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Student Campaigns and Engagement							
Single-Use Plastic / Plastic Reduction		Responsible Consumption		Energy Reduction		Staff Culture	
Section Heading	Action	Specific	Measurable	Appropriate	Timeline	Staff Responsible	Status - rolling update until March 2019
Student Campaign/Student Engagement	Increase knowledge of food waste issues with UWE students in University-managed halls of residences.	<ol style="list-style-type: none"> <li>1. Review 2017/18 events and collate data on knowledge</li> <li>2. Plan dates for 2018/19 events</li> <li>3. Engage Sustainability Committee and Halls Committee – peer to peer student led</li> <li>4. Create comprehensive marketing campaign</li> <li>5. Work with Accommodation Services to effectively promote the message in halls</li> <li>6. Run an engagement initiative, promoting reducing food waste in halls</li> </ol>	Through surveys collected in the queue, social media engagement, post-event feedback, competition entries, with longer term qualitative data to assess impact.	Student mandate - Student policy on food waste.   	First event October 2018, second event February 2019, post-engagement with partners March 2019, evaluation write up March 2019.	<b>Community Department-HallsLife Coordinator Chelsea Hopson</b> Support: Student Sustainability Engagement Coordinator	1st event complete, data collected, 2nd event in planning. 1st event had 280 attendees, compared to 240 in 2017 & 125 in 2016.
Student Campaign/Student Engagement	Increase engagement of Liberation Officers and groups in The Students' Union's sustainability agenda, with positive outputs.	<ol style="list-style-type: none"> <li>1. Organise a sustainability induction session with the part time liberation officers and invite relevant NFI Societies (January)</li> <li>2. Provide discussion topics on how sustainability intersects with liberation groups</li> <li>3. Creation of events and actions to feed into action plan, student-led</li> </ol>	Attendance at training, action taken, engagement in follow on activity.		January 2019 training and discussion - March event and outputs - recommendations for sustainability strategy to 2030.	<b>Community: Amy Staff and Saharla Ismail</b> Support: Representation: Will Hoskin	
Student Campaign/Student Engagement	Creation of The Students' Union sustainability strategy for next 4 years, in line with The Students' Union's main strategy.	SDG mapping and output against the goals. Student consultation into targets. Participate actively in UWE's 2030 strategy workshops and consultation. Responsible Futures re-audit May 2019. Green Impact Audit 2019 – April. Prep to join ISO14001 in September 2019 – contribute groundwork projects to be part of risk and opportunities matrix.	Creation of plan live, with stakeholder engagement.		Align to THE metrics where possible – January/February 2019. SDG Map – April 2019. Sustainability survey October – Feb 2019. Vision map by June 2019. September – December 2018.	<b>Community: Rachel Colley</b>	
Student Campaign/Student Engagement	To support the 2018/2019 student Sustainability Committee to lead a behaviour change campaign - plant based eating - in collaboration with the Sustainability Officer, Green Team members and Representation Department.	<ol style="list-style-type: none"> <li>1) Regular meetings to be supported by staff</li> <li>2) Project management and effective campaign training to be delivered by the old committee in a handover session/social</li> <li>3) One key campaign run and evaluated</li> <li>4) AGM in May</li> <li>5) Campaign pack put together for 2019/2020 Committee</li> <li>6) Committee members supported to run a series of smaller 'one-off' events</li> <li>7) Committee to speak at a Green Team event</li> </ol>	Survey of committee pre and post to see knowledge and skills development. <ol style="list-style-type: none"> <li>1. Committee meetings held once per fortnight (increase from 1 per month)</li> <li>2. Committee campaigns launched – (Impact assessment will be delivered for each one)</li> <li>3. Committee events run – (Impact assessment will be delivered for each one)</li> <li>4. Run a successful AGM with handover in the spring term</li> <li>5. Number of positions filled for 19/20 in March/April election – Goal: 10 to include at least 1 student from the Faculty of Business and Law, and 1 Glenside student and 1 City Campus student.</li> <li>6. Number of green socials run by committee: 5 (to follow meetings)</li> <li>7. Create a series of committee social media posts/videos/articles to promote work to other students (monitor number of hits)</li> </ol>	    	May 2018: Handover campaign training session and social, 10/13 positions filled October 2018: 14/14 positions filled (1 new position created) November 2018: Headline campaign theme decided - plant based food January 2019: Market research survey to identify key focus areas February 2019: Promote campaign as part of Feel Good Feb March 2019: Campaign Events week April 2019: Evaluate campaign May 2019: Handover	<b>President: Sustainability Officer and Sustainability Committee</b> <b>Community: Student Sustainability Engagement Coordinator</b> Supported by Amy Staff	<b>September - December 2018:</b> All committee positions were filled in October 2018. The 2018/2019 committee have met fortnightly since September 2018, this year's campaign theme has been decided - plant-based food. An action plan (see timeline) for the campaign has been created, and will use Plastic Detox's (2017/2018 campaign) structure as a framework.




















