



## 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.

**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.

**Context:** The Students' Union at UWE underwent a restructure, rebrand and move to a new building in summer 2015. Due to this, the organisation 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

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| Imbed sustainability into all staff job descriptions. <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><br>Sustainability section crafted and added to handbook.<br>Ensure sustainability is part of buildings induction with DP.<br>Create the language around sustainability for job descriptions.<br>New HR Manager (May 2017) to ensure these changes are fully | <b>Measure:</b><br>All new job descriptions to have sustainability included by end of 2018 academic cycle.<br>New job descriptions from April 2017 have this rolled out. | <b>Timescales:</b><br>Interim of new HR manager create changes to be reviewed and approved in May 2017. Phrase agreed upon with HR by April 2017.<br>Included in new recruitment from this date. | SK Lead.<br>Chair of Job Evaluation <ul style="list-style-type: none"> <li>- New HR Manager</li> </ul> <b>Action completed</b> |
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| education of the agenda  | embedded and rolled out equally across non-commercial and commercial areas.   |   | Job Evaluation to ensure included retrospectively as job descriptions 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 on sustainability within the full-time team.</p> <p>Good working between the full-time Presidents and part-time Sustainability Officer (through Exec meetings and minutes).</p> <p>Individual action plans created.</p> | <p>May 2016 organise</p> <p>July 2016 delivery</p>  | <p>RC Lead with KD.</p> <p><b>Action completed</b></p>  |
| <p>Build on the sustainability 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</li> </ul>   | <p>Build on feedback from Officer inductions 2016 to re-run for Officers' 2017 intake.</p> <p>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.</p>  | <p>Session take places.</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>May-June 2017 organise.</p> <p>July-August 2017 roll out training and follow up with UWE's online training course as supplement.</p> | <p>WH Lead.</p> <p>SK/new HR Manager</p> <p>RC input</p> <p><b>Action completed and included in 17/18 plan.</b></p> |

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| <p>agenda is and introduce the UN sustainability goals</p> <ul style="list-style-type: none"> <li>- Allows Officers and staff to reflect on how their role can include sustainability and set objectives with this in mind.</li> </ul> | <p>Rebook Quinn from NUS to attend as external facilitator give weight to the programme.<br/>Rebook Jim Longhurst and Georgie Gough to attend a follow up session with the new Executive.</p>  | <p>Individual action plans created.</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.<br/>Review current handbook to highlight sustainability across existing areas.<br/>Create sustainability quiz as part of Health and Safety/Building induction with DP.<br/>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.<br/>May 2017 roll out.</p>  | <p>SK lead.<br/>Work with DP.</p> <ul style="list-style-type: none"> <li>- New HR manager to approve.</li> </ul> <p><b>Action completed, in HR induction and Buildings induction, plus online training platform.</b></p> |
| <p>Make student staff timesheets paperless</p>   | <p>Pilot with non-commercial areas to begin with.<br/>Create online locked system for managers to input hours. Locking sheet on day of submission to finance indicates managers sign off.<br/>Individual staff to create electronic timesheets, in line with all permanent and part-time staff.</p>  | <p>Timesheets in place and being used.<br/>No physical sheets submitted to Payroll.</p>  | <p>Create timesheets – August 2016<br/>Training for staff end of August<br/>Roll out September 2016</p> | <p>PS</p> <p><b>Action completed by all departments except Bars Team.</b></p>  |

