

**SMART Action Plan 2023-2024**

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Action	Specific	Measurable	Achievable	Relevant	Time-Bound	Status
Engagement with Sustainable Development Goals to increase their knowledge and awareness	We will work with various communities with LTU to educate, engage and inform them on the relevance of Sustainable Development Goals and their roles in relevant communities.	<p>1. Number of outcomes through active campaigns and ideas: Ultimate goal is to have 90% of campaigns to involve sustainable development goals</p> <p>2. Number of opportunities to learn about the Sustainable Development Goals</p> <p>3. The gaining of knowledge i.e. surveys, discussions, self-reflections</p>	<p>The outcomes are achievable. The completion of the Sustainable Development Goal campaign comes with time and capacity risks.</p> <p>This is achievable but some aspects rely on the university's involvement which may prove difficult if we are waiting on them to take action.</p> <p>Self Reflection is difficult to measure but is achievable on a self involved scale.</p>	<p>This is referenced in the university's Strategic Plan 2021-2026 (<a href="#">here</a>) and sustainability is mentioned in our strategy.</p> <p>This is also on the Learning and Teaching Strategy as well as the Presidents' and Vice Presidents' manifestos.</p> <p>Furthermore the significance of the United Nations Sustainable Development Goals.</p>	<p>It will be checked in December to see how we are doing in terms of this action.</p> <p>We aim to complete these by April because of our shorter semesters that we follow at Leeds Trinity University.</p>	<p><b>SMART Action = Completed</b></p> <p><b>Updates</b></p> <p>For updates regarding this SMART Action, please view our year-long 'Ignorance is not bliss: Sustainability and Education' goal progress.</p>

<p>Create a staff culture rooted in the awareness of well-being and sustainability.</p>	<p>We will support our staff team with:</p> <ul style="list-style-type: none"> <li>- Work life balance</li> <li>- Sustainable Finances</li> <li>- Sustainable Travel</li> </ul>	<ol style="list-style-type: none"> <li>1. The amount of time that staff work from home</li> <li>2. The commitment and percentage of single-use marketing</li> <li>3. The quantity of individual travel modes</li> </ol>	<p>This is achievable as it is easy to measure as it would go on an average across the year instead of a day-to-day.</p>	<p>This is important for meeting the United Nations Sustainable Development Goals, 11, 3 and 9. Due to the interlinking of these goals it is also referenced in the university's strategic plan <a href="#">here</a> and is essential to helping the Students' Union overall to meet our strategy. Furthermore it is also a point of our governance commitments especially regarding staff welfare.</p>	<p>This will form a part of our yearly round-up and reporting structures as it is essential to see where we can improve in this area.</p>	<p><b>SMART Action = In Progress</b></p> <p style="text-align: center;"><b>Updates</b></p> <p><i>[Please see single-use marketing SMART Action goal to see updates regarding measurement two]</i></p> <p><b>December '23:</b> Staff encouraged to take the winter break as a time to sustain a work-life balance and focus on their well-being</p> <p><b>January '24:</b> After completing Varsity which resulted in a late-night, staff and student staff are asked by Engagement Manager to take the day off to look after their wellbeing and return to a work-life balance</p> <p><b>February '24:</b> Weekly team meetings discuss the importance of working from home when possible</p> <p><b>February '24:</b> Current travel for staff includes one traveling by bus, one walking, two carpooling, one travelling by</p>
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Social Mobility with Sustainability	To provide opportunities for students that are not directly linked with sustainability	The quantity of those involved with activities and events rooted in	Advertising and interacting with those who aren't already aware of sustainability is	This is referenced in the university's strategic plan <a href="#">here</a> and also forms an essential	We will check in with this in December with the	<p><b>SMART Action = Completed</b></p> <p><b>Updates</b></p>

	to increase interdisciplinary learning.	sustainability, specifically not related to their roles	difficult however not impossible so it is idealised that we will work on a range of different events to ensure that students know how wide sustainability is.	part of meeting the Students' Union strategy. This also contributes to the United Nations Sustainable Development Goals 17, 16, 10 and 3.	aim to complete this by April due to the university's shorter semesters for students.	For updates regarding this SMART Action, please view our year-long 'Ignorance is not bliss: Sustainability and Education' goal progress.
Plastic Reduction – Improve Recycling on Campus  [Followed on from SMART Action Plan 2021-2022]	Evaluate where recycling is being taken (i.e., how the bins are collected by the waste company) and communicate this to students.	No. of students who engage with comms and/or social media about recycling on campus.  Number of recycling initiatives and strategies	This is achievable as we are able to see how many recycling initiatives are on campus and how this changes throughout the year.  We are also able to see how many students engage with communications about recycling	This is relevant because students have concerns that their recycling in halls is not being disposed of properly [2021-2022 feedback].  This remains relevant to the student population through feedback gathered at the start of the year which showed 'recycling' as the highest common phrase	Due to the upcoming City Campus scheduled for September 2025 we will review these bi-monthly. We aim to have completed this and have improved recycling on campus by September 2025 when the City	<b>SMART Action = In Progress</b>  Our sustainability Officer campaigned during recycle week for alternatives for students. We are also working with the university to review the current waste strategy and ensure a sustainable strategy for the City Campus is implemented.  <b>Updates</b> <b>Sept '21:</b> Comms out for students during Recycle Week signposting what can and can't be recycled. Signposted refill shops in Leeds for students.  November '23: Raised with the university about the issues with

