



## UNIVERSITY OF EDINBURGH

### **MINUTE OF A MEETING** of the Sustainability Operations Advisory Group held in the Cheviot Room on Wednesday 1 February 2017.

- Members:** Hugh Edmiston (Convener), 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  
Lee Hamill, Deputy Director of Finance  
David Jack, Energy Manager  
Jenna Kelly, Students' Association Vice President Services  
Andy Kerr, Director of Edinburgh Centre on Carbon Innovation  
Sandra Kinnear, Health, Safety and Sustainability Advisor, ACE Property  
Brian McTeir, Roslin Campus Facilities & Services Manager  
Candice Schmid, Health & Safety Advisor  
George Sked, Assistant Director of Procurement
- In attendance:** Charlotte Lee-Woolf, Business Development Executive
- Apologies:** Hugh Edmiston; Michelle Brown; Michelle Christian; Sarah Gormley; Lee Hamill; Andy Kerr

- 1 In the absence of the Convener, the Director of SRS chaired the meeting. **A**

SOAG welcomed Charlotte Lee-Woolf whose Business Development role was jointly based in SRS and ERI.

The minute of the meeting held on 13 September 2016 was approved as a correct record.

#### 2 **Matters Arising**

SRS still had to pick up on delivered catering numbers with the Assistant Director Catering Services.

### **SUBSTANTIVE ITEMS**

#### 3 **Waste Quarterly Report 2016/17 (Q1)** **B**

The Waste & Recycling Manager presented the 2016/17 Q1 Report, noting that arisings were down from the same period last year, the overall landfill diversion rate remained the same, and reuse had increased.

Food waste tonnages had increased from Q4 2015/16, due to increase in trade and the impact of the Festival, but were significantly lower than for the same quarter last year. Animal bedding was now being sent for composting. The Main Library coffee cup trial was ongoing, but would not be expanded until a solution for processing the cups was developed. A clear process for reallocating redundant lab equipment was required and a flow chart was being finalised. Engagement with lab users would stress the need to avoid stockpiling and be realistic about resale value. Compactors across the estate had

cut bin collections. The Waste team were working with Procurement on new tenders, with Estate Development on a guidance document on waste processes for EDMs, and with SRS Communications on overhauling the Waste website. Next steps included updating the University's Waste Policy and developing a Waste Strategy.

SOAG endorsed the report, noting that the current Estates Design Review presented opportunities to embed a campus-wide approach to waste, including centralised waste compounds.

Action – KF to work with SK to include ACE figures in future reports.

Action – KF & SK to meet to discuss changes to glass bin provision at Pollock Halls.

#### **4 Energy Quarterly Report 2016/17 (Q1)**

**C**

SOAG endorsed this report on the energy performance of the academic estate in the first quarter of 2016/17, and of the combined estate in 2015/16.

Electricity costs had risen by 8.5% - grid electricity consumption increasing while the CHPs were down for maintenance - and gas had fallen by 28.6%, with heating costs down due to mild weather. Comparison of UoE consumption and emissions demonstrated that the way the University was using energy was not varying tremendously. Over the last three years there had been a downward trend in overall gas, water and electricity emissions, with emissions against gross internal area, revenue turnover, and headcount continuing to fall.

On utility procurement, the contract with EDF would expire on 31 March 2019, 28 February 2019 for water, and March 2020 for gas. The Energy Office were working with Procurement Scotland on a new set of tenders, to include demand and capacity management.

Action – DJ to include a carbon factor in future reports.

Action – SRS to give a view on what that carbon factor should be.

Action – DJ to work with SK & MC to integrate ACE data.

#### **5 SRS Programmes Report (Q1 2016/17)**

**D**

SOAG endorsed the Q1 2016/2017 Programmes report, noting a successful quarter with all targets met. The priority theme on reporting initially assessed as amber had been addressed and resolved. The ambition was to move to reporting that was more outcome and less activity based.

#### **6 Developments within the Energy Office**

**E**

The Head of Estates Operations presented an overview of the change programme underway within the Energy Office to deliver the robust operational systems and governance required for effective energy management and to support the University Climate Strategy.

Significant staff changes over the last year created operational challenges, with interim arrangements in place pending completion of the recruitment exercise. Two new Assistant Energy Managers would be in post by April 2017. The Energy Office was working closely with Finance to refine internal recharging processes. The Optima software platform had been evaluated and confirmed as suitable to support UoE's developing agenda, with work ongoing to improve data quality and reporting capability. In November 2016 the Energy and Utility Metering Strategy was agreed, with a metering pilot to be carried out at Holyrood. A draft Energy Management Strategy would be presented at the next meeting.

The Convener thanked Rab Calder on behalf of the Group for his significant contribution over the years.

## ITEMS FOR FORMAL APPROVAL/NOTING

### 7 Sustainable Campus Fund & Pathways to 10%

F

SOAG noted that the fund was working well, with significant process achieved, and was in a good position to report back to Estates Committee. Progress toward the utilities reduction target was currently at 6-7%, though it was suspected that there were relevant projects ongoing in ISG that were not currently being captured. There were still funds available to allocate this year. The Sustainable IT Group had discussed potential projects in January, and it was on the agenda of the Utilities Working Group in February. The Group noted concern that, while the funding was in place, adequate resources may not be available to deliver all the projects.

SOAG noted an issue with the SCF, with savings coming back to Estates' budget rather than the Schools'. Discussions were ongoing on whether the Fund would continue as devolved or becoming genuinely revolving.

### 8 Drinking Water Project

Having come up in the Student Survey, Estates were funding a project to review the availability of drinking water on campus. A project intern would work with the Building Services and Building Operations Managers to establish if the issue was down to provision or awareness.

### 9 Edi Green Fest

The Students' Association Vice President Services updated the Group on plans for [SustainEd](#), a city-wide green festival, running from 16<sup>th</sup> to 18<sup>th</sup> February, to help raise awareness about sustainability issues amongst the student population and wider community. Events being coordinated by 30 student societies along with 20 local businesses and charities would include panel discussions, book readings, green business workshops and fashion shows. A paperless marketing strategy was being used for the event, with emails going out to staff through key contacts in each department.

Action – All to contact JK for more information.

### 10 SRS Reporting Microsite

Members noted the [SRS reporting microsite](#) which provided narrative on progress made by students and staff in 2015-16 to make a more socially responsible and sustainable university. The report demonstrated how these issues were integrated into the decision making and value streams of the University. SRS was now integrated into the Strategic Plan and the Annual Report & Accounts.

Action – All members wanting paper copies to contact the Secretary.

### 11 Any Other Business

The Director of SRS asked members for their views on the governance and format of SOAG.

Action – All to share their views with DG to raise with the Convener on 3<sup>rd</sup> February.