<p><b>Student Campaign/Student Engagement</b></p>	<p>Increase the number of Clubs and Societies engaged with Greener Futures Programme by 25%.</p>	<ol style="list-style-type: none"> <li>1. Review of 2018 uptake</li> <li>2. Launch of Greener Futures Programme 2018-2019 at Sports and Societies Conferences</li> <li>3. Create promotional video with two Presidents to encourage sign ups and support actions</li> <li>4. Support groups signed up to complete their workbook with workshops</li> <li>5. Greener Futures Awards presented at Sports and Societies Awards May 2019</li> </ol>	<p>Monitored through uptake and submissions via the Green Team, liaising with relevant elected Officers to push promotion of this.</p>		<p>Review January 2019 for additional push for sign ups in January Conferences and reminder of the things required to obtain points.</p>	<p><b>Community: Student Sustainability Engagement Coordinator</b> Opportunities: Societies Development Coordinator Presidents: VP Sport &amp; Health and VP Socs &amp; Comms</p>	<p>Ongoing for completion May 2019 (for presentation at Sports and Societies Awards).</p>
<p><b>Student Campaign/Student Engagement</b></p>	<p>Continue to support and encourage sustainability Societies and Sports Clubs.</p>	<ol style="list-style-type: none"> <li>1. Ensure existing sustainability Societies and Sports Clubs are supported through their activities</li> <li>2. Encourage blog articles / press releases to showcase actions and impact of the groups</li> <li>3. Ensure that any newly affiliated sustainability Sports Clubs and Societies are supported in their ratification and set up</li> </ol>	<p>Monitored through monthly recording of existing Clubs and Societies. Continual promotion of the ability for new Clubs and Societies to be able to be set up, and the process for doing this. Monitor press releases and social media for impact.</p>		<p>Review at the beginning of each year how many sustainability Clubs and Societies exist. Review at the end of the year how many sustainability Clubs and Societies exist. Identify the levels of activity within those active groups.</p>	<p><b>Opportunities: Societies Development Coordinator</b> Presidents: VP Sport &amp; Health and VP Socs &amp; Comms Community: Student Sustainability Engagement Coordinator (for directing people to how to set up new Clubs/Socs)</p>	<p>Ongoing - with review throughout the year, but primarily annually.</p>
<p><b>Student Campaign/Student Engagement</b></p>	<p>Finance Department to engage with the Sustainability Committee on the topic of sustainable finance practices (divestment) to support development of student-led lobby campaign.</p>	<ol style="list-style-type: none"> <li>1. Review the Finance/Investment regulations with the sustainability committee representatives</li> <li>2. Present discussions at the F&amp;GP Committee/Board in early 2019</li> <li>3. Feedback any changes or challenges to the Sustainability Committee (March 2019)</li> <li>4. Enact any approved updates by July 2019</li> </ol>	<ol style="list-style-type: none"> <li>1. Engagement time given.</li> <li>2. Board/F&amp;GP discussion time.</li> <li>3. Resulting changes to finance process can be evaluated.</li> </ol>	<p>Student-led: Sustainability Committee-led campaign and national student interest (ethical banking and divestment). Student idea proposed 2017.</p> 	<p>December 2018 &amp; February 2019 F&amp;GP meetings to hold planning and action discussion before 18/19 year end.</p>	<p><b>Finance: Michael Blades</b> (Finance Manager)</p>	<p>2 x 1 hour meetings between Finance Manager and Sustainability Representatives. 1st F&amp;GP agenda provided as at start of December 2018.</p>
<p><b>Student Campaign/Student Engagement</b></p>	<p>Increase Course Rep engagement with ESD Agenda: Creation of Sustainability Department Reps within Course Rep structure.</p>	<ol style="list-style-type: none"> <li>1. Sustainability, Academic Resources, Welfare, Inclusivity are the four areas that the Department reps are going to be working on.</li> <li>2. Each of the areas will have specific training from UWE Bristol corresponding teams to make sure they know what they can do and who to work with.</li> </ol>	<ol style="list-style-type: none"> <li>1. Sustainability stream planned</li> <li>2. Look at Rep feedback collated into specific streams</li> <li>3. Achievement of NUS Responsible Futures Re-audit in June 2019</li> </ol>		<p>Planned for November- February review mid April.</p>	<p><b>Representation: CJ Godbold &amp; Jack Pitt</b></p>	
