

# Decisions on score allocation made by People & Planet

**All:** 0 points awarded if incorrect documents attached.

**All:** 0 points are awarded where insufficient evidence is provided

## Management & Policy

### 1. Environmental Policy (6 points)

**1 a) Does your institution have a publicly available environmental policy published in the last five years?**

*0 Points:*

- Complying with environmental legislation is insufficient.
- No points awarded if policy is draft version.
- If not publicly available through simple searches.
- If published before April 2005 and not updated/signed off since
- If not signed off/approved by 28<sup>th</sup> April 2010 (ie. Green League submission deadline)

**1 b) Has the environmental policy been reported on since 1 April 2009?**

*Points:*

- Points can be awarded even if a university has a draft policy as long as they have a clearly laid out future reporting structure.
- Points awarded if policy is reviewed annually.

*0 Points:*

- If policy is currently being reviewed/drafted, the assumption being that they would be awarded points the following year.
- No points if policy is reviewed every 2 years or more.
- No points if no evidence of reporting or reporting structure provided

**1 c) Does the policy and / or accompanying action plans or separate policies cover the following areas, setting time bound targets for reducing environmental impact? (Waste, Transport, Sustainable Procurement, Water, Construction, Emissions, Community Involvement, Biodiversity)**

*0 Points:*

- No points if don't meet this criteria for each area of environmental impact. By 2010 ALL unis should be setting themselves SMART targets in these key impact areas.
- No points for draft environmental policies.
- No points are awarded if policy or action plans don't currently exist. We do not count creation of a policy as a timebound target.
- No points if policy/action plan does not include time bound targets or actions/activities
- Procurement policy must cover general purchasing and not a single entity (eg. paper) – must show clear evidence that there are plans to take action, reduce

environmental impacts of procurements – more lenient on these being time-bound or not.

- For construction and refurbishment – having targets is not necessary –eg. a target for ALL new buildings to reach a certain BREEAM standard is acceptable.

## **All**

We have been more rigorous and stricter than ever before. A genuine statement of intent is no longer valid. Concrete plans and detailed action points are needed. Unless a university can clearly demonstrate SMART targets in each area, no points have been awarded.

The level of detail required varies with the area. Energy, water and waste require detail and specific action points. With emissions and discharges, community involvement or biodiversity, we have been more lenient as universities that recognise the importance of these areas and have taken some action towards managing their impact should be rewarded. Whereas with energy, water and waste we expect more fully formed and mature action plans.

## **Emissions & Discharges**

If they have conducted an audit and the conclusions tell them that this area is not appropriate then they satisfy this criteria. If they simply say emissions and discharges are not applicable without further explanation they do not.

## **2. Environmental Staff (8 points)**

**2 a) Does the university have any part time staff whose sole job purpose is developing and implementing environmental management plans?**

**2 b) Does the university have any full time staff who have responsibility for some aspect of environmental management (e.g. Travel Plan co-ordinator, Energy Manager etc.)?**

**2 c) Does the university have any full time staff who have environmental management as part of their job purpose alongside other responsibilities (e.g. Health and Safety and Environment Officer)?**

**2 d) Does the university have any full time staff whose sole job purpose is developing and implementing environmental management plans?**

### *0 Points*

- We can not count posts where no job description or related evidence is included.
- For 2 b) and c) no points jobs where environmental management forms less than 50% of JD.
- Assessment based on Job Descriptions, unless other evidence of updated responsibilities is provided.
- No points for Environmental Champions/Eco-reps as points are provided in section 7 for this.
- No points for jobs like janitors, Course Leaders or Vice-Chancellors etc unless job descriptions clearly show over 50% of time spent on developing and implementing environment management plans or systems.

## **Staff engagement**

### *0 Points*

- No points for universities who include sustainability strategy groups as formal schemes.

- No points for schemes that involve students only.
- The involvement of one other member of staff – e.g. A senior manager (e.g. pro vice chancellor) does not count (because we are not asking if someone senior is involved in signing policy off but rather is academic/admin/support staff are involved in implementation).
- Volunteers doing something like sorting recycling, taking bins out etc does not count – it's important it's a formal scheme supported by the university not just ad hoc actions of individuals.

### **3. Environmental Auditing & Management Systems (8 points)**

**3. a) In which of the following areas has the institution audited environmental impacts in the last five years? (Waste, Transport, Sustainable Procurement, Water, Construction, Emissions, Community Involvement, Biodiversity)**

*0 Points:*

- No points awarded for documents failing to include baseline figures.
- No points awarded if document is not comprehensive they Don't get points – as an audit should look at ALL impacts N.B. This Doesn't stop them getting points for 3b) – e.g they get points if they've reviewed their waste management even if they don't have a comprehensive environmental audit.
- Audit doesn't have to cover every square inch of campus but if it is not of whole campus then it must clearly demonstrate that the impact in that area are being effectively monitored and managed.

**3. b) Is your institution part of an external environmental management system (e.g. ISO14001, Ecocampus, EMAS etc.)?**

*0 Points:*

- Institutions who are applying be part of an external environmental management system do NOT get points.
- Only 'schemes' that are credited as being external environmental management systems are awarded points. Need to see certificates
- Only those EMS in the scoring grid can receive points.
- For EMAS and ISO14001 no points unless full certification achieved.

### **4. Ethical Investment (4 points)**

**4 a) Does the institution have a publicly available ethical investment policy published in the last five years?**

*0 Points:*

- An ethical investment policy should be comprehensive, so if a university just says it won't take money off a particular industry (e.g tobacco industry) this doesn't count.
- No points awarded for universities who included limited information within an existing investment Policy.
- If they say they don't invest (and therefore they don't need an ethical investment policy) they don't get any points.
- We do not agree with ALL definitions of ethical investment – sustainable

procurement (e.g buying products and services) does not count, a policy that does not commit a university to going beyond financial incentives (i.e. unis who will only invest ethically if there's no price difference) do not count.

