

<b>Meeting Name</b>	<b>Sustainability Strategy</b>	<b>Session</b>	20/21
<b>Meeting Chair</b>	Niamh Lamond	<b>Date</b>	02/03/23
<b>Location</b>	Babbage meeting room, Faraday Level 7	<b>Time</b>	11:30

#### Meeting Objective

To receive updates on OGSM, People and Planet ranking, Path to Zero project, and the HEFCW funding bid. To review a paper from Geoff Proffitt on Scope 3 carbon offsetting, and discuss a proposed paper from the Tree Society.

#### Present for Meeting

Present	Name	Position
Y	Niamh Lamond	COO and Registrar
Y	Helen Griffiths	Pro-Vice Chancellor
Y	Teifion Maddocks	Sustainability Manager
Y	Greg Ducie	Director of Estates and Campus Services
Y	Jenny Baker	FSE
N	Professor Dave Worsley	FSE
Y	Phil Brophy	Head of Strategic Development (SOL)
Y	Andrew Jones	Associate Director Strategic Portfolio, Project and Change Management
Y	Fern Davies	Sustainability Lead (SOM)
N	Sarah Jones	Chief Financial Officer
Y	Katie Horsburgh	Sustainability Officer
N	Greg Barber	Technical & Laboratories Manager
Y	Esyllt Rosser	Students' Union President
Y	Mari Hooson	Senior Communications Officer

#### In Attendance

Name	Position
Chris Marshall	Head of Policy and Strategy, PSPU

#### Apologies

Richard Milligan, Greg Barber, Dave Worsley, Sarah Jones

#### Circulation

Meeting Agenda	
Topic	Owner
1 - Previous minutes and Actions	
2 - Horizon scanning- External factors	
2.1 Ethical Careers - Fossil Fuel Free Careers service petition	TM
3 - Internal performance and changes	
3.1 Policy for Printing Efficiency and Optimisation	GD & TM
3.2 Proposal for Graduation forest - update	ER
3.3 Policy for electric vehicle cahrging and fleet	GD & TM
3.4 Sustainable labs - LEAF	KH
3.5 Biodiversity Duty Report	TM
3.6 OGSM update	AJ & TM
3.7 Bay Zero TOR update	CM
4 - Discussion and recommendations – is strategy still fit for purpose?	
4.1 Platinum jubilee trust	TM
5 - AOB	

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Minutes of Meeting					
Tracker No.	Agenda Item	Discussion / Decision / Action	Notes	Owner	Planned Completion
186	1 - Previous minutes and Actions	Discussion	TM notes that, relating to action 176, an open day was offset recently independent from this committee. It should be ensured that offsetting is legitimate and centralised within the university, and this fits into GP's pilot and proposal.		
187	1 - Previous minutes and Actions	Action	PB to investigate the source of funding for scholarships relating to People and Planet criteria, and the possibilities for expansion to meet the criteria.	PB	TBC
188	2.1 Ethical Careers - Fossil Fuel Free Careers service petition	Discussion	ER notes that UCU Swansea voted to support Fossil Free Careers. Students Union are currently working with SEA and note that we have a policy (covering tobacco companies), but this is short of the People and Planet requirements.		
189	2.1 Ethical Careers - Fossil Fuel Free Careers service petition	Discussion	ER notes that a group of students proposed a notion to advocate the campaign which was passed, but it is noted that there is flexibility within the notion.		
190	2.1 Ethical Careers - Fossil Fuel Free Careers service petition	Discussion	NL notes challenges as oil and gas companies invest in renewables and offer employment opportunities for graduates (TATA).		
191	2.1 Ethical Careers - Fossil Fuel Free Careers service petition	Discussion	PB agrees and acknowledges that chemical engineering and oil and gas technologies are taught at the university and there is a responsibility to offer employability opportunities to graduates.		
192	3.1 Policy for Printing Efficiency and Optimisation	Discussion	TM outlines the proposal for printing efficiency and the introduction of allowances to staff. The current Ricoh contract is up for re-tender, and we are currently looking to extend and explore scope for new contracts going forward. It's noted that on current printers, there are settings for restrictions available, but they are not utilised.		
193	3.1 Policy for Printing Efficiency and Optimisation	Discussion	Within the proposal there is an option for a tax for printing similar to the proposal for flights with insetting/offsetting options from this.		
194	3.1 Policy for Printing Efficiency and Optimisation	Discussion	FD gives an academic perspective and notes the last few years have seen a reduction in printing due to COVID. There has also been a shift in expectation from students to more online content. However, the requirements of some modules do differ in terms of printing and accessibility should be considered. Overall support from FD.		
195	3.1 Policy for Printing Efficiency and Optimisation	Discussion	ER has been working with academic services to make sure paper submissions aren't required for assessments and notes there are also ways to support accessibility issues.		
196	3.1 Policy for Printing Efficiency and Optimisation	Discussion	The paper highlights carbon emissions of printing as well as spend. It's noted that prospectuses are still printed in hard copies, along with exam papers. CM notes that prospectus printing is largely based on what competitors do. MH agrees but notes we could reduce the content and print on sustainable material.		
197	3.1 Policy for Printing Efficiency and Optimisation	Discussion	HG notes that this should be aligned to the Digital Strategy to ensure the right direction of movement towards paperless with ISS at the forefront. We could be behind the curve with this, and data consolidation would be helpful.		
198	3.1 Policy for Printing Efficiency and Optimisation	Discussion	JB agrees that understanding where the printing is majority coming from is important in order to target this policy. A breakdown of existing consumption would be useful before being taken to SLT.		

