
Sustainability Committee

24 January 2022: 15:00 - 17:00 Hour

MINUTES

In Attendance	
Philippa Lloyd (PL) Chair	Vice Principal (Policy and Strategic Partnerships)
Philip Tamuno (PT)	Head of Sustainability, Estates and Facilities
Bronwen Eastaugh (BE)	Student Engagement Manager, Students' Union
Fernando Barrio (FB)	Senior Lecturer in Business Law, Business and Management
Martin Donkin (MD)	Points Based Immigration Compliance Officer
John Iveson (JI)	Assistant Director Commercial Services, Estates and Facilities
Nick Davie (ND)	Assistant Director Property and Space Management, Estates and Facilities
Thomas Stockton (TS)	Sustainability Coordinator, Students' Union
Barbara Kenya (BK)	Sustainability and Environment Manager
Timothy Lee (TL)	Technical Manager (Authorising Engineer), Estates and Facilities
Rebecca Jones (RJ)	Director of Health and Safety
Peter Guy (PG)	Assistant Director Security and Business Continuity, Estates and Facilities
Mike Fair (MF)	Head of Health and Safety, Estates and Facilities
Mike Digby (MD)	Head of Security and Emergency Planning, Estates and Facilities
James Cornwall-Walker (JCW)	Catering and Hospitality Manager, Estates and Facilities
Justin Agius (JA)	Institute Of Health Sciences Education
Bilge Kacmaz1 (BK)	Sabbatical Officer, Students' Union
Rebecca Bates (RB)	Lecturer in Environmental Law, Law
Martin Sharp (MS)	Coordinator: Environmental Sustainability Champion
Valdas Noreika (VN)	Lecturer in Psychology, Biological and Chemical Sciences
James Bradley (JB)	Senior Lecturer in Environmental Science
David Collier (DC)	Business Development Manager (Health), Innovation and Enterprise Unit
Emily Burns (EB)	Director of The Centre for Public Engagement
Madeleine St George Stainsby	School of Law (Student)
Kristian Hibberd (KHi)	Assistant Director, Marketing and Communications

Ramsay Richmond (RR)	Executive Manager, Innovation and Enterprise Unit
Ciaran Donnelly (CD)	Unison Representative
Anthony Riddle (AR)	Technical Director, Silver EMS Ltd
Dayanne Davis (DD)	Graduate Mechanical Engineer, Silver EMS Ltd
Oliver Riley (OR)	Design Director, Silver EMS Ltd
Secretary	
Liudmyla Pasichnichenko (LP)	Sustainability and Energy Manager
Apologies	
Ian McManus (IM) Vice Chair	Director of Estates, Facilities and Capital Development
Richard Halsall (RH)	Assistant Director Capital Development, Estates and Facilities
Hannah Drinkwater (HD)	Finance Partner, Estates and Facilities
Sara Crema (SC)	Director of Strategic Projects, Estates and Facilities
Kate Heppell (KH)	Professor of Physical Geography, School of Geography
Andrew Gladin (AG)	Deputy Director of Finance
Sophie Harris (SH)	Assistant HR Director of Organisational Effectiveness
Shamima Akter (SA)	Students' Union President
Bahar Shahin (BS)	Deputy Director of Procurement, Finance
Mike Wojcik (MW)	Chief Executive, Students' Union
Aisha Abuelmaatti (AA)	Lecturer in It Management, School of Electronic Engineering and Computer Science
Caterina Gennaioli (CG)	Senior Lecturer Environmental Economics
Thomas King (TK)	Assistant Director, Research IT Services
Kalpana Chaturvedi (KC)	Assistant Director Business Development, Innovation and Enterprise Unit
Sadhvi Dar (SD)	Reader in Interdisciplinary Management and Organisation Studies
David Reid (DR)	Unison Representative
Lara Seemungal (LS)	School of Engineering and Materials Science (Student)
Alfred Stanley Robin Ellis (AS)	School of Medicine and Dentistry (Student)
Hana Uddin (HU)	School of Economics and Finance (Student)
Rod Hamblin (RH)	School of Medicine and Dentistry (Student)

1. Apologies	
2022.1	As above
ACTION	Today's SC meeting held at the same time as January 2022 ESB meeting. Therefore to ensure participation of all SC members at subsequent meetings. SC's meetings should be scheduled to avoid clashing with ESB's meetings.
1.1 Declarations of Interest	
2022.2	There were no declarations of interest

