

## Sustainability Action Plan 2017-2018


**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.



**The Students' Union approach as a whole:** We understand the importance of inspiring and supporting students to embrace their role as leaders; and being receptive to their challenge of holding us to account to improve our sustainability practises. So that we can 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 student movement to be forged, 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.




### Operational - Process and Resources

#### Building Department

Action Summary	What needs to happen?	Measure:	Timescale	Lead Person	Update – March 2018
<p><b>Increase Staff engagement/awareness in utilities consumption and sustainable travel options.</b></p> <ul style="list-style-type: none"> <li>- Decrease utilities used</li> <li>- Increase bike travel</li> </ul> 	<p>In line with working with the SU Community, HR &amp; Buildings department we are going to look to do impacting focus weeks on three aspects of sustainability. This is aimed at staff based in U Block as this is the first year this has been completed.</p> <ol style="list-style-type: none"> <li>1) Dec – Electricity Usage</li> <li>2) Feb – Water Usage</li> </ol>	<p>That staff in this area have increased awareness of</p> <ul style="list-style-type: none"> <li>- Actions they can do to assist in being more sustainable</li> <li>- Ensure all infrastructure information is in place E.g. pool bikes, showers etc.</li> <li>- Union utility usage to go down [stats taken from 2016-2017]</li> </ul>	<p>May-June 2018</p>	<p>Donna Prince</p>	<p>Electricity challenge took place in February 2018 with a reduced in utilities shown in this week.</p> <p>Water and active travel to come in later weeks</p> <p>Electricity comparably higher than last year, but increased buildings usage</p>





	3) April – Sustainable Travel [Cycling]				Review of active travel carried out with stakeholders, out of engagement space staff (17) – 7 cycle, 2 bus, 1 train, 2 walk.
<b>Improve our cycling facilities &amp; information</b> 	<ol style="list-style-type: none"> <li>1. Installation of an additional bike locker for SU staff at U Block Frenchay Campus.</li> <li>2. Create a document that states all the information in regards to staff cycling. Shower/Secure Lock Up/Route/ Pool Bikes/ Claiming cycling mileage/Staff cycle to work scheme/Bower Glenside &amp; Frenchay</li> <li>3. Implement Pool Bikes system for SU Staff to use [HR &amp; Buildings]</li> <li>4. Promote cycle to work scheme [HR &amp; Buildings]</li> </ol>	<p>Increased staff members cycling to and from work &amp; cycling to other campus sites</p> <p>Reduced CO2 emissions from staff travel</p> <p>Health benefits for staff</p>	April 2018	Donna Prince	<p>Review of active travel and facilities complete.</p> <p>Introduced staff lockers.</p> <p>Travel survey running March – April with Students’ Union travel challenge June 2018.</p> <p>Pedometer / Activity Challenge promoted and good uptake from Students’ Union staff.</p> <p>Jamie, VP Education, learnt to ride a bike.</p>
<b>Event &amp; meeting room catering improvements</b> <ul style="list-style-type: none"> <li>- Increase uptake of vegetarian and vegan options</li> <li>- Decrease food waste</li> </ul> 	<p>Need to revise and look at our current offering for MR1 &amp; Event catering supplied by the SU.</p> <p>Donna Prince to work with Paul Dingley to include more options with a focus on more vegetarian and vegan.</p> <p>Cutlery, Cup, Plates – to ensure that compostable catering</p>	<p>A new catering and refreshment document to be produced and issues out to all those who request catering on the booking system.</p> <p>Wastage is put into appropriate bins to reduce landfill waste, collect end of year data to compare, released year after taken.</p>	Jan 2018 [Term 2]	Donna Prince	<p>New catering options has been produced.</p> <p>Food waste down</p> <p>3868kg (15/16) – 2822kg (16/17)</p>


