

Sustainable Aston Working Group - Minutes of Meeting 7th May 2009 – ACTION SHEET

Meeting Date	Action	Who By	By When	Priority	Date Completed
29:04:08	Organise follow up to Sustainability Teaching seminar	RC	June 08	Medium	
03:02:09	Draw up draft SAWG Terms of Reference	PH/SC	March 09	Low	May 09
03:02:09	Explore concept of annual sustainability report	VJ/SKH/PH	March 09	Low	
03:02:09	Plan for Eco-Campus - compile Environmental Baseline	VJ/SKH/PH	March 09	Medium	
03:02:09	Submit application to Green Gown Awards	VJ/SKH/PH	March 09	High	March 09
03:02:09	Comparison Aston KPIs with HE Sector	GE/VJ/SKH	April 09	Medium	
03:02:09	Seek funding for Sustainability Colloquia	CB	March 09	Medium	
03:02:09	Explore concept of Sustainability Suggestions Scheme	VJ/SKH/CB/PH	March 09	Low	
26.03.09	Develop regular Environmental column in Aspects	SKH/VJ	May 09	Low	May 09
26.03.09	Look into rechargeable batteries	CW/SKH/VJ	May 09	Medium	
07:05:09	Arrange for BPU to present at next meeting	PH	June 09	Medium	
07:05:09	Explore establishment of support services group	PH	June 09	Low	
07:05:09	Student Reps for 2009-10	VJ	June 09	High	

Sustainable Aston Working Group

Minutes of Meeting

7th May 2009

Present:	Peter Hedges	PH	SEAS (Chair)
	Dr Julia Brown	JB	SLHS
	Dr Stuart Cooper	SC	ABS
	Garry East	GE	Estates
	Sofia-Kokolaki-Hall	SKH	Estates
	Victoria Johnsen	VJ	Estates
	Dr Peter Quaife	PQ	SLSS
	Dr Lucy Bastin	LB	SEAS
In attendance:	Emma Sutton	ES	Secretarial support
Apologies:	Dr Robin Clark	RC	CLIPP
	Richard Middleton	RM	Chief Operating Officer
	Reiner Grundmann	RG	SLSS
	Dr Caroline Witton	JB	SLHS
	Christopher Brewster	CB	ABS
	Lucy Guildford	LG	Student Representative
	Luke Davies	LD	Student Representative
	Alex Wood	AW	Student Representative

Apologies and Welcome

Apologies received from Richard Middleton, Reiner Grundmann, Caroline PH
Witton, Christopher Brewster, Robin Clark, Luke Davies, Lucy Guilford and
Alex Wood.

1. Membership

To be discussed in greater detail in item 4.2. However, PH does bring up PH
the need for new student representatives. PQ suggests getting first year
students involved so that they can stay on the group for longer. VJ is going
to try and contact students about membership to the group.

2. Minutes 26th March 09 meeting

Approved and accepted. ES

3. Matters Arising/ Action Points

3.1 Action Points

Majority of action points to be discussed in later items.

VJ has talked to the Communications department and arranged for a VJ
regular mention of the SAWG in Aspects.

PH to talk with SKH about the format for the SAWG annual report before PH/SKH
the next meeting.

VJ has also met with Uchenna Ndikon, Web Marketing Officer to discuss VJ
the possibility of putting a blog on the SAWG webpage's. Uchenna is
going to look into suitable options for the group.

3.2 Sustainability Awards

PH hands out the revised criteria for the outstanding contribution to the Sustainable Campus as part of the staff Excellence Awards and encourages the group to put names forward. The group discusses likely candidates.

PH

3.3 Ethical Investment Policy

Following discussions at the Ethics Sub Committee at the end of April the draft Ethical Investment Policy was discussed by the Finance Committee on 5th May.

RHM

The Finance Committee considered that if such a policy is necessary for the University then financial considerations should be paramount and ethical considerations secondary. It was stated that the practicalities of implementing a policy would need to be carefully considered.

The Finance and Major Projects Committee believed that the policy would require consideration by the Executive, Senate and Academic Assembly and would suggest that the investment options available to the University should be kept as broad as possible with minimal restriction.

The draft Ethical Investment Policy was then revised by the Finance Committee and the original SAWG draft Investment Policy and the revised Policy will be discussed at the Executive Meeting on 18th May.

3.4 Sustainability Policy and Definition

The Sustainability Policy and Definition was discussed at the Executive meeting on 22nd April. The Definition and the Sustainability Policy was approved subject to the amendment of the first sentence in the penultimate paragraph. The group agreed the changes. ES to make the necessary changes to the definition and to get the V-C to sign. VJ agrees to put a signed copy on the webpage's.

PH

4. Chair's report

4.1 Terms of Reference for Group and Operating Procedures

PH hands round draft terms of reference and asks for opinions. Group agrees that the document looks good, but SC suggests adding an extra sentence which comments on research. PH states that he will add in a section about how the group promotes active research. Group approves the changes and accepts the Terms of Reference and Operating Procedures.

