



# **Environmental Association for Universities and Colleges**

## **Annual Report 2005**

## 1.0 Introduction

This Annual Report sets out the achievements of the EAUC over the period April 2004 to March 2005. This report is intended to record all of the significant achievements of the EAUC over the past year – and there certainly has been a lot of work over this past 12 month period!

It's been an exciting year in many respects, with lots of activity within the funding councils, where the Learning and Skills Council and the Higher Education Funding Council have both been progressing sustainable development strategies and action plans. I am delighted the EAUC has been well represented in that work and I thank all the members who have contributed to the process.

It's hard to believe that it's a year ago since we all met at the University of Leicester for what was a quite exceptional conference. I am sure this year's conference will be its equal and I know that the Executive Committee are looking forward to seeing as many of you there as possible. We're delighted that for the first time we have two MPs, three funding councils and some top quality speakers to stimulate your thinking. And, of course, this year sees the inaugural Green Gown Awards.

Over the last year there have been some significant achievements that I hope this report captures. Notably, we have seen the creation of a network of Regional Coordinators across England created to help stimulate activity at the local level. We've seen a lot of activity from our Scottish and Welsh Branches and activity from our sub-groups in waste, procurement and transport.

Particular thanks are extended to Joy Dent, formerly of St Helens College and to Inga Burton (formerly of St Andrews University), who have both moved on to pastures new. Their work on behalf of the Executive and the Scottish Branch respectively has been well noted.

I would also like to take this opportunity to thank the members of the Executive Committee who continue to give their time and energy to the Association without complaint or grumble. Giving up evenings, weekends and juggling their day jobs to ensure the EAUC continues to grow and develop. My personal thanks to all of you that have actively participated in whichever way and, in particular, to Joanna Simpson (University of Bristol), Jo Hasbury (University of Derby), Joanna Fulton (Sheffield Hallam University), Nicola Corrigan (University of Hertfordshire), Sheri Leigh Miles (Bishop Burton College), Martin Wiles (University of Bristol), Adam Van Winsum (Queens University Belfast), and finally Iain Patton, who has taken on the role of Administrator for the Association since June 2004. Sincere thanks to you all for all your hard work in 2003/04. Without the dedication of these individuals very few of the accomplishments reported here would have been realised.

Building on feedback from last year's AGM the EAUC has taken strides to further professionalise its management and activities. Since the AGM we have set up the EAUC as a limited company with charitable status. Already this is bringing new

opportunities to our door, not least a successful funding application to the Department for Environment, Food and Rural Affairs (DEFRA). As more colleges and universities recruit environmental managers it is becoming necessary for the EAUC to provide more support, guidance and assistance. This is especially true where environmental responsibilities have been cascaded to other posts – a common theme in colleges in particular. Where this is the case, we know the EAUC has to do more to enable the environmental performance and the sustainability of the sector to realise its potential.

Finally, after three years as Convenor, I am standing to one side and passing the reins to Martin Wiles. I plan to remain involved in the Executive and continue to contribute to the workings of the EAUC, but it is time for fresh eyes and new ideas to lead from the front. I am looking forward to working with Martin as he leads the Association through its next phase of growth and development. I can assure you he's the right man for the job and I hope you will support him in the same way as you have me.

Remember, the AGM is just one way in which you can influence the direction the EAUC takes in the future. I hope to see you in Hertfordshire for our annual gathering, but if you are unable to make it please do get in touch – each of the EAUC Executive Committee are always ready to listen and help.

Kind Regards and Best Wishes,

A handwritten signature in black ink, appearing to read 'A. Nolan', with a stylized flourish at the end.

Andy Nolan  
Convenor  
Environmental Association for Universities and Colleges

March 2005

## **2.0 Membership Report**

Membership, in terms of numbers, has remained steady in the past 12 months although the Executive has taken a tough stance on non-paying members, with our previous leniency with slow payers being tightened up. To that end, we now have 163 paid Full Members and 11 Associate Members and have increased membership income by £5000 through improved membership management. In this past year we have placed considerable emphasis on the retention of members. It is anticipated that with greater emphasis on environmental / sustainability issues from the funding councils will increase awareness of the EAUC, not just with our key point of contact, but with the many relevant individuals within each of our member colleges and universities. That's why you'll now see involvement with travel plan co-ordinators, energy managers, facilities managers, health and safety officers and environmental managers from many of our members. This adds considerable value and breadth to the Association and Iain Patton has worked hard to build up this greater level of engagement.

