

Date: Wednesday 11th April 2018
Time: 10:30–13:00
Venue: University of Edinburgh



MINUTES:

EAUC-S Forum & AGM meeting

Attendees:

James	Adams	JA	Ayrshire College	
Angus	Allan	AA	South Lanarkshire College	
Jackie	Beresford	JB	Dundee and Angus College	
Michelle	Brown	MB	The University of Edinburgh	
Trudy	Cunningham	TC	University of Dundee	
Pauline	Donaldson	PD	Forth Valley College	
Dean	Drobot	DD	University of Strathclyde	
Gillian	Gibson	GG	EAUC	
Iain	Gordon	IG	Glasgow Kelvin College	
Bill	Grace	BG	Dundee and Angus College	
Samantha	Hartley	SH	EAUC	
Suzanne	Marshall	SMA	College Development Network	
Stewart	Miller	SMi	University of Glasgow	
Severine	Monvoisin	SMo	Edinburgh College	
Kate	Murray	KM	Edinburgh Napier University	
Jamie	Pearson	JP	Edinburgh Napier University	Convenor
Rebecca	Petford	RP	EAUC	
John	Thorne	JT	Glasgow School of Art	
Martin	Webb	MW	Edinburgh College	
John	Wincott	JW	Fife College	

Apologies:

Paulo	Cruz	Glasgow Caledonian University
Julie	Maxwell	Ayrshire College
Jenny	Jamieson	SFC

	SUMMARY OF DISCUSSIONS	ACTIONS
1	<p>Welcome and Apologies <i>Jamie Pearson, EAUC-Scotland Convener</i></p>	
2	<p>Introductions and Key Projects <i>Jamie Pearson, EAUC-Scotland Convener</i></p> <p>Each attendee introduced themselves and their current key projects:</p> <p>GG – Working on Sustainability Committees report KM – Piloting a new Sustainable supply chains programme BG – Plastic reduction engagement JW – Getting the Eco-House & Air source heat pump system for this running PD – Introducing a KeepCup System JB – Working with Angus council on sustainable travel & car share project SMo – Biodiversity strategy IG – Cycle initiatives, Keepcups & renewable systems DD – District energy scheme across Glasgow and engagement around this SMa – Scottish Government initiative for free sanitary products around FHE TC – Food waste, external food waste bins and staff cadies, engagement around this JT – Climate Psychology Alliance conference, 21st April 2018 SMi – Climate Change Adaptation plan with support from Climate Ready Clyde SH – Events, TSNs, Sharing Series, Training Programme JA – Push on Active Travel MW – Fairtrade pilot AA – Re-accreditation for responsible futures, Working with catering on reducing plastic and polystyrene MB – Plastics project with estates and Students Association to reduce single-use items, renewables and sustainable travel. A new induction platform has been launched for staff travel RP – Annual Report (thanks to all who completed the survey). It will be circulated. JP – Aligning and merging all travel policies and embedding a travel hierarchy into this. Reducing single-use cups</p>	
3	<p>Scotland Convenor's Update <i>Jamie Pearson, EAUC-Scotland Convenor</i></p> <p>JP is the contact from the OBG who feeds into the EAUC board so updates at all Forum meetings regarding what has been discussed in previous Board meetings.</p> <p>RP presented at the UK board following a request from a board member to hear what work was being done in Scotland. This was a great signifier that Scotland is seen as a leader and the reception of RP's presentation was very good.</p> <p>The Welsh and Irish EAUC groups are beginning to develop. There will be a lot of cross-fertilisation between these regional/national groups and Scotland as the office here is well established.</p> <p>The board approved an advocacy strategy written by the UK team. The advocacy work is part of the UK strategy, for EAUC to act and advocate for sustainability and</p>	

