**Date of Review: 08/02/22**

**Attendees:** Laura Hands (LH), David Albrighton (DA), Paul Lagram (PL), Sophie Hughes (SH) John Hamilton (JH), Kieran Montgomery (KM), Sean Crowley (SC)

**Minutes from last review:** The last review for the EMS was group together in the QMS review so the data in it was not fully applicable for EMS. Changes have been made to how QMS and EMS are reviewed going forward. New review depicts information from audit/ audit results.

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| --- | --- | --- | --- | --- | --- | --- |
| **Topic** | **Comments** | **Corrective Actions** | **Responsible person** | **Deadline** | **Completion date** | **Comments** |
| The status of actions from previous management reviews | Actions from the last review were not fully applicable to EMS so a full review will now take place of all aspects of the EMS. | n/a | n/a | n/a |  |  |
| Changes in external and internal issues that are relevant to the Environmental Management System | * ISO14001 application commenced. GAP analysis identified items of concern or required. | * Re-vamping of some inspection’s sheets | * Name person responsible | 21/02/22 | 18/02/22 | Completed |
| Changes in ; |  |  |  |  |  |  |
| 1. *The needs and expectations of interested parties, including compliance obligations, complaints and communications* | * Compliance obligations – more information to be added to the legal register | * Review and update the legal register | PL | 21/02/22 | 18.02.2022 | * Register reviewed and expanded and updated. To be reviewed again in oct 2022. |
| 1. *Its significant environmental aspects* | * Aspects for groundwater abstraction need to be identified and added to register * Further details to be added to the register on waste aspects - including identifying waste streams * Aspects relating to site generators needs to be added to the register | * Review and amend the register to add further information on groundwater abstraction such as where it is conducted etc * Identify the significance of aspects in the register and ensure this is conducted for normal, abnormal, and emergency situations | * PL | 21/02/2022 | 18.02.2022 | * Register reviewed and expanded and updated. To be reviewed again in oct 2022. |
| 1. *Risks and opportunities* | * None | n/a | n/a | n/a | n/a | n/a |
| 1. *Environmental objectives and the extent to which they have been achieved* | Current environmental objectives identified   * Planned routine checks on site * Renewal of fleet for better economy * Maintain and develop local parish relationships * Increase in yield of waste production to good product * Develop and integrate 9001/14001 into IMS * Develop FORs bronze to silver * Develop and plan IMS | * Objective identified and actioned – most are ongoing. * Continue to review and monitor objective annually | n/a | Ongoing |  | * We have achieved FORS silver. * Proposed date for IMS – Feb 2023 * Plan for ISO45001 |
| Information on the organisation’s environmental performance, including trends in; |  |  |  |  |  |  |
| The effectiveness of actions taken to address risks and opportunities | * Actions completed, regular reviews to follow to assess effectiveness. Formal reviews to be carried out annually. |  | * All the Management Team. |  |  | * Management review meetings oct 2022 |
| * *Nonconformities and corrective actions* | * Process review for non-conformities / actions to ensure how they are recorded is clear in the EMS/EMS manual * Implementation of the non-conformity process and action recording process | * Define processes for recording non-conformities /actions * Amend new audit log /action plan log | * LH | 21/02/22 | 21/02/22 | Completed   * Access to log on shared drive for all to view. |
| * *Monitoring and measurement results* |  |  |  |  |  | * Management review meetings Oct 2022 |
| * *Fulfilment of its compliance obligations* | * Add more compliance obligations to the register that will be applicable to the company | * Review legal obligations that are applicable to us | * PL | 24/02/22 | 16/02/22 | * PL to complete by 18.02.2022. completed |
| * *Internal audits findings and actions* | * Internal audits on sites have been postponed over the Christmas break and have now been rebooked – they will happen once a month for each site, this will resume in March | * Audit plan to be decided and scheduled | * DA/LH | 21/03/22 | Ongoing | Action plan scheduled and will be reviewed yearly – site audits to be carried out monthly at each site, and documented. This is an ongoing finding. |
| * *External audits findings and actions* | * Review actions from the report for stage 1 14001 audit / new management review to take place to delegate and make plan of action | * Actions to be implemented as per the report from stage 1 of 14001 audit | * All |  |  | Completed |
| Adequacy of resources | n/a | n/a | n/a | n/a | n/a | n/a |
| Opportunities for improvement | * Regular Management Team reviews to identify possible opportunities at each site. | * Team to report to Senior Management to assess if “do-able” and “viable” | * All |  |  |  |
| Environmental Policy | * Review environmental policy and re word | * Review, amend and implement revised environmental policy | * LH | 21/03/22 | 23/03/22 | Completed |
| Any other business | None |  |  |  |  |  |

Minutes submitted by: Laura Hands

Minutes Approved by: Kieran Montgomery

Next meeting Proposed for: October 2022