



North West EAUC Regional Group

Wednesday, 24 February 2015, 09:00am

Council Chamber, Ormond Building, Manchester Metropolitan University

In Attendance

Katie Stead	Sheffield Hallam University
Glen Marsden	The University of Manchester
Pamela Brandwood	Edge Hill University
Nick Doran	University of Liverpool
Rebecca Bennett	University of Salford
Rachel Staten	Sheffield Hallam University
Lachlan Fulton	University of Cumbria
Alison Hawkins	South Cheshire College
Allan Nickson	Myerscough College
Jake Jones	Myerscough College
Jen Strong	NUS
Pam Reynolds	Blackpool & The Fylde College
Clair Challen	University of Central Lancashire
Callum Donnelly	Manchester Metropolitan University
Suzanne Moody	Liverpool Hope University
Nicola Daly	Edge Hill University
Helena Tinker	Manchester Metropolitan University
Luke Naylor	Oldham College
Neil Berry	University of Bolton
Sophie Leigh	Manchester Metropolitan University
Cameron Clow	The University of Manchester
Haleh Moravej	Manchester Metropolitan University
Laura Muchmore	The University of Manchester
Lucy Millard	The University of Manchester
Julia Durkan	Edge Hill University
Conor Edwards	Winstanley College
Lydia Meryll	The University of Manchester
Seth Kirby	EAUC

Guest Speaker

Emma Fieldhouse

Future We Want

1. Welcome and Introductions

1.1. Members and visitors welcomed by Chair.

2. Minutes and matters arising

2.1. Minutes of previous meeting agreed.

2.2. All actions complete.

2.3. Role of group secretary is still available to members. An email will be circulated post meeting inviting nominations.

2.4. Request for member to volunteer to host a future meeting. Edge Hill University offered to host next meeting.

Action: PB to liaise with **PR** re a suitable date for the next meeting.

3. Group Objectives



- 3.1. Agreed that each future meeting will have an agreed theme. This will allow members the opportunity to invite colleagues who work within the relevant area.
- 3.2. Agreed that the theme for the next meeting will be catering. Members may extend the meeting invitation to colleagues in catering.
- 3.3. Agreed that the hosting organisation will give a presentation to share best practice. The presentation does not necessarily have to be of the same theme as the meeting.

4. Guest Presentation: 'The Great Carbon Footprint Game' – Emma Fieldhouse (see presentation)

- 4.1. Emma has worked in higher education for 10 years, she runs a sustainability consultancy and offers bespoke training and learning solutions and interim training solutions.
- 4.2. Inspired by the book 'How bad are bananas' this game was developed by Anja Fischenich and is a mechanism to have carbon conversations with students via a game.
- 4.3. Purchase of the game includes one day training. The game has a target age range of 9 years + and can be used in a variety of settings including open days, engagement events, outreach work etc. The game can also be hired and facilitated.
- 4.4. All those present agreed to have their contact details shared with Emma to receive notifications of offers.
- 4.5. Emma demonstrated the game, dividing the room into two teams. It can be played with individuals or teams. A question was raised about how to keep the game fresh? It includes 60 cards to play with and is divided into themes so can chose to play a particular theme or play using different cards. 20 cards give approximately 1 hour of play/conversation. It also includes facilitation notes to get the most benefit from it.
- 4.6. Contact Emma for more information www.futurewewant.co.uk
Action: EF to send through presentation to **PR/SK**

5. Host Presentation: MMU Energy Investment Strategy – Calum D (see presentation)

- 5.1. Welcome to MMU and introduction from HT, environment and energy systems manager and ISO14001 co-ordinator. MMU worked with the carbon trust to develop their first carbon plan.
- 5.2. The carbon management plan ended in 14/15. By this time the estate had been consolidated as much as possible. Subsequently 'Building Design Partnership' was commissioned to develop the 'Energy Investment Plan' outlining the financial incentive to invest in energy management.
- 5.3. CD presents the Energy Investment Plan. Presentation to be shared with meeting notes and Energy Investment Plan can be shared on request. For more information contact c.donnelly@mmu.ac.uk or h.tinker@mmu.ac.uk
- 5.4. **Action: CD** to send through presentation to **PR/SK**

6. Sustainable Food

- 6.1. Member updates on sustainable food projects.
 - 6.1.1. Uclan: research work with sustainable food northwest.
 - 6.1.2. Blackpool College: planning to host a community event.
 - 6.1.3. University of Manchester: Manchester Bloom
 - 6.1.4. MMU: Programme of outreach and programme for staff and students. 6 month urban foraging project. Student grow project - Cost of £2k per year. Working with a local garden centre and linking with the eco-school network. 4 schools have been involved. MMU also have a sensory garden which is an open resource for the community to come and visit.



