

Team: **Environmental and Sustainability SMART Action Plan**

Member of Staff Responsible: Sustainability working group

S- Be **Specific** about what you want to achieve, do not be ambiguous, and communicate clearly.

M- Ensure your result is **Measurable**. Have a clearly defined outcome and ensure this is measurable (KPIs).

A- Make sure it is **Appropriate**. Is it an **Achievable** outcome?

R- Check that its **Realistic**, it must be possible taking account of time, ability and finances.

T- Make sure it is **Time** restricted. Set yourself an achievable time frame, set deadlines and milestones to check your progress.

Staff Culture

Campaigns

Responsible Consumption

Operating Practice

Waste Reduction

Action	Specific	Measurable	Appropriate	Realistic	Time	Staff Responsible	Status
1. Staff Culture Ensure that all full-time staff, part-time staff and elected officers receive training based on our Environmental Policy and working practises as part of their induction.	All full-time staff, part-time staff and elected officers will receive training based on our Environmental Policy to ensure we can continue to encourage and nurture a culture that enforces ethical and environmental practises into our day to day work.	The engagement of full-time staff, part-time staff, and elected officers will be recorded; training will be compulsory, so engagement levels should be close to 100%.		Environmental Policy training to form part of initial training requirements of all new full-time staff, part-time staff, and elected officers. The ethical and environmentally friendly culture of the organisation will be demonstrated immediately to new employees.	Environmental Policy and working practices training will be held annually in September, and/or when new members of full-time staff, part-time staff, and/or elected officers join the organisation.	Matt Wall (CEO) and senior management as well as Celia Briseid (Growhampton Project Coordinator) are responsible for training staff members. Each staff member is subsequently responsible for their own actions.	Update induction info for staff. Staff Sustainability session planned for early June 2019.
2. Staff Culture Encourage its staff to be mindful of their use of resources, particularly non-renewable resources, including reducing the use of energy and water, and single-use packaging.	Lights, computer screens, and heating ensured to be turned off when office not in use, overnight, and during weekends. Heating ensured to be used appropriately	Energy consumption will be expected to decrease if these measures are enforced to be used appropriately.		This action is completely realistic; small lifestyle changes can be ensured easily within the organisation.	This action can be implemented with immediate effect.	All	Procurement guidelines drawn up.

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	seasonally.						
<p>3. Campaigns</p> <p>Encourage our staff and students to eat and source local, sustainable, and organic and /or Fairtrade food and drink.</p>	<p>Staff reminded of the benefits of eating well sourced food, such as the Hive café on campus using locally sourced food, and ensuring that any food and drink provided to staff members is sourced locally, sustainable, and is organic and/or Fairtrade.</p>	<p>Ensure that shipping distances are minimised as much as possible (locally sourced), and Fairtrade products purchased where possible.</p>		<p>The organisation does have the ability to implement this action, however more care needs to be taken over ensuring provision in term of time and finance. Ethical lifestyle changes must be ensured within the organisation.</p>	<p>The staff action can be implemented with immediate effect, but should be in place from July 2017 (as new staff join the organisation).</p> <p>Students should be encouraged to understand sustainable food behaviour throughout but with a focus using at least two specific campaigns to be run by May 2018</p>	<p>Chief Executive (Staff)</p> <p>Growhampton and Sabbs (Students)</p> <p>All</p>	<p>Staff ongoing but up to our requirements by July 2017.</p> <p>Student campaigns to be complete by May 2018</p> <p>Both to be reviewed annually.</p>
<p>4. Responsible Consumption</p> <p>Make sustainable and ethical clothes, fashion, ICT, and other purchase choices.</p>	<p>Ensuring that all purchases made on behalf of the organisation come from ethical and sustainable sources. Extended procurement policy to be reviewed and re-written.</p>	<p>Ensure that shipping distances are minimised as much as possible (locally sourced), and Fairtrade/ WRAP certified products are purchased where possible.</p>		<p>The organisation does have the ability to implement this action, however more care needs to be taken over ensuring provision in term of time and finance. Ethical lifestyle changes must be ensured within the organisation.</p>	<p>This action can be implemented with immediate effect, but should be in place from July 2017 (as new staff join the organisation).</p>	<p>All</p>	<p>Procurement policy to be reviewed and rewritten by September 2017. Implementation to be completed by new academic year – Sept '17.</p>
<p>5. Operating Practice</p> <p>RSU Sustainability Working Group set up and operating.</p>	<p>Specifically responsible for RSU sustainability initiatives and reporting.</p>	<p>At least 3 meetings a year with outcomes and impact driven from this group.</p>		<p>This group has been meeting for the last two years.</p>	<p>Meeting to take place in July 19, August 19, Nov 19, Jan 20, April 20</p>	<p>Sustainability working group. MSM/DCE Responsible for organising</p>	<p>Ongoing. Has been working well for the last 18 months.</p>

