

**Sustainable Aston Working Group - Minutes of Meeting 23<sup>rd</sup> Sept 09 - ACTION SHEET**

<b>Meeting Date</b>	<b>Action</b>	<b>Who By</b>	<b>By When</b>	<b>Priority</b>	<b>Date Completed</b>
29:04:08	Organise follow up to Sustainability Teaching seminar	RC	June 08	Medium	
03:02:09	Comparison Aston KPIs with HE Sector	GE/VJ/SKH	April 09	Medium	
03:02:09	Explore concept of Sustainability Suggestions Scheme	VJ/SKH/CB/PH	March 09	Low	Sept 09
26.03.09	Look into rechargeable batteries	CW/SKH/VJ	May 09	Medium	Sept 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	Sept 09
01:07:09	Exploratory meeting on Corporate Off-setting	VJ	Sept 09	Medium	Sept 09
23.09.09	Explore establishment of sustainability teaching group	JB/PH	Dec 09	Medium	
23.09.09	Develop concept of "Aston Go Green Awards"	VJ	Dec 09	Medium	

## Sustainable Aston Working Group

### Minutes of Meeting 23<sup>rd</sup> September 2009

Present:	Peter Hedges	PH	SEAS
	Richard Middleton	RM	Chief Operating Officer's Office
	Peter Shearer	PS	BPU
	Stuart Cooper	SC	ABS
	Caroline Witton	CW	SLHS
	Frank Eperjesi	FE	SLHS
	Peter Quaife	PQ	SLSS
	Reiner Grundmann	RG	SLSS
	John Blewitt	JB	Combined Honours
	Victoria Johnsen	VJ	Estates
	Vikki Caulton	VC	Student representative
In attendance:	Emma Sutton	ES	Secretary
Apologies:	Garry East	GE	Estates
	Christopher Brewster	CB	ABS
	Sofia Kokolaki-Hall	SKH	Estates
	Lucy Bastin	LB	SEAS

### **Apologies and Welcome**

Apologies received from Garry East, Sofia Kokolaki-Hall, Lucy Bastin and Christopher Brewster. PH welcomes Vikki Caulton, new student representative to the group. PH

### **1. Membership**

#### 1.1 Student Reps

PH and VJ met with the Colin Shaw, Guild President and Rehana Yasin, VP Education and Welfare to discuss student representation on the group for academic year 09-10. PH reports that the Guild has now recruited an Ethical Officer who is due to start shortly. PH and VJ hope that they will also sit on the SAWG in addition to VC. VJ hopes that she will also be able to secure one other student from People and Planet Society to join the group. PH/VJ

#### 1.2 Chair and Vice-Chair

PH tells the group that he wishes to resign as Chair. The group is asked to put forward any nominations. It is agreed that SC takes over the role of Chair. PH to be Vice-Chair. PH

### **2. Minutes 1<sup>st</sup> July 09 Meeting**

To note a typing error in item 7.3. Item should state 'LSS staff common room is due to be refurbished'. Noting this error, the minutes were approved and accepted. ES

### **3. Matters Arising/ Action Points**

- VJ is going to be launching a suggestion scheme during Fresher's week and will be offering a prize for the best student and staff suggestion. She plans to hold a suggestion scheme once a year. PH suggests holding another suggestion scheme during Environmental week to make it twice a year. VJ

- VJ is working with CW and FE to pilot a scheme for rechargeable batteries in the student labs. Hope to offer power points for students to recharge batteries by the next academic year. VJ
- Other action points to be discussed later.

### 3.2 Support Services Group

PH plans to talk with key people in support services to try and get this group up and running in this academic year. PH

### 3.3 Birmingham Cycle Routes Information

In SKH absence, VJ reports that LB is looking to recruit a Graduate Intern to help look into Birmingham Cycle Routes. VJ/SKH

### 3.4 Corporate Gifts

To be discussed at the next meeting. LB

## **4. Chair's Report**

### 4.1 Feedback from 13<sup>th</sup> July Meeting

PH circulates a handout identifying key points from the PowerPoint presentation discussed on 13<sup>th</sup> July. PH

### 4.2 Meeting with the VC

RM/PH and SC had a meeting with the Vice-Chancellor to discuss SAWG plans for 2009-10 and to consider ways of taking sustainability forward at Aston. PH reports that the VC had great support for the group and that she was extremely enthusiastic for developing initiatives to implement sustainability into teaching. PH reports that she suggested that the group thinks more innovatively and proposed a week dedicated purely to sustainability in teaching. The group discusses ways this can be achieved. RM suggests that the group write a report to present to CLIPP. PH tells the group that the VC also mentioned that Aston is in talks with Birmingham City to recruit a Professor in Sustainability. Robert Berry has been given the task of issuing the terms of appointment. JB suggests that a teaching group is created to take forward the VC's suggestions. PH/SC

### 4.3 Ethical Investment Policy

The original Ethical Investment Policy that the group put forward to the Ethical Investment Committee and the University Council has been altered. PH asks the group if they have any objections to the changes. The group decides that they are happy that there is at least a policy in place and decide to accept it, but also decide to take it back to the Finance Committee in February 2010 with some suggested changes. PH

### 4.5 Cycle for Reviewing Policies etc

The group agrees that in future, all policies which originate from the SAWG should be reviewed each September in the first meeting of the academic year. PH

## **5. Environment and Sustainability Manager's Report**

### 5.1 EcoCampus

VJ reports that on 7<sup>th</sup> October, SKH hopes to submit information for the Bronze stage of the EcoCampus Award. VJ also states that work has begun on Silver stage of the Award. RM asks for updates to be given in Aspects. SKH

### 5.2 Annual Sustainability Report

PH thanks VJ for her work on the SAWG Annual Report. The report is approved by the group and it is agreed that it should be made available to members of staff and students to read. VJ states that she will put a copy on the SAWG webpage's. PS suggests distributing copies in the School Advisory Board meetings and also getting some reference made to the group in the Undergraduate Prospectus. RM also VJ

suggests distributing hard copies to members of Council. VJ agrees to take this forward.

