

Sustainability Board – January 2018

The Students' Union at UWE Report



The Students' Union at UWE attend Parliamentary reception to celebrate 10 years of Green Impact

In recognition of The Students' Union's Green Impact achievements in the academic year 2016-17, Sustainability Officer, Thomas Haines, and Green team Coordinator, Tom Ball, attended the 'Green Impact at 10' ceremony at the Houses of Parliament. The celebration event marked the significant growth and development of Green Impact in the last decade and the contribution of all Green Impact participants (including The Students' Union) and creators to the sustainable agenda.

Operational Sustainability Progress

Building:

- The Delphis hand soap dispensers have now been installed in U Block at The Students' Union and stickers promoting the eco aspects of the soap are now in place. A huge thank you to Sophie Prosser from UWE's Sustainability for her support and expertise in facilitating this progress.



- The Students' Union marketing team have been tasked to design an email signature to include a message regarding "think before you print" for all of The Students' Union Staff to use
- The Buildings department are reviewing their current supplier of cotton based clothing. The current status is that fair trade cotton items are over double the price of the current stock and therefore it is not financially viable at this point

- Upcoming – The Students' Union will undertake a focus week on reducing electricity usage in U Block office areas the week commencing Monday 8 January. Each Department has been tasked with reducing their usage and documenting behaviour change.

Bars:

Vegetarian and Vegan options review – Licensed Trade

Sales 2016-17 (August to July)

- Falafel Wrap – 20 (special for Feel Good February, decision made to add to main menu for 2017-18)
- Three Bean Chilli – 218
- Sweet Potato Curry – 463
- Vegan sandwich range – 119

Sales 2017-18 (August to December)

- Falafel Wrap – 20 (already exceeded sales from last year, will be on a 20% discount deal for Feel Good February)
- Three Bean Chilli – 127 (on course to match last year's sales, will be on a 20% discount deal for Feel Good February)
- Sweet Potato Curry – 217 (on course to match last year's sales, will be on a 20% discount deal for Feel Good February)
- Vegan sandwich range – 10 (very poor sales compared to 2016-17, although may be due to improvement in sales of salad boxes and freshly prepared baguettes)

Meeting with Vegan Society to review options and discuss possible improvements to our range – Wednesday 13 December 2017

Actions/outcomes:

- Positive reaction to the vegan-friendly drinks menu. PD to add Coca-Cola products to the menu following confirmation of suitability from Coke representative
- PD to send sandwich supplier vegetarian and vegan options to attendees for feedback
- PD to add new vegan pie from Pieminister to range when available – this will be launched to coincide with the start of Feel Good February
- PD confirmed that both our white and granary bread are vegan
- PD to look in to the feasibility of adding another fryer to our catering equipment to enable us to have a vegan-only fryer
- PD to task Assistant Manager (Catering) with:
 - Pricing up improvements to the falafel wrap (adding houmous)
 - Trying to source a spread suitable for vegans
 - Trying to source a vegan burger bun. The only one we can get through our regular supplier is poor quality, so looking at alternatives
 - Sourcing a vegan cheese to start pizzas in the New Year
 - Working on vegan breakfast options

Sustainability Action Plan

Please find attached in the appendix the approved Sustainability Action Plan for 2017-2018. The Students' Union invites the feedback and input from the Sustainability Board.

Sustainability Committee drive campaigns forward

The Students' Union Sustainability Committee had a meeting on Thursday 14 December, centred on creating their specific focus campaign strands for Term 2 of this academic year. As always, there was lots of sustainability passion around the table, with discussions centred around single use plastics on campus, disposable coffee cups and sustainable sanitary products. The Sustainability Committee will be meeting again in January 2018 to finalise the details of their focus campaign plans for delivery throughout the rest of Term 2.

The Students' Union Green Team

Bring Your Own Bowl (BYOB) – food waste 'Thanksgiving' event

The Green Team collaborated with the Hallslife and RAG (Raising and Giving) teams to deliver a special 'Thanksgiving' BYOB event on the 23 November 2017. Over 100kg of surplus supermarket food was kindly donated by Fareshare Bristol and local Cooperative stores, allowing The Students' Union chefs to create a wonderful cheese pasta bake with rich tomato sauce and vegetables. The event was well attended, with over 150 students visiting The Students' Union Bar at Frenchay with their bowls to receive a free meal. As part of a push to change the culture around food waste, student volunteers roamed the venue with food waste quizzes, engaging and educating groups of students in food waste issues and solutions. The BYOB team also invited Bristol Waste to host a stall at the event, who talked to students about where their waste goes, how to correctly use their various bins and why it is important to recycle/compost correctly. The next BYOB event is scheduled to occur towards the end of Feel Good February 2018.