2. Minutes of the Previous Meeting	
ACTION	Timothy Lee was not included in the attendees of the previous meeting. Timothy Lee has been added to the list of attendees.
OUTCOME	Minutes approved
3. Action Log & Matters Arising	
2022.3	Updates were provided on outstanding actions from previous meetings
4. Energy Management and Road to Net Zero	
4a.	Road to Net Zero: Heat Decarbonisation Plan (Draft)
2022.4	<p>PT gave an overview of Heat Decarbonisation Plan (HDP) Programme:</p> <ul style="list-style-type: none"> • The HDP is funded by the grant (£124,000) we received from the Department for Business, Energy and Industrial Strategy (BEIS) via Salix • The current timeline to ensure that we meet one of BEIS' grant condition is that our HDP is signed-off the Senior Executive Team (SET) by 31 March 2022. Our delivery timelines are as follows: <ul style="list-style-type: none"> ○ Heat decarbonisation survey of 56 of our buildings was carried and completed on 17 December 2021 ○ Actively engagement with all relevant internal and external stakeholders up to 4 February 2022 ○ Stakeholder workshop scheduled to be held on 11 February 2022 ○ Draft HDP sent to Estates Strategy Board (ESB) by 16 February 2022 ○ Draft HDP presented at the scheduled ESB meeting on 28 February 2022 <p>The presentation was for the purpose of information, discussion and assurance purpose.</p> <p>Anthony Riddle (AR) delivered a presentation on Road to Net Zero: Heat Decarbonisation Plan.</p> <p>AR gave an overview of the:</p> <ul style="list-style-type: none"> ○ Building Surveys that have been undertaken ○ Short term, mid-term, and longer-term strategic opportunities scoped and investigated <p>AR presented proposed head decarbonisations for our Mile End, Charterhouse Square, and Whitechapel campuses. These proposals were presented at:</p> <ul style="list-style-type: none"> ○ Building level

	<ul style="list-style-type: none"> ○ Cluster level ○ Campus level
	<p>Members of the SC provided some comments and identified some gaps. The next important stage is that the HDP will be refined during the scheduled stakeholder workshop and that the plan would be presented to ESB when ready.</p> <p>All members of the Committee were encouraged to be involved in our HDP preparation by going to the workshop and/or sending their feedback to sustainability@qmul.ac.uk by close of business on 9 February 2022.</p>
ACTION	The draft HDP would be further refined and developed, and presented to ESB when ready.
4b.	Road to Net Zero: Building Profile and Energy Efficiency Opportunities (SC.22/01)
2022.5	<p>LP presented the report of the preliminary energy audits that were carried out in December 2021 across our Lincolns' Inn Fields, West Smithfield Centre, and Chislehurst Sports Ground. This report give insights into:</p> <ol style="list-style-type: none"> 1. An overview of the buildings across these sites. Including types of buildings across these sites as well the analyses of the: gross internal area (GIA); year of construction (age of building) and specific energy consumption per m², Display Energy Certificate (DEC) rating in relation to the current energy performances of these buildings 2. Description of the existing situation and findings in: <ul style="list-style-type: none"> • Building envelope (walls, windows, roof) • Heating system (installed boilers, heating devises, condition of heating pipes insulation) • Lighting system (type of bulbs, availability of an occupancy sensor) • Water consumption equipment (availability of the water mixing taps with aerators and dual flush toilet) 3. Suggested energy efficiency measures that should be implemented to improve the efficiency of these buildings
OUTCOME	The committee took assurance of this report
5. Environmental Sustainability Action Plan (ESAP)	
5a.	Sustainable Catering Policy (SC.22/02)
2022.6	<p>James Cornewall-Walker (JCW) gave an overview of Sustainable Catering Policy and stated that we are committed to:</p> <ul style="list-style-type: none"> • Become a member of the Sustainable Restaurant Association and using the available resources to focus greater effort on the production and service of lower carbon menus • Use local, seasonally available ingredients as standard, to minimise food transport and storage

	<ul style="list-style-type: none"> • Exclude fish species identified as most at risk by the Marine Conservation Society and specifying fish only from sustainable sources • Ensure that meat, dairy and egg products are produced to high environmental, ethical and animal welfare standards, for example Red Tractor certified UK produce • Buy fair-trade and certified products for foods and drinks imported from poorer countries to ensure a fair deal for disadvantaged producers, and continuing to work with companies that have a strong corporate social responsibility • Specify produce from farming systems that have minimal environmental harm and under ethical standards, such as Paddy & Scotts coffee which invest in educational schemes for farm workers • Continue to deliver and increase the proportion of meals rich in fruit, vegetables, pulses and nuts, while reducing foods of animal origin, especially grazing ruminants • Embed energy efficiency and good energy management practices across all our catering processes • Continue to ensure that free tap water is available across our campuses as well as sell our drinks in infinitely recyclable cans, avoiding single use plastic • Ensure that all major catering and food suppliers have certified environmental management system (EMS) such as ISO 14001:2015 EMS <p>JCW stated that we are aiming to achieve these commitments within six to nine months.</p>
2022.7	PG added that he is currently carrying out a review of Queen Mary's fleet with the option to upgrade to hybrid or electric vehicles.
ACTION	PG will present a fleet review paper at the scheduled October 2022 meeting
ACTION	Delivery timelines needed to be associated with each of the objectives within the policy. This updated version should be shared with all SC members for comment(s) before it is published. JCW and PT
5b.	Environmental Sustainability Performance: Update (SC.22/03)
2022.8	<p>The Head of Sustainability gave an update on our environmental sustainability performances:</p> <ul style="list-style-type: none"> • Queen Mary moved up 47 places from 83 to 36 in the 2021 People & Planet University Sustainability League Table • Ten colleagues between our Malta and London campuses successfully completed the foundation certificate in environmental management (FCEM) • These colleagues have been admitted as Associate members of the Institute of Environmental Management and Assessment (IEMA) and are currently actively supporting the delivery of our commitment to

