

Sustainable Aston Working Group - Minutes of Meeting 13th Jan 10 - ACTION SHEET

Meeting Date	Action	Who By	By When	Priority	Date Completed
29:04:08	Organise follow up to Sustainability Teaching seminar	RC	June 08	Medium	Jan 10
03:02:09	Comparison Aston KPIs with HE Sector	GE/VJ/SKH	April 09	Medium	Jan 10
07:05:09	Explore establishment of support services group	PH	June 09	Low	
23.09.09	Explore establishment of sustainability teaching group	JB/PH	Dec 09	Medium	Nov 09
23.09.09	Develop concept of "Aston Go Green Awards"	VJ	Dec 09	Medium	Nov 09
27.11.09	Develop and 'firm up' ideas for sustainability week	VJ/SKH	Jan 09	High	Jan 10
13.01.10	Look into the possibilities of sustainable corporate gifts	LB	Feb 10	Low	

Sustainable Aston Working Group

Minutes of Meeting
13th January 2010

Present:	Stuart Cooper	SC	ABS (Chair)
	Christopher Brewster	CB	ABS
	John Blewitt	JB	Combined Honours
	Peter Hedges	PH	SEAS
	Lucy Bastin	LB	SEAS
	Garry East	GE	Estates
	Victoria Johnsen	VJ	Estates
	Sofia Kokolaki-Hall	SKH	Estates
	Richard Middleton	RM	Chief Operating Officer's Office
	Caroline Witton	CW	SLHS
	Frank Eperjesi	FE	SLHS
	Reiner Grundmann	RG	SLSS
	Peter Quaife	PQ	SLSS
	Vikki Caulton	VC	Student Representative
	In attendance:	Emma Sutton	ES
Carole Parkes		CP	ABS
Apologies:	Nick Martin	NM	Student Representative
	Peter Shearer	PS	Business Partnership Unit

Apologies and Welcome

Apologies received from Peter Shearer and Nick Martin. SC

1. Membership

No changes made. SC

2. Minutes 27th November Meeting

Minutes approved and accepted. ES

3. Matters Arising/Action Points

3.1 Action points

JB reports back on the success of the ESD teaching seminar held on 12th January. SC
 All other action points to be covered elsewhere on the agenda.

3.2 Support Services Group

PH reports that the support services group has not yet been created. He hopes to set up the group soon. SC

3.3 Corporate Gifts

LB states that she is still waiting for feedback from the Communications Department on ideas for sustainable corporate gifts. Agrees to report on any progress at the next meeting. LB

4. Presentation by Carole Parkes on Copenhagen (*timed item 11:50*)

Carole Parkes, Senior Lecturer, Aston Business School, talked to the group about the outcome statement developed by Business Schools from around the world which was presented to the UN representative for Climate Change at the Copenhagen Climate Change Conference in December. The statement was handed out to the group for information. Further information can be found on the webpage, CP
<http://www1.aston.ac.uk/about/news/releases/2009/december/climate-change/>.

5. Chair's report

5.1 "Stop the year"

SC asks the group for any feedback on the presentation circulated to the group from the Vice-Chancellor regarding the concept of 'stop the year'. The group states that the ideas in the presentation are great and are pleased that there is support from the VC. SC says that although this year the group will be arranging a similar concept in terms of the 'sustainability week' they should bear in mind the concept of 'stop the year' for the future. The group agrees. PH also agrees to discuss 'Stop the year' with the Sustainability Teaching Group. SC

5.2 HEFCE Funding: Leading Sustainable Development in HE

SC tells the group that he plans to set up a meeting about the HEFCE document which he has received to discuss possible funding for sustainable development. However, SC states that the letter raises another problem of how information such as the letter from HEFCE can be circulated to staff. The group discusses possible ways of circulating/disseminating information across the university. The group highlights a number of concerns about the lack of communication around the University. RM suggests inviting a member of the communications team to talk to the group. Group agrees. ES to invite to next SAWG meeting. SC