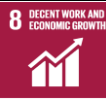
	equipment is used and appropriate bins are provided to ensure we recycling as much as possible				
<b>Staff uniform procurement [cotton fair trade]</b> - Increase FairTrade staff uniform procurement. 	Look to source a fair trade cotton product for the staff black polo's that are wore by all staff in the SU. With the aim to ensure all staff polo are fair trade without a hindrance to quality and durability of the current product. Ensure the cotton farms receive a fair and stable price for their cotton	New staff polo's that are to be ordered in January 2018 are to be fair trade cotton product.	Feb 2018	Donna Prince	Investigation complete. To increase Fairtrade % for summer 2018 orders
<b>Sustainable procurement of Buildings supplied e.g. stationary and storage.</b> 	When purchasing items from the Buildings Department look at more eco, sustainable alternatives	To have a Term 1 [Dec 2017] & Term 2 [May] listing of positive sustainable resources purchased & list the previous item purchased For example – Sept 2017 we now only purchase 100% recycled post-t notes	May 2018	Donna Prince	Action complete, include din procurement procedures
<b>Sustainability induction within Health and Safety Induction, ensuring awareness from beginning of employment.</b> 	To ensure that sustainability in the workplace is included in the week 1 induction from the Buildings Department	Making Staff aware for week 1 that the SU is committed to sustainability Opportunity to engage and signpost staff who want to engage more with sustainability work within the SU	Sept 2017	Donna Prince	This is happening



<p><b>Increase number and visibility of watercoolers.</b></p> 	<p>Installation of an additional watercooler in Union 1 for students, staff and visitors to use</p>	<p>Staff/students/visitors have an easy accessible access to drinking water/bottle filler</p> <p>Reduce the amount of plastic bottles to be purchased</p>	<p>Sept 2017</p>	<p>Donna Prince</p>	<p>Action happening, new water cooler installed with signage and ongoing marketing with UWE</p>
<p><b>Building department practices [paper]</b></p> <ul style="list-style-type: none"> <li>- <b>Reduce paper use across the academic year.</b></li> </ul> 	<p>Look at the Building department and look at areas that we can reduce the paper usage</p>	<p>Pre-made cashing up bags – saving a paper envelope that we would use daily</p> <p>Revise the H&amp;S induction to People HR to reduce the requirement for paper signature</p> <p>Revise the driver registration to an online format on the SU website</p>	<p>September 2017</p> <p>August 2018</p> <p>September 2018</p>	<p>Donna Prince</p>	<p>Down from 47,000 in 2016/2017 to 42,500 in 2017/2018</p>
<p><b>Cleaning services &amp; cleaning products</b></p> <ul style="list-style-type: none"> <li>- <b>Utilise eco-friendly products, increase their use – aim for 80%</b></li> </ul> 	<p>To revise the cleaning services SLA [Services Level Agreement] to ensure that sustainability is a section within the SLA.</p> <p>Installation of more ECO friendly soap &amp; new dispensers</p>	<p>Our cleaning services are more aware that this is an important factor to the SU. Level of expectation is met</p>	<p>August 2017</p> <p>November 2017</p>	<p>Donna Prince</p>	<p>Service level agreement reviewed and rewritten with sustainability principles in the core</p>




