

Meeting Name	Sustainability Strategy	Session	20/21
Meeting Chair	Niamh Lamond	Date	29/05/25
Location	Abbey Committee room / Zoom	Time	14:00

#### Meeting Objective

To review the EMS Management review, and changes to policy and ToR.

#### Present for Meeting

Present	Name	Position
Y	Niamh Lamond	COO and Registrar
Y	Helen Griffiths	PVC (Research & Innovation)
Y	Teifion Maddocks	Sustainability Manager
Y	Greg Ducie	Director of Estates and Campus Services
Y	Katie Horsburgh	Sustainability Officer
Y	Ian Walker	Professor- FMHLS
Y	Mark Hughes	FSE
Y	Greg Barber	FMHLS
Y	Fern Davies	Sustainability Lead (SOM)
Y	Sarah Jones	CFO
Y	Mari Hooson	Senior Communications Officer
Y	Marzia Sartori	Wellbeing Officer (Students Union)
Y	Phil Brophy	Curriculum transformation programme manager

#### In Attendance

Name	Position

#### Apologies

Richard Milligan, Justin Searle

#### Circulation

#### Meeting Agenda

Topic	Owner
1 - Previous minutes and Actions	
2 - Horizon scanning- External factors	
3 - Internal Performance and Changes	
3.1 Sustainability Policy update	TM
3.2 ISO 14001 accredited EMS corporate management review	TM, KH
3.3 Path to Zero carbon management plan update	TM
3.4 Campus sustainable food research	IW
3.5 Terms of Reference update	NL
3.6 Sustainability Team redesign update	GD
4 - Discussion and recommendations – is strategy still fit for purpose?	
5 - AOB	

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Minutes of Meeting					
Tracker No.	Agenda Item	Discussion / Decision / Action	Notes	Owner	Planned Completion
475	1 - Previous minutes and Actions	Discussion	Updates on minutes and actions. Action 450: The Estates team are looking into the scope and categories of water use and where to target for reductions. Known leaks have been rectified which should reduce usage. There are external schemes and initiatives available which have been explored, but costs and logistics are a challenge.		
476	1 - Previous minutes and Actions	Discussion	Action 473: Library of Things rejected by Space committee due to safety, costs, and resources. The proposing team have spoken to Swansea LoT who could run a 'satellite library' on Bay campus using their existing risk assessments etc. MS mentioned that the SU offices and storage rooms are used for a similar project on a smaller scale and using existing space. Could look into SU space and link with them on a solution (e.g. volunteers). We could also look into other university case studies. Solutions for the LoT need to go back to space committee.		
477	1 - Previous minutes and Actions	Action	GD and TM to bring practical measures for reducing water consumption to the next meeting.	GD, TM	TBC
478	3.1 Sustainability Policy update	Discussion	Minor updates to the Sustainability Policy are brought to the group for feedback, including terminology and staff and student figures, but no changes to policy statements. HG notes we could add behavioural research expertise from IW's perspective into the research summary of the policy.		
479	3.1 Sustainability Policy update	Discussion	Policy approved following additions from the group. This can now be sent to the VC by KH for approval and signing.		
480	3.2 ISO 14001 accredited EMS corporate management review	Discussion	EMS annual performance review is shared ahead of the upcoming ISO14001 audit. This includes a summary of environmental performance (adverse events, emissions, energy and water use, renewable generation, league tables, and learning and engagement).		
481	3.2 ISO 14001 accredited EMS corporate management review	Discussion	OGSM performance is summarised. People & Planet score is currently the only area not on target (21st position, when the 24/25 target was 7th). Environmental adverse events are summarised and common actions discussed, including spill costs being recharged to external groups (First), and the ongoing chemical amnesty.		
482	3.2 ISO 14001 accredited EMS corporate management review	Discussion	Learning and Training summarised. SDG curriculum mapping work can link with previous actions on Curriculum transformation and webpages work for marketing.		
483	3.2 ISO 14001 accredited EMS corporate management review	Discussion	LEAF achievements are summarised, and more funding bodies are now asking for LEAF accreditation. GB and MH mention that we should look at how can we support labs to achieve the awards with reduced resources. Offsetting requests are also being included in funding requirements (e.g. Wellcome Trust). The University currently has no official recommendations on offsetting but are proposing buying external and recharging via budget codes. This is built into cost of project.		
484	3.2 ISO 14001 accredited EMS corporate management review	Discussion	League table performance is summarised, and HG questions the ceasing submissions to the THE SDG report. This decision to stop submitting was confirmed at the League Table sub-committee in collaboration with PSPU in the face of reducing resource. Any further comments or recommendations in the Management Review are welcome to be sent to TM or KH and will be recorded as part of the review when published.		