#### **4. b) Is the ethical investment policy reported on annually?**

*0 Points:*

- No points for failure to include minutes of reports or other proof describing how the policy is reported on.

#### **4 c) Are there ongoing opportunities for staff, students and other stakeholders to engage with the ethical investment policy?**

*0 Points:*

- No points for failure to include minutes of reports or other proof describing how stakeholders engage with the policy.

#### **4 d) Has your university taken investment action on ethical grounds?**

*0 Points:*

- No points for failure to include minutes of meetings or proof of action.

#### **4 e) Does your ethical investment policy or other investment documents make specific reference to taking action due to environmental concerns?**

People & Planet questions ethical investment with relation to issues relating broadly to sustainability and development. These include human rights, environmental destruction and the manufacture of arms. Therefore;

*0 Points:*

- No points awarded for universities who include only tobacco as ethical investment grounds.
- No points for failure to include minutes of meetings or proof of divestment in shares.
- No points for change of bank account unless they have answered who they bank with in the non-scoring questions and they bank with RBS/Natwest.

### **5. Carbon Management (8 points)**

#### **5 a) Does the institution have a publicly available carbon management plan with a time bound carbon reduction target with a baseline that includes direct energy use?**

*0 Points:*

- A carbon management programme is NOT a baseline environmental review – and if they don't give a description they don't get points.
- If they are just an energy plan.
- If they do not have an implementation strategy.

*2 Points:*

- Only Carbon management plans with timebound targets are accepted.
- Need to be officially signed off or publicly available.
- Need to contain information on baseline and scope.

#### **5. b) What are your institutions short term and long term, CO2 reduction targets? Please**

**include baseline year?**

*Points:*

- Points can be awarded if no CMP exists. This needs to be referenced, however, in a previous environmental policy or similar document.
- 0 points – If targets equate to 0 – 1.9% annual reductions

*Points:*

- 1 point – 2 – 3.4%
- 2 points – 3.5 - 5%
- 3 points – Over 5%

**5 d) Does the carbon management plan include procurement in the baseline?**

*0 Points:*

- Procurement emissions needs to be included in CMP baseline and not just a review of procurement carried out.
- 0 points for Carbon Management Plan that is still being developed.

**5 e) Does the carbon management plan include staff and student business trips in the baseline?**

*0 Points:*

- Staff and student travel needs to be included in CMP and not just referenced in an independent travel plan.
- 0 points for Carbon Management Plan that is still being developed.

**5 f) Does the carbon management plan include staff and student commuting to university on a daily basis in the baseline?**

*0 Points:*

- Staff and student travel needs to be included in CMP and not just referenced in an independent travel plan.
- 0 points for Carbon Management Plan that is still being developed.

**5 g) Does the carbon management plan include carbon emissions associated with the travel between students' homes and the university at the start and end of term in the baseline (including international students travel to and from their home country)?**

*0 Points:*

- Staff AND student travel needs to be included in CMP baseline against which targets are set and not just referenced in an independent travel plan or being measured.
- 0 points for Carbon Management Plan that is still being developed.

## 6. Sustainable Procurement and Fairtrade (3 points)

### 6. Is the university Fairtrade accredited?

Yes: 1.5 points if confirmed by Fairtrade Foundation

No: 0 points

a) Does your institution have a publicly available sustainable food policy, published in last 5 years

b) Has the sustainable food policy been reported on since 1 April 2009?

c) Is over 50% of your catering outsourced?

If Yes

• Are the following built into catering contracts?:

1. Sustainable operations specifications (e.g. waste management, energy reduction etc.)

2. Sustainable procurement specifications (e.g. seasonality, sustainable fish etc.)

• How many months is it since these were monitored

0.5 points, assessed by sustainable food policy experts Sustain: the alliance for better food and farming

### 6 d-1

- Working towards [Soil Association Food for Life](#) catering mark
- 75% of dishes are freshly prepared
- Menus are seasonal
- A range of local and organic food is served
- No fish is served from MCS 'fish to avoid' list
- At least 30% of ingredients are organic or MSC certified
- At least 50% of ingredients are locally sourced
- Non-meat dishes are being promoted as part of a balanced, climate-friendly diet
- Removal of bottled water for sale

0 Points

- If not all evidence requested was provided to back up 'yes' answers
- If Soil Association has not confirmed a university is working towards Food for Life accreditation.

1 point

- If institution does two or more of the above with clear evidence provided

## 7. Student and Staff Engagement (3 points)

0 points if doing none or only one of the below

1 point if doing 2-3 of the below

2 points if doing 4-6 the below.

3 points if doing 7 or more of the below:

1. Students' Union or Students' Association associated with the institution has achieved a Bronze standard, Silver standard or Gold Award in this year's Sound Impact Environmental Awards (if not affiliated with NUS, evidence of similar environmental initiatives within union will be required).
2. University supports an annual [Go Green Week](#) or Environment Week
3. Staff engagement scheme - such as [Green Impact](#) or departmental eco-champions
4. Interhalls energy saving competitions (eg. [Student Switch Off](#))
5. Interhalls recycling competitions
6. Student representation on all university committees concerned with estates,

planning, finance and resource allocation.

7. Awareness-raising campaigns that reach all students and staff

8. All staff inductions cover sustainability policy and issues

9. The university makes use of student involvement (e.g. course work or volunteering) in sustainability projects.

10. Availability of funds for student or staff-led sustainability projects

11. Oversight and involvement of students and staff in development and monitoring of Carbon Management Plan.

12. Provision of land for student / staff food-growing projects

0 points

- If appropriate evidence requested not attached or provided