<p><b>Student Campaign/Student Engagement</b></p>	<p>Increase training and knowledge for Course Reps to effectively challenge the University and support the ESD agenda: improving engagement in sustainability at Rep Conference.</p>	<ol style="list-style-type: none"> <li>1. Sustainability stream planned</li> <li>2. Inclusivity Stream planned</li> <li>3. Welfare Stream planned</li> </ol>	<ol style="list-style-type: none"> <li>1. Rep Conference attendance and feedback</li> <li>2. Achievement of NUS Responsible Futures Re-audit in June 2019</li> </ol>		<p>Planned for February 23 review mid April.</p>	<p><b>Representation: CJ Godbold &amp; Jack Pitt</b></p>	
<p><b>Student Campaign/Student Engagement</b></p>	<p>Embed Sustainability knowledge further in Course Rep Training: giving students ideas on what they would change and why at UWE: link to SDGs</p>	<p>As part of the Rep training development we are looking to include a more interactive section with how you would change UWE Bristol and part of that would be relating the change to the SDGs</p>	<ol style="list-style-type: none"> <li>1. Rep feedback on session and areas looked into</li> <li>2. Achievement of NUS Responsible Futures Re-audit in June 2019</li> </ol>		<p>Delivered November, review and rewrite June/July</p>	<p><b>Representation: CJ Godbold &amp; Jack Pitt</b></p>	

<p><b>Student Campaign/Future Student Engagement</b></p>	<p>1. Encourage children to participate in a recycling program (recycling bins for cardboard, plastic and paper) or involve them in developing new strategies for recycling materials (using donated materials for art and craft) 2. Engage children in discussions about sustainable practices(i.e. noticing when the rubbish bin is full or when food is left over after lunch)</p>	<p>1. Create in team meeting the recycling competition and train staff on bins as needed - Discuss with staff and incorporate practices into daily and weekly plans 2. Children engagement programme on recycling 3. Ask UWE Waste to evaluate the recycling mix</p>	<p>1. Assessment on number of children engagement 2. UWE Waste recycling break down for Nursery - increase in recycling, relative to decrease in landfill</p>	<p>Embedding of environmentally sustainable practices</p>  	<p>Review monthly in departmental meeting and update in monthly managers' meeting under sustainability section any successful interventions.</p>	<p>Nursery: Alex Morfaki-Williams</p>	
<p><b>Student Campaign/Future Student Engagement</b></p>	<p>Re-use and recycle objects and toys.</p>	<p>1. Encourage parents and staff to make donations to the Nursery or charities as appropriate through newsletter 2. Organise end of term donation drive for local children's charity 3. Count donations and arrange delivery / collection - celebrate success in parent's newsletter</p>	<p>Number of donations in recycle box as part of campaign for local charity.</p>	 	<p>Review monthly in departmental meeting and update in monthly managers' meeting under sustainability section any successful interventions.</p>	<p>Nursery: Alex Morfaki-Williams</p>	
<p><b>Student Campaign/Student Engagement</b></p>	<p>Communicate sustainability wins and promoting sustainability projects and outcomes.</p>	<p>1. Publish article on Excellent Green Impact Accreditation 2. Work with Community Team to generate year round content keeping sustainability in the news feed 3. Work with Sustainability Officer to create a social media campaign to promote sustainability products in the shop (water bottle, tote bag etc.) 4. Create campaign to promote the Bar's sustainability drive, including reducing coffee cups and compostable replacements for cutlery and food containers etc. 5. Create a campaign to promote use of the new hydration station in The Students' Union.