**DURHAM UNIVERSITY**

**ENVIRONMENTAL SUSTAINABILITY STRATEGIC PLANNING GROUP**

**Wednesday 7th December 2022 15:30-17:00**

**Microsoft Teams Meeting**

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| **Attendees:** | Simon Park (SP), Yvonne Flynn (YF), JP Dunne (JPD), Jack Ballingham (JB), Jason Scotney (JS), John Hirst (JH), Rachel Bickerdike (RB), Cosmo Van Steenis (CVS), Linda Joyce (LJ) Michael Corner (MC), Michael Harkness (MH), Isobel Warwick (IW), Jayne Dixon (JD), Petra Minnerop (PM), Sally Hughes (SH), Poppy Johnson (PJ) |
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| **Apologies:** | David Loudon (DL), Nicky Tonner (NT), Steve Willis (SW), Jane Robson (JR), Robert Song (RS) |

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| **No.** | **Agenda Item** | **Action** |
| 1.0 | **Welcome and Introductions** |  |
|  | Introductions were made by all members of the ESSPG.  |  |
| 2.0 | **Chairman’s Business** |  |
|  | Ninette Harris (Sustainability Manager – Waste and Environmental Compliance) and Naomi Green (Sustainability Coordinator (WSE)) have left the university. JP Dunne (Sustainability Coordinator (Staff)) and Sally Hughes (Sustainability Coordinator (WSE)) were welcomed to the group.  |  |
|  | In the new year, the team will also welcome Tom Bray (Senior Energy Manager) and Darren Hatfield (Sustainability Manager – Waste and Environmental Compliance).  |  |
|  | The team are currently recruiting to the Head of Sustainability vacancy, the successful candidate will become the chair of the ESSPG.  |  |
| 3.0 | **Minutes from the previous meeting (Document 1)** |  |
|  | The minutes from the previous meeting were agreed as an accurate record.  |  |
| 4.0 | **Matters arising from minutes (Document 2)** |  |
|  | The action plan was updated and shared with the group.  |  |
| 5.0 | **Terms of Reference and Membership** |  |
|  | The remit was shared with the group. The remit is reviewed in the first meeting of the year by the group. SP is noted as the interim ESSPG chair, but there are no other changes to the document. The group agreed the document and this is to be uploaded to the webpages.  | **YF**  |
|  | New members were welcomed to the group. The membership document was shared with the group.  |  |
| 6.0 | **New Sustainability Ambition Statement** |  |
|  | The ambition statement has been drafted, the VC has asked Antony Long to check and tweak the document, which is in the final draft stage.  |  |
|  | The statement says that the university will deliver its vision in the most sustainable way possible. Some of the points in the statement include; achieving Biodiversity net gain by 2032 (aligned with 200 years of the university) and achieving net zero carbon emissions by 2035, which is a 67% reduction compared with 2018-19 baseline.  |  |
|  | The statement also outlines consideration of targets for all of the university’s carbon emissions. The aim is to be zero by 2050 but this still needs to be approved as part of the university strategy refresh.  |  |
|  | It is hoped that the statement will be issued early next year.  |  |
| 7.0 | **Eco Campus Management Review** |  |
|  | SP provided an overview of EcoCampus and the Management Review for new members of the group. ESSPG covers all processes of the Management Review for EcoCampus.  |  |
|  | The university has Platinum status and is working on continued improvement to environmental factors.  |  |
|  | The December 2021 external audit found six non-conformances:* Lack of spill training for maintenance staff members – action: spill training sessions took place on 18th and 25th November.
* Compliance register – action: the register has been updated with details of the Environment Act 2021.
* Outstanding non-conformances – action: Darren Hatfield is joining the Sustainability team in January 2023 and will work on closing out all outstanding non-conformances.
* Training matrix – action: the document has now been updated.
* Carbon emissions target – action: the new Sustainability Ambition statement includes information on carbon targets.
* Carbon Management group – action: The group has now been added to the Register of Roles and Responsibilities, along with the Decarbonisation group.

