

**Environmental Association for Universities and Colleges  
EAUC-Scotland Annual General Meeting Minutes 4<sup>th</sup> May 2010  
University of Edinburgh, Godfrey Thomson Hall 14:00 – 16:00**

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Attendees:

Albert Young, University of Glasgow	(AY)
Andrew Chamberlain, EAUC	(AC)
Ann Galbraith, University of Glasgow	(AG)
Bob Grey, Adam Smith College	(BG)
Claire Roxburgh, University of the West of Scotland	(CR)
Francis Bell, Reid Kerr College	(FB)
Fraser Lovie, University of Aberdeen, Convenor	(FL)
Isobel Smith, Perth College	(IS)
Jackie Beresford, Angus College	(JB)
Jamie Pearson, Edinburgh Napier University	(JP)
Jim Burns, Glasgow College of Nautical Studies	(JBu)
John Hunter, Jewel & Esk College	(JH)
Kirsti Norris, Action for Sustainability	(KN)
Laila Burton, HE Academy	(LB)
Pat Hoy, University of Strathclyde	(PH)
Sarah Hayward, EAUC	(SH)
Sarah Lee, EAUC	(SL)
Sharon Doncaster, Reid Kerr College	(SD)
Richard Todd, EAUC	(RT)
Ruth Bush, NUS Scotland	(RB)

Apologies:

David Somervell, University of Edinburgh	(DS)
John Halpin, Glasgow Metropolitan College	(JH)
John Salter, Elmwood College	(JS)
Karen Bowman, University of Edinburgh	(KB)
Steve Hanson, Angus College	(SHa)

**Item Minutes**

1 **Minutes from previous meeting**

The minutes from November's branch meeting minutes were approved by Ann Galbraith (University of Glasgow) and seconded by Isobel Smith (Perth College).

There were no matters arising.

3 **Scotland Manager's Report (2010/01)**

AC delivered his report on the EAUC Scotland Office for the year. Since there was no AGM last year due to restructuring this report covers the last 18 months. Over the course of the last year the EAUC Scotland office has grown with the employment of Sarah Hayward as the Scotland Project Officer and Richard Todd as the Scotland Administration Officer. AC provided an update of recent EAUC Scotland staff activity, giving details of membership and project developments.

The UCCCfS is the single biggest EAUC project, not only in Scotland but across the UK. There are 51 participants' and all are proactively working on delivering their CCAPs with the next stage publishing them. This is a huge success for EAUC Scotland.

The UCCCfS has become the framework for continuing to deliver professional development through CPDs and TSNs.

AG asked that in future reports can the number of attendees to CPD Programmes be made available.

EAUC Scotland has been engaged in talks with Alexi Marmot Associates to develop a pilot behaviour change management programme for one institution, Reid Kerr College. Reid Kerr College was chosen because it fitted the criteria for the pilot. The Programme is a 5-6 week programme bespoke to that college designed to explore behaviour change through a series of focus groups, online toolkits, individual training and group training (the final structure is still being planned). The idea behind this pilot is if it can be demonstrated through one college, then the behaviour change management tool can be built into the funding bids being submitted to the Scottish Funding Council (SFC) or other potential funders.

AG voiced her concerns about how we engage consultants in light of the note in previous minutes. AC explained that Alexi Marmot approached the EAUC from the outset. There are in fact set guidelines when choosing a consultant however these are not clear and AC is hoping to work with SL to develop through the UCCCfS a new framework for identifying relevant projects that should be perused and consultants who should be invited to work with the EAUC.

Shared Sustainability Services development is making good progress. A draft proposal has been submitted to SFC and AC is in negotiations with them. AC thinks due to the landscape in Edinburgh and the drive to see greater collaborations between the 3 Edinburgh colleges he believes the final proposal will be successful. IS asked if anything is happening through UHI and AC replied that a number of UHI college principals have got in touch voicing their interest in the shared services idea. However because SFC have said they want the focus to be on Edinburgh, so UHI have been put on hold. UHI is something that would take some time to work out due to the geographical locations.

RB asked if Student Unions can be associate members of the EAUC and AC confirmed that they can however we do not have any at present.

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#### **UCCCfS Report (2010/02)**

##### **Paper 2010 has more detailed account of UCCCfS**

There is now just over 82% of the sector signed up to the UCCCfS with the EAUC Scotland Office in dialogue with the remaining 12 non-signatories, all of which have shown a willingness to sign by the end of the year. This model has been formally endorsed by the SFC and publicly endorsed by the Scottish Government.

The Scottish Government are about to publish their 2<sup>nd</sup> Action Plan for the UN Decade of Education for Sustainable Development and part of this is an obligation for all universities and colleges to sign and deliver against the UCCCfS. The EAUC have been named as having responsibilities for supporting the sector and delivering this objective.

Beyond recruiting signatories, the EAUC have been working alongside The Carbon Trust to help institutions to deliver their Climate Change Action Plans. The EAUC has asked that all universities and colleges work through the carbon management programmes provided by The Carbon Trust in the first instance however if they do not want to they can use the climate action

planning toolkits that the EAUC has provided online. The Carbon Trust are providing them with the names of the institutions that have not gone through the carbon light programme and are working with The EAUC to provide free consultancy support to evaluate the validity of the climate change action plans. There are mechanisms in place to evaluate and provide ongoing support throughout the sector.

