

Sustainability Committee
7 May 2021: 10:00 - 11:30 Hour

MINUTES

In Attendance	
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
John Iveson (JI)	Assistant Director Commercial Services, Estates and Facilities
Bronwen Eastaugh (BE)	Student Engagement Manager, Students' Union
Garry Pritchard (GP)	Assistant Director Operations, Estates and Facilities
Rebecca Jones (RJ)	Director of Health and Safety
Andrew Gladin (AG)	Deputy Director of Finance
Emanuela Nova (EN)	Placement Officer, Economics, (Environmental Sustainability Champion Coordinator)
Martin Donkin (MD)	Points Based Immigration Compliance Officer
Emily Burns (EB)	Director of the Centre for Public Engagement
Kristian Hibberd (KHi)	Assistant Director, Marketing and Communications
Kate Heppell (KH)	Professor of Physical Geography, School of Geography
Mike Digby (MD)	Head of Security and Emergency Planning, Estates and Facilities
Stephen Borthwick (SB)	Operations Manager, Estates and Facilities
Bahar Shahin (BS)	Deputy Director of Procurement, Finance
Ramsay Richmond (RR)	Executive Manager, Innovation and Enterprise Unit
Dimi Sopisz (DS)	Grounds and Gardens Supervisor, Estates and Facilities
Michelle Lockwood (ML)	Business Development Manager, Malta Campus
Sadhvi Dar (SD)	Senior Lecturer in Senior Lecturer in Corporate Social Responsibility and Business Ethics
Peter Guy (PG)	Security and Business Continuity, Estates and Facilities
Joe Briscoe (JB)	Senior Lecturer in Functional Materials
Anna Moore (AM)	Barts Health NHS Trust
Florence Wedmore (FW)	Barts Health NHS Trust
Secretary	
Thomas Stockton (TS)	Sustainability Coordinator, Students' Union
Apologies	
Richard Halsall (RH)	Assistant Director Capital Development, Estates and Facilities
Scott Keeble (SK)	Assistant Facilities Manager
Kalpana Chaturvedi (KC)	Assistant Director, Business Development, Innovation and Enterprise Unit
Rebecca Bates (RB)	Lecturer In Environmental Law, School of Law
Nick Davie (ND)	Assistant Director Property and Space Management, Estates and Facilities
Clare Relton (CR)	Senior Lecturer in Clinical Trials, Blizard Institute
Agnieszka Jankowska (AJ)	Relationship Manager, Student Experience, IT Services
Aqil Zahid (AZ)	Library Manager (Environment)
Panny Martin (PM)	Head of Directorate Support, Estates and Facilities
Kate Thornton (KT)	Technical Resources Manager

Sophie Harris (SH)	Assistant HR Director of Organisational Effectiveness
Thomas King (TK)	Assistant Director, Research IT Services
Mike Wojcik (MW)	Chief Executive Officer, Students' Union
Shamima Akter (SA)	Students' Union President
Hannah Drinkwater (HD)	Finance Partner, Estates and Facilities
Claire Marchant (CM)	Operations Manager, Estates and Facilities

1. Apologies	
2021.077	As above.
1.1 Declarations of Interest	
2021.078	There were no declarations of interest.
2. Minutes of the Previous Meeting	
2021.079	No amendments. The Director of Health and Safety requested that the Hazardous Waste Procedure approved at the March 2021 meeting be shared with her team to ensure that the management of Laboratory wastes are appropriately integrated.
ACTION	Meeting Papers to be made available via MS Team channel as well as circulation via email (PT)
ACTION	Hazardous Waste Procedure to be shared with Director of Health and Safety (PT)
OUTCOME	Minutes approved
3. Matters Arising/ Actions	
2021.080	Updates were provided on outstanding actions from previous meetings. The presentation of details on ongoing and completed capital projects will be included the agenda of two of the four scheduled meetings during each academic year.
2021.081	Queen Mary's adoption of the stretch of Regent's Canal alongside Mile End campus is now complete with associated activities to resume in line with COVID restrictions.
2021.082	The Curriculum Review remains in early stages. The Chair is exploring opportunities to include sustainability in both the review and work on developing Graduate Attributes. The committee will be updated on progress.
2021.083	The Chair and Chief Finance Officer have met twice with student representatives from the Students' Union and are working to jointly develop a draft revised Ethical Investment Policy to be brought to the University's June Finance and Investment Committee. The draft policy will be shared with committee members for comment and the committee will have a role in monitoring progress against the expected outcomes associated with this policy.
2021.084	The Deputy Director of Procurement, Finance and MD have met with FORS (Fleet Operator Recognition Scheme), a voluntary accreditation scheme for fleet operators which aims to raise the level of safety, efficiency, and environmental protection in fleet operations, to discuss how it works and the potential for its use at Queen Mary. FORS are an optional accreditation that suppliers can achieve, where they pay an annual membership fee and have audits carried out to determine gold, silver, and bronze status (Audits are at additional cost). Following a review of the supplier base, 644 suppliers with spend over £1,000 were

