Sustainanility Development Model
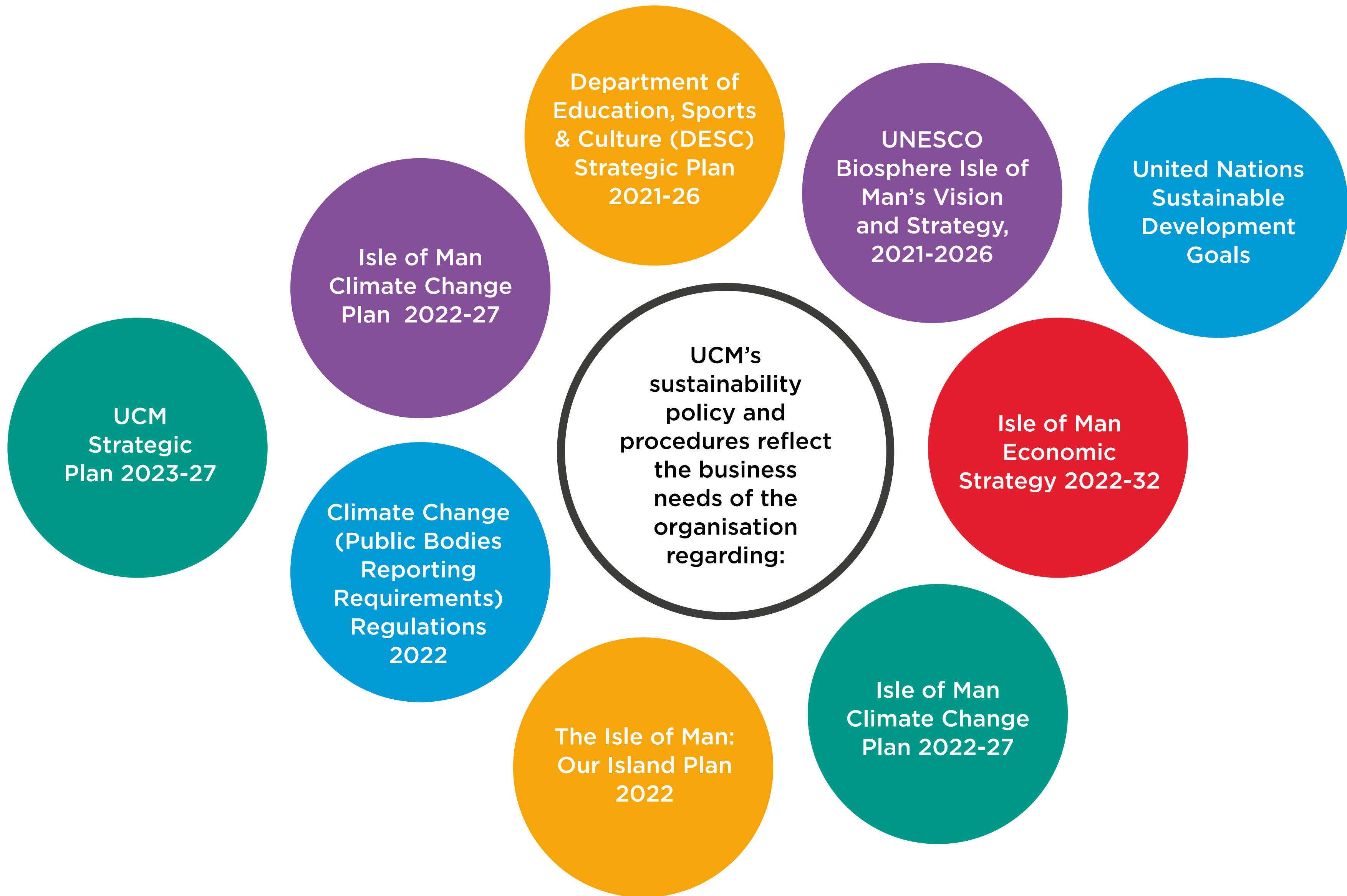
2023

1. Strategic Statement: Introduction

University College Isle of Man (UCM) is committed to safeguarding our planet's non-renewable and increasingly scarce resources and recognises our need to become more sustainable as the world faces environmental, social and economic challenges.

This commitment requires environmentally responsible practice in all that we do. Further, as one of the largest education providers on the Isle of Man, we are endeavouring to provide leadership in terms of effective environmental practices in all our operations and activities, and by acting as a catalyst for others to do so, through our courses, research and enterprise activities.