Greenspace delivers student-led success

Student-led volunteering project, Greenspace, held another woodland workday on 2 December 2017. The Project Leaders worked together as a team to devise a method of marking out quadrants in the local Splatts Abbey Woodland. Working with the Green Team, the students successfully sourced the materials needed and braved the cold weather alongside student volunteers to install

the quadrant markers. The woodland committee (comprised of local residents) has expressed their gratitude to the UWE volunteers for carrying out this task, as it will allow a more accurate management of the woodland for years to come.



Green Team engages Bower students with DIY presents at Christmas Fair

The Green Team attended the Bower Ashton Christmas Fair on 5 December 2017 to run a DIY present workshop. Attending students and local residents learned how to make their own heat pack made from upcycled clothing, helping to develop a culture where people are more able to re-imagine 'old tat' into useful items!

Community Garden – end of year mushroom special

The final UWE Community Garden session of 2017 was held on 13 December 2017. To celebrate another year of excellent Community Garden progress, the UWE Grounds Team and Green Team delivered a special mushroom session, where students learned how to inoculate mushroom spawn into a coppiced log. The students are hoping to grow some Shiitake mushrooms by November 2018. All the students who came along really enjoyed the session, and would like to thank the UWE Grounds Team for taking the time to run the workshop.



Appendix: 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
<p>Increase Staff engagement/awareness in utilities consumption and sustainable travel options.</p> <ul style="list-style-type: none"> Decrease utilities used Increase bike travel 	<ul style="list-style-type: none"> In line with working with The Students' Union Community, HR & Buildings departments, we are going to look to do three focus weeks based on aspects of sustainability, aimed at staff in U Block. <ol style="list-style-type: none"> Dec – Electricity Usage Feb – Water Usage April – Sustainable Travel [Cycling] 	<p>That staff in this area have increased awareness of:</p> <ul style="list-style-type: none"> Actions they can do to assist in being more sustainable Ensure all infrastructure information is in place E.g. pool bikes, showers etc. Union utility usage to go down [stats taken from 2016-2017] 	May-June 2018	Donna Prince
<p>Improve our cycling facilities & information</p>	<ul style="list-style-type: none"> Installation of an additional bike locker for The Students' 	<ul style="list-style-type: none"> Increased staff members cycling to and from work & cycling to other campus sites Reduced CO2 emissions from staff travel 	April 2018	Donna Prince



	<p>Union staff at U Block on Frenchay Campus</p> <ul style="list-style-type: none"> • 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 & Frenchay • Implement Pool Bikes system for staff to use [HR & Buildings] • Promote cycle to work scheme [HR & Buildings] 	<ul style="list-style-type: none"> • Health benefits for staff 		
<p>Event & meeting room catering improvements</p> <ul style="list-style-type: none"> • Increase uptake of vegetarian and vegan options • Decrease food waste 	<ul style="list-style-type: none"> • Need to revise and look at our current offering for Meeting Room 1 & Event catering supplied by The Students' Union • Donna Prince to work with Paul Dingley to include more options with a focus on more vegetarian and vegan • Cutlery, cups, plates – to ensure that compostable catering equipment is used and appropriate bins are provided to ensure we recycling as much as possible 	<ul style="list-style-type: none"> • A new catering and refreshment document to be produced and issued out to all those who request catering on the booking system • Wastage put into appropriate bins to reduce landfill waste 	<p>Jan 2018 [Term 2]</p>	<p>Donna Prince</p>
<p>Staff uniform procurement [cotton fair trade]</p>	<ul style="list-style-type: none"> • Look to source a fair trade cotton product for the staff black polo shirts that are 	<ul style="list-style-type: none"> • New staff polo's that are to be ordered in January 2018 are to be fair trade cotton product 	<p>Feb 2018</p>	<p>Donna Prince</p>


