A meeting of the Environment and Sustainability Committee was held on Friday 17 June 2011 in Committee Room 2, Whiteknights House.

There were present:

Professor R.H. Ellis (Chair)
Mr F. Beck
Mr A. Brand
Miss N. Cazimoglu
Mr I.J.T. Cruickshank
Dr A. Elmualim
Mr R. Hunter
Dr S. Musson
Mrs J.L. Pich
Mr C. Robbins
Mrs D.A. Shearman
Mrs M.E. Simpson
Mr A.G. Tooley
Mr M.J. White
Ms L.V. Sharman (secretary)

Apologies were received from Mrs Derham, Ms Prior and Miss Johnson.

The Committee welcomed Mr White to his first meeting.

11/21 Minutes of the last meeting

The Committee approved the minutes 11/01 to 11/19 of the last meeting held on 23 February 2011.

11/22 Matters Arising

11/04 Discussions with Reading Buses

It was noted that the number 19 bus route to Bulmershe would continue to 2 July 2011. Discussions were being held at the Bulmershe Project Committee as to a possible solution for the Autumn Term.
11/04 Automatic Number Plate Recognition System (ANPR)
It had been agreed that the funds for the ANPR could be met from reserves. With regard to the Travel Plan surveys it was noted that consultants had been appointed to undertake the main works; the costs for the surveys would be met from the Travel Plan.

11/05 Student Parking Process and Guidelines
The Student Parking Process and Guidelines had been circulated as requested.

11/07 Representative for London Road
Mr Robin Hunter (Institute of Education) had been invited to join the Committee.

11/14 Legal Register
Following the last meeting a copy of the Legal Register had been circulated with the minutes. The Committee received a revised version for consideration. It was noted that the scope only covered the Whiteknights campus.

With regard to the section on animal waste by-products it was noted that Health and Safety Services were working on a procedure for disposal of laboratory waste.

The Committee noted that the column on ‘responsible persons’ currently listed staff who were in the main within either FMD or Health and Safety Services. In considering the legal requirements the Committee agreed that the responsibilities were much wider than this and should include Schools and Directorates although University-wide leadership was either FMD or Health and Safety Services.

The Committee discussed how best to disseminate the ‘responsibilities’ as set out in the document to Heads of School. It was agreed that the Head of Campus Services would review the register to ascertain which legislation clearly fell within the remit of FMD or Health and Safety Services, and where appropriate training or guidelines/safety guides were already in place. It would then be possible to review the remaining legislation and identify who else needed to be appraised of their responsibilities. If necessary a second column could be added to list of those responsible for delivering the legislation.

**Action: Mrs Shearman**

The Committee were reminded that the document was a working document that would need to be revised over time.

11/23 Travel Wise

The Committee received Issue 4 of Travel Wise. It was noted that Campus Services were working with Communications to improve the dissemination of the document.

The Committee asked that copies of the document be made available for open days.

**Action: Mrs Shearman**
11/24 **Summary from the Transport Forum held on 7 June 2011**

The Committee received a copy of the minutes from the Transport Forum held on 7 June 2011. It was noted that the Forum was very well attended with representatives from across the University. In particular it was reported that:

- Suggestions were made for future publications of Travel Wise, including more information on hall parking.
- Discussions were ongoing with Reading Buses around changes to the No 17 bus route and installing a bus stop nearer to the Earley Gate entrance.
- From 25th September 2011 the number of buses going via Whiteknights Campus would increase to eight per hour. Electronic bus cards would be available to purchase online or on the Whiteknights campus.
- A tender exercise on the green travel plan was still ongoing.

11/25 **Travel Plan Fund**

The Committee received and noted the account for the Travel Plan Fund. Income from the sale of parking permits in 2010-11 was in excess of £91K, expenditure to date from the fund was £59K.

It was noted that most other HEIs had a travel co-ordinator to co-ordinate travel and transport projects; Campus Services did not currently have the resource to do this.

The Committee supported in principle a proposal that the Travel Plan fund should be used to fund a post of travel plan co-ordinator. It was agreed that the Director of Estates and Facilities Management should submit a formal proposal and that the decision could be taken by Chair’s action outside of the meeting.  

