

**Sustainability Committee**  
**7 October 2020**

**MINUTES**

<b>In Attendance</b>	
Philippa Lloyd (PL) Chair	Vice-Principal (Policy and Strategic Partnerships)
Ian McManus (IM) Vice Chair	Director of Estates, Facilities and Capital Development
Philip Tamuno (PT)	Head of Sustainability, Estates and Facilities
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
Kalpana Chaturvedi (KC)	Assistant Director, Business Development, Innovation And Enterprise Unit
Mike Wojcik (MW)	Chief Executive Officer, Students' Union
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
Caterina Gennaioli (CG)	Senior Lecturer Environmental Economics, Business And Management
Panny Martin (PM)	Head of Directorate Support
Richard Halsall (RH)	Assistant Director, Estates and Facilities Capital Development
Sophie Harris (SH)	Assistant HR Director of Organisational Effectiveness
Sadhvi Dar (SD)	Senior Lecturer in CSR and Business Ethics, School of Business and Management
Kate Heppell (KH)	Professor Of Physical Geography, Geography
Hannah Drinkwater (HD)	Finance Partner - Estates & Facilities
Kate Thornton (KT)	Faculty Technical Resource Manager (S&E)
Mike Digby (MD)	Head of Security and Emergency Planning, Estates
Ciaran Donnelly (CD)	UNISON representative

Bahar Shahin (BS)	Head of Procurement, Finance
Andrew Gladin (AG)	Deputy Director of Finance, Financial Management, Finance
<b>Secretary</b>	
Jamal Mohammed (JM)	Sustainability Support Officer, Estates and Facilities
<b>Apologies</b>	
Sean O'Connor (SOC)	Head of Global Projects and Policy and Executive Officer (International)
Rebecca Bates (RB)	Lecturer In Environmental Law, School of Law

<b>1. Apologies</b>	
2021.001	As above.
<b>2. Declarations of Interest</b>	
2021.002	There were no declarations of interest.
<b>3. Minutes of the Previous Meeting</b>	
2021.003	<p>2020.064</p> <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 Estates Strategy Board meetings. This policy would be presented to the Senior Executive Team (SET) for approval (PL)</p> <p><i>Amendment to:</i></p> <p>The Chair stated that the Environmental Sustainability policy had been endorsed at an earlier meeting of the Sustainability Committee and has been submitted to ESB in August 2020 and presented to the Senior Executive Team (SET) in September 2020. (PL)</p>
<b>4. Matters Arising/ Actions</b>	
2021.004	None.
<b>Salix Funded Project: Mile and Charterhouse Square Campus CHPs Performance Report</b>	
2021.005	<p>Assistant Director of Capital Projects reported the following:</p> <ul style="list-style-type: none"> <li>• CHP1 Dawson Hall (Charterhouse Square) – not operational since March 2020.</li> <li>• CHP2 John Vane Science Centre (Charterhouse Square) – not completed, electrical switch rooms works to be completed mid December 2020.</li> <li>• CHP3 Mile End – Non-operational with contractual issues.</li> </ul> <p>CHPs are no longer the preferred energy efficiency option, ground source and air source pumps to generate heat and purchasing green energy are the current preferred option, however the CHP's need to be operational in order to meet energy efficiency requirements for the University. (RH)</p>
2021.006	The committee raised questions on carbon output and cost benefit of running the CHPs. However, until the CHPs are operational, the carbon output is yet to be determined.
2021.007	John Vane Science Centre CHP survey completed and identified a local area district feed.. Action plans around all 3 CHPs being developed with the support of external consultants. (GP)
2021.008	Concerns on all 3 CHPs being non-operational were raised, as well as concerns about the potential poor return on investment for the University. The Vice Chair

	recommended a financial and technical independent report on all 3 CHP projects. (IM)
<b>ACTION</b>	A paper on the CHPs and the way forward to be provided at the January 2021 Sustainability Committee meeting. (RH/RF)
<b>UN SDGs: Sustainability Leadership Scorecard Template (SC.Oct.2020/01)</b>	
2021.009	Universities adapt the Sustainability Leadership Scorecard to demonstrate performance against the UN Sustainable Development Goals. The goals are blended into 17 specific areas, which form KPIs around environmental, social and corporate responsibility as well as Teaching and Research. The benefit of the scorecard allows the University to assess the criteria in a more simplified, targeted way, identify any improvements within those areas, and monitor and report performance. A report on Queen Mary scoring will be prepared by March 2021 (PT)
2021.010	Assistant HR Director of Organisational Effectiveness reported to the committee that work has started on introducing the Universities UK Stepchange Framework guide which will assess mental health and wellbeing at Queen Mary University. This will link with the UN Sustainable Development Goals and the Senior Lead is confirmed as Sheila Gupta, Vice-Principal (People, Culture and Inclusion). (SH)
2021.011	There is potential to explore the possibility of formalising and embedding sustainability ambitions within different Schools. Students could evaluate sustainability activity and energy use, and also future plans on sustainability and energy development at the University.(JB)
2021.012	The Professor of Physical Geography reported to the committee that Environmental Science Business Management, and Geography are currently sourcing opportunities of embedding sustainability into the curriculum. (KH)
2021.013	Procurement currently uses the DEFRA prioritisation tool, which measures risk, scope, impact and spend. The Sustainability Leadership Scorecard is an alternative way of collating data and measuring, therefore a trial of developing the scorecard for Procurement was approved. (BS)
<b>ACTION</b>	Sustainability Leadership Scorecard for Procurement to be developed and presented at the next committee meeting (BS)
<b>ACTION</b>	Sustainability Leadership Scorecard for HR which will include staff engagement and staff wellbeing, to be developed and presented at the next committee meeting (SH)
<b>ACTION</b>	Sustainability Leadership Scorecard for Catering and Hospitality services to be developed and presented at the next committee meeting by James Cornwall-Walker.
<b>ACTION</b>	Sustainability Leadership Scorecard for Waste Management to be developed and presented at the next committee meeting (SS)
<b>Sustainability Leadership Scorecard: Community &amp; Public Engagement (SC.OCT.2020/02)</b>	
2021.014	Director, Centre for Public Engagement reported to the committee that the scorecard was very useful in embedding sustainability engagement. There are other frameworks similar to the scorecard where Public Engagement is assessed on e.g. Knowledge Exchange Framework (KEF). Public Engagement's overall current score on the Sustainability Leadership Scorecard is 15/32 and we have identified plans to develop and launch a Public Engagement Enabling Plan, a Civic University Agreement, and a new Public Engagement Leadership Forum, which should also help to improve our score.

