

Sustainability Committee Meeting: Annual Environmental Management Review

1 April 2022: 11:00 - 13:00

MINUTES

In Attendance	
Philippa Lloyd (PL) Chair	Vice Principal, Policy and Strategic Partnerships
Ian McManus (IM) Vice Chair	Director of Estates, Facilities and Capital Development
Gary Whyte (GW)	Assistant Director, Engineering and Estates Management
Philip Tamuno (PT)	Head of Sustainability, Estates and Facilities
Bronwen Eastaugh (BE)	Student Engagement Manager, Students' Union
Fernando Barrio (FB)	Senior Lecturer in Business Law, Business and Management
Claire Marchant (CM)	Operations Manager, Estates and Facilities
Thomas Stockton (TS)	Sustainability Coordinator, Students' Union
Stephen Borthwick (SB)	Operations Manager, Estates and Facilities Directorate
Sarah Barnes (SB)	Interim Head of Public Engagement
Peter Guy (PG)	Assistant Director Security and Business Continuity, Estates and Facilities
Peter Milewski (PM)	Crime Prevention Manager, Estates and Facilities
Mike Digby (MD)	Head of Security and Emergency Planning, Estates and Facilities
Martin Sharp (MS)	Coordinator: Environmental Sustainability Champion
Valdas Noreika (VN)	Lecturer in Psychology, Biological and Chemical Sciences
Ramsay Richmond (RR)	Executive Manager, Innovation and Enterprise Unit
Ross Baker (RB)	Health and Safety Manager (Represented Rebecca Jones)
Hannah Drinkwater (HD)	Finance Partner, Estates and Facilities
David Reid (DR)	Unison Representative
Lara Seemungal (LS)	School of Engineering and Materials Science (Student)
Barbara Kenya (BK)	Sustainability and Environment Manager
Secretary	
Liudmyla Pasichnichenko (LP)	Sustainability and Energy Manager
Apologies	
Andrew Gladin (AG)	Deputy Director of Finance
Bahar Shahin (BS)	Deputy Director of Procurement, Finance
Justin Agius (JA)	Operations Manager, Malta Campus
Shamima Akter (SA)	Students' Union President

Gareth Gillmer (GG)	Assistant Director, Space and Workplace Transformation
John Iveson (JI)	Assistant Director Commercial Services, Estates and Facilities
Richard Halsall (RH)	Assistant Director Capital Development, Estates and Facilities
Kalpana Chaturvedi (KC)	Assistant Director Business Development, Innovation and Enterprise Unit
Sophie Harris (SH)	Assistant HR Director of Organisational Effectiveness
Fiona Wilson (FW)	Director, Malta Campus
Martin Donkin (MD)	Points Based Immigration Compliance Officer
Kristian Hibberd (KHi)	Assistant Director, Marketing and Communications
Thomas King (TK)	Assistant Director, Research IT Services
Kate Heppell (KH)	Professor of Physical Geography, School of Geography
James Bradley (JB)	Senior Lecturer in Environmental Science
Madeleine St George Stainsby	School of Law (Student)
Ciaran Donnelly (CD)	Unison Representative
Sara Crema (SC)	Director of Strategic Projects, Estates and Facilities
Mike Wojcik (MW)	Chief Executive, Students' Union
Aisha Abuelmaatti (AA)	Lecturer in IT Management, School of Electronic Engineering and Computer Science
Caterina Gennaioli (CG)	Senior Lecturer Environmental Economics
Sadhvi Dar (SD)	Reader in Interdisciplinary Management and Organisation Studies
Alfred Stanley Robin Ellis (AS)	School of Medicine and Dentistry (Student)
Hana Uddin (HU)	School of Economics and Finance (Student)
Rod Hamblin (RH)	School of Medicine and Dentistry (Student)

1. Apologies	
2022.16	As above
1.1 Declarations of Interest	
2022.17	There were no declarations of interest
2. Environmental Audit Action Log & Matters Arising	
2022.18	<p>The Head of Sustainability stated that we are using the audit to assess our performance against our environmental objectives as well as the standard regulations. Three external environmental certification audits and three internal environmental audits have been conducted across our operations.</p> <p>External EcoCampus environmental management system (EMS) Certification Audits</p> <ul style="list-style-type: none"> Queen Mary met the EMS criteria associated with all the Bronze, Silver and Gold EcoCampus' EMS certification requirements.