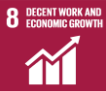
<ul style="list-style-type: none"> • Increase FairTrade staff uniform procurement. 	<p>worn by staff in The Students' Union. With the aim to ensure all staff polo shirts are fair trade without a hindrance to quality and durability of the current product</p> <ul style="list-style-type: none"> • Ensure the cotton farms receive a fair and stable price for their cotton 			
<p>Sustainable procurement of Buildings supplied e.g. stationary and storage.</p> 	<ul style="list-style-type: none"> • When purchasing items from the Buildings Department look at more eco, sustainable alternatives 	<ul style="list-style-type: none"> • To have a Term 1 [Dec 2017] & Term 2 [May 2018] listing of positive sustainable resources purchased & list the previous item purchased. For example – Sept 2017: we now only purchase 100% recycled Post-It notes 	<p>May 2018</p>	<p>Donna Prince</p>
<p>Sustainability induction within Health and Safety Induction, ensuring awareness from beginning of employment.</p> 	<ul style="list-style-type: none"> • To ensure that sustainability in the workplace is included in the Week 1 induction from the Buildings Department 	<ul style="list-style-type: none"> • Making Staff aware from week one that The Students' Union is committed to sustainability • Opportunity to engage and signpost staff who want to engage more with sustainability work within The Students' Union 	<p>Sept 2017</p>	<p>Donna Prince</p>
<p>Increase number and visibility of watercoolers.</p> 	<ul style="list-style-type: none"> • Installation of an additional watercooler in Union 1 for students, staff and visitors to use 	<ul style="list-style-type: none"> • Staff, students and visitors have easy accessible access to drinking water in Union 1. • Reduce the amount of plastic bottles to be purchased 	<p>Sept 2017</p>	<p>Donna Prince</p>
<p>Building department practices [paper]</p>	<ul style="list-style-type: none"> • Look at the Building department and look at areas 	<ul style="list-style-type: none"> • Pre-made cashing up bags – saving a paper envelope that we would use daily 	<p>September 2017</p>	<p>Donna Prince</p>


<ul style="list-style-type: none"> Reduce paper use across the academic year. 	<p>that we can reduce the paper usage</p>	<ul style="list-style-type: none"> Revise the H&S induction to People HR to reduce the requirement for paper signature Revise the driver registration to an online format on The Students' Union website 	<p>August 2018</p> <p>September 2018</p>	
<p>Cleaning services & cleaning products</p> <ul style="list-style-type: none"> Utilise eco-friendly products, increase their use – aim for 80% 	<ul style="list-style-type: none"> To revise the cleaning services SLA [Services Level Agreement] to ensure that sustainability is a section within the SLA Installation of more ECO friendly soap & new dispensers 	<ul style="list-style-type: none"> Our cleaning services are more aware that this is an important factor to The Students' Union A level of expectation is met. 	<p>August 2017</p> <p>November 2017</p>	<p>Donna Prince</p>




Human Resources Department




Action Summary	What needs to happen?	Measure:	Timescale	Lead Person	Action Summary
	<ul style="list-style-type: none"> Confidential Helpline for employees who experience hardship Employee Assistance programme 	<ul style="list-style-type: none"> Employee Assistance Programme extended to provide a confidential help line EAP to provide a helpline on personal, family, financial and legal advice. 	<p>July 2017</p>	<p>Health Shield Provider</p>	<p>HR MGR/CEO</p>
	<ul style="list-style-type: none"> Employee Discounts to enable at least one square meal a day at a reasonable price 	<ul style="list-style-type: none"> Employees can choose from a wide range of discounted meals at a discounted rate of 25% 	<p>August 2017</p>	<p>Licensed Trade</p>	<p>HR Administrator</p>

	<ul style="list-style-type: none"> Promote Nutrition with employees through HR planner & signposting 	<ul style="list-style-type: none"> Proactive signposting of NHS wellbeing initiatives to promote employee health 	Feb 2018	NHS Wellbeing	
	<ul style="list-style-type: none"> Health Shield Programme (EAP) HR Planner - Health & Wellbeing Weeks Employee Well Being Work Book Off The Wall Activity Programme Occupational Health Provider 	<ul style="list-style-type: none"> Health Cash Plan for pre or existing medical conditions Proactive sign posting of NHS wellbeing initiatives to promote employee health Promoting positive mental health and coping strategies Promoting accessible physical health activities (£20 admin fee) Supporting employees who have real time medical needs and facilitating employees return to work supportively 	<p>July 2017</p> <p>Jan 2018</p> <p>July 2017</p> <p>Aug 2017</p> <p>Aug 2017</p> <p>Feb 18</p>	Health Shield Provider Opportunity Team	HR Manager HR Team Opportunities Co-ordinator CEO
	<ul style="list-style-type: none"> Training Matrix Succession Planning 	<ul style="list-style-type: none"> Focus resources in a timely manner to ensure our teams are competent with objectives/tasks Identify leadership activities for high potential performing employees for the future benefit of our organisation 	Aug 2018	All	HR Manager Departmental Managers