At the end of March 2004 the breakdown of membership was:

VIP Members: 14  
Full Members: 164  
Associate Members: 19

At the end of March 2005 the breakdown of membership is:

VIP Members: 14  
Full Members: 163 (61 FE, 102 HE)  
Associate Members: 11

## **3.0 Executive Committee Membership**

At the 8<sup>th</sup> Annual Conference and AGM in 2004 the Executive Committee recruited Sheri Leigh Miles. We've also recruited Jo Hasbury back into the fold to fill Iain's shoes, who has taken on the role of Administrator.

This year we see Nicola Corrigan and Joanna Fulton stand down. In addition we are looking for a replacement for Joy Dent. We're pleased there is already some interest from the membership to join the Executive, but if you want to get involved please get in touch. Nominations for the Executive Committee can be submitted to Andy Nolan, Convenor, EAUC, c/o Facilities Management, University of Sheffield, 45 Victoria St, Sheffield S3 7QB or by email to [Andrew.Nolan@sheffield.ac.uk](mailto:Andrew.Nolan@sheffield.ac.uk) by Friday April 1<sup>st</sup> 2005 or in person at the AGM on April 5<sup>th</sup>.

Details of the roles and responsibilities of the Executive Committee are set out below. Any further questions should be addressed to the Convenor.

The EAUC Executive Committee provides strategic guidance and has a responsibility for the development of services for members. The Executive Committee is elected

annually at the Annual General Meeting and is made up of volunteering individuals working in the FHE sector.

It is the role of the Executive Committee to advise and support the delivery of the Member's services, including publishing Earth, maintaining the Member's database, organising the annual conference and other events, managing the finances of the Association and developing new initiatives and projects that supports its Members.

Convenor	2 Years
Membership Secretary	2 Years
Treasurer	2 Years
Association Secretary	2 Years
Publications Co-ordinator	1 Year
Mailbase / Website Co-ordinator	1 Year
Conference Co-ordinator	1 Year

At the end of the minimum term of office, elections will be held at Annual General Meetings. It is recommended that:

1. The Executive Committee shall include a minimum of two representatives from FE and two representatives from HE at all times.
2. Elected officers will serve for a maximum of five years and should then stand down for a minimum of one year.
3. To ensure continuity no more than three new members should be elected each year and that the Convenor should be elected from the previous year's Executive Committee.

In the event that an officer or member of the Executive Committee should have to retire before the end of his/her term of office, the Executive Committee may co-opt a member to fill the vacancy until the next Annual General Meeting.

At a meeting of the Executive Committee four shall constitute a quorum.

#### **4.0 Treasurer's Report**

At the 2004 AGM members voted to incorporate the EAUC as a Company Limited by Guarantee and to apply for registered charity status. Since the last AGM successful applications have been made to Companies House and the Charity Commission for England and Wales.

- The EAUC is incorporated under the Companies Act 1985 as a private company and the company is limited. Its' registered company number is 5183502. The date of incorporation was 19<sup>th</sup> July 2004.
- The EAUC is entered on the central register of charities by the Charity Commission for England and Wales, registered number 1106172.

- The EAUC is governed by its Articles and Memorandum of Association. These are available online at <http://www.eauc.org.uk/index.cfm?zID=9>.
- The Executive Committee is responsible for the annual delivery of documents to Companies House and The Charity Commission.
- The Inland Revenue accept that the EAUC is a charity for tax purposes. The tax reference number is XR83276.

## **Directors**

The first directors of the company (Executive Committee members) and charity trustees were:

- |                                      |   |
|--------------------------------------|---|
| • Andy Nolan                         | • Adam Van Winsum                       |
| • Joanna Simpson (Company Secretary) | • Nicola Corrigan                       |
| • Martin Wiles                       | • Sheri-Leigh Miles                     |
| • Joanna Fulton                      | • Inga Burton (Scottish Branch Trustee) |
| • Joy Woods                          |   |

Changes to directors:

- Joy Woods has been removed as a director. Jo Hasbury is registered as a director of the company with effect from 4<sup>th</sup> January 2005.
- David Somervell replaced Inga Burton as Scottish Branch Trustee on 16<sup>th</sup> February 2005.
- Elizabeth May was registered as Welsh Branch Trustee on 16<sup>th</sup> February 2005.