	<p>Internal Environmental Audits</p> <ul style="list-style-type: none"> Clinical waste storage and non-hazardous waste management are two areas that require improvement. We have delivered waste management training to over 80% of our Facility Management staff. <p>The Head of Sustainability proposed that we should take an action regarding the storage of clinical waste bins (Mile End campus) because the location of these bins is readily accessible by members of the public, visitors, staff and students.</p> <p>RR suggested that the clinical waste storage locations at the Whitechapel should also be investigated</p>
ACTION	PT to arrange a meeting with GW and the Health and Safety Team to address the storage of clinical waste bins on the Mile End campus.
ACTION	PT to arrange a meeting with SB, RB, and RR to address the storage of clinical waste bins on the Whitechapel campus.
ACTION	PT to upload all Committee papers via the MS Team channel.
3. Environmental Sustainability Action Plan (ESAP)	
3a.	2020/21 Annual Environmental Sustainability Report
2022.19	<p>The Head of Sustainability gave an overview of the Annual Environmental Sustainability Report. This report highlights of our performance during the 2020/21 academic year were:</p> <ul style="list-style-type: none"> Our 2020/21 business travel carbon footprint reduced by 96% compared to our 2018/19 baseline (because of the pandemic) We recorded a 39.8% reduction (from 345,588 m³ to 208,032 m³) in water used across our residential and non-residential buildings Construction and refurbishment: We secured an investment of £152,692 to install photovoltaic panels and improve the roof of our Queens' building Biodiversity: Grounds and Gardens Team delivered a suite of gardening workshops with staff and students and initiated the creation of an orchard across our Mile End Campus. Also, we planted six Black Poplar trees Sustainable procurement: 98% of our contractors and suppliers (total spend of £59.29 million) with spend above £200,000 currently have an Environmental Management System (EMS), and 80.7% of these 49 contractors and suppliers had certified ISO 14001:2015 EMS

	<ul style="list-style-type: none"> Embedding environmental sustainability: 62% of the 138 undergraduate programmes we offer have some elements of Education for sustainable Development (ESD) and the principles of sustainable development. <p>The Chair requested that the environmental sustainability initiatives implemented by the Students' Union (SU) should be included in a section of the annual report.</p>
ACTION	BE and TS should send material setting out the environmental sustainability initiatives that were implemented by the SU to PT.
3b.	Environmental Management System (EMS)
2022.20	<p>The Head of Sustainability stated that EMS is being used as a flexible and adaptive framework to support the delivery of our environmental objectives to:</p> <ul style="list-style-type: none"> Comply with all relevant regulations Fulfil our compliance obligations Continue to improve our environmental performance Environmental protection, including pollution prevention Continually improve our EMS for the purpose of enhancing our environmental performance
OUTCOME	The EMS was approved.
4. Environmental Management System Procedures	
4a.	Non-Hazardous Waste Management Procedure
2022.22	<p>BE gave an overview of the Non-Hazardous Waste Management Procedure and stated that the initial procedure was detailed and covered all the aspects, so there were no significant changes.</p> <p>This procedure details how non-hazardous wastes and recycling processes are managed across Queen Mary's UK campuses in order to:</p> <ul style="list-style-type: none"> Address the risks and opportunities associated with the waste aspect Ensure that waste documentation is stored and maintained Increase the amount of material segregated for recycling Ensure compliance with relevant environmental legislation
OUTCOME	The Non-Hazardous Waste Management Procedure was approved.
ACTION	PT to upload the approved procedure on the MS Team Channel.
4b.	Hazardous Waste Management Procedure
2022.23	<p>BE stated that the initial procedure was detailed and covered all the aspects, so there were no significant changes. This procedure details how hazardous wastes generated are managed in order to:</p> <ul style="list-style-type: none"> Address the risks and opportunities associated with the hazardous waste aspect