 <p>5 GENDER EQUALITY</p>	<ul style="list-style-type: none"> • Diversity & Inclusion Project • Job evaluation • Review Recruitment & Selection processes • Recruitment & Selection workshop – promoting equality • Promote “This Girl Can” through Off the Wall activities within employee inductions 	<ul style="list-style-type: none"> • Attract and retain employees whilst reflecting our local demographic or underrepresented groups • Ensure our job evaluation model has parity of pay regardless of gender • Develop our recruiting managers to ensure we are recruiting the best candidate regardless of gender • Promote equal opportunity through sports associations 	<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 Manager/HR Manager</p>
 <p>8 DECENT WORK AND ECONOMIC GROWTH</p>	<ul style="list-style-type: none"> • Employment Contract Review • Performance Excellence workshops • Review Zero hours contracts for employees who work regular hours • Promote a culture of good working environment through strategy and values • Engagement Survey – Departmental Engagement Action Plans • Pulse Surveys 	<ul style="list-style-type: none"> • Ensure our current contracts are in line with Living Wage and compliant with organisational flexibility. Create transparency of employment contracts • Empower our current & future leaders. Toolkits are available for effective management of The Students’ Union teams thereby encouraging the sustainability of The Students’ Union • Ensure employees are contracted correctly to the average hours worked 	<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>ECC/Stone King</p>	<p>HR Manager/Eternal Legal Adviser</p> <p>HR Manager</p> <p>CEO/HR Manager</p> <p>HR Manager/Departmental Managers</p> <p>Employment Co-ordinator</p> <p>ECC/ HR Manager</p>





	<ul style="list-style-type: none"> • Update Employee Handbook & review T & C's • Employee Benefits review • Reward & Recognition Programme 	<ul style="list-style-type: none"> • 85% engagement target. Maximise employee contribution to our organisation on an emotional level • Identifying the reasons employees stay with our organisation • Ensure policy and procedure is relevant, compliant and transparent to all employees • People HR: Promote recognition & celebrate success by peer-to-peer feedback linked to our organisational values/behaviours 		People HR Provider	HR Manager
 <p>9 INDUSTRY, INNOVATION AND INFRASTRUCTURE</p>	<ul style="list-style-type: none"> • People HR – Integrated system • Organisational Structure and Alignment Review • Review Organisational communication creating a sustainable message 	<ul style="list-style-type: none"> • Create a self-service portal for employees. Reduce HR task activity and improve HR and Department Manager interaction • Departmental Structure Review ensuring we are fit for future purpose measured against our customer/service metrics and future organisational strategy 	<p>Aug 2017</p> <p>Jan 2018</p>	<p>People HR Provider</p> <p>ECC/ALL</p>	<p>CEO/HR Manager</p> <p>CEO/Finance Manager/ The Students' Union President/ HR Manager</p> <p>CEO/HR Manager</p>





 <p>10 REDUCED INEQUALITIES</p>	<ul style="list-style-type: none"> • Increase student opportunity through placement and internship opportunities • Introduce Appraisal/Review Process & Review Probationary • Yearly Market comparison 	<ul style="list-style-type: none"> • Hire & deploy the best talent & give our student community the opportunity to grow and experience work • Support employee competence & performance. Integrate employees quickly and effectively building a culture of support and belonging 	<p>July 2017</p> <p>August 2017</p>	<p>Job Shop UWE</p> <p>External Provider to be Identified</p>	<p>HR & Employment Co-ordinator</p> <p>HR Manager</p>
 <p>11 SUSTAINABLE CITIES AND COMMUNITIES</p>	<ul style="list-style-type: none"> • Social Community projects – Social Responsibility policy • HR Open Sessions for Satellite Campuses 	<ul style="list-style-type: none"> • Promote community involvement of all employees • Communicate HR initiatives and offering. Define accountability and clarify the role of HR. Support organisational transparency 	<p>Feb 2018</p>	<p>ALL</p>	<p>Board of Trustees</p> <p>HR Manager</p> <p>HR Team</p>
 <p>12 RESPONSIBLE CONSUMPTION AND PRODUCTION</p>	<ul style="list-style-type: none"> • HR integrated System • Organisational Structure Alignment Review 	<ul style="list-style-type: none"> • Promote paperless HR system that can be accessed by all employees at any time. Improve employee Communication • Departmental Structure Review ensuring we are fit for future purpose measured against our customer/service metrics and future organisational strategy 	<p>Aug 2017</p>	<p>People HR Provider</p>	<p>HR Manager</p> <p>HR/Finance Manager/ CEO/The Students' Union President</p>