	<p>for the sector, and support contacts to better advocate for sustainability themselves. JP acknowledges that partnership with other institutions is key to the advocacy in his work.</p> <p>There is work ongoing around the Future Business Council. This is helping to develop the business connection and dialogue around sustainability skills.</p> <p>Since our previous Forum at Fife College in college the OBG has met a few times and the role of this is to input into the programme and ensure EAUC-Scotland continue to develop services which effectively support the sector.</p>	
<p>4</p>	<p>Scotland Manager’s Update – Find Manager’s Report Below <i>Rebecca Petford, EAUC-Scotland Programme Manager</i></p> <p><u>The Risk group</u></p> <p>The newly founded Risk Working Group is hoping to better support understanding and addressing of climate change and sustainability risks. This project is being delivered in partnership with the Higher Education Business Continuity Network (HEBCoN). AECOM has sponsored it, providing a part time staff member who will be initially doing a baseline scoping study.</p> <p>RP attended the first meeting on 9th April with Elizabeth Vander Meer (University of Edinburgh) and John Wincott (Fife College) from Scotland, who are also in the working group.</p> <p><u>The Manager’s Report</u></p> <p>The Manager’s Report covers from December to the end of March. It covers a number of projects, including:</p> <ul style="list-style-type: none"> • EAUC Strategy changes • Mentoring for new FHE Sustainability Staff and Interns • Advice and support Service • Sustainability Committees Project • Engaging with UK’s Emerging Leaders Project • Networking groups including Smaller institutions and TSNs • Events and Training <p>Then key information in the remainder of the report includes:</p> <ul style="list-style-type: none"> • We have gathered excellent data from our first year of the current project, including that member contacts have increased 21% in the last year. We have also received good data from our EAUC-Scotland Programme Annual Review survey. Thank you to those who contributed. The annual report will be released shortly. • We have been engaging with senior leaders who had not previously engaged with EAUC-S due to the inclusion of sustainability in Outcome Agreement Guidance. • PBCCD was completed by all institutions and 52% completed wider influence, hoping for 100% this year. • The Scotland Conference 2018 Steering Group has been formed, with discussions in progress. We decided not to go ahead with an Academic Symposium, and instead look at engaging academics through other work. • Partnership and steering groups are being reviewed. We are looking at where we should be representing the sector. Please let us know if you have any suggestions. • We are championing Scottish Achievements including the GGA winners. 	

	<ul style="list-style-type: none"> • The UCCCFs has now been superseded by policy requirements so this will not be being reinstated – we are considering if a different type of aspirational target for the sector is appropriate. • The careers resources have been updated and relaunched. These are to support students who are looking at careers in sustainability, as well as careers advisors. • Upcoming events are listed here. <p>The update was followed with the following discussion:</p> <ul style="list-style-type: none"> • TC queried whether there is still plans to form a regional Climate Change Adaptation Plan Framework (which framework and working group is still needed to be clarified). <p>There was then a discussion around assistance when creating Adaptation plans in which:</p> <ul style="list-style-type: none"> ○ SM noted that the University of Glasgow are working with Climate Ready Clyde around their plan and this help has been invaluable. ○ The University of Edinburgh plan came from a push from local organisations and the Edinburgh Sustainable Development Plan. This highlights that collaboration with councils, public bodies and utilities is appropriate when forming and Adaptation plans. ○ RP will enquire with Adaptation Scotland about how their partnerships work and feedback. ○ GG and JP have upcoming meetings with SSN where this can be brought up <ul style="list-style-type: none"> • JW raised a concern about the discussion around whether institutions could register certified green energy as carbon free on Reporting had uncovered a lack of communication between APUC (who had worked on the contract) and EAUC-Scotland and SSN. • Supplier certification was discussed, with the APUC’s Sustain database highlighted as an audit of suppliers and their sub-suppliers – including social, ethical, and environmental criteria. SMi highlighted that the CIPS framework in Glasgow has been useful and has a high rate of supplier accreditation. 	<p>GG: Clarify with TC/ SSN/ Adaptation Scotland whether this action will be taken forward and update attendees</p> <p>RP: Raise this as a concern with Andy Anderson from APUC</p>
<p>5</p>	<p>EAUC Rebrand <i>Rebecca Petford, EAUC-Scotland Programme Manager</i></p> <p>A name change and rebrand was agreed as part of the EAUC strategy last year.</p> <p>The ‘EAUC’ was started 20 years ago by a group of volunteers working in FHE sustainability who felt isolated. This was when sustainability and sustainability officers were rare in institutions. Things have progressed a lot since then.</p> <p>The problem with the original name is that it does not reflect the range of work we do around sustainability, and often causes the organisation to be categorised as having an Estates focus.</p> <p>A task and finish group helped to decide on a name change. The suggestion went to the board for approval, and has now been announced widely. The new name will be voted on at the UK AGM in June where a 75% agreement must be reached to go ahead (Key contacts will be responsible for voting as usual.)</p> <p>The suggested name, United Futures, focuses on key elements of our work, partnerships and forward thinking. The strapline “Leading sustainability with Universities and Colleges’ will be used going forward to ensure understanding.</p>	

