

Environmental Task Group
Wednesday 13th March 2013 at 2pm
Dalhousie – 2S14

1. Welcome and apologies

Present:

Prof Colin Reid	Prof of Environmental Law/Co-chair of Group
Louise Aird	Procurement Office
Trudy Cunningham	Environment and Sustainability Officer
Alasdair Hood	Curator of Botanic Gardens and Grounds
Fiona Lindsay	Student Sustainability Rep (on DUSA SRC)
Pamela Milne	Director of HR
Mark Stephenson	ICS

Apologies:

Gordon Davies	Director of Estates/Co-chair of Group
Jim McGeorge	University Secretary
Ian Scragg	Head of Safety Services
President	Dundee University Students Association-DUSA
VP Student Activities	DUSA

The group approved CR's proposal to thank TC for all her hard work over the past year.

2. Minutes of last meeting – Approved

3. Review of Policies:

a) The University's Environmental Policy was reviewed with minor adjustments proposed, to clarify that the Environment Officer should lead and/or advise on all environmental matters, to consider referring to the University's "Transforming Lives" vision as well as or instead of the Charter, to remove the section on Kirkcaldy and to make other minor cosmetic changes. The Group should consider a major review of policy within the next few years.

TC and CR to work on amendments to Policy. [CR/TC]

b) The Campus Catering Sustainable Food Policy was approved subject to adjustments to provide that the ETG will review the Policy annually, to add a policy to discourage/minimise all food waste and to make minor cosmetic changes.

CR and TC to make detailed revisions to the Policy. [CR/TC]

c) It was noted that all Campus Catering food waste is recycled into compost and coffee grounds are also available from Top of the Tower café for staff and students to collect. TC proposed that a representative from Campus Catering join the ETG and this was approved.

d) It was noted that DUSA has no Sustainable Food or Environmental Policy and FL agreed to work with TC on co-operation between DUSA and the rest of the University. [FL/TC]

4. Electric Vehicles

Four new fast electric vehicle chargers were installed last summer for University use only. A rapid public charger (25 minutes for a full charge) is to be installed by May 2013, with hopes for a public charger at the Botanic Gardens as well. TC has secured 100% external public funding for all of the chargers and in accordance with the terms of this funding there will be no charge to the public for electricity until Jan 2015. The charging spaces will be available for a maximum of one hour after which a parking ticket will be issued. There will be signage with a map showing where other charge points are in Scotland and TC is working with EAUC to produce a list of all Universities with charge points.

Estates & Buildings are to acquire their first Hybrid Transit Van soon.

5. Progress reports

a) **Water Coolers** - TC reported that there are 87 water coolers plumbed in on campus and staff are now requesting plumbed-in water coolers. LA reported that these also reduce invoices and administration costs. Eden Springs water coolers are no longer on campus; PHS is the main supplier for plumbed-in and Maestro for bottled coolers. For every water cooler plumbed in £5 goes to One Water Charity.

b) **Recycling** – All Colleges now have recycling points installed in offices etc. and individual desk bins are being removed. New Reward and Recycle machines were installed at start of March. The recycling compound was expanded at Seabraes and new signage fitted (including pictures to give a clearer message to overseas students). TC has secured £142K from Zero Waste Scotland (ZWS) and the joint working between University and DCC is now a ZWS case study.

c) **Litter** - Litter is a bigger problem this year and AH reported that the Botanic Gardens has reduced staffing and that effort spent on litter picking is reducing the time available for gardening. In the last year 10 Big Belly bins were installed with TC obtaining £42K from ZWS. These have helped stop seagulls removing litter and reduced bin collections in some areas. Suggestions for tackling litter included fining those responsible, a complete ban on smoking on campus (smoking litter is a big problem especially in the DUSA and Library areas and beside the main doors to buildings), and an anti-litter campaign. TC agreed to contact the EAUC waste group to see what other institutions are doing. [TC]

d) **Reuse** - Despite effort spent on developing our own system, the University is to join the Warp-it scheme (<http://www.warp-it.co.uk/>), a public sector re-use portal which offers greater connectivity with other institutions. This has been established in partnership with Tayside procurement Consortia (we get a 50% discount) and will allow other Universities, e.g. St Andrews & Stirling, to link with us. Terms and conditions are still being finalised. [LA/TC]

TC asked and was given ETG support for a space allocation request to establish a 'one stop shop' for re-use/ procurement clinics/ training/ energy & environment advice. During office re-locations many small items are binned e.g. fax rolls, toners, chairs etc. these small items could go into the "shop" for re-use by other depts..

LA to provide TC with an impact report on use of recycled paper. No printer/quality issues with recycled paper were being reported. [LA]

e) **ICS** – MS reported that ICS in partnership with Estates have appointed a Carbon Trust consultant (Carbon Trust to meet 50% of cost, estates 50%) to look at our servers and some quick fixes had been identified including hot/cool aisles, fixing some blanking plates and the ability for new servers to operate at warmer temperatures (cooling set for 28° rather than 23/24°).

