

## Management Review

<b>Reference:</b>	MR-PRO-011
<b>Effective Date:</b>	04/06/2025
<b>Owning Department:</b>	Sustainability
<b>Review Period:</b>	2 years
<b>Version:</b>	5.0
<b>Document Type:</b>	Procedure
<b>Version Author:</b>	Kasia Haywood

### Version History

Version	Date	Purpose	Author	Review Due Date
1.0	01/2014	Original draft	Rose Rooney	01/2016
2.0	04/04/14	Change incorrect reference <i>Form EMSF 4.0. to Form EMSF 3.0</i>	Rose Rooney	04/04/16
3.0	30/11/17	Changed to reflect the review being carried out online by email and document review in place of a formal meeting	Rose Rooney	30/11/19
4.0	04/10/21	Change of title Sustainability Manager Waste and EMS to Sustainability Manager (Circular Economy and EMS)	Rose Rooney	04/10/23
5.0	04/06/25	Review of whole document	Kasia Haywood	04/06/27

### **1. Purpose**

To identify, establish, implement, document and maintain a procedure to detail the process by which Senior Management review the Environmental Management System (EMS) annually, to ensure continuing adequacy, suitability and effectiveness.

### **2. Scope**

This procedure is applicable to all aspects of the EMS.

### **3. Responsibility**

The Campus Division Risk, Operational Sustainability and Safety (CROSS) Forum are responsible for conducting the EMS Management Review annually

The Sustainability Manager (Scope 3) is responsible for ensuring the reviews are prepared within the stipulated time periods. Before each management review the Sustainability Manager (Scope 3) compiles information relating to performance of the EMS and produces an agenda for all attendees.

The Head of Net Zero Carbon & Sustainability and Chief Property Officer, or their representative, shall provide support and input into the Management Review. Other members of the implementation Team will be called upon for input as necessary.

Reviewees will submit their comments on the EMS management review to the Sustainability Manager (Scope 3) following the review meeting or comments included in the minutes for the meeting.

### **4. Review Process and Agenda**

The Management Review shall encourage suggestions relating to further improvements to the EMS and overall environmental performance. It will also increase investment from Senior Management.

The Management Review agenda will cover the following:

- Status of actions from previous external audit
- Review of targets and objectives from previous year, and setting for the next year
- Internal audit results, including monitoring and measurement
- Environmental performance: non- conformances, complaints, environmental incidents and accidents
- Fulfilment of environmental compliance obligations
- Review of resources to manage the EMS and deliver on targets
- Internal and external communications
- Areas where there are opportunities for continual improvement

- Review of any changes in:
  - external and internal issues that are relevant to the environmental management system;
  - the needs and expectations of interested parties, including compliance obligations;
  - its significant environmental aspects;
  - risks and opportunities

All improvements will be incorporated within the following year's programme of improvement (Objectives and Targets, and Implementation Plans).

## **5. Review Output**

The Management Review outputs should include:

- Whether the EMS is suitable, adequate and effective
- Decisions that are linked to continual improvement
- Need for changes in the EMS