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|  | Internal audit schedule was shared with the group, detailing the clauses of EcoCampus and all completed and outstanding audits.  |  |
|  | A total of 141 non-conformances have been closed out since the university started using the EcoCampus system. There are 56 non-conformances open currently.  |  |
|  | The updated version of the Sustainability Leadership scorecard is available and considerations on how this might tie into the EcoCampus Management review will be made by SP, SH AND JPD in the new year.  | **SP, SH, JPD** |
| 8.0 | **Environmental Sustainability Action Plan and Indicators**  |  |
|  | SP provided an overview of the Sustainability Action Plan and Indicators for new members of the group. The progress board was shared with the group, the most progress is being made with Community & Engagement.  |  |
|  | The least progress is being made with Teaching & Research. SP is working with Colin Bain (Vice Provost for Research) to establish a Task in Finish group around research to take forward some actions in the action plan.  |  |
|  | There are 97 actions currently on the plan. There are 4 strategic areas, filtered down into 15 focus areas. Details of the indicator are then following.  |  |
|  | The document can be accessed via the Greenspace website. The team are in the process of setting up a Greenspace SharePoint where the “work in progress” document could be shared with the ESSPG group.  |  |
|  | The most recent version of the document is to be circulated with the group.  | **SP** |
| 9.0 | **People & Planet 2022**  |  |
|  | Data from 2019, when the university only scored 29% and was rated 3rd class, was shared with the group.  |  |
|  | The university has ranked 39th in the 2022 league, down from 30th in 2021.  |  |
|  | The gap analysis shows that the university have improved in a number of targets. Environmental Management systems have improved after moving to Platinum in EcoCampus. Managing Carbon has improved from 40% to 78%, supported by the Carbon Management plan. Sustainable food has increased to 90%, supported by the Food Made Good award. Staff and student engagement, and education for sustainable development, have also seen increases.  |  |
|  | The gap analysis also shows areas where improvements could be made. The People and Planet methodology was changed surrounding Ethical Investment and Banking, meaning the university scored less in this category. The university also scored 23% in Ethical Careers. Workers rights has also dropped to 45% as the university is not an accredited living wage employer, even though the living wage is paid.  |  |
|  | The largest downfall came from Energy sources and Carbon reduction, the HESA target of 43% carbon reduction from 2005 – 2021 was not successfully hit. This is down to the construction and expansion of the estate (building of the TLC and two new colleges, for example).  |  |
|  | SP has updated the gap analysis with targets for 2023. The university Ethical Investment and Banking policy could be improved by screening out companies in violation of international law. Work could be carried out with the Student Union towards continual improvement of environmental sustainability and inviting trade union members to sit on sustainability committees. Training could be provided to academic staff to hit the education for sustainable development target.  |  |
|  | SP to contact JH to discuss education on sustainable development tools that are to be uploaded to the People and Planet analysis.  | **SP** |
|  | Living wage accreditation was discussed by the group, concerns were raised by JB that the university is not living wage compliant in all areas (e.g., student workers, agency staff). SP to work with JB to focus gap analysis on living wage, with potential to produce a report in support of living wage accreditation for UEC consideration.  | **SP, JB** |
| 10.0 | **Fossil Free Careers – ECO DU** |  |
|  | Fossil free careers is a national campaign run by People and Planet, ECO DU are focussing running this in Durham. The aim of the campaign is to encourage the university to adopt an Ethical Careers policy which explicitly excludes oil, gas and mining companies from employment opportunities. This would be an expansion of the university Ethical Investment policy which is already in place.  |  |
|  | ECO DU are asking the university to avoid working with a specific list of 250 companies, and a methodology has been created to support this list which is available online. The exclusion would mean that the companies would not be able to attend university careers events. 20% of UK universities have introduced an industry-wide ban on specific companies. 4 UK universities have now banned working with fossil fuel companies entirely.  |  |