Electric meters have been installed in all main buildings and are awaiting ICS to connect them to the network. Monitoring software will be installed over the next 3 months for data/ reports to go to energy manager Derek Mitchell.

All colleges will be sent monthly data once software is fully installed.

f) **Lift sharing** – Dundee is the top institution in Scotland for lift sharing with over 500 members. AH raised concerns over the monitoring of actual lift-sharing, since although he is a registered lift-sharer this arrangement does not operate on every day and it is unclear if there is a way of distinguishing full- and part-time sharers. TC said she would investigate further. [TC]

It was suggested that hosting a coffee morning or the like for potential lift sharers would be useful to encourage people to meet and establish if they are personally compatible as well as their journeys matching. This might be especially valuable for female staff and students. [TC]

g) **Bicycles** – The University is the top employer in Dundee for participation in the Bike Boost scheme, with 76 trials leading to over 44 bikes being purchased by staff at a 2/3 discount. Since Nov 2009 - 156 staff have purchased bikes through the Cycle to Work scheme.

Dundee City Council (DCC) in conjunction with University and TACTRAN have asked the University if it wants to trial a bike hire scheme and talks are progressing on this and other cycling initiatives in the city. DCC have funding and all bikes are fitted with GPS in case they are stolen; a similar scheme in Newcastle has worked well.

h) **Transport information** - Train timetables and cycle maps are available at all receptions and people should ask for them if they are not on show.

6. Targets

a) Environmental targets have been reached in most areas. There have been energy reductions in 3 out of 4 Colleges but overall energy use is still increasing.

A new target has been set to have 25% of the University's vehicle fleet electric/low carbon by 2018.

b) A Waste Audit is to be held on March 25/26th. We are ahead of targets for recycling, with approximately 60% of all University waste recycled. There are many awareness raising initiatives led by TC, but more support and assistance is needed to do more staff training.

7. Carbon Management Update

a) Although the Carbon Management Board is due to meet every six months, it appeared that the last meeting had been in April 2011. CR agreed to contact those responsible for the Board to investigate and to try to ensure greater priority for this issue. [CR]

b) Of the 4 Colleges only CASS has a regular time-tabled meeting every semester of its College Carbon Committee, with the others falling by the wayside. College energy/building monitors should be appointed in each building.

c) LA reported that the carbon footprint from Procurement was coming down, but so far only carbon saving from switching from bottled water coolers has been calculated. New software to capture carbon figures from procurement would be available soon. The Group was shown carbon figures attached for 2008-9; 2009-10; 2010-11 and TC was to calculate the 2011-12 footprint over next few months. [TC]

d) ICS had been unaware of extended opening hours in the Dalhousie Building and had thought that the intention was to have the Library as the main building open late. There is a knock on effect of changed/extended opening hours through increased heating and electricity requirements which means that carbon figures are not directly comparable between years. There appeared to be problems in relation to communicating decisions over changing opening times, which affect not just direct users but also ICS, heating and Campus Security. CR agreed to write to the University Secretary, the Director of Estates and the Space Manager about this. [CR]

e) In relation to building use, lone working raises several health and safety issues, including in case of fire, and measures should be considered such as a sign in /out book at weekends and after 6 pm. PM reported that this is under active consideration.

f) In the Queen Mother Building there is a trial of more efficient lighting - LED lights fitted with sensors.

g) A carbon footprint is submitted to the Scottish Government annually through EAUC and it is clear that there is still work to be done on reducing this, mainly in relation to energy consumption. [TC]

8. Botanical Gardens and Campus Grounds & Community Allotments

AH reported that the major litter problem on campus means that staff are unable to do gardening because they were spending time on litter- pickup. At the Gardens, the community allotment has been moved and extended. The main entrance is being reshaped with extended flower beds. Architecture Masters students are building an energy autonomous office in the Garden, due to be finished in summer 2013; see <http://macromicrodundee.wordpress.com/> 100 students volunteered for a day in gardens, and although few students turned up it helps to sow the seed and raise awareness.

The Family Fun Day on 13th April 2013 will be advertised on website. AH agreed to send TC posters for further distribution. [AH]

9. A.O.B.

a) PM raised concern over a lack of clarity in the University's and the Group's strategy, aims and objectives on environmental matters and on the structures for policy-making, implementation and reporting. University restructuring had not adequately replaced former arrangements, such as the Environment sub-committee of Court, and it was unclear where environmental issues lie and how to ensure support for TC and her efforts. There is a lot of good work going on but it is not recognised and there was a need for a stronger element of sustainability in the University's "Transforming Lives" vision. A clearer framework of policy and responsibility was needed. It was agreed that CR would raise this issue and that a summary of the Groups minutes would be circulated to senior figures in the University. [CR]

b) In the Matthew Building a photo-voltaic system producing 15KWh had been installed last July, with live data screens in the foyer. The possibility of installing further capacity of 235 KWh PV was being explored.

Date of next meeting - Early in the first semester of 2013-14, in September 2013.