</p>	<p>1. Publish social media posts on Twitter, Instagram, Snapchat and blog posts. Capture engagement at the end of each semester to review reach 2. Create and publish art work in key locations around the Bar and campus. 3. Create and publish digital and print artwork to encourage use of hydration station.</p>		<p>01/07/2019</p>	<p>Marketing Manager</p>	<p>Complete - article published in July 2018. Complete: Created artwork detailing reusable plastic glasses, Vegware cutlery, Vegware containers, compostable straws and discounted coffee for customers with their own cup. The following artwork was created: poster, digital screens, social media assets, POS screens.</p>
<p><b>Student Campaign/Student Engagement</b></p>	<p>Review opportunities for promoting the Union's commitment to the Sustainable Development Goals (SDGs), and methods by which we can link events to each of them.</p>	<p>1. Review how SDGs are currently promoted 2. Review marketing ticket system to see if they can be added to event promotion requests 3. Add relevant icons to event entries on website 4. Marketing to work with Student Sustainability Engagement Coordinator and Sustainability Officer to review sustainability information/sections on website and create recommendations for improvements</p>	<p>1. Review of ticket system 2. Review of website</p>		<p>Review in March 2019.</p>	<p>Marketing: Helen McCulloch / Paige Hodge and Community (SSEC) and Sustainability Committee</p>	
<p><b>Single-Use Plastic / Plastic Reduction</b></p>	<p>Reduce the number of unnecessary single-use plastic products used for SU operational purposes.</p>	<p>1. Audit all the single-use plastic used for SU operational purposes 2. Create a priority list of single-use plastic to be reduced/replaced/eradicate from norm</p>	<p>Using the measure of how much single-use plastic was used previously to what is to be used in the future. Measure plastic not sent to landfill.</p>	 	<p>Review- Jan/Feb 2019 Priority List - March 2019 Action - April 2019</p>	<p>Buildings: Donna Prince</p>	
<p><b>Single-Use Plastic / Plastic Reduction</b></p>	<p>Eradicate use of single-use plastic pint/half pint cups, using glass, reusable plastic or compostable. Ensure, where possible, that single-use plastic is not used in any takeaway option e.g. cutlery, takeaway containers.</p>	<p>1. Staff training on changes - Bar staff training August 2018 2. Embed order process in processes for new starters 3. Monitor changes through purchasing order history</p>	<p>Purchasing data: compare number ordered 2018/2019 against previous 2 academic year to track decrease .</p>	 	<p>01/05/2019</p>	<p>Commercial: Paul Dingley</p>	
<p><b>Single-Use Plastic / Plastic Reduction</b></p>	<p>Move to compostable straws, eradicating use of plastic straws.</p>	<p>1. Order compostable straws 2. Work with marketing to communicate this change to students 3. Straws available on request for customers who need them</p>	<p>No plastic straws in use, monitor use of compostable straws.</p>	 	<p>August 2018 - review May 2019.</p>	<p>Commercial: Paul Dingley</p>	<p>Completed August 2018</p>


















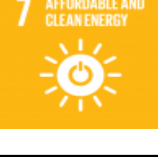









<p><b>Single-Use Plastic / Plastic Reduction</b></p>	<p>Reduce coffee cup waste from commercial areas and reduction in single-use cups in favour of own cup.</p>	<ol style="list-style-type: none"> <li>1. Staff training on changes - Bar staff training August 2018</li> <li>2. Review retail coffee cup use and implement changes</li> <li>3. Monitor changes through purchasing order history</li> <li>4. Attend Bristol Coffee Cup workshop and review city-wide strategies for change</li> <li>3. Collaborate with UWE on campus changes and monitor impact on customers and sales</li> </ol>	<p>EPOS report showing own mug discount use 2017 vs. 2018.</p>	 	<p>01/03/2019</p>	<p><b>Commercial: Paul Dingley</b></p>	