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485	3.3 Path to Zero carbon management plan update	<b>Discussion</b>	Path to zero update is presented, summarising Scope 1, 2, and 3 reductions from baseline to 23/24. Scope 1 and 2 = 39% reduction (to 10,788tCO <sub>2</sub> e), scope 3=23% reduction (to 69,802tCO <sub>2</sub> e). Total emissions =25% reduction since baseline. These are all near to or on target.		
486	3.3 Path to Zero carbon management plan update	<b>Discussion</b>	Forward plans include improvements on the district heat network, and an application for a second round of digarbon funding. There is £10 million available for universities and FE. Universities will be allocated 75% of this and possibly more. This could also be more than £10 million depending on interest. We are going to apply for £9 million, prioritising completion of the District heat network decarbonisation and other supporting projects.		
487	3.3 Path to Zero carbon management plan update	<b>Discussion</b>	NL notes that the Carbon trust report originally stated £100 million decarbonise, but it is good to see there are external funding opportunities available despite low capital investment. Credit to those who prepare the applications.		
488	3.3 Path to Zero carbon management plan update	<b>Discussion</b>	Graphics presented demonstrating emissions predictions based on funding success and ongoing projects. ASHP decreases in heating emissions shown. Electricity usage projections (using predicted grid decarbonisation and carbon factors) show that we won't reach net zero without offsetting. Grid decarbonisation is out of our control, but a green tariff would contribute to reductions, however cost is high and therefore not viable at the moment. There could be additional funding not yet released to help us achieve the remaining emissions reductions.		
489	3.3 Path to Zero carbon management plan update	<b>Discussion</b>	NL notes that these are encouraging reductions based on a few years ago, but funding is vital to future improvements. This is important information to take to funders and internal finance teams. SJ notes that it would be interesting to see the financial implications of emissions reductions and consumption reductions. We could market and communicate our successes and forecasts.		
490	3.3 Path to Zero carbon management plan update	<b>Discussion</b>	Mark H notes that the space optimisation project could also contribute to reductions, and could be added to our message and marketing. GD mentions that reductions aren't linear in terms of space optimisation and therefore harder to predict.		
491	3.3 Path to Zero carbon management plan update	<b>Discussion</b>	Possibilities for some buildings or land to come back into our scope e.g. Ty Beck and Bay residences aren't currently in our scope 1 and 2, it's in Scope 3, but this could come back into Scope 1 and 2 and this would influence our predictions.		
492	3.3 Path to Zero carbon management plan update	<b>Discussion</b>	TM shows benchmarking against the UK average in Higher Education in terms of grid electricity and natural gas consumption emissions (kgCO <sub>2</sub> e). Research intensity may contribute to why we are higher in areas. 80% of our total emissions are Scope 3, and the supply chain makes up the majority of these. This includes IT, business services, medical equipment, and travel.		
493	3.3 Path to Zero carbon management plan update	<b>Discussion</b>	Reusing equipment and reducing initial procurement will help reduce this. These are currently calculated on cost and an emissions factor used to calculate carbon equivalent based on national averages. SJ notes that upcoming potential investment in digital infrastructure may have a negative impact on emissions.		
494	3.4 Campus sustainable food research	<b>Action</b>	HG asks if we could look into if there are any student projects in the area of sustainable food/plant-based attitudes to assist this? IW to investigate and bring back to next meeting.	IW	TBC

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495	3.5 Terms of Reference update	<b>Discussion</b>	Committee ToR are updated and reviewed to reflect membership changes. Agreed that there is good coverage of staff from different teams, and updated ToR can be published. NL questions the Union membership and notes that union reps are currently very busy.		
496	3.5 Terms of Reference update	<b>Action</b>	NL to raise Union representation at the Sustainability committee in the JNCC.	NL	TBC
497	3.6 Sustainability Team redesign update	<b>Discussion</b>	The group are updated on the Sustainability team redesign, including reduced resource, some workstreams stopping, but retaining key aspects like compliance. We need to emphasise to different groups within the university that some workstreams will have to stop or reduce, and there will be gaps. We are currently recruiting to an existing vacancy within the team.		
498	4 - Discussion and recommendations – is strategy still fit for purpose?	<b>Discussion</b>	The Sustainability Strategy is discussed, and themes and commitments may have to be adjusted due to resources. Wider responsibilities can also be added to the strategy to reflect changes in structure and ensure ownership.		
499	4 - Discussion and recommendations – is strategy still fit for purpose?	<b>Discussion</b>	PB notes challenges in Learning and Teaching, with no ongoing resource in Curriculum Transformation to continue the sustainability element as there is no obvious home for it. Input from other teams and their redesigns will be needed.		
500	4 - Discussion and recommendations – is strategy still fit for purpose?	<b>Discussion</b>	NL notes that the new Sustainability Strategy will need to be reviewed and be realistic to constraints. We will need to assess continuity of existing commitments, crossover with other strategies (e.g. PSPU), and reducing duplication. The Sustainability Strategy should be reviewed in a future meeting.		

