

# Sustainability Board – April 2017

## The Students' Union Report



### Sustainability within Democratic Processes

#### Candidate Crafternoon

To help all of the candidates in The Leadership Race 2017 to get to know one another, the Green Team ran a craft workshop where student created their own campaign banners and signs from upcycled materials. The workshop had a great social atmosphere, and candidates used materials such as old bedsheets and cardboard to make their finished campaign materials.

#### New Sustainability Officer Elected

We had an increase in our Leadership Race Officer Elections voter turnout this year, with 15% of students heading to the polls.

Interestingly, 387 students of the 1450 members of the Green Team Mailing list voted. That's 26.7%!

Amy Staff was voted in as our new Sustainability Officer, commencing in her role from July 1 2017. Please see Amy's winning manifesto below.

#### Amy's Sustainability Officer Manifesto:

At present, I am halfway through my first year studying Wildlife Ecology and Conservation Science, and during my time here would love to ensure that UWE becomes a greener place to be.

Whilst I am incredibly proud to say UWE was ranked in the first-class category of People and Planet's Green League; there is still a vast amount of room for improvement. My dedication to community engagement at the National Botanical Gardens of Wales, paired with volunteering for Friends of the Earth and conducting ecological surveys of fresh water habitats in my home county, recently won me Radio Pembrokeshire's Commitment to the Environment Award. I will endeavour to show the same level of commitment to you if elected to be your sustainability officer.



I would like to:

- Make sustainable living part of everyday life at UWE by making it easier for staff and students to make environmentally conscious choices.
- Encourage biodiversity across all campuses through the provision of more wildlife friendly spaces
- Increase awareness of UWE's wonderful green initiatives to both current and prospective students
- To actively become your voice for environmental change at UWE by taking on board any ideas and suggestions you may have

As an individual devoted to treading lightly on the planet; I can assure you that you'll be voting for someone who practises what they preach.

**Tom Haines, our outgoing elected officer, has reflected on his year in post:**

<https://www.thestudentsunion.co.uk/news/article/TheSUatUWE/A-Year-in-the-Life-of-an-Officer-at-The-Students-Union/>

“I thought it would a good time to reflect on my role as Sustainability Officer – and to showcase the great work that The Students’ Union has done over the past 12 months – both whilst I’ve been in this role, and previously during my time as a student here at UWE Bristol.

I was originally a UWE GreenSpace volunteer from October 2015, becoming involved in conservation activities whilst working with other volunteers at two sister woodland sites - Splatts Abbey Woodland and Sims Hill Woodland. The role itself revolved around basic ecological techniques and surveys; including coppicing and following a management plan for both sites as directed by their respective site boards.

I went on to become a project leader in November 2015 – working with four other project leaders throughout the following year. This included the undertaking of social-media and face-to-face promotion, alongside the management, assessment and evaluation of events to raise the profile of the project and its sustainability aims. Now, over 10 events have been completed, with more than 50 volunteers being present in total. Eight years’ worth of planned woodland management work was completed in just two years.

Because of the UWE GreenSpace project, I became a co-award winner of the Bristol Natural History Consortium Green Volunteer of the Year in March 2016. I was also nominated for the UWE Ede & Ravenscroft prize and am a current nominee of the VOSCUR Young Volunteer of the Year. My role as Sustainability Officer was a key component in becoming UWE Bristol’s Sustainability Student of the Year 2017, at the Celebrating UWE Talent Awards in February.

In terms of further career development, as a direct result of volunteering I was employed by CSA Environmental from May-June 2016 as a Temporary Field Ecologist. This was to undertake a Great Crested Newt translocation on the Sims Hill Woodland land. I gained experience in ecological techniques in an industry context, including risk assessments & reptile identification as well as EU regulatory procedures due to the nature of the protected species.

Previous roles were decisive in me being elected as The Students’ Union’s Sustainability Officer: which enabled a range of opportunities to flourish, both internal and external to the University. Notably, I was able to be part of The Students’ Union’s Green Team to exhibit at the Environmental Association for Universities and Colleges Conference, which took place at UWE Bristol in May 2016, displaying the projects I was leading, as well as the sustainability work of the University and The Students’ Union to a national audience.

Furthermore, I audited UWE Bristol for their NUS Responsible Futures award, as well as both Bristol universities in their multi-million-pound Green Capital: Student Capital project with other student auditors alongside the senior project leader of the NUS Department of Sustainability, Quinn Runkle. This focussed on student engagement and the influence of sustainability on the Bristol public and students.

In terms of self-reflection, the Sustainability Officer role has been an incredible journey, and one which I would implore anyone to do – for any of the positions. You really can shape the future of The Students’ Union and make a difference, whilst supporting students in many ways. The new Sustainability Committee was something I wanted to push through, to further the links with UWE

Bristol's Sustainability Board, as well as providing students with the opportunity to feedback and to work in conjunction with the Sustainability Offer to "Embed sustainability in all that we do".

This role has developed of a wide range of skills, particularly from an employment perspective. I hope to transfer and improve on the skillset that I currently have and implement this into a workplace setting in my potential placement year, whilst developing the connections between these different skills to become a more rounded person and candidate for future job opportunities."

### **Sustainability Committee Elected**

In March, The SU held its inaugural Sustainability Committee AGM to elect new green leaders.

7 positions have been elected with students at 1<sup>st</sup> year, 2<sup>nd</sup> year, Masters and PhD levels, who are all passionate about progressing sustainability. These students will be 'in role' for the rest of the academic year 16/17 and will continue through 17/18. The SU will be coordinating the first meeting of our committee in the coming weeks. For the 6 positions that have not been filled at our AGM, we will be holding a by-election in October 2017.