|  | A policy proposal has been created by ECO DU which is to be shared with all ESSPG members. If the policy was implemented, the university would receive an 83% score in the People and Planet ethical careers section, boosting the overall score.  | **PJ** |
|  | The main issue identified relating to the campaign is impartiality; the policy would not affect the impartiality of the Careers Services. Students could still ask for and access career advice on the listed companies, however the careers with the listed companies would not be actively advertised.  |  |
|  | The SU majority voted in support of implementing an ethical careers policy, showing that student support for the policy is present. A letter of support for the policy has been signed by all College Environment Representatives. Durham UCU branch has also voted to support the campaign. ECO DU have asked if ESSPG would be in support of drafting an Ethical Careers policy to be taken to UEC.  |  |
|  | SP confirmed that earlier in the year, an Ethical Careers policy was drafted up following a meeting with Careers Services and directors from People and Planet. However, there were issues progressing the policy as the Careers Service is supported by a third party organisation. Careers Service are getting a new director in the new year. PJ confirmed that other universities who use the same third party organisation for Careers have successfully implemented policies. RB to pick up with PJ in the new year.  | **RB** |
| 11.2 | **Environment Champion Refresh** |  |
|  | The Environment Champion network was established in 2010 and acts as a gateway between the Sustainability team and departments. Covid-19 meant that participation dipped, however a refresh has been carried out to get participants involved.  |  |
|  | There are currently 120 roles within the network, over 100 champions cover the majority of departments. There is 95% participation within the scheme.  |  |
|  | JPD shared the Environment Champion information booklet with the group and outlined the main roles and responsibilities of the champions. JPD to circulate the booklet and list of champions with group members and upload to the SharePoint site.  | **JPD** |
|  | Environment Champions are made aware of any ringfenced carbon budget for their department and can support applications to fund projects. The projects are reviewed to see how much energy and carbon could be saved completing the project.  |  |
|  | SP congratulated JPD on revitalising the Environment Champion network.  |  |
| 12.0 | **My Greenspace Movement**  |  |
|  | SP provided new group members with information on the My Greenspace App and shared the homepage with the group. Group members were encouraged to sign up to My Greenspace.  |  |
|  | “Switch off” is the campaign of the month, SH has been working on communications encouraging the university community to conserve energy where possible and encourage behaviour change. SH has worked with Marketing and Communications to broadcast the campaign on online services, the Greenspace app, screens across campus, online newsletter and other sources.  |  |
|  | It was noted that considerations need to be made to make the app more accessible for students to log their weekly data. This will be raised in the quarterly meeting with the app developers, taking place later in the month.  |  |
|  | The annual Greenspace Festival took place over the summer at Collingwood College. It has been agreed that the Victor of the Varsity competition will get the opportunity to host the Greenspace Festival the following year. Grey College will host the 2023 festival, dates are to be confirmed.  |  |
|  | CVS gave an introduction to the Durham Climate Society to the group. This included information on the 3 pillars of inform, connect and impact. The society has run 4 events, each event has had 240 attendees. The society has over 200 student members. There are more events planned for 2023 and details of these were shared with the group, ESSPG members were welcomed to join the group.  |  |
|  | CVS is working on creating a statement for all JCR presidents to sign to set a target for net zero, along with guidelines on how this can be worked on and achieved. A draft is available on [www.durhamclimate.com](http://www.durhamclimate.com) and this is due to be redrafted in the new year.  |  |
|  | SP to pick up student engagement opportunities with departments and consider essay competitions in the new year.  | **SP**  |
|  | A short online course on the Greenspace Movement is being developed which will provide information on Greenspace and how to get involved. There would be an opportunity for open modules on sustainable development to be included in the online course. SP to work with departments and DCAD to create a generic course to include in the module.  | **SP**  |