- 6.1.5. Met Munch: Is an MMU student food network that promotes sustainable healthy food. Covers farm to fork. Led by nutritionists and working with Prof of microbiology to deliver a celebration of world foods in June 2016. MetMunch has worked with UClan and can be hired by other universities. For more information see <http://metmunch.com/>
- 6.1.6. Edge Hill: Achieved soil association silver on part of its catering service and signing up to the sustainable fish cities pledge.
- 6.2. How are volunteer students engaged?
 - 6.2.1. MMU: Recruitment and maintaining volunteer levels is an ongoing effort. They go through several routes for recruiting - SU and academics. In winter months the project maintains engagement carrying out activities such as landscaping, pruning etc.
 - 6.2.2. Met Munch: Met Munch is linked with learning and assignments bridging the gap between academia and the sustainability team. The student population also guides it, for example food waste is now a trendy topic and is a subject raised by the students.
 - 6.2.3. MetMunch: A key to engagement is 'employability' and aims to promote sustainability as something that can improve employability.

7. Online Teaching Resource

- 7.1. Resources are hosted on the North West EAUC page: Home > Member Zone > Regions > England-North West
 - 7.2. Items are categorised.
 - 7.3. All members are invited to contribute and have their organisation represented.
 - 7.4. It is linked with the sustainability exchange and is linked with other regional groups to share best practice across the groups.
 - 7.5. PR proposed that this may be the theme for a subsequent meeting.
- Action: PR** to email a reminder to all to contribute to the online resource bank.

8. NW Benchmarking Survey – (see draft attached)

- 8.1. RHD, PR and SK developed this draft survey. Questions were drawn from the people and planet and LSIS sustainable procurement survey. AUDE release the green scorecard which is accompanied by a survey; it is specifically for universities, it mostly relates to the EMR data, it may not be shared and it may not be accessible to all.
 - 8.2. The purpose of this survey is to identify which organisations are doing what and to enable members to support each other. This survey is exclusive to the North West members, although other groups are considering a similar exercise. In its current draft form it takes 15 minutes to complete. Group feedback requested.
 - 8.3. Following discussions all agreed that it is a worthwhile exercise.
 - 8.4. Initial suggestions from the group:
 - 8.4.1. That it includes a comment box
 - 8.4.2. That it has a section to include a link
 - 8.4.3. That rather than just 'yes' or 'no' there is an option for 'underway'. For example where working towards an accreditation.
 - 8.4.4. To include a space for collaborations.
 - 8.4.5. That this survey may steer the meeting themes
- Action: PR** to send a reminder email to all to comment on the survey.

9. Sustainable Procurement

- 9.1. Action from last meeting to develop a list of successful contractors so that each organisation can assess who they may wish to use. Initially wanted to include costs but due to financial regulations these could not be included. PB shared details regarding DECs, shared who she tendered to and who won.



- 9.2. Several organisations recently or currently going through waste procurement exercises. Comments and tips from around the table:
- 9.2.1. Several use source segregation
 - 9.2.2. East Midlands have a waste consortium, Nick Hunt is the contact.
 - 9.2.3. Several included in the tender that companies had to include proposals to reduce waste.
 - 9.2.4. Include payment by weight and payment by lift as two separate bids.
 - 9.2.5. Include requirement for monthly weight reports.
 - 9.2.6. Institutions should never reveal how much you currently spend. Include requirement for contractor to help you reduce waste to landfill and reduce costs.
 - 9.2.7. Institutions insist general waste goes to energy – zero landfill.
 - 9.2.8. Use separate lots to offer smaller companies the opportunity to bid. UCLan confidential waste went to a small local company as a separate lot.
 - 9.2.9. Education is key, both for students and staff.
 - 9.2.10. Dry clean recycling and general waste lift costs are nearly the same now as the plastics recycling market has been affected by reduced oil prices.
 - 9.2.11. Matching food production with demand is key to ensuring minimal food waste.
 - 9.2.12. Challenge is to raise awareness among catering staff that food waste is an issue.
 - 9.2.13. Suggestion for catering and waste to be the theme of the next meeting.
- Action: PR** to update spreadsheet

Action: PR to add sustainable procurement to the benchmarking survey.

