

Environmental Task Group

Thursday 7th November 2013 at 2pm

1. Welcome and apologies

<u>Present:</u>	<u>School/Dept</u>
Gordon Davies	Director of Estates/Co-chair of group
Prof Colin Reid	Prof of Environmental Law/Co-chair of group
Lisa Campbell	Procurement Office
Trudy Cunningham	Environment and Sustainability Officer
Alasdair Hood	Curator of Botanic Garden
Douglas Schreiber	DUSA VPSA (Student Executive)
Margaret Wyllie	Campus Catering
Damien Leddy	Safety Services
Mark Stevenson	IT UoD

<u>Apologies:</u>	
Jim McGeorge	University Secretary
Ian Scragg	Head of Safety Services
Pamela Milne	Director of HR
Simon Vickers	SRC Sustainability Rep
Derek Mitchell	Energy Manager
Marianne Kenley	Space Manager
Iain MacKinnon	DUSA President

2. Macro Micro building

Neil Burford gave a brief presentation on the “living laboratory” being constructed by architecture students at the Botanic Garden, progressing from a design project last session to the construction this session. The building will be energy autonomous and will generate energy – storing it and exporting excess to a microgrid at the Botanic Garden. Office space will be rented out. Dundee College and over 30 contractors, suppliers, etc. have assisted in the construction and it is hoped that the building will be complete by January 2014. More details: <http://macromicrodundee.wordpress.com/>

3. Minutes of last meeting

Approved. AH noted that the name used at all times should be “the Botanic Garden”.

4. Membership of EAUC

The University pays an annual subscription of over £1,000 for membership of the Environmental Association of Universities and Colleges. Membership includes the opportunity to participate in an active e-mail discussion group and access to a valuable data base and case studies which are now open to staff *and* students: the login is your normal login @dundee.ac.uk. The Sustainability Exchange is also hosted on this website and is a valuable resource with many useful webinars that can be used by both academics and students. <http://www.eauc.org.uk>

[TC to circulate to staff and students information about EAUC and its website, with log-in details]

5. Progress reports:

a) Water coolers – TC reported that there are now 94 water coolers plumbed in on campus and another 3 in the pipeline.

b) Recycling - New food waste regulations coming into force in January 2014 require all food waste over 50kg/week to be recycled. The University started recycling all food waste last year in advance of the new regulations. TC had been in contact with DUSA in October and arranged for them to use the same contractor as Campus Catering – this will keep costs down. Campus Catering have a wheelie bin within a locked cage and collection is once a week. Waste is then made into compost. Residences are currently exempt from the regulations, as are micro kitchens across campus. It is hoped that the use of food waste caddies can be explored in the near future but a major issue is who will be responsible for emptying the caddies. Additionally, Catering offers to staff and students used coffee grounds which are excellent for home compost – these can be collected on Friday afternoons from the Top Of The Tower café.

c) Reverse Vending machines - In an 8 month period since March more than 27,000 cans and 17,500 plastic bottles have been collected. Students have cashed in vouchers worth more than £1000. This was despite the machines breaking down frequently because the sensors were too sensitive. Vandalism of one machine outside DUSA cost £800 to repair.

There has been lots of advertising for this facility, especially during Freshers' Week, with large posters outside DUSA, messages on Hermes, 30 days of advertising on all TV screens in DUSA, a full page advert in the student magazine 'The Fridge' and banners in DUSA windows; this was supported by £1,000 from Zero Waste Scotland.

d) Riverside pitches – 1000 plastic bottles a week are generated at this site. TC met with Paul McPate and arranged for 6 bins for plastic and 1 for cans to be installed at the Riverside pitches. A competition is being arranged with student sports societies to see who can collect most waste in a week, and they then get to collect from the site for the rest of the year – by putting bottles and cans into reverse vending machines on campus they will make over £30 per week.

e) Fairtrade – The Steering Group, chaired by Graham Nicholson, met in late October. TC highlighted that the University's Fairtrade status had expired and had to be renewed as soon as possible. We must re-apply every 2 years to be a Fairtrade campus and the steering group will be compiling all the information necessary for the renewal form.