More details on the committee can be found at:

<https://www.thestudentsunion.co.uk/community/green-team/sustainabilitycommittee/>

### **Student Ideas**

The Students' Union at UWE has recently reviewed its democratic structures and how it engages with its members. After thorough research followed by a student vote, a new online democratic model was adopted which enables any student anywhere to submit an idea online that all students can then vote for. Moving the process online will reduce the amount of paperwork and printing but also is a move forward for accessibility for all students to engage with The Students' Unions democracy. This is of special attention to us as a students' union as so many of our members study at satellite campuses, partner colleges and are studying on placement intensive courses. This heavily affected their ability to engage with the old system of AGM's and paper submissions. Student Ideas were introduced as an official operational democratic structure for students at the start of the 2016/2017 academic year.

The Student Ideas process is designed to be user friendly and accessible for both the uploader and the voters. On the Student Ideas homepage it displays the open ideas and the 5 step process of an idea:

- 1.) Submit an Idea
- 2.) Students vote on idea
- 3.) Ideas get scored
- 4.) Idea passes/fails or is sent to student council meeting
- 5.) Idea is discussed at the student council meeting

Once this process is complete, passed Ideas are then published online through the Ideas webpage. This means that the idea is assigned to a Sabbatical Officer to work with Union/UWE staff or relevant organisations toward completing. By an Idea passing it mandates The Students' Union to work towards achieving the Idea. When it is assigned to a Sabbatical Officer the Idea is moved into the "In Progress" category on the website.

Please note: the Student Ideas in the 2:1 and 2:2 category have had to go to Student Council for approval needing 50%+1 majority to pass and become policy. Please see attachment -Student Ideas passed by Student Council meeting 1617- for full list of approved ideas.

While the Student Ideas process is simplified on the webpage, further information is publically available for transparency: <https://www.thestudentsunion.co.uk/representation/student-ideas/help/#stage3>

Before the Ideas page went live The Student Union set what it thought to be ambitious targets for the academic year of 70 ideas uploaded and 1000 votes on them. The targets set by the union were surpassed by the end of January marking early success of the new democratic structure. A vast variety of Ideas have been uploaded throughout the year creating engagement across a range of communities and the wider student body.

#### *Student Ideas- Sustainability*

As well as early engagement in Student Ideas as a whole, sustainable ideas have proven to be a focal topic and achieved a comparatively high amount of votes per Idea. Table 1 – found at the end of this criteria- displays all sustainable Ideas uploaded to date including live ideas (13/04/2017).

Confirmation of statistics and additional information on specific Ideas can be found through the individual Idea pages: <https://www.thestudentsunion.co.uk/representation/student-ideas/>

Table one boasts 387 sustainable votes for the 19 sustainable Ideas uploaded (13/04/2017). As a result, this academic year Student Ideas has created four sustainable active policy commitments:

1. Commit To Reducing The Number Of Leaflets/Flyers At Freshers' Fair
2. Food Waste Bins On All Campuses
3. Have More Solar/PV On University Buildings
4. Biodegradable And Recyclable Coffee Cups On All Campuses

As Student Ideas are a new this year we are currently working on developing ongoing support for students who wish to upload Ideas as well as campaigning training. As such we predict ongoing success and development of engagement with Student Ideas/sustainable Ideas, thus in turn, creation of sustainable policy over the coming 2017/2018 academic year.

*Please see appendix 1 of the chart of sustainability related ideas.*

## **Organisational Change**

### **Award Winning – in partnership**

UWE Bristol has won four awards, its best tally at the annual South West Fairtrade Business Awards.

- The Full of Beans coffee cart - a joint venture between UWE Bristol and The Students' Union at UWE Bristol, beat off stiff competition to pick up the award for Best Fairtrade Café or

restaurant alongside Frenchay Campus's Phaz Café which also won a Gold award in this category.

- The Students' Union shop also was awarded silver in the Best Fairtrade Retailer category.

### **Green Impact**

The Students' Union is striving for NUS Green Impact Accreditation – with the submission deadline of 5 May. As well as reporting the effective sustainability work the union is already doing, taking part in Green Impact is giving us a great chance to identify areas for improvement on a union wide scale. We are updating our Sustainability webpages – and now our Board reports are uploaded to the website for transparency.

*Please see the attached SMART action plan for the SU for 16-17.*

### **Greener Futures**

The Green Team Coordinator has been working with an MSc Sustainable Development student to develop a new Greener Futures programme to engage and reward sports teams and societies in sustainable behaviours. Student groups will be encouraged to get involved with volunteering, student-led campaigns, green events and much more through a points based award system, to create a positive impact on the global community.

The revamped programme is set to launch at the beginning of academic year 17/18, and is hoped to spark green engagement with a wide range of students.

### **EAUC Conference**

The Green Team Coordinator had the great opportunity to attend the EAUC Annual Conference in late March. As well as helping to deliver two UWE conference workshops, he attended a wide variety of behaviour change sessions to explore new ideas around sustainability student engagement. Tom will be feeding back his learning to the Community Team, the Sustainability Committee and relevant members of the SU staff and Officer Team.

## **Campaigns and Events**

### **Go Green Week**

In February, The Student Union celebrated the annual Go Green Week with a multitude of open events and activities for students and staff. Highlights included:

- A visit from local charity Wildscreen, to talk to filmmaking students about constructing a compelling and emotive narrative in wildlife media
- A student debate led by the UWE Debating Soc: Should Animals be Kept in Zoos? Representatives from both corners of the argument delved into some profound discussions with the audience, covering topics such as endangered species, 'enriched' zoo habitats, animal welfare and the spectrum of animal emotions.
- 'Thinkspiration' workshop where facilitators from O2 challenged students to develop ideas that integrated forward thinking technologies into a sustainable future.