6. Environment and Sustainability Manager's Report

6.1 Biodiversity Policy

VJ states that the environment team think it is a good idea for Aston to have a Biodiversity policy in place. VJ circulates examples of biodiversity policies currently in use at other universities and asks the group to look at the policies and feedback on what should/shouldn't be included. VJ states that a wildlife group has now been created at Aston so the Biodiversity Policy will be drafted by the group and then presented to the SAWG for approval. VJ/SKH

6.2 EcoCampus Update

SKH reports that the group is still awaiting the results from the Bronze submission. SKH hopes to be able to report back at the next meeting. VJ/SKH

6.3 Sustainability Go Green Week

VJ reports that the Sustainability Go Green Week will take place week beginning 8th February. VJ and SKH state that they are currently in the process of organising campaigns for each day of the week. VJ circulates a list of suggestions and asks the group to email her after the meeting with any feedback and offers of help. VK/SKH

6.4 10:10 and Go Green Awards

VJ tells the group that the 10:10 scheme is now up and running at Aston. VJ also mentions that the Go Green Awards are now officially open and asks members of the group to encourage fellow staff members to sign up. The entry deadline for the awards is 1st April. VJ/SKH

6.5 People and Planet League

The deadline for the People and Planet entry is 1st May; this follows on from the Universities that Count scheme. VJ and SKH state that they are likely to contact the group closer to the submission date to request help. VJ/SKH

6.6 Green Gown Awards

The deadline for submissions is the 19th February. SKH asks the group to email her with any suggestions for entries. VJ/SKH

6.7 Universities that Count

SKH tells the group that Universities that Count is a benchmarking exercise which Aston is taking part in for the first time this year. The deadline for submitting data for the scheme is the end of February. SKH and VJ will be attending workshops showing how to collect data but state that they may need to contact members of the group to help with aspects of the submission. VJ/SKH

6.8 Transport Strategy and Carbon Offsetting

VJ circulates a first attempt at a transport strategy for Aston. VJ asks the group to email any feedback after the meeting. VJ also tells the group about the progress with the Carbon Offsetting scheme with Co-operative Travel which the Purchasing Department are hoping to use. VJ reports that the difficulty is that not all staff members use Co-op travel to book flights. However, VJ states that she will bring the final proposal to the group for approval before it becomes a university wide scheme.

SKH/VJ

7. Environmental KPIs

GE circulates the Estates Management Statistics report from 2009 which gives the environmental KPIs for Aston. The group discuss how Aston compares to its Peers. Group hope to be able to improve the figures in the future.

GE

8.Sustianability Group Reports

8.1 ABS

Nothing to report.

8.2 LHS

CW reports that this year LHS has decided to concentrate on supporting the key environmental campaigns. They hope to be able to encourage staff within the school to participate in activities such as the Aston Go Green Awards.

CW/FE

8.3 LSS

Nothing to report.

PQ/RG

8.4 EAS

Nothing to report.

PH/LB

8.5 Sustainable Procurement Group

SKH tells the group that the procurement group are now working with Birmingham Environmental Partnership which should increase their purchasing influence.

SKH

8.6 Sustainability Teaching

PH reports that the number of programmes with sustainability related modules are advancing and it is hoped that a few will be approved shortly. PH states that he hopes to convene a meeting of the sustainability teaching group soon. JB reports that the funding for the Lifelong Learning Network Consortium has been granted.

JB/PH

8.7 CSI

CB reports that there will be a meeting on 21st January to discuss the progress from last year. CB also reports that the second round of CSI will begin after Easter.

CB

8.8 People and Planet

VA informs the group that a People and Planet Christmas fayre was held prior to the Christmas break, however it wasn't as successful as hoped, however the group hopes to use the experience gained from this event to improve the next event. VA also tells the group that the next People and Planet meeting will be taking place after the January exams.

VA/NM

9. AOB

Group discusses car park fees and subsidies for bus and train passes. GE tells the group to email the estates team with any suggestions they have about transport.

SC

10. Date of the next meeting

End of February.