

Sustainability Action Plan 2023

This action plan sits alongside the Sustainability Strategy and should be reviewed on a biannual basis.

Colour codes:

Achieved	On-track	Further work needed	Off track
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1. Governance

	Objectives	Actions	Status
1	Write a Sustainability Strategy and get Executive Committee approval on the strategy	<ul style="list-style-type: none"> Bring to Biodiversity and Climate Committee for approval TT23 Take to Executive Committee for approval TT23 Publish on the website 	Complete by end of TT23
2	Set out an Action plan with targets and objectives to help us work towards reducing our carbon	<ul style="list-style-type: none"> Bring to Biodiversity and Climate Committee for approval TT23 Take to Executive committee for approval TT23 Review annually by Biodiversity and Climate Committee and Executive Committee 	Complete by end of TT23 (subject to review)
3	Agree the governance structure and oversight of Environmental and Sustainability matters	<ul style="list-style-type: none"> Detailed in the Sustainability Strategy paper 	Complete by mid TT23
	Monitoring Progress and Sharing Progress		
4	Develop an annual Biodiversity and Sustainability report	<ul style="list-style-type: none"> Bring the report to Executive Committee and then Governing Body Publish the report on our website 	By end of 2023

5	Develop a system to monitor progress on the website	<ul style="list-style-type: none">• Publish on website	By end of 2023
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Progress

A draft strategy has been written and will be taken to Biodiversity and Climate committee in TT23 for approval. Once approved by the committee, it will be referred up to Executive Committee and then to Governing Body.

Challenges

To achieve our aims, we will need to think about how to fit sustainability into our budgets and finances and the culture within College. In particular we need to think about how we engage all members of the College to change their habits and think about their carbon output, specifically with heating, lights and energy use.

2. Finances and Investment

	Objectives	Actions	Status
1	Review College investment policies and look at divestment	Update website	Complete
2	During the annual budget discussions, make sure sustainability projects are considered	Budget holders informed	Mid TT2023
	Engage with alumni and donors		
3	Raise funds for sustainability related projects	Working with Development Director to set a target and identifying interested alumni	By end of 2023
4	Include sustainability in JCR and MCR fund raising/ community work	Collaborate with JCR and MCR	By MT2023
5	Engage alumni through Floreat Domus	JCR and MCR Environmental reps to write annual article with pictures	By MT2023

Progress

Balliol started divesting in 2020

Challenges

Getting alumni funding will need to be discussed with the Development Team and feasibility looked at.

3. Estates

	Objectives	Actions	Status
1	Look at increasing renewable energy	Look at producing a logical decarbonisation plan including options for renewable energy	By TT24
2	Reduce energy consumption	<ul style="list-style-type: none"> • Produce dashboard data to show usage • Change to LED lights • Complete trial of two Jowett Towers using remotely controlled radiator valves • Work towards changing all radiators to remotely controlled valves to enable heating control in all rooms • Work with JCR and MCR on educating all students on how to reduce energy waste • Look at roof installation and similar to contain heat and reduce energy wastage 	Ongoing, some of this work has already started

Waste			
	Objectives	Actions	Status
1.	Increase recycling	Remind students and staff annually about recycling bins in rooms and offices	Complete and ongoing
2.	Reduce food waste	Make sure students are aware of the food waste bins in their rooms Continue to monitor food waste and keep looking at the data	Complete and ongoing
3.	Reduce wastage in other areas	<ul style="list-style-type: none"> • Install water taps for bottle refills • Bring in battery recycle points and pen recycle points • Ensure all stationery purchases across the college are either recycled or can be recycled. 	Complete and ongoing
New Developments			
1.	Have a minimum requirement of 25% Biodiversity Net Gain on new developments	Specification for future feasibility studies	TBC
2.	Require all new builds to meet Passivehaus rating/criteria https://www.passivhaustrust.org.uk	Specification for future feasibility studies	In-line with University policy
Land and Biodiversity			
1.	Complete a biodiversity baseline audit and perform biennial audits	Complete first baseline audit	Completed 2021
2.	Increase biodiversity rich areas	Include an agenda item in Gardens Committee each meeting to ensure proper thought is continually given to increasing biodiversity - increase pollinator-friendly areas by 20%	TT23
3.	Install bird feeders, swift boxes, hedgehog houses, insect hotels, log piles	10% year-on-year increase Join Oxford Plan Bee	TT23

Progress

The JCR has already purchased swift boxes and hedgehog houses in 2022 and plans to purchase bird feeders in 2023.