### **One World Week**

The Green Team collaborated with many other SU staff and students to run special events in February for One World Week. This is a week to celebrate the cultural diversity in our local and

global communities. Early on in the week, the Students' Union delivered a 'Bring Your Own Bowl' event, where a buffet meal was created from surplus food donated from local COOP supermarkets. Using surplus vegetables, French onion soup was created in the spirit of One World Week and was enjoyed by over 90 students living on campus. During the meal, staff and volunteers chatted to students about food waste issues to raise awareness of the regular wastage of surplus food in university halls and private student housing.

For the second event, the SU delivered a vegan spring roll workshop where students and staff learned how to make a healthy cultural snack that will not cost the earth! The workshop was followed by a movie screening of 'HUMAN' - a collection of stories about and images of our world, offering an immersion to the core of what it means to be human.

### **Fairtrade Fortnight**

To celebrate Fairtrade Fortnight, the SU collaborated with UWE to deliver a 'Free Afternoon Tea Break' for students and staff. Attendees sampled a variety of great Fairtrade coffee, tea, cookies, fruit and chocolate, whilst chatting to Fraser Johnson, Business Development Manager of Natural Beverages who shared his experiences of being part of a Fairtrade company.

### **Community Garden**

Through Feb, March and April we have been hosting community garden planting sessions, getting a variety of flowers, herbs and vegetables in the soil for the spring and summer. After students requested for more freedom over their garden work, we worked with the grounds team to grant students personal garden spaces to grow their own plants. This means students need not be limited by the monthly sessions that the Green Team coordinate.

In March, the garden has had a visit from 2<sup>nd</sup> year Geography students studying water and food security. Our Sustainability Officer and Green Team Coordinator delivered a talk and Q&A for the group about how volunteering with local food initiatives can help reconnect our community to the growth of food and the resources that are needed in this process.

'Mindfulness in the Secret Garden' sessions have continued to run through the last 3 months, allowing a broad variety of student and staff members to experience the garden from a new wellbeing perspective.

### **Swap Shop Update**

For Feel Good Feb, the Occupational Therapy Society collaborated for the first time with the Green Team to throw a weeklong Feel Good Swap Shop on Glenside campus. The society did a great job in proactively leading the event organisation and promotion to encourage engagement from Glenside students. Following on from this experience, the OT society are keen on continuing to contribute towards the sustainability agenda, and are already making plans to hold a regular fruit and veg stall on Glenside campus.

### **Green Wheels**

The student business, Green Wheels have been working with The Students Union to start up a pop-up cycle shop in the Union 1 building. The Entrepreneurship students have now run 2 pop-up shop events, offering both student and staff with bike sales, advice and repairs.

For updates on workshops: <https://www.facebook.com/GreenWheelsBristol/?fref=ts>

Idea	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Total votes	Result	Reason
Promote Reusable Cups At The Cafes On Campus.	19	2	2	0	0	23	Fail	Not enough votes
Waterless Urinals in The Students' Union	12	5	1	1	2	21	Fail	Not enough votes
Water Fountains In SU Shops And Re-Usable Water Bottles For Sale In SU Shops To Reduce The Amount Of	21	1	0	0	0	22	Fail	Not enough votes
Stop The Use Of Palm Oil In Fresh Food Products	16	3	0	1	4	24	Fail	Not enough votes
Stop Using Disposable Paper And Plastic Cups And Cutlery Completely.	11	2	0	0	0	13	Fail	Not enough votes
More Wildflower Beds Around Campus	11	1	0	0	1	13	Fail	Not enough votes
More Compost Bins Around Site	11	0	1	1	0	13	Fail	Not enough votes
More Bird Baths And Feeders Around Campus	8	2	1	0	0	11	Fail	Not enough votes
Bike Ride Tours In To And Around Town, For The Less Confident Riders	8	2	1	1	0	12	Fail	Not enough votes
More Bike Covers	5	1	0	0	0	6	Fail	Not enough votes
Host a Vegan day	4	2	1	0	1	8	Fail	Not enough votes
Do More To Help Students Off Campus To Convert To A Renewable Energy Supplier	11	1	0	1	0		Fail	Not enough votes
A Big Indoor Mushroom Growing Wall Using Waste Coffee Grounds	14	0	0	0	1	15	Fail	Not enough votes
Commit To Reducing The Number Of Leaflets/Flyers At Freshers' Fair	42	4	1	1	6	54	2:2 Conditional Pass	To be passed by student council
Food Waste Bins On All Campuses	35	2	0	0	0	37	2:2 Conditional Pass	In progress
Have More Solar/PV On University Buildings	37	2	0	1	1	41	2:2 Conditional Pass	In progress
Biodegradable And Recyclable Coffee Cups On All Campuses	52	5	2	1	1	61	2:2 Conditional Pass	In progress
Commit To Making Students' Union Elections Paperless							Live (13/04/2017)	
The SU Should Commit To Using Triodos Bank, An Ethical Bank That Does Not Invest In Fossil Fuels.							Live (13/04/2017)	

**Appendix 1: Student Ideas**



## Appendix 2:

### Sustainability Action Plan 2016 – 2017

**Importance of HE Role:** The issues of social, environmental and economic sustainability are interlinked, so our approach to solving them must be too. The Students' Union at UWE believes that education and research have a fundamental and unique role in creating a world with sustainability at its core. University is a unique opportunity to engage the leaders of the future in understanding and developing the sustainability agenda. We have the opportunity to support, educate and inform leaders of institutions and society about the value of sustainability and advocate for a sustainable future.