## Marketing Department

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| <p>Reduction in physically printed posters in The Students' Union and on campus.</p>   | <p>Within the Union 1- new policy of no poster boards in this area – only using digital boards.<br/>Marketing to create new online marketing request form to improve staff to request social media and digital screen promotion support.<br/>Disseminate the new UWE no poster policy to societies via development meetings and training.<br/>Create and recruit new role within Marketing on Communications – to improve social media platforms and student engagement.</p> | <p>Less money spent on printing.<br/>Less physical printing orders created.<br/>New role recruited to and supporting increased student engagement across all social media platforms.<br/>Active use of digital screens and more design work requested for this avenue.<br/>More marketing forms submitted for social media and digital media.<br/>Increase in interactions on social media.</p> | <p>Recruit new marketing role – June 2016.<br/>New Role starts in post – July 2016<br/>Update marketing processes – Nov-December 2016.<br/>Training for staff on new process – January 2017.<br/>Summer review of success of marketing processes and social media usage and engagement.</p> | <p>HM to work with all departments.<br/>DP for buildings use Societies Coordinators to enable societies to find best communication methods with members.<br/><br/><b>Action completed</b></p> |
| <p>Utilise ethical T-shirt and campaign clothing suppliers.</p> <ul style="list-style-type: none"> <li>- Look for Fairtrade or Fair Wear mark.</li> <li>- Investigate Fairtrade cotton where possible over acrylic options.</li> </ul> | <p>Review T-shirt and clothing suppliers used for campaigns.<br/>Make recommendations for future suppliers to use.<br/>Include any price increase in budget rounds.</p>  | <p>The Students' Union understands its suppliers and moves towards Fairtrade/Fair Wear clothing – making up 80% of its orders for campaigns.</p>  | <p>Research – March 2017.<br/>New suppliers research – April 2017.<br/>Recommendations agreed in line with Welcome planning – June 2017.</p>  | <p>CH research<br/>HM implementation<br/><br/><b>Action completed – produced procurements diagram, needs CEO sign off if not sustainable supplier</b></p>                                     |

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| 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.<br>New Sustainability Committee to sign off printers with Executive.   | Evaluate March 2017 (when Graphic Designer back from sick leave).<br>Make recommendations Summer 2017 – implement with Welcome printing, as the bulk of printing needed for the academic year. | HM / EB<br><br><b>Action completed – full review completed</b>           |
| Western Eye reduction – evaluate waste created by Western Eye printing to ascertain correct amount to cover all campus sites. | Evaluate current waste with Estates Team.<br>Decrease as needed (amend – 3,000 down to 2,000 copies) with Morton’s Print.<br>Change order with printers.<br>Longer term – support online presence.  | Decrease in Western Eye printing through change to the order and new invoice created.<br>Yearly evaluation put into Opportunities planning cycle with Student Media. | March 2017 review.<br>April 2017 new order submitted.  | VP Societies and Opportunities Department<br><br><b>Action completed</b> |
| 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.<br>Devise additional training to help candidates to reuse materials/use other promotional techniques to reduce need to physical print.<br>Explore print cap.<br>Make recommendations for Elections 2018. | Recommendations created for 2018 elections.  | Count waste March 2017.<br>April/May 2017 review.  | HM with EB<br><br><b>Action completed</b>                                |
| IT:   | Ensure handover in 2015-2016 and 2017-2018 officer cohorts of The   | Officers have iPad and are equipped to use them.   | June/July – 2016<br>June/July 2017   | TB   |

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| Officer handover of iPads – reduce printing for University and internal meetings. | Student Union iPads and training given so new officers do not need to print papers for multiple University meetings. |                 |              | <b>Action completed – Presidents have laptops and iPads put into staff bookable system.</b> |
| IT: World Pay Contract Negotiated   | Change suppliers through negotiating new World Pay Contract.<br>Train relevant staff and roll out.                   | Savings of £5k. | October 2016 | MR<br><b>Action completed</b>   |

