

**Aston University Sustainability Working Group
Meeting: 25th September 2008**

Action Sheet

Meeting Date	Action	Who By	By When	Priority	Date Completed
03:10:07	Produce Catalogue of Taught Sustainable Modules - NB Business School	PH/SC	June 08	Medium	Sept 08
05:03:08	Report on KPIs and per capita consumption data	GE/LJ	Sept 08	Medium	
05:03:08	Ascertain Student Guild engagement with sustainability	LD/VJ/PH	June 08	High	
29:04:08	Organise follow up to Sustainability Teaching seminar	RC	June 08	Medium	
13:06:08	Aston Sustainability Day for Feb/March 2009	LJ/CW/GE	Jan 09	Low	
13:06:08	Investigate quality of campus drinking water and alternatives to bottled water and disposable cups.	GW/LJ	Sept 08	Medium	Sept 08
25:09:08	Report back on University Transport policies	LJ	Nov 08	Low	
25:09:08	Initial planning for 2009 Sustainability Day	LJ/GE/SB/CW	Nov 08	High	
25:09:08	Press for adoption of recycled paper & issue of print audit with Senior Management Team	RM	Nov 08	High	

25:09:08	Draft Sustainability Policy & draft Procurement Policy	PH/LJ/PQ/SB	Nov 08	Medium	
25:09:08	Initiate 08-09 campaigns – extension of Switch Off campaign; recycling; water chillers vs bottled water	LJ	Nov 08	Medium	
25:09:08	Strategy for changing from bottle water coolers to water chillers	LJ	Nov 08	Medium	

Sustainable Aston Working Group

Minutes of Meeting
25th September 2008

Present:	Peter Hedges	PH	SEAS (Chair)
	Richard Middleton	RM	Chief Operating Office
	Garry East	GE	Estates
	Lynnette Jones	LJ	Estates
	Robin Clark	RC	SEAS
	Breno Nunes	BN	ABS
	Dr Stuart Cooper	SC	ABS
	Dr Julia Brown	JB	SLHS
	Dr Peter Quaife	PQ	SLSS
	Sandra Bloodworth	SB	Purchasing
In attendance:	Emma Sutton	ES	Secretarial support
Apologies:	Professor Michael West	MW	ABS
	Reiner Grundmann	RG	SLSS
	Caroline Witton	CW	SLHS
	Luke Davies	LD	Student rep
	Lucy Guildford	LG	Student rep

Apologies and welcome

Apologies received from Michael West, Caroline Witton, Reiner Grundmann, Luke Davies and Lucy Guildford. PH

1. Membership

RG has now finished his sabbatical and will be returning to the group in place of GH.

BN announces that he will be stepping down from the group after the meeting, SC to find a replacement.

Lucy Guildford is the new People and Planet student president. PH has asked her to attend the SAWG meeting as a student representative. Unfortunately she is unable to attend this particular meeting, but it is hoped that she will take up the role in future.

2. Minutes of 5th March 2008 meeting

Minutes were agreed and accepted. ES

3. Matters Arising/Action Points

3.1 Action Points

SC reports that the curriculum map has now been completed and will be presented to ABS management in October. PH asks for the list of taught modules for information. SC

GE confirms that he now has the relevant information to report back on KPI's and GE

will do so at the next meeting.

PH & LJ to follow up on Student Guild engagement for the next meeting.

PH/LJ

RC organising a follow up seminar on sustainability teaching, date to be confirmed.

RC

Arrangements for Aston Sustainability day to be discussed in item 6.2.

3.2 People and Planet League

The People and Planet league table was published after the meeting in June. Aston featured 45th/119 institutions, an increase of 48 places from last year. This is a positive improvement; however SC asks GE if there are any areas the University can look at for next year. RM mentions a couple of things – the issue of sourcing and ethical investments. PH is concerned that the group does not get too hung up on the league results but instead look to it as guidance only.

3.3 Student Guild Engagement

Discussed as an action point – PH and LJ to follow up.

PH/LJ

3.4 University Archives

RM states that John Walter, Academic Registrar, is looking at the state of Aston's archives. He is hoping to develop a policy which consolidates all the archives from across the University. RM and his team to explore possibilities for improvements.

RM

4. Chair's report

PH congratulates those members of the group who have received excellence awards – JB and SC. PH also congratulates CW on her promotion to Reader. RM takes the opportunity to mention the sustainability award – no one received the award this year because the judges didn't think anyone reached the 'outstanding' level. PH asks RM if the group could help put together the criteria for next year's awards. The group also ask how nominations for the Excellence Awards are made – RM suggests that the publicity needs to be increased so more nominations are received.

PH

"Sense of Direction" finalised and circulated – thanks to those who contributed to editing – to be used as road map for 08-09.

Roy Smith of Integrated Studies is exploring the introduction of sustainability/energy undergraduate offering – cross University meeting to be arranged.

5 Environment and Sustainability Manager's Report

5.1 Progress since 13-06-08 meeting

LJ reports that she has signed up to the Eco-Campus scheme and on 5th November will be attending a seminar at Nottingham Trent University to learn more about what it entails.

LJ

LJ also tells the group that a Sustainability Officer has been appointed for 12 months - Victoria Johnsen, who was a representative on the SAWG group last year. GE also informs the group that a 100% green energy tariff has been secured, commencing on 1st October 2008.

GE

LJ informs the group that the V-C has acquired an electric zero emission Smart Car for the University. The car will be able to travel up to 70miles before needing to be recharged and will be Aston branded.