**Whole SU Approach:** As a Students' Union we understand the importance of inspiring and supporting students to embrace their role as leaders, and also to be receptive to their challenge of holding us to account to improve our sustainability practises and to truly “embed sustainability in all that we do” (Strategic Plan – 2018). All departments are responsible for understanding their impact and ability to create positive change.

**Improved member engagement and recognition:** In order for the Students' Union at UWE to bring about remarkable positive change and transformation, we need to foster a strong and cohesive community within our members. This will enable a powerful students movement to forge, that will drive and advocate for sustainability. We will encourage and enable members to work together and take the lead on projects to achieve greater success through collaboration.

**Context:** The Students' Union at UWE underwent a restructure, rebrand and move to a new building in summer 2015. Due to this, the Union has been in a state of flux for the past academic year, recruiting the correct staff members to new and existing roles and revisiting our fundamentals.

#### Process and Resources

##### Human Resources Department

<b>Imbed sustainability into all staff job descriptions.</b> <ul style="list-style-type: none"> <li>- Ensure responsibility for sustainability is part of the core staff culture</li> <li>- Increased awareness and</li> </ul>	<b>What needs to happen?</b> <p>Sustainability section crafted and added to handbook.</p> <p>Ensure sustainability is part of buildings induction with DP.</p> <p>Create the language around sustainability for JDs.</p> <p>New HR Manager (May 2017) to ensure</p>	<b>Measure:</b> <p>All new job descriptions to have sustainability included by end of 2018 academic cycle.</p> <p>New Job Descriptions from April 2017 have this rolled out.</p>	<b>Timescales:</b> <p>Interim of new HR manager create changes to be reviewed and approved in May 2017.</p> <p>Phrase agreed</p>	SK Lead. Chair of Job Evaluation <ul style="list-style-type: none"> <li>- New HR Manager</li> </ul>
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education of the agenda	these changes are fully embedded and rolled out equally across non-commercial and commercial areas.		upon with HR by April 2017/. Included in new recruitment from this date. Job Evaluation to ensure included retrospectively as JD's come for renewal on the cycle.	
<p>Include Sustainability more Prominently in the Officer Inductions</p> <ul style="list-style-type: none"> <li>- Awareness of the sustainability agenda</li> <li>- Educate incoming officers on the UWE context of sustainability and student policy to date</li> <li>- Help integrate part time officers with full time officers</li> <li>- Establish relationship with UWE directorate on these issues</li> </ul>	<p>Work with Quinn from the NUS to look at training for the officer team to explore the holistic nature of sustainability.</p> <p>Create training resources with Quinn.</p> <p>Set date in the Officer diaries to run the training.</p> <p>Engage Jim Longhurst and Georgie Gough to create time to meet officers and explore working together and responsibilities on both sides.</p> <p>Get feedback from the training event to ascertain how successful it had been.</p> <p>Trial inviting new managers to the training to help them embrace their role.</p>	<p>The training takes place during 2016 induction programme.</p> <p>Positive feedback from the session and constrictive feedback to improve the process moving forward.</p> <p>All officers engage with the sustainability agenda.</p> <p>One Full time President takes on the role of lead sustainability within the full time team.</p> <p>Good working between the full time officers and part time sustainability officer (through Exec meetings and minutes).</p> <p>Individual action plans created.</p>	<p>May 2016 organise July 2016 delivery</p>	<p>RC Lead with KD.</p>
Build on the sustainability	Build on feedback from Officer Inductions	Session take places.	May-June 2017	WH Lead.

<p>training from the Officer Inductions 2016 and make more widely available to all staff in summer 2017.</p> <ul style="list-style-type: none"> <li>- Improve education and understand of what the sustainability agenda is and introduce the UN sustainability goals</li> <li>- Allows officers and staff to reflect on how their role can include sustainability and set objectives with this in mind.</li> </ul>	<p>2016 to re-run for officers' 2017 intake. Broaden the invitation to all staff who feel they have a development need to better understand the agenda.</p> <p>Managers to identify key staff who could play a champion role to target invitations, also.</p> <p>Re Book Quinn from NUS to attend as external facilitator gave weight to the programme.</p> <p>Re book Jim Longhurst and Georgie Gough to attend a follow up session with the new Executive Team.</p>	<p>Attendees include full time and part time officers and staff team – across commercial and non-commercial.</p> <p>Positive feedback and to the session.</p> <p>Individual action plans created.</p>	<p>organise.</p> <p>July-August 2017 roll out training and follow up with UWE's online training course as supplement.</p>	<p>SK/new HR Manager RC input</p>
<p>New Staff Induction and Booklet to include statement of commitment to sustainability and emphasises every staff members role in delivery.</p>	<p>Creation of pages to insert into handbook. Review current handbook to highlight sustainability across existing areas. Create sustainability quiz as part of Health and Safety/Building induction with DP. New HR Manager (May 2017) to ensure these changes are fully embedded and rolled out equally across non-commercial and commercial areas.</p>	<p>New handbook and induction pack created for April 2017 – sustainability truly engrained throughout the handbook, including online training.</p>	<p>April 2017 creation. May 2017 roll out.</p>	<p>SK lead. Work with DP.</p> <ul style="list-style-type: none"> <li>- New HR manager to approve.</li> </ul>
<p>Student Staff Timesheets Paperless</p>	<p>Pilot with non-commercial areas to begin with. Create online locked system for managers to input hours. Locking sheet on day of submission to finance indicates managers sign off.</p>	<p>Timesheets in place and being used. No physical sheets submitted to Payroll.</p>	<p>Crate timesheets – August 2016 Training for staff end of August</p>	<p>PS</p>