**Human Resources Department**

SDG	What needs to happen?	Measure:	Timescale	Lead Person	Action Summary
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	<ul style="list-style-type: none"> <li>Confidential Helpline for employees who experience hardship</li> <li>Employee Assistance programme</li> </ul>	<p>Employee Assistance Programme extended to provide a confidential help line.</p> <p>EAP to provide a helpline on personal, family, financial and legal advice.</p>	<p>July 2017</p>	<p>Health Shield Provider</p> <p>HR MGR/CEO</p>	<p>Confidential helpline. Will gain staff feedback on first year as a whole of health shield scheme.</p>
	<ul style="list-style-type: none"> <li>Employee Discounts to enable at least one square meal a day at a reasonable price</li> <li>Promote Nutrition with employees through HR planner &amp; signposting</li> </ul>	<p>Employees can choose from a wide range of discounted meals at a discounted rate of 25%.</p> <p>Proactive sign posting of NHS wellbeing initiatives to promote employee health.</p>	<p>August 2017</p> <p>Feb 2018</p>	<p>Licensed Trade</p> <p>NHS Wellbeing</p> <p>HR Administrator</p>	<p>Discount promoted in Staff Voice meeting and inductions, plus free breakfast once a month and well done lunch once a month</p>
	<ul style="list-style-type: none"> <li>Health Shield Programme (EAP)</li> <li>HR Planner - Health &amp; Wellbeing Weeks</li> <li>Employee Well Being work Book</li> <li>Off The Wall Activity Programme</li> <li>Occupational Health Provider</li> </ul>	<p>Health Cash Plan for pre or existing medical conditions.</p> <p>Proactive sign posting of NHS wellbeing initiatives to promote employee health.</p> <p>Promoting positive mental health and coping strategies.</p> <p>Promoting accessible physical health activities (£20 admin fee).</p> <p>Supporting employees who have real time medical needs and facilitating employees return to work supportively.</p>	<p>July 2017</p> <p>Jan 2018</p> <p>July 2017</p> <p>Aug 2017</p> <p>Aug 2017</p> <p>Feb 18</p>	<p>Health Shield Provider</p> <p>Opportunity Team</p> <p>HR Mgr.</p> <p>HR Team</p> <p>Opportunities Co-ordinator</p> <p>CEO</p>	<p>Launched and utilise for the first full academic year. After 1 April, can see how used the system was in 1<sup>st</sup> year.</p>
	<ul style="list-style-type: none"> <li>Training Matrix</li> <li>Succession Planning</li> </ul>	<p>Focus resources in a timely manner to ensure our teams are competent with objectives/tasks.</p>	<p>Aug 2018</p>	<p>All HR Mgr.</p> <p>Departmental Managers</p>	<p>Including sustainability summer induction, sustainability behaviour defined and picked up in mid-term and annual review</p>

		Identify leadership activities for high potential performing employees for the future benefit of our Organisation.			
	<ul style="list-style-type: none"> <li>• Diversity &amp; Inclusion Project</li> <li>• Job evaluation</li> <li>• Review Recruitment &amp; Selection processes</li> <li>• Recruitment &amp; Selection workshop – promoting equality</li> <li>• Promote “This Girl Can” through Off the wall activities with employee Induction</li> </ul>	<p>Attract and retain employees whilst reflecting our local demographic or underrepresented groups.</p> <p>Ensure our job evaluation model has parity of pay regardless of gender.</p> <p>Develop our recruiting Mgrs. to ensure we are recruiting the best candidate regardless of gender.</p> <p>Promote equal opportunity through sports associations.</p>	<p>Feb 2018</p> <p>Aug 2017</p> <p>July 2017</p>	<p>Community Team</p> <p>Opportunity Team</p> <p>HERA or Benchmarking provider</p>	<p>Hr Co-ordinator</p> <p>Job Evaluation Committee</p> <p>Employment Co-ordinator</p> <p>Opportunities Co-ordinator</p> <p>CEO/Finance Mgr./HR Mgr.</p> <p>Diversity project and job evaluation underway.</p> <p>Disability Confident Employer.</p>
	<ul style="list-style-type: none"> <li>• Employment Contract Review</li> <li>• Performance Excellence workshops -</li> <li>• Review Zero hours contracts for employee who work regular hours</li> <li>• Promote a culture of good working environment through strategy and values</li> <li>• Engagement Survey – Departmental Engagement Action Plans</li> </ul>	<p>Ensure our current contracts are in line with Living Wage and compliant with organisational flexibility. Create transparency of employment contracts.</p> <p>Empower our current &amp; future leaders. Toolkits are available for effective management of SU teams thereby encouraging the sustainability of the SU.</p> <p>Ensure employees are contracted correctly to the average hours worked.</p>	<p>Feb 2018</p> <p>Aug 2017</p> <p>March 2018</p>	<p>Stone King Solicitors</p> <p>Scot Farmer Ltd</p> <p>Engagement Provider – NUS?</p>	<p>HR Mgr./Eternal Legal Adviser</p> <p>HR Mgr.</p> <p>CEO/HR Mgr.</p> <p>HR Mgr./Departmental Mgrs.</p>