### Finance Department

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| New systems and processes for increased economic stability.                     | Recruit new Finance Manager.<br>Finance Manager to recruit new staff.<br>Review of processes and procedures and changes implemented.                       | Cost saving.<br>New policies and procedures produced.<br>Training rolled out to staff.<br>Less printing of accounts.<br>Stronger financial situation projected for 2017-2018.<br>Positive feedback from auditors and UWE's finance team.<br>Board of Trustees sign off in Finance Committee. | Recruitment – July 2016<br>Review Processes – November – February 2016<br>New Procedures for consultation – March 2017<br>New staff training – May 2017 | TB<br>New Finance Manager<br><b>Action completed</b>                                |
| Reduce physical paperwork from Finance. More online / paperless / less printing | Review processes.<br>Create online society paperwork option for submitting.<br>Print less management accounts.<br>More online / paperless / less printing. | No manageable accounts printed - electronic circulation.<br>Societies' paperwork on "How To" section of website.   | Review processes – Nov-Feb 2017<br>Nov – online management accounts.  | MB<br><b>Action completed Continued into 20172-18 action plan with new targets.</b> |

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| Review Banking with UWE – Triodos proposal | Attend Triodos Meeting in March 2017 with UWE.<br>Explore viability and make risk and benefit analysis.<br>Proposal to Board of Trustees. | Evaluation created of ethical banking.<br>Board of Trustee discussion and minutes. | March 2017 meeting.<br>Review and proposals to Board of Trustees – summer 2017 | MB<br><b>Action completed</b> |
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### Building Department

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| <p>Carbon Action Project</p> <ul style="list-style-type: none"> <li>- The Students Union's participation in the Carbon Action Project alongside various departments and faculties of the University</li> <li>- 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.</li> </ul> | <p>DP to work with KN in UWE to agreed engagement with the pilot.<br/>Staff to complete carbon action survey.<br/>Baseline energy and water consumption taken.<br/>Regular reports to necessary personnel.</p>                                 | <p>Discussions with UWE – July 2016<br/>Pilot phase July 2016 – April 2017.<br/>Survey to be sent 28 September 2016- baseline attitudes.<br/>April – July 2017 – refine model to roll out wider. Create tools and resources to further empowerment of staff to make reduction.<br/>July 2017 – evaluate.</p> | <p>DP<br/><b>Action completed</b></p> |
| <p>Collaboration on resources – awards/stationary cupboard</p>  | <p>RECOOP team meeting to explore collaboration on awards.<br/>Circulate learnings from EAUC Awards to all award organisers.<br/>Create the stationary cupboard as hub of all shared resources.<br/>New sign in / our process established.</p> | <p>August 2016 – review stationary cupboard – include in inductions for new staff.<br/>October 2016 – RECOOP meeting<br/>Create shared resources spreadsheet – Nov 2016<br/>Order accordingly and organise awards – Jan-April 2017</p>   | <p>DP<br/><b>Action completed</b></p> |

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|  |  | Review awards and make recommendations – May/June 2017.   |   |
| Ensure the new 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.<br>Cost up changes.<br>Make recommendations to contractors for improvement. | Meeting – Nov 2016<br>Cost Recommendations – Dec 16<br>Contractor negotiations – Feb 2017.  | DP<br><b>Action completed</b>   |
| Greener cleaning products to be used in the building   | Meet with CH from Sustainability to explore possibilities.<br>DP to negotiate with UWE cleaning services.  | New eco-friendly cleaning product used by UWE Cleaning services in The Students' Union buildings.<br>Staff room to have eco-friendly washing up products for staff use. | DP<br><b>Action completed. Included new soap supplier for 2017/2018</b> |

### Commercial (Bar and Retail Shops) Department

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| Introduce compostable coffee cups in coffee outlets<br>- 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<br>Source cups and lids through Vegware - all compostable<br>Discuss and agree method with UWE Waste Management Team - provide bins for Union 1 and 2<br>Design competition<br>- run and chose student led winning design<br>- include a clear message around disposal of cups<br>Design logo to be used for bin design<br>Cups to be ordered (6 week turnaround) | Design to be created by student.<br>Cups to be in all coffee outlets.<br>Measurable uptake in compostable coffee cups.<br>Waste management to provide data of recycling versus sales.<br><br>Outcome will determine pressure to apply to University to match this activity. | Permission – October 2016<br>Source lids- Nov 2016<br>Run competition Nov-Jan 2016-2017<br>UWE Waste discussions – Nov 2016<br>Cups ordered May 2017<br>Compostable alternative to be offered by mid-June 2017 | <b>PD</b><br><b>Action completed</b> |
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|   | <p>Marketing promotion of project 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>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> <p><b>Action completed</b></p>                                     |
| Provide a healthier menu with more range in The Students' Union 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 - change sandwich supplier to improve vegetarian, vegan, GF, Halal options</p> <p>Further improve vegetarian and vegan options on main menu</p> | <p><b>PD</b></p> <p><b>Action completed</b></p>                                     |
| Increase vegan and vegetarian options in The Students' Union 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>See an increase in volume sold on multiple campus sites.</p>  | <p>January 2017</p>   | <p><b>MM</b></p> <p><b>Action completed and review in 2017/2018 action plan</b></p> |

