

**Sustainability Committee**  
**25 January 2021**

**MINUTES**

<b>In Attendance</b>	
Philippa Lloyd (PL) <b>Chair</b>	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, Estates and Facilities (Commercial Services)
Bronwen Eastaugh (BE)	Student Engagement Manager, Students' Union
Mike Wojcik (MW)	Chief Executive Officer, Students' Union
Garry Pritchard (GP)	Assistant Director, Estates and Facilities (Infrastructure & Maintenance)
Shamima Akter (SA)	Students' Union President
James Bradley (JBr)	Lecturer in Physical Geography, Geography
Kalpna Chaturvedi (KC)	Assistant Director, Business Development, Innovation and Enterprise Unit
Caterina Gennaioli (CG)	Senior Lecturer Environmental Economics, Business and Management
Vipul Bhakta (VB)	Principal Laboratory Manager, Barts Cancer Institute
Agnieszka Jankowska (AJ)	Relationship Manager- Student Experience, IT Services
Kate Thornton (KT)	Technical Resources Manager, Office of The Principal
Mark Fuller (MF)	Head of Public Relations and Internal Communications
Martin Sharp (MS)	Data Analyst, Institute of Health Sciences Education
Emanuela Nova (EN)	Placement Officer, Economics
Martin Donkin (MD)	Points Based Immigration Compliance Officer
Steven Exley (SE)	Security and Business Continuity, Estates and Facilities
Emily Burns (EB)	Director of The Centre for Public Engagement, Office of The Principal
Ana Sobrido (AS)	Senior Lecturer in Energy Materials, SEMS
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
Scott Keeble (SK)	Portering and Postal Services Manager, Estates and Facilities

Kate Heppell (KH)	Professor of Physical Geography, Geography
Hannah Drinkwater (HD)	Finance Partner - Estates & Facilities
Mike Digby (MD)	Head of Security and Emergency Planning, Estates and Facilities
Ciaran Donnelly (CD)	UNISON representative
Bahar Shahin (BS)	Head of Procurement, Finance
Andrew Gladin (AG)	Deputy Director of Finance, Financial Management, Finance
James Cornwall-Walker (JCW)	Head of Queen Mary Food
Ramsay Richmond (RR)	Executive Manager, Innovation and Enterprise Unit
<b>Secretary</b>	
Thomas Stockton (TS)	Sustainability Coordinator, Students' Union
<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
Nick Davie (ND)	Assistant Director Estates and Facilities (Property and Space Management)
Susan Sabeva (SS)	Facilities Manager, Estates and Facilities
Clare Relton (CR)	Senior Lecturer in Clinical Trials, Blizard Institute
Aqil Zahid (AZ)	Library Manager (Environment)
Thomas King (TK)	Assistant Director, Research IT Services
Andrew Harmer (AH)	Senior Lecturer in Global Health
Paul Lambert (PLa)	Head of Health Safety, Estates and Facilities

<b>1. Apologies</b>	
2021.021	As above.
<b>2. Declarations of Interest</b>	
2021.022	There were no declarations of interest.
<b>3. Minutes of the Previous Meeting</b>	
2021.023	No amendments
<b>OUTCOME</b>	Minutes approved

<b>4. Matters Arising/ Actions</b>	
2021.024	It was discussed how best to ensure regular reporting on anticipated energy and environmental performance from ongoing capital projects to the committee.
2021.025	The Queen Mary Environmental Sustainability Action Plan 2020-23 and Environmental Sustainability Policy are now available on the website including the SET agreed 30% Carbon Reduction Target by 2023 against 2018/19 baseline.
2021.026	The Chair noted that it was timely to review the University's Ethical Investment Policy, approved in Dec 2017 following a Student Council motion encouraging the University to do so.
2021.027	Dr David Collier, Business Development Manager for Health, has been appointed the Sustainability Champion for the Business Development team (KC)
<b>ACTION</b>	Sustainability related aspects of large capital post project evaluations presented to Estates Strategy Board and list of ongoing capital projects to be reported to future meetings. Included in March Agenda (RH/PT)
<b>ACTION</b>	Approach to Ethical Investment Policy Review and involvement of students behind motion to be discussed. (PL/TS)
<b>ACTION</b>	An update on how sustainability will be embedded in the curriculum review to be shared at the March meeting (PL)
<b>ACTION</b>	Sustainability Leadership Scorecards on Human Resources and Health & Wellbeing to be presented at March meeting (SH)
<b>ESAP: Environmental Sustainability Performance Update (SC.JAN.2021/01)</b>	
2021.028	<p>Head of Sustainability reported the following:</p> <ul style="list-style-type: none"> <li>Queen Mary recently attained EcoCampus ISO 14001:2015 Environmental Management System EMS Bronze award.</li> <li>Work continues with the aim of achieving the Silver award in April 2021 and the ISO 14001:2015 by July 2022.</li> <li>12 staff members from across the University completed the IEMA Foundation Certificate in Environmental Management to become environmental associates. Committee members are encouraged to support them when approached for data or information as part of the EMS.</li> <li>As of January 2021, 213 students have registered for the online CPD course on sustainable development. 64 staff completed the Environmental Sustainability Skills for the Workforce CPD course May to September 2020. The next staff course will take place in February 2021.</li> <li>The Sustainability team is collaborating with Professor Kate Heppell in the School of Geography to offer dissertations aligned with Queen Mary environmental sustainability priorities and trialling embedding within first year tutorials.</li> </ul>
<b>OUTCOME</b>	Assurance taken
<b>Sustainability Leadership Scorecard: Procurement (SC.JAN.2021/02)</b>	
2021.029	The Head of Procurement reported to the committee that they had found the scorecard a useful exercise with a current score of 23/32 and a potential 30/32. Following assessing their activities they plan to add more KPIs into contracts, have made the sustainable procurement strategy up to 2022 which centrally features ethical procurement available externally and will explore more training opportunities on ethical procurement and modern slavery. As several areas achieved the maximum score of 4, maintaining these levels and looking for continuous improvement will be key.
2021.030	In response to questions from the committee on prioritising local procurement, the Head of Procurement noted that this topic was being picked up in work undertaken by EB with the North East London Health & Care Partnership on an 'Anchor Charter' for institutions in North East London. There is a need to find a