	<ul style="list-style-type: none"> <li>• Pulse Surveys</li> <li>• Update Employee Handbook &amp; review T &amp; C's</li> <li>• Employee Benefits review</li> <li>• Reward &amp; Recognition Programme</li> </ul>	<p>85% engagement target. Maximise employee contribution to our Organisation on an emotional level.</p> <p>Identifying the reasons employees stay with our organisation.</p> <p>Ensure policy and procedure is relevant/compliant and transparent to all employees.</p> <p>People HR. Promote recognition &amp; celebrate success by peer-to-peer feedback linked to our Organisational values/behaviours.</p>		<p>ECC/Stone King</p> <p>People HR Provider</p>	<p>Employment Co-ordinator</p> <p>ECC/ HR Mgr.</p> <p>HR Mgr.</p> <p>Summer project</p>
	<ul style="list-style-type: none"> <li>• People Hr – Integrated system</li> <li>• Organisational Structure and alignment Review</li> <li>• Review Organisational communication creating a sustainable message.</li> </ul>	<p>Create a self-service portal for employees. Reduce HR task activity and improve HR and department Mgr. interaction. Departmental Structure Review ensuring we a fit for future purpose measured against our customer/service metrics and future Organisational strategy.</p>	<p>Aug 2017</p> <p>Jan 2018</p>	<p>People HR Provider</p> <p>ECC/ALL</p>	<p>CEO/HR Mgr. Achieved and in use by entire staff team.</p> <p>CEO/Finance Mgr./SU President HR Mgr.</p> <p>CEO/HR Mgr.</p>
	<ul style="list-style-type: none"> <li>• Increase student opportunity through placement and internship opportunities</li> <li>• Introduce Appraisal/Review Process &amp; Review Probationary</li> </ul>	<p>Hire &amp; deploy the best talent &amp; give our student community the opportunity to grow and experience work.</p>	<p>July 2017</p> <p>August 2017</p>	<p>Job Shop UWE</p>	<p>HR &amp; Employment Co-ordinator</p> <p>HR Mgr.</p>



	<ul style="list-style-type: none"> <li>Yearly Market comparison</li> </ul>	Support employee competence & performance. Integrate employees quickly and effectively building a culture of support and belonging.		External Provider to be Identified	End of year review.
	<ul style="list-style-type: none"> <li>Social Community projects – Social Responsibility policy</li> <li>HR Open Sessions for Satellite Campuses</li> </ul>	<p>Promote community involvement of all employees.</p> <p>Communicate HR initiatives and offering. Define accountability and clarify the role of HR. Support organisational transparency.</p>	Feb 2018	ALL	<p>Board of Trustees</p> <p>HR Mgr.</p> <p>HR Team</p> <p>Volunteering policy for sign off April Board of Trustees.</p>
	<ul style="list-style-type: none"> <li>HR integrated System</li> <li>Organisational Structure Alignment Review</li> </ul>	<p>Promote paperless HR system that can be accessed by all employees at any time. Improve employee Communication.</p> <p>Departmental Structure Review ensuring we a fit for future purpose measured against our customer/service metrics and future Organisational strategy.</p>	Aug 2017	People HR Provider	<p>HR Manager</p> <p>HR/Finance Mgr. CEO/SU president</p> <p>To be completed by August 1 2018</p>
	<ul style="list-style-type: none"> <li>Cycle to work Scheme</li> <li>Loan Bikes</li> <li>Promote sustainable and green behaviours with our workplace by improving our company Induction</li> </ul>	<p>Salary Sacrifice Scheme giving discount for purchase of bicycles.</p> <p>5 Bikes to be purchased for short term hire.</p> <p>Induction to include and promote green Behaviours.</p>	<p>October 2017</p> <p>Dec 2017</p>	<p>Cycle Solutions</p> <p>Community Team</p>	<p>HR Mgr.</p> <p>HR Mgr./CEO</p> <p>HR &amp; Employment Co-ordinator</p>