<p><b>Single-Use Plastic / Plastic Reduction</b></p>	<p>Work with Sports Clubs to ensure they are promoting sustainable use of plastic - e.g. reusable sports bottles.</p>	<ol style="list-style-type: none"> <li>1) Promote the opportunities for Clubs to include a reusable sports bottle as part of their kit packages</li> <li>2) Liaise with O'Neills to find out how many water bottles have been purchased through online shop</li> </ol>	<p>Annual recording of the number of Clubs that take this up through Greener Futures criteria.</p>	 	<p>Review annually to identify how many Clubs take this up, or offer as part of their kit packages.</p>	<p><b>President: VP Sport &amp; Health</b> Opportunities: Sports Development Manager</p>	<p>Ongoing - with review throughout the year, but primarily annually.</p>
<p><b>Single-Use Plastic / Plastic Reduction</b></p>	<p>Review retail plastic use and implement changes</p>	<ol style="list-style-type: none"> <li>1. Review single-use plastic across shop items</li> <li>2. Implement alternative meal deal for an aluminium can instead of plastic bottle - linking with Every Can Counts Charity to encourage recycling of the cans in the shop</li> <li>3. New water bottles: £3 less than previous version, more affordable</li> <li>4. Introduce new range of reusable coffee cups (trial in summer sold out 250 order)</li> <li>5. Switch suppliers away from Yummies - now only stock sandwiches in cardboard packaging</li> <li>6. Monitor changes through purchasing order history and profit and loss</li> </ol>	<p>Check against order history from previous year - monitor sale of alternative meal deal vs plastic bottle offer.</p>	 	<p>01/05/2019</p>	<p><b>Commercial: Paul Dingley</b> Buildings - Donna Prince</p>	<p>Completed takeaway August 2018, review January 2019.</p>
<p><b>Single-Use Plastic / Plastic Reduction</b></p>	<p>Plastic-free, zero-waste section of the shop development.</p>	<ol style="list-style-type: none"> <li>1. Create partnership with Bristol Zero Green Shop - learn lesson and undertake engagement activity</li> <li>2. Create section (palettes) and work with Sustainability Committee to create wording to promote eco products</li> <li>3. Populate with products: e.g. recycled toilet rolls, plastic-free sanitary products, SUMA products</li> <li>4. Student engagement in first semester on products that could be offered in a Zero Waste Section working with Bristol Zero Green</li> <li>5. Create long-term plan for area and product development</li> <li>6. Monitor changes through purchasing order history and profit and loss</li> </ol>	<p>Products ordering and sales, student engagement in development.</p>	  	<p>01/06/2019</p>	<p><b>Commercial: Paul Dingley</b></p>	<p>Research at Bower and Frenchay around student engagement: 98 students. Data to be analysed to look at feasibility of products.</p>
<p><b>Responsible Consumption</b></p>	<p>Encourage other HEIs and Students' Unions across the UK to incorporate a sustainable palm oil policy and work to implement our own within The Students' Union at UWE.</p>	<ol style="list-style-type: none"> <li>1) Review our progress with our sustainable palm oil policies at The Students' Union and UWE.</li> <li>2) Representative from The Students' Union to speak at HEPA/APUC meetings and create a working group</li> <li>3) Collaborate with NUS and EAUC to host two sustainable palm oil webinars</li> <li>4) Create an information pack to be relayed to all members of the working group</li> <li>4) Green Team staff to do a workshop with students about sustainable palm oil</li> </ol>	<ol style="list-style-type: none"> <li>1) Support 15 HEI's from across the UK to implement a sustainable palm oil policy</li> <li>2) Work with NUS to audit their supply chain for sustainable palm oil products</li> <li>3) Engage with 50 institutions about sustainable palm oil</li> </ol>	    	<p>July 2018: Speak at HEPA meeting and collect pledges. October 2018: Speak at HEPA and liaise with TUCO to amend tender template documents. November 2018: Speak at APUC meetings to collect more pledges, host webinar with EAUC. January 2019: host webinar with NUS . March/April 2019: Create support pack with Bristol Zoo and UWE.</p>	<p><b>Community: Amy Staff</b></p>	<p><b>July - December 2018:</b> 13 pledges from HEI's to write a sustainable palm oil policy thus far, 43 institutions attended the EAUC webinar (a further 5 requested it to be recorded), following the webinar NERC put AS in touch with the cabinet office who are currently re-evaluating their sustainable food policy, invited to speak at the Students Association in Glasgow.</p>