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<p>6. Operating Practice</p> <p>Have a positive impact on the environment on campus, locally, nationally, and internationally through campaigns, volunteering opportunities and lobbying.</p>	<p>Promoting ethical lifestyles with staff and students alike through the on-campus sustainability project (selling locally sourced vegetables on campus, promoting wildflower beds), and socially through the welfare team, through campaigns.</p>	<p>This action can be measured by engagement with students and staff alike – interaction with Growhampton in terms of the Hive coffee sales, growing volunteers, chicken volunteers, and engagement with welfare campaigns, and social media reach of both.</p>		<p>The organisation does have the ability to implement this action, however more care needs to be taken over ensuring provision in term of time and finance. Ethical lifestyle changes must be ensured within the organisation.</p>	<p>This action can be implemented with immediate effect, but should be in place from July 2017 (as new staff join the organisation). New campaign plans to be launched by the organisation with the implementation of staff in July 2017.</p>	<p>All</p>	<p>Action currently in place.</p>
<p>7. Campaigns</p> <p>Promoting human rights, equality and social justice.</p>	<p>Promoting equality, human rights, and social justice through welfare campaigns, as well as one-off conferences, with a massive outreach to students. Ensuring this is part of the organisations' culture.</p>	<p>This action can be measured by engagement with students and staff alike in welfare campaigns, and social media reach.</p>		<p>The organisation does have the ability to implement this action, however more care needs to be taken over ensuring provision in term of time and finance.</p>	<p>This action can be implemented with immediate effect, but should be in place from July 2017 (as new staff join the organisation). New campaign plans to be launched by the organisation with the implementation of staff in July 2017.</p>	<p>All</p>	<p>Action currently in place.</p> <p>Equality group to be set up to develop key recommendations for the RSU – Sept '17</p>
<p>8. Campaigns</p> <p>To support the 2019/20 Student Union Council to lead a behaviour change campaign in collaboration with the SU and the RSU staff.</p>	<p>One campaign to be run by SUC in 2019/20 to support the work of Growhampton and the RSU.</p>	<p>Key metrics devised to evaluate campaign and campaign effectiveness.</p>		<p>This is realistic as long as there is political goodwill and will to work on this area.</p>	<p>To take place before February 2020</p>	<p>President and SUC. Support from Student Voice Coordinator, Growhampton Project Coordinator,</p>	<p>Planning session to be completed before the end of the year.</p>
<p>9. Operating Practice and Campaigns</p>	<p>Ensuring that protected areas on campus remain so, and that students</p>	<p>This action can be measured by engagement with students and staff</p>		<p>The organisation does have the ability to implement this action, however</p>	<p>This action can be implemented with immediate effect, but should be in place</p>	<p>All</p>	<p>Ongoing</p>

