**Minutes**  
*Sustainability Delivery Group*

**Date and time:**  
Thursday 8th July, 10-11.30

**Location:**  
Council Room, Firth Court

**In attendance:**  
Tim Allen (TA), Duncan Cameron (DC), Harry Carling (HC), Will Mai (WM), Elspeth MacKellar (EM), Caryn Masters (CM), Teresa Nelson (TN), Phil Riley (PR), Rachael Rothman (RR), Elizabeth Tidswell (ET), Charlotte Winnert (CW), Tracy Wray (TW)

**Chair:**  
Tracy Wray (TW) and Duncan Cameron (DC)

**Apologies received:**  
Peter Anstess (PA), Deborah Beck (DB), Johann Beckford (JB), Kath Harding (KH), Keith Lilley (KL), James Merryclough (JM), Brendan Stone (BS), Vanessa Toulmin (VT) and Sarah Want (SW)

**Secretary:**  
Elspeth MacKellar (EM)

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<tr>
<td>1. <strong>Welcome and introductions</strong></td>
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<td>Chair</td>
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<td>2. <strong>Matters Arising from last meeting</strong></td>
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|   | - See Delivery Group action log  
  https://docs.google.com/spreadsheets/d/1TdhX3tOzAhjVD_WgEl2zOfRPeaOhT08XAxUPZUKh_4I/edit#gid=0 |   |
|   | Overview of ongoing actions delivered. JB currently working on coffee composting project. He has spoken to CW on scaling up the project and these conversations are continuing. The group is still waiting for a response from the Energy Institute for their opinion on the Tyndall Report. |   |
| 2. **Updates** |   |   |
|   | - Clean Air Zone |   |
|   | EFM have concerns that the proposed charges for buses will lead to price rises and therefore discourage their use. The clean air zone also includes the ring road which may force large delivery vehicles onto small roads and increase congestion in other parts of the city. KH reaching out to Martin Mayfield to see what their response is. DC proposed that there should be a single response from the whole university which will be coordinated by the group and potentially come from Gill Valentine. |   |
### Endowment Investment Policy

HC and the Students’ Union president are meeting with a subgroup of the finance committee to discuss reinvestment following divestment from fossil fuels. The group will be kept updated.

### Tyndall Centre Report

PR and KL attended a Sheffield City Region Energy Strategy Provocation event which discussed the Tyndall report to try to understand how we will link in with Sheffield City Council’s (SCC) zero carbon ambitions. A meeting has also been arranged with Sheffield Hallam to discuss their plans. The Tyndall report will impact upon our carbon budgets/emissions targets if we are to be a leader in this sector and not be called out by students and groups in this space within the city.

DC noted the need to assess how our building strategy will fit in to this and to also look at life cycle analysis for procurement. PR proposed working closely with other Russell Group universities. There will be a meeting of Russell Group Pro-Vice Chancellors in Sheffield next week and another one in London soon where links can be made. TW is also linking up with sustainability leaders from across universities.

DC noted the need to understand the dynamics of a carbon budget and conduct a quantitative assessment before setting a deadline for deciding on a carbon target. RR and DC are in discussions about conducting a life cycle analysis for the whole university with the aim of getting the work published in a peer reviewed journal. The group welcomed this proposal and discussed whether this could be presented to senior leadership once complete.

SCC currently only have one person working on sustainability and we are unaware as to how they are going to take the Tyndall Report forward. It is noted that the University has already used resources to collaborate with the region on their energy strategy.

### Actions

- JM/JB to coordinate a response to the Clean Air Zone proposal.
- JB to make Tyndall Report a standing item on Delivery Group agenda.
- JB to make setting a carbon budget a standing item on Delivery Group agenda.
- DC and RR to further their proposal to conduct a university wide life cycle analysis.
- PR to invite SCC sustainability representative to the University.
- JM/JB to produce communications for the student body acknowledging the University's awareness of the Tyndall Report.

### Strategy Consultation Update

- See updated consultation timeline [https://docs.google.com/document/d/1TM-P6q7hZWzmtWQ7N4ATc7qvK8-PWN1QalZyRL9Gwk4/edit](https://docs.google.com/document/d/1TM-P6q7hZWzmtWQ7N4ATc7qvK8-PWN1QalZyRL9Gwk4/edit)

Overview of responses to strategy consultation delivered by TN. Overall feedback is that strategy needs to be more ambitious in several areas. Respondents also want more metrics and data, the University to take on a clear leadership role and an increased focus on socioeconomic issues. There is concern about lack of specific aims and actions. Concerns regarding timescales varied between the themes. Many institutional issues were also raised especially staff workload.

DC thanked TN for the work conducted.

