A meeting of the Environment and Sustainability Committee was held on Tuesday 13 November 2012 in Room G03, Henley Business School.

There were present:

Professor R.H. Ellis (Chair)
Mr F. Beck
Mr I.J.T. Cruickshank
Mr D. Fernbank
Mr R. Hunter
Miss C. Jones
Mrs J.L. Pich
Mr C. Robbins
Mrs D.A. Shearman
Dr K. Stanbridge
Mr A. Tooley
Ms L.V. Sharman (secretary)

Apologies were received from Mr Brand, Mr White, Dr Elmualim, Dr Musson, Dr Billingsley and Miss Kane.

The Committee welcomed Miss Jones and Mr Fernbank to their first meeting.

Minutes of the last meeting

The Committee approved the minutes 12/21 to 12/36 of the last meeting held on 15 June 2012.

Matters Arising

12/25 Footpath through the woodland between Lyle and Meteorology
It was noted that the footpath upgrade options had become increasingly costly and as a result there had been no improvement to date.

12/27 Travel Survey for Greenlands
It was noted that the Sustainable Travel Co-ordinator would be meeting with staff at Greenlands to discuss travel issues and concerns later in the week. It was suggested that staff representatives be sought from Greenlands for the transport forum.
12/33 Proposal for a climate change adaptation plan
It was noted that the Higher Education Carbon Management Project Board had agreed that work should progress on developing a climate adaptation plan. The Energy Manager had been asked to arrange a small working group to help define the scope; once that group had met consideration would be given as to whether support from external consultants was required in producing the plan.

12/35 Wording of the University’s expenses policy
It was noted that the Chief Operating Officer had suggested a change of wording to section 4.5 of the Expenses and Hospitality Policy to read:

‘Staff are encouraged to travel by environmentally friendly modes of transport wherever it is cost effective to do so’

The Committee welcomed and approved the amendment.

12/35 Reply to Professor Gregory’s email
It was noted that the Director of Estates and Facilities had responded to Professor Gregory’s email.

12/35 Environmental Insurance
It was noted that the University did have environmental insurance for sudden catastrophic events which impacted the environment for e.g. building fires. However, it did not have any cover for slow/undetected environmental impacts e.g. leaks.

12/40 Disclosure of Interest and Risk Register
The Committee received and noted a memo from the University Secretary in regard to Disclosure of Interests. The Committee noted that risk 26 had been amended to include breaches of environmental legislation.

The Committee agreed that the Energy Manager (Mr Fernbank) be invited to join the Committee.

12/41 Summary from the Transport Forum
The Committee received a summary from the Transport Forum held on 23 October 2012. In particular it was noted that:

- The number of student parking permits had fallen over the past two years, as well as the number of appeals. It was thought that this was down to improved communication in this area
- Reading Borough Council (RBC) were looking at providing a pedestrian crossing on the A327 Shinfield Road to link the Number 9 bus stop with Chancellor’s Way
- The short hop fare between Whiteknights and London Road now cost £1.20
• Plans were in place to provide more cycle parking around Chemistry and Hopkins
• Dr Bike maintenance sessions had again proved popular, along with bike labelling by Security
• A scheme of recycled bikes to hire had been launched by RUSU
• Discussions were underway with Reading Buses and RBC on a proposed Park and Ride scheme serving the University and Hospital
• Reading Borough Council were investigating a cycle hire scheme for the town linking up to the University. If the scheme were to go ahead cycle stations would need to be installed on campus.

12/42 Travel Wise

The Committee noted issue 8 of Travel Wise and an updated version of Travel Wise on travelling to London Road.

12/43 Update to the Travel Plan action plan

The Committee received an update to the Travel Plan action plan. The Committee discussed the following issues:

• Travel information provided to visitors to Whiteknights and Greenlands could be improved – It was noted that the main issue was in regard to appropriate mapping at a suitable scale. It was possible that information would be displayed electronically, but there were some concerns about the level of control the University would have using a third party mapping system.
• Explore reinstating the cycle to work scheme – It was noted that HR were not hugely positive about reinstating the scheme. It was reported that HMRC had changed rules around the value of bikes and they now needed to be kept for 6 years. A number of external companies were able to run a scheme for the University; these companies would take ownership of any bikes returned within the 6 years. The Committee suggested that perhaps consideration could be given to a salary sacrifice scheme for public transport. It was agreed that the Sustainable Travel Co-ordinator should speak further with the Director of HR about this matter.