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Respecting and promoting biodiversity and ecosystems on campus.	and staff respect, and understand why this is so. Creating more areas promoting biodiversity.	alike in welfare campaigns, Growhampton activities and social media reach. The number of biodiversity areas on campus, and the creation of more.		more care needs to be taken over ensuring provision in term of time and finance. Ethical lifestyle changes must be ensured within the organisation.	from July 2017 (as new staff join the organisation).		
10. Campaigns Promoting healthy lifestyles through the RSU's sustainability project.	Promoting ethical lifestyles with staff and students alike through the on-campus sustainability project (selling locally sourced vegetables on campus, promoting wildflower beds), and socially through active lifestyles, the welfare team, through campaigns etc.	This action can be measured by engagement with students and staff alike – interaction with Growhampton in terms of the Hive coffee sales, growing volunteers, chicken volunteers, and engagement with welfare campaigns, and social media reach of both.		The organisation does have the ability to implement this action, however more care needs to be taken over ensuring provision in term of time and finance. Ethical lifestyle changes must be ensured within the organisation.	This action can be implemented with immediate effect, but should be in place from July 2017 (as new staff join the organisation). Cycle to work scheme and tax free bike scheme to be formally developed	All	Ongoing September '17
10. Waste Reduction Ensuring the organisation minimises waste	RSU must consider wastage as a key consideration across all areas: Food, printed products, promotional materials, stationary etc.	RSU to audit wastage throughout the year and to be able to show a reduction on quantity ordering in order to minimise wastage.		There will always be some over-ordering but ensuring this is reviewed and considerate of business needs will enable RSU to minimise waste. More permanent staff will be able to provide context to ordering requirements	In place but more work can be done. A formal waste reporting and management plan to be initiated to enable a historical context to anything ordered or gone to waste.	Chief Executive / All	Audit and formal record of waste to be produced and recorded.

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<p>11. Campaigns Encourage children to participate in food growing and sustainable and healthy food initiatives.</p>	<p>Run a schools programme where we use Growhampton to encourage sustainable practices and healthy eating amongst young school aged children.</p>	<p>RSU to monitor numbers of students and school children engaged in the programme.</p>		<p>This programme is already in operation and has been for some years. It's important we prioritise this to ensure we reach success in this area.</p>	<p>Planning must take place over the summer 19 to reformat this and prioritise sessions booked in for 2019-2020.</p>	<p>Growhampton and MSM.</p>	<p>Over 1000 children engaged in the programme but we would like to engage that number each year with 20 students involved in delivering this scheme.</p>
<p>12. Waste Reduction Ensuring we work with the University to minimise single use waste</p>	<p>Single Use plastics on catering is eradicated although waste is still created and not properly disposed of.</p>	<p>Build a framework to ensure waste where possible can be decomposed on site.</p>		<p>A lot of other Universities have biomass boilers or commercial composters.</p>	<p>Bid has been submitted to the University for a commercial composter to live on site.</p>	<p>Sabbs and CEO</p>	<p>Reduction and a measured figure to be able to be shown through this. Outcome from Student senate to be heard.</p>
<p>13. Waste Reduction Reduction in elections waste materials and single use products</p>	<p>Look to see a printing reduction for 2019-20 for our RSU elections</p>	<p>Build this into the rules for next year</p>		<p>Debrief written from last elections and will be reviewed before next years elections. Rules will limit numbers seeing a reduction</p>	<p>Planning will take place in late 2019</p>	<p>MSM and Elections Committee</p>	<p>Yet to be planned</p>
<p>14. Waste Reduction Reduce printing consumption</p>	<p>Annual reduction in printing done in house by RSU staff.</p>	<p>See a 5% reduction each year using the printing report.</p>		<p>After July review the year's consumption and plan for beating month on month targets.</p>	<p>Evaluated at the end of every year. Target set against each month and reviewed as a team and individually.</p>	<p>All – review to be undertaken and communicated by receptionist.</p>	<p>Monitoring but communication and reviewing to be undertaken.</p>

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