10. Target Setting

- 10.1. Target 1 - Sustainable Food - members sign up to the sustainable fish cities pledge. 3 universities have joined to date. MMU joined sustainable restaurant association. The SRA places less pressure on organisation to buy organic. B&FC have been awarded the Council Healthy Eating Award. Currently no organisations grow and sell produce on site.
 - 10.2. Target 2 - Online Resources – that each member contribute an item to the online resource.
 - 10.3. Target 3 - Feedback comments on benchmarking survey.
 - 10.4. Target 4 - New target set relating to paper use – how much of each type of paper does each organisation use, how much does it cost, how sustainable is it?
- Action: All** to find out and report back at next meeting.

11. Sustainability structure and annual sustainability/environmental reports?

- 11.1. SK has produced a template to map where sustainability sits and how it operates within each organisation.
- Action: SK** to share the template survey and **ALL** to complete.
Action: All to send through a copy of their annual report.

12. EAUC Update

- 12.1. EAUC produces a key messages email each month which is circulated to each organisations key contacts and is also available on the website.
- Action: SK** to circulate link to key messages.
- 12.2. Biodiversity campus guide has been launched, the case studies are online.
 - 12.3. An intern is carrying out an exercise to map sustainability in each institution. Findings from the project will be shared with all members and may be used to support business cases for sustainability resources.
 - 12.4. Updating the 5 year strategy plan with a 2-3 year plan as industry changes quickly. Members are invited to share feedback about what they feel the EAUC goals should be.



12.5. EAUC is developing the non-estates section of the green scorecard. EAUC are developing sections of the scorecard on leadership and student engagement. Therefore there will be quantitative data from EMR and qualitative information from the green scorecard. The scorecard is due to launch in May.

12.6. People and Planet are proposing to re-launch the university league April to May, this is separate to the green scorecard and does not involve EAUC. Correspondence from the People and Planet says that this is based on 'information made public on the organisation website'.

13. Any Other Business

13.1. MMU are putting together a workshop to offer the NW group members a step by step guide on how to achieve the new ISO14001 standard- date to be confirmed.

13.2. Printing systems: Bolton tendered for multifunctional devices (MFDs). 30 devices across 2 sites. The new system included targets for paper use and set limits for students, it flags high spend and notifies the budget holder, this raised awareness among staff and students of their resource use. More information available on request.

13.3. University of Liverpool carried out a paper monitoring exercise which showed that staff alone used 40 million pieces of paper during the study period.

13.4. Agreed to include paper use as a group target – see 10.4 above.

14. Close of Meeting

14.1. Next meeting to take place at Edge Hill University, Ormskirk in April/May

14.2. Request for role of secretary for this group.

14.3. Chair thanked MMU for hosting this meeting and thanked the speakers for their presentations.

15. Summary of actions and targets for next meeting

Action/target	Person(s) responsible
PB to liaise with PR re a suitable date for the next meeting	PB/PR
EF to send through presentation to PR/SK	EF
CD to send through presentation to PR/SK	CD
PR to email a reminder to all to contribute to the online resource bank.	PR
PR to send a reminder email to all to comment on the survey.	PR
PR to update spreadsheet	PR
Target 1 - Sustainable Food - members sign up to the sustainable fish cities pledge. 3 universities have joined to date.	ALL to consider and feedback
Target 2 - Online Resources – that each member contributes an item to the online resource.	ALL
Target 3 - Feedback comments on benchmarking survey and complete online survey	ALL
Target 4 - New target set relating to paper use – how much of each type of paper does each organisation use, how much does it cost, how sustainable is it? Action: Members to find out and report back at next meeting.	ALL
Sustainability structure and annual sustainability/environmental reports? SK has produced a template to map where sustainability sits and	SK



how it operates within each organisation.	
Members to send through a copy of their annual report.	ALL
SK to circulate link to key EAUC messages.	SK