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199	3.1 Policy for Printing Efficiency and Optimisation	<b>Action</b>	A breakdown of data on printing consumption and an input on Equality Impact Assessment to be provided and paper to be taken to SLT.	TM	29/03/2023
200	3.2 Proposal for Graduation forest - update	<b>Discussion</b>	ER gives background on the proposal: the Tree Society president approached the Students Union for a Graduation Forest. The aim is to be the first university in the UK to do this, and the proposal bought is for a pilot with Bioscience and Geography. A lot of this tree planting is already being done so it would be a case of labelling and quantifying this.		
201	3.2 Proposal for Graduation forest - update	<b>Discussion</b>	Planting for Biology and Geography students would be a few thousand trees per year. Connections are in place in terms of land, trees, and academics. The proposal is for this to be supported and contributing to university plans and to ensure continuity after this cohort.		
202	3.2 Proposal for Graduation forest - update	<b>Discussion</b>	TM supports this and notes that 10,000 trees have been planted in the last 2 years. This could also support GP's offsetting paper and could be taken to that sub-committee.		
203	3.2 Proposal for Graduation forest - update	<b>Discussion</b>	HG asks if there are any possibilities with local authorities to join forces. ER notes that landowners have been contacted and are interested in participating. NL notes that embarking and committing to this risks not fulfilling this in the future, but the pilot can help address this. ER assures that JLB is exploring contacts in faculties to ensure longevity.		
204	3.2 Proposal for Graduation forest - update	<b>Discussion</b>	TM notes that offsetting costs are rising, and this project could be more cost effective than external offsetting. Overall support for the idea, and viability to be tested within the pilot and paper to be taken to SLT.		
205	3.3 Policy for electric vehicle cahrging and fleet	<b>Discussion</b>	GD notes that this is a plan to get a policy in place. There are existing EV stations on and off campus, but this looks at what can we increase on campus for EV fleet and that staff may utilise. Noted that current options off campus require some travel on foot from charging facilities.		
206	3.3 Policy for electric vehicle cahrging and fleet	<b>Discussion</b>	There is possibility for a third party to deliver on-campus facilities, but the question is how to manage this (e.g. demand, booking). TM notes risks that staff could charge their cars on-campus and take this and power their home. But it is noted that if we are to have a 100% EV Fleet by 2035, we will need chargers to support this.		
207	3.3 Policy for electric vehicle cahrging and fleet	<b>Discussion</b>	GD states the pilot will be on Singleton campus, and a decision is also needed on whether to have high or low-rate chargers. Low means increased spaces taken up for a longer time. JB notes that demand may not be as high as expected due to higher prices to charge on campus compared to charging at home.		
208	3.3 Policy for electric vehicle cahrging and fleet	<b>Discussion</b>	AJ notes EV opportunities are within the in OGSM and projects are ongoing which can be tracked. Committee is happy with the paper as it stands. GD notes it's tricky to provide a date for 100% EV fleet because fleet ownership and management is ambiguous within the university. Some new contracts are coming in with diesel fleet.		
209	3.3 Policy for electric vehicle cahrging and fleet	<b>Action</b>	Central control of fleet purchasing to be reviewed.	GD	TBC
210	3.4 Sustainable labs - LEAF	<b>Discussion</b>	KH introduces LEAF paper and background information. The aim presented is to have 100% labs at least Bronze level by 2025.		
211	3.4 Sustainable labs - LEAF	<b>Discussion</b>	KH notes that Bronze criteria should be business as usual in theory, but 100% of labs doing this would improve chemical management, reduce adverse events, and increase energy and cost savings.		
212	3.4 Sustainable labs - LEAF	<b>Discussion</b>	JB agrees that Bronze should be business as usual, but that technician support is key, and some labs lack this.		