Responsible Consumption	Introduce a staff uniform "re-use" scheme.	1. Purchase of equipment required & install 2. Make staff aware of the scheme 3. Promote to staff on using and donating to the rail 4. Monitor and review 5. Include in staff exit process	Amount of clothing donated and reuse in a set period.		Installation - Sept 18. Awareness/Promotion - Sept/Oct 18 Review after 6 months of install - March 19. HR to include any reusable uniform in exit process Feb 19.	Buildings: Donna Prince	
Responsible Consumption	Student Experience Awards more sustainable decorations.	Looking to change the decoration for the SEAs and finding a more sustainable option rather than balloons.	Compared to last years awards.		Planned 4 April, reviewed mid April.	Representation: CJ Godbold & Jack Pitt	
Responsible Consumption	Looking at the sustainability of the trophies, recycled wood.	Looking to change the trophies from last years glass trophies, looking at using reclaimed wood and then having them engraved	Compared to last years awards.	  	Planned 4 April, reviewed mid April.	Representation: Will Hoskin	
Responsible Consumption - Paper Consumption	Reduce physically printed posters and flyers in The Students' Union and on campus.	1. Invest in lockable poster boards to reduce the number of posters being damaged or lost (complete) 2. Enhance emphasis on increasing social media following and engagement to help reduce reliance on printed media 3. Increase email open rates to increase effectiveness of channel to help to reduce reliance on printed media 4. Update marketing ticket template to provide more resources for staff planning campaigns to effectively estimate printed resources needed (if any) to reduce waste	1. Less money spent on printing 2. Less physical printing orders created - data tracked from printing orders by Graphic Designer 3. Increased following on social media 4. Increased open rates for emails (from 15% to 18%)	  	01/07/2019	Marketing: Helen: working with all departments	1, Complete. TBC
Responsible Consumption - Paper Consumption	Reduction of paper associated with leadership elections year on year - paperless leadership elections by 2020.	1. Training for candidates 2. Leadership Race elections review – strategies to reduce printing and physical campaign materials - consider paperless election option 3. SU elections producing less papers - decrease the number of newspapers printed for the campaign in 2019 4. Devise additional training to help candidates to reuse materials/use other promotional techniques to reduce need to physical print	1. Candidates trained 2. Number of papers ordered, decrease year on year 3. Prospective candidate attendance	  	1. Planned for late Feb 2. Planned for late Feb 3. Planned for mid Jan through mid Feb, review mid April	Representation: Will Hoskin & CJ Godbold and Marketing Manager	
Responsible Consumption - Paper Consumption	Maintain the reduced level of printing in finance and continue to decrease use through implementing new online methods.	1. Introducing paperless software where appropriate (Online expenses introduced to permanent staff Aug 18) 2. Expand online processes to other areas: a. Journal Transfer b. society and club student claim forms 3. Centralised company printing budgetary responsibilities (Buildings Manager is issuing monthly emails tracking print spends by department enabling us to challenge on over use) 4. Evaluate the environmental impact	Prior norm of 18000 finance prints/year was reduced to 12000/year. This is to be maintained. IT to read finance coded prints from system. For the wider company the budgeted spend for printing and appropriate stationary was £10.2k for 17/18 (based on historical spending) with actual spend of £8.2k.	  	Measured every July.	Finance: Michael Blades (Finance Manager) IT: David Sheldon (IT Manager) Opportunities and Community Managers for roll out	17/18 target achieved.
