



Board for Energy and Environment

Minutes

Date: Tuesday 22 October 2019, 11.15-13.15

Location: B62 Hancock Room

Attendees:

Leon Terry (Chair), Ian Sibbald, John Street , Gareth Ellis, Ginny Ford, Gio Lusignani, Angus Murchie, Becky Shepherd, Zoe Payne (minute taker)

Minutes	Action
<p>1 Apologies From Fred Coulon.</p>	
<p>2 Previous minutes – Monday 8 July 2019 Minutes agreed. Actions discussed as per below: No student representative present. BS to inform ZP next week once new representative has been selected. GE will know more about the Green Gown award in November 2019. Once announced GE to inform Chris Leaman. Environmental objectives and targets are on the agenda below. Sink issue after contractor used sink in hangar to clean his brushes. Ongoing – GF to report back at the next meeting. Business travel/ flights included in proposal for targets beyond 2020 below.</p>	<p>BS GE GF</p>
<p>3 Annual Environmental report 2018/2019 Key performance indicators in green show good progress. GE to double check percentages. Carbon was an amber at 38% even though this has improved 6% a year over 2 years. GE to add to page 7 the increase in solar panels and IT move of more items to the cloud. Water was discussed. More meters have been put in to monitor the leaks. Toilets are a potential source of leaks which could add up to 10%. Target is 30% and we are currently at 12%. We are not signed up for fairtrade status anymore after the introduction of new certification system. However we are still promoting Fair Trade and maintaining the same level of commitment. Text to be updated. Picture on the front of the report needs to be changed as the planting label cannot be read. GE/GF to find a better picture LT to present the annual report to the Executive on the 5 November 2019.</p>	<p>GE GE GE/GF</p>
<p>4 Management Review Report</p>	

	<p>The report summarises inputs and outputs of the environmental management system for the 2018-2019 year, in line with the requirements of ISO14001 clause 9.3: Management Review. It is expected that the report is discussed and decisions relating to recommendations, and whether the system continues to be suitable, adequate and effective is recorded with in the minutes.</p> <p>Changes in external and internal issues, risks and opportunities that are relevant to the environment management system: Environmental issues analysis, extension scope to CCCL (accommodation for another 500 students), Urban Obseratory and Brexit/Environment Bill.</p> <p>Keep a regular check on actions to address these issues at BEE meetings.</p> <p>Stakeholder Matrix and Issues Analysis to be sent to board members for their comments.</p> <p>Environmental Aspects assessments are being updated to add any relevant aspects from Shrivenham activities to be viewed next meeting</p> <p>Need to focus on water in the report. GF to extend paragraph.</p> <p>Audit trends –</p> <ul style="list-style-type: none"> • Completeness of internal audits – GF working on an increased but realistic scope of internal audit. • Spill response training / competency identified as minor non-conformities. Whilst spill training is being delivered, the auditors were not clear on training needs between different areas (ie specific chemicals inside labs v oil type spills outside. This will be explained more clearly for the next audit, and spill training also to be arranged for the Shrivenham Site • Hazardous waste processes now addressed. • Incident response and follow up • Updating documents <p>Odour issues – GE/GF to follow this up.</p> <p>GF to add MKU as part of current issues.</p> <p>Fulfilment of compliance obligations. Compliance evaluations were conducted by Ramboll Environ at Cranfield and Shrivenham. There were 7 minor conformances – all being addressed.</p> <p>Relevant communications from interested parties, including complaints, incidents and notifications for 2019 totalled 18. All have been reported in the Annual Report.</p> <p>There is evidence that our environmental management system is improving but need to keep on top of audits, compliance evaluations and issues affecting ability to meet environmental objectives.</p>	<p>GF</p> <p>GF</p> <p>GF</p> <p>GF</p> <p>GF/GF</p>
5	<p>Proposal for targets beyond 2020</p> <p>Travel: Business travel information table was discussed. GE highlighted the effect of class of air travel as well as distance and frequency. Business class can have much higher emission per km as Economy.</p> <p>There is a need to reduce travel without it having a negative affect on business. LT suggested that GF/GE meet with the new chair for aviation and environment.</p> <p>Aviation and Enviroment conference is being held at Cranfield in November 2019.</p> <p>How to get the message across? ZP to organise a meeting for LT, GE, GT with Ange Allen and Gregor Douglas.</p> <p>Carbon target</p>	<p>GF/GE</p>