5.2 Revolving Green Fund

LJ reports that Expressions of interest for the Small Green Fund have been submitted. The fund offers HEIs the opportunity to apply for interest free loans to help reduce energy emissions. LJ reports that Aston has asked for £125,000. LJ is due to hear during the week beginning 29th September 2008 whether Aston has been deemed a suitable candidate to apply for the fund. If successful, the final proposal must be submitted by November 2008.

LJ

RM states that the expressions of interest for the Transformational fund must be submitted by 17th October 2008. RM

5.3 Whizz Go Car Club

The WhizzGo Car Club is a national company which own a network of low emission cars located in dedicated parking bays in towns and cities across the UK which can be hired on an hourly basis. Once you've become a WhizzGo member, you can use any of the cars. Aston University is signing up for a 6 month trial period to see how well the scheme works. The idea is that the cars will be cheaper and greener than normal car hires. LJ hopes that she will be able to encourage staff to participate in the scheme. Once it is up and running, LJ will organise for representatives from the WhizzGo Car Club to come and talk to staff. PH asks LJ to report on the University's Transport policies at the next meeting as there are lots of other areas to discuss. LJ

5.4 Campus Drinking Water

LJ reports that the Estates Department have been trialling the use of water chiller units. The initial feedback has been successful so Estates are keen to promote the use of them throughout the University. GE also confirms that the tap water in the main building is safe to drink. RM wants a campaign to be launched across the University announcing this. LJ/GE RM

5.5 Progress on Initial Environmental Review

PH states that need to gather all available information together and after completing the initial environmental baseline document, the group now needs to set targets so that progress can be continuously reviewed to check on the groups progress. This also fits in with the criteria for the eco-campus award so should help the group on more than one level. PH

6 Short Term Initiatives

6.1 Sustainability Research Seminar

PH is to discuss the second part of the Sustainability Research Seminar at the next meeting. PH

6.2 Sustainability Day

PH speaks on behalf of CW – CW wants to organise a date for the Sustainability day and combine it with Fairtrade fortnight, wants to get the date sorted as soon as possible so that the Great Hall can be secured and the event can be advertised. The group thinks the best way to organise this event is to set up a committee. LJ, GE and Sandra Bloodworth volunteer. CW is also put forward. LJ also suggests that students are recruited to increase awareness across all areas of the University. LJ hopes the new Sustainability Officer will be able to help. LJ is to coordinate a date for this first meeting. PH/CW/LJ

7 Sustainability Groups Reports

7.1 ABS

SC reports that ABS will now be teaching principles of socially responsible management and as a result elements of sustainability will be covered. SC

7.2 SLHS

JB reports that SLHS have been trialling electricity monitors. This has been successful in highlighting to staff exactly how much electricity they use. JB is hoping to launch a competition to staff and students in SLHS to encourage people to save electricity and money. The SLHS are also hoping to donate equipment which they no longer use to Heartlands High School, as their budget is very small. JB

7.3 SLSS

PQ reports that SLSS are currently in the process of looking at what is currently taught in the school and finding ways of incorporating principles of sustainability. PQ

7.4 SEAS

PH is still trying to set up a group within Engineering, but is hoping the new Executive Dean, Robert Berry, will be able to help move things along. PH

7.5 Sustainability Teaching

RC reports that staff in CLIPP are putting together a number of work plans over the next couple of weeks and once these are finished they should know what approach to take towards Sustainability teaching. RC will then organise a follow up seminar on Sustainability teaching. RC

7.6 Sustainable Procurement Groups

PH welcomes Sandra Bloodworth, Purchasing Manager, to the meeting. SB reports on the procurement group's progress and on the recommendation for 100% recycled paper to be used across the University. The group asks why this has not been already been implemented. SB states that it has not yet been approved because of the 25% (£11,000) annual increase in cost. SB wants the pressure from the SAWG group to encourage the expenditure. RM agrees to talk through this issue with the Senior Management Team. SB also hopes to have a print audit conducted to establish a printing strategy for the University to help save on the overall cost of paper. The consultation is estimated to cost £2,500; RM again agrees to take this issue forward with management. SB/RM

8 HEFCE Consultation submission

PH states that the HEFCE consultation document has now been submitted. LJ/PH/RM feel confident with the proposals, but are concerned that leader Universities will benefit and not the smaller ones such as Aston. LJ/GE/
RM

9 Implementing "A Sense of Direction" in 08-09

9.1 Sustainability Policy

PH suggests that as well as an Environmental Policy, the group should also have a Sustainability Policy to work from. PH asks for volunteers to compose the document. LJ, PQ and PH offer. LJ/PQ/
PH

9.2 Ethical Investment

The group raises concerns over its lack of policy over ethical investment as although Aston doesn't currently have any, it may do in the future. PH asks for volunteers to compose an outline to an ethical investment policy. LJ, PQ and PH offer. LJ/PQ/
PH

9.3 Community Engagement

PH comments that Keith Thomas, Director of Personnel has started to develop a community engagement scheme for University staff. PH is hoping to get Keith to attend the next meeting to talk for 5mins to the group about it. PH

9.4 What campaigns for 08-09?

LJ is hoping to transfer the Student switch off campaign to University staff to encourage them to save electricity. JB suggests this could link in with the SLHS initiative of monitoring the amount of electricity each staff uses. The group also suggests recycling as a possible University wide campaign. LJ

10 Sustainability Award Criteria

PH to discuss with RM

PH/RM

11 AOB

Nothing to report

12 Date of next meeting

End of November

ES