	Individual staff to create electronic timesheets, in line with all permanent and part time staff.		Roll out September 2016	
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### Marketing Department

Reduction in Physically Printed Posters in the Students' Union and on campus.	<p>Within the new Engagement SU building - new policy of no poster boards in this area – only using digital boards.</p> <p>Marketing to create new online marketing request form to improve staff to request social media and digital screen promotion support.</p> <p>Disseminate the new UWE no poster policy to societies via development meetings and training.</p> <p>Create and recruit new role within Marketing on Communications – to improve social media platforms and student engagement.</p>	<p>Less money spent on printing. Less physical printing orders created.</p> <p>New role recruited to and supporting increased student engagement across all social media platforms.</p> <p>Active use of digital screens and more design work requested for this avenue.</p> <p>More marketing forms submitted for social media and digital media.</p> <p>Increase in interactions on social media.</p>	<p>Recruit new marketing role – June 2016.</p> <p>New Role starts in post – July 2016.</p> <p>Update marketing processes – Nov-December 2016.</p> <p>Training for staff on new process – January 2017.</p> <p>Summer review of success of marketing processes and social media usage and engagement.</p>	<p>HM to work with all departments.</p> <p>DP for buildings use.</p> <p>Societies Coordinators to enable societies to find best communication methods with members.</p>
<p>Utilise Ethical T-shirt and campaign clothing suppliers.</p> <ul style="list-style-type: none"> <li>- Look for Fairtrade of Fairwear mark.</li> <li>- Investigate Fairtrade</li> </ul>	<p>Review Tshirt and clothing suppliers used for campaigns.</p> <p>Make recommendations for future suppliers to use.</p>	<p>The SU understand its suppliers and moves towards Fairtrade/fair wear clothing – making up 80% of its orders for campaigns.</p>	<p>Research – March 2017.</p> <p>New suppliers research – April 2017.</p> <p>Recommendations agreed in line with</p>	<p>CH research</p> <p>HM implementation</p>

cotton where possible over acrylic options.	Include any price increase in budget rounds.		Welcome Planning – June 2017.	
Review Printers utilised and ensure we chose local and ethical suppliers	Review current printers used and analyse their environmental policies. Investigate moving printers if needed.	Create analysis and recommendation for future printers. New Sustainability Committee to sign off printers with Executive.	Evaluate March 2017 (when Graphic Designer back from sick leave). Make recommendations Summer 2017 – implement with Welcome printing, as the bulk of printing needed for the academic year.	HM / EB
Western Eye Reduction – evaluate waste created by Western Eye printing to ascertain correct amount to cover all campus sties.	Evaluate current waste with Estates Team. Decrease as needed (amend – 3,000 down to 2,000 copies) with Morton’s Print. Change order with printers. Longer term – support online presence.	Decrease in Western Eye printing through change to the order and new invoice created. Yearly evaluation put into Opportunities planning cycle with Student Media.	March 2017 review. April 2017 new order submitted.	VP Societies and Opportunities Department
Leadership Race Elections Review – strategies to reduce printing and physical campaign materials.	As part of the elections debrief, collect up all election newspapers to ascertain waste created. Devise additional training to help candidates to reuse materials/use other promotional techniques to reduce need to physical print. Explore print cap. Make recommendations for	Recommendations created for 2018 elections.	Count waste March 2017. April/May 2017 review.	HM with EB

	Elections 2018.			
IT: Officer handover of iPads – reduce printing for University and internal meetings.	Ensure handover in 2015-2016 and 2017-2018 officer cohorts of SU iPads and training given so new officers do not need to print papers for multiple University meetings.	Officers have iPad and are equipped to use them.	June/July – 2016 June/July 2017	TB
IT: World Pay Contract Negotiated	Change suppliers through negotiating new World Pay Contract. Train relevant staff and roll out.	Savings of £5k.	October 2016	MR

### Finance Department

New systems and processes for increased economic stability.	Recruit new Finance Manager. Finance Manager to recruit new staff. Review of processes and procedures and changes implemented.	Cost saving. New policies and procedures produced. Training rolled out to staff. Less printing of accounts. Stronger financial situation projected for 2017-2018. Positive feedback from auditors and Uwe's finance team. Board of Trustees sign off in Finance Committee.	Recruitment – July 2016 Review Processes – November – February 2016 New Procedures for consultation – March 2017 New staff training – May 2017.	TB New Finance Manager
Reduce physical paperwork from Finance. More online /	Review processes. Create online society paperwork	No manageable accounts printed - electronic	Review processes – Nov-Feb 2017	MB

Paperless / less printing	option for submitting. Print less management accounts. More online / Paperless / less printing.	circulation. Societies paperwork on How To Section of Website.	Nov – online management accounts.	
Review Banking with UWE – Triodos proposal	Attend Tridos Meeting in March 2017 with UWE. Explore viability and make risk and benefit analysis. Proposal to Board of Trustees.	Evaluation created of ethical banking. Board of Trustee discussion and minutes.	March 2017 meeting. Review and proposals to Board of Trustees – summer 2017	MB

### Building Department

Carbon Action Project - Students Union's participation in the Carbon Action Project alongside various departments and faculties of the university - a scheme to raise awareness, and ultimately reduce, energy and water use at UWE Bristol. Over the next year, we will be contributing to energy and water savings, with regular input from the UWE Energy Team on our performance.	DP to work with KN in UWE to agreed engagement with the pilot. Staff to complete carbon action survey. Baseline energy and water consumption taken. Regular reports to necessary personnel.	Discussions with Uwe – July 2016 Pilot phase July 2016 – April 2017. Survey to be sent 28 September 2016.- baseline attitudes. April – July 2017 – refine model to roll out wider. Create tools and resources to further empowerment of staff to make reduction. July 2017 – evaluate.	DP
Collaboration on resources – awards/stationary cupboard	RECOOP team meeting to explore collaboration on awards. Circulate learnings from EAUC Awards to all award organisers.	August 2016 – review stationary cupboard – include in inductions for new staff. October 2016 – Recoop meeting	DP