Students are doing a "Malawi rice challenge": for every 90kg case of rice purchased one child goes to secondary school for one year in Malawi. This has been advertised on Hermes. Bags of rice cost around £2.70/kg for students to sell at £3 per bag, with any profit going to the Student Hardship Fund. Stocks can be replenished within 3 days.

f) Sustainable Food Policy – MW suggested a couple of minor changes to the Sustainable Food Policy. The main one is to include the word 'aim' to avoid

breaches of the policy when external circumstances do not allow us to live up to our intentions: “we aim” to always use fresh or frozen food and aim to use local produce.
[TC to update document]

g) Warp-it – This is a resources reuse portal, working in a way similar to eBay. Surplus goods from any department or school can go on the site which all staff will be able to access. After 30 days goods become available to our public sector ‘friends’. The local group is the largest of its kind in UK to share resources like this and comprises: University of Dundee, St Andrews University, Glasgow University, Dundee City Council, Perth & Kinross Council, Angus Council, NHS Tayside and Tayside Contracts. Within the University TC and LC had given a presentation about this to the Directors group, where it was suggested that before we launch this service we needed a storage/disposal policy. TC has finished writing a new storage policy, which is awaiting approval, so that it can go on Estates web pages, and then Warp-it can be launched: <https://www.warp-it.co.uk/>

It is expected that during the course of its first year Warp-it will make a saving of over £50,000. Registration will be available to all staff but College/School/ Department secretaries are to be the first contacts.

All items belong to University. Goods will be kept for 6 months at the end of which those responsible will be emailed asking if and why there is a need for this to be extended for another 6 months; after 12 months if an item is still in store, Estates will then look into it and dispose of goods as they see fit.

LC asked for the new storage policy web page to be linked to Procurement web pages for furniture contracts.

Currently the University has many desks and chairs in storage and owns and leases several large stores both on and off campus. In the last month alone TC had redistributed 4 desks, 5 pedestals, 20 chairs, 3 bookcases and 2 filing cabinets.

For office moves, items can go on the web in advance of the move with collection by another department arranged for the week of the move, thus removing the need for furniture to go into store at all.

To collect furniture etc., staff have 3 options: 1) book use of a free pool van; 2) book “Dino's team” and a van through Estates, which incurs a small charge; 3) collect item personally.

DUSA are unable to access Warp-it as they are on a different network to the rest of campus, but can contact TC directly.

Any electrical items have to have a current PAT test sticker. No computers or networked printers will be made available through the site for data security reasons.

[TC to continue work towards launch of Warp-it]

h) UoD IT – There were no significant issues to report. About 90% of the University was connected to the IT metering project, although there were some delicate issues in Life Sciences. On disposal, all hard drives and other data devices now have data erased by a contractor on site – this improves accountability and security, instead of data being removed and destroyed off site.

A Carbon Trust consultant (with Estates paying half of fees and the Carbon Trust paying other half) is looking at the design and layout of server rooms and is making good progress.

i) Car Club – An electric car is available in Heathfield car park for exclusive use of University staff. This is free of charge to staff for use during business hours – staff

can sign up and book the vehicle online. An email was sent to all staff explaining how to book this vehicle.

The University pays a lump sum monthly, irrespective of the miles covered by the car. The range of the Nissan Leaf is about 80-90 miles and maps are to be included with the cars to show where chargers are (including on the campuses of other universities).

At a recent Presentation from Enterprise Car Hire, they had shown that for journeys above 50 miles it was cheaper to use a hire car than to use a private car at the 45p per mile mileage payments.

j) Electric chargers for cars –The rapid charger at Heathfield is now fully commissioned and is very powerful, taking only 30 minutes for a full charge, running off a DC supply. Fast chargers, based on 32amp supply and taking 3-4 hours, are also available, with 2 in Heathfield, 2 in the Estates yard and 2 soon to be installed at the Tower. The charger for electric cars at the Botanic Garden is not yet fully installed; completion due on 22nd November.

k) Bicycles –Unhappy parents had contacted TC about children's bikes no longer being allowed at the Nursery; parking bicycles in the Nursery or on the ramp just outside the Nursery door had been identified as a health and safety risk. In response to requests, the area was reviewed and a suitable site found to locate a bike rack for use by under 5's. The rack was to be officially opened on 20th November.

A new bike shed is planned for the CTIR; TC is getting quotes for a secure timber framed shelter to hold 20 bikes.