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|   | Improve marketing and signage both within and outside the shop (suppliers Ginsters and Urban Eats (Adelie)).   |   |  |  |
| Run Sugar SMART campaign in Feel Good February                                  | Offer deals on sugar free drinks and water over the period agreed with University. Analyse impact afterwards.  | Measure uptake in sales in comparison to time frame one academic year ago.          | February 2017 launch additional offers and promotion. March 2017 review with LJ. | <b>PD</b><br><b>Action completed</b>   |
| Use Fairtrade coffee  | Solely Fairtrade stock used on Coffee Cart - joint venture with UWE Hospitality. Ensure Starbucks coffee machine in our New Shop and our Wicked Coffee company machine in F block are all Fairtrade products. 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> ) Apply to South West Fair Trade Awards – Best Fairtrade Café category. | Only stock Fairtrade. Promotion around values of the coffee cart. Consistent sales. | August 2016  | PD / MM<br><br><b>Complete for the bars team. Lavazza not Fairtrade. 2017/2018 seeking new supplier.</b> |
| Stock 75 Fairtrade products in The Students' Union Shop – increasing the range. | Continue to stock over 75 Fairtrade products - helps us achieve sales of over £50,000 from these products alone since August 1 <sup>st</sup> 2016. 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.  | Full range of Fairtrade products – making good turnover.                            | January 2017.  | MM<br><br><b>Action completed</b>  |

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|   | Take part in Commercial NUS Conference calls to explore increasing Fairtrade products and 100% Fairtrade cotton in shops.   |  |   |                               |
| Increase local sourcing in The Students' Union Bars   | Continue current partnerships<br>Investigate opportunities for increasing local sourcing  | Work with:<br>Wickwar Wessex brewery<br>John Sheppard butchers<br>Essential organic food suppliers<br>Fresh fish for Fish Fridays – sustainable fishing. | Rolling – August 2016.<br>Investigate Summer 2017.  | PD<br><b>Action completed</b> |
| Say No To Plastic Policy<br>Implement in The Students' Union 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<br><b>Action completed</b> |
| 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)<br>The Students' Union design possible<br>Using up current stock of single use plastics rather than send to waste and then implement<br>Replace single-use with branded, reusable glasses<br>Decide on deposit scheme (if any)<br>Launch/test during Summer Festival (design a souvenir glass)<br>Full launch to new student intake | Reusable plastic glasses are in use in the bars at appropriate events.<br>Purchasing monitored.  | Source cups by March 2017.<br>Use up single use plastic stock over 2016-2017<br>Roll out new use 2017 | PD<br><b>Action completed</b> |