	<ul style="list-style-type: none"> • Cycle to work Scheme • Loan Bikes • Promote sustainable and green behaviours with our workplace by improving our company Induction 	<ul style="list-style-type: none"> • Salary Sacrifice Scheme giving discount for purchase of bicycles • 5 Bikes to be purchased for short term hire • Induction to include and promote green behaviours 	<p>October 2017</p> <p>Dec 2017</p>	<p>Cycle Solutions</p> <p>Community Team</p>	<p>HR Manager</p> <p>HR Manager/ CEO</p> <p>HR & Employment Co-ordinator</p>
	<ul style="list-style-type: none"> • Social Community Projects Policy 	<ul style="list-style-type: none"> • Proposal to Trustee Board – Organisation to offer two days paid leave for a one day contribution by employee for community projects 	<p>Feb 2018</p>	<p>CEO/Departmental Managers</p>	<p>Board/HR Manager</p>
	<ul style="list-style-type: none"> • Implement Voice Committee • HR Open Sessions promoting transparency • Implement Strength finder model to improve working relationships 	<ul style="list-style-type: none"> • Ensure Employees have a voice that is formally recognised creating transparency for our organisation • Employees have access to all HR information/policies • Celebrate what our teams are good at and concentrate on our strengths. Improve working relationships 	<p>July 2017</p> <p>Oct 2017</p> <p>Aug 2017</p>	<p>Employees</p> <p>HR Team</p>	<p>HR Manager</p>


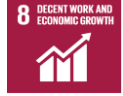



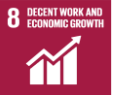
	<ul style="list-style-type: none"> • Mind • Papyrus.Org • Disability Confident Accreditation • Conduct PSL for providers to our organisation 	<ul style="list-style-type: none"> • Work with Mind Org on Mental Health & Wellbeing Initiatives • Introduce Programme of Suicide & Self Harm recognition for employees supporting students and employees • 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 • Ensure our providers of agency staff and JobShop partners reflect our ethics and values 	<p>Jan 2018</p> <p>Jan 2018</p> <p>Aug 2017</p> <p>March 2018</p>		<p>HR Manager/Community & Welfare VP</p> <p>HR /Employment Co-ordinator</p>
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Marketing Department





Action Summary	What needs to happen?	Measure:	Timescale	Lead Person
<p>Reduction in physically printed posters in The Students' Union and on campus</p>  	<ul style="list-style-type: none"> Marketing to create new online request form to encourage staff to request social media and digital screen promotion support - complete, online request system now in place Create and recruit new role within Marketing on Communications – to improve social media platforms and student engagement. Complete 	<ul style="list-style-type: none"> Less money spent on printing Less physical printing orders created New role recruited to support 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 interactions on social media 	<p>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.</p>	<p>HM to work with all departments.</p>
<p>Utilise ethical T-shirt and campaign clothing suppliers.</p> <ul style="list-style-type: none"> Look for Fairtrade or Fair Wear mark. Investigate Fairtrade cotton where possible over acrylic options.  	<ul style="list-style-type: none"> Review T-shirt and clothing suppliers used for campaigns Make recommendations for future suppliers to use Include any price increase in budget rounds 	<ul style="list-style-type: none"> The Students' Union understands its suppliers and moves towards Fairtrade/Fair Wear clothing – making up 80% of its orders for campaigns 	<p>Research – March 2017. Recommendations agreed in line with Welcome planning – November-December 2017.</p>	<p>HM implementation</p> <p>In progress, Emma to show different options</p>