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213	3.4 Sustainable labs - LEAF	Discussion	TM notes that FMHLS are on board and GB has been supportive. JB notes that requirements can be added for PHD students to support LEAF criteria.		
214	3.4 Sustainable labs - LEAF	Discussion	NL is keen to bring 2025 deadline forward due to simplicity of Bronze criteria but agrees that technician support is key to this with support from GB and Mark Pritchard. Approval for the paper is given and agreement to be taken to H&S Committees and SLT.		
215	3.4 Sustainable labs - LEAF	Action	Papers discussed today including LEAF to be prepared and taken to next SLT meeting.	TM, GD, ER, KH	29/03/2023
216	3.5 Biodiversity Duty Report	Discussion	Every 3 years, reporting on Biodiversity is required through The Environment (Wales) Act. This includes various targets and actions on our SSSI to increase biodiversity and partnerships with Dynamic Dunescapes and work completed by Biodiversity Officer and staff and students. Report bought for information, and MH is happy to highlight on intranet.		
217	3.7 Bay Zero TOR update	Discussion	Completed TOR bought to the committee. Key points include opportunities to connect across the region and to learn for decarbonisation. The group includes colleagues from academia, Estates, and Comms. representative to highlight news stories.		
218	3.7 Bay Zero TOR update	Discussion	HG is supportive for TOR and notes the importance of regional connections and Net Zero skills. CM notes we are waiting for the Net Zero Skills Action Plan from Welsh government and what we do will be aligned to this.		
219	3.7 Bay Zero TOR update	Discussion	TM notes that Scope 3 is not mentioned in the TOR and wonders if it should be included but would this widen the scope too far. NL questions if the group should be focussed and should Scope 3 be our responsibility in this committee. TM agrees but in order to market this as Bay Zero Exemplar we would need to specify its campus operations rather than including travel and Scope 3.		
220	3.7 Bay Zero TOR update	Discussion	GD notes we shouldn't compromise Singleton Campus facilities for the sake of this group and Bay campus plans.		
221	3.7 Bay Zero TOR update	Discussion	JB notes we should also link with researchers (e.g. ESRI) to understand emissions from Bay other than carbon (FGas). HG notes Gateway to Zero is showing good progress. Land is available for use and negotiations for a company to start work is ongoing. Baglan land has been bought by Welsh Government and solar possibilities are there to explore.		
222	3.7 Bay Zero TOR update	Discussion	Bay Campus solar possibilities are now at maximum and work is now starting on increasing Singleton provision. Land ownership is the next challenge, and options appraisals are being completed for land purchase. Thanks given to central comms and MH for support on advertising and celebrating solar installations.		
223	3.7 Bay Zero TOR update	Discussion	Bay Zero Group can report back into this committee but support for TOR is given.		
224	3.7 Bay Zero TOR update	Action	PB has list of all related academic opportunities across the university, to share and update with CM.	PB	TBC
225	3.7 Bay Zero TOR update	Action	CM to add Scope 3 to the agenda for the first meeting to get thoughts of the group on whether to include in the TOR.	CM	TBC
227	4 - Discussion and recommendations – is strategy still fit for purpose?	Discussion	AJ notes we should go through OGSM in more detail at the next meeting to align projects discussed at this committee to this, and assess who is working on them, timelines, progress, priorities, and direction of travel.		
228	4 - Discussion and recommendations – is strategy still fit for purpose?	Action	Group to review OGSM slide before the next meeting of the committee.	All	TBC