	<ul style="list-style-type: none"> • Ensure that hazardous waste documentation is stored and maintained • Ensure that hazardous waste is handled and stored appropriately • Ensure compliance with relevant environmental legislation
OUTCOME	The Hazardous Waste Management Procedure was approved.
ACTION	PT to upload the approved procedure on the MS Team Channel.
4c.	Grounds Management Procedure
2022.24	<p>BE stated that the initial procedure was detailed and covered all the aspects, so there were no significant changes. This procedure details how grounds and gardens are managed in order to:</p> <ul style="list-style-type: none"> • Address the risks and opportunities associated with “Grounds and Garden Management” • Minimise negative environmental impacts resulting from grounds and garden management activities • Ensure that relevant environmental priorities are integrated into grounds and gardens management as well as the use and storage of pesticides and herbicides • Ensure compliance with relevant environmental legislation • Biodiversity enhancement and protection <p>PL asked if the position of the Grounds and Gardens Supervisor and if the job description reflects the current biodiversity priorities.</p> <p>IM stated that no appointable candidate was identified during the first recruitment campaign and the CM will be coordinating another campaign to fill this vacant position</p>
OUTCOME	The Grounds Management Procedure was approved.
ACTION	CM to update the Committee on the status of this vacant position.
ACTION	PT to upload the approved procedure on the MS Team Channel.
4d.	Emergency Preparedness and Response Procedure
2022.25	<p>PM gave an overview of the Emergency Preparedness and Response Procedure and suggested three areas for improvement:</p> <ul style="list-style-type: none"> • To link the actual document to the procedure (e.g., the Incident Management Plan)

	<ul style="list-style-type: none"> The Incident Management Plan creates a framework for the response, but the first responders must be adequately trained to manage emergency environmental emergencies Proactive engagement with this procedure with a new member of staff
OUTCOME	The Emergency Preparedness and Response Procedure was approved and the three agreed actions for improvement included in the action log of the environmental management system (EMS) annual review.
ACTION	PG to include a reference of the emergency preparedness and response EMS procedure in the Incident Management Plan.
ACTION	PG to liaise with relevant leads to ensure that their teams are adequately trained to manage relevant environmental emergencies and incidents.
ACTION	PT to ensure that new staff with assigned responsibilities within the procedure are adequately briefed when these key stakeholders join Queen Mary.
ACTION	PT to upload the approved procedure on the MS Team Channel
4e.	Emergency Spill Response Procedure
2022.26	PM suggested area for improvement in the procedure: <ul style="list-style-type: none"> To move the testing of the operational effectiveness of the response to a spill incident to the Health and Safety Directorate.
OUTCOME	The Emergency Spill Response Procedure was approved.
ACTION	The Health and Safety Directorate to monitor and record periodic emergency spill response drills.
ACTION	PT to upload the approved procedure on the MS Team Channel.
4f.	Emission to Air Management Procedure
2022.27	PM gave an overview of the Emission to Air Management Procedure and suggested one area for improvement: <ul style="list-style-type: none"> To carry out periodic monitoring of the documentation and compliance related to the air conditioning and refrigeration equipment, boilers, and fume cupboards.
OUTCOME	GW to provide assurance that periodic air emissions associated with F-GAS and HVAC are monitored, documented and reported.
ACTION	PT to upload the approved procedure on the MS Team Channel.
4g.	Energy Monitoring and Management Procedure
2022.28	LP stated that two minor changes were made in the Energy Management Procedure:

	<ul style="list-style-type: none"> All buildings with a total area over 250 m² must have a valid Display energy certificate (DEC) according to the Energy Performance of Buildings (England and Wales) To ensure that the climate change levy is applied only to non-residential buildings in our energy invoices
OUTCOME	The Energy Management Procedure was approved.
ACTION	PT to upload the approved procedure on the MS Team Channel.
4f.	Construction, Refurbishment, Conversion and Fit-Out Procedure
2022.29	PT stated that the Construction, Refurbishment, Conversion and Fit-Out procedure was detailed and covered all the aspects, so there were no significant changes.
OUTCOME	The Construction, Refurbishment, Conversion and Fit-Out Procedure was approved.
ACTION	PT to upload the approved procedure on the MS Team Channel.
4g.	Contractor Control and Management Procedure
2022.30	PT stated that the Contractor Control and Management procedure is fit for purpose and covers all the aspects. Minor changes are associated with a change in the job title of Assistant Director of Operations to Assistant Director of Engineering and Estate Management.
OUTCOME	The Contractor Control and Management Procedure was approved with those minor changes made.
ACTION	PT to upload the approved procedure on the MS Team Channel.
4h.	Discharges to Water Management Procedure
2022.31	PT gave an overview of the Discharges to Water Management Procedure and stated that it was detailed and covered all the aspects, so there were no significant changes.
OUTCOME	The Discharges to Water Management Procedure was approved.
ACTION	PT to include results of the audit conducted by the Health and Safety colleagues as part of our audit program and work on the actions.
ACTION	PT to upload the approved procedure on the MS Team Channel.
5. Environmental Management System Registers / Record	
5a.	PESTLE Analysis Register
2022.32	The Head of Sustainability gave an overview of the PESTLE Analysis Register. This register captures all the current, Political, Economic, Social, Technological, Legal and Environmental issues associated with our operations, processes, and