Action: Dr Stanbridge

• Investigate views within the University regarding providing segregated paths for pedestrians and cyclists on campus – It was noted that comments had been received from both cyclists and pedestrians, particularly in regard to the main path between Earley Gate and Whiteknights across the bridge. It was noted that it would be costly to redesign and widen paths across campus. The Committee agreed that it would be useful to undertake some awareness raising on campus for cyclists in regard to responsible cycling.
• Investigate providing a mileage rate for cycling and business travel – It was noted that there was a standard rate for car travel between campuses. It was also noted that HMRC had a standard rate for cycling. The Committee suggested that the Sustainable Travel Co-ordinator speak with Finance in regard to the University introducing a standard rate for cycle travel.
• Action: Dr Stanbridge

  • Investigate providing cycle lockers and more secure cycle parking – It was agreed that it would be useful to understand the demand for this facility in the context of all cycling facilities. It was suggested that Earley Station might be an area where it would be useful to have more cycle lockers and that the additional funding to the local authorities might fund this.

12/44 Sustainability Matters

  The Committee noted issue 10 of Sustainability Matters.

12/45 Green Week

  The Committee was pleased to note that Green Week was taking place from 12-16 November 2012.

12/46 Environmental Sustainability Strategy 2012-17

  The Committee approved the Environmental and Sustainability Strategy for 2012-17.

12/47 Eco Campus Audits

  The Committee was pleased to note that the University had now received a Gold award. Preparation was in place for the Platinum Audit on 23 January 2013. Consideration would then be given to converting the award to ISO14001 during the Summer Term 2013. It was noted that the Eco Campus audits were for Whiteknights. Consideration would be given at the appropriate time for including London Road in an application for ISO14001.


  The Committee received and noted the minutes of the Environmental Management Review Group held on 5 July and 11 October 2012.

12/49 Waste Management Procedures

  The Committee approved the procedure to manage waste. It was noted that Health and Safety Services had produced a procedure in regard to managing hazardous waste.

12/50 Audit Process for Environmental Audits

  The Committee received and noted an Audit Plan for environmental audits during 2012/13. It was noted that an escalation procedure, similar to the Health and Safety audit procedure, had been developed. It was agreed that this would be submitted for to the next meeting of the Committee for approval.

    Action: Ms Shearman

12/51 Dates of meeting 2012-13:
### ACTION LIST: Environment and Travel Sub-Committee – 13 November 2012

**Key:**

<table>
<thead>
<tr>
<th>RHE</th>
<th>Professor Ellis</th>
<th>JLP</th>
<th>Mrs Pich</th>
<th>SM</th>
<th>Dr Musson</th>
</tr>
</thead>
<tbody>
<tr>
<td>RUSU</td>
<td>President Students’ Union</td>
<td>CD</td>
<td>Mrs Derham</td>
<td>CR</td>
<td>Mr Robbins</td>
</tr>
<tr>
<td>FB</td>
<td>Mr Beck</td>
<td>AE</td>
<td>Dr A. Elmualim</td>
<td>DS</td>
<td>Mrs Shearman</td>
</tr>
<tr>
<td>IC</td>
<td>Mr Cruickshank</td>
<td>AT</td>
<td>Mr A. Tooley</td>
<td>AB</td>
<td>Mr Brand</td>
</tr>
<tr>
<td>LVS</td>
<td>Ms Sharman</td>
<td>CP</td>
<td>Ms C. Prior</td>
<td>MS</td>
<td>Mrs M. Simpson</td>
</tr>
<tr>
<td>KS</td>
<td>Dr Stanbridge</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Minute

<table>
<thead>
<tr>
<th>Minute</th>
<th>Action</th>
<th>By</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/43</td>
<td>KS to discuss with HR cycle to work scheme and salary sacrifice for public transport</td>
<td>KS</td>
</tr>
<tr>
<td>12/43</td>
<td>KS to discuss mileage rate for cycling with Finance</td>
<td>KS</td>
</tr>
<tr>
<td>12/50</td>
<td>Paper on escalation process for environmental audits to next meeting</td>
<td>DS</td>
</tr>
</tbody>
</table>