				found when discussing sustainability.	Campus opens.	<p>recycling on campus and agreed it was an issue</p> <p>March '24: Met with the university to discuss reducing plastic waste with the launch of ecups and looked at their disposal and recycling procedures.</p> <p>April '24: Working with the university to implement new waste strategy on both the Horsforth Campus and upcoming City Campus.</p> <p>April '24: Awaiting a stakeholder meeting to find out the next steps with who to replace the current waste management contract with.</p>
<p>Collaboration – Support LTU on the sustainability strategy</p> <p><b>[Followed on from the SMART Action Plan from 2021-2022]</b></p>	Work with the University to gain the Responsible Futures accreditation to support the broader sustainability strategy.	LTU gain Responsible Futures accreditation.	This is achievable as we are already scheduled to work with the university to write their sustainability strategy so it is achievable in the time-schedules given.	The University appreciate our input on sustainability due to our credibility as a result of successive Excellent and Very Good Green Impact awards in recent years.	As this is a partnership with the university it	<p><b>SMART Action =</b></p> <p><b>In Progress</b></p> <p>We are currently still working to support the university on the creation of the sustainability strategy, however, this has now moved to the university's Director of Sustainability.</p> <p><b>Updates</b></p>

				<p>This remains relevant as the Director of Sustainability would like to make sure that the strategy includes the student voice especially as it is their university of study.</p>	<p><b>Sept '21:</b> Regular catch- up meetings with JE to support with this.</p> <p><b>Oct '21:</b> Working with LTU on Responsible Futures. Met with JE on embedding sustainability within curriculum.</p> <p><b>Jan '22:</b> To meet with Catherine and Jane to talk about Responsible Futures and LTU Sustainability Strategy.</p> <p><b>Feb '22:</b> Met with Catherine - sustainability strategy is going forward. We are coming to sending off the proposal for Responsible Futures which will aid the University's sustainability strategy. Campaigns that we run also aid the sustainability strategy.</p> <p><b>March '22:</b> Ongoing. Going to regular meetings and having catch ups, talking about how we can align strategies with LTU to aid their strategy.</p> <p><b>April '22:</b> Worked with Catherine on Responsible Futures which will be going into the LTU strategy. Meetings to follow and more</p>
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						<p>updates to be given.</p> <p><i>[Due to staff change overs, information regarding 2022-2023 is unavailable]</i></p> <p><b>February '24:</b> Passed onto the new Director of Sustainability who is interested in the impact students can have on this strategy. Meetings scheduled frequently to discuss this</p>
<p>Reduce the negative impact that our Activities department has on Transport</p>	<p>Cut down on the amount of unnecessary large coaches that we use for our Sports Teams when travelling to games</p>	<p>This will be measured by:</p> <ol style="list-style-type: none"> <li>1. The amount of alternative travel provisions used by our Sports Teams</li> <li>2. The amount of coaches that were booked</li> </ol>	<p>This is achievable within the time frame because they are only scheduled to compete for certain months of the year October – March</p>	<p>This aligns with our other values as we have a commitment to sustainability, especially the United Nations Sustainable Development Goals. Reducing the negative impact we have on the environment helps us to work more towards goals 11, 12, and 13</p>	<p>This will be completed by March and is due to be reviewed in April so that we can assess the positive change that has happened.</p>	<p><b>SMART Action = Completed</b></p> <p><b>Updates</b></p> <p><b>October '24:</b> Discussions with each Sport Club on an individual basis during their development plan meetings to discuss how to be more sustainable.</p> <p><b>October '24:</b> Nine coaches booked for Sport transport from activities department within first competition week</p>

