

Aston University Sustainability Working Group
Action Sheet

Meeting: 18th December 2008

Meeting Date	Action	Who By	By When	Priority	Date Completed
05:03:08	Report on KPIs and per capita consumption data	GE/LJ	Jan 09	Medium	
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	Medium	
25:09:08	Draft Sustainability Policy	PH/LJ/PQ/SP	Jan 09	Medium	
19:11:08	Load Transport Plan onto web pages	LJ	Jan 09	Medium	
19:11:08	Explore inclusion of Sustainability Research and Teaching & Learning in Sustainability Event	PH	Jan 09	Medium	
18:12:08	Present Ethical Investment Policy to Executive	RM	Feb 09	Medium	
18:12:08	Draw up draft Sustainability Awards Criteria	PH	Feb 09	High	

Sustainable Aston Working Group

Minutes of Meeting
18 December 2008

Present:	Peter Hedges	PH	SEAS (Chair)
	Richard Middleton (left the meeting at 12:00)	RM	Chief Operating Office
	Garry East	GE	Estates
	Lynnette Jones	LJ	Estates
	Victoria Johnsen	VJ	Estates
	Caroline Witton	CW	SLHS
	Julia Brown	JB	SLHS
	Stuart Cooper	SC	ABS
	Lucy Bastin	LB	SEAS
In attendance:	Emma Sutton	ES	Secretarial support
	Keith Thomas	KT	Director of HR, <i>Timed Item 12:00</i>
	Fahri Zihni	FZ	Director of ICT, <i>Timed Item 11:00</i>
	Stephen Colden	SC	Service Desk Manager, <i>Timed Item 11:00</i>
Apologies:	Michael West	MW	ABS
	Robin Clark	RC	SEAS
	Christopher Brewster	CB	ABS
	Peter Quaife	PQ	SLSS
	Reiner Grundmann	RG	SLSS
	Luke Davies	LD	Student rep
	Lucy Guildford	LG	Student rep

Apologies and Welcome

Apologies received from MW, RC, CB, PQ, RG, LD and LG. PH introduces a new member to the group, Lucy Bastin who will replace RC as a SEAS representative. PH

1. Membership

An updated membership list was circulated to the group via email prior to the meeting – PH asks the group to check whether all the details are correct. All

2. Minutes 19th November 08 Meeting

Approved and accepted.

3. Matters Arising/Action Points

PH defers the action points until the next meeting. PH

4. Chair's Report

4.1 Ethical Investment Policy

A draft Ethical Investment Policy was circulated to the group prior to the meeting. PH asks the group for comments. CW raises an issue brought forward by a member of the SLSS group about whether the Ethical Investment Policy should include a statement which covers the companies who invest in staff and student placements. LB suggests that this would be a hard policy to stick to. The group states that the policy should be something which the University is able to comply with. Therefore, PH suggests that the policy remains as it is for 12 months until it is reviewed. The group agrees with this suggestion. RM to present to Policy to Executive.

PH

RM

4.2 Sustainability Awards Criteria

PH circulated the criteria to the group prior to the meeting. The group offers the suggestion that the criteria should not be so detailed and should focus more on the improvement of sustainability aims in general rather than additionally including the need to have worked towards the reduction of waste and emissions. This is so that it can include a greater number of people - non academic staff as well as academic staff. PH is going to try and develop new criteria from these suggestions and will email the revised criteria to the group for approval.

PH

4.3 Green Gown Awards

LJ circulates the award categories for the Green Gown Awards to the group and asks which categories the University should enter. The group decides that the continuous improvement category would be the best to enter, but also considers the possibility of entering the social responsibility and student initiatives award category. The group decides to discuss this in greater detail in the new year when the awards are launched.

PH/LJ

5. Environment and Sustainability Manager's Report

5.1 WhizzGo Car Club

LJ reports that the scheme will hopefully be ready to launch in January 09.

LJ/VJ

5.2 Sustainability Event on 26th February

VJ reports that the invites for the sustainability event have now been sent out to external companies and a good response has been received. However, VJ states that she is still concerned about the lack of academic interest so closer to the date of the event she is hoping to email a flyer to academic staff to encourage them to attend. She also asks the group to try and encourage their colleagues to participate.

VJ

5.3 Maternity Leave Cover

LJ reports that the interviews to cover her post as Environmental Manager took place on 15th December. The interviews were successful and all being well the replacement will commence at Aston on 2nd Feb 09 which will allow for a 5 week hand over.

LJ

6 Sustainability and ISA (Timed Item 11:00)

Presentation given by Stephen Colden and Fahri Zihni. Copies of the presentation will be circulated with the minutes and any additional copies will be available from Stephen, s.j.colden@aston.ac.uk after the meeting.

7. Student Perceptions of Sustainability at Aston University

To be discussed at the next meeting

8. How Do We Improve Communications?

To be discussed at the next meeting

9. Sustainability Suggestions Scheme

To be discussed at the next meeting

10. Staff Volunteering Scheme (*Timed Item 12:00*)

Keith Thomas discusses the case for a staff volunteering scheme.

KT

The main points:

- The concept of the staff volunteering scheme comes from the success of the student volunteering scheme.
- It will be part of the culture and values '2012 Strategy' strand.
- KT is looking for support and participation from the SAWG group. He has already set up a small working group who have developed a number of proposals which detail the scheme.
- It is hoped that the proposals will be presented to the Executive Team in the New Year – it follows on from the success of a trial scheme which took place at Aston Manor School over the summer.

Overall, after the discussion with KT the idea of the staff volunteering scheme is supported by the group. The only slight concern is over the possibility that staff may feel that they can't take time out from their work to participate. KT states that it will be made clear that members of staff are being encouraged to take part in the scheme. CW makes the suggestion that participation in the volunteering scheme could be encouraged through individual PDR. KT confirms that he will take this into consideration.

11. AOB

12. Date of next meeting

Wk beginning 2nd Feb