Challenges

Some of these changes need funds which are limited.

4. Catering, Conferencing and Events

	Objectives	Actions	Status
1.	Identify, record and report the annual carbon and biodiversity impact of food	Produce first report for Governing Body	TT24
2.	Reduce carbon emissions from food	Reduce % of meat consumption Reduce % of beef provision Reduce % of cheese, chocolate and coffee Work with Zoology researchers on sustainable food	Report in MT23
3.	Improve uptake of low-carbon food options	Introduce 'low carbon' meals Develop a system to measure and display the impacts of meal choices Position the vegetarian options first and change the booking system so that everyone has to put a dietary requirement rather than meat being seen as the standard option. Work with suppliers to find the provenance of the food	HT24 HT24 Complete Ongoing
4.	Look at food travel miles	Work with suppliers and researchers to establish if locally sourced food is better for the environment or whether other factors play a part Investigate possibility of herb garden on the main site	On-going - report HT24 MT23
5.	Look at our accommodation during conferencing and how often we wash bedding, towels	Create a document for guests explaining what we do and why	TT23

Progress

We already offer vegan and vegetarian options at all meals and they are placed first in the servery.

The Executive Chef has been working with researchers in Zoology who are looking at the carbon impact of food and working with FoodQuad who supply our food.

Challenges

External conferences regularly choose beef as the top menu choice and changing that could impact our revenue.

5. Procurement and Resources

	Objective	Actions	Status
1.	Ensure all procurement decisions advance overarching goals	Develop a Green Procurement Policy Develop a Green code of conduct for our suppliers to adhere to.	By TT24 By TT24

Challenges

We may be contractually-bound to some obligations which limit our options.

6. Transport and Travel

	Understanding the impact of travel within the College Community		
	Objectives	Actions	Status
1.	Identify how much air travel the College is responsible for.	<p>Measure essential air travel</p> <p>Measure discretionary air travel</p> <p>Identify ways of reducing air travel that does not contribute to College core aims and priorities</p> <p>Think of a list of nudges which could be published for individuals to consider</p>	TBC
2.	Develop capability for virtual participation at conferences	<p>Upgrade College conference facilities</p> <p>Make sure the College has AV support available</p>	On-going
3.	Review conditions for travel grants	<p>Provide incentives for green travel</p> <p>Help provide alternative options for travel</p>	TBC
4.	Provide access to accommodation to international students over the vacation period to prevent the need for long haul flights		
5.	Encourage and enable flexible working from home	Introduce a flexible working policy	Complete

6.	Reduce car use - particular in Oxford city centre	Encourage use of the cycle scheme whereby staff can purchase bikes Make a sustainable transport option pack for new staff Reduce the number of staff car parking spaces on site and encourage use of Park & Rides	On-going
7.	Switch College van to electric	Install EV charging point	Complete

Progress

We have already reduced our car parking spaces for staff and have a bus and train ticket scheme in place.

We switched the College van to electric a couple of years ago and purposefully moved to renting the van so we could exchange for the latest EV version.

Challenges

Conferences are a key part of academia and provide networking experience

Some of our student grants that include travel may be to places that are difficult to get to without flying.

7. Community

	Objectives	Actions	Status
8.	Recruit staff with positive attitudes to our environment goals. Ensure students are aware of their environmental responsibility	Include a phrase in all job descriptions and the accommodation contract to ensure everyone has a level of responsibility	TT23
9.	Environmental nudges	With full involvement from the JCR and MCR, produce regular communication updates promoting positive changes and encouraging further change	TT23

	Objectives	Actions	Status
10.	Host College seminars and events with speakers but make them engaging to wide community including staff	Continue to take part in Green Action week but develop a more regular event plan	On-going
11.	Include an environmental workshop in Freshers' week	JCR/MCR to develop workshop with College assistance	TBC
12.	Engage with our alumni who are working in environmental-related roles or show an interest in sustainability	Work with the Development Office	MT23

Progress

We took part in Green Action Week and organised an event, the JCR also organised some events to engage students.

Challenges

The amount of work necessary to identify our alumni

Attendance at environmental events can be low so strategic promotion should be thought about when organising any such event.