	<ul style="list-style-type: none"> <li>• Social Community Projects Policy</li> </ul>	<p>Proposal to Trustee Board – Organisation to offer two days paid leave for a one day contribution by employee for community projects.</p>	<p>Feb 2018</p>	<p>CEO/Departmental Mgrs.</p>	<p>Board/HR Mgr. In progress.</p>
	<ul style="list-style-type: none"> <li>• Implement Voice Committee</li> <li>• HR Open Sessions promoting transparency.</li> <li>• Implement Strength finder model to improve working relationships</li> </ul>	<p>Ensure Employees have a voice that is formally recognised creating transparency for our Organisation.</p> <p>Employees have access to all HR information/policy.</p> <p>Celebrate what our teams are good at and concentrating on our strengths. Improving working relationships.</p>	<p>July 2017</p> <p>Oct 2017</p> <p>Aug 2017</p>	<p>Employees</p> <p>HR Team</p>	<p>HR Mgr. complete</p> <p>HR Mgr. complete</p> <p>HR Mgr. Complete</p>
	<ul style="list-style-type: none"> <li>• Mind</li> <li>• Papyrus.Org</li> <li>• Disability Confident Accreditation</li> </ul>	<p>Work with Mind Org on Mental Health &amp; Wellbeing Initiatives.</p> <p>Introduce Programme of Suicide &amp; Self Harm recognition for employees supporting students and employees.</p> <p>Disability Confident is a scheme that is designed to help us recruit and retain disabled people and people with health conditions for their skills and talent.</p>	<p>Jan 2018</p> <p>Jan 2018</p> <p>Aug 2017</p> <p>March 2018</p>		<p>HR Mgr./Community &amp; welfare VP</p> <p>World Mental Health day celebrating and new resources circulated</p> <p>Hr /Employment Co-ordinator</p> <p>We are a DC employer</p>


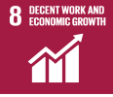




	<ul style="list-style-type: none"> <li>Conduct PSL for providers to our organisation</li> </ul>	Ensure our providers of agency staff and JobShop partners reflect our ethics and values.			
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### Marketing Department



Action Summary	What needs to happen?	Measure:	Timescale	Lead Person	Action Progress
Reduction in physically printed posters in The Students' Union and on campus.  	Marketing to create new online marketing request form to improve staff to request social media and digital screen promotion support. Complete, online request system Create and recruit new role within Marketing on Communications – to improve social media platforms and student engagement. Complete	Less money spent on printing. Less physical printing orders created. New role recruited to and supporting increased student engagement across all social media platforms. Active use of digital screens and more design work requested for this avenue. More marketing forms submitted for social media and digital media. Increase in interactions on social media.	Update marketing processes – Nov-December 2017. Training for staff on new process – January 2018. Summer review of success of marketing processes and social media usage and engagement.	HM to work with all departments.	In progress Signs show printing decrease from 15/16-16/17
Utilise ethical T-shirt and campaign clothing suppliers. <ul style="list-style-type: none"> <li>Look for Fairtrade or Fair Wear mark.</li> </ul>	Review T-shirt and clothing suppliers used for campaigns. Make recommendations for future suppliers to use. Include any price increase in budget rounds.	The Students' Union understands its suppliers and moves towards Fairtrade/Fair Wear clothing – making up 80% of its orders for campaigns.	Research – March 2017. Recommendations agreed in line with Welcome planning – November-December 2017.	HM implementation  In progress, Emma to show different options	New ordering process created, needs CEO sign off for non sustainable order.



