

**DURHAM UNIVERSITY  
ENVIRONMENTAL SUSTAINABILITY STRATEGIC PLANNING GROUP**

**Wednesday 29<sup>th</sup> May 2024  
13:00-15:00**

**Microsoft Teams Meeting**

**Attendees:** Linda Joyce (LJ), Yvonne Flynn (YF), Tom Bray (TB), Michael Harkness (MH), John Hirst (JH), Martin Pout (MP), Ian Armstrong (IA), Darren Hatfield (DH), Isobel Warwick (IW), Michael Corner (MC), Kelly Brown (KB)

No.	Agenda Item	Action
1.0	<b>Welcome, Introductions and Apologies</b>	
	<p>Introductions were made by all members of the ESSPG. TB chairing meeting in DL's absence. Welcomed new Biodiversity Manager IA to first ESSPG meeting.</p> <p>Apologies received from: JP Dunne (JPD), David Loudon (DL), Ian Rooney (IR), Jennie Brownlow (JB), Nicky Tonner (NT), Phil Marsh (PHM), Rachel Bickerdike (RB), Petra Minnerop (PM), Stephen Willis (SW), Skye Carrol (SC)</p>	
2.0	<b>Chairman's Business</b>	
	<ul style="list-style-type: none"> <li>• <b>TB</b> raised discussion around the future of the ESSPG. <ul style="list-style-type: none"> <li>- <b>DL</b> is leaving the university</li> <li>- ESSPG is no longer a subgroup of UEC</li> <li>- How do we get strategic insight form university leadership?</li> </ul> </li> <li>• <b>TB</b> shared remit of ESSPG and reminds attendees of the main purposes of the group.</li> <li>• <b>TB</b> defined ESSPG's as looking at the operational impact of the university and SDG group focuses on curriculum and research.</li> <li>• All attendees discussed future plans and strategy for group. <ul style="list-style-type: none"> <li>- DH said we should focus more on strategy and escalate important decisions to UEC, whereas updates should be sent across to the rest of the University.</li> <li>- JH brought up that we have no direct line to the University Executive Committee despite having that in our remit.</li> <li>- MP mentioned linking QS ranking sustainability metrics to our own.</li> <li>- JH asked if anyone on University Council has an interest in sustainability.</li> </ul> </li> </ul>	
3.0	<b>Minutes of Last Meeting</b>	
	<ul style="list-style-type: none"> <li>• <b>JH</b> missed off attendee list of previous meeting</li> <li>• Amend - 1500 people not £15000s - Greenspace movement update</li> </ul>	
4.0	<b>Matters Arising from Minutes/Action Log</b>	
	<ul style="list-style-type: none"> <li>• <b>YF</b> has working group regarding travel for staff and students at the new Business School. (2024/02)</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>YF</b> draft travel plan for Waterside building has been produced and circulated with key people. (2024/02)</li> <li>• <b>TB</b> confirmed Greenspace Annual report has been reviewed by VC</li> <li>• <b>TB</b> discussed refreshing action log to make it easier to track</li> </ul>	<b>TB</b>
5.0	<b>My Greenspace Movement Update – Festival (3<sup>rd</sup> June)</b>	
	<ul style="list-style-type: none"> <li>• <b>TB</b> 100 have completed individual modules have been completed on the Greenspace training module. Positive step forward.</li> <li>• <b>TB</b> reminded committee about upcoming Greenspace festival being held at Grey college, Fountains Hall, on 03/06/24, 12:30-16:30. Share with networks.</li> <li>• <b>TB</b> announced that a SU sustainability officer will be elected at the Greenspace Festival.</li> <li>• <b>YF</b> confirmed that the Greenspace movement currently has 1,461 members. This represents an increase since that last meeting.</li> </ul>	
6.0	<b>EcoCampus Updates/Internal audits – In Progress</b>	
	<ul style="list-style-type: none"> <li>• <b>DH</b> confirmed that EcoCampus internal audit schedule is progressing.</li> <li>• <b>DH</b> slimmed down the number of audits being conducted due to reauditing documents within 6-month period.</li> </ul>	
7.0	<b>Environmental Sustainability Action Plan &amp; Indicators</b>	
	<ul style="list-style-type: none"> <li>• <b>DH</b> during external audit last year setting and managing environmental objectives was not looked at. Specific work being done on how EcoCampus objectives and goals are being set and managed.</li> <li>• <b>DH</b> to address this the policy will be revised and the process used to identify biggest environmental risks reviewed. Revised procedure will be used to generate goals and objectives.</li> <li>• <b>DH</b> shared Aspects &amp; Impacts register with the meeting.</li> <li>• <b>DH</b> a score above 5 on the risk register will be considered as a significant environmental risk. These will form the environmental priorities for the following 12 months with the aim of lowering the risk score.</li> <li>• <b>DH</b> will identify action owners for risks scored above 5.</li> <li>• <b>YF</b> tender out for new travel management company.</li> <li>• <b>YF</b> 24/25 academic year it will become mandatory to report on student commuting including international students.</li> <li>• <b>MH</b> mission statement's ambition to reduce business travel by 40% by 2035. This should be viewed as an absolute reduction not offset. This could be calculated as the number of kilometres that could be travelled.</li> <li>• <b>TB</b> pass this information back to faculties to prioritise travel need. Team to conduct this analysis.</li> </ul>	<b>DH</b>          <b>TB/All</b>
8.0	<b>People &amp; Planet 2024 – Submission / Updates (Assessment July/August 2024)</b>	
	<ul style="list-style-type: none"> <li>• <b>TB</b> People &amp; Planet process to be reviewed by team by submission deadline.</li> <li>• <b>TB</b> specific gap analysis to be carried out.</li> </ul>	<b>All</b>

9.1	<b>Integrated Sustainable Travel Plan</b>	
	<ul style="list-style-type: none"> <li>• YF annual travel survey for staff to be launched imminently. Student survey already underway but deadline has been extended.</li> </ul>	
9.3	<b>Catering Update</b>	
	<ul style="list-style-type: none"> <li>• TB speakers at Greenspace festival of note – My Emissions partner organisation who are carbon rating our menus.</li> <li>• TB talk from John founder of E-cups around plastic waste.</li> </ul>	
9.7	<b>Single Use Plastics Working Party</b>	
	<ul style="list-style-type: none"> <li>• MH raised query around reusable marker pens and correct disposal. To be followed up in working group.</li> <li>• DH will reply to query in due course</li> </ul>	DH
9.8	<b>Waste &amp; Environmental Compliance</b>	
	<ul style="list-style-type: none"> <li>• DH Green-Move out underway</li> </ul>	
9.9	<b>CIS</b>	
	<i>No Comments made</i>	
10.0	<b>Any other Business</b>	
10.1	<b>EAUC Green Gown Awards - 5th June</b>	
	<ul style="list-style-type: none"> <li>• TB, Operations Directorate and ACS working on 3 separate applications.</li> <li>• TB leading on Sustainability Institution of the Year.</li> </ul>	
10.3	<b>Food Made Good (Submission underway – payment for reaccreditation due)</b>	
	<ul style="list-style-type: none"> <li>• TB currently have 1 star.</li> <li>• TB form for reaccreditation being completed around in July.</li> <li>• DH Fairtrade accreditation audit conducted 22.05.24. Led by students, all went well.</li> </ul>	
11.0	<b>Future Meeting</b>	
	A meeting will be arranged for the Michaelmas Term (19 Nov 2024)	