

### SMART Action Plan

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

Action	Specific	Measurable	Appropriate	Realistic	Time	Staff Responsible	Status
<b>Reduce our single-use plastic cups</b>	1. Review where and how many single-use plastic cups are currently being used. 2. Promote and encourage the option for students to bring their own reusable cups to Starbucks and Mojos. During club nights we will promote the option for spirits and soft drinks which don't require a pint measure. 3. Continue researching into alternative cups that can be used during our club nights.	There will be a 10% reduction in the single-use plastic cups we currently buy.  We will monitor levels by recording the opening and closing of stock.	In an Instagram survey that carried out at the beginning of 19/20 academic year, out of 272 students, 96% said they wanted campus to be more sustainable.  This will provide students with a choice to be more sustainable in our venue.  This addresses the commitments laid out in our Strategic Operating Plan.	We have already tested out using reusable cups in our large events such as Summer Ball and had planned to for Varsity this year before it got cancelled. This wasn't hugely successful commercially but indicated we had the ability to provide this option on such a large scale. We already allow students the option to bring their own half pint cup into club nights. We currently sell re-usable cups in Mondial and provide recycling bins where all our plastic cups can be disposed of.	10% reduction by 2025	Venue Manager, Business Development Manager, Events and Catering Manager, Inclusion Coordinator.	IN PROGRESS
<b>Reduce our printing</b>	Unless requested for accessibility or you do not have appropriate technology: 1. All meetings will be paperless and we will encourage student groups to do the same.	There will be a 10% reduction in the amount of paper we purchase.	In a recent internal audit, the Environment Committee recognised an opportunity to think more digitally.	We already try and make meetings paperless, this just hasn't been formalised and embedded.	Summer 2021 – 10% reduction in amount	Digital Marketing Manager, Advice and Rep Manager,	IN PROGRESS

	<p>2. The staff handbook will be provided in a digital format.</p> <p>3. We will research into how petty cash forms can be completed digitally.</p> <p>4. We will carry out a review of our internal processes to see what can be completed digitally.</p> <p>5. We will reduce the number of leaflets we print for promotion of student events and opportunities</p>	<p>Where possible, all processes will be carried out digitally.</p> <p>We will monitor levels by recording the opening and closing of stock.</p>	<p>We will be able to reach a wider audience by promoting more online.</p> <p>This addresses the commitments laid out in our Strategic Operating Plan.</p> <p>We will be able to keep a better record of information as it will all be kept online.</p>	<p>We have already recognised and have a desire to do more work digitally.</p> <p>Marketing have already reduced their printing expenditure by approximately 50%</p>	<p>of paper purchased.</p> <p>Spring 2022 – where possible, all processes carried out digitally.</p>	<p>Finance Manager, Chief Executive.</p>	
<p><b>Improving awareness of sustainable food options.</b></p>	<p>1. All RUSU meetings and events will serve vegetarian and vegan food as the default option.</p> <p>2. Continue to have a majority of vegetarian food options on our menu.</p> <p>3. Highlight and emphasise these options on our menu.</p> <p>4. Continue running promotions that encourage students to try out these options.</p>	<p>All RUSU meetings will serve vegetarian and vegan food as the default option to decrease the meat products we provide.</p> <p>Maintain the number of vegetarian and vegan options we currently offer.</p>	<p>This will provide students with a choice to be more sustainable in our venue.</p> <p>This addresses the commitments laid out in our Strategic Operating Plan.</p>	<p>We have run Veggie Pledge twice, this year through Veganuary where we increased the number of vegetarian and vegan options, highlighted the options on our menu and ran promotions.</p> <p>The majority of choices on the menu are vegetarian and vegan. This has come from a 25% increase in those options over the past year.</p>	<p>Summer 2021</p>	<p>Events and Catering Manager, RUSU President.</p>	<p>IN PROGRESS</p>
<p><b>Increase our sources of renewable energy</b></p>	<p>1. Communicate to students about the renewable sources of energy we have.</p> <p>2. Continue to research into ways we can replace our sources with renewable energy.</p> <p>3. Work with the Reading Community Energy Society to identify projects we could apply for funding and run.</p>	<p>1 new source of renewable energy.</p> <p>Apply for funding to run a project through RCES.</p>	<p>This addresses the commitments laid out in our Strategic Operating Plan.</p>	<p>We are currently part way through upgrading all our lighting to LED.</p> <p>Adding solar panels to the building is first in line in the Sustainability Department upgrade programme.</p> <p>We have already established a good relationship with</p>	<p>Summer 2021</p>	<p>Inclusion Coordinator, Business Development Manager, RUSU President, Environment and Ethics Officer.</p>	<p>IN PROGRESS</p>

