A meeting of the Environment and Sustainability Sub-Committee was held on Friday 11 June 2010 in Committee Room 2, Whiteknights House.

There were present:

Professor R.H. Ellis (Chair)
Mr A. Brand
Miss S. Brennan
Mr I. Cruickshank
Mrs C.A. Derham
Miss J. Lazarczyk
Professor D. Malvern
Mrs D. Shearman
Mrs M.E. Simpson
Mr A. Tooley
Ms L.V. Sharman (secretary)

Apologies were received from Mr Robbins, Mrs Pich, Mr Beck, Dr Musson and Ms Prior.

The Chair welcomed Mrs Simpson, Miss Lazarczyk and Mr Tooley to their first meeting of the Sub-Committee.

10/12 Minutes of the last meeting

The Sub-Committee approved the minutes 10/01 to 10/10 of the last meeting held on 17 February 2010.

10/13 Matters Arising

10/04 Car Club
It was noted that Facilities Management Committee had approved the scheme. It was suggested that a communication be sent to staff with regard to using their purchase card or claiming back the expenses. Mr Tooley agreed to add a section on the Procurement web pages.

Action: Mr Tooley

10/05 Eco Campus
It was noted that the Faculty Directors of Teaching and Learning were looking to introduce University wide modules around global issues in
the Autumn Term 2011. Possible areas put forward included Climate Change, Pollution and Sustainability.

10/06 Digital Signage
It was noted that digital signage would be installed in the new Halls as part of the redevelopment. It was reported that one travel plan would be produced for both phases of the halls redevelopment. This matter was discussed further under minutes 10/14 d).

10/08 Membership and Terms of Reference
The Sub-Committee noted its revised membership list and terms of reference. It was agreed that the Representation and Democracy Officer at the Students’ Union would also be invited to join the Sub-Committee.

10/14 Green Travel Plan

a) Connect by Hertz
It was reported that, at the end of May, membership of the scheme stood at 40. During May a total of 599 miles had been driven using the cars, over a period of 56 hours.

It was noted that the scheme would be publicised to students at the start of the academic session.

The Sub-Committee recorded its thanks to everyone involved in getting the scheme started.

b) Cycle Sheds/Cycle rack utilisation survey
The Sub-Committee noted a survey of cycle rack usage across the Whiteknights campus between April and May 2010. It was noted that this was the first cycle rack survey to be undertaken. It was recognised that the Summer Term was not an ideal time to undertake such a survey; it was intended that it would be repeated again during the Autumn Term.

The Sub-Committee asked that future surveys record the day of the week the survey was on and which racks were covered or secure.

It was noted that a number of requests had been received for additional rack space, particularly around Whiteknights House and HumSS. Ms Shearman informed the Sub-Committee that Campus Services would use the results of the Autumn Term survey to guide them in planning the location of new racks.

The Sub-Committee suggested that it would also be useful to note where bikes were being locked up without a rack.

It was noted that a webpage was being developed showing the location of the cycle racks and nearby shower facilities.
c) **Cycle Purchase Scheme**
   It was noted that 26 staff had registered in the first registration period and that 24 had registered in the second period. The scheme would be available again in autumn 2010.

d) **Digital Signage and Halls Redevelopment**
   Ms Shearman informed the Sub-Committee that the cost of installing digital signage was high and that the cost would need to be met out of the Travel Fund. As a result it was suggested that consideration of any possible signage be limited to one or two areas in the first instance.

e) **Travel Wise**
   The Sub-Committee received a copy of the Travel Wise newsletter issued in Spring 2010.

   The Sub-Committee enquired whether it was possible to record the number of hits of the web for this page; Mrs Derham agreed to look into this.

   **Action: Mrs Derham**

f) **Travel Survey**
   The Sub-Committee noted that the appointment of a Travel Plan Co-ordinator had been included in the last Travel Plan. It had been anticipated that such an appointment would undertake some of the survey work required.

   In the absence of a Travel Plan Co-ordinator it had been agreed that a student intern be appointed to undertake some data analysis and to create a students travel survey for autumn 2010.

   The Sub-Committee noted that there would continue to be requests to pay for surveys from the Travel Fund.

g) **Transport and Parking Forum Summary**
   The Sub-Committee received a summary from the Transport and Parking Forum. It was noted that the Forum had been established to gather information and ideas about transport issues.