	<p>Feedback:</p> <ul style="list-style-type: none"> • There is a consensus in the group that the strapline being included is essential. • If there would be another name change, it is requested that there is wider inclusion. However it is noted that a manageable group, such as the task and finish group used for the process, is the only efficient process for such a change. RP also noted that there was input at last year’s UK conference. <p>Questions:</p> <p>Q. What if the vote does not pass at the AGM? A. If we do not achieve the 75% majority of those attending the AGM and eligible to vote then we are not allowed to change our name at this time. We will seek member feedback as to the reasons why they did not vote in favour of the name change, and the Board will reflect upon this as to what our next steps are.</p> <p>Q. How much will this rebrand cost? A. We have a budget of £7500, which has been agreed by the Board from our reserves. The total rebrand budget equates to approximately 6 membership fees.</p> <p>Q. Will this affect the price of my membership? A. No educational price increases are planned over the next year but our invoice would be branded with the new name. There will be no change with the day to day running of operations.</p> <p>Q. Will the rebrand affect the Scotland office? A. If approved by members at the AGM, the Scotland Office as part of the organisation will also be known under the new name. We will still have our own objectives, based on the needs of the sector in Scotland and SFC funding requirements.</p> <p>Q. Will you have a new logo & will there be a vote on that? A. If the name is approved at the AGM in June, we will have a new logo to accompany our name but this will not be taken to an AGM vote.</p>	
6	<p>AGM – Find Submitted OBG Nomination Forms Below <i>Jamie Pearson, EAUC-Scotland Convener</i></p> <p>Current OBG members:</p> <ul style="list-style-type: none"> • Jamie Pearson (Convener) – Edinburgh Napier University • Michelle Brown – The University of Edinburgh • Angus Allan – South Lanarkshire College <p>Each OBG member stands for a 2 year term, with a possibility of extension for another 2 years.</p> <p>JP, the OBG and the Scotland Office Team would like to thank Angus Allan, who has been a member of the OBG for 4 years and the Board as Scotland Convener for 2 years of that time. Angus has contributed significantly to the progress of the Scotland Office and the OBG. Due to our constitution Angus must now stand down as his term is complete, however we hope he remains involved in the EAUC-S work and network as he is an integral part.</p> <p>Christine Laing, a member of the OBG for 1 year and 9 months, stood down in December. The means we have two college representative positions open.</p> <p>Applications have been received from:</p> <ul style="list-style-type: none"> • John Wincott – Fife College • Billy Grace – Dundee and Angus College 	

	<p>JP proposed that these two were elected into the two positions, seconded by JT.</p> <p>A member of the OBG will be required to act as Scotland Convenor, chair the OBG and Forum Meetings and sit on the UK board. This will be decided at the first OBG meeting.</p> <p>JP will be finishing his 4 year service next year, so a Higher Education position will be opened up in 2019.</p>	
7	<p>EAUC-Scotland Mentoring Programme <i>Rebecca Petford, EAUC-Scotland Programme Manager</i></p> <p>As part of the EAUC-S Outcome Agreement we initially wanted to support the sector by providing interns, to solve the problem of hiring short term staff internally. However EAUC would struggle to support this ourselves, and other organisations offer this service.</p> <p>This idea then transformed into providing a 3 month long mentoring and development programme aimed at new or inexperienced sustainability employees in FHE. The core of the programme will be individualised mentoring, along with resources, and three group training days to help develop their skills, networks, and knowledge of wider sector.</p> <p>The benefits will include new or inexperienced staff developing a baseline level of knowledge and skills, and support to decrease pressure on line managers.</p> <p>The target audience, programme elements, timeline, details of support days etc. are available in the presentation which will be distributed to attendees. The cost is expected to be £800+VAT for smaller institutions, and £1200+VAT for larger institutions</p> <p>This project would hopefully be started after the summer. TC notes that the 1st August would also be a good time as this is when the new budget is released.</p> <p>Questions:</p> <p>Q.TC states Current Change Agents intern training cost is £2k, but this is cheaper and also more local so less additional travel costs. There is a concern that there is some stepping on toes with Bright Green, would there be a clash there?</p> <p>A. We have met with Bright Green Business and will be looking at promoting each other's programmes.</p> <p>Q. Would a bespoke package be available? Mentoring is covered within some institutions but there would be value in the training and networking aspects.</p> <p>A. Yes, the programme is flexible and we can work with institutions for whatever would be most useful</p> <p>General Comments:</p> <ul style="list-style-type: none"> • MB raised the issue that if funds were between getting mentoring for an intern or keeping them longer it would be spent on keeping them longer. • It is agreed that directing these funds towards EAUC-S would be preferable to an external company • Due to the mentoring the intern could be placed in halls or student union • Feedback on the intern's experience through EAUC-S would be beneficial for institutional improvement • There could be the possibility of putting PhD students through some knowledge elements of the course to contribute to course credits 	