UCM also has responsibilities under the Climate Change Act 2021.

Section 21 of the Climate Change Act 2021, sets out the duties of public bodies and UCM, whilst performing its duties, must act in the way that it considers best to contribute to:

1. A public body, in performing its duties, must act in the way that it considers best to contribute to —
    (a) the meeting of the net zero emissions target by the net zero emissions target year;
    (b) the meeting of any interim target;
    (c) supporting the just transition principles and the climate justice principle;
    (d) sustainable development, including the achievement of the United Nations' sustainable development goals; and
    (e) protecting and enhancing biodiversity, ecosystems and ecosystem services.

UCM's sustainability policy and procedures reflect the business needs of the organisation regarding:

- Department of Education, Sports & Culture (DESC) Strategic Plan 2021-26
- UNESCO Biosphere Isle of Man's Vision and Strategy, 2021-2026
- United Nations Sustainable Development Goals
- Isle of Man Climate Change Plan 2022-27
- UCM Strategic Plan 2023-27
- Climate Change (Public Bodies Reporting Requirements) Regulations 2022
- Isle of Man Economic Strategy 2022-32
- The Isle of Man: Our Island Plan 2022
- Isle of Man Climate Change Plan 2022-27

To support our commitment to this crucial area of social and civic responsibility the following strategic aim, policy and procedure have been adopted by UCM.

WHAT SUSTAINABILITY MEANS TO UCM

"Sustainable development means that when meeting the needs of the present, we do not compromise the ability of future generations to meet their own needs. So being sustainable is about everything we do – we want to reduce our carbon footprint, use resources carefully, reuse and recycle."

2. Purpose & Scope of the Policy

UCM's Sustainability Development policy and procedures are to provide a realistic but sufficiently demanding strategic focus, decision-making guidance and an agreed and empowering language in our quest to become sustainable.

We aim to:
- operate facilities and activities with minimum impact on the environment
- empower students and staff to be sustainable in their careers and lives
- contribute to knowledge transfer and research that assists our Island to be sustainable.

UCM will ask when making any decision:
1. Can we do this more sustainably?
2. What can we do to make this activity more sustainably positive?

This will be undertaken by completing the DESC's Interim Climate Change Impact Assessment.

UCM's sustainability model is based on five key themes:

Leadership, Staff & Governance **Learning, Research & Students** **Estates & Operations** **Partnerships & Engagement** **Shared Task Activities**

Theme		Purpose
LEADERSHIP, STAFF AND GOVERNANCE (LSG):	Responsibility for: The sustainability development model, delivery plan, key performance indicators, monitoring & compliance, emerging sustainability issues, providing support for the key theme workgroups and providing resources. Authorising internal and external communications including any items that are deemed as noteworthy by each workgroup.	**ENABLES**
LEARNING, RESEARCH AND STUDENTS (LRS):	Responsibility for: Embedding sustainability and enabling students and staff to contribute towards sustainability. Through education/training for staff CPD and student activities/programmes/tutorials. Engaging students and staff in research projects that complement the sustainability development model.	**EMPOWERS**
ESTATES & OPERATIONS (E&O):	Responsibility for: A sustainability-resistant college, through identifying UCM's carbon footprint, identifying emissions and developing waste reduction strategies.	**EVOLVES**
PARTNERSHIPS AND ENGAGEMENT (P&E):	Responsibility for: Developing, fostering and promoting a culture of sustainability internally and externally. Interfacing with the local community, public and businesses, establishing links with contractors/suppliers that promote sustainability through their activities. Lead on all internal and external communication around UCM's sustainability development model.	**ENCOURAGES**
SHARED TEAM ACTIVITIES (STA):	Responsibility for: Contributing towards the data collection activities across the sustainability development model. Through the collaboration between the heads of each key theme and preparing standardised reporting methods for the workgroups. Provides a framework that examines UCM's progress through the model's life cycle.	**ENSURES**

3. Statement of Procedure

3.1   SUSTAINABILITY DEVELOPMENT MODEL KEY THEME & ACTIVITIES AND ROADMAP

3.1.1 Each theme has a set of key activities that have been established and identified by UCM as a priority in the Sustainability Development Model: 2023-27 Key Themes & Activities (Ref. 11.04).

