A meeting of the Environment and Sustainability Committee was held on Wednesday 20 February 2013 in Committee Room 2, Whiteknights House.

There were present:

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

Apologies were received from Dr Elmulaim, Dr Musson, Dr Billingsley, Mr Robbins and Mrs Simpson.

The Committee welcomed Miss Kane to her first meeting.

13/02 Minutes of the last meeting

The Committee approved the minutes 12/28 to 12/51 of the last meeting held on 13 November 2012.

13/03 Matters Arising

12/43 Cycle to Work Scheme
It was noted that the Sustainable Travel Co-ordinator had raised the matter with Human Resources. It was reported that HR were looking into a salary sacrifice scheme for bus travel but were not keen to replace the cycling scheme. Mr Tooley agreed to investigate whether there were any existing public sector agreements which the University might be eligible to join.

Action: Mr Tooley
12/43 Rate for Cycle Travel
It was noted that a meeting would be held with Finance in the coming week to discuss this further. A report would be made back to the next meeting of the Committee.

Action: Dr Stanbridge

13/04 Campus Footpaths
It was noted that the footpath between Lyle and Meteorology had been cleared; there were no further plans to maintain or upgrade the footpath.

The Committee noted that Health and Safety Services were developing a Code of Safe Behaviours for drivers, pedestrians and cyclists.

It was reported that the water on the pavement alongside the contractors’ car park was being dealt with.

13/05 Car Parking Charges
It was noted that the Vice-Chancellor had approved the establishment of a Working Group on Car Parking Charges to review and advise Senior Management Board on the level of fees to charge.

13/06 Monitoring update to the Travel Plan
The Committee received an update to the Travel Plan. In particular, it was noted that:

• The bike maintenance workshops were very popular; these were held on a monthly basis.
• Cycle parking at the halls was being reviewed.
• The promotional event with Reading Buses for the easy saver 10 tickets had attracted over 500 enquiries in two hours. A further event was planned for later in the summer term; a form would be available online in advance of the event in order to speed up processing.
• Passenger numbers on the Claret routes were up 10.9% on the same period last year.
• The student travel survey was currently running; over a 1,000 responses had been received to date.

13/07 Environmental Policy
The Committee approved minor changes to the Environmental Policy. The Policy would be submitted to the Vice-Chancellor for signature.

Action: Ms Sharman

13/08 2011/12 Annual Environment and Sustainability Report
The Committee received the draft Annual Environment and Sustainability Report. It was noted that some minor amendments were required to the document. The Committee agreed that the Report be submitted through the
Facilities Management Committee to the Strategy and Finance Committee for information.

Action: Ms Sharman

13/09 **Eco Campus Audit Report**

The Committee noted that the University had been audited as part of its submission for the EcoCampus Platinum Award. The University had not been awarded Platinum status as it was not compliant with the standard clause in that the internal auditing process had not yet been fully embedded, and were therefore not fully effective.

It was noted that Campus Services were working to submit the additional evidence required by Eco Campus before 22 March 2013.

The Committee noted that once this information was submitted it was likely that the University would be awarded Platinum. The Committee agreed that it was a substantial achievement to have got to this stage in less than three years; a number of other universities who had started this process at the same time had dropped out of the scheme.

13/10 **Environmental Objectives**

The Committee received and noted an update to the Environmental Objectives.

13/11 **Escalation Procedures**

The Committee received a paper setting out the escalation procedures for environmental non-conformities at the Whiteknights Campus. The Committee agreed that the process be amended so that non-conformities were reported to the Facilities Management Committee and to the Chair of that Committee for escalation. The Committee requested that a revised paper be brought back to its next meeting for consideration.

Action: Mr Cruickshank

13/12 **Report from the Environmental Management Review Group**

The Committee received and noted the minutes from the Environmental Management Review Group held on 22 January 2013.

13/13 **Report on the Green Impact Scheme**

The Committee received a report on the Green Impact Scheme. It was noted that over the past three years there had been an increase in the number of teams taking part in the Green Impact Awards. Teams had been created at Greenlands and UPP; discussions were in hand to develop a team at London Road.

13/14 **Report on Green Week 2012, and 2013**

The Committee received and noted a report on the Green Week held between 12-16 November 2012. Given that the week had now been running for four
years, the EEST team were planning to review the week and give consideration to moving support to the Go Green Week run by the Students’ Union.

13/15 Sustainability Matters

The Committee noted issue 11 of Sustainability Matters.

13/16 TSB Project

The Committee were pleased to note that the University had been awarded funding by the Technology Strategy Board (TSB) Innovation Refurbishment Programme for energy efficiency improvements in the Students’ Union Building.

The bid was in partnership with Carnego Systems, LCMB Ltd and Nottingham Trent University. Initially funding had been secured for a design and evaluation phase (£20K). A full design proposal would be produced to bid for £270k.

13/17 Any other business

It was noted that:

- The People and Planet submission was due to be completed shortly
- The Fairtrade and Workers Rights Consortium Steering Group would report to the next meeting of the Committee
- The Carbon Reduction Commitments league table would be published next week
- Contract review meetings were currently being held with energy suppliers
- Landfill tax would increase on 1 April to £72 per tonne

13/18 Dates of meeting 2012-13:

Friday 14 June 2013 at 9.30 am
### Action List

**Environment and Travel Sub-Committee – 20 February 2013**

**Key:**

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<tr>
<th>RHE</th>
<th>Professor Ellis</th>
<th>JLP</th>
<th>Mrs Pich</th>
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<tr>
<td>RUSU</td>
<td>President Students’ Union</td>
<td>CD</td>
<td>Mrs Derham</td>
<td>CR</td>
<td>Mr Robbins</td>
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<td>FB</td>
<td>Mr Beck</td>
<td>AE</td>
<td>Dr A. Elmualim</td>
<td>DS</td>
<td>Mrs Shearman</td>
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<td>IC</td>
<td>Mr Cruickshank</td>
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<td>Mr A. Tooley</td>
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<td>LVS</td>
<td>Ms Sharman</td>
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<td>Ms C. Prior</td>
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<th>Minute</th>
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<tr>
<td>13/03</td>
<td>To investigate other cycle to work schemes with framework partners</td>
<td>AT</td>
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<td>13/03</td>
<td>Report back on rate for cycle travel</td>
<td>KS</td>
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<tr>
<td>13/07</td>
<td>Environmental Policy to VC for signature</td>
<td>LVS</td>
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<tr>
<td>13/08</td>
<td>2011/12 Annual Environment and Sustainability Rpt through FMC to SFC for info</td>
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<td>13/11</td>
<td>Revised escalation procedures to the next meeting</td>
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