

**Sustainability Committee**  
**22 July 2020**

**MINUTES**

<b>In Attendance</b>	
Philippa Lloyd (PL) <b>Chair</b>	Vice-Principal (Policy and Strategic Partnerships)
Ramsay Richmond (RR)	Executive Manager, Innovation And Enterprise Unit
Philip Tamuno (PT)	Head of Sustainability, Estates and Facilities
Megan Annetts (MA)	Acting President Barts and The London, Students Union
Bronwen Eastaugh (BE)	Student Engagement Manager, Students' Union
Timothy Lee (TL)	Technical Manager, Estates and Facilities Directorate
Garry Pritchard (GP)	Assistant Director Estates and Facilities (Infrastructure & Maintenance)
Susan Sabeva (SS)	Facilities Manager, Estates and Facilities
Thomas Stockton (TS)	Sustainability Coordinator, Student Union
James Bradley (JBr)	Lecturer in Physical Geography, Geography
David McCoy (DM)	Professor of Global Public Health, Blizard Institute
Kalpana Chaturvedi (KC)	Assistant Director, Business Development, Innovation And Enterprise Unit
Mike Wojcik (MW)	Chief Executive Officer, Students' Union
Thomas Barringer (TB)	Unison Representative
Beatrice Ndukaeze (BN)	Unison Representative
Steve Exley(SE)	Assistant Director Estates and Facilities (Security & Business Continuity)
Nick Davie (ND)	Assistant Director Estates and Facilities (Property and Space Management)
Martin Sharp (MS)	Data Analyst, Institute of Health Sciences Education
Emanuela Nova (EN)	Placement Officer, Economics
Richard Frost (RF)	Building Services and Commissioning Manager
Emily Burns (EB)	Director of The Centre For Public Engage, Office of The Principal
<b>Secretary</b>	
Jamal Mohammed (JM)	Sustainability Support Officer
<b>Apologies</b>	
Ian McManus (IM) <b>Vice Chair</b>	Director of Estates, Facilities and Capital Development
Caterina Gennaioli (CG)	Senior Lecturer Environmental Economics, Business And Management
Sean O'Connor (SOC)	Head of Global Projects and Policy and Executive Officer (International)
John Iveson (JI)	Assistant Director (Commercial Services)
Panny Martin (PM)	Head of Directorate Support

Andrew Harmer (AH)	Senior Lecturer In Global Health, Institute Of Health Sciences Education
Richard Halsall (RH)	Assistant Director, Estates and Facilities Capital Development
Martin Donkin (MD)	Immigration Compliance Officer, Student Administration
Sophie Harris (SH)	Assistant HR Director of Organisational Effectiveness
Paul Lambert (PL)	Head of Health and Safety, Estates & Facilities
Felix Agyemang (FA)	Finance Partner, Finance
Sadhvi Dar (SD)	Senior Lecturer in CSR and Business Ethics, School of Business and Management
Rebecca Bates (RB)	Lecturer In Environmental Law, School of Law
Kate Heppell (KH)	Professor Of Physical Geography, Geography

<b>1. Apologies</b>	
2020.061	As above.
<b>2. Declarations of Interest</b>	
2020.062	There were no declarations of interest.
<b>3. Minutes of the Previous Meeting</b>	
2020.063	Approved.
<b>4. Matters Arising/ Actions</b>	
2020.064	<p><b>003: Environmental Sustainability policy to be presented to ESB</b></p> <p>The Chair stated that the Environmental Sustainability policy had been endorsed at an earlier meeting of the Sustainability Committee and Estate Strategy Board meetings.</p> <p>This policy would be presented to the Senior Executive Team (SET) for approval (PL)</p>
2020.065	<p><b>015: Update on Joseph Priestley energy efficiency project</b></p> <p>In the absence of IM, ND was not aware of the position on the energy saving project in the Joseph Priestly Building.</p> <p>Post meeting note: because of budget issues, the energy efficiency measures have not yet been implemented. The proposal is to tackle this work as part of the Chemical Engineering Research Labs project in this building which requires a number of plant and BMS upgrades</p>
2020.066	<p><b>009: Completed and on-going capital projects (energy efficiency)</b></p> <p>RF reported that the projected energy efficiency savings associated with the combine heat and power plants (CHPs) have been adversely affected by the partial closure of our buildings due to the current COVID-19 pandemic. The CHPs at the Charterhouse Square and Mile End Campuses are not operational, as there has been only limited heat and domestic hot water demand. Boilers are currently being used as substitutes for these CHPs.</p> <p>TL reported that air conditioning units would be used across our campuses as one of the options to minimise the transmission of COVID-19.</p>