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| Campus Markets introduced into Events programme  | <p>The Students Union to run local business and student-led campus market outside U block.</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> | Events take place with good engagement and positive feedback from stall holders.   | <p>First Campus Market planned for Tuesday 7 February</p> <p>Two more planned for this academic year.</p> <p>Review over summer and book in monthly markets in term time.</p> | <p>PD</p> <p><b>Action completed – Vegan Festival planned 2017/2018</b></p>                              |
| <p>NUS Alcohol Impact Accreditation Submission</p> <p>Best Bar None Resubmission – achieve Gold</p>                    | <p>Partnership between student engagement and commercial services – 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> | Nov 2017 deadline for audit.  | <p>RC/PD</p> <p><b>Action completed</b></p> <p><b>Achieved Gold February 2018.</b></p>                   |
| More diversity in events programme at multiple campus sites  | Establish vegan curry and Netflix & chill night at Glenside and similar vegan festival at Bower.  | Events as part of Feel Good Promotion. Well attended events.   | Feel Good February Events – Feb 2017  | <p>RP/MB</p> <p><b>Action completed</b></p>  |
| 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 talk about food waste</p> <p>Promote to students</p> <p>Monitor attendance on the night</p>  | <p>Monitor portions given out</p> <p>Social media engagement</p>   | September 2017 establish event dates  | <p>TB/CH</p> <p><b>Action completed – BYOB goes from strength to strength in 2017/2018 programme</b></p> |

## Student Engagement

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| <p>Increase engagement of sports clubs and societies in the sustainability agenda</p> <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> | <p>Review current engagement with Greener Futures Award from societies 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 academic year.</p> | <p>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.</p> | <p>Review November 2016 – June 2017<br/>Engage MA student – June 2017<br/>Recommendations for 2017-2018 August 2017 to implement<br/>Trail 2017 first semester.</p> | <p>TB/JH<br/><b>Action completed</b></p> |
| <p>Events and Campaigns (Go Green/Big Green)</p> <ul style="list-style-type: none"> <li>- Ensure a full event programme for the</li> </ul>   | <p>Liaise with UWE to organise joint events programme.</p>  | <p>Full events programme, endorsed and input from Green Team and Sustainability Officer.</p>   | <p>October 2017 Big Green Week<br/>February 2017 Go Green Week</p>  | <p>TB<br/><b>Action completed</b></p>    |

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| <p>two large campaign weeks with UWE.</p> <ul style="list-style-type: none"> <li>- Work with the Green Team to get student led projects and events.</li> </ul>   | <p>Work with Officers and Green Team to create content.<br/>Arrange promotion with marketing.</p>  | <p>Good attendance at events with positive feedback.</p>  |  |  |
| <p>Establishing The Students' Union 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.<br/>Meet with Woodland committees.<br/>Undertake risk assessments.<br/>Establish website sign up.<br/>Organise tools and resources.<br/>Work with the UWE Grounds team to plan Wednesday garden sessions.<br/>Purchase necessary tools.<br/>Promote action days.<br/>Meet with UWE Wellbeing and Healthy University to explore mindfulness in the garden.<br/>Create promotional materials for these services to utilise.</p> | <p>Regular activity taking place monthly.<br/>Sessions well attended and good engagement and feedback from partner organisations.</p> | <p>September 2016 launch new volunteering projects.<br/>Launch mindfulness in the garden – December 2016.<br/>June 2017 review the programme and suggest improvements for 17/18.</p> | <p>TB<br/><b>Action completed</b></p>      |
| <p>Improve social media content and engagement – as no physical promotion printed.</p>   | <p>Recruit student staff to role.<br/>Training with Marketing.<br/>SS to create and filter content.</p>  | <p>Increased content being produced.<br/>Increase retweets, views, shares and engagement.</p>   | <p>June 2017 review social media engagement</p>  | <p>TB – CM<br/><b>Action completed</b></p> |

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|   | Use social media planning platforms to schedule in advance.<br>Review June 2017 effectiveness of additional resource.  |   |  |                                      |
| 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<br>January 2017 scope out committee<br>February 2017 – create role profiles | TB and TH<br><b>Action completed</b> |
| Ensure that Sustainability Officer position is contested and has good voter turnout.<br><br>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 organisation 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<br>March 2017 voting  | TH/Reps<br><b>Action completed</b>   |
| Reduce need for printed materials within Leadership Race. Organise a craftersnoon with recycled materials for candidates to use.                                      | Organise date with Reps for craftersnoon to take place. Promote to candidates and campaign teams. Collect materials left from other campaigns and cardboard from shops and bars.                                 | Activity well attended by candidates. More alternative promotion created as a result. | Feb/March 2017   | CM<br><b>Action completed</b>        |