PH

4.2 SAWG Membership

PH states that he has received a request from Peter Shearer, Business Partnership Unit (BPU), to join the SAWG. PH asks the group whether they think it is a good idea to expand membership. The group asks PH to invite Peter Shearer to the next meeting so that they can learn more about the BPU and what benefits he can bring to the group. PH agrees. JB asks the group whether Adrian Lowe should be invited to join. PH states it would be nice to set up a separate support services group, which would include areas such as; ISA, Catering, Estates, Conference Aston. VJ agrees. PH states that he will try and convene a meeting with key people from the support services identified to discuss the idea of a sub-group. SC suggests that PH gets in touch with Terry Davis, Quality & Development Manager at Conference Aston as he is a driver of Sustainability at the Conference Centre.

PH

5. Environment and Sustainability Manager's Report

5.1 Eco-Campus Update

SKH updates the group about the progress for the Eco-Campus Award. SKH states that the Bronze phase is to be submitted in June so the completion of the bronze phase is her priority. SKH hands out a graph to the group which shows the current progress. It highlights that the Bronze phase is 73% complete. Once the bronze phase is complete she will then start working towards the silver phase. SKH will update the group on her progress at the next meeting.

SKH

5.2 Transport

VJ runs through the results from the transport questionnaire which was emailed to all staff. VJ tells the group that 400 staff completed the questionnaire and that there has been some notable and positive changes since the last questionnaire in 2005. VJ states that the number of staff and student drivers has reduced and that the number of train and bus users has increased significantly. For more information about the survey, VJ tells the group to visit <http://www1.aston.ac.uk/about/environment/what-were-doing/transport/>.

VJ/SKH

PQ asks SKH whether there can be information on the cycle routes in Birmingham. SKH to arrange a meeting with PQ to discuss.

5.3 Green Gown Awards

SKH tells the group that Aston's entry to the Green Gown Awards was unsuccessful. This was down to the large amount of entries which they received.

SKH

5.4 Environmental KPIs

GE tells the group that the EMS data has only just been released so wants to wait until this has been properly analysed before he discusses the KPIs with the group. PH agrees to defer item until next meeting.

GE

5.5 People and Planet League Table

VJ hands each member of the group a data stick. VJ reports that the People and Planet survey has now been completed and that all the information is on the memory stick. VJ states that all the questions on the survey were answered which was an improvement on last year. VJ has produced a carbon management plan which was submitted as part of the People and Planet survey and is also on the data stick. She asks the group to email any feedback.

VJ

6 Sustainability Groups Reports

6.1 ABS

SC tells the group that the CSI workshop is taking place on Monday 11th May and attendance is looking good. The group is also working on teaching and has developed a detailed programme for a MSc in sustainability and social responsibility which is awaiting approval. There has also been approval of a social responsibility core module for 2nd year Single Business Honours. SC also states that ABS are holding an away day on social responsibility on 19th June which looks to be a promising event.

SC

6.2 LHS

PH reports on the progress of LHS group in the absence of CW. PH states that the LHS group has been thinking about incorporating sustainability into teaching. They have sent a paper to the School Board about their proposal.

CW

6.3 LSS

Nothing to report.

PQ

6.4 EAS

PH states that they are still working to try and set up a group. PH is going to try and approach Julia Candlin, School Secretary for help.

PH

6.5 Sustainable Procurement Group

SKH reports that the Sustainable Procurement Group have been working with Estates to draw up a contract with BCC to collect recycling from the mini recycling units which the Estates Department plan to place around the University. They hope this will be completed soon.

SKH

SKH also states that the Whizz Go car scheme is not going very well so Procurement are working with the Environment Officers to help identify the problems.

The Procurement Group has also begun researching carbon offsetting for business travel. PH asks SKH if she could pass on his suggestion of looking at an internal fund to spend on improvements within the University.

6.6 Sustainability Teaching and Learning

PH states that the MSc for Social Responsibility and Sustainability is going ahead. There is also the possibility of re-launching combined honours in sustainability in 2010/11.

PH/RC

6.7 Sustainability Research

CSI workshop programme is handed round to the group. PH states that there are plans to hold a seminar on transport in October.

PH

7 Managing the new frontier

JB hands out a document with information about a seminar she attended by Jonathon Scott. JB reports that the seminar gave a really interesting outlook on sustainability in Business and suggests that the group take a look at his book. JB also suggests that it might be a good idea to invite Jonathon to speak at Aston. PH states that he plans to look into the possibility of holding a series of seminars at Aston and hopes to talk to John Blewitt, Director of Life Long Learning, for any advice he might be able to give the group.

JB

8 Sustainability Suggestions Scheme

To be discussed at the next meeting.

PH

9 AOB

LB informs the group that at a meeting she had with Phil Extance, Pro-Vice- Chancellor for Business Partnership & Knowledge Transfer, she discussed potential ideas for corporate gifts. LB put forward the idea of donations for things such as clean water. Group agrees this could be a good idea, but may need something more substantial when visiting overseas.

LB

10 Date of next meeting

Mid June.

ES