	<p>JB enquired if it is more financially and energy efficient to run boilers instead of these CHPs?</p> <p>RF and TL said that an appraisal report would be prepared in response to JB's query.</p>
2020.067	<p>QMUL adopted a 15-year 34% carbon reduction target against its 2004/05 carbon footprint. As at the end of the 2018/19 academic year; we had achieved this target and the current partial closure of our campuses during the 2019/20 academic year as a result of COVID-19 implies that we will significantly out-perform this target. (PL)</p>
<b>ACTION</b>	<p>A paper should be prepared and presented at the October 2020 meeting. This paper should contain the performance compared to design specification of the three combine heat and power plants (CHPs) including the Joseph Priestley energy efficiency projects. (RF &amp; TL)</p>
<b>ACTION</b>	<p>A report of QMUL's carbon footprint and the performance of the Tranche 2 energy efficiency projects will be presented at the October 2020 meeting. (PT)</p>
<p><b>5. Environmental Sustainability Action Plan (Paper SC01-22-07-20)</b></p>	
2020.068	<p>The Environmental Sustainability Action Plan (ESAP) has been developed and structured to enable Queen Mary to deal with its immediate environmental challenges and lay the foundations to help us be better placed to develop a longer-term environmental sustainability strategy over the next two to three years. (PL/PT)</p>
2020.069	<p>The Head of Sustainability reported to the Committee that the Action Plan is our immediate and short-term response to the current and emerging environmental risks and challenges we face. This plan also details QMUL's six-year 30% carbon reduction target against its 2018/19 baseline. (PT)</p>
2020.070	<p>The Chair stated QMUL has an Ethical Investment Policy that was approved in 2017. Ruffer LLP is currently responsible for coordinating QMUL's investments in line with this policy. She was exploring with the Finance and Investment Committee the reporting against this policy and will report back in October. (PL)</p>
2020.071	<p>Unison Representative was of the view that travel incentives and car park charges should be based on hierarchy and staff position within the University. (TB)</p>
2020.072	<p>The Chair informed the Committee that a form to complete on long distance travel requirements is being considered and car park levy charges will be reviewed post Covid-19. Car park proposals that impact on the Sustainability Action plan will need to be reviewed by the Sustainability Committee (PL)</p>
2020.073	<p>TS suggested that promoting the environmental online sustainability development courses during school inductions would ensure that more students could access this course. (TS)</p>
2020.074	<p>Clarity on the distinction between business travel and commuting to the University to be included in the Action Plan. (ND)</p>
2020.074a	<p>The Committee endorsed the action plan subject to the inclusion of the definition of Scopes 1, 2 and 3 as well as drawing the distinction between business travel and commuting. This plan will now go to the Estates Strategy Board on 24 August and thereafter to SET for formal University approval.</p>
<b>ACTION</b>	<p>An update from the Finance and Investment Committee on the University Ethical Investments will be sought and the Chair will feed back at the October 2020 meeting. (PL)</p>
<b>ACTION</b>	<p>Report on car park proposals and charges to be presented at the October 2020 meeting. (SE)</p>
<b>ACTION</b>	<p>Sustainability Committee comments on environmental sustainability action plan to be taken on board before submission to ESB and SET (PT)</p>
<b>ACTION</b>	<p>The Chair to discuss the curriculum review with the Vice-Principal (Education). (PL)</p>

