

Sustainability Committee
9 January 2020

MINUTES

In Attendance	
Ian McManus (IM) - Chair	Director Estates, Facilities and Capital Development
Garry Pritchard (GP)	Assistant Director Estates and Facilities (Infrastructure & Maintenance)
Nick Davie (ND)	Assistant Director Estates and Facilities (Property and Space Management)
Paul Monk (PM)	Waste Manager
Richard Hallsal (RH)	Assistant Director, Estates and Facilities Capital Development
Anna Ilieva (AL)	Digital Marketing Assistant
Bex Grosham (BG)	Barts Cancer Institute
Mike Wojcik (MW)	Chief Executive Officer, Student Union
Philip Tamuno (PT)	Head of Sustainability
Thomas Stockton (TS)	Sustainability Coordinator (Student Union)
Bronwen Eastaugh (BE)	Student Engagement Manager
Samantha Osborne (SO)	Communications Officer (Internal)
Lorna Ireland (LI)	Deputy General Manager
Mike Digby (MD)	Head of Security and Emergency Planning
Ed Oliver (EO)	Cartographer
Secretary	
Jamal Mohammed (JM)	Sustainability Support Officer
Apologies	
Steve Exley (SE)	Assistant Director Estates and Facilities (Security & Business Continuity)
Jackie Dawes (JD)	School Manager, School of Engineering and Materials Science
Andrew Gladin (AG)	Deputy Director of Finance
Talhah Atcha (TA)	QMSU President
Lara Fothergill (LF)	Head of Administration
Vipul Bhakta (VB)	Principal Laboratory Manager
Simon Barlow (SB)	Marketing Manager
Richard Frost (RF)	Building Services and Commissioning Manager
Bahar Shahin (BS)	Head of Procurement

1. Apologies

2020.000	As above.
2. Declarations of Interest	
2020.001	There were no declarations of interest.
3. Minutes of the Previous Meeting	
2020.002	The Committee adopted the minutes of the previous meeting held on 9 October 2019.
2020.003	The Chair will be added to those that sent their apologies to for the previous meeting
4. Matters Arising/ Actions	
2020.004	The Head of Sustainability confirmed that feedbacks on the environmental sustainability policy were received from the Students Union, some faculties, The Chair, the Assistant Director of Estates and Facilities (Infrastructure and Maintenance) and other stakeholders. These feedbacks have been incorporated into the version of the policy that was presented to the Group. PT
2020.005	Waste campaign and strategy sub meeting will take place at the beginning of February 2020. The waste management strategy to be aligned with the environmental sustainability policy. PM
2020.006	A draft factsheet of how to store and dispose of various waste streams was circulated to the all members of the Committee. PM
5. Terms of Reference	
2020.007	The Head of Sustainability confirmed that the previous terms of reference sent to all members of the committee prior to this meeting. The feedback received from Assistant Director (Capital Projects and Property and Planning) have been implemented into the revised Terms of Reference. PT
2020.008	The Chair stated that Vice-Principal for Policy and Strategic Partnership, Philippa Lloyd is the executive lead for sustainability.
2020.009	The Chair stated that QMSE in the terms of reference be replaced with Senior Executive Team (SET). IM
2020.010	All EAF AD's will become members of the Committee. IM
Action	Head of Sustainability to arrange a meeting with the Vice Principal Policy and Strategic Partnership to discuss the Sustainability Committee. PT
Action	Updated Terms of Reference to be presented to the ESB. PT
6. Environmental Sustainability Policy	
2020.011	The policy was endorsed by the Committee and the policy will subsequently be presented to the ESB and then SET for approval.
Action	Environmental sustainability policy to be presented to ESB. PT
7. Sustainable Food and Catering Policy (for approval)	
2020.012	The sustainable food and catering policy details our commitment in this area of our operation and it will be used as the basis of all future procurement and commissioning processes. PT

