

Meeting Name	Sustainability Strategy	Session	20/21
Meeting Chair	Niamh Lamond	Date	14/05/24
Location	Faraday Level 7, Babbage meeting room / Zoom	Time	11:30

Meeting Objective

To receive updates on internal policies, league table criteria for 24/25, and review 23/24 environmental performance.

Present for Meeting

Present	Name	Position
Y	Niamh Lamond	COO and Registrar
Y	Teifion Maddocks	Sustainability Manager
Y	Greg Ducie	Director of Estates and Campus Services
Y	Jenny Baker	FSE
Y	Fern Davies	Sustainability Lead (SOM)
Y	Sarah Jones	Chief Financial Officer
Y	Katie Horsburgh	Sustainability Officer
Y	Ian Walker	Professor- FMHLS
Y	Mari Hooson	Senior Communications Officer
Y	Greg Barber	FMHLS
Y	Mark Pritchard	FSE
Y	Phil Brophy	PSPU

In Attendance

Name	Position
Simeon Smith	Swansea Employability Academy

Apologies

Helen Griffiths, Richard Milligan, Chris Marshall, Dave Worsely, Pablo Josiah, Andrew Jones

Circulation

Meeting Agenda

Topic	Owner
1 - Previous minutes and Actions	
2 - Horizon scanning- External factors	
2.1 Learning and Teaching Strategy Update	PB
2.2 Concordat for Environmental Sustainability of Research and Innovation Practice – Decision for action	TM
2.3 New People and Planet criteria update	TM
3 - Internal Performance and Changes	
3.1 Environmental Performance Management Review	GD
3.2 Printing policy	TM
3.3 Ethical Careers Policy	SS
3.4 Go Green Week (For Info.)	KH
4 - Discussion and recommendations – is strategy still fit for purpose?	
5 - AOB	

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Minutes of Meeting					
Tracker No.	Agenda Item	Discussion / Decision / Action	Notes	Owner	Planned Completion
357	1 - Previous minutes and Actions	Discussion	319- offsetting pilot and policy: Offsetting policy is still in draft and a work-in-progress. There are complications relating to ABW, costing, long term obligations, and practical implications. The Tree Planting Society are currently completing this for 3 disciplines for the 23/24 cohort.		
358	1 - Previous minutes and Actions	Discussion	Going forward, this project won't be run through a CIC. Geoff Proffitt is currently preparing a business case for 2025 operation, and we will then assess the best way forward after that. This project could provide our travel offsetting which may then not be needed to be paid for via Travel Planet.		
359	1 - Previous minutes and Actions	Discussion	TM notes that there are certified external offsets and insets, and wonders if we could offer this as a way to spend the money internally for net zero projects. We could recycle the offset funds for internal projects, and it would be possible to accredit our offsets to ensure legitimacy. GD notes we should take into context our financial position, and importance of having clarity around where and how money is spent.		
360	1 - Previous minutes and Actions	Discussion	320- The Travel policy is being reviewed as part of redesign. This can be reviewed at the next meeting.		
361	1 - Previous minutes and Actions	Discussion	278- ethical banking policy: SJ states that small changes are suggested to this policy, and she is happy to incorporate these and review the policy again when due in November.		
362	1 - Previous minutes and Actions	Discussion	Relevant sustainability OGSM could be brought to Faculty Leadership meetings to increase awareness and dissemination. There may be possibilities within the redesign process to map sustainability into leadership meetings etc. IW notes that Faculty Executive Meetings could also be a good avenue to discuss this.		
363	1 - Previous minutes and Actions	Action	TM to draft the Offsetting Policy with GP and Laura Roberts.	TM	TBC
364	1 - Previous minutes and Actions	Action	322: Carbon literacy E-learning and Net Zero Vision tool are progressing well, and TM can share these with the group for the next meeting.	TM	TBC
365	1 - Previous minutes and Actions	Action	SJ to share updated Ethical Investment and Banking policy changes with Niamh to approve prior to the next People and Planet assessment window in June.	SJ	Jun-Jul 2024
366	1 - Previous minutes and Actions	Action	Relevant Sustainability OGSM and performance to be shared at intervals in PSLT committees.	GD	TBC
367	2.1 Learning and Teaching Strategy Update	Discussion	PB brings updates on the Learning and Teaching Strategy. There are 5 key themes to which Sustainability is a driver and a strategy enabler. Strategy objectives also include embedding sustainability within the curriculum review (including SDGs). A possible measurement of success here could be the SOS-UK SDG mapping.		
368	2.1 Learning and Teaching Strategy Update	Discussion	Graduate attributes within the Strategy include Addressing global challenges (climate change). This process and strategy will be also supported by a toolkit on the website and contributes to People & Planet criteria.		
369	2.2 Concordat for Environmental Sustainability of Research and Innovation Practice – Decision for action	Discussion	The Wellcome Trust have put a Concordat out on the environmental sustainability of research and innovation practice, with the aim of universities becoming signatories.		

