

**Environmental Association for Universities and Colleges
EAUC-Scotland Branch Committee Meeting Minutes 23rd November 2009
University of Glasgow, Estates and Buildings Conference Room 10:00 – 13:30**

Attendees:

Ann Galbraith, University of Glasgow	(AG)
Bob Grey, Adam Smith College	(BG)
Pat Hoy, University of Strathclyde	(PH)
Gill Kelly, Queen Margaret University, Branch Secretary	(GK)
Jamie Pearson, Edinburgh Napier University	(JP)
John Salter, Elmwood College	(JS)
Isobel Smith, Perth College	(IS)
David Somervell, University of Edinburgh	(DS)
Albert Young, University of Glasgow	(AY)
Claire Roxburgh, University of the West of Scotland	(CR)
Andrew Chamberlain, EAUC	(AC)
Sarah Hayward, EAUC	(SH)
Sarah Lee, EAUC	(SL)
Richard Todd, EAUC	(RT)

Apologies:

Alastair Robertson, Higher Education Academy	(AR)
Fraser Lovie, University of Aberdeen, Convenor	(FL)
Roddy Yarr, University of St Andrews	(RY)

Item	Minutes	Action
1	<p><u>Minutes from previous meeting</u></p> <p>No formal minute had been taken of the very successful phone conference call held by members of Branch Committee on 1 September – which discussed the recent restructuring of the association.</p> <p>Minutes from May meeting not yet circulated. It was agreed that in future notification of the agenda be circulated to all members in Scotland and minutes from the previous meetings be available on the EAUC-Scotland site.</p>	<p>RT to circulate minutes of May meeting</p>
2	<p><u>Convenor's Report</u></p> <p>As FL was unable to attend, DS stood in as Vice-Convenor. He welcomed Sarah Hayward and Richard Todd as new members of staff based at the Scotland Office at Queen Margaret University and read update supplied by FL.</p> <p>Universities that Count – There is a workshop on 8th Dec at Moray House for year 2 participants. Concerns were raised over the late running of the feedback from year 1 and questions about how institutions do not see the survey questions prior to signing up to the year. As it has proved very labour intensive, it was recommended that consideration be given to it being carried out every second year like with the national Postgraduate Students' survey. It was felt that the institutional benefit versus the effort involved is disproportionate.</p> <p>A Framework UCCCfS Climate Change Action Plan (CCAP) has been drafted and is available online. During the discussion it was noted that the Carbon Trust (CT) Carbon Management Plans are also very suitable as a guideline to universities and colleges preparing an Action Plan.</p> <p>It was noted that the framework provides a guide to work with for institutions not going through a formal Carbon Management Plan with Carbon Trust and it is not mandatory to use either of them. The EAUC seek to provide a supportive framework and although the CT has a framework it was recognised that they have not yet worked with all universities and colleges. Following success of some of the college reps at the meeting on the first</p>	<p>DS to report to EAUC Board mtg</p> <p>EAUC – extension on UCCCfS deadlines to be considered</p>

Carbon Management for Smaller Organisations [was CM Lite] it was recommended that EAUC approach CT asking about possibility of an FE cohort being run in the new year.

AC to talk to John Stocks at the CT regarding a College cohort

3 **Managers Report - AC**

AC delivered his report on the EAUC Scotland Office for the last quarter. He provided an update of recent EAUC Scotland staff activity, giving details of membership; visits to FE & HE institutions and engagement with strategic partners; project developments; programme of events (detail in papers circulated). Members requested priority be given to feed back to members on EAUC Scotland's strategic planning – what is to be offered when etc.

AC

4 **CPD Programme**

SL reported that there were 8 CPD events April-December 2009 with an average of 31 participants. A further 8 already planned for 2010.

SH is now responsible for the CPD programme - she asked for any thoughts / ideas for future Scotland events. Ideas come from waste TSN minutes.

GK suggestion: Social Marketing / Behaviour Change

JS – questioned the lack of CPD events held in colleges. SL explained that colleges have been invited to host events and some colleges had been used to date; but that universities have often had suitable no cost venues available.