	The Public Engagement Team and Impact Team currently mapping out examples of engagement across the different areas of impact which will be available at the end of October 2020.(EB)
<b>Sustainability Leadership Scorecard: Business and Industry Interface (SC.OCT.2020/03)</b>	
2021.015	Assistant Director, Business Development, Innovation And Enterprise Unit reported to the committee that Business Development promotes QMUL sustainability to collaborators, but will aim to further increase its prominence in future commercial discussions with internal and external stakeholders. The Business Development team will aim to establish regular, formalised meetings with the aim of generating new ideas, improving staff engagement and compliance. Business Development will appoint a Sustainability Champion within the department to focus on sustainability initiatives, identify any gaps and improving score results. (KC)
<b>ACTION</b>	Business Development to appoint a Sustainability Champion by the next committee meeting. (KC)
<b>Student Union Update (SC.OCT.2020/04)</b>	
2021.016	SU Sustainability Co-ordinator reported to the committee: <ul style="list-style-type: none"> <li>• The Student Union has been awarded the 'Excellent' level for a second year in a row 2019-20 Green Impact Scheme.</li> <li>• The Reuse scheme donated to students 516kg of recyclable items.</li> <li>• There are now 3 Sustainability &amp; Student Groups - The Environmental Society led by students at Mile End, Sustain @ BL run by students based at the Whitechapel Campus and Green Mary Group, led by the University elected Sustainability Officer, Grace McMeekin.</li> <li>• Engaging students in Biodiversity on campus is planned for the current academic year. (TS)</li> </ul>
<b>The Laboratory Efficiency Assessment Framework (LEAF) (SC.OCT.2020/05)</b>	
2021.017	The Laboratory Efficiency Assessment Framework (LEAF) is an independent standard developed by UCL, which is enabling laboratories to improve their sustainability and efficiency. Faculty Technical Resource Manager (S&E) presented to the committee an overview of the Laboratory Efficiency and Assessment Framework (LEAF) and well as the annual cost associated with QMUL using this framework. The benefits of implementing LEAF at Queen Mary i.e. reduction in utility costs, increases research efficiency and aligns with the UN Sustainable Development Goals. Further information on LEAF to be circulated. (KT)
<b>ACTION</b>	Laboratory Efficiency Assessment Framework (LEAF) Implementation at Queen Mary paper to be circulated (JM).
<b>Environmental Sustainability Champions Update (SC.OCT.2020/06)</b>	
<b>ACTION</b>	Comments on paper SC.OCT.2020/06 to be sent to JM by 16 October 2020 (All)
<b>Car Parking Permit Scheme (SC.OCT.2020/07)</b>	
<b>ACTION</b>	Comments on paper SC.OCT.2020/06 to be sent to JM by 16 October 2020 (All)
<b>Waste Management Performance Report 2019/20 (SC.OCT.2020/08)</b>	
<b>ACTION</b>	Comments on paper SC.OCT.2020/06 to be sent to JM by 16 October 2020 (All)
<b>Embedding Environmental Sustainability into Our Teaching &amp; Research: Economics, Business And Management. (Verbal)</b>	
2021.018	Dr Caterina Gennaioli presented a short presentation on research around environment and political institutions. <p>The 3 streams currently being researched are:</p> <ul style="list-style-type: none"> <li>• Climate policy evaluation: Political economy outcomes, eg corruption ( unintended effects of wind energy incentives in Italy) Firms decisions, eg relocation and carbon leakage</li> </ul>

	<ul style="list-style-type: none"> <li>• Determinants of climate policy adoption: National and International (International environmental agreements)</li> <li>• Environment and development (Envirodevonomics):</li> </ul> <p>Unintended effects (toxic waste) of road constructions in Ethiopia Effect on ethnic diversity of (illegal) deforestation in Indonesia (CG)</p>
<b>Carbon Reduction Performance and 2019/20 Energy (SC.OCT.2020/09)</b>	
2021.019	The Head of Sustainability reported to the committee that the Government has launched a £1bn decarbonisation grant. Queen Mary will be making an application. (PT)
<b>ACTION</b>	Decarbonisation grant progress to be reported at the next Sustainability Committee meeting. (PT)
<b>ACTION</b>	Comments on paper SC.OCT.2020/06 to be sent to JM by 16 October 2020 (All)
<b>AOB</b>	
2021.020	none
<b>Date of next meeting</b>	
	25 January 2021