<p>- Investigate Fairtrade cotton where possible over acrylic options.</p>  					
<p>Review printers utilised and ensure we chose local and ethical suppliers</p>  	<p>Review current printers used and analyse their environmental policies. Investigate moving printers if needed. In progress, Emma stores the credentials of our external printers</p>	<p>Create analysis and recommendation for future printers. New Sustainability Committee to sign off printers with Executive.</p>	<p>Evaluate Nov 2017.</p>	<p>HM / EB</p>	<p>In progress, Emma stores the credentials of our external printers</p>
<p>Leadership Race elections review – strategies to reduce printing and physical campaign materials.</p>  	<p>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 Elections 2018.</p>	<p>Recommendations created for 2018 elections.</p>	<p>Count waste March 2017. April/May 2018 review.</p>	<p>HM with EB</p>	<p>Complete, 486 newspapers remaining after the elections.  Complete, Elections team have made a cap on overall spending which can reduce the amount of print.</p>


## Finance Department




Action Summary	What needs to happen?	Measure:	Timescale	Lead Person	Action progress
<p>New systems and processes for increased economic stability.</p>  	<p>Always pursuing more efficient systems that require less paperwork.</p>	<p>Amount of finance printing reduced. (16/17 18000 sheets)</p>	<p>17/18 sheets total reduced / July 18</p>	<p>MB</p>	
<p>Reduce physical paperwork from Finance. More online / paperless / less printing</p>  	<p>Review processes. Print less management accounts. More online / paperless / less printing. Electronic expenses system Temp staff on People HR to make above more widespread.</p>	<p>No manageable accounts printed - electronic circulation.  Time and authorisation saving without the need for printed copies of forms and receipts.</p>	<p>-Jan 18 testing for expenses / Rollout TBC -Management</p>	<p>MB</p>	<p>Finance from their 1/3 printing saving this academic year so far (past savings):</p> <p>Have saved 0.72 of a single tree This is 72% of a single tree This means that an extra 15.7kg CO2 has been absorbed from the earth's atmosphere this year.</p>
<p>Consider all options for future savings and investments of the Union.</p>  	<p>Review investment options that fit the ethics of the Students Union whilst also ensuring financial security.</p>	<p>Provide investment options with financial analysis for Trustees / Students to vote on.</p>	<p>Reserves building to investment level 18/19 financial year</p>	<p>MB</p>	<p>In progress, to be complete end of year</p>

### Commercial (Bar and Retail Shops) Department


Action Summary	What needs to happen?	Measure:	Timescale	Lead Person
<p>Introduce compostable coffee cups in coffee outlets</p> <ul style="list-style-type: none"> <li>- engaging in student ideas/policy and Sustainability Officer manifesto</li> </ul>  	<p>Design completed.            Correct waste bins ordered.            New stock ordered.            Staff training.            Promotion to be updated.</p>	<p>Cups to be in all coffee outlets.            Measurable uptake in compostable coffee cups.            Waste management to provide data of recycling versus sales.</p> <p>Outcome will determine pressure to apply to University to match this activity.</p>	<p>Launch September 2017.            Review April 2018.            Taken to sustainability Board November 2017 -</p>	<p><b>PD</b></p> <p>Due to our activity, UWE have brought in compostable cups across two sites, creating business case for third.</p>