				RCES who have invited us to apply for funding.			
<b>Increase our involvement with sustainable community initiatives</b>	<ol style="list-style-type: none"> <li>Continue to encourage our sports clubs and societies to run and take part in sustainable initiatives.</li> <li>RUSU to actively get involved and promote more initiatives.</li> </ol>	Support or create 3 more community initiatives	<p>Students will have more sustainable awareness.</p> <p>Our societies and sports clubs have already organized their own clothes swaps, river clean ups and litter picks.</p>	We work closely with the University who have 11 paid student community assistants who work to find and promote these opportunities.	Summer 2021	RUSU President, RUSU Activities Officer, Inclusion Coordinator.	IN PROGRESS
<b>Increase the number of students applying for funding to run sustainable projects</b>	<ol style="list-style-type: none"> <li>At the beginning of the academic year students will be able to apply for funding to run sustainable projects and initiatives.</li> <li>This will be widely promoted to all students so they are aware of the opportunity.</li> <li>RUSU presence on the Disbursement Panel that ensures sustainability is given enough focus.</li> </ol>	5 applications from students to fund sustainable projects.	<p>This addresses the commitments laid out in our Strategic Operating Plan.</p> <p>Students are empowered to run their own initiatives, increasing engagement and improving awareness but primarily ensuring our activities are student led.</p>	Although students have always had an option to apply for funding towards sustainable projects this hasn't been widely advertised and no emphasis has been given to sustainability	Summer 2021	RUSU President, Inclusion Coordinator, Activities Manager, RUSU Activities Officer.	IN PROGRESS
<b>Reduce our waste</b>	<ol style="list-style-type: none"> <li>Ensure there are enough bins in the venue so staff and students can appropriately dispose of food waste and recycling.</li> <li>Review ways in which we can reduce packaging by changing what we purchase.</li> <li>Promote appropriate ways to dispose of waste e.g. battery bins, food waste bins, coffee cup bins to reduce the waste that goes straight to landfill.</li> <li>Provide clear and labelled signage on the bins.</li> </ol>	Reduce waste by 5%.	<p>This addresses the commitments laid out in our Strategic Operating Plan.</p> <p>Students are educated on correct ways to dispose of waste and become more sustainably aware.</p>	<p>We are about replace some of our bins and improve the signage, this has been put on hold due to COVID-19.</p> <p>We already provide a range of bins, although there could be more of them and not all are staff and student facing e.g. the only food waste bin is in the kitchen.</p>	Summer 2025.	Business Development Manager, Events and Catering Manager, Venue Manager, Inclusion Coordinator.	
<b>Increase the number of Presidential candidates mentioning sustainability in their manifesto</b>	<ol style="list-style-type: none"> <li>The RUSU President is responsible for taking a lead on sustainability and this is clearly outlined in their job description.</li> <li>There are multiple aspects to the remit but sustainability could be seen as an integral one.</li> <li>An Officer is mandated to complete their manifesto throughout their year in office.</li> </ol>	75% of Presidential candidates mention sustainability in their manifesto.	This addresses the commitments laid out in our Strategic Operating Plan. Sustainability becomes embedded into the day to day activity of RUSU.	The bye law was only changed this year to update the Presidents remit from overseeing sustainability to being responsible for sustainability.	March 2021	RUSU President, Inclusion Coordinator, Advice and Rep Manager.	

				Nearly 25% Presidential candidates in the 19/20 elections mentioned sustainability in their manifestos.			
<b>Hold a Sustainability Fair during Welcome Week</b>	<p>1. Run the fair alongside our other Freshers Fairs. Reach out to sustainable related student societies, community and external providers who can promote sustainability to students.</p> <p>2.Promote the fair effectively so students are aware.</p>	<p>Run the fair for the first time.</p> <p>Aim for 300 students in attendance.</p>	<p>This addresses the commitments laid out in our Strategic Operating Plan.</p> <p>Students are aware of the opportunities they can access and can become educated on sustainable issues.</p> <p>This was an idea suggested by the student community assistants demonstrating student desire.</p>	<p>We have already identified key stakeholders who would be interested, confirmed a date, time and location and are now preparing to send out invites.</p> <p>This could be delivered in a different way or be postponed depending on the impact of COVID-19.</p>	Autumn 2020	RUSU President, Activities Manager, Events and Catering Manager, University Community Liaison Officer, Community Assistants.	IN PROGRESS