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New and Open Actions					
Tracker No.	Agenda Item	Discussion / Decision / Action	Notes	Owner	Planned Completion
320	1 - Previous minutes and Actions	Action	Explicit statements about sustainable travel options to be incorporated into the ongoing Travel Policy review. E.g. highlighting the Travel Hierarchy, and booking flights will require offsetting. 27/02/25 update: To be taken forwards with TM and SJ. Possibility to include comments on other, cheaper modes of travel (e.g. train) and state that air travel should only be if absolutely necessary.	SJ, RM	TBC
477	1 - Previous minutes and Actions	Action	GD and TM to bring practical measures for reducing water consumption to the next meeting.	GD, TM	TBC
438	2.1 OGSM update	Action	DW (and/or Justin Searle) to link with TM on whether utilising the Fabian Way Amazon rainwater collection surplus may be possible.	TM	TBC
460	3.3 QS Sustainability results	Action	KH and TM to look into relevant micro-credential courses and where we can publish these online to contribute to league tables. 29/05/25: PB to send micro credentials courses information to TM and KH.	KH/TM	TBC
494	3.4 Campus sustainable food research	Action	HG asks if we could look into if there are any student projects in the area of sustainable food/plant-based attitudes to assist this? IW to investigate and bring back to next meeting.	IW	TBC
496	3.5 Terms of Reference update	Action	NL to raise Union representation at the Sustainability committee in the JNCC.	NL	TBC
473	5 - AOB	Action	General support for the Library of Things, and this should be taken back to Space Committee for review with solutions based on comments.	FD	TBC

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Actions Closed at this Meeting					
Tracker No.	Agenda Item	Discussion / Decision / Action	Notes	Owner	Planned Completion
405	1 - Previous minutes and Actions	Action	IW to look into using the Food and Nutrition group to advise on the P&P sustainable food criteria and assess appetite for a plant-based outlet on campus. 27/02/25: IW has looked into this. KH to link with IW on this and integrate with P&P information. 29/05/25: IW has been looking into conducting food and nutrition research with students to assess appetite for a plant-based outlet, and this has progressed with Jennifer Gatzemeier. GD has also reached out to Sarah Clifford for collaboration with Chartwells and commercial viability.	IW	TBC
411	3.1 People & Planet League table review	Action	KH to check the figure for academic staff on fixed term contracts that was stated by People and Planet based on HESA data. 27/02/25: Data shared with the committee. IW to check whether this includes teaching fellows and whether we can influence this. 29/05/25: IW has looked into the HESA data and its sources, and it does include all academic staff. These criteria can be passed over to Louisa Parry and team as they have better visibility of this data.	KH/IW	TBC
444	3.1 Sustainability Marketing & student experience	Action	KH to circulate the Go Green Week 2025 video with the group.	KH	10/03/2025
450	3.2 People & Planet 2025	Action	TM and GD to look into water use data and possible solutions. TM to bring this back to the committee with support from Carbon & Energy Manager.	TM/GD	TBC
451	3.2 People & Planet 2025	Action	TM to link with the Students Union (TW and MS) to assess the options for plant-based pop-ups with the Students Union.	TM/MS	TBC
459	3.3 QS Sustainability results	Action	KH to look at sustainability webpages, and where we can house/streamline QS submission information. 29/05/25: information for QS added to 2 locations on the Sustainability webpages.	KH	15/04/2025
461	3.3 QS Sustainability results	Action	KH to link with MH and CS to look into how to get information relating to research outputs, curriculum reform, UN PRME, and graduate attributes onto the webpages (linking to SDG webpage profiles). 29/05/25: Webpages have been identified to house this information, and we are speaking to those who own the pages to be able to get the relevant information shared.	KH/MH/CS	TBC
462	3.3 QS Sustainability results	Action	IW and FD to look into how sustainability could be added into Module template updates for increased visibility. 29/05/25: IW, PB, FD confirm sufficient coverage of sustainability in module templates and pro-formas. This can be reviewed in a year after CT work.	IW/FD	TBC
463	3.4 Student National Sustainability Survey (SOS-UK)	Action	KH to circulate the results of the SOS-UK Student Sustainability Survey to the committee, marketing teams, and SEA. 29/05/25: KH to send SOS-skills survey results to PB, and he will take this to the Education enhancement committee.	KH	TBC
470	3.5.1 ULEV changes to parking permits	Action	TM and MH to work on a comms piece to introduce the new ULEV parking permit threshold and promote alternative options, including how to check if your vehicle is a ULEV, examples of ULEV options, and where any additional money will be spent as a result of this change. 29/05/25: comms issued via the staff intranet.	TM/MH	TBC