At the AGM full members will appoint up to nine individuals to act as elected trustees/directors. In addition, Branch Convenors will act as branch trustees on the Executive Committee.

## **Dissolution of old association**

At the AGM full members will vote on resolution to wind up the old Association and transfer all assets to the charitable company limited by guarantee on 6<sup>th</sup> April 2005.

## **Appointment of auditors**

Full members need to agree the appointment of auditors. The Executive Committee propose that the auditors are Soloman Hare Chartered Accountants, Oakfield House, Oakfield Grove, Clifton, Bristol BS8 2BN because they have a successful history of working with the EAUC for three years.

## **Presentation of accounts**

Due to the incorporation of the EAUC there have been some amendments to the timing of the presentation of accounts.

As a company limited by guarantee the EAUC would be required to submit accounts to Companies House covering 12 months from the date of incorporation (19<sup>th</sup> July 2004). The EAUC's accounting reference date has been changed to 31 December 2005 to coincide with the EAUC's financial year. Therefore the first set of company accounts will need to be submitted to Companies House for the period 19<sup>th</sup> July 2004 – 31 December 2005.

If members vote to transfer the assets on 6<sup>th</sup> April then:

- Following the AGM old style accounts for the old association will be prepared and checked by the auditors for the period from 1 January 2004 through to 5 April 2005. These will be sent to members in May.
- The first set of company accounts will include the dormant period up to 5 April 2005 and the income and expenditure from 6 April 2005 to 31 December 2005. These will be filed at Companies House.

The EAUC's income and expenditure accounts for the financial year ending 31 December 2004 and year to date follow.

## Income and expenditure accounts

Year end accounts for the financial year ending 31 December 2004.

Year to date income and expenditure account as at 16<sup>th</sup> March 2005, for the financial year ending 31 December 2005.

	Year to date (16th Mar 2005)	1 Jan 2004 - 31 Dec 2004	1 Jan 2003 - 31 Dec 2003
<b>Income</b>			
Conference	£7,910.55	£26,777.15	£20,740.59
Membership subscriptions	£3,740.00	£12,073.00	£7,250.00
Waste Guide	£73.00	£420.00	£513.00
Project funding - waste guide	£5,000.00	£8,000.00	£0.00
Project funding - purchasing	£0.00	£5,000.00	-
Project funding - transport	£0.00	£5,000.00	-
Other receipts	-	-	£2,065.00
Interest (tax paid)	£4.05	£44.35	£87.19
<b>Total Income</b>	<b>£16,727.60</b>	<b>£57,314.50</b>	<b>£30,655.78</b>
<b>Expenditure</b>			
Administrative Services	£2,593.26	£10,608.82	£9,430.08
Bursaries	£0.00	£500.00	£250.00
Business Plan development	£0.00	£4,100.28	-
Conference 2003	-	-	£19,301.63
Conference 2004	-	£14,101.18	£1,546.05
Conference 2005	£6,550.45	£3,229.60	-
Conference 2006	£0.00	£13.50	-
Status Matters	£598.08	£5,784.26	£1,395.63
Earth	£0.00	£2,224.00	£2,284.00
External conference fees	£0.00	£1,138.26	£327.50
Financial fees	£0.00	£693.22	£314.62
Marketing	£0.00	£3,009.07	-
Office Equipment	£0.00	£479.40	-
Postage and printing	£423.41	£533.60	£215.00
Products and services	£0.00	£150.00	-
Project funding - waste guide	£41.80	£41.80	-
Project funding - purchasing	£2,793.07	£2,601.86	-
Project funding - transport	£1,000.00	£0.00	-
Travel, subsistence & sundry items (Executive)	£290.05	£5,215.76	£2,298.76
Travel, subsistence & sundry items (Regional groups)	£300.64	-	-
Travel, subsistence & sundry items (Sub-groups)	£0.00	£51.99	-
Website	£10.52	£433.91	£3,216.61
Worldpay transactions fees	£27.09	£245.73	£210.74
<b>Total expenditure</b>	<b>£14,628.37</b>	<b>£55,156.24</b>	<b>£40,790.62</b>
<b>Surplus/deficit for period</b>	<b>£2,099.23</b>	<b>£2,158.26</b>	<b>-£10,134.84</b>
<b>Balance at start of year</b>	<b>£9,140.02</b>	<b>£6,981.76</b>	<b>£17,116.60</b>
<b>Bank balance (combined) at year end</b>	<b>£11,239.25</b>	<b>£9,140.02</b>	<b>£6,981.76</b>
<b>Outstanding income</b> (invoices yet to be paid)			
Membership	£3,220.00		
Conference 2005	£13,973.00		
Other income	£1,000.00		
Worldpay reserve account	£1,393.04		
<b>Outstanding expenditure</b>			
Project funding - waste guide	£12,916.40		
Project funding - transport	£4,000.00		
Conference (approximate)	£10,500.00		
<b>Balance (actual plus outstanding)</b>	<b>£3,408.89</b>		