	Create the stationary cupboard as hub of all shared resources. New sign in / our process established.	Create shared resources spreadsheet – Nov 2016 Order accordingly and organise awards – Jan-April 2017 Review awards and make recommendations – May/June 2017.	
Ensure the new SU building meets the needs of our diverse student community e.g. Unisex and accessible toilets.	Review equality and diversity within the building with Architectural and E and D staff champions from UWE. Cost up changes. Make recommendations to contractors for improvement.	Meeting – Nov 2016 Cost Recommendations – Dec 16 Contractor negotiations – Feb 2017.	DP
Greener Cleaning products to be used in the building	Meet with CH from Sustainability to explore possibilities. DP to negotiate with UWE cleaning services.	New eco-friendly cleaning product used by UWE Cleaning services in SU buildings. Staff room to have eco-friendly washing up products for staff use.	DP

### Commercial (Bar and Retail Shops) Department

Introduce Compostable Coffee Cups in coffee outlets - engaging in student ideas/policy and Sustainability Officer Manifesto	Gain permission via NUS to offer and promote an alternative to Starbucks-branded take away cups  Source cups and lids through Vegware - all compostable  Discuss and agree method with UWE Waste Management Team - provide bins for Union 1 and 2	Design to be created by student. Cups to be in all coffee outlets. Measurable uptake in compostable coffee cups. Waste management to provide data of recycling versus sales.	Permission – October 2016 Source lids- Nov 2016 Run competition Nov-Jan 2016-2017 UWE Waste discussions – Nov 2016 Cups ordered May 2017 Compostable alternative to be offered by mid-June 2017	<b>PD</b>
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	<p>Design competition</p> <ul style="list-style-type: none"> <li>- run and chose student led winning design</li> <li>- include a clear message around disposal of cups</li> </ul> <p>Design logo to be used for bin design</p> <p>Cups to be ordered (6 week turnaround)</p> <p>Marketing promotion of project</p> <p>Compostable alternative to be offered by mid-June</p> <p>Review of procedure in August ready for new student intake.</p> <p>Education of staff to have counter interactions with students.</p>	<p>Outcome will determine pressure to apply to University to match this activity.</p>	<p>Review of procedure in August ready for new student intake 2017</p>	
Discount for reusable coffee cups in coffee outlets	<p>Offer bamboo reusable coffee cups at (almost) cost price for staff and students to purchase at point of sale.</p> <p>Introduce increase of a 20p discount for customers who bring their own mug (double 10p from last year)</p>	<p>Discount in place on tills/EPOS system.</p> <p>Cafes are stocked with reusable cups to sell.</p> <p>Discount is used and cups sold.</p>	<p>August 2016.</p>	<p><b>PD</b></p>
Provide a healthier menu with more range in the SU Bar	<p>Review menu and offer improved vegan and vegetarian options</p> <p>Add an “under 500 calorie” range for those considering their calorie intake and weight management</p> <p>Change sandwich supplier to improve vegetarian, vegan, GF, Halal options</p> <p>Further improve vegetarian and vegan options on main menu</p> <p>All chicken halal – August 2017</p>	<p>Menu created with key to show different dietary and calorie counts.</p> <p>Increased variety on the menu.</p>	<p>August 2016 – review menu and redesign menu</p> <p>Summer 2017</p> <p>Change sandwich supplier to improve vegetarian, vegan, GF, Halal options</p> <p>Further improve</p>	<p><b>PD</b></p>



			vegetarian and vegan options on main menu	
Increase vegan and vegetarian options in the SU Shops	<p>Work with a local supplier to provide a wide range of vegan snacks such as vegetable pasties, samosas and fruit snacks.</p> <p>Listened to students on what they have been asking for and have increased our sandwich range of vegan products</p> <p>Improve marketing and signage both within and outside the shop (suppliers Ginsters and Urban Eats (Adelie)).</p>	See an increase in volume sold on multiple campus sites.	January 2017	<b>MM</b>
Run Sugar SMART campaign in Feel Good February	<p>Offer deals on sugar free drinks and water over the period agreed with University.</p> <p>Analyse impact afterwards.</p>	Measure uptake in sales in comparison to time frame one academic year ago.	<p>February 2017 launch additional offers and promotion.</p> <p>March 2017 review with LJ.</p>	<b>PD</b>
Use Fairtrade coffee	<p>Solely Fairtrade stock used on Coffee Cart - joint venture with UWE Hospitality.</p> <p>Ensure Starbucks coffee machine in our New Shop and our Wicked Coffee company machine in F block are all Fairtrade products.</p> <p>Explore contract with Lavazza – more sustainable coffee contract for business and sound sustainability ethos (<a href="http://www.lavazza.co.uk/uk/lavazza-world/sustainability-report/">http://www.lavazza.co.uk/uk/lavazza-world/sustainability-report/</a> - <a href="https://www.theguardian.com/sustainable-business/2015/may/29/drinking-an-ethical-cup-of-coffee-how-easy-is-it">https://www.theguardian.com/sustainable-business/2015/may/29/drinking-an-ethical-cup-of-coffee-how-easy-is-it</a>)</p> <p>Apply to South West Fair Trade Awards –</p>	<p>Only stock Fairtrade.</p> <p>Promotion around values of the coffee cart.</p> <p>Consistent sales.</p>	August 2016	PD / MM