2020.013	The Chair stated that the sustainable food and catering policy been a sub-policy of the environment policy and can be signed-off by the sustainability committee. IM
2020.014	This sub-policy can be endorsed at the Estates and Facilities. IM
2020.015	The Head of Sustainability confirmed that the content of this policy was developed in conjunction with the Head of Catering and Hospitality Manager. PT
2020.016	The Sustainable Food and Catering Policy was approved by members of the Sustainability Committee. All
Action	Approved policy to be printed and displayed across all catering outlets. JM
8. Environmental Management Strategy Overview (Structure)	
2020.017	The environmental management strategy overview details the scopes and aspects of our environmental sustainability strategy. This strategy will be the framework on which we deliver our environmental objectives, comply with all relevant environmental regulations and enhance our resilience to the adverse impacts of climate change. The Head of Sustainability stated that key performance indicators (KPIs) will be included in the final version of this strategy. These KPIs will be used to monitor our environmental performance. The baseline on which this strategy will be developed is our 2018/19 environmental footprint (performance). PT
2020.018	The Chair highlighted to Committee that the gas used at the Charterhouse Square Campus significantly increased between 2018/19 and 2019/20 and need challenging. IM
2020.019	Head of Sustainability stated that the data on energy consumption is based on energy invoices and Charterhouse Square gas consumption as well as our current trend of energy use will be investigated further. PT
2020.020	The challenges associated with ownership and responsibilities of energy used at building used by multiple occupier groups will make it difficult to identify areas for improvement and quantify the benefits of good energy practices that has been implemented by any of the occupants of these buildings. BE
2020.021	The Students body may not be able to involved in national and international environmental campaigns scheduled to be held outside the academic period. BE
2020.022	National Campaigns may run continuously and a scheduled programme will be developed with input from the SU. BE
Action	Environmental sustainability strategy overview to be presented to the ESB. PT Environmental sustainability strategy to be presented at the next SC meeting scheduled for 29 April 2020. PT
9. Energy performance and Budget (Quarter 1 2019/20)	
2020.023	The Head of Sustainability reported to the Committee that the energy performance and budget performance report presents an overview of our current against target energy reduction profile. PT
2020.024	The Chair informed the committee we are a University with significant growth ambition. As the University grows so will the energy consumption, therefore absolute reduction will be challenging. IM
2020.025	The Chair summarised the report that the electricity and gas used across the campuses between August and October 2019, are in line to use 4,585,735 kWh (14.1% higher) more electricity than projected and 2,435,277 kWh (7.5% lower) less gas than budgeted by the end of the current academic year. This implies that if the current trend is maintained we will be in line to spend £688,138 over our 2019/20 energy budget. IM

2020.026	The year-end projected over-spend of £688,138 is partly due to unit price increase and energy consumption over target reduction. PT
Action	Head of Sustainability to breakdown the energy performance reports to Campus level for subsequent meetings. PT
10. Implemented Energy Efficiency Projects	
2020.027	<p>The Head of Sustainability presented an overview of the performance of implemented energy efficiency projects.</p> <p>The funding sources for these projects are:</p> <ul style="list-style-type: none"> • Salix Energy Efficiency Loan: £2,138,933 • Capital Projects with Consequential Energy Efficiency • Four-Year Building Energy Management SLA with Carbon Numbers: Year 1 Target: £205,891 <p>The forecast savings projected for 2019/20 was £740,769 which was presented to FIC in September 2019.</p>
2020.028	<p>The following projects were discussed based on estimated annual cost savings, electricity reduction/increase, gas reduction/increase, completion date and project performance:</p> <ul style="list-style-type: none"> • Graduate Centre Combine Heat and Power (<i>commission pending</i>) • Arts Two Ground Source Heat Pump (<i>currently being from Nov 19 monitored</i>) • Francis Bancroft: Refurbishment (<i>not yet completed</i>) • Abernethy Building: Glazing (<i>under-performing</i>) • Maynard House: BMS & Lighting Upgrade (<i>performing</i>) • Varey House: BMS & Lighting Upgrade (<i>performing</i>) • Computer Science: Building Management System (<i>under-performing</i>) • Richard Feilden: BMS & Lighting Upgrade (<i>performing</i>) • Lindop House: BMS & Lighting Upgrade (<i>under-performing</i>) • Pooley House: BMS & Lighting Upgrade (<i>performing</i>) • Beaumont House: BMS & Lighting Upgrade (<i>under-performing</i>) • Drapers Hall & QMotion: Lighting Upgrade (<i>under-performing</i>) • Geography: Pipework Insulation (<i>under-performing</i>) • Charterhouse: BMS Upgrade (<i>currently being from Nov 19 monitored</i>) • Charterhouse Dawson Hall: CHP 1 (<i>under-performing, to be re-commissioned</i>) • Charterhouse Dawson Hall: CHP 2 (<i>commission pending</i>)
2020.029	Carbon Numbers Estimated Annual Cost Savings: £205,891 / Year will be discuss in more detail.
2020.030	Confirmation of project completion and commissioning will reflect the estimated annual savings.
2020.031	Head of Sustainability stated that a significant proportion of the larger projects (particularly CHP projects) have under-performed. Therefore, adequate and effective mitigation measure will be incorporated into all subsequent energy efficiency projects to avoid the re-occurrence of such a scenario. PT
2020.032	The Chair stated that all service performance contracts, procuring energy saving projects and energy service delivery contracts need to be more robust as we do not want to be in such a situation in which projects under-performances significantly against target. IM
Action	The performances of the Tranche 2 projects will continue to be monitored against anticipated savings. PT
Action	All completed and on-going capital projects with associated energy efficiency savings to be communicated to the Head of Sustainability. RH
11. Student Union (update summary report)	

