

UNIVERSITY OF EDINBURGH

MINUTE OF A MEETING of the Sustainability Operations Advisory Group held in the Cuillin Room on Tuesday 24 May 2016.

- Members:** Hugh Edmiston, Director of Corporate Services
 Michelle Brown, Head of SRS Programmes
 Rab Calder, Energy & Utilities Manager
 Michelle Christian, Senior Accommodation Manager
 Grant Ferguson, Head of Estates Operations
 Kate Fitzpatrick, Waste & Recycling Manager
 Dave Gorman, Director of Social Responsibility & Sustainability
 Sarah Gormley, Business Manager & Deputy Head of IS Planning
 Andrew Haddon, Head of Estates Finance
 Lee Hamill, Deputy Director of Finance
 David Jack, Energy Manager
 Andy Kerr, Director of Edinburgh Centre on Carbon Innovation
 Urte Macikene, EUSA Vice President Services
 Brian McTeir, Roslin Campus Facilities & Services Manager
 Candice Schmid, Health & Safety Advisor
 George Sked, Assistant Director of Procurement
- In attendance:** Ian Macaulay, Assistant Director (Catering) for item 3
 Alexis Heeren, SRS Projects Coordinator, for items 3 & 4
 Jenna Kelly, incoming EUSA Vice President Services
 Sandra Kinnear, Health, Safety & Sustainability Advisor
- Apologies:** Hugh Edmiston; Rab Calder; Sarah Gormley; Andrew Haddon; Brian McTeir; George Sked

- 1** In the absence of the Convener, the Director of Social Responsibility and Sustainability chaired the meeting. **A**

The minute of the meeting held on 26 January 2016 was approved as a correct record subject to one amendment: under item 4, 2014/15 Energy Annual Report + Q1, 'the 20 top consuming buildings' should read 'the top 20 supply points'.

SOAG welcomed new members Grant Ferguson and Kate Fitzpatrick, replacing Geoff Turnbull and Fleur Ruckley.

On behalf of the Group the Convener thanked outgoing EUSA VPS Urte Macikene for her very thoughtful and positive presence on various groups.

2 Matters Arising

Waste & Energy Reporting

Planned work to further develop waste reporting and emphasise resource savings would be picked up in due course.

Utilities Target

The Sustainable Campus Fund, agreed in principle in March, would be discussed at Estates Committee again on 25 May.

Climate Strategy Update

Work was ongoing to secure a business case for renewables investment from the University of St Andrews.

Action – DJ to follow up with Andy Goor, Finance Director at St Andrews, to obtain sharable content from the business case, in particular how they model energy.

SUBSTANTIVE ITEMS

3 Good Food Policy

B

The Assistant Director (Catering) presented the proposed University Good Food Policy, developed by ACE, Procurement and SRS in consultation with a range of stakeholders across the University. The Policy aimed to clarify and frame UoE ambitions, publicly express its activities and how they contributed to this commitment, respond to legal obligations and student expectations, and connect to research. A number of Russell Group institutions already had a policy in place. The proposed UoE policy would serve to formalise a lot of ongoing activity as well as provide strategic direction. ACE had been awarded Visit Scotland 'Taste our Best' accreditation, and UoE was the first university to secure 40% of its food from Scottish suppliers. Progress against the Implementation Plan would be reviewed annually, and the Policy itself every 3 years.

Members felt the Policy was realistic and would provide a valuable point of reference, and welcomed the use of 'Good' rather than 'Sustainable' which could dilute the impact. The focus on carbon footprint and provenance should be balanced with wider ranging issues. The Waste & Recycling Manager raised the issue of minimising packaging and use of biodegradables. All University catering outlets had waste bins at the front and back of house. Only a very small percentage of food waste was recycled. The Policy did not cover student unions and their operations. ACE were working with suppliers on packaging. Vegware had been rejected due to the lack of composting facilities, waste services in Scotland being unable to cope with existing quantities of Vegware.

Cafés were only a small part of the picture and practices needed to be embedded in wider University culture, including office spaces. Twelve thousand Keep Cups had been sold to date. Full figures were available on the [ACE website](#). This data, as well as ACE's wider activities, needed to be made more prominent and promoted on the University's homepage and Facebook. It was vital to be able to differentiate utilities, and ACE were liaising with the Energy Office on retrofitting meters. (ACE paid all its own waste and utilities costs, where these could be identified.) If the Sustainable Campus Fund was agreed, further opportunities for savings within ACE would be identified. Next steps, if the Policy was approved, would be to develop the Implementation Plan, set targets and look at integration into existing reporting frameworks.