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| 13.0 | **Short Verbal Updates**  |  |
| 13.1 | **Integrated Sustainable Travel Plan**  |  |
|  | YF shared details of the 2022 Travel Survey results. There were 449 responses altogether. The travel plan was last updated in 2019 and requires an update to include details of the hybrid working model.  |  |
|  | There has been an increase in cycling across the university. With not so many people working onsite, figures for walking have decreased and the actual percentage of staff driving on their own was 34.58%, lower than the target of 49%.  |  |
|  | There is a higher percentage of students walking, according to the results. Number of cyclists has decreased and will be investigated as to why.  |  |
|  | There is potential for a car sharing module to be included on the Greenspace app next year, encouraging staff and students to car share more by allowing students/staff to make arrangements with others who live on their route.  |  |
| 13.2 | **Carbon Management**  |  |
|  | The Estates Decarbonisation group has now been established and is chaired by Ian Rooney, Director of Construction Services. Group meets on a monthly basis and feeds into the Carbon Management group, chaired by David Loudon, Director of Estates and Facilities.  |  |
| 13.3 | **Catering** |  |
|  | The Sustainable Food Association Food Made Good award has been received at 1 star. Catering are scoring some of the highest in the country on the People and Planet league boards.  |  |
| 13.4 | **Biodiversity**  |  |
|  | The new Biodiversity strategy is due to be launched on 16TH January 2023, all ESSPG members are invited to the launch. The launch will take place at the Botanic Gardens.  |  |
| 13.5 | **Procurement and Fairtrade**  |  |
|  | Fairtrade fortnight will take place in February 2023, the Ethical Procurement steering group will need to meet beforehand in January to discuss plans. The Sustainability team will coordinate resources and planning.  |  |
|  | The multi-purpose product OdorBac Tec is currently being trialled at 5 sites across the university. The substance in the bottles is all environmentally friendly and comes with a COSHH certificate. The plastic bottles, once empty, are recollected and reused. Looking at the cost in use, the product is cheaper overall.  |  |
| 13.6 | **Energy and Water** |  |
|  | A Utilities Task in Finish group has been established, looking at different ways to reduce energy and water use in the current energy crisis.  |  |
|  | The initiatives currently being worked on include: * Loft insulation
* Solar PV – programme of potential schemes being developed and potential to implement next year
* Draft proofing
* Audio visual information screens across campus – automatic shutdown refresh may be possible. JS to look into with the AV team
* AV conditioning settings – to be picked up with the Networking team
 | **JS**  |
|  | The work that MC and MH carry out to keep energy and water monitoring systems productive was highlighted to the group.  |  |
|  | Accessibility of the energy and water dashboard needs to be considered in the new year, as it needs to be refreshed. The Sustainability team are going to look at how to best present this data. Figures on waste can also be incorporated on the dashboard.  | **SP**  |
| 13.7 | **Waste**  |  |
|  | The new Sustainability Manager for Waste and Environmental Compliance will start in January 2023.  |  |
|  | Green Move Out took place over the summer which was a success. The Green move in took place this year for the first time in 3 years. Looking to roll out both schemes in 2023.  |  |
|  | JPD to pick up excess furniture at Queens Campus with NT and MH to see what options are available for removal.  | **JPD**  |
| 13.8 | **CIS** |  |
|  | Recently switch laptop and phone supplier to the Stone Group, who have a contractual obligation to take back any unused kit, refurbish and resell this or give this away for free, both nationally and internationally, for various projects.  |  |
|  | Field and network teams are being encouraged to use the electric bike or walk to different locations. Looking at virtual training instead of sending people to courses, no accommodation fees or travel would be involved.  |  |
| 14.0 | **Any other business**  |  |
|  | “Tred” is a company that uses bank cards to track an individuals carbon footprint. CVA has arranged for the founder to give a talk to the Durham Climate society and collaborate with the university to provide students with cards. SP asked CVS to ensure details of the agreement are clear before anything formal is agreed. A separate meeting between PM and CVS will be used to discuss further.  | **PM, CVS**  |