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370	2.2 Concordat for Environmental Sustainability of Research and Innovation Practice – Decision for action	Discussion	There are 6 key priority areas: Leadership and system change, Sustainable infrastructure, Sustainable procurement, Emissions from business and academic travel, Collaborations and partnerships, and Environmental impact and reporting data.		
371	2.2 Concordat for Environmental Sustainability of Research and Innovation Practice – Decision for action	Discussion	Most of this is already being completed within the university, and there are no large foreseeable issues in key areas, and it would deliver benefits on a research basis. JB notes that this version covers all levels of operations rather than just top-down targets compared to UKRI draft.		
372	2.2 Concordat for Environmental Sustainability of Research and Innovation Practice – Decision for action	Discussion	IW notes that current logging of planned funding cross SDGs could give us a readymade monitoring system that would fit with this. JB notes we are generally good at mapping in research against SDGs, but operating sustainably in practice can improve, and this concordat could improve this.		
373	2.2 Concordat for Environmental Sustainability of Research and Innovation Practice – Decision for action	Discussion	This will need some action on engagement, action plans, embedding and monitoring would be needed to infiltrate through layers of the faculty down to postgrads. We could link the Sustainability champions/ comms work that MH is leading with this to increase engagement.		
374	2.2 Concordat for Environmental Sustainability of Research and Innovation Practice – Decision for action	Discussion	Currently little data on how research is managed impact-wise. JB started work on analysing the impacts of a grant, and it currently shows direct correlation with grant size due to granularity of data. There are opportunities to work with the Wellcome Trust to improve reporting and management. Signing would also make us the 2nd Welsh University to do so.		
375	2.2 Concordat for Environmental Sustainability of Research and Innovation Practice – Decision for action	Action	Overall support for this and recognition that it is not creating new work and putting strain on resources. Agreed in the group to sign the concordat, TM to send template document to VCs office for signing.	TM	Jun-Jul 2024
376	2.3 New People and Planet criteria update	Discussion	TM brings the new People & Planet criteria for 24/25. The Ethical Careers section has increased in value (now 4% of the total score). 10% of the Sustainable Food section is now awarded for a Plant-based outlet run by the university. It's acknowledged that Root was present but not profitable.		
377	2.3 New People and Planet criteria update	Discussion	New criteria in the Managing Carbon section relating to Business travel is asking universities to prohibit mainland UK flights within Travel Policies. Scotland is the potentially the only difficult destination.		
378	2.3 New People and Planet criteria update	Discussion	Oxford University has a good Travel Policy to refer to, and it is noted that data from Travel Planet on current mainland UK flights would help here. Staff and HR criteria changes don't apply to us due to student number thresholds.		
379	2.3 New People and Planet criteria update	Discussion	New Education for Sustainable Development criteria relating to having a published set of criteria on sources of research funding.		
380	2.3 New People and Planet criteria update	Action	Explore how to build the new Sustainable food People and Planet criteria into the Catering Service Review and possibly use a suitable, existing outlet for a 'plant-based outlet'.	TM, KH	TBC
381	2.3 New People and Planet criteria update	Action	TM to discuss the new sustainable Research Funding People & Planet criteria with Helen.	TM	TBC
382	2.3 New People and Planet criteria update	Action	Review environmental considerations in Research ethics processes in relation to the Concordat and People and Planet sustainable research funding criteria.	MP	TBC