<p>Review printers utilised and ensure we chose local and ethical suppliers</p>  	<ul style="list-style-type: none"> • Review current printers used and analyse their environmental policies • Investigate moving printers if needed. In progress, Emma stores the credentials of our external printers 	<ul style="list-style-type: none"> • Create analysis and recommendation for future printers • New Sustainability Committee to sign off printers with Executive 	<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>  	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Recommendations created for 2018 elections 	<p>Count waste March 2017. April/May 2018 review.</p>	<p>HM with EB</p> <p>Complete, 486 newspapers remaining after the elections.</p> <p>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
<p>New systems and processes for increased economic stability.</p>  	<ul style="list-style-type: none"> Always pursuing more efficient systems that require less paperwork 	<ul style="list-style-type: none"> Amount of finance printing reduced (2016-17 18000 sheets) 	2017-18 sheets total reduced / July 18	MB
<p>Reduce physical paperwork from Finance. More online / paperless / less printing</p>  	<ul style="list-style-type: none"> Review processes Print less management accounts. More online / paperless / less printing Electronic expenses system Temp staff on People HR to make above more widespread 	<ul style="list-style-type: none"> No manageable accounts printed - electronic circulation Time and authorisation saving without the need for printed copies of forms and receipts 	Jan 2018 testing for expenses / Rollout TBC Management	MB
<p>Consider all options for future savings and investments of the Union.</p>  	<ul style="list-style-type: none"> Review investment options that fit the ethics of The Students' Union whilst also ensuring financial security 	<ul style="list-style-type: none"> Provide investment options with financial analysis for Trustees/ Students to vote on 	Reserves building to investment level 2018-19 financial year	MB

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"> engaging in student ideas/policy and Sustainability Officer manifesto  	<ul style="list-style-type: none"> Design completed Correct waste bins ordered New stock ordered Staff training Promotion to be updated 	<ul style="list-style-type: none"> Cups to be in all coffee outlets Measurable uptake in compostable coffee cups Waste management to provide date of recycling versus sales Outcome will determine pressure to apply to university to match this activity 	<p>Launch September 2017.</p> <p>Review April 2018.</p> <p>Taken to sustainability Board November 2017 -</p>	<p>PD</p> <p>Due to 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>  	<ul style="list-style-type: none"> 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) Offer reusable coffee cups to staff and students to purchase at point of sale next to the Lavazza coffee machine in shop 	<ul style="list-style-type: none"> Discount in place on tills/EPOS system Cafes are stocked with reusable cups to sell. Discount is used and cups sold Review with Lavazza how would they feel about this. Student's ideas on designing the UWE reusable coffee cup 	<p>August 2017.</p> <p>Feb 2017.</p>	<p>PD/MM</p>



		<p>for retail and to be sold online</p> <ul style="list-style-type: none"> • Discuss with the university Creative Director if he backs the idea and if able to use their name and logo 		
<p>Increase Vegan and Vegetarian Range and Engagement</p> 	<ul style="list-style-type: none"> • Review menu and offer improved vegan and vegetarian options • Design bespoke menu for vegan and vegetarians • Discount on vegan options to launch World Vegan Month • We will have discounts on vegetarian and vegan options as part of Feel Good February, and 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) 	<ul style="list-style-type: none"> • Menu created with key to show different dietary and calorie counts • Increased variety on the menu • Sales each semester 	<p>Summer 2017 - change sandwich supplier to improve vegetarian, vegan, GF and Halal options.</p> <p>Further improve vegetarian and vegan options on main menu. January 2018 in consultation with student and staff network/society.</p>	PD
<p>Increase vegan and vegetarian options in The Students' Union Shops</p> 	<ul style="list-style-type: none"> • Work with a current sandwich supplier approved by NUS and local supplier to provide a wide range of vegan snacks such as 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 	<ul style="list-style-type: none"> • See an increase in volume sold on multiple campus sites 	<p>January 2017</p>	MM