<p>Discount for reusable coffee cups in coffee outlets</p>  	<p>Offer bamboo reusable coffee cups at (almost) cost price for staff and students to purchase at point of sale.          Introduce increase of a 20p discount for customers who bring their own mug (double 10p from last year)</p> <p>Offer reusable coffee cups staff and students to purchase at point of sale next to the Lavazza coffee machine in shop.          Introduce increase of a 20p discount for customers who bring their own mug to the shop.</p>	<p>Discount in place on tills/EPOS system. Cafes are stocked with reusable cups to sell. Discount is used and cups sold.</p> <p>Review with Lavazza how would they feel about this. Student's ideas on designing the UWE reusable coffee cup for retail and to be sold online. Discuss with the University creative director if</p>	<p>August 2017.</p> <p>Feb 2017.</p>	<p>PD/MM</p> <p>Offer cups at all bars</p> <p>New branded SU reusable coffee cups introduced to the shop February 2018</p>
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		he backs the idea and using their name/logo.		
<p>Increase Vegan and Vegetarian Range and Engagement</p> 	<p>Review menu and offer improved vegan and vegetarian options.</p> <p>Redesign menu bespoke for Vegan and Vegetarians.</p> <p>Discount on vegan options to launch World Vegan Month</p> <p>We will have discounts on vegetarian and vegan option as part of Feel Good February, and I will look in to the feasibility of half price vegetarian and vegan options for a Meat Free Monday that month (with meat options remaining at full price)</p>	<p>Menu created with key to show different dietary and calorie counts.</p> <p>Increased variety on the menu.</p> <p>Sales each semester.</p>	<p>Summer 2017 - change sandwich supplier to improve vegetarian, vegan, GF, Halal options.</p> <p>Further improve vegetarian and vegan options on main menu. January 2018 in consultation with student and staff network/society.</p>	<p>PD</p> <p>Increased range and quality in discussion with UWE student society and staff network.</p> <p>Separate menu of choices.</p> <p>Vegan and vegetarian market in Feel Good Feb huge success, sold out.</p>
<p>Increase vegan and vegetarian options in The</p>	<p>Work with a current sandwiches suppliers approved by NUS and local supplier to provide a wide range of vegan snacks such as</p>	<p>See an increase in volume sold on</p>	<p>January 2017</p>	<p><b>MM</b></p> <p>Achieved this year, annual review.</p>






<p>Students' Union Shops</p> 	<p>vegetable pasties, samosas and fruit snacks. Listened to students on what they have been asking for and have increased our sandwich range of vegan products Improve marketing and signage both within and outside the shop (suppliers Ginsters and Urban Eats (Adelie)).</p>	<p>multiple campus sites.</p>		<p>New suppliers on board, resulting in additional £7,000 profit.</p>
<p>Run Sugar SMART campaign in Feel Good February</p> 	<p>Offer deals on sugar free drinks and water over the period agreed with University. Analyse impact afterwards.</p>	<p>Measure uptake in sales in comparison to time frame one academic year ago.</p>	<p>February 2018 launch additional offers and promotion.</p>	<p><b>PD/MM</b> Action took place. Feel Good debrief: <a href="http://www1.uwe.ac.uk/students/healthandwellbeing/feelgood/feelgoodfebruary.aspx">http://www1.uwe.ac.uk/students/healthandwellbeing/feelgood/feelgoodfebruary.aspx</a></p>
<p>Implementation of sustainable coffee within retail</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>Consistent sales and better advertisement. Measure against same time LY</p>	<p>August 2018</p>	<p><b>MM</b> <b>Exploring new coffee contract for Sept 18</b></p>






<p>Reduction in the amount of paper/till rolls used during the year</p> 	<p>Work with IT to see what can be done to reduce the number of receipts printed or wasted during cards transactions during the year</p>	<p>Reduction in the number of till rolls purchased throughout the year compared to LY</p>	<p>August 2018</p>	<p><b>MM</b> <b>Will take place in March – April 2018 with new training.</b></p>
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### Campaigning: Student Engagement

Action Summary	What needs to happen?	Measure:	Timescale	Lead Person
<p>To develop the student-led Sustainability Committee in collaboration with the Sustainability Officer, Green Team members and Representation Department, who are at the core of the sustainability agenda at The Students' Union.</p>   	<p>Monthly meetings to be supported by staff Training regarding project management One key campaign run and evaluated AGM in May</p>	<p>Survey of committee pre and post to see knowledge and skills development.</p> <ol style="list-style-type: none"> <li>1. Committee meetings in 17/18 year – Goal: 4</li> <li>2. Committee campaigns launched – Goal: 2 (Impact assessment will be delivered for each one)</li> <li>3. Committee events run – Goal: 4 (Impact assessment will be delivered for each one)</li> <li>4. Run a successful AGM in the Spring term</li> <li>5. Number of positions filled for 18/19 in March/April election – Goal: 10</li> </ol>	<p>September – May 2018</p>	<p>TB</p> <p>Achived, new committee has met regularly and planned campaigns and events.</p> <p>New committee elected in for 2018/2019.</p>