<p>8</p>	<p>Ayrshire College Green Gown Awards Winners: Park Life (Winner) and The Older Adult Group (Highly Commended) <i>James Adams, Ayrshire College</i></p> <p>JA highlights that all institutions have projects that could be Green Gown Award (GGA) worthy but the key thing is to get the ball rolling and apply.</p> <p><u>The Older Adult Group – Green Gown Award Video here</u></p> <p>This group has been running for a few years however, it had not been recognized until now.</p> <p>The life expectancy is lower in east Ayrshire is lower than the Gaza strip. The area has significantly worse statistics than the Scottish average on a range of health issues. This project is not seen as a choice but a moral obligation.</p> <p>Each Friday morning 20 adults come to meet 20 sports students. This includes 2 hours of physical activity. This includes 1-to-1, team sports and tea & biscuits. This social aspect at the end of this is the value that brings in the older adults.</p> <p>The project costs nothing to run, as facilities from the college can be used.</p> <p>This idea stems from the fact that the older population of 70-90 age are lacking in resources for sport and health, and students gain from offering this support.</p> <p><u>Park Life – Green Gown Award Video here</u></p> <p>This project applied for the GGAs a couple of times before, and from the feedback through they developed their application until its win in 2018.</p> <p>The park used had a bad reputation for underage drinking and antisocial behavior. The project helped to create new ecosystems and biodiversity in this area. The project helped students and young people become advocates for the park, and this is spreading to other young people in the area.</p> <p>The park received lottery funding and has now appeared in Outlander!</p> <p>In 17/18 all students who participated in the course were accepted into university. However this year the course did not run due to lack of sign ups, and it has now been pulled for next year. The volunteering for this project continues however, through other courses.</p>	
<p>9</p>	<p><i>Carbon Targets for FHE</i> <i>Gillian Gibson, EAUC-Scotland Programme Coordinator</i></p> <p>Scotland’s carbon emission reduction targets are changing, with the draft Climate Change Bill proposing an increase in carbon reduction targets to a 90% reduction by 2050.</p> <p>The UK Department of Business, Energy & Industrial Strategy has proposed a voluntary reduction target for public sector in England of 30% reduction by 2020. UK Team responded to this consultation informed by members and there was agreement that a target would be well received.</p> <p>At the moment in Scotland we do not have a specific Further and Higher Education sector target. Some institutions are reporting between 10-42% reduction targets.</p> <p>GG opens discussion to the forum as to whether Scottish FHE sector should be leading the way and creating a target of their own. Would it be of use and how would it be form. <i>Should we propose a voluntary minimum reduction target for Scottish universities and colleges?</i></p>	

	<p>Comments from the Forum:</p> <ul style="list-style-type: none"> • The attendees would be interested in setting sector targets • Funding and structure is needed to help drive this e.g. the Scottish Funding Council Outcome Agreements • It is noted that due to different baseline years and what different institutions include in their reporting on estates could make a general target difficult to navigate • Discussion around the fact that carbon reductions can be made with little effort due to the decarbonisation of the grid, so another metric must be used to ensure meaningful targets • If a target is to be used it should align with Scottish Government targets • Suggest that an alternative to a percentage target reduction could be standards based on other Scottish Government target areas such as transport, circular economy, industry. E.g. 100% electric fleets by 2030, decarbonized heating systems. <p>GG concluded the discussion with suggesting the possibility of starting a working group to input further ideas on the subject. EAUC-Scotland will promote this through the UCCCfs JISCMail and other communications.</p>	<p>GG – Prepare more information for a working group on the subject of sector target setting</p>
<p>10</p>	<p>EAUC-Scotland 2018 Conference & 10 Year Anniversary Update <i>Rebecca Petford, EAUC-Scotland Programme Manager</i></p> <p>The Scottish Conference is held every 18 months. The next will be mid-end October. The Steering Group have met already with the next meeting taking place directly after this AGM meeting. EAUC-S have been looking at feedback from previous conferences to direct this event. The summit style and app will not be being used this time due to feedback.</p> <p>As the previous 2 conferences were at Universities, EAUC-S are looking at using a college as a venue this year. Key important issues for attendees were that it targets and caters for a range of people from all departments as well as sustainability teams and students. Networking, variety in the programme and inspiration are also noted as important aspects.</p> <p>The Steering Group are looking at better engaging with exhibitors in a way that brings value for companies and sector.</p> <p>As this is the 10 year anniversary of the EAUC-S office, the group has discussed a look back at the last 10 years of sustainability in Scottish FHE, and what is likely to be going to be required 10 years down the line.</p> <p>Any suggestions for colleges for venues are welcome, along with any other suggestions for topics/exhibitors.</p>	<p>All: Send SH any suggestions for college venues or exhibitors</p>
<p>11</p>	<p>AOCB <i>Jamie Pearson, EAUC-Scotland Convenor</i></p> <p>EAUC-Scotland 10 Year Anniversary Any suggestion to celebrate 10 years of the Scotland office are welcome</p>	<p>All: Send SH any ideas for the anniversary</p>
<p>11</p>	<p>Closing Remarks <i>Jamie Pearson, EAUC-Scotland Convenor</i></p>	