   Key points noted at the meeting included:

   - Meetings were ongoing with Reading Buses to negotiate further reductions in fares and discounted season tickets.
   - Improvements to the pedestrian and cycle networks had taken place with re-tarmaced routes and pathways. Three new cycle racks had been installed and requests for more covered racks had been received.
   - No charge was made for parking permits for events or conferences. Car parks often had to be closed to accommodate large numbers of visitors.
   - All vehicle access to the new Halls would be through Whiteknights campus. Parking permits would need to be reviewed as hall permits would not currently allow access to the Whiteknights Campus.
The Sub-Committee noted that Campus Services were looking into various initiatives for parking following the Institute of Education relocation to London Road, these included:

- Negotiations with Reading Buses over provision of a shuttle between the two campuses.
- A park and ride scheme at Bulmershe.
- Review of parking available on Whiteknights.

h) Automatic Number Plate Recognition Software
The Sub-Committee had previously discussed the benefits of an Automatic Number Plate Recognition system (ANPR) in controlling vehicle access to campus, recording data on the number/time of vehicle movements, and for security purposes. The data gathered from such a system could be used in planning parking initiatives and might reduce the need to undertake travel surveys.

It was noted that the speculative tenders had been undertaken to ascertain the cost of a ANPR system. It was noted that initial set up costs were in the order of £100K and that software costs were around £66K, ongoing maintenance would be less than £1K per annum.

The Sub-Committee noted that given the current financial climate it was unlikely that the University would sanction this scale of expenditure. The Sub-Committee asked that Facilities Management Committee to confirm that this was the case.

i) Travel Plan co-ordinator post
The Sub-Committee agreed that the Travel Plan Co-ordinator post should be removed from the next version of the Travel Plan.

The Sub-Committee noted that several offices in the University held data on travel movements including Procurement, Finance and Insurance. It was also noted that it was possible to get data from staff and students using on-line surveys.

It was agreed that Professor Ellis should speak with PVC (elect) Professor Mithen about explaining the costs involved in Reading Borough Council’s various requests for travel survey data and funding.

Action: Professor Ellis

10/15 Eco Campus and Environmental Management System

a) Biodiversity Policy
The Sub-Committee received and noted a copy of the University’s Biodiversity Policy for Whiteknights Campus. It was agreed that the Policy would be submitted to Facilities Management Committee for approval.

Action: Ms Sharman
b)  *Environmental Management Review Group*

The Sub-Committee approved membership and terms of reference for the Environmental Management Review Group as follows:

Mr C. Robbins – Director of Estates and Facilities Management (Chair)
Mrs J.L. Pich – Deputy Director of Estates and Facilities Management
Mr L. Woodley – Health and Safety
Mr I. Cruickshank – Environment and Sustainability Manager
Mrs D. Shearman – Head of Campus Services
Mr A. Tooley – Procurement and Contracts Manager
Mr S. Gough – IT Services
Mr N. Hodgson – Energy Manager

(membership would be extended further when required)

*Terms of Reference*

1. To meet termly;

2. To monitor the resources required to maintain the Environmental Management System.

3. To ensure the Environmental Management System is established, implemented, maintained and to monitor its performance.

4. To review the institution’s environmental policy, objectives and the other elements of the Environmental Management System.

5. To ensure the Environmental & Sustainability team develop environmental management systems to include:

   - The identification of environmental aspects and impacts of School and Directorate activities;
   - The prioritisation of aims and objectives;
   - The timely delivery of environmental aims and objectives by responsible persons; and
   - The setting of targets, use of indicators and the annual review of activities;

6. To develop a communications strategy to promote progress, share best practice and tackle challenges across the University of Reading community;

7. To invite external experts as deemed appropriate;

The Group will report to the Environmental and Sustainability Sub Committee which in turn reports to the Facilities Management Committee.
c) **Glossary of Environmental Terms**
The Sub-Committee received and noted a glossary of Environmental Terms.

10/16 **Green League**

The Sub-Committee received a tabled copy of the Green League issued on 10 June 2010. It was pleased to note that the University had moved from 115\textsuperscript{th} to 72\textsuperscript{nd}.

It was noted that the table was based on data from the 2008-09 EMS. The Sub-Committee hoped that the University would be in the top 50 next year.

10/17 **Progress Report on Environmental Issues**

a) **Progress Report on Environmental Issues**
Senior Management Board, in considering progress towards meeting the Corporate Plan, had previously agreed that it wished to receive an annual report on environmental issues. The Board at its meeting on 1 June 2010 considered a progress report prepared by the Director of Estates and Facilities Management on environmental issues.

The Board had noted the following key points:

**Green League**
The University’s position in the Green League was 56\textsuperscript{th} in 2007; it fell to 76\textsuperscript{th} in 2008 and to 115\textsuperscript{th} in 2009. League positions for 2010 would be published in June; it was expected that the University’s position would have improved due to improvements in staffing ratios, environmental policy and staff and student campaigns.

