

SUSTAINABILITY COMMITTEE

Notes & Actions of the meeting held on 15 June 2023

Members Present:

Pro-Vice-Chancellor for Science (Chair), Prof Mark Searcey, (MS)
Director of Estates & Facilities Directorate, Stephen Wells (SW)
Executive Director for the Tyndall Centre, Asher Minns (AM)
Assistant Director of Infrastructure and Asset Management, Charlie Downen (CD)
Environmental Manager and Waste Manager, Armando Leal (AL)
Lecturer in Energy and Climate Change, Dr Noel Longhurst (NL)
Management Information Officer, Dr Hannah Kent-Webb (HKW)
Lecturer, Education and International Development, Dr Hannah Hoechner (HH)
Assistant Energy and Utilities Manager, Jeremy Carter (JC)
Director of Admissions, Recruitment & Marketing, Vivien Easson (VE)

Apologies:

Provost & Deputy Vice-Chancellor, Prof Christine Bovis-Crossen
Chief Resource Officer, Ian Callaghan
Head of Internal Communications, Rebecca Holmes
SU Campaigns and democracy officer, Serene Shibli-Sexton
SU Environment Officer, Sophie Ciurlik Rittenbaum
Assistant Director of Social Enterprise (Venues, SU), Richard Hunter (RH)

MINUTES

1. MINUTES

Committee members confirmed the minutes of 27 March 2023 as a true and accurate record of proceedings.

Update on previous actions

Action: IC/MS to take the BCAN response to Executive Team

- NL noted the response to the BACN has not yet been issued.
- MS suggested the themes of the BCAN letter should feed into the development of terms of reference to create a dialogue between BCAN & the Sustainability Committee.

Action: MS to feedback the discussion of Terms of Reference to CBC.

- It was noted that this action has been added to the agenda for further discussion.

2. DECLARATIONS OF INTEREST (IF ANY)

None

3. STATEMENTS BY THE CHAIR

Armando Leal was welcomed to the Committee as the new Environmental Manager and Waste Manager, introductions were made. MS commented on the Committee's terms of reference and the request for discussion that will be fed back to CBC, as chair, about what the members want the Sustainability Committee to do and to achieve. Please see section A3 for discussion notes.

SECTION A: ITEMS FOR DISCUSSION AND ACTION

A1. UEA Sustainability/ Net "0" presentation

Presented by Charlie Downen and uploaded to the shared space for Committee members (**SUS22D006**). The following items noted:

- Issues with recruiting Head of Sustainability.
- General update on University Sustainability.
- Planned works to remove remaining R22.
- Investigating PV options, with NRP as no grants available.
- Continued sustainability works summarised.
- £35m saving on 'Big Holiday Shutdown' and currently in the process of a longer summer shut down. It was noted that the summer shutdown has not been done before and has different considerations to plan for.
- Summary of next steps & actions.

Further discussion points noted post presentation:

- Consider bringing in digital infrastructure for discussion at future meetings.
- Scope 3 emissions, long term strategy and operational business mitigations. HH noted the opportunity to feedback on tender writing or sustainable travel for updated travel policy.

A2. NQA Audit outcome

- It was reported that ISO14001 audit on 09 May failed. AL has reviewed the report and outlined an action plan to implement to sustain certification and to see some improvements in terms of the university's environmental impacts.
- AL detailed points on the action plan as highlighted on presentation **SUS22D006**.
- It was noted possible interest for BCAN members to join implementation teams.

A3. Updating Committee Terms of Reference

A discussion was held regarding the refresh of the Sustainability Committee's terms of reference, with the following noted:

- Suggestion for a one-off task & finish group to look at terms of reference in detail.
- Create a planning cycle of items for discussion and review at each meeting to ensure the right topics are discussed.
- Create a group action log. For example, what is being reported to ET, what the Committee is asking ET or other groups to do.
- Sub committees/ group and opportunity to link to other communities.
- Use of Environment Officers across faculties and departments. Sustainability posts should not just sit within Estates.
- Embedding climate and biodiversity in non DEV areas of teaching.

- The use of facilitating a forum either as part or outside of the committee to involve those motivated to change and bring ideas forward.
- Involving student body representatives as part of the Committee. Although it was noted that UEA SU reps were invited to this meeting and were unable to attend.
- AM noted Norwich Climate Commissions' application for lottery funding & if successful will engage with UEA and highlighted what this may entail.
- Links with the UEA civic role.
- Reporting positive achievements regarding sustainability that VE can feedback to communications teams.

Action: MS to recommend to CBC to form a task and finish group with MS, AM and AL (and any other volunteers) to look at addressing the comments made in today's meeting.

Action: SW to review other institutions Sustainability Committee ToR for comparison.

Action: CD to send VE previous presentations, to identify 'good news' stories for communications. AM to also update VE.