					<p><b>November '24:</b> Basketball switched to alternative methods of transport preferring to utilise trains to be more sustainable.</p> <p><b>December '24:</b> two coaches for two teams booked compared to four alternative methods of transport recorded</p> <p><b>January '24:</b> To prevent each team having their own coach for the Varsity against York St John, four coaches were hired and the different Sports Teams mixed to fill the seats to ensure that no unnecessary transport was booked. Students were also encouraged to make their own way by carpooling and using public transport which was successful.</p> <p><b>February '24:</b> 24 individual records were made of students taking more sustainable travel methods such as walking, train or carpooling (2-7 students per</p>
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						<p>account) instead of using a coach.</p> <p><b>March '24:</b> Within the month of March, only one coach was booked for our Rugby Team who have enough members to fill the coach.</p> <p><b>March '24:</b> Completion of SMART Action</p> <p><b>April '24:</b> Reviewal of Sports Teams transport showed that our Sports Teams were more than willing to look into alternative methods of transport, especially due to the less financial implication of taking a coach meaning their Sports Team could afford more events and opportunities for their members.</p> <p>Each month from October 23 – March 24 the Activities Coordinator asked students what mode of transport they will be taking and encouraged</p>
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						them to be mindful about finances, length of travel, necessity etc. This showed that following discussions, more Sport Teams were using alternative transport provisions including carpooling, train, walking, and public transport buses instead of large coaches.
Increase the amount of community engagement	Increase the number of students engaging with sustainability	This is measured by the number of students that we have engaging with our campaigns, events and initiatives across the year	This is achievable within the time frame as it is tracking the number of interacted students from September to April	This is relevant because in order for us to be sustainable long-term we need the engagement from our students to carry on the sustainability message throughout the years	This will be completed by April as we have a shorter semester due to placements in semester three	<p><b>SMART Action = Completed</b></p> <p><b>Updates</b></p> <p>For updates regarding this SMART Action, please view our year-long 'Ignorance is not bliss: Sustainability and Education' goal progress.</p>
Reduce travel emissions from the elected officers (including Part-Time and Full-Time)	Decrease the travel emissions from the 16 elected officers by over 50%	This will be measured by:  The number of sustainable travel methods used by our elected student council to complete activities related	This is achievable within the time frame as the elected officers hold their roles until this time so tracking their sustainable travel methods will be achievable.	This is relevant as the United Nations Sustainable Development Goals have a focus on travel (goals 11, 12, 13, 15).	This will be completed by the end of the year as the student council hold their roles until June 30 <sup>th</sup>	<p><b>SMART Action = Completed</b></p> <p><b>Updates</b></p> <p><b>July '23:</b> Full-time officers made the switch to only use sustainable transport methods including walking, trains and buses</p>

		<p>to their roles across the year</p> <p>The amount of CO2 produced in comparison to less sustainable travel methods such as cars.</p>				<p><b>August '23:</b> Full Time and Part Time Officer training took place on campus with pre-existing resources to avoid the unnecessary travel to other locations for training.</p> <p><b>October '23:</b> Student Council meeting discussed the UN SDGs and the impact that each person has on sustainability.</p> <p><b>October '23:</b> Student Council meetings took place on campus and opened the option to have online to avoid students taking unnecessary transport as over half of students live on campus. The other students took public transport options including train and bus and a student attended online.</p> <p><b>February '24:</b> Student Council meeting took place fully online using Microsoft Teams to avoid students travelling in person for a meeting.</p>
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						<p><b>March '24:</b> Full Time Officers attended sustainability conference by walking to the event and taking a train.</p>
<p>Review the overall usage of marketing materials to cut down on our sustainable outputs in this area</p>	<p>Install a single-use marketing policy which focuses on reducing the amount of physical marketing materials</p>	<p>This will be measured by an approved policy that is put in place</p>	<p>This is achievable within the time frame, however, a possible risk is the involvement of the student council being available to pass the policy due to quoracy.</p>	<p>At the City Campus it has been decided that there is no space for physical poster materials and everything will be marketed using screens and as our marketing materials have been highlighted as one of our biggest negative impacts as an SU, it is essential that we work towards reducing this.</p>	<p>This will be completed by June at the latest with the plan to complete this earlier. However, this is dependent on the student council and Trustee Board meetings lining up adequately to pass it through.</p>	<p><b>SMART Action = In Progress</b></p> <p><b>Updates</b></p> <p><b>October '23:</b> Review of Welcome Week materials included a lot of single-use marketing. Deemed relevant for first-year students but it was advised to avoid this in future.</p> <p><b>November '23:</b> Discussion in weekly events and marketing meetings about the importance of making materials re-usable and to cut down on the amount of single-use marketing we produce</p> <p><b>December '23:</b> Free water campaign promotional materials left did not include dates, times and locations so that they can be re-used again for years to come.</p>

						<p><b>December '23:</b> Festive Celebration marketing materials created without date or specific wording to ensure it is appropriate to be re-used in future years</p> <p><b>March '24:</b> Meeting with Sustainability Working Group to highlight marketing materials as an issue – all Managers and CEO in agreeance which led to development of policy</p> <p><b>April '24:</b> Awaiting the student council meeting in May to discuss and approve this policy before moving to trustee board before going to Trustee Board for final approval.</p>
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