## **5.0 Conference**

The 2005 conference has been planned some 18 months ago ahead of the 8th Annual Conference in Leicester. Joanna Fulton and Nicola Corrigan have, again, done an outstanding job in arranging speakers, workshops, venues and a myriad of other details to ensure everything is ready for April 5th. The conference remains the Association's highlight of the year with the opportunity to renew old acquaintances, share ideas, memories and experiences – but most of all to enjoy the sense of collectively making a difference.

In 2006, we're planning something special for the Association's 10<sup>th</sup> Annual Conference and we'll be communicating our plans to you in the very near future.

### **5.1 Earth**

Earth continues to be the flagship publication of the EAUC and the Executive has been delighted with the positive response received from members and other bodies that pick up copies. Sheri Leigh Miles has maintained an excellent standard of publication with limited resources – providing an opportunity to keep members up to speed with the progress the EAUC has been making as well as showcasing the good news stories our members send in.

### **5.2 E-newsletter**

The e-newsletter is now a well established monthly bulletin of key stories and issues for members. Again, thanks to Sheri for all her hard work. Content continues to include information about events, international, European and national environmental news, sustainable development issues, member projects and funding.

### **5.3 EAUC Website**

The EAUC website continues to serve as first port of call for anyone looking to find out more about the Association. Adam Van Winsum has taken on responsibility for the website's development and has added a 'Diary of Events' listing seminars and workshops that may be of interest to members, and 'Environmental Vacancies' listing employment opportunities within the Education sector that maybe of interest to members.

## **6.0 Projects**

### **6.1 EAUC/SUPC Sustainable Purchasing for Universities**

In September 2004 and January 2005 the EAUC, the North East Universities Purchasing Group and the Southern Universities Purchasing Consortia ran two free seminars on Sustainable Purchasing for Universities. The events, held in Sheffield and at the University of Surrey were both attended by over 35 delegates. Thanks to funding from the HEFCE the EAUC was able to raise awareness of the role of procurement and highlight opportunities for continuous improvement. The programme, which included presentations and interactive sessions, promoted the benefits of sustainable procurement to FHEIs and presented sector case studies and good practice and has helped develop more good practice to feed into forthcoming projects in the same field.

## **6.2 HEEPI**

The HEEPI (Higher Education Environmental Performance Improvement) Project has just completed its 2<sup>nd</sup> phase of work under the Leadership, Governance and Management remit of the HEFCE. The EAUC continues to be a supporter of the work HEEPI has undertaken and is pleased to support the Green Gown Awards at this year's conference. The EAUC is represented on the management committee and many EAUC members are involved in the benchmarking groups and case studies.