<b>ACTION</b>	A brief summary of the sustainability leadership scorecard to be presented at the October 2020 meeting. (PT)
<b>ACTION</b>	All comments on the Sustainability Action Plan to be sent to the Head of Sustainability by the 31 July 2020. (All)
<b>6. Student Union Update (Paper SC02-22-07-20)</b>	
2020.075	A summary of activities undertaken by the Students' Union during the 2019-20 academic year. These activities were implemented to promote the benefits of good environmental practices. (TS)
<b>7. Students' Union Survey Report (Paper SC03-22-07-20)</b>	
2020.076	Extract of some of the outcomes of the SU's 2019/20 survey was presented to the committee. One of the outcomes of this survey was that QMUL's students were of the opinion that the SU takes environmental sustainability seriously, and that they would like the University to be more visible and active on this important issue. (TS)
2020.077	It would be valuable to see the trend over time of the outcomes of these annual surveys. (PL)
<b>8. Embedding Environmental Sustainability (Paper SC04-22-07-20)</b>	
2020.078	JM presented a brief overview of three of the initiatives that the Sustainability Team introduced to support QMUL's commitment to embed good environmental practices across all areas of QMUL's operations. <ul style="list-style-type: none"> <li>• A CPD certified course entitled environmental sustainability skills for the workforce is currently being promoted to all staff. 58 staff have so far participated in this course.</li> <li>• Between May and June 2020, 143 QMUL's students had registered for an online CPD course on sustainable development. This course contains the fundamentals of sustainable development and environmental management.</li> <li>• We participated in the 2020 World Environment Day (WED). The theme of the 2020 WED was celebrating biodiversity.</li> </ul>
2020.079	There was a consensus that all key members of the Committee and senior EAF staff should participate in the CPD course on environmental sustainability skills for the workforce. (All)
2020.080	The online CPD course for QMUL students on sustainable development encompasses the principles and application of the principles of sustainable development and highlights areas in which students can take active actions to reduce their environmental impacts. (PT)
<b>ACTION</b>	Academics in attendance at the meeting to provide an update on embedding environmental sustainability within their areas/schools (All)
<b>ACTION</b>	Key members of the Committee and senior EAF staff to participate in the CPD course on environmental sustainability skills for the workforce.
<b>9. Sustainability Champions (Verbal)</b>	
2020.081	An overview of the roles and responsibilities of the Environmental Sustainability Champions (ESC) was presented by EN and MS
2020.082	Invitations to either join or support members of their teams to join the ESC was extended to all members. (PT)
<b>ACTION</b>	The terms of reference of the ESC to be circulated. Updates from the ESCs to be included as a standing agenda item at all subsequent meetings. (EN/MS)
<b>10. Energy Performance Report (Paper SC05-22-07-20)</b>	
2020.083	Cost savings of circa of £200,000 pcm have been achieved after the closure of most of our buildings, because of the impact of COVID-19 on the University's operations. A phased approach is to be adopted as buildings are re-opened, and we will be monitoring our energy performance. (GP)
<b>11. Electricity and Gas Service Contract: Outcome (Paper SC06-22-07-20)</b>	

2020.084	The Head of Sustainability presented an overview on the outcome of the electricity and gas service contracts. This 12-month fixed service will start on 1 October 2020. Renewable energy generation (Green electric tariffs) were secured on all our non-half-hour electric throughout the contract period. A savings of £1.04 million will be realised during the delivery period compared with our current energy contracts. We will continue to explore opportunities to increase the proportion of green electricity tariff that we use. (PT)
<b>ACTION</b>	A report on the proportion of the electricity that we will be using during the delivery period of this contract that will be on green electricity tariffs will be at the January 2021 meeting. (PT)
<b>12. Waste Management Update</b> (Verbal)	
<b>ACTION</b>	A report on our 2019/20 waste management will be presented at the October 2020 meeting. (SS)
<b>13. 'ChessWatch: Observations on a Citizen Science approach to catchment management'</b> (Verbal)	
2020.085	An overview on 'ChessWatch: Observations on a Citizen Science approach to catchment management'. (KH)
<b>ACTION</b>	A summary on 'ChessWatch: Observations on a Citizen Science approach to catchment management' to be circulated to all members. (JM)
<b>AOB</b>	
2020.086	None
<b>Date of next meeting</b>	
2020.087	7 October 2020