3.1.2 The roadmap, Sustainability Development Model: 2023-27 Roadmap (Ref. 11.05) is a visual representation of each activity and it presents the activities, during the development plan's life cycle, in a linear format. However, it should be recognised that some activities may be started/achieved before a previous one. This will maintain flexibility in UCM's approach to the delivery of the key activities. Some activities may be out of the control of UCM to achieve at that moment in time, this should be recorded with any outcomes/recommendations noted and fed back to the STA workgroup.

3.1.3 Each activity is to be addressed throughout the life cycle of the current five-year development and delivery plan (Ref. 11.06).

3.2   KEY THEME WORKGROUP & STRUCTURE

3.2.1 Each key theme workgroup will be led by a member of the UCM's Senior Leadership Team (SLT).

3.2.2 The lead of the workgroup is responsible for setting the dates & times of the meetings, the agenda, reviewing the workgroup's structure, producing/reviewing/updating an action plan, preparing a set of challenging and stretching Key Performance Indicators (KPIs) and producing any updates/reports required by the model.

3.2.3 Each workgroup will be made up of permanent members and guests (which may include external representatives) when the agenda would benefit from additional participants.

3.2.4 Key Theme Workgroup Membership (Ref. 11.02), outlines the permanent and guest membership of each key theme workgroup.

3.2.5 Members should provide a substitute if they cannot make a meeting.

3.3   ACTION PLANS

3.3.1 Each workgroup will develop an action plan for its theme. The format for this action plan is provided by the lead for LSG (Ref. 11.07.1 to 11.07.5).

3.3.2 The workgroup action plan must also include a set of actions that incorporates the STA key activities.

3.3.3 Section One of the action plan will have the workgroup's key activities. This part of the action plan is a standardised fixed format so that the information can be uploaded to the UCM's SDM: Summary Action Plan (Ref. 11.07).

3.3.4 The action plans are devised, updated and reported to the STA by the lead of each workgroup at end of each half-term academic term.

3.3.5 The workgroup should highlight any actions/progress/success that they wish to be shared and whether this is for internal/ external communication.

3.3.6 The STA action plan will be coordinated by the Vice Principal: Students & Environments.

3.3.7 The lead of each key theme will provide a more detailed report than contained in 3.3.4, when required, which may be written or verbal for the STA meetings depending upon the agenda.

3.3.8 The STA lead will summarise all the data for updating the Leadership, Staff & Governance workgroup with progress/issues around activities of all workgroups. This will include any findings/recommendations.

3.3.9 The LSG workgroup is responsible for producing a report that identifies each theme and the progress towards achieving the model's key activities and a narrative suitable to the audience of the report.

3.4 KEY PERFORMANCE INDICATORS (KPIS)

3.4.1 Each workgroup will establish and develop its own KPIs (Ref.11.08).

3.4.2 These KPIs will be sent to the LSG for approval.

3.4.3 The LSG workgroup will determine UCM's overall KPIs for the sustainability model and feedback to the workgroup leads.

3.4.4 All workgroup leads will need to submit written reports to the STA when requested and at a minimum of once per term.

3.4.5 The STA workgroup will analyse the KPIs as per 3.3.8.

3.4.6 The LSG will report this information as per 3.3.9.

3.5 MONITORING

3.5.1 SLT will monitor the progress of the sustainability model and provide feedback to the workgroups and Governors.

3.5.2 UCM will complete any reports required by DESC and/or the Climate Change Act.

3.5.3 SLT will review the progress and provide an annual report to UCM's Governors and produce a public document for sharing with students, staff and DESC.

3.5.4 Version history will be applied to all relevant working documents.

3.6 DATA PROTECTION

It should be noted that data will be held in accordance with the Department of Education, Sport and Culture (DESC) Data Protection Policy. The data storage is subject to the UCM Data Retention Schedule. Both these documents can be found: GDPR Documents

4. Definitions

Reference	Definition
DESC	Department of Education, Sports & Culture
LSG	Leadership, Staff and Governance
LRS	Learning, Research and Students
E&O	Estates & Operations
P&E	Partnerships and Engagement
STA	Shared Team Activities
SLT	UCM's Senior Leadership Team
SDM	Sustainable Development Plan
KPIs	Key Performance Indicators
GDPR	General Data Protection Regulations – Isle of Man Data Protection Act 2018