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383	3.1 Environmental Performance Management Review	Discussion	EMS Performance Review bought to summarise environmental performance. This shows, despite reductions, we are slightly off track on Scope 1 and 2 emissions targets. This is partly due to grid carbon intensity increasing and new buildings coming online. There is potential funding (2% loan) with scope for this to be put towards increased solar provisions. Figures also show that the majority of Scope 3 emissions are from procurement, and it's noted that reductions in non-pay savings will help to reduce this		
384	3.1 Environmental Performance Management Review	Discussion	We will review Scope 3 emissions figures in the next session.		
385	3.1 Environmental Performance Management Review	Discussion	Taking this report or parts of it to Faculty leadership meetings may help increase the engagement and ownership as mentioned above. We could also increase the research input into these performance statistics for more coverage. It is noted that we could also use more comms and possibly the new staff portal to increase awareness and celebrate successes.		
386	3.2 Printing policy	Discussion	Print policy bought with updates and new proposals. The current contract is with Ricoh, and we are looking to extend this but with new conditions for users. Paper and printing are currently large contributors of Scope 3 emissions (in 22/23, it contributed 700tCO2e and £4mil spend). We could increase the visibility of this data to try and drive behaviour change.		
387	3.2 Printing policy	Discussion	Policy updates propose reducing the number of MFD printers on campus to reduce cost and printing, and additionally setting print limits and diverting jobs to the print room. It is noted that there is still sometimes a need to print for accessibility reasons, and therefore reductions of MFDs will take place in a phased approach.		
388	3.2 Printing policy	Action	Support given for the Printing Policy updates and approved to take to PSLT to review.	GD	TBC
389	3.3 Ethical Careers Policy	Discussion	SS (SEA) brings the Ethical careers policy updates. There is pressure from People & Planet and the Students Union on promoting fewer roles in unsustainable industries. The 4 key areas are tobacco, mining, oil, gas and tar sands, and weapons trading. We currently have sign off for screening out fossil fuels and tobacco from jobs boards and career fairs, which allows for some People & Planet points on a partial commitment		
390	3.3 Ethical Careers Policy	Discussion	This process is based on excluding businesses based on their practices rather than business views, and still allows for individual careers advice for students that seek it.		
391	3.3 Ethical Careers Policy	Discussion	Perceived issues faced currently include the Freedom of Speech Act and potential associated challenges. However, GD notes that legal advice has been sought on the freedom of speech act issue and there are no risks for us.		
392	3.3 Ethical Careers Policy	Discussion	We are accredited by the Association of Graduate Careers Advisory Services (AGCAS), and their values include impartiality, but Simeon notes that this commitment doesn't impact our impartiality. Additionally, the redesign and consequent centralised teams may be a challenge for faculty specificity.		
393	3.3 Ethical Careers Policy	Discussion	The current policy meets P&P partial commitment criteria due to tobacco and oil, gas and tar sands companies being screened out, and the new policy is a continuation of this (i.e. not banning mining and arms). The update is, however, looking at being university-wide, rather than just applicable to SEA. It was noted that Faculties can currently bring any companies to their own careers fairs.		

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394	3.3 Ethical Careers Policy	Discussion	JB notes that bringing in Employability Champions from each faculty into this review process would be helpful. Faculty engagement and conversations (graduate prospects) have led to not being able to exclude mining and arms due to TATA, Rolls Royce, Airbus and BA being key for graduates.		
395	3.3 Ethical Careers Policy	Discussion	JB notes many associate companies are focussed on sustainable industry and progressing towards Net Zero, for example sustainable mining. Noted that comms will be key for this, both internal and with the external companies on how we engage with them in the future. NL and group give general support for the university-wide policy, and given that this has been through the Education committee, it can go to SLT for sign off.		
396	3.3 Ethical Careers Policy	Action	General support for existing SEA Ethical Careers Policy to be extended university-wide, and therefore agreed to take to SLT.	GD	TBC

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New and Open Actions					
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320	1 - Previous minutes and Actions	Action	Explicit statements about sustainable travel options to be incorporated into the ongoing Travel Policy review. E.g. highlighting the Travel Hierarchy, and booking flights will require offsetting.	SJ, RM	TBC
321	1 - Previous minutes and Actions	Action	TM to link with Stephen McVeigh on SDG curriculum mapping opportunities.	TM	TBC
363	1 - Previous minutes and Actions	Action	TM to draft the Offsetting Policy with GP and Laura Roberts.	TM	TBC
364	1 - Previous minutes and Actions	Action	322: Carbon literacy E-learning and Net Zero Vision tool are progressing well, and TM can share these with the group for the next meeting.	TM	TBC
365	1 - Previous minutes and Actions	Action	SJ to share updated Ethical Investment and Banking policy changes with Niamh to approve prior to the next People and Planet assessment window in June.	SJ	Jun-Jul 2024
366	1 - Previous minutes and Actions	Action	Relevant Sustainability OGSM and performance to be shared at intervals in PSLT committees.	GD	TBC
329	2.1 QS World Sustainability Impact ranking 2024	Action	TM & KH to come back to the committee with specific details on an improvement plan for QS Sustainability ranking, including operations, research, teaching.	TM, KH	TBC
332	2.1 QS World Sustainability Impact ranking 2024	Action	MH to use existing SDG webpages by tagging research outcomes and activity to an SDG in a webpage portal. This can link with the THE rankings.	MH	TBC
375	2.2 Concordat for Environmental Sustainability of Research and Innovation Practice – Decision for action	Action	Overall support for this and recognition that it is not creating new work and putting strain on resources. Agreed in the group to sign the concordat, TM to send template document to VCs office for signing.	TM	Jun-Jul 2024
380	2.3 New People and Planet criteria update	Action	Explore how to build the new Sustainable food People and Planet criteria into the Catering Service Review and possibly use a suitable, existing outlet for a 'plant-based outlet'.	TM, KH	TBC
381	2.3 New People and Planet criteria update	Action	TM to discuss the new sustainable Research Funding People & Planet criteria with Helen.	TM	TBC
382	2.3 New People and Planet criteria update	Action	Review environmental considerations in Research ethics processes in relation to the Concordat and People and Planet sustainable research funding criteria.	MP	TBC
388	3.2 Printing policy	Action	Support given for the Printing Policy updates and approved to take to PSLT to review.	GD	TBC
396	3.3 Ethical Careers Policy	Action	General support for existing SEA Ethical Careers Policy to be extended university-wide, and therefore agreed to take to SLT.	GD	TBC
306	5 - AOB	Action	DW to discuss Gateway solar potential for Bay Campus with NL and GD for opportunities to accelerate to Net Zero.	DW	TBC