### 5.3 Corporate Travel Offsetting Scheme

VJ reports that the Purchasing Department have decided to examine the travel offsetting scheme used in a selection of external companies to learn how they work before implementing an internal offsetting scheme at Aston. VJ reports that there are also plans to ask a student studying Transport Management to analyse the invoices received from Co-op travel for flights to work out how much is spent on travel. VJ is also hoping to begin promoting the video conferencing facilities available at Aston in the hope of discouraging travel. VJ also tells the group that she hopes to compile a document which will suggest a number of alternatives to travel. SC mentions that the cost of video conferencing should also be taken into account because sometimes it works out more expensive than flying to a meeting. RM agrees to look into this issue.

VJ

### 5.4 Revolving Green Fund

VJ reports that the first 3 projects have been agreed and are ready to go. The 3 projects are; energy efficient lighting in the Library, insulation of pipes in Main Building and boiler upgrades around the Main Building. VJ tells the group that it is hoped that these 3 projects will hopefully result in 230 tons of carbon saved annually. VJ also tells the group that Estates are hoping to employ a Carbon Reduction Manager who will be responsible for overseeing this project. VJ also tells the group that a further 2 projects will begin in February 2010, following the next instalment of money from the fund.

SKH/VJ

### 5.5 Departmental competition: "Aston Go Green Awards"

VJ tells the group that she hopes to launch an internal departmental competition which will hopefully encourage departments across the university to take an interest in sustainability issues. VJ reports that a champion from each department will be given a workbook to complete which contains various tasks. Departments will then be presented with bronze, silver or gold awards depending on how successful they are at completing the tasks. VJ states that she hopes to complete a draft workbook over the next couple of weeks and will circulate it to the group for comments.

VJ

### 5.6 HEFCE consultation document

VJ reports that a meeting took place on 11<sup>th</sup> September between SKH, RM, GE, VJ and Graham Faulks (Engineering Officer) to discuss response to HEFCE consultation Document. VJ has written a response and will circulate it to the group for any comments following the meeting.

VJ/SKH/  
PH

### 5.7 10:10 Commitment

VJ reports that the University has now signed up to the 10:10 commitment initiative which aims for a 10% of energy usage by 2010. Further information can be found via <http://www.1010uk.org/>.

VJ

## **6. Environmental KPIs**

To be discussed at the next meeting. PH asks VJ if she can bring the information which was submitted to HEFCE to the next SAWG meeting for the group to discuss. VJ agrees.

VJ

## **7. Sustainability Groups Reports**

### 7.1 ABS

SC informs the group that Cynthia Hardy (visiting Professor) will be giving a talk on sustainability issues on 6<sup>th</sup> October and states that anyone is welcome to attend.

SC/CB

SC also asks the group whether there is any way for group news to be circulated in a different way to just circulating emails. CW suggests creating a moodle page. CW and SC to discuss the idea in greater detail following the meeting.

### 7.2 LHS

CW reports that the group are currently arranging the first meeting of the new academic year so there is nothing to report as yet.

CW/FE

### 7.3 LSS

RG reports that members of LSS have secured funding through the CSI and are working on the project.

RG/PQ

RG also asks VJ whether it would be possible to have battery recycling and other campaigns displayed in the North Wing entrance as well as the Main Building entrance to encourage more staff from LSS to participate.

### 7.4 EAS

Still need to set up a group. PH to work on establishing a group this year.

PH/LB

### 7.5 Sustainable Procurement Group

VJ reports that there is nothing to report.

VJ

### 7.6 Sustainability Teaching

PH tells the group that he hopes to convene a teaching group now that he has stepped down as chair. PH hopes that the teaching group will be able to develop the sustainability in teaching ideas put forward by the SAWG.

PH

### 7.7 CSI

SC reports that there have been two CSI workshops. Out of all the proposals put forward for funding of 75k this year and 75k next year, 5 projects were chosen which will mean that the projects will receive about 15k each. SC also tells the group that the process will soon begin again for this academic year.

CB/SC

## **8. Priorities for 2009-10**

To be discussed at the next meeting.

PH

## **9. AOB**

VJ tells the group that every Thursday there will be a local produce market outside the Students' Guild, she asks the group to encourage staff to use it.

PS and PH tell the group they are due to meet with Simon Slater, Head of Sustainability of AWM, and invites members of the group to join if interested. ES to circulate details.

PH asks VJ about recycling contract. VJ reports that the contract with Birmingham City Council is not being taken as they are unable to collect all the waste. Estates have therefore put the contract up for tender.

## **10. Date of next meeting**

Week beginning 23<sup>rd</sup> November 09

ES