	<p>attaining ISO 14001:2015 EMS by July 2022 as well as continue to improve our environmental performance</p> <ul style="list-style-type: none"> • An overview of our 2021 Sustainability Week and our responses to the suggestions we received from diverse stakeholders across our University • The residential services included environmental sustainability as part of their induction programme and over 700 students between September and January have completed the environmental sustainability induction course <p>PL expressed her gratitude to all colleagues that are actively involved in improving Queen Mary's environmental performances as well as in Queen Mary's environmental sustainability journey and the Inaugural Sustainability Week</p>
OUTCOME	The Committee took assurance of this report
6. Teaching and Research	
6a.	School of Electronic Engineering and Computer Science
2022.9	AA was unable to attend the meeting.
OUTCOME	AA will present the paper at one of the next SC meetings.
7. UN SDGs: Sustainability Leadership Scorecard 2020/21	
7a.	Community and Public Engagement (SC.22/04)
2022.10	<p>EB presented a summary of the Queen Mary's Community and Public Engagement performances based on the Sustainability Leadership Scorecard (SLS).</p> <ul style="list-style-type: none"> • In 2020, the SLS score was 15/32. This has increased to a current SLS score of 27/32, and with ongoing initiatives we anticipate this increasing to 31/32. <p>EB mentioned that our key areas of improvement are Action Planning, Measurement, Communication and Implementation/Performance.</p>
2022.11	<p>MD added that we need to encourage active travel instead of cars and vehicles. PT commented that by the end of this academic year, we are going to prepare a Sustainable Travel Plan that will include active travel.</p>
OUTCOME	The Community and Public Engagement SLS was approved
7b.	Catering (Food and Drink) (SC.22/05)
2022.12	<p>JCW presented a summary of the Queen Mary's Catering (Food and Drink) performances based on the Sustainability Leadership Scorecard (SLS).</p> <ul style="list-style-type: none"> • The score for 2019/20 was 10/32, the target score for 31 July 2021 was 24/32.

	<ul style="list-style-type: none"> The score for the 2020/21 academic year is 24/32 and the target score for 31 July 2022 based on planned activities is 29/32.
OUTCOME	The Catering (Food and Drink) SLS was approved
7c.	Business and Industry Interface (SC.22/06)
2022.13	<p>DC presented a summary of the Queen Mary's Business and Industry Interface performances based on the Sustainability Leadership Scorecard (SLS).</p> <ul style="list-style-type: none"> The score for 2019/20 was 15/32, the target score for 31 July 2021 at this stage was 32/32. The key area for improvement was: Action Planning. The score for 2020/21 is 19/32. The Covid-19 pandemic resulted in minimal progress towards the goals set out in last year's report. The target score for 31 July 2022 is 32/32, with more rapid progress predicted in the year ahead due to: <ul style="list-style-type: none"> ✓ Appointment of a BD Sustainability champion ✓ The return to office working. <p>The key area for improvement remains: Action Planning.</p>
ACTION	DC will share a list of funded and ongoing environmental sustainability research with members of the Sustainability Committee
OUTCOME	The Business and Industry Interface SLS was approved
7d.	Staff Engagement and Human Resources (SC.22/07)
2022.14	<p>PT presented an overview of Queen Mary's Staff Engagement and Human Resources through the lens of the Sustainability Leadership Scorecard (SLS) on SH's behalf.</p> <ul style="list-style-type: none"> There are no changes from 2019/20 SLS score and target. The current score is 25/32, and with the ongoing initiatives, we anticipate the increase to 32/32 by July 2022.
OUTCOME	The Staff Engagement and Human Resources SLS was approved
7e.	Health and Wellbeing and Human Resources (SC.22/08)
2022.15	<p>PT presented an overview of Queen Mary's Health and Wellbeing and Human Resources through the lens of the Sustainability Leadership Scorecard (SLS) on SH's behalf.</p> <ul style="list-style-type: none"> There are no changes from 2019/20 SLS score and target. The current score is 22/32, and with the ongoing initiatives, we anticipate the increase to 32/32 by July 2022. <p>The key area of improvement is link to the curriculum.</p>
OUTCOME	The Health and Wellbeing and Human Resources SLS was approved

ACTION	The Health and Wellbeing and Human Resources SLS should be updated to reflect current framework used by Queen Mary.
Date of next meeting: 1 April 2022 (11:00 to 13:00 Hours)	