### Update on next steps

Feedback from surveys will be given to the advisory groups. The group discussed how the University’s sustainability ambitions will play a major role in the Vice Chancellor’s University Strategy, particularly certain “big issues” such as flying. However, the timescale for this means that the Sustainability Strategy will be
published first. The strategy launch will be coordinated with Sustainability Week which is likely to be after October. A substantial communications campaign is being planned with ACS and the Students’ Union. RR noted that the strategy has to match the overarching visions in terms of ambition and that at the moment these don’t always link up.

Climate Action
JB and JM organizing workshops with expert survey respondents. PR met with JM, JB, KL, KH and HC to discuss carbon budgets and how we can meet the ambitions. The group discussed how it is probably not feasible to conduct the work in order to set a carbon budget in time for the strategy launch, but a timescale for doing this does need to be in place. There is also the potential for further resources for areas of priority such as this.

Quality Education
The group acknowledges that some departments will need extra support in integrating ESD due to the amount of sustainability content that exist in them already. The group discussed the benefits and structure of the Global Engineering Challenge and how previous attempts to create similar initiatives elsewhere in the University have been unsuccessful in the long term. RR noted the need to ensure that sustainability is truly interdisciplinary and not just being addressed at a department level as this could be too narrow. TA raised NUS Responsible Futures framework as a tool for embedding sustainability in all courses. Grantham Centre have relevant resources that are currently used for PhDs that could be used for UGs but would need someone to coordinate this.

Responsible Consumption and Production
TUCO working to get a group together to go out and secure supply chains. CM raised issue of shifting all of the University’s internal catering spending to vegetarian at least. The group noted the need to ensure that diets are conclusively sustainable and nutritious.

Sustainable Cities and Communities
Need update from SW or VT either circulated to the group or at least presented at the next meeting. Roundabout have started a project to be the first city to end youth homelessness and have approached the University about a house that could be renovated for them.

Actions
DC to meet with Nicola Dibben to discuss sustainability in Faculty of Arts and Humanities.
TA to circulate paper on NUS Responsible Futures to Quality Education group and TW, DC and RR.
JM/JB to reach out to Strategic Change Office in PLA discussions to make business case for resources to enable embedding sustainability in all courses with support from Grantham Centre.
JM/JB to include removal of beef and lamb from cafe menus in Sustainability Week communications.
KH to look into the possibility of the University providing a house for Roundabout to renovate and use.

Sustainability Step Up Communications update
- See Sustainability Step Up paper proposal
  https://docs.google.com/document/d/1bRRzcYv-98cMU7qGV4Cy1YoMM_RWmr7iXupfEvIPq/edit?ts=5d1df9ef
- Discussion app progress

As discussed previously, Sustainability Step Up communications will coincide with the launch of the Sustainability Strategy and Sustainability Week. The current timeline for this is sometime in autumn. The inception meeting for Step Up app has been arranged for late August.
### Staff Training

- Reminder of proposal and update on progress
- Discussion of video content

The group was updated on the progress that has been made in the staff training module. This has included meeting with a filmmaker to plan the style of the videos and with Tom Webb to provide academic insight into how to make the training as engaging and effective as possible. The group reacted positively to these updates and the plan to contact relevant experts to develop the training content.

ET noted that sustainable procurement is very challenging at the moment due to the devolved nature of the University systems. ET is currently developing a paper for UEB to set the direction for procurement in future with a very strong focus on sustainability and corporate and social responsibility.

**Actions**

EM to contact relevant experts regarding content for staff training.

### Living Labs - a Sustainable Food workshop?

- Discussion of potential workshops with Sustainable Food academics, SU and ACS outlet managers

The Students' Union plans to continue and expand its work with academics on sustainable diets. This will give students access to the workings of the SU and the opportunity to tackle issues associated with sustainable diets. DC proposed organising a meeting on sustainable food with relevant stakeholders from across the University (food outlets, sourcing etc.) and potentially across the Russell Group.

The group discussed using this as a test case for living labs in general across the University. DC noted that there will be a new Global Food Security Masters starting in 2020 that will be well placed for this kind of work as well as an ongoing Masters programme that this could also fit in to. TN noted that there are already living labs projects ongoing in architecture and the Urban Flows Observatory.

**Actions**

DC and TA to organise meeting of relevant stakeholders to work on living lab projects focusing on sustainable diets.

### Sustainability Week at the SU

- Discussion of potential dates and coordination with Strategy launch

The group discussed potential dates for Sustainability Week in the Students’ Union. There is practically no availability throughout October and a week that appears feasible in November may be a reading week for many students. This will be returned to when the writing of the strategy has progressed further and there is a clearer picture of timescales. WM raised the point that the Students’ Union also want to focus on climate justice for Sustainability Week alongside University plans and our Strategy work.

### AOB

TW thanked WM for contribution to the group.
TW thanked EM for contribution to the group and Green Impact.