**Environment, Energy and Sustainability Team (EEST)**
The EEST team had been established in 2009 and now consisted of four full time members of staff.

**Environmental Policy**
A revised Environmental Policy with KPIs had been produced.

**Environment and Sustainability Sub-Committee**
The terms of reference and membership of the Environment and Sustainability Sub-Committee had been amended.

**Action Plan**
An action plan to address environmental issues and improve performance had been put in place.

**Environment and Energy Report**
Data
Comparative data with other institutions was distorted in 2008-09 with the addition of the Greenlands campus. It was noted that energy consumption per student was the lowest for five years.

Carbon Management Plan
The University had been accepted on to the Higher Education Carbon Management programme which was launched in May.

b) Report on Site Waste Management Plans
The Sub-Committee received and noted a report on Site Waste Management Plans.

The requirement to prepare, update and implement a Site Waste Management Plan was set out in the Site Waste Management Plan Regulations 2008 which came into effect on 6 April 2008.

These regulations stated that any client intending to undertake a construction project with an estimated cost of more than £300K must, before work begins, prepare a Site Waste Management Plan (SWMP).

The aim of a SWMP was to design out waste from the very beginning of a project by promoting the economic use of construction materials and methods. This should allow for the minimum of waste during construction and any waste generated should either be re-used, recycled or recovered before the final option of going to landfill.

It was noted that SWMP were being completed for Mackinder Hall, Stenton Hall, Windsor Hub, Central Processing Unit, Film Theatre & Television, HumSS Fire upgrade and the Thames Court Refurbishment at Greenlands.

The Sub-Committee asked Mr Cruickshank to contact Procurement with regard to including SWMP in future project tenders.

Action: Mr Cruickshank

c) Preliminary Environmental Review – Maintenance and Grounds
The Sub-Committee noted a copy of a preliminary environmental review for Maintenance and Grounds which had been produced as part of an assignment by a member of staff in Campus Services. Two significant issues were identified:

1) Storage of oil in open plastic containers – the containers had been filled to within a few millimetres of the top and would have split over easily if kicked. Although there were some bags of absorbent granules in the store room there was no specific spill kit or protective clothing available should a spillage occur. There did not appear to be any protective bags to put used granules into for disposal. There were also a number of old oil containers which
should be disposed of. A check should be made to ascertain whether the room is completely bunded.

2) The washing of vehicles in the yard should stop. There was no designated washing area and the water ran into a drain which discharges into the Lake. The run-off from vehicle washing should be discharged via the foul sewer system. The drains and manhole covers within the yards should be identified by colour coding.

The Sub-Committee noted that audits of this kind would be routine practice in future years. It was agreed that Professor Ellis would contact the Head of Estates and Facilities Management to ensure that the issues outlined above were dealt with.

Action: Professor Ellis

10/18 Revised Environmental Action Plan for 2010-11

The Sub-Committee noted the revised Environmental Action Plan for 2010-11 and a copy of the Environmental Objectives for Greenlands.

The Sub-Committee welcomed the approach and format being used.

10/19 Sustainability Matters

The Sub-Committee received and noted the latest copy of Sustainability Matters which had been circulated to staff.

10/20 Any other business

Car Park 5
The Sub-Committee noted concerns over the use of Car Park 5 as a pathway by pedestrians and cyclists. Mrs Shearman informed the Sub-Committee that Campus Services were looking into various initiatives to improve vehicle/pedestrian segregation in the area.

Timing of Meetings
It was agreed that an extra meeting would be held during September; the meeting would be based around a single item. Suggested dates would be circulated in due course.

Action: Mrs James

Governance of Environmental Issues
The Sub-Committee discussed at some length how environmental issues would be governed. It was noted that fines for breaches of environmental legislation were often higher than for health and safety matters.

It was agreed that Facilities Management Committee be asked to comment on where responsibility for Environmental Governance should sit within the University.

Action: Ms Sharman

10/21 Provisional Dates of meetings in 2010-11
September 2010 (date to be circulated)
Monday 15 November at 9.30 am
Wednesday 23 February 2011 at 9.30 am
Friday 17 June 2011 at 2.00 pm
ACTION LIST: Environment and Travel Sub-Committee – 11 June 2010

Key:

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<td>To clarify use of expenses/purchase cards for Connect by Hertz</td>
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<td>To investigate whether the number of hits to Travel Wise could be recorded</td>
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<td>Biodiversity Policy to FMC for approval</td>
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<td>RHE to speak with CR re environmental review of Grounds and Maintenance</td>
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<td>Extra meeting to be held in September</td>
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