SOAG approved the Policy for onward transmission to SRS Committee on 2 June.

4 Food Growing Process

C

SRS Projects Coordinator Alexis Heeren summarised the proposed process, designed by SRS and Landscape to manage increasing staff and student requests for small-scale horticultural projects on campus. The process would address the problem of growing without permission, provide clarity on sign off, and ensure due consideration was given to practical, aesthetic, safety and security matters. The paper included a project proposal form, approval flowchart and Health & Safety induction sheet as appendices.

The process would need to be tweaked to reflect organisational changes within the Estates Operations zone teams.

Action – AH to add back the restriction on power tools such as rotavators.

Projects would need to be signed off by the relevant Head of School and Premises Team. Health & Safety recommended that an end process be included at the proposal stage for handover of the space plus any tools on completion of the project. Proposals should also state the number of people involved so capacity could be assessed. It was

recommended that projects start small, with a planter, which was easy for Landscape to remove and facilitated temporary and flexible planting. Members decided against annual resubscription, with approval covering the lifespan of the project. Projects would therefore need to be linked to an established department or student society. With more interest coming from staff than students and involvement from postgraduates covering upkeep out of term time and particularly around harvest, this should not be problematic. Continuity issues should be addressed in the original proposal. In terms of oversight, groups in some areas were covered by ResLife. SOAG endorsed the procedure.

Action – All to email any further comments to Alexis.

5 Waste & Recycling Q2 2015/16 Performance Reporting

D

SOAG noted Paper D, tabled by the Waste & Recycling Manager, which summarised waste and recycling performance for the second and third quarters, though data for Q2 was more complete. Full data from Biffa was available for both quarters. The overall landfill avoidance rate in Q2 and Q3 was 94%. Food waste recycling in Q1 was high, due to the Festival, returning to normal in the second and third quarters. Waste arising from the main contract during Q2 and Q3 was 87% and 97% of that in the same periods last year. There was a 12% increase from 2014/15 in Q1, largely due to bulky uplifts following school clear outs and office moves. Estates projects had an impact on arisings, which were not a steady stream. The drop in Q2 arisings (720 tonnes, compared to 830 in Q3) was partly due to closure over the Christmas period. Since the last meeting the WEEE contract was awarded to CCL North. There was scope to identify further reuse partnerships. Data from audits completed in March 2016 would be used to inform overarching waste policy. Key risks included the rising cost of waste, outpacing the increase in staff and student numbers. More research was needed before a financial target could be set.

Action – KF to reflect on how to present the data in future.

There were a number of other tenders about to go out, including hazardous and confidential waste. Space for bulky waste was at a premium. The Labs workshop had raise the issue that while UoE had a furniture store, there was no dedicated space for high value lab equipment not currently in use, which merited investigation with the Furniture Office.

There was increasing focus on circular economy and how to include this in policy rather than only approach it at end of life. There were a number of good exemplar projects going on at UoE and scope for a revamped target. This could be tied in to work Sandra Kinnear was doing on the student move out period, in partnership with local charities. Further thought and analysis was needed on whether to charge rent for student cooperatives which reduce waste. The next major issue was reuse, which would be discussed in more depth at the next meeting.

6 Energy Q2 2015/16 Performance Reporting

E

The Energy Manager presented an overview of electricity, gas and water consumption for the first three quarters of 2015/16. Compared to the same period last year, utilities costs were down 4.2%, although consumption had increased by 3% and carbon emissions had increased by 3.2%, attributed in part to an increase in electricity consumption in the George Square CHP network area. Figure 2 showed the cost, consumption and carbon breakdown for the first three quarters of 2015/16, which amounted to 75% of the expected annual outturn. Electricity costs were continuing to rise, though with reductions around gas from April UoE should be able to book some cost savings, and there were marginal savings in the new contract for water. Q3 costs increased 3% on last year as electricity and gas consumption rose. Water consumption

was based on invoicing, making figures artificially high, and there was scope for further work to establish actual consumption.

The main project currently was around Energy Systems Consolidation to capture energy consumption throughout the estate and provide the information necessary for Estates reporting and consumers. Energy audits of 17 significant buildings to identify opportunities to achieve energy efficiencies were nearing completion. The Carbon Reduction Commitment (CRC) Energy Efficiency Scheme was a major cost line of £6-700K/yr and savings of £273,700 have been achieved based on how this was procured.