More bike racks are required near the main Library; these should be as close to the Library doors as possible as racks set too far away will not be used.

[TC to investigate possible locations for new racks and contact Library.]

6. Reporting to SMT

At the Carbon Management Board meeting in May it was agreed that ETG minutes should be sent to the Carbon Management Board. Senior management are now to give carbon and environmental projects a much higher profile.

[CR to revise minutes before they are passed on to ensure that they give a clear account of the many things happening across the University and the costs saved as a result.]

7. Embedding Education for Sustainable Development (ESD) in the Curriculum

This remained an area where although lots was happening there was little co-ordination or exchange of ideas. CR had produced in 2011 a report funded by the HEA exploring ESD in the Professional Curriculum, but little had happened since. TC had met the Vice Principal (Learning & Teaching) to discuss embedding SD into the curriculum to help increase students' employability. Further discussion between the Vice Principal, TC and CR had been suggested with the possibility of a presentation to the Learning and Teaching Committee.

At TC's suggestion, Estates will take over the front page of the Sustainability webpage that was created in 2011(linked to the HEA project) but had not been

updated since. Estates was granted access to webpage, and work will be done to keep it up to date: <http://www.dundee.ac.uk/sustainability/>.
[TC to provide text and monitor position.]

8. Botanic Garden

AH reported that for the allotments at the Botanic Garden a gardener was available for 1 hour at a time to give advice to students for harvesting and sowing.

Litter remains an increasing problem on campus, caused by students & staff. In winter it is hard with limited staff both to do salting and to pick litter. Litter also affects other tasks, e.g. grass cannot be cut until litter has been removed.

Litter outside DUSA at night-time is huge problem, especially with those leaving the building dropping litter all over the place. If the wind is blowing, rubbish is picked up and blown all over the area.

TC arranges litter picks on campus, one in February and one in May and is meeting with DUSA to arrange these. They are advertised on campus TV and radio and through Hermes.

The acquisition of a new road sweeper is being investigated which is much needed; its cost (2nd hand) will be about £20,000.

The additional area of landscaping at the CTIR will require AH to manage resources more carefully, and more time gardening means less time for dealing with litter.

It was suggested that additional staff, perhaps part-time, were required for litter picking. One possibility was a student, employed through the temporary staff web portal on the Careers Service website, who could assist with picking litter and perhaps using the new road sweeper.

For the judging of the Dundee in Bloom competition, the campus was very clean but this was partially the result of special volunteer effort just beforehand led by TC. The University was especially mentioned in the awards brochure for the number of sustainable projects going on at University.

Smoking is a major source of litter and DUSA is currently running an anti-cigarette campaign to stop smoking. The yellow "no smoking" boundary lines at the Library and other doorways are being ignored; AH reported that when his team tried to move students away from doorways they were met with verbal abuse. The possibility was discussed of fining students to get the message across, directly or through the Dundee City Council's anti-smoking enforcement officers, but it was questioned whether this was a policy we would want to adopt.

9. A.O.B.

a) DS suggested the establishment of a student campus environment society to get student involvement. TC suggested DUSA could join student NUS green impact awards (this is not restricted to NUS Universities).

[TC to send DS details for the new Scottish NUS sustainability officer.]

b) LC said in past students had lobbied procurement to embed social responsibility in supply chain and asked for University to join the Worker Rights Consortium. This group deals with workers' rights in the clothing industry. LC pointed out that most clothes on campus are purchased by DUSA and the Sports Union, although the ISE is a significant purchaser of clothing and is currently buying mainly from Canterbury with one year to go on the current agreement.

c) LC noted that People and Planet are now looking at IT supply chains.

d)TC was working with students from the Enterprise Gym on a bid to the Climate Challenge Fund. An application for over £100,000 had been submitted, with support letters from Estates & Buildings, TC, the West End Community Council, Dundee City Council and Perth & Kinross Council. Among the main elements is a bike hire scheme and bike courier service in Dundee primarily for students, but which could be made available to the public, especially in the summer months.

f) LC asked about a space request for a shop frontage to be used for procurement workshops and for small items that can be re-used. It was not clear what had happened to this request.

[LC and TC to investigate.]

10. Date of next meeting - Next Semester, date TBC