Responsible Consumption - Paper Consumption	Reduce Printing Levels in Union 1 by 5%.	1. Provide monthly usage statistics to all Department Managers, plus reminder to encourage all staff to think before they print 2. Monitor month on month changes 3. Meet with key printing departments to look at ways to reduce printing	Monitoring print figures comparing January 2019 with January 2020	  	Review March 2019 to check for downward trend, 3 monthly reviews, write up Feb 2020 with results.	IT: David Sheldon, Harry Stone	

Responsible Consumption - Paper Consumption	Reduce paper consumption from organisation-required staffing processes through expanded use of People HR system.	1. Allow employees/Managers to upload documents onto People HR system 2. Introduce electronic return to work documents & welfare reviews 3. Reduce recruitment paperwork required from employees	1. Reduction of employee personal file by 70% 2. Reduction in paper documents by 50% 3. Reduction in sickness absence paper documents by 100%	  	Aug-18 Oct-18 March-19	HR: Mark Walker: HR Manager	
Responsible Consumption - Paper Consumption	Reduce receipt paper usage in Bar and Retail by 50%.	1. Turn off automatic receipt printing in all outlets 2. Train staff to ask customers before printing	Reduction in orders of till rolls/ comparing till receipt spend year on year.	  	Feb 2019 - All outlets no longer printing receipts as standard. July 2019 - Review processes and compare expected results to actual results.	IT: David Sheldon Commercial: Paul Dingley	
Responsible Consumption: Fairtrade	Increase purchasing and sale of Fairtrade products across Commercial areas.	1. Review current offer in commercial areas, purchasing and sales, identify areas to improve promotion or increase range of Fairtrade products 2. Review products from NUS and engage Sustainability Committee in product selection as needed 3. Work with Marketing on Fairtrade Fortnight campaigns and year-round promotion 4. Work with Marketing to display items in the shop in the most attraction and informative way 5. Evaluation impact of these interventions	Fairtrade product sales value 2017/18 vs. 2018/19.	 	01/03/2019	Commercial: Paul Dingley Finance: Michael Blades	
Responsible Consumption: Fairtrade	Promote the Union's activities for Fairtrade Fortnight and demonstrate its commitment to selling Fairtrade clothing and products.	Create a comprehensive marketing campaign to publicise the Union's Fairtrade offer during Fairtrade Fortnight, including clothing and products available in the shop. Work with Commercial team to enhance the point of sale advertising.	Screenshots of current promotion on digital screens, on social media and e-newsletters. Link to sales information on Fairtrade products.	 	25 Feb - 10 March	Marketing: Paige Hodge	
Responsible Consumption: Fairtrade	EPOS Fairtrade commitment - support Commercial teams with increasing sale of Fairtrade products.	1. Product & sales mix information to be tracked and provided via EPOS system	EPOS system figures to be compared year on year.	 	Bi-annual reviews.	Finance: Michael Blades (Finance Manager)	EPOS team transitioning to Finance Jan 2019. A tracker will be created to ascertain movements in sales mix.
Responsible Consumption: Fairtrade	Sports kit tender - Ensure that the new supplier is committed to providing clothing that is Fairtrade.	1. New kit tender for sports kit due March 2019 2. New kit supplier in place for June/July 2019	Ensure that the suppliers considered are all able to commit to supply Fairtrade products throughout their range (where possible).	 	Kit tender process and new supplier implementation from January 2019 - July 2019.	Opportunities Manager Sports Development Manager VP Sport & Health	January - July 2019
Responsible Consumption	Continue to identify alternatives to travel for Sports Clubs and Societies and promote sustainable travel options.	1. Continue the annual tracking of coach travel by our Sports Clubs in BUCS fixtures. 2) Promote active/sustainable travel where possible for Clubs and Societies (i.e. cycling to training, car sharing) 3) Investigate electric/hybrid transport options as alternatives to current transport providers for BUCS	Annual tracking of transport usage. Reducing bus/coach usage where possible, and ensuring sharing coaches when possible.	 	Review annually to identify options for reduction e.g. look into alternative coach companies that are more eco friendly.	Opportunities Manager Sports Development Coordinator	Ongoing - with review throughout the year, but primarily annually.