		6. Number of green socials run by committee: 2 (Term 1 and 2 – 1 each) 7. Web hits online on committee meeting minutes – Goal: 50		
Increase the number of Sports and Societies involved in green projects, through the launch and delivery of the Greener Futures programme.   	Rewrite criteria – Summer 2017 Launch of Greener Futures documents – 15 <sup>th</sup> Sep Sports conference: 12 <sup>th</sup> Oct GF deadline: 22 <sup>nd</sup> April 2018 Case studies uploaded to website: 30 <sup>th</sup> June	10 sports clubs and societies engaging with case studies.	May 2018 audit and awards	TB  Deadline in April 24 2018  God engagement with a range of sustainability focused and non-sustainability focused groups.
Increase the number of students engaging with BYOB by 10% year on year    	<ol style="list-style-type: none"> <li>1. Review 2016-2017 Events</li> <li>2. Plan dates for 2017-2018 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. Plan Door knocking activity</li> </ol>	Through attendance monitoring at event, food served, survey pre and post attendance, with longer term survey to assess impact.	July 2017 Start process, up until October 2018.	TB/CH  Complete – 240 students attended BYOB in October 2017, in comparison to 125 in 2016.  Events continue to go from strength to strength.
Create an award for Sustainability in Students' Union Teaching Awards	Create description	Number of submissions from students.	Nominations for the 2018 Student Experience Awards opened Week commencing	TR/JJ

  	<p><b>Teaching for Sustainable Development Award (1 member of staff)</b>  This award is for a staff member who embraces education for sustainable development. This person will understand how students are exposed to the concepts of sustainable development across their programme of study and will encourage awareness of thinking from other disciplines. They will ensure that students are given opportunities to develop knowledge, skills and attitudes which support sustainable development. This member of staff will inspire students to become sustainability-minded professionals and citizens.</p> <p>Promote to students</p>		<p>4 December 2017, other awards include The Students' Union award for partnership, The Outstanding Teaching Award, The Innovation in Representation award and The Vice-Chancellors award for Representation.</p>	<p>Complete – established, good promotional reach and great number of submissions in the first year. Awards taking place in April 2018.</p>
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## Accreditation

<p>NUS Responsible Futures Accreditation – receive award (400 marks threshold)</p> 	<p>Mid Audit.</p> <p>Action plan to full accreditation April 2018.</p>	<p>November 2017.</p>	<p>RC</p> <p>Successful mid audit, steering group in place and regular meetings for full re-audit May 2019.</p>
<p>NUS Green Impact – uphold Excellent.</p> 	<p>Set up steering group.</p> <p>Review new criteria and agree lead departments.</p> <p>Create responsibilities and working group to oversee submission and set milestones to achieve actions. Upload evidence to workbook.</p>	<p>September 2017.</p> <p>December 2017 check in, monthly to submission – April 2018.</p>	<p>RC/DP</p> <p>On track to submit April 13 2018. Full audit to take place in following two months.</p>
<p>Green Gown Awards – 2017</p> 	<p>Apply for Staff Champion Categories at Green Gown Awards – EAUC.</p>	<p>June 2017 awards submission October 2017 second round submission</p> <p>Awards November 2017.</p>	<p>RC</p> <p>Outcome: 3 x highly commended. One shortlist in addition.</p>
<p>Strategic Planning 2018 – 2022 – ensure sustainability is central theme.</p>	<p>Ensure sustainability key core value and driver of 2018-2022 strategic plan.</p>	<p>Launch January 2018.</p>	<p>TB</p> <p>Launch Summer 2018.</p>