Good reliable data was key to cutting energy consumption in a pragmatic way. Robust data had been established on 54 of the main buildings, with seriously diminishing returns beyond that. The top 20 highest consuming buildings accounted for 60% of electricity consumption. (The exercise had not yet been completed for gas and water due to problems with data accuracy and metering.) Adding the next 20 accounted for 73% of consumption. The remaining 14 only contributed another 3%. There were questions of accuracy and tolerance in deciding how far to go to secure information that would be most useful for the University. CMVM was the largest electricity consumer with 29% of the 54, followed by Science & Engineering at 27%. Figure 5 gave a rough breakdown of consumption by area. 32% of the University's total electricity consumption was generated by the Combined Heat and Power (CHP) network.

Action – DJ to circulate a spreadsheet with the minute providing more detailed information.

Members were keen to see a timescale as to when statements on usage and forecasting would be possible, including pathways to baseline year and trajectory to target. A reasonably long term forecast could now be done, depending on grid emissions factors, and tied in to infrastructure plans. The Energy Office were liaising with Estate Development on a simple carbon appraisal methodology. SOAG noted that ARCHER (Advanced Research Computing High End Resource) was running as energy efficiently as possible, and was very closely scrutinised. It was proposed that recharges be included in energy reporting. Triad controls were in place reducing consumption through standby generators and there was capability to do this elsewhere on the estate. The Sustainable IT Group, comprising the directors of ISG and representatives from the Colleges, had noted that only half of IT spend was controlled by IS. While ARCHER was very efficiently run, some data centres were not. The Director of IT Infrastructure was putting together a carbon footprint and this information would be shared with SOAG once available. SOAG welcomed the report as helpful, and endorsed the approach.

7 SRS Department Programmes Update

F

The Head of SRS Programmes reported on progress to Q3 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. Programmes were run in partnership with other units including the Energy Office, ACE, Waste & Recycling and Procurement. Efforts were ongoing to increase focus on measuring performance against set KPIs and indicators rather than narrative reporting on activities. SRS were working to improve reporting on these strategic issues including establishing clear financial goals, emphasising that the focus was on identifying opportunities and not on restriction.

On the 10% utilities reduction target, SRS were working with energy coordinators on promoting savings. There was a target to recruit 30 new energy coordinators, raising the total to 250 active champions. The level of engagement from existing energy coordinators was increasing. It was key to the engagement programme to have location-specific data to share in order to identify savings. The Utilities Working Group had

identified £400K worth, depending on approval of the Sustainable Campus Fund to bring these projects to life.

On supply chain social responsibility, there had been positive coverage on a number of issues, most notably the Conflict Minerals Policy, and work was ongoing around modern slavery and to further develop a living lab ethos on student projects. A reuse project with Zero Waste Scotland was trialling new pathways for PC reuse, reporting to the Sustainable IT Group.

8 Climate Strategy Update

G

The Director of SRS presented the latest update on the University's Climate Strategy, as submitted to PSG in April. The previous Climate Action Plan had not succeeded due to a lack of analysis of the targets set and excessive emphasis on action from within Estates.

This direction setting paper which proposed a whole institution approach had been well received at PSG. Fuller detail on development of the strategy was included in the annex.

Next steps would be developing, fleshing out and finalising the strategy, working on a 3 year Implementation Plan and looking at energy management and renewables (both on and off site, including power purchase agreements). SOAG recommended a multi-criteria analysis involving Estates, Finance, ECCI and experts from the Colleges.

Action – All to share any further comments with the Secretary.

ITEMS FOR FORMAL APPROVAL/NOTING

9 Sustainability Benchmarking Frameworks

H

SOAG noted an update on the EAUC-led mapping exercise of sustainability standards used by universities against the LiFE sustainability self-assessment framework, which would be developed into a broader, whole institution self-assessment and benchmarking tool to be published later in the year. Details of the tool were available in the annex. AUDE had a similar tool.

This benchmarking work would help UoE understand how it compared with other universities. SRS would report back to SOAG following analysis and development of an internal framework for the University's academic schools and support groups (to be shared fully in September) which would link in to wider discussions on reporting. The Deputy Director of Finance was working with SRS on corporate reporting. UoE was unusual in having a broad ranging definition of SRS. Not many universities covered all these areas, with the result that UoE was performing well in non-traditional areas.

Action – All members wishing to be involved in the process to contact the Secretary.

Action – DG to follow up with GF on his experience in this area.

SRS Programme Manager Matthew Lawson would be the point of contact for queries.

SOAG welcomed the move toward additional benchmarking to track performance within the sector, which would be a useful touchstone to improve reporting. UoE would continue to input directly into the EAUC-led review and SRS would liaise with key stakeholders to develop proposals for the internal benchmarking framework.