	fair and transparent way of prioritising local supplies, we have greater autonomy than many in this area through exemption from Public Contracts regulations.
2021.031	Introducing the FORS- Fleet Operator Recognition Scheme and CLOCS Construction Logistics and Community Safety for all contractors was discussed to reduce Work Related Road Risk (WRRR). (MD)
<b>ACTION</b>	Head of procurement to meet MD to discuss how to implement FORS and CLOCS at Queen Mary and provide an update at the March meeting (MD/BS)
<b>OUTCOME</b>	Approved
<b>Sustainability Leadership Scorecard: Catering: Food and Drink (SC.JAN.2021/03)</b>	
2021.032	The Head of Queen Mary Food reported to the committee that the current overall scorecard result is 10/32. Areas to improve on include stakeholder engagement and ensuring action planning is supported by measurable results and an effective communications strategy. It was noted that due to current takeaway only operation the scope for improvements was currently limited and initiatives such as reusable packaging and reusable cups had been detrimentally affected. The Chair praised the Catering team's efforts in feeding the NHS and local school children during the pandemic.
<b>OUTCOME</b>	Approved, but to be further reviewed when more normal service was resumed and improvements along the lines of those outlined above could be implemented.
<b>Sustainability Leadership Scorecard: Waste Management (SC.JAN.2021/04)</b>	
2021.033	The Portering and Postal Services Manager reported to the committee that the current scorecard result for Waste Management was 4/32, with scope to achieve 21/32 through planned actions. Key areas for improvement were identified as policy and strategy, stakeholder engagement and communication. It was noted that increased cleaning and facilities commitments related to the pandemic had limited the scope for improvement on scorecard metrics in recent months. The Chair thanked SS and SK for their efforts in keeping campuses safe.
2021.034	The approach for improvements going forward was discussed including ensuring processes currently undertaken are formally documented, a strategic approach and action plan is developed.
<b>ACTION</b>	Development of a waste management action plan to address the challenges identified to be discussed with the Head of Sustainability (PT/SS/SK)
<b>OUTCOME</b>	Scorecard to be further reviewed and presented at the scheduled March 2021 meeting
<b>Students' Union Update (SC.JAN.2021/05)</b>	
2021.035	<p>The Students' Union Sustainability Coordinator reported on the following initiatives:</p> <ul style="list-style-type: none"> <li>• An orchard planting project, with the support of SK and the Grounds team saw over 20 student volunteers plant 60 apple and pear trees, 190 wild raspberry and gooseberry bushes on the Mile End campus to improve biodiversity. More volunteering activities linked to this project are planned for when COVID-19 restrictions permit.</li> <li>• A Bow Foodbank Holiday Appeal run by students with the support of the Students' Union saw over £400 and 400 items collected in place of the usual Reuse scheme in December.</li> <li>• Students and the Grounds team are working towards achieving the hedgehog friendly campus accreditation, recently installing a hedgehog house on campus.</li> <li>• Recent student council motions passed introduced a second sustainability officer for the Whitechapel campus and encouraged the University to update its ethical investment policy.</li> </ul> <p>Members of the committee suggested scope for collaboration with academic departments on monitoring hedgehogs on campus through camera equipment (IM/KT)</p>