	<ul style="list-style-type: none"> Improve marketing and signage both within and outside the shop (suppliers Ginsters and Urban Eats (Adelie)) 			
<p>Run Sugar SMART campaign in Feel Good February</p> 	<ul style="list-style-type: none"> Offer deals on sugar free drinks and water over the period agreed with university Analyse impact afterwards 	<ul style="list-style-type: none"> Measure uptake in sales in comparison to time frame one academic year ago 	February 2018 launch additional offers and promotion.	PD/MM
<p>Implementation of sustainable coffee within retail</p> 	<ul style="list-style-type: none"> Explore contract with Lavazza – more sustainable coffee contract for business and sound sustainability ethos (http://www.lavazza.co.uk/uk/lavazza-world/sustainability-report/ - https://www.theguardian.com/sustainable-business/2015/may/29/drinking-an-ethical-cup-of-coffee-how-easy-is-it) 	<ul style="list-style-type: none"> Consistent sales and better advertisement. Measure against same time last year 	August 2018	MM
<p>Reduction in the amount of paper/till rolls used during the year</p> 	<ul style="list-style-type: none"> Work with IT to see what can be done to reduce the number of receipts printed or wasted during cards transactions during the year 	<ul style="list-style-type: none"> Reduction in the number of till rolls purchased throughout the year compared to last year 	August 2018	MM

Campaigning: Student Engagement


Action Summary	What needs to happen?	Measure:	Timescale	Lead Person
To develop the student-led Sustainability Committee in collaboration with the	<ul style="list-style-type: none"> Monthly meetings to be supported by staff 	<ul style="list-style-type: none"> Survey of committee pre and post to see 	September – May 2018	TB

<p>Sustainability Officer, Green Team members and Representation Department, who are at the core of the sustainability agenda at The Students' Union.</p>   	<ul style="list-style-type: none"> • Training regarding project management • One key campaign run and evaluated • AGM in May 	<p>knowledge and skills development</p> <ol style="list-style-type: none"> 1. Committee meetings in 2017-18 year – Goal: 4 2. Committee campaigns launched – Goal: 2 (Impact assessment will be delivered for each one) 3. Committee events run – Goal: 4 (Impact assessment will be delivered for each one) 4. Run a successful AGM in the Spring term 5. Number of positions filled for 2018-19 in March/April election – Goal: 10 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 		
<p>Increase the number of Sports and Societies involved in green projects, through the launch and delivery of the Greener Futures programme.</p>  	<ul style="list-style-type: none"> • Rewrite criteria – Summer 2017 • Launch of Greener Futures documents – 15 Sep • Sports conference: 12 Oct • Greener Futures deadline: 22 April 2018 	<ul style="list-style-type: none"> • 10 sports clubs and societies engaging with case studies 	<p>May 2018 audit and awards</p>	<p>TB</p>

	<ul style="list-style-type: none"> Case studies uploaded to website: 30 June 			
<p>Increase the number of students engaging with BYOB by 10% year on year</p> 	<ul style="list-style-type: none"> Review 2016-2017 Events Plan dates for 2017-2018 events Engage Sustainability Committee and Halls Committee – peer to peer student led Create comprehensive marketing campaign Plan Door knocking activity 	<ul style="list-style-type: none"> Through attendance monitoring at event, food served, survey pre and post attendance, with longer term survey to assess impact 	<p>July 2017 Start process, up until October 2018.</p> <p>Complete – 240 students attended BYOB in October 2017, in comparison to 125 in 2016.</p>	TB/CH
<p>Create an award for Sustainability in Students' Union Teaching Awards</p> 	<ul style="list-style-type: none"> Create description <p>Teaching for Sustainable Development Award (1 member of staff) 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</p>	<ul style="list-style-type: none"> Number of submissions from students 	<p>Nominations for the 2018 Student Experience Awards opened week commencing 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>	AE

	<p>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> <ul style="list-style-type: none"> Promote to students 			
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Accreditation

<p>NUS Responsible Futures Accreditation – receive award (400 marks threshold)</p> 	<p>Mid Audit.</p> <ul style="list-style-type: none"> Action plan to full accreditation April 2018 	<p>November 2017.</p>	<p>RC</p>
<p>NUS Green Impact – uphold Excellent.</p>	<ul style="list-style-type: none"> Set up steering group Review new criteria and agree lead departments Create responsibilities and working group to oversee submission and set milestones to achieve actions Upload evidence to workbook 	<p>September 2017.</p> <p>December 2017 check in, monthly to submission – April 2018.</p>	<p>RC/DP</p>

Green Gown Awards – 2017	<ul style="list-style-type: none"> Apply for Staff Champion Categories at Green Gown Awards – EAUC 	<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.</p>
Strategic Planning 2018 – 2022 – ensure sustainability is central theme.	<ul style="list-style-type: none"> Ensure sustainability key core value and driver of 2018-2022 strategic plan. 	<p>Launch January 2018.</p>	<p>TB</p>