Responsible Consumption	Further improve vegan options.	1. Promote dairy-free milk alternatives in the bars (Costa Coffee January focus) 2. Review vegetarian and vegan ranges in retail areas	Improve range of alternatives - offer three alternatives for month of January and review sales. Look at percentage of range that is vegan or vegetarian, review sales value in comparable periods e.g. term 1 2017 vs. 2018.	  	January - May 2019	Commercial: Paul Dingley	



Responsible Consumption : Food Waste	Monitor and reduce food wastage from commercial areas.	1. Develop staff training in proper food waste recording 2. Monitor food waste as a strategic Key Performance Indicator 3. With support from Finance team, implement new stock system, to include better food waste recording 4. Review event catering and buffet provision to reduce food waste caused by over-preparation 5. Review event catering and buffet provision to reduce food waste caused by over-preparation	1. Stock take result 2. No more than 2% wastage vs. sales value 3. Record food waste from each buffet and add to EPOS system for proper tracking	  	March - July 2019 .	Commercial: Paul Dingley	
Responsible Consumption : Food Waste	The Nursery to collaborate with Early Years Catering(our meal suppliers) to ensure that any food which is not consumed could be returned back and given to homeless centres.	Food not used left in separate containers and not mixed with waste.	Liaise with EYC to find out the number of trays given to homeless shelters monthly or annually.	  	Review monthly in departmental meeting and updates in departmental managers meeting under sustainability.	Nursery: Alex Morfaki-Williams	
Energy Reduction	Continue to monitor and review utilities use in all of The Students' Union's buildings - driving staff engagement in reducing their utilities consumption vs buildings occupancy.	1. Review all consumption of The Students' Union buildings and identify trends 2. From this look into operations and best practices and reasoning to data 3. Ensure staff training reflects any operational changes - ensure monthly all staff communication and challenges as necessary	UWE Estates utilities data - reduced	  	January 2019 - April 2019	Buildings: Donna Prince	
Energy Reduction	Reduce utilities use in commercial areas year on year.	1. Review current consumption in commercial areas and identify areas of peak trends 2. Review holiday closedown checklist and other energy saving methods, review regular closedown checklist to ensure all non-essential equipment is turned off 3. Staff training reviewed and refresher rolled out	Reduction in electricity usage from UWE data	  	December 2018 - March 2019	Commercial: Paul Dingley	
Energy Reduction	The Nursery will be implementing energy efficient measures to reduce the use of electricity used daily.	Daily checks, shut down policy, end of day audits.	Monthly electricity bills and UWE utilities data.	  	Review monthly in departmental meeting and March organisational review through Buildings Manager.	Nursery: Alex Morfaki-Williams	
Energy Reduction	Review the energy efficiency of digital marketing channels on campus and reduce electricity consumption.	1. Liaise with Red Bus regarding achieving a reduction in live screen time after hours 2. Continue to turn off union owned digital screens after hours 2. Calculate energy saving from amending "on" times and promote the saving internally	Reduce hours turned on, calculate electricity saving and equate to environmental benefit.	  	March 2019	Marketing: Paige Hodge	
Staff Culture	Improve staff awareness of sustainability and organisation sustainability goals through continuous review of new starter process and inductions.	1. Review induction and information pack for Student Staff to ensure sustainability is included, relevant & up to date. 2. Review company induction to ensure sustainability is included, relevant & up to date. 3. Ensure sustainability induction is on new starter training matrix and attendance monitored	1. Information updated 2. Number of new starters attended induction and completed quiz 3. Feedback from new starters to enable continuous improvement		01/02/2019	HR: HR Manager/HR & Recruitment Co-ordinator Josie Alford Support	
Staff Culture	Update organisational job descriptions: ensure sustainability embedded across the organisation	Template job description (post-job evaluation) to reflect sustainability. New job descriptions to reflect our commitment to sustainability.	100% colleagues informed of our commitment to sustainability.		Aug-18 Feb-19	HR: HR Manager/HR & Recruitment Co-ordinator	

Staff Culture	Promote volunteering policy to staff and increase use of this employee benefit	Ensure colleagues are aware of volunteering policy through the Voice and emails.	Uplift in volunteering activity. 4 employees actively supporting Community Garden. Sustainability Agenda implemented into VOICE meetings.		01/03/2019	HR: Mark Walker: HR Manager and VOICE Committee members	
Staff Culture	Implement Hardship Policy	Clear process for colleagues who experience hardship. Criteria for Financial support identified. Licensed Manager aware of providing one warm meal a day to colleagues experiencing hardship.	Understanding by all managers of how our organisation can best support colleagues experiencing hardship.	 	01/03/2019	HR: Mark Walker: HR Manager and Board of Trustees	
Staff Culture	Continue to increase and implement sustainability initiatives that have positive health benefits for staff.	1. Accreditation of National Wellbeing Charter: promote health & wellbeing for colleagues/promote physical activity and benefits 2. Ensure sustainability is embedded in evaluation of pedometer/activity challenge in February 2019. 3. Promote activity challenge to community, with 50% uptake by staff .	1. Accreditation including Excellence in at least three of the Charter criteria 2. Number of staff engaged in activity challenges 3. Data shows positive benefits to wellbeing and sustainability outcomes	 	01/02/2019	HR: HR Manager/HR & Recruitment Co-ordinator Josie Alford Support	Awaiting accreditation