	<p>identified who could work to achieve the FORS accreditation. Currently 3 suppliers are accredited to FORS, Bunzl – cleaning products, Bywaters – waste, BOC – gasses.</p> <p>The Deputy Director of Procurement, Finance will continue exploring relevant opportunities with FORS to see how we can support the accreditation. However, at this stage we will not impose the requirement on our supply chain due to mandatory cost and accreditations - given the challenging economic situation.</p>
2021.085	A full report on the Combined Heat and Power (CHP) performance is currently being finalised and will be presented at the July meeting
ACTION	Draft Ethical Investment Policy to be shared with the committee for comment (PL)
4. Meeting Overview:	
2021.086	<p>The Head of Sustainability reported that Queen Mary has successfully achieved the EcoCampus Environmental Management System (EMS) Silver Certification Award after a full-day external environmental audit conducted on 1 April 2021.</p> <p>This full-day external environmental audit was conducted remotely. As part of this audit, the Auditor remotely met with various individuals across the University as well as some of our Environmental Associates.</p> <p>The certification audit covered the following areas:</p> <ul style="list-style-type: none"> • Environmental Compliance Obligations • Environmental Aspects and Impacts • Environmental Policy and Strategy • Environmental Actions in the areas of: <ul style="list-style-type: none"> ○ Hazardous waste management ○ Non-hazardous waste management ○ Heating, Ventilation and Air Condition (HVAC), F-Gas Regulations and emissions to air ○ Energy, water and carbon emissions monitoring, management, and reporting
5. Teaching and Research	
5a.	€2 million grant to develop more efficient solar technology.
2021.087	<p>Dr Joe Briscoe presented on his recently received ESC grant for a 5-year project to work on new approaches to solar cell technology conversion.</p> <p>The project aims to use ferroelectrics with asymmetric crystal structures to overcome efficiency thresholds of current solar technologies and as a result make solar power as cheap as possible.</p> <p>Normal solar cells convert around 30% of solar energy received into electricity with a larger amount lost as heat. The project aims to use nano structures to increase the absorbance capacity of ferroelectrics which currently only absorb UV light.</p> <p>The project also includes work on Photoelectrochemical (PEC) water splitting techniques to separate hydrogen and oxygen for use as fuel.</p>
OUTCOME	The committee thanked Dr Briscoe for his presentation and that he will be invited to update the committee on the project's progress.
5b.	Embedding Environmental Sustainability in the Medical School Curriculum (SC.21/22)

2021.088	<p>Anna Moore and Florence Wedmore who work with the University's medical school in their roles with Barts NHS Trust presented to the committee on embedding environmental sustainability in the medical curriculum.</p> <p>They emphasised the need to integrate education for sustainable healthcare into the undergraduate medical curriculum to help the NHS as:</p> <ul style="list-style-type: none"> • Climate breakdown is already causing significant harm to human health, in the UK as well as globally • The recent NHS net zero report commits the health service to net zero carbon emissions by 2040. • Healthcare is a significant contributor to climate breakdown and air/other environmental pollution • With its emphasis on prevention, patient empowerment and streamlined care, sustainable healthcare is good healthcare • Sustainable healthcare education gives students opportunities to develop skills in critical and systems thinking, both vital for the roles they will play in 21st century healthcare services <p>Queen Mary currently includes some teaching on sustainability although this is not compulsory or integrated into the curriculum. Good practice already includes:</p> <ul style="list-style-type: none"> • The 4th Year Global Health Week & a 2-week Student-Selected component (SSC) for 10 2nd year students which received overwhelmingly positive feedback and requests from students for them to be compulsory. • Participation in the student led planetary health scorecard in which medical schools in the UK and US are graded on their sustainability content. QMUL received a C score, indicating room for improvement. <ul style="list-style-type: none"> • The full report can be read here.
2021.089	<p>The Chair informed members of the committee that she had a scheduled meeting with the students who prepared the Planetary Health Scorecard report alongside the Dean for Education at the School of Medicine and Dentistry. FW, AM, KH and ML were invited to join this meeting.</p> <p>The Business Development Manager for Malta Campus reported that an overwhelmingly positive response had been received from a recent call out for students interested in supporting their sustainability ambitions. FW and AM were invited to meet with the Malta campus students.</p>
2021.090	<p>The Head of Sustainability suggested that a working group on sustainability in the curriculum be established. This working group would help explore good practices across Queen Mary as well as appropriately identify opportunities to appropriately integrate the principles of sustainable development into all our academic offerings.</p>
ACTION	<p>Committee members mentioned above to be invited to upcoming meeting to discuss the Planetary Health Scorecard (PL)</p>
ACTION	<p>The Chair and Head of Sustainability to share a note inviting academic school representatives to proposed sustainability curriculum working group (PL/PT)</p>
6. Environmental Sustainability Performance (ESAP)	
6a.	Environmental Management System Update (SC.21/23)
2021.092	<p>The Head of Sustainability gave an update on the Environmental Management System (EMS) reporting that:</p>