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| <p>Student Ideas - sustainability promotion.<br/>         Launching the new online student ideas democracy structure.<br/>         As part of Big Green Week, promote this platform to make sustainable change at The Students' 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.<br/>         Include in Big Green Week Events package.<br/>         Work with marketing to promote.</p>   | <p>Number of green related ideas submitted online.<br/>         Ideas making it through voting rounds to council and passed.</p>                                    | <p>October 2016 launch.</p>   | <p>TB/CT<br/> <b>Action completed</b></p> |
| <p>Ensure consistent approach to events and provision at Frenchay, Bower and Glenside campus sites.<br/>         - Run events as part of Welcome and Go Green Week at all sites.</p>  | <p>Organise events programme in Welcome planning period.<br/>         Organise events in February as part of Go Green at satellite sites.<br/>         Make sure events will work for the different demographics and interests of students.<br/>         Investigate Kilter Theatre Company as suitable events provision for Bower.<br/>         Work with marketing to ensure promotion.</p> | <p>Events take place at all sites and well attended.<br/>         Input from Campus staff and elected officers.</p>   | <p>October 2016 events planning cycle.</p>  | <p>TB<br/> <b>Action completed</b></p>    |
| <p>Student Energy Switching Project</p>   | <p>Provide students with information to easily switch their energy supplier to renewable and greener sources.<br/>         Support moving in campaigns.</p>   | <p>Guide produced<br/>         website hits<br/>         Advice centre information indicates switch.<br/>         Competition for incentive and to know impact.</p> | <p>April 2017 create resources.<br/>         June 2017 work with marketing to promote student facing information.</p> | <p>CH<br/> <b>Action completed</b></p>    |

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

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| 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.<br>Once successful, recruit and train new staff member.   | April 2016 budget rounds<br>Recruitment May 2016<br>New staff start August 2016.   | RC/TB<br><b>Action completed</b>  |
| NUS Responsible Futures Accreditation – receive award (400 marks threshold)  | Form steering group with UWE.<br>Create action plan and break down task list.<br>Recruit student auditors and focus group participants.   | April 2016 Audit<br>May 2017 Awarded   | RC<br><b>Action completed</b><br><b>Mid audit success December 2017</b>   |
| NUS Green Impact – Achieve Very Good as minimum  | Review new criteria and agree lead departments.<br>Create responsibilities and working group to oversee submission and set milestones to achieve actions.<br>Upload evidence to workbook. | May 2017 deadline  | RC/DP<br><b>Action completed – achieved Excellent and overall Best Commercial Students’ Union Award</b>   |
| Green Gown Awards – 2016 and 2017 bid  | Apply for Student Engagement Category at Green Gown Awards – EAUC.<br><br>2017 Awards:<br>Apply for individual champion   | June 2016 submissions create<br>October 2016 second round submission and video creation<br>November 2016 awards evening<br>March 2017 scope out awards with UWE<br>June 2017 awards submission | RC<br><b>Action completed – Thomas Haines highly commended in Student Champion category, Paul Dingley SU Staff shortlisted in staff champion category and jointly shortlisted for Food and Drink.</b> |

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|  | student and staff member categories.  | October 2017 second round submission   |   |
| Fairtrade Awards – South West  | Write submission for best café and multiple retailer categories.  | February 2017 submission<br>March 2017 awards  | MM/PD<br><b>Action completed – achieved award</b> |
| Sustainability Planning 2017-2018  | Summer 2017 – mapping UN SDG to The Students’ 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.<br>Create new action plan for next academic year with all departments and new working group.<br>Feed into monthly managers meetings. | Start Summer 2017  | TB<br><b>Action completed</b>                     |
| 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.<br>June 2017 TB to create timeline for student and staff input. | TB<br><b>Action completed</b>                     |