

Estates and Environment Committee

18/17 A meeting of the Estates and Environment Committee was held on Friday 30 November 2018 at 2.00pm in Chancellors 100.

Present:

Pro-Vice Chancellor, Academic Planning and Resource (<i>Chair</i>)	Professor Mark Fellowes
Head of School of Built Environment	Professor Chris Harty
Head of Institute, Institute of Education, Director of Campus Commerce	Professor Cathy Tissot
Executive Dean (Henley Business School)	Matthew White
Head of Timetabling and Room Booking	Professor John Board
RUSU President	Julie Pendleton
Finance Business Partner	Jason Dabydoyal
Director of Estates	Rachel Savin
A representative of the Environmental Champions	Janis Pich
	Andy Whittam

In Attendance:

Energy and Sustainability Manager	Dan Fernbank
Strategic Estates Manager	Nigel Frankland
Campus Services Director	Lucy Virtue
Health and Safety Services Director	Jenny Mcgrother
Projects Director	Nigel Wingfield
Senior Administrative Officer (<i>Secretary</i>)	Caroline Redzikowska

Apologies for absence were received from:

Head of School (Psychology and Clinical Languages)	Professor Laurie Butler
Head of School (Mathematical Physical and Computational Studies)	Professor Ben Cosh
University Librarian	Julia Munro
Chair of the Committee for Infrastructure in Learning and Teaching	Dr Katja Strohfeltd
Head of Marketing Operations	Felicity Gasparro
Maintenance Services Director	Stephen Boon
Strategy and Space Management Director	David Wallace
RUSU Environment and Ethics	

18/18 Minutes of the last meeting – 30 October 2018

The Minutes of the last meeting on 30 October 2018 were approved as a correct record.

18/19 Matters arising

18/04 Membership and Terms of Reference

The Chair confirmed that he had met with the Energy and Sustainability Manager and had agreed that the Terms of Reference should be amended with regard to item 8 so that it would read:-

“To monitor the effectiveness of the Environmental and Energy Management Systems, oversee compliance with environmental legislation, report relevant incidents and near misses, and ensure that University procedures meet best practice.”

18/20 Chair's Action

The Committee noted that since the last meeting the Cleaning Services, Postal Services and Reception Services Service Level Agreements had been approved by Chair's action.

18/21 Utilities and Waste Recharge Policies

The Committee received and noted the Utilities Recharge and Waste Services Recharge Policies. The Committee noted that in each policy minor amendments had been made as detailed in the report.

The Committee approved the amended and updated policies

18/22 Environment and Sustainability Committee Actions Report

The Committee received a report regarding three outstanding actions from the Environment and Sustainability Committee, the predecessor of this Committee.

Environmental Promises

In light of the current budget constraints, it had been decided to delay submitting the Promises until there was further clarification on the effect future budget allocations might have on the ability to enable these promises to be kept. A report will therefore be brought to a future meeting of the Committee at an appropriate time.

Travel Plan Target Review

Following analysis of the 2018 Travel Survey data, improvements had been made to the methods used to calculate the SOV modal split rates. This identified that the overall SOV rate was better than previously thought, and that the overall Travel Plan target for 2022 of 83% had already been met. It was therefore proposed that the new target would be 87%.

It was further proposed that communications and messaging would be amended accordingly.

The Committee noted the proposal and approved the revised target.

Fairtrade Update

Earlier this year the National Union of Students (NUS) and the Fairtrade Foundation joined forces to review and amend the application process, which now includes the need for senior management to sign up to the Fairtrade Policy, with a robust reporting line in place.

A verbal report was presented to Environment and Sustainability Committee in June 2018, proposing that Fairtrade progress be reported to UEB via that Committee.

However, given that Fairtrade primarily relates to purchasing decisions it was suggested that the Procurement Board would now be a more appropriate route for reporting progress on Fairtrade. The proposal had been discussed with the Director of Procurement, who in principle was in agreement subject to further discussion with relevant parties.

The Committee noted the current position and agreed to the proposal subject to confirmation in due course that the reporting route had been agreed by the Procurement Board.

18/23 Annual Environmental Sustainability Report

The Committee received and noted the report which set out key progress, achievements and challenges with the University's sustainability targets. In particular the Committee noted that progress was not on track to deliver 45% carbon reduction target; with 39%-41% forecast by July 2021 which was due in part to a large funding gap and rapidly growing business travel emissions.

The Committee were concerned by the business travel emissions and noted :-

- The class of travel could make a difference to emission levels
- Some travellers might need to travel in an upgraded class because of disability
- Increasing internationalisation would stress emission targets and could make meeting targets hard.

The Committee asked for further information on flight numbers and the class of flights.

Action: Energy and Sustainability Manager

The Committee also noted the continued success of the Sustain It bottles and asked that the success be celebrated and advertised.

Action: Energy and Sustainability Manager/ MCE

It was also noted that the positive data in the report might be useful in the preparation of other reports such as TEF and might impact positively in terms of NSS data. The Committee asked that the report be shared with the PVC Teaching and Learning.

Action: Secretary

The Committee commended the team on their achievements.

18/24 Online Booking of Centrally Controlled Rooms

The Committee received and noted a report regarding the proposed pilot launch of the new CMISGo online room booking service.

The Committee approved the pilot and asked for feedback from the pilot to be provided to the next meeting of the Committee.

Action: Head of Timetabling and Room Booking

The Committee noted the proposed booking terms and conditions and discussed the issues of food and drink in teaching rooms. It was suggested that rather than impose a moratorium, room users should be positively encouraged to be tidy and remove food and packaging from rooms. It was suggested that a screen saver could be used by staff at the end of each session to remind users. It was agreed that the Campus Services Director would look into this possibility with IT.

Action: Campus Services Director

18/25 Amazon Lockers

The Committee received and noted the report which sought the Committee's approval to explore the feasibility of siting Amazon Lockers on Whiteknights for use by staff and students.

Following discussion, the Committee approved in principle a trial scheme for the Whiteknights Campus.

The Committee asked for a further report to be brought to the next meeting regarding a more generic solution and for the possibility of siting a similar trial facility at London Road.

Action: Campus Services Director

18/26 Lost Property Policy

The Committee received and noted the report and the draft policy. It was noted that the Policy formalised the current practice of Campus Services with regard to lost property. It was intended to publish the policy, if approved on the University's Lost and Found webpages.

The Committee approved the Policy for publication.

18/27

18/28 EMS Management Review

The Committee received and noted the report.

18/29 Local Plan – Oral update

The Director of Estates provided the Committee with an update on current progress with regard to the Reading Borough Council Local Plan.

18/30 Capital Project Updates

The Committee received and noted the report

18/31 Any other business

None

18/32 Dates of meetings in 2018-19 session

Monday 21 January 2019 at 9.30am in HBS G04

Thursday 28 February 2019 at 9.30am in HBS 201

Tuesday 30 April 2019 at 9.00am in HBS G01

Monday 24 June 2019 at 9.30am in HBS G03