<b>OUTCOME</b>	Not applicable
<b>Sustainable Catering Policy (SC.JAN.2021/06)</b>	
2021.036	The policy was approved by the committee with updated branding and no substantive changes. There will be a comprehensive review of the policy before January 2022.
2021.037	Opportunities to involve first year Geography students in the review process will be discussed (PT/KH).
<b>ACTION</b>	Head of Sustainability to discuss linking Geography first year curriculum to sustainable catering policy review (PT/KH)
<b>OUTCOME</b>	Approved
<b>Teaching &amp; Research: Sustainable Electrodes for Advanced Flow Batteries</b>	
2021.038	<p>Dr Ana Sobrido gave a short presentation on her UK Research and Innovation (UKRI) Future Leaders Fellowship research into sustainable electrodes for advanced flow batteries.</p> <p>The research aims to develop sustainable electrodes, for advanced flow batteries, including solar flow batteries and metal-air flow batteries to replace the current polyacrylonitrile-based carbon electrodes used in these systems which are less than ideal, and result in low efficiency systems. These innovative technologies could be key to the search for alternative energy conversion and storage systems with high energy densities and improved efficiency. Being able to combine the use of solar energy and flow battery technology could open new avenues to storing energy at large scale.</p> <p>The Fellowship begins officially on 01/02 and preliminary results have been promising. Dr Sobrido will update the committee as the work progresses.</p> <p>Opportunities to collaborate with Queen Mary business and industry partners were highlighted (KC).</p>
<b>OUTCOME</b>	Opportunities for further collaboration across Queen Mary were highlighted.
<b>Energy Performance Update (SC2021/07)</b>	
2021.039	<p>The Head of Sustainability reported to the committee on current energy performance.</p> <p>End of year energy spend is forecast to be circa £400,000 lower than the 2020/21 budget with electricity consumption 2,022MWh lower than budgeted and gas consumption 1,129 MWh higher than budgeted. The higher gas spend is explained by under invoicing of gas over 2 years at the Queens Building totalling 4,352MWh.</p> <p>BS asked for a clarification on a section of the paper that noted gas unit price was 12.5% lower than anticipated. PT clarified that the fixed unit rate had remained the same but the projected average VAT used in projections was higher than actual VAT due to a wide range of proportional rates across sites. This point is to be clarified in the final paper (PT).</p> <p>5% of electricity used across UK campuses is now covered by a renewable energy tariff with Ecotricity.</p>
2021.040	A review of 2019/20 DEC and EPC scores showed a 8.5% improvement compared to our 2018/19 average scores.
2021.041	A summary of the performances of Salix Tranche 2 projects was presented. These projects were anticipated to reduce the 2019/20 energy budget by £757,171. The actual savings delivered were £257,531, adjusted for COVID-19 partial closure to £132,410.

2021.042	An overview of the delivery our Salix Tranche 3 projects was presented. The revised completion date of these projects is March 2021.
2020.043	A £5.76 Million grant application was submitted to Salix as part of the government's current decarbonisation grant. However, this was unsuccessful owing to no projects being achievable by the new March 2021 deadline.
<b>OUTCOME</b>	Assurance taken, clarification on 2021.39 to be given in final paper
<b>Combine Heat and Power (CHP) Performance Report (SC.JAN.2021/08)</b>	
2021.044	A report on the performance of the 3 Combined Heat and Power (CHP) systems was presented to the committee, detailing ongoing challenges in both achieving full operation of the systems and the delivery of anticipated energy savings. The committee discussed the potential for a 3 <sup>rd</sup> party report on CHP performance (PT/GP/IM).
2021.045	The committee did not take assurance from this report because of the significant variance between the operational challenges associated with the CHP installed at Dawson Hall and the reported electricity generated. In addition, this report did not contain an independent review of the non-performances of these CHPs compared to design specification.
2021.046	The Director of Estates, facilities and Capital Development identified GP and RH to lead on a full investigation into the CHP systems to look into opportunities to recover the savings lost and establish learnings going forward ahead of the April meeting.
<b>ACTION</b>	A full report on the CHP procurement and performance to be prepared for the April meeting and reviewed by Estates and Facilities (GP/RH)
<b>OUTCOME</b>	Assurance not taken. Further review of CHP performance to be presented at April meeting.
<b>AOB</b>	
2021.047	<p>CD in his role working on the Environmental Policy section of the EMS ISO14001:2015 standard noted his plan to launch a series of stakeholder focus groups to review the policy in March and April. Interested committee members were invited to get in contact if interested in taking part. He also raised asking random samples of students &amp; staff to gather input from those less engaged.</p> <p>The committee queried how the above would link to institutional processes of reviewing policy via the committee (IM), and It was clarified that these focus groups would feed into the review of the existing environmental policy due in October as well as helping to shape the long-term sustainability strategy (PT/PL)</p>
2021.048	<p>EB asked the committee to get in touch with examples of teaching at QMUL that contributes to meeting local needs or works with the local community as part of the Civic University Agreement under development by the Centre for Public Engagement.</p> <p>Jl suggested the links with local partners identified in the catering: food and drink leadership scorecard.</p>
<b>Date of next meeting</b>	
	Monday 15 March 2021 15:00 Hours to 17:00 Hours