	Best Fairtrade Café category.			
Stock 75 Fair trade products in the SU Shop – increasing the range.	Continue to stock over 75 products which are Fairtrade and help us achieve sales of over £50,000 from these products alone since August 1 <sup>st</sup> 2016 and with this in mind within our new shop we will create a specific fixture for these products. Apply to the Fair Trade South West Awards. Take part in Commercial NUS Conference calls to explore increasing Fairtrade products and 100% Fairtrade cotton in shops.	Full range of Fairtrade products – making good turnover.	January 2017.	MM
Increase Local Sourcing in the SU Bars	Continue current partnerships Investigate opportunities for increasing local sourcing	Work with: Wickwar Wessex brewery John Sheppard butchers Essential organic food suppliers Fresh fish for Fish Fridays – sustainable fishing.	Rolling – August 2016. Investigate Summer 2017.	PD
Say Not To plastic Policy Implement in SU Bars	Only use plastic glasses where absolutely necessary or dictated by Health and Safety licensing rules - event of over 600 people.	Only order the plastic glasses needed to cover the project events.	August 2016	PD
Introduce reusable plastic glasses – instead of single use plastic cups for large events (as dictated by health and safety policy).	Reusable plastic glass sourced (Green Goblet - local company, reduce travel miles and support local business) SU design possible Using up current stock of single use plastics rather than send to waste and then implement Replace single-use with branded, reusable	Reusable plastic glasses are in use in the bars at appropriate events. Purchasing monitored.	Source cups by March 2017. Use us single use plastic stock over 2016-2017 Roll out new use 2017	PD

	<p>glasses</p> <p>Decide on deposit scheme (if any)</p> <p>Launch/test during Summer Festival (design a souvenir glass)</p> <p>Full launch to new student intake</p>			
Campus Markets Introduced into Events Programme	<p>SU to run local business and student-led campus market outside U block SU.</p> <p>Contact previous stallholders as part of Big Green Week and years past campus markets from UWE.</p> <p>Organise promotion and dates.</p> <p>Work with Enterprise Departments and student projects via the green team to offer stall space.</p> <p>Work with Bower Campus Coordinator to promote creative students stall space.</p>	<p>Events take place with good engagement and positive feedback from stall holders.</p>	<p>First Campus Market planned for Tuesday 7th February</p> <p>Two more planned for this academic year.</p> <p>Review over summer and book in monthly markets in term time.</p>	PD
<p>NUS Alcohol Impact Accreditation Submission</p> <p>Best Bar None Resubmission – achieve Gold</p>	<p>Partnership between student engagement and commercial services – within with UWE to complete submission November 2017.</p> <p>Student researcher established in post.</p> <p>Analyse criteria and create action plan.</p> <p>Introduce more non-alcoholic events, better non-alcohol promotions – contribute to health and wellbeing agenda.</p>	<p>Submission achieved and accreditation threshold reached.</p> <p>Ongoing action plan established beyond accreditation.</p>	<p>Nov 2017 deadline for audit.</p>	RC/PD
More diversity in events programme at multiple campus sites	<p>Establish vegan curry and Netflix chill night at Glenside and similar vegan festival at Bower.</p>	<p>Events as part of Feel Good Promotion.</p> <p>Well attended events.</p>	<p>Feel Good February Events – Feb 2017</p>	RP/MB
Establish Bring Your Own Bowl Events with HallsLife – tackling pre drinking and linking to student-led food waste cafe	<p>Agree dates throughout the year to run events</p> <p>Connect with food waste charities</p> <p>Source food for events</p> <p>Work with kitchen to create menu</p> <p>Introduce student engagement element to</p>	<p>Monitor portions given out</p> <p>Social media engagement</p>	<p>September 2017 establish event dates</p>	TB/CH

	talk about food waste Promote to students Monitor attendance on the night			
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### Student Engagement

Increase engagement of sports clubs and societies in the sustainability agenda <ul style="list-style-type: none"> <li>- review Greener Futures Award</li> <li>- Encourage applications through change of change process</li> <li>- Engage sports clubs through E and D campaigns</li> </ul>	Review current engagement with Greener Futures Award from socs and clubs. Work with opportunities and students to create new criteria to improve breadth of engagement. Attend societies and sports conferences and student rep council and conference to introduce award. Engage MA project students to finish off Greener Futures Review. LGBT+ History Month – contact sports teams to showcase rainbow laces and bands during the month in competitive BUCS game – social media photo competition. Compile new criteria. Update website. Include in new training structures and initial conferences start of	Increased engagement in Greener Futures Award via applications through change for change. Funding successfully awarded and projects evaluated. 50% of BUCS teams engage in LGBT+ History Month as target. Social media submissions.	Review November 2016 – June 2017 Engage MA student – June 2017 Recommendations for 2017-2018 August 2017 to implement Trail 2017 first semester.	TB/JH
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	academic year.			
<p>Events and Campaigns (Go Green/Big Green)</p> <ul style="list-style-type: none"> <li>- Ensure a full event programme for the two large campaign weeks with UWE.</li> <li>- Work with the Green team to get student led projects and events.</li> </ul>	<p>Liaise with UWE to organise joint events programme. Work with officers and green team to create content. Arrange promotion with marketing.</p>	<p>Full events programme, endorsed and input from green team and sustainability officer. Good attendance at events with positive feedback.</p>	<p>October 2017 Big Green Week February 2017 Go Green Week</p>	TB
<p>Establishing SU volunteering projects – GreenSpace and Community Garden into regular events programme.</p> <p>Work with UWE Wellbeing and Healthy University to launch Mindfulness in the garden</p>	<p>Meet with project leaders of GreenSpace and plan work dates and work place. Meet with Woodland committees. Undertake risk assessments. Establish website sign up. Organise tools and resources. Work with the UWE Grounds team to plan Wednesday garden sessions. Purchase necessary tools. Promote action days. Meet with UWE wellbeing and Healthy University to explore mindfulness in the garden. Create promotional materials for these services ot utilise.</p>	<p>Regular activity taking place monthly. Sessions well attended and good engagement and feedback from partner organisations.</p>	<p>September 2016 launch new volunteering projects. Launch mindfulness in the garden – December 2016. June 2017 review the programme and suggest improvements for 17/18.</p>	TB
Improve Social Media	Recruit student staff to role.	Increased content being	June 2017 review social	TB - CM

