

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 measureable (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
1. Reduce our single-use plastic cups	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 Up! 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. 4. Consider reusable cups for larger scale events e.g. Varsity	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.	Students have been looking for more sustainable activity and habits than in previous years and this will provide students with a choice to be more sustainable in our venue. We have also found that students enjoy having something related to the SU/University that they can take away and keep e.g. Summer Ball reusable cups. 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 which 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 Up! and provide recycling bins where all our plastic cups can be disposed of.	10% reduction by 2026	Operations Manager, Head of Commercial, Catering Manager, Events and Belonging Coordinator	Not started
2. Reduce our printing	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 2. All staff policies will be provided in a digital format online. 3. The finance system will move online as much as is feasible.	There will be a 10% reduction in the amount of paper we purchase. Where possible, all processes will be carried out digitally. We will monitor printing usage and see a continual	In a recent internal audit, the Environment Committee recognised an opportunity to think more digitally. We will be able to reach a wider audience by promoting more online. This addresses the commitments laid out in our Strategic Operating Plan. We will be able to keep a	We already try and make meetings paperless, this just hasn't been formalised and embedded. We have already recognised and have a desire to do more work digitally. Marketing have already reduced their printing expenditure by approximately 50% and this could be improved further with support from other	Summer 2025 – 10% reduction in amount of paper purchased. Spring 2025 – where possible, all processes will be	Digital and Comms Manager, Head of Membership Engagement, Head of Finance, Chief Executive	In progress

	<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>	decrease in printing.	better record of information as it will all be kept online.	teams thinking about their activity promotion.	carried out digitally.		
3. Improving awareness of sustainable food options	<p>1. All RSU 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. Increase promotions that encourage students to try out these options.</p>	All RSU meetings will serve vegetarian and vegan food as the default option to decrease the meat products we provide. Maintain the number of vegetarian and vegan options we currently offer.	This will provide students and staff with a choice to be more sustainable in our venue. This addresses the commitments laid out in our Strategic Operating Plan.	We have a new Catering Manager as well as UP! Barista so it is an appropriate time to reassess menus and catering provision incorporating sustainable choices alongside their ideas. The number of vegetarian and vegan options have increased but we could embed these more in our culture and ethos.	Summer 2025	Catering Manager, Head of Commercial, SU President, E&E Officer	In progress
4. Increase our sources of renewable energy and/or decrease our electricity usage	<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. Identify energy saving methods throughout the building</p>	<p>1 new source of renewable energy.</p> <p>Decrease electricity usage by 10%</p>	This addresses the commitments laid out in our Strategic Operating Plan and aligns us with the University's policies and commitments.	Solar panels have been added to the roof and though the refurbishment, work has been done to save energy. More can be done in our other buildings e.g. the Lounge and Nursery however.	Spring 2026	Head of Commercial, Estates Manager, SU President, E&E Officer	In progress
5. Increase our involvement with sustainable community initiatives	<p>1. Continue to encourage our sports clubs and societies to run and take part in sustainable initiatives.</p> <p>2. RSU to actively get involved and promote more initiatives.</p>	Support or create 3 more community initiatives	<p>Students will have more sustainable awareness.</p> <p>Our sports and societies have already organised their own clothes swaps, river clean ups and litter picks but we want to expand on this and create a wider provision for them to be involved in</p>	We will work closely with the university who have their student local guides and a community engagement team who work to find and promote these opportunities. We will also embed sustainability within the community engagement framework to work alongside the University's initiatives.	Summer 2025	SU President, Senior Student Community Coordinator, Activities Manager, Activities and Opportunities Officer	In progress

6. Increase the number of students applying for funding to run sustainable projects	1. At the beginning of the academic year students will be able to apply for funding to run sustainable projects and initiatives. 2. This will be widely promoted to all students and encouraged so they are aware of the opportunity.	5 applications from students, reps or committees to fund sustainable projects.	This addresses the commitments laid out in our Strategic Operating plan. Students are empowered to run their own initiatives, increasing engagement and improving awareness but primarily ensuring our activities are student led.	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.	Autumn 2026	SU President, Events and Belonging Coordinator, Activities Manager, Activities and Opportunities Officer	Not started
7. Reduce our waste	1. Ensure there are enough bins in the venue so staff and students can appropriately dispose of food waste and recycling. 2. Review ways in which we can reduce packaging by changing what we purchase. 3. 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. 4. Provide clear and labelled signage on the bins 5. Be explicit with what is or isn't allowed on Welcome Fair stalls to reduce waste and cross-contamination of waste.	Reduce waste by 10%	This addresses the commitments laid out in our Strategic Operating Plan. Students are educated on correct ways to dispose of waste and become more sustainably aware.	We have become aware of a lack of recycling and sorting of waste from both our students/customers but also the cleaning team. We provide a range of bins, although there could be more of them and not all are student and staff facing e.g. the only food waste bin is in the kitchen or staff room. The above issues could both be rectified easily and so will be out first next steps.	Summer 2025 Autumn 2025 (Welcome Fairs only)	Head of Commercial, Operations Manager, Estates Manager, Activities Manager	In progress
8. Increase the number of Presidential candidates mentioning sustainability in their manifesto	1. The RSU President is responsible for taking a lead on sustainability and this is clearly outlined in their job description. 2. There are multiple aspects to the remit but sustainability could be seen as an integral one. 3. An Officer is mandated to complete their manifesto throughout their year in office.	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 Reading SU with the SU President leading by example.	The SU President will start chairing Sustainability and Ethics Committee as of Autumn 2024 so it is a great time to focus on sustainability within their role and start encouraging future candidates to do the same.	March 2026	SU President, Representation Manager, Democracy Coordinator	In progress