2020.033	<p>Students' Union Sustainability Action Plan</p> <p>Sustainability Coordinator reported to the group that the Students Union has developed an Action Plan. The priorities identified through 2019-19 NUS Green Impact Report, 2019-19 NUS Green Impact Report and Student Council. The Action Plan contributes to the Students' Union's 2017-2020 Strategic Plan and the Action Plan will be made publically available to staff and students via a website. The areas of focus will be:</p> <ul style="list-style-type: none"> • Food waste stream • Waste and recycling • Staff inductions • Local organisations with sustainability projects • Students collaboration to lobby the University for a sustainability strategy • Embed sustainability in the curriculum • Collaborate with Local Council
2020.034	<p>NUS collaboration</p> <p>The Students' Union has recently been working with the National Union of Students on sustainable procurement and sustainability more widely. This process has featured site visits and a staff away day at the NUS offices in Macclesfield.</p>
2020.035	<p>Reuse Scheme</p> <p>123 students donated in December 2019, triple the number from December 2018. Items stored on-site over winter break but permanent on-site storage option ahead of Semester 2 version of scheme will be required. The SU also recently organised a Reuse Fair and a Clothes Swap Event, in which 40 students attended and 300 items of clothing were donated generating £77 for charity.</p>
2020.036	<p>Community Environmental Volunteering</p> <p>The SU and Friends of Tower Hamlets Cemetery participated in a bulb planting day. In addition, 15 students helped at the first canal clean-up of the year organised by the SU. TS</p>
2020.037	<p>The Chair suggested that committee members should participate in subsequent Canal Clean-Up activities and that invitation for these events should be circulated by the SU. IM</p>
2020.038	<p>QMUL Public Engagement</p> <p>QMSU and QMUL Public Engagement team to collaborate on the adoption of the canal. TS</p>
Action	<p>Invite to subsequent Canal clean-up should be sent to all Committee members. TS</p>
12. Waste Management (update summary report)	
2020.039	<p>Waste Manager reported to the group:</p> <p>Waste fencing completed, more opportunities for additional fencing Waste recycling station in common areas completed. Waste and recycling bins to be recorded. Coffee cup recycling campaign to be launched at the end of Jan 2020. Warpit demo at the end of January, invitations will be circulated. The company Reyooz now piloted to reuse larger furniture items from QM refurbishments. BHF report received to be circulated, 75% increase in donations. PM</p>
Action	<p>BHF report to be circulated to the Committee. PM</p>

Action	New waste and recycling stations locations list to be circulated. PM
13. Sustainable Procurement	
2020.040	Non-attendance.
14. Electricity and Gas Procurement Strategy (from Oct 2020)	
2020.041	Head of Sustainability reported that the Electricity and Gas Procurement Strategy is currently ongoing. Relevant stakeholders will meet at the end of the month to explore our energy procurement strategy from October 2020. PT
Action	A report will be presented to the committee whenever our energy procurement strategy has been adopted. PT
15. Salix Tranche 3 – Application	
2020.043	<p>The Head of Sustainability presented an overview on Energy Efficiency Loan Application: Salix (£2,465,509) over 5 years – Tranche 3 projects. The main focus on the Tranche 3 projects are energy use and carbon emissions, costs and budget impact, energy efficiency funding, project scope, energy reduction, project management and delivery.</p> <p>2018/19 QMUL's Carbon Footprint related to electricity emission of 9,249 tCO₂e and gas emission of 5,458 tCO₂e used across campus. A projection of £5.4 Million spend on electricity and a spend of £1.4 Million on gas (based on August and November 2019 consumption).</p> <p>The Salix's Tranche 3 are as follows:</p> <ul style="list-style-type: none"> • Joseph Priestley Plate Heat Exchangers • Building Management System Upgrade: Mile End • Building Management System Upgrade: Whitechapel • Lighting Upgrade: Whitechapel <p>Carbon Numbers has provided assurance that it will reimburse QMUL for any under-performances associated with any aspects of the Tranche 3 projects. PT</p>
Action	The application for this £2,465,509 loan will be processed via QMUL's governance and scheme of delegation procedure. PT
16. Any Other Business	
2020.045	None
17. Date of Future Meeting	
2020.046	29 April 2020