content and Engagement – as no physical promotion printed.	Training with Marketing. SS to create and filter content. Use social media planning platforms to schedule in advance. Review June 2017 effectiveness of additional resource.	produced. Increase retweets, views, shares and engagement.	media engagement	
Create Sustainability Committee	Work with Sustainability Officer and Reps Team to devise structure and terms of reference for committee. Create role descriptions. Plan AGM date. Promote roles to students. Promote the committee once elected.	Elected committee with 7 positions in place.	March 2017 AGM January 2017 scope out committee February 2017 – create role profiles	TB and TH
Ensure that Sustainability officer position is contested and has good voter turnout.  Promote the benefits of this role and skills gained – TH as a case study.	Promote the role to students, especially through courses and green team. Support SU wide initiatives to increase voter turnout. Work with TH to articulate the benefits of being the officer.	Contested officer position. Increased voter turnout on 2015 elections.	January 2017 recommend March 2017 voting	TH/Reps
Reduce need for printed materials within Student Leadership Race. Organise a crafternoon with recycled materials for candidates to use.	Organise date with Reps for crafternoon to take place. Promote to candidates and campaign teams. Collect materials left from other SU campaigns and	Activity well attended by candidates. More alternative promotion created as a result.	Feb/March 2017	CM

	cardboard from shops and bars.			
<p>Student ideas - sustainability promotion.</p> <p>Launching the new online student ideas democracy structure.</p> <p>As part of Big Green Week, promote this platform to make sustainable change at the Union and within UWE.</p>	<p>Organise volunteers/Green team members and elected officers to go out with iPads and to engage students in new platform.</p> <p>Include in Big Green Week Events package.</p> <p>Work with marketing to promote.</p>	<p>Number of green related ideas submitted online.</p> <p>Ideas making it through voting rounds to council and passed.</p>	<p>October 2016 launch.</p>	<p>TB/CT</p>
<p>Ensure consistent approach to events and provision at Frenchay, Bower and Glenside campus sites.</p> <ul style="list-style-type: none"> <li>- Run events as part of Welcome and Go Green Week at all sites.</li> </ul>	<p>Organise events programme in Welcome planning period.</p> <p>Organise events in February as part of Go Green at satellite sites.</p> <p>Make sure events will work for the different demographics and interests of students.</p> <p>Investigate Kilter Theatre Company as suitable events provision for Bower.</p> <p>Work with marketing to ensure promotion.</p>	<p>Events take place at all sites and well attended.</p> <p>Input from Campus staff and elected officers.</p>	<p>October 2016 events planning cycle.</p>	<p>TB</p>
<p>Student Energy Switching Project</p>	<p>Provide students with information to easily switch their energy supplier to renewable and greener sources.</p> <p>Support moving in campaigns.</p>	<p>Guide produced</p> <p>Website hits</p> <p>Advice centre information indicates switch.</p> <p>Competition for incentive and to know impact.</p>	<p>April 2017 create resources.</p> <p>June 2017 work with marketing to promote student facing information.</p>	<p>CH</p>

	<p>Create the guide for students, with OVO Energy advice.</p> <p>Work with Nigel England to out in Community Living Guide and in moving out campaigns.</p>			
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### Strategy and Accreditation

Ensure Green Team Coordinator post continues beyond initial seed UWE Funding – create permanent post with activity budget.	Lobby University with impact of the two year pilot. Once successful, recruit and train new staff member.	April 2016 budget rounds Recruitment May 2016 New staff start August 2016.	RC/TB
Nus Responsible Futures Accreditation – receive award (400 marks threshold)	Form steering group with UWE. Create action plan and break down task list. Recruit student auditors and focus group participants.	April 2016 Audit May 2017 Awarded	RC
NUS Green Impact – Achieve Very Good as minimum	Review new criteria and agree lead departments. Create responsibilities and working group to oversee submission and set milestones to achieve actions. Upload evidence to workbook.	May 2017 deadline	RC/DP
Green Gown Awards – 2016 and 2017 bid	Apply for Student Engagement Category at Green Gown Awards – EAUC.  2017 Awards: Apply for individual champion student and staff member	June 2016 submissions create October 2016 second round submission and video creation November 2016 awards evening March 2017 scope out awards with UWE June 2017 awards submission	RC



	categories.	October 2017 second round submission	
Fairtrade Awards – South West	Write submission for best café and multiple retailer categories.	February 2017 submission March 2017 awards	MM/PD
Sustainability Planning 2017-2018	Summer 2017 – mapping UN SDG to Union activity, new managers’ induction with officers with incoming Sustainability Officer and their manifesto to craft action plan for next year and then feeding into the next four year plan. Create new action plan for next academic year with all departments and new working group. Feed into monthly managers meetings.	Start Summer 2017	TB
Strategic Planning 2018 – 2022 – ensure sustainability is central theme.	Ensure sustainability key core value and driver of 2018-2022 strategic plan.	March 2017 decide on facilitators after bidding round. June 2017 TB to create timeline for student an staff input.	TB