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226	4.1 Platinum jubilee trust	<b>Discussion</b>	Highlighting the report for information. Based on how universities can decarbonise with a roadmap given to the Department of Education.		
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New and Open Actions					
Tracker No.	Agenda Item	Discussion / Decision / Action	Notes	Owner	Planned Completion
187	1 - Previous minutes and Actions	Action	PB to investigate the source of funding for scholarships relating to People and Planet criteria, and the possibilities for expansion to meet the criteria.	PB	TBC
126	1.1 Update on Sustainability OGSM	Action	TM & AJ to provide a presentation on the OGSM in the next meeting. Update 02/03/23: OGSM to be reviewed in detail in the next meeting.	TM & AJ	02/03/2023
199	3.1 Policy for Printing Efficiency and Optimisation	Action	A breakdown of data on printing consumption and an input on Equality Impact Assessment to be provided and paper to be taken to SLT.	TM	29/03/2023
164	3.2 Scope 3 - travel guidance for business, international, and commuting (ADR&Is and dPVCs) for discussion	Action	The Travel Policy is to be reviewed and sits with SJ and RM, but this process can be supported by Jayne Cornelius (Travel Officer) to take forward and be brought back to the committee for review.	SJ & RM	02/03/2023
209	3.3 Policy for electric vehicle charging and fleet	Action	Central control of fleet purchasing to be reviewed.	GD	TBC
215	3.4 Sustainable labs - LEAF	Action	Papers discussed today including LEAF to be prepared and taken to next SLT meeting.	TM, GD, ER, KH	29/03/2023
224	3.7 Bay Zero TOR update	Action	PB has list of all related academic opportunities across the university, to share and update with CM.	PB	TBC
225	3.7 Bay Zero TOR update	Action	CM to add Scope 3 to the agenda for the first meeting to get thoughts of the group on whether to include in the TOR.	CM	TBC
228	4 - Discussion and recommendations – is strategy still fit for purpose?	Action	Group to review OGSM slide before the next meeting of the committee.	All	TBC

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Actions Closed at this Meeting					
Tracker No.	Agenda Item	Discussion / Decision / Action	Notes	Owner	Planned Completion
62	2.1 Discussion and recommendation – Our Path to Zero Carbon at Bay Campus	Action	Working group for Bay campus Path to Zero to be created with the scope and ToR being bought to the next meeting. Update 27/10/22: Bay exemplar update: Key stakeholders have been identified and contacted. TOR are not yet complete but will be bought to the next meeting. Solar panels have been delivered to Bay and Singleton. Update 12/01/23: Overall support for TOR proposal and an update to be given in the next meeting with details on Scope 1 & 2 projections.	TM & AJ	02/03/2023
125	1.1 Update on Sustainability OGSM	Action	Faculty/ PSU representatives to provide contact details for those who could support the OGSM (e.g. research directors, co-leads). GB & DW & FHSS equivalent to provide contacts for RI co-leads and research support.	GB, DW	02/03/2023
145	1.2 Bay Zero group TOR update	Action	Overall support for TOR proposal and an update to be given in the next meeting with details on Scope 1 & 2 projections.	AJ & TM	02/03/2023
150	2.1 People and Planet Green League 2023 update	Action	PB to pick up the information on requirements for scholarships in P&P with TM. Update 02/03/23: Currently only one scholarship available which wouldn't meet the People & Planet criteria. Student services is the awarding body of funding, but the source is unknown. <u>There is potential to expand this and increase funding.</u>	PB	02/03/2023
176	3.3 Scope 3 - Offsetting (paper)	Action	GP to pilot the proposal within Bioscience and Geography and include due diligence is required first with input from RM and TM. Update 02/03/23: Offsetting Pilot is ongoing in Bioscience and Geography where admin requirements are being explored. There could be a sub-committee relating to this and this should be explored within the pilot.	GP	02/03/2023
181	3.4 Students' Union & Tree Society - 'GradTree' proposal for discussion	Action	ER to assess if a small pilot is possible with support from GP if it passes initial phase.	ER	02/03/2023
184	4 - Discussion and recommendations – is strategy still fit for purpose?	Action	KH to invite a comms representative from MRI to pull away comments and highlights from these meetings to produce content.	KH	02/03/2023