More information is available at [www.heepi.org.uk](http://www.heepi.org.uk)

## **6.3 Guide to Employing an Environmental Manager / Sustainability Officer**

In 2004 we launched a new guide in response to a growing need within the FHE sector. Led by Adam van Winsum, "A Guide to Recruiting an Environmental Manager / Sustainability Officer". This guide, available free of charge on our website, gives an honest and practical account of how to recruit for this position offering information and guidance on:

- Job descriptions/expectations
- Appointment - where and how to advertise
- Salary levels
- Best practice and case studies

## **6.4 EAUC Transport Sub-Group and Database**

The EAUC transport subgroup has met in the autumn of 2004 with over 40 delegates meeting in Sheffield to discuss issues around car parking and management. With some HEFCE funding, Peter Hayward has overseen and developed a travel plan database which is currently being beta tested and will be available for demonstrations at the conference. The database hosts a variety of institutional datasets including policy data such as the number of car parking spaces and pricing structures and performance indicator data (from HEEPI travel surveys) such as % modal split of transport, distance commuted.

## **6.5 EcoCampus**

At the last EAUC AGM it was agreed by the membership that interest in the project remained but that the EAUC should not take any financial risks in developing the concept of EcoCampus. In the past 12 months the EAUC has worked with Nottingham Trent University and we have submitted an outline proposal to HEFCE through their Leadership, Governance and Management fund. We hope to report the outcome of that submission in April.

## **6.6 Biodiversity Guide**

EAUC members Michelle Dixon, Yvonne Charras and Mary Webb are leading a project to develop a guide to managing and enhancing biodiversity on campuses for the FHE sector. The guide covers a wide range of issues, including:

- What does biodiversity mean
- Formal benefits for institutions
- Benefits for staff and students
- Legalities
- Planning
- Way Forward – Simple approach/ Formal approach
- Issues to be aware of
- Monitoring
- Useful Contacts

The development and production of the guide is funded by the HEFCE LGM Fund and the Scottish Biodiversity Fund. It will be available later in 2005.

## **6.7 Waste Management Guide – 2<sup>nd</sup> Edition**

An updated 2<sup>nd</sup> edition of the EAUC's Waste Management Guide is being developed and planned for launch in 2005. The revised guide will include a legislative update and refer to new case studies and best practice. The guide is to be funded by a discretionary grant from the HEFCE and a donation by the Scottish Environmental Protection Agency. The final version of the guide will be available in electronic format.

## **6.8 Sustainable Production & Consumption in FHE**

In February 2005 the EAUC was awarded funds of £117,000 over the 2005 – 08 period to develop and deliver training on sustainable purchasing and to undertake some research into the consumption patterns of universities and student bodies. The project engages with the North East Universities Purchasing Group, PROC HE, the Crescent Partnership, NUS Services Ltd and the DTI.

## **7.0 EAUC Representation**

### **7.1 Purchasing Consortia**

The EAUC continues to be represented of EAUC on the North East Universities Purchasing Group (NEUPG)'s Sustainability Advisory Group, chaired by EAUC Member, Mike Briggs of Leeds Metropolitan University and the Southern Universities Purchasing Consortia (SUPC) Environment Group.

### **7.2 UUK/SCOP Sustainability Group**

The EAUC continues to sit on the UUK/SCOP Group on Sustainability in Higher Education. This group advises UUK and SCOP on sustainability issues and will be one of the key groups in developing the actions of the DFES's Sustainable Development Action Plan.

### **7.3 Learning to Last – LSC Sustainability Advisory Group**

The EAUC has continued to input to the Learning and Skills Council (LSC)'s Sustainable Development Advisory Group. Being on this influential group is recognition of both our strategic and hands-on Education for Sustainable Development and environmental management membership. Unlike almost all activity to date, this is not a one-off project but an opportunity to establish Sustainable Development as core business for LSC Learning Providers notably FE Colleges.

### **7.4 HEFCE Sustainable Development Advisory Group**

The Higher Education Funding Council for England also set up a Sustainable Development Advisory Group on which the EAUC were represented in 2004. The key output of the Advisory Group has been the Sustainable Development in Higher Education Consultation Document, developed by HEFCE.

### **7.5 Environmental Association for Universities and Colleges Regional Networks**

In response to members' desire to meet more often at a local/regional level the Executive set about forming regional networks with volunteer Regional Co-ordinators. Whilst it is still early days, there are already promising signs for the regional networks in discussing common issues and working together collectively.