



# Sustainability Leadership Scorecard User Guide



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# 1. Purpose

The purpose of the Sustainability Leadership Scorecard (SLS) is to measure the sustainability performance within higher and further education institutions and provide a framework for continued sustainability effort. This can then be used to drive innovation and encourage knowledge transfer within the sector.

# 2. Structure

The SLS comprises 18 standard frameworks developed to address current and emerging sustainability themes. Frameworks are grouped within four priority areas. Each framework is made up of 8 activities and scoring is given at an activity level. All scoring is based on a 0 to 4 scale.

## The four priority areas:



### 3. Who can have access?

Any member from AUDE or EAUC can access SLS as part of their membership, at no additional cost. Please email [info@sustainabilityleadershipscorecard.org.uk](mailto:info@sustainabilityleadershipscorecard.org.uk) if you have questions.

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### 4. How to login

Visit [www.sustainabilityleadershipscorecard.org.uk/#!/login](http://www.sustainabilityleadershipscorecard.org.uk/#!/login) and you will be prompted from there.

### 5. I've forgotten my password

Visit [www.sustainabilityleadershipscorecard.org.uk/#!/login](http://www.sustainabilityleadershipscorecard.org.uk/#!/login) and use the forgotten password function or email [info@sustainabilityleadershipscorecard.org.uk](mailto:info@sustainabilityleadershipscorecard.org.uk)

### 6. General contact details

For any questions on the SLS tool or access please email [info@sustainabilityleadershipscorecard.org.uk](mailto:info@sustainabilityleadershipscorecard.org.uk)