**Action: Mr Robbins and Professor Ellis**

11/26 **Site Waste Management Plan**

The Committee received a paper on site waste management plans. It was noted to the requirement to prepare, update and implement a Site Waste Management (SWMP) was set out in the Site Waste Management Plans Regulations 2008, which came into effect in April 2008.

In accordance with these regulations any client intending to carry out a construction project on one site with an estimated cost greater than £300,000 must before work begins prepare a SWMP.

Enforcement powers had been given to Local Authorities, Waste Collection Authorities and the Environment Agency.

The aim of the plan was to improve materials resource efficiency by promoting the economic use of construction materials and methods so that waste was
minimised and any waste that was produced be re-used, recycled or recovered in other ways than disposal.

The Committee noted that copies of completed SWMPs would be passed to the Environmental and Sustainability Manager within four months of the completion of a project. A report would then be prepared for the Committee comparing final waste figures against the original estimates in the SWMP.

11/27 **Sustainability Matters**

The Committee received and noted the Summer 2011 issue of Sustainability Matters.

11/28 **EcoCampus Silver Award**

The Committee was pleased to note that the University had attained a silver Eco Campus award. It was reported that the corrective actions set out in the audit report would need to be addressed before the University could submit for a Gold award.

The Committee discussed the need to engage Schools in the next stage. It was reported that Campus Services were already working with some Schools on various projects. It was intended to target those Schools with the greatest environmental impact.

11/29 **Waste Management Strategy**

The Committee received and approved the Waste Management Strategy, subject to an addition to the top paragraph to recognise that the first step was to limit consumption.

11/30 **Green League 2011**

The Committee received and noted the Green League results for 2011. It was reported that the University had received more points than last year but other HEIs were making more rapid progress. The University was only in sixth position within its comparator group; the University of East Anglia was on the same EcoCampus scheme and they had achieved first position within the group. The areas where the University had scored poorly were on sustainability in the curriculum, lack of an ethical investment policy and carbon emissions.

It was suggested that the University’s Teaching and Learning Strategy should mention sustainability. It was agreed that the Chair would speak with the Pro-Vice-Chancellor Teaching and Learning.

**Action: Professor Ellis**

The Committee discussed the need for Schools to play a bigger role in the environment and sustainability agenda.
11/31 Environmental Management Review Group

The Committee noted the membership and terms of reference for the Environmental Management Review Group.

It was agreed that a member of staff from Meteorology should be included on the Group.

Action: Mrs Shearman

11/32 Higher Education Carbon Management Programme

It was noted that the Carbon Management Plan had been agreed by Senior Management Board at its meeting on 14 February 2011 and was signed-off by the Vice-Chancellor on 2 March 2011.

11/33 Any other business

Utilities in Mackinder and Stenton
It was reported that utilities use in Mackinder and Stenton had been better than predicted; this might indicate that the behavioural change project was having an impact.

Green Gown Awards
It was noted that a bid would be submitted for a Green Gown award.

Disposal of hazardous waste
Health and Safety Services would be writing to Heads of School to encourage disposal of redundant waste over the summer.

11/34 Dates of meetings in 2011-12

Monday 14 November at 9.30 am
Wednesday 22 February 2012 at 9.30 am
Friday 15 June 2012 at 2.00 pm
### Key:

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

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<thead>
<tr>
<th>Minute</th>
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<tbody>
<tr>
<td>11/14</td>
<td>Legal Register – review register to identify those areas that fell within the responsibility of FMD or H&amp;SS, and those where others needed identifying</td>
<td>DAS</td>
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<td>11/23</td>
<td>Travel Wise to be sent to Schools and Student Recruitment for Open Days</td>
<td>DAS</td>
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<td>11/25</td>
<td>Proposal for a travel plan co-ordinator to be made to the Chair</td>
<td>CR/RHE</td>
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<td>11/30</td>
<td>RHE to speak with PVC T&amp;L re including sustainability in the T&amp;L strategy</td>
<td>RHE</td>
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<td>11/31</td>
<td>A member of staff from Meteorology to be invited to join the EMRG</td>
<td>DAS</td>
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