high-level overview/executive report which can be used by users to provide a summary of performance to stakeholders.
- Provide opportunities within the framework for users to provide qualitative information to assist with developing a coherent narrative and promote individual case studies.
- Consideration should be given to determine the best platform for the framework, ensuring that it is accessible to all potential users.
- Determine incentives to encourage colleges and support groups to use and update the tool, ensuring action to achieve progress is undertaken and logged on a regular bases.

The LiFE self-assessment tool is due to be reviewed by the EAUC in May 2016, the University will provide feedback and should ensure any new version of the tool is reviewed.