	<ul style="list-style-type: none"> Queen Mary achieved the EcoCampus Silver Certification Award after an external audit completed on 1 April 2021. During the audit 1 minor non-conformity was raised regarding compliance with Waste (England and Wales) Regulations 2011 regarding our non-hazardous waste management processes. It is recommended that this be resolved by 31 May 2021. Additionally, 2 opportunities for improvement were identified relating to the inclusion of permits for radioactive substances and F-Gas certificates in our environmental compliance register. These have now been resolved. A further opportunity for improvement will be addressed through updating the wording of the Environmental Policy to reference specific ISO 14001:2015 EMS clauses when this is reviewed in October. Queen Mary's Gold EcoCampus audit is scheduled for 8 July 2021. The Head of Sustainability requested the support of relevant committee members to support our preparation for this audit.
OUTCOME	The committee took assurance of the report, approved the recommendation that open non-conformities from the silver audit be closed by 31 May 2021 and endorsed the scheduled EcoCampus Gold certification audit scheduled for 8 July 2021.
6b.	Environmental Management System (SC.21/24)
2021.093	The Head of Sustainability presented the compiled EMS procedures to the committee. This documentation compiled sections previously presented to the committee which will be subject to annual review.
2021.094	<p>MD queried where supporting Active Travel was captured in the EMS. The Head of Sustainability noted that the Action Plan featured Key Performance Indicators on Active Travel and invited comments from MD.</p> <p>Future steps are to run a comprehensive travel survey and subsequent review of associated emissions which will be captured in the emissions section of the EMS.</p>
ACTION	The Head of Sustainability will report on progress of the Sustainability Sub-Committees at the July Sustainability Committee meeting (PT)
ACTION	Comments to be shared on opportunities to further include Active Travel in the Sustainability Action Plan (MD)
OUTCOME	The committee took assurance of this report.
7. Environmental Management System Procedures	
2021.095	The Head of Sustainability presented a series of EMS procedures developed ahead of the EcoCampus Gold Certification Audit to the committee for approval.
7a. Discharges to Water Management (SC.21/25)	
2021.096	<p>The Director of Health and Safety enquired about the holder of the discharge to water permits and requested copies. The Head of Sustainability clarified that he is responsible for maintaining the permits and Campus Operations Managers are responsible for delivery of the procedure.</p> <p>The Director of Estates, Facilities and Capital Development raised clarifications of responsibility and accountability to be made to this and following procedures and suggested they be shared by PT with GP, RJ and PG following the meeting ahead of final approval via email.</p> <p>The committee approved the procedure.</p>
7b. Emergency Spill Response (SC.21/26)	

2021.097	The committee approved the procedure.
7c. Emissions to Air Management Procedure (SC.21/27)	
2021.098	The committee approved the procedure.
7d. Contractor Control and Management (SC.21/28)	
2021.99	The committee approved the procedure.
7e. Emergency Preparedness and Response (SC.21/29)	
2021.100	The committee approved the procedure.
7f. Energy Monitoring and Management (SC.21/30)	
2021.102	The committee approved the procedure.
ACTION	All EMS procedures to be shared by PT with GP, RJ and PG following the meeting to clarify ownership, accountability and training ahead of final approval via email (PT/GP/RJ/PG)
OUTCOME	The committee approved all procedures subject to any changes relevant to action above.
8. Energy Management and Procurement Strategy 2021-23 (SC.21/31)	
2021.103	The Head of Sustainability presented the proposed Energy Management and Procurement Strategy 2021-23 to the committee proposing; <ul style="list-style-type: none"> • The University adopt a 24-month contract duration to reduce time associated with repeating the process annually. • Third Party Intermediaries (TPI) operating across the Public Sector be invited to participate in a mini energy procurement competition. • The performances of the outcomes of this mini competition will be monitored and reported to the Sustainability Committee (SC) and the Finance and Investment Committee (FIC). <p>The Chair stated that this proposal would be presented to the Senior Executive Team (SET) for approval.</p>
ACTION	The Energy Procurement Strategy ahead of presentation to SET (PT&PL)
OUTCOME	The committee endorsed the Energy Procurement Strategy (2021-23) and presentation for approval by SET
9. Other Business	
2021.106	MD raised queries from staff on providing secure staff cycling storage at the Charterhouse Square campus. This will be discussed via email and reported on at the July meeting.
2021.107	The Director of the Centre for Public Engagement mentioned a project to enhance the area around the Blizzard Institute alongside the Arts and Culture team and welcomed contributions from committee members.
2021.108	The Head of Sustainability reported that 6 black poplar trees would be planted at the Mile End and Charterhouse Square campuses as part of our celebration of the 2021 World Environment Day. DS is coordinating the sourcing and planting of these trees that would be planted from 3 June 2021.
ACTION	Discuss secure cycling storage at Charterhouse Square Campus and report to July meeting (MD/PL)
ACTION	A summary of plans for World Environment Day will be shared with the committee (PT)
Date of next meeting: July 2021 TBC	