Sustainable Aston Working Group - Minutes of Meeting 13th September 2010 - ACTION SHEET

Meeting Date	Action	Who By	By When	Priority	Date Completed
07.05.09	Explore establishment of support services group	SC	June 09	Low	
23.02.10	Set up a SAWG Facebook group	VJ / LP	Sep 10	Medium	
23.02.10	Confirm date for Go Green Week 2011	VJ	Sep 10	High	
23.02.10	Organise meeting between research groups	CB	April 10	Medium	
20.04.10	Request feedback on Green Gown Award entries	LJ	June 10	Low	
20.04.10	Suggest ideas for Go Green Week 2011	ALL	Sep 10	Medium	To be discussed at the meeting in October 10
05.07.10	Set up meeting with VC re: inclusion of sustainability in strategy	SC/VJ/CW	Aug 10	High	August 10
05.07.10	Update database of sustainability teaching modules	PH	Oct 10	Medium	
20.09.10	Develop Carbon Management Plan for HEFCE	LJ	Oct 10	High	

Sustainable Aston Working Group

Minutes of Meeting
13th September 2010

Present:	Stuart Cooper	SC	ABS (Chair)
	Christopher Brewster	CB	ABS
	Victoria Johnsen	VJ	Estates
	Lynnette Jones	LJ	Estates
	Peter Shearer	PS	BPU
	Frank Eperjesi	FE	SLHS
	Pete Hedges	PH	SEAS
In attendance:	Heather Stevenson	HS	Briar Associates
	Emma Sutton	ES	Secretary
Apologies:	Nick Martin	NM	Student Representative
	Alan Charters	AC	Estates
	Reiner Grundmann	RG	SLSS
	Sofia Kokolaki-Hall	SKH	Estates
	Lucy Bastin	LB	SEAS
	Caroline Witton	CW	SLHS
	John Blewitt	JB	Combined Honours
	Peter Quaife	PQ	SLSS

Apologies and Welcome
Apologies received from Nick Martin, Sofia Kokolaki-Hall, Caroline Witton and John Blewitt. SC

1. Membership
ES informs the group that NM has agreed to remain as student representative for academic year 10/11 and he has confirmed that he will try and recruit another representative from the People and Planet society once the term begins. ES also states that the Vice-Chancellor has asked Professor Alison Halstead or Dr Phil Extance to attend future meetings of the SAWG as a direct link to the Executive Team. SC

2. Minutes 5th July 10 meeting
Minutes were approved and accepted. SC

3. Maters Arising/Action Points
3.1 Establishment of support services group SC
Nothing to report – deferred until next meeting.

3.2 Sustainable Corporate gifts LB/PH
Nothing to report – group decides to remove action point until further information about sustainable corporate gifts is gathered.

3.3 SAWG Facebook page VJ

Nothing to report – VJ to lead.

3.4 Transport/Carbon Offsetting scheme LJ/VJ/SKH

Nothing to report – LJ and VJ ask for this action point to be removed until there is more information available about the options for potential carbon offsetting schemes.

3.5 Organise meeting between research groups CB

Nothing to report – CB to lead.

3.6 Suggested dates and ideas for Go Green Week 2011 VJ

VJ tells the group that the Environmental Team are considering week beginning 28th February 2011 as a possibility for Go Green week as this will coincide with the first week of Fairtrade Fortnight. The group decides to focus the next SAWG meeting on Go Green Week.

4. Discussion topic: Aston 2020 strategy SC

SC reports on the meeting he and CW and VJ attended with the Vice-Chancellor in August about the Aston 2020 strategy. SC tells the group that the VC gave the impression that sustainability will most likely be included in the strategy as a value which impinges on all the main areas of activity. SC then tells the group that at the meeting he agreed with the VC that the SAWG would 1) produce a number of sentences which summarise the university's broad commitments to sustainability, 2) develop 3 'impact actions' which the group expects to put in place next year and 3) suggest a couple of high level sustainability KPI's for Council. The group therefore discusses the strategy and decides on the following:

1) The University commits to:

- embed sustainability into the teaching and learning, research, community, and culture of the University;
- raise sustainability awareness and promote environmentally and ethically responsible behavior throughout the Aston community including its management of the estate and associated landscape; and
- take a leading role in advancing the sustainability agenda in the West Midlands region, and to develop meaningful local, national and international partnerships and networks.

2) Impact actions are to:

- launch new Undergraduate and Postgraduate programmes in Sustainability and Social Responsibility and develop a strategy for embedding sustainability across the curricula;
- develop and improve Aston's sustainability week to engage with more partners and increase academic input; and
- integrate and consolidate sustainability research across the University under the umbrella of CSI (Centre for Sustainability and Innovation).

3) Possible KPIs are:

- Carbon footprint (as required by HEFCE);
- Scores on a new student sustainability awareness survey;
- Number of programmes with sustainability content; and/or
- Number of publications in sustainability and social responsibility.

SC agrees to email the Vice-Chancellor with the suggestions following the meeting.

5 Environment and Sustainability Manager's Report

5.1 Carbon Management Plan LJ

LJ reports that the Environmental Team has been working with Briar Associates to produce a carbon management plan which will meet the guidelines which HEFCE has set for carbon reduction within Higher Education. The deadline for producing the plan is the 8th October. LJ hands over to Heather Stevenson from Briar Associates who explains in greater detail to the group what needs to be done to reach the target set by HEFCE.

6 AOB SC

- Group agrees to renew all policies without changes and request that they are reviewed again in September 2011.
- SC announces that ES will be leaving the group as Secretary due to administration changes within the VC's department. ES confirms that until a replacement is found she will continue to set up meetings.

7 Date of next meeting SC

October 2010