All noted plans for a collaborative Scottish Fairtrade Universities and Colleges conference at Edinburgh University Students Association on Monday 8th March 2010 with a high profile International Women's Day lecture by Harriet Lamb at the University in the early evening.

JP - More on ESD and the curriculum would be welcomed. There is a joint EAUC / Scotland's Colleges / HE Academy / SFC ESD event in Edinburgh on 26th November.

Mitch Brown's HMIE report is to be put on EAUC-S website – Action - EAUC

5 **UN Decade for Education for Sustainable Development – Launch 21 Jan**

The second Scottish 5-Year Plan for the UN Decade of Education for SD will be launched at an event on 21st January 2010 in Edinburgh. Generally looking for more case studies and best practice.

All

6 **UCCCFs Update**

Three quarters of the sector have now signed up. CCAP template was published on the website and circulated to institutions in October and has been met with good feedback from SFC and Scottish Government.

GK – voiced the need for press release to promote the first lot of plans being published in February.

AC/SL are discussing a promotional 'reception' in celebration of those who have published their reports and Tony Cortese of the ACUPCC has been invited to give the key note address.

AC/SL to advise Branch likely date and location

7 **Scotland Budget Report – AC**

The Scotland office is running on budget with a small £16K budget surplus to be carried forward for projects in Scotland. Small overspend against 2008-09 budget on previous consultancy work that started before AC as well as travel costs for recent staff recruitment interviews – effectively one-off needs. Agreed that EAUC Scotland staff should receive training if funds available.

There was a feeling that there should be a clearer explanation of what the EAUC is spending in Scotland for the Universities and Colleges. More to be

There should be an

made clearly visible for what members get from EAUC – possibly a pack of information and 1 page overview of benefits.

EAUC introduction included in U & C starter packs / induction process.

8 **Consultant Tendering Arrangements – JS**

Following concerns raised regarding the management of PAPC consultant AC explained that following the review of progress / delayed deliverables on the project the staff undertook a comprehensive tendering process to appoint new consultants, a process that is inline with the SFC's own tendering arrangements.

The branch endorsed the request that EAUC office invite expressions of interest from our own sector for any funded tasks commissioned by EAUC - many consultants within the sector have the necessary skills and expertise.

The committee recommended that information be collected via the forthcoming member survey to compile sector specialist skills capacity for consideration in the overall consultants framework.

DS to raise at Board Mtg in December

SL discuss question in member survey with Main Office.

9 **Topic Support Networks (TSNs) Consultation – SH**

SH gave an insight into how things are progressing with the TSNs.

Discussion included:

- Should Behaviour Change be included as a TSN?
- What the TSN convenor, groups etc will have / be offered.
- Make available that people not signed up to a TSN can comment.
- Include somewhere people can make a free response.
- Include an option to switch TSNs or be a member of more than one.

SH to finish draft consultation paper and circulate to the branch for comment

10 **Universities that Count**

Discussed under Convenor's Report

11 **AOCB**

JS requested review of categories in the Green Gowns Award – and asked that FE not only be steered to “small colleges” category. Noted that all members are being exhorted to submit bids for all categories and special efforts in 2010 to attract FE entries.

It was noted that the most recent update from Dept for Energy & Climate Change on the Carbon Reduction Commitment had introduced the idea that there might be an “or equivalent” alternative to the Carbon Trust Standard certification.

DS tabled a proposal from Carbon Masters – a spin off initiative from the first cohort graduated from the University of Edinburgh Carbon Management MSc – to establish a joint venture with EAUC to offer Carbon Reduction Accreditation certification to the sector and potentially wider in due course. Costs to institutions could be lower with benefits accruing through potential for peer auditing of the submissions – leading to skills and experience being held within the sector and benefiting it long term.

DS to raise with Board+Exec Director

Note dates of planned EAUC National Board Mtgs:

9 March, 8 June, 7 September, 7 December.

Scotland Office staff to arrange EAUC-S Branch meeting approx 2 weeks prior to each of these.

EAUC-S Office