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Actions Closed at this Meeting					
Tracker No.	Agenda Item	Discussion / Decision / Action	Notes	Owner	Planned Completion
126	1.1 Update on Sustainability OGSM	Action	TM & AJ to provide a presentation on the OGSM in the next meeting. Update 02/03/23: OGSM to be reviewed in detail in the next meeting. 14/05/24: solutions on OGSM ownership discussed with new actions created.	TM & AJ	02/03/2023
235	2.1 University Global Coalition - HE for a Sustainable Future (for decision)	Action	CM to coordinate with JB and FD on potential academic links with the University Global Coalition. 20/02/24: Currently three months in to the six-month "watching brief" period, so this is ongoing. 14/05/2024: Closed, CM to bring back when relevant.	CM	TBC
274	1 - Previous minutes and Actions	Action	JB to follow progress of the UKRI draft Sustainability concordat with TM and HG, and identify internal opportunities and advise on this piece when relevant. 20/02/24: Nothing new published by UKRI since last meeting. 14/05/2024: Wellcome Trust concordat bought and agreed at this meeting.	JB (TM & HG)	TBC
278	2.1 Ethical Banking policy update	Action	Relevant changes to the Ethical Banking Policy are to be made and approved at the next Finance And Strategy Committee ready for the next assessment period. 20/02/24: SJ to review Ethical Banking and Investment People & Planet scores, where we are lacking, and what we can implement in upcoming policy content reviews to improve. 14/05/2024: new action.	SJ	01/06/2024
319	1 - Previous minutes and Actions	Action	Offsetting Policy and Procedure needed on specifically how to obtain and spend the offset donation money, whether it will be a voluntary donation, and what the source of donation is (e.g. staff or university money). TM to draft Offsetting Policy based on best practice examples. 14/05/2024: new action created.	TM, GP	TBC
322	1 - Previous minutes and Actions	Action	Progressions and materials for Carbon Literacy E-Learning and the Net Zero Dashboard to be shown in the next meeting. 14/05/2024: updates to be bought to the next meeting.	PB, TM	TBC
330	2.1 QS World Sustainability Impact ranking 2024	Action	KH, RB, TM to reach out to the faculties on research and teaching, and centres of excellence etc. for QS Sustainability rankings. 14/05/2024: this action is being completed within action 332 as part of ongoing comms work.	KH, RB, TM	TBC
331	2.1 QS World Sustainability Impact ranking 2024	Action	GD to bring QS Sustainability ranking forward as an Agenda item for PSLT for reviewing operational improvements for QS rankings.	GD	TBC
340	2.2 People and Planet League ranking 2024	Action	RM to review the Parity of pay for internal and external staff People & planet criteria (Workers' Rights) with TM for improvements. 14/05/24: Criteria reviewed with opportunities identified, subsequent meetings to follow.	RM	TBC
345	3.1 OGSM (Faculty SAPs and Sustainability Committees)	Action	Group to provide updates and comments on their relevant actions in the OGSM.	All	TBC
346	3.1 OGSM (Faculty SAPs and Sustainability Committees)	Action	TM to collate what needs high level, SLT commitment for improvements in the OGSM, linking to the Sustainability Policy review. 14/05/24: Policy reviewed, new action to take relevant OGSM to PSLT.	TM	TBC
353	3.3 2024 Sustainability Policy review	Action	Committee members are encouraged to provide comments and feedback on the Sustainability Policy by the first week of March.	All	11/03/2024
354	3.3 2024 Sustainability Policy review	Action	Useful for SLT to view the Sustainability policy and look at the specific commitments. This should be an item on the agenda (policies, and ranking influences) for SLT meetings. 14/05/24: new action (366).	NL, HG, SJ	TBC