Due to the success of the UCCCfS, EAUC Scotland is looking to replicate the model elsewhere in the UK. First with Northern Ireland and then with Wales. It is unlikely the model will be used in England as Universities UK (UUK) have already published their Statement of Intent.

In terms of collaboration we have also agreed a formal tripartite approach to tackle climate change through further and higher education with the organisers of the Americans Colleges and University President's Climate Commitment (ACUPCC) and Australasian Campuses Towards sustainability to formally export the UCCCfS model to Australia to create the Universities and TAFEs Australia Climate Commitment (UTACC).

EAUC Scotland are currently exploring a new way to provide practical vocational tools to allow colleagues to move forward in delivering their plans and have approached Action for Sustainability, the Crichton Carbon Centre and the Glasgow Environmental Centre to develop ideas for support mechanisms, etc. AC invited KN from Action for Sustainability to talk about our plans for developing Staff and Student Engagement campaign materials. KN explained that tool will be designed to help set up one campaign pack that can be accessed centrally through the website. It will include PowerPoint presentations to be present to the SMT, champions, staff and students in order to engage their support in addressing climate change. The pack will also include posters, sticker packs, labelling for rooms, comparison tools and spreadsheets detailing how to manage energy data.

This is a tool to help engage staff and students to move forward and has been developed following views brought up within the sector. Publication is due at the start of August but RB suggested that we link with NUS Services Ltd and adopt a joined-up approach with the Green Impact initiative.

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### **Topic Support Network Consultation Report (2010/03)**

At the end of 2009 the branch decided that a review of the TSNs was required and in January of this year SH produced a consultation document that was completed by 23 members, 18 of which were from the FHE sector.

SH presented on the consultation and explained her action plan as outlined in her report. The action plan was approved by the Branch Committee for implementation.

Gill Kelly has left Queen Margaret University and has stepped down as the travel and transport convener. She has been replaced by Jamie Pearson, Edinburgh Napier University and Trudy Cunningham, University of Dundee. They will jointly run the travel and transport TSN.

6 **Budget Report (2010/04)**

AC gave an overview of the budget report for 2010.

The EAUC are currently in the last year of the 3 year funding cycle from the SFC. They are not projecting any over or underspend for the forthcoming year. After a meeting with SFC they were a little unclear whether they will be providing future funding post March 2011 however after further meetings with Mark Batho, Chief Executive he gave strong indications that there is financial support in the pipeline for another 3 year cycle. He made clear that sustainable development is one of the SFCs key corporate themes and that the EAUC have been clearly identified in SFC and Scottish Government documentation as continuing to be the funding council's delivery vehicle for the sustainable development in the FHE sector.

7 **Scotland Convenor's Report**

FL explained the process of recruitment to the UK Board.

The recruitment of new members to the board was based on a skills gap analysis conducted by existing members in order to identify the key issues and gaps in skills across the board. There are now six new board members, two of whom have specific interest in ESD issues; a finance director; two from a college background and Paul Cross the convenor for the group.

8 **Nominations for Election to Scotland Branch Committee (2010/05)**

There are currently 13 members on the Scotland Branch, five of whom are due to step down. In order to ensure continuity those five members agreed to stay on for another year. The Branch will be artificially increased in size to aid hand over between this year and next year.

The five branch members to have their tenure extended are:

- Albert Young
- Ann Galbraith
- Pat Hoy
- David Somervell
- John Salter

Members Stepping Down

There are two members of the branch stepping down:

- Gill Kelly, formerly Sustainable Travel Co-ordinator at Queen Margaret University.
- Roddy Yarr, Environmental Energy Manager at St. Andrews University

The Scotland Branch Committee would like to acknowledge the valuable contribution that both Gill and Roddy have made to the Scotland branch and thank them for all their efforts for the time they sat on the Branch Committee.

### Nomination of New Branch Members

There were three nominations for new members:

- Paul Sherrington, Principal at Banff and Buchan College
- James Burns, Head of Quality and Marketing at Glasgow College of Nautical Studies
- Sharon Doncaster, Facilities Manager at Reid Kerr College

The nominations were accepted by the branch.

### Nomination of Scotland Branch Convenor and Vice Convenor

Convenor

- Ann Galbraith nominated Fraser Lovie
- Seconded by Isobel Smith

Fraser Lovie accepted and it was agreed he will stay on as Branch Convenor.

Vice Convenor

- Claire Roxburgh nominated David Somervell
- Seconded by Bob Grey

David Somervell accepted (in absentia) and it was agreed he will stay on as Branch Vice Convenor.

The secretary role for the branch will fall under the remit of the EAUC Scotland Office and therefore it was agreed that the role should be removed from the Branch's Terms of Reference.

## 9 **AOCB**

There was no other committee business.

## 10 **Date of next meeting**

- 5<sup>th</sup> August 2010 Venue TBC
- 4<sup>th</sup> November 2010 Venue TBC
- 3<sup>rd</sup> February 2011 Venue TBC