	<p>activities. This register supports our commitment to appropriately respond to current risks as well as optimise current and emerging environmental opportunities.</p> <p>The Head of Sustainability added that we have included Malta Campus as part of the scope of the Environmental Management System.</p>
5b.	Log of Interested Parties
2022.33	<p>The Head of Sustainability gave an overview of the Log of Interested Parties.</p> <p>This register captures our relevant stakeholders, interested parties, partners and regulators. This register ensures that our environmental engagement, communication, and compliance strategies are fit for purpose to enable us to achieve our environmental objectives.</p> <p>The Head of Sustainability stated that we have included Malta Campus. Malta has a different business model compared to the UK campus, so they include that as one aspect as well as recommendations from the Bronze audit scope and contents register.</p>
5c.	Scope and Context Register
2022.34	<p>The Head of Sustainability gave an overview of the Scope and Context Register.</p> <p>This register captures all our activities and processes that may have positive or negative environmental impacts. This register underpins our environmental aspects register and environmental compliance registers. This register is also currently being used to gain insight into environmental risks and opportunities associated with our operations.</p> <p>Activities and processes in buildings were included to the Environmental Scope and Context Register.</p>
5d.	Environmental Compliance Register
2022.35	<p>The Head of Sustainability gave an overview of the Environmental Compliance Register and stated that it has not changed.</p> <p>This register captures all our environmental compliance and regulatory responsibilities as well as our current systems and procedures to ensure that we comply with all relevant regulations, remits of our permits, exemptions and licences.</p> <p>The external contractor completed this part for Malta Campus because Malta's regulation is different from the UK.</p>

	The only aspect in the Environmental compliance register that was not included is the responsible people staff in Malta.
ACTION	PT to include responsible staff to the Malta Environmental Compliance Register
5f.	Environmental Aspects and Impacts Register
2022.36	<p>The Head of Sustainability gave an overview of the Environmental Aspects and Impacts Register.</p> <p>This register is based on the assessment (significant and likelihood of occurrence) of all current significant areas in which we interact with the environment. This register is used to ensure that all our current EMS procedures are fit for purpose.</p> <p>The Environmental Aspects and Impacts Register remain the same.</p>
5g.	Environmental Objectives KPIs and Action Log
2022.37	<p>The Head of Sustainability gave an overview of Environmental Objectives KPIs and Action Log.</p> <p>This register summarises our current environmental objectives and key performance indicators (KPIs). These objectives are aligned with our environmental policy 2021 and environmental sustainability action plan (ESAP 2020-23).</p>
5h.	Environmental Competence and Training Requirements Register
2022.38	<p>The Head of Sustainability gave an overview of the Environmental Competence and Training Requirements Register.</p> <p>This register captures all the relevant skills, knowledge and experiences required to ensure that we deliver all our environmental objectives, commitments and attain ISO 14001:2015 EMS certification by July 2022.</p>
5i.	Environmental Management Training Record
2022.39	<p>The Head of Sustainability gave an overview of the Environmental Management Training Record.</p> <p>This record captures all training sessions that we have delivered to enhance the competence and knowledge of all those directly or indirectly involved in the delivery our environmental objectives and regulatory compliance. This record is also used to identify knowledge or skills gaps as well as to ensure that our environmental awareness and training programmes are fit for purpose.</p> <p>The Head of Sustainability listed courses that we are delivering:</p>

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| | <ul style="list-style-type: none">• In January we started the sustainability induction for EAF new staff, over 30 new members of staff completed the course• We are delivering one induction course for staff from Malta in April• The Environmental Compliance Course• IEMA course Environmental Sustainability Skills for the Workforce• IEMA course Foundation Certificate in Environmental Management. |
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Date of Next Annual Environmental Management Review Meeting: TBC