

Sustainable Aston Working Group - Minutes of Meeting 1st July 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	Explore concept of annual sustainability report	VJ/SKH/PH	March 09	Low	May 09
03:02:09	Plan for Eco-Campus - compile Environmental Baseline	VJ/SKH/PH	March 09	Medium	May 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	May 09
03:02:09	Explore concept of Sustainability Suggestions Scheme	VJ/SKH/CB/PH	March 09	Low	
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	July 09
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	
01:07:09	Exploratory meeting on Corporate Off-setting	VJ	Sept 09	Medium	

Sustainable Aston Working Group

Minutes of Meeting

1st July 2009

Present:	Peter Hedges	PH	SEAS (Chair)
	Dr Lucy Bastin	LB	SEAS
	Richard Middleton	RM	Chief Operating Officer
	Dr Caroline Witton	CW	SLHS
	Dr Frank Eperjesi	FE	SLHS
	Dr Stuart Cooper	SC	ABS
	Christopher Brewster	CB	ABS
	John Blewitt	JB	Combined Honours
	Victoria Johnsen	VJ	Estates
	Dr Peter Quaife	PQ	SLSS
	Reiner Grundmann	RG	SLSS
In attendance:	Emma Sutton	ES	Secretarial support
	Peter Shearer	PS	BPU
Apologies:	Garry East	GE	Estates
	Sofia-Kokolaki-Hall	SKH	Estates
	Lucy Guildford	LG	Student Representative
	Luke Davies	LD	Student Representative
	Alex Wood	AW	Student Representative

Apologies and Welcome

1. Membership (LHS,CLIPP, Student Reps)

Apologies received from Garry East, Sofia Kokolaki-Hall and all the student representatives. PH welcomes John Blewitt to the group who is replacing Robin Clark, Frank Eperjesi who is replacing Julia Brown, and Peter Shearer, who will be arguing a case for the Business Partnership Unit (BPU) to be represented on the group. PH

PH tells the group that the membership list which was circulated prior to the meeting has been updated. PH asks the group to check their details and email ES with any changes.

2. Minutes 7th May 09 meeting

Minutes approved and accepted.

3. Matters Arising/Action Points

3.1 Action Points

VJ tells the group that unfortunately there has been little progress with the rechargeable batteries, but hopes to report advances at the next meeting. VJ

VJ has also had trouble arranging a meeting with the Guild to discuss new student representatives for this coming academic year. PH and VJ plan to meet with the new Guild Exec to ask advice. VJ

All other action points discussed elsewhere on the agenda.

3.2 Ethical Investment Policy

The Ethical Investment Policy was approved by the University Council on 24th June. PH reports that the policy has been altered slightly. ES to circulate the amended version of the policy as well as the original version so the group can compare the changes. PH asks the group to let him know if they wish to make an appeal against the version which has been approved. PH

3.3 Support Services Group

For discussion at future meetings. PH

3.4 Birmingham Cycle Routes Information

VJ reports that SKH has said she will get in touch with PQ separately to talk about the travel wise meeting which she attended with representatives from Birmingham City Council. PQ then agrees to report back to AstBUG group. PQ/SKH

3.5 Corporate Gifts

LB to meet with Emily Watts, University Communications, to discuss the possibility of having a range of Eco-friendly corporate gifts for Aston. LB

4. Chair's Report

4.1 Annual Sustainability Report

PH reports that at a meeting with VJ and SKH it was decided that the Annual report should be no more than 8 pages long, should be positive and focus on the actions of the group. VJ states that she has started drafting out sections of the report and hopes to circulate it to the group shortly. VJ asks the group to send any comments about the draft directly to her. PH/VJ

4.2 People and Planet League Table

VJ states that the university has gone up from 17 places in this year's People and Planet Green League and that Aston is now listed as the 28th greenest university in the country. This is a great achievement for the group, and VJ is thanked. VJ also states that there is an error in the table. Aston should actually be in 18th place. VJ is trying to get People and Planet to publish this, but as yet has been unsuccessful. VJ

4.3 SAWG Terms of Reference

PH hands out a revised draft of the SAWG terms of reference. PH goes over the amendments and asks the groups for comments. ES to circulate electronically to the group following the meeting. PH

5. Environment and Sustainability Manager's Report

5.1 EcoCampus Update

VJ reports on behalf of SKH that the bronze submission has been slightly delayed due to the difficulty in sourcing campus maps. SKH has spoken with EcoCampus, and they are flexible with the date of submission so SKH will let the group know the progress at the next meeting. SKH/VJ
VJ and SKH have also been working on an environment baseline as part of the silver submission. Progress will be updated at the next meeting.

5.2 Coffee m/c

VJ tells the group that following a meeting with the Fairtrade group she is looking at various eco-friendly alternatives to the existing coffee machines which are currently in use within the University. VJ is working with Purchasing to create a document which lists the most environmentally VJ

friendly alternatives to coffee machines and states the guidelines for purchasing. She then hopes to make this available on the university webpage's to make it easily accessible to staff.

5.3 Corporate Travel Offsetting Scheme

VJ reports that at the last Sustainable Purchasing meeting it was agreed that the group would hold a meeting solely to discuss corporate offsetting. The group discussed the possibility of having an internal offsetting scheme, but also the possibility of the money being put into local community projects. RHM asks how carbon offsetting could be worked out. VJ states that the travel company *Co-op Travel* send reports which show the amount of travel the University undertakes. RHM asks VJ to start collecting this data. VJ asks members of the group to email her if they would be interested in attending the special meeting about corporate offsetting.

VJ

5.4 Revolving Green Fund

Aston has been successful in securing £250,000 from HEFCE to fund small projects which help to make the university more sustainable. SKH has been in meetings to discuss various possibilities for projects. VJ reports that the projects should begin soon.

VJ/SKH

5.5 Fashion Show

VJ reports that the fashion show held in the Guild Hall on Friday 5th June was relatively successful. There was a good turn out from students, but quite a poor turn out from staff. VJ hopes to repeat a similar event in the future, hopefully during fair-trade fortnight, but aims to hold it during the day in a ploy to get more staff to support the event.

VJ

6. Environmental KPIs

For discussion at future meetings.

GE

7. Sustainability Groups Reports

7.1 ABS

Nothing to report.

SC/CB

7.2 LHS

CW tells the group that the LHS sustainability group has begun to look at ways of implementing sustainability teaching at Aston. CW will report progress at next meeting.

CW/FE

7.3 LSS

PQ tells the group that the LHS staff common room is due to be refurbished and is hoping to propose refurbishment up to the highest sustainability standards.

PQ/RG

7.4 SEAS

Nothing to report.

PH/LB

7.5 Sustainable Procurement Group

VJ reports on the progress of the Sustainable Procurement Group. The group are hoping to promote WhizzGo again in the near future to try and increase the number of staff using the scheme. VJ is also working with the Procurement group to try and get information about carbon management from university approved supplies and look at ways reducing carbon dioxide

VJ

emissions. The Procurement group have also teamed up with ABS and have been trialling a scheme for reducing the amount of paper used within the school. Once the pilot scheme is completed, VJ will present the findings to the group. VJ also states that she is experiencing problems with Birmingham City Council and their recycling contract. RHM asks if VJ can brief him on the problems and he will try and raise the issue with the Environmental Partnership Board which he now sits on.

7.6 Sustainability Teaching

PH confirms with SC that the ABS MSc in sustainability still looks like it will be ready to begin in the academic year 2010/11. PH also reports that combined honours hope to be able to offer sustainability modules in 2010. PH states that JB will now be in charge of taking forward the incorporation of sustainability into teaching. PH/JB

7.7 CSI

CB reports that those members of staff who were interested in CSI have been asked to submit 300 word outlines for potential sustainability and innovation projects. CB reports that so far 15 proposals have been received. Over the next 12 months, the chosen outlines will then be developed into research projects. The Aston Sustainability Colloquia is also progressing. CB tells the group that after a meeting with the V-C., the group are looking at conducting seminars on sustainable water and sustainable marketing. CB

8. Priorities for 2009-10

PH asks the group to attend a special one off meeting to discuss the groups priorities for the next year. Group agrees to hold the meeting on Monday 13th July, 12:30-14:00. Room to be confirmed by ES. PH

9. AOB

Between item 8 and 9, Peter Shearer presents his case for the BPU to join the SAWG. The group discusses and approves membership. PS

RHM informs the group about a new initiative from Graduate Advantage to place recent graduates into work. RHM tells the group to consider applying to graduate advantage for money to fund a placement position which will help support the group in following up the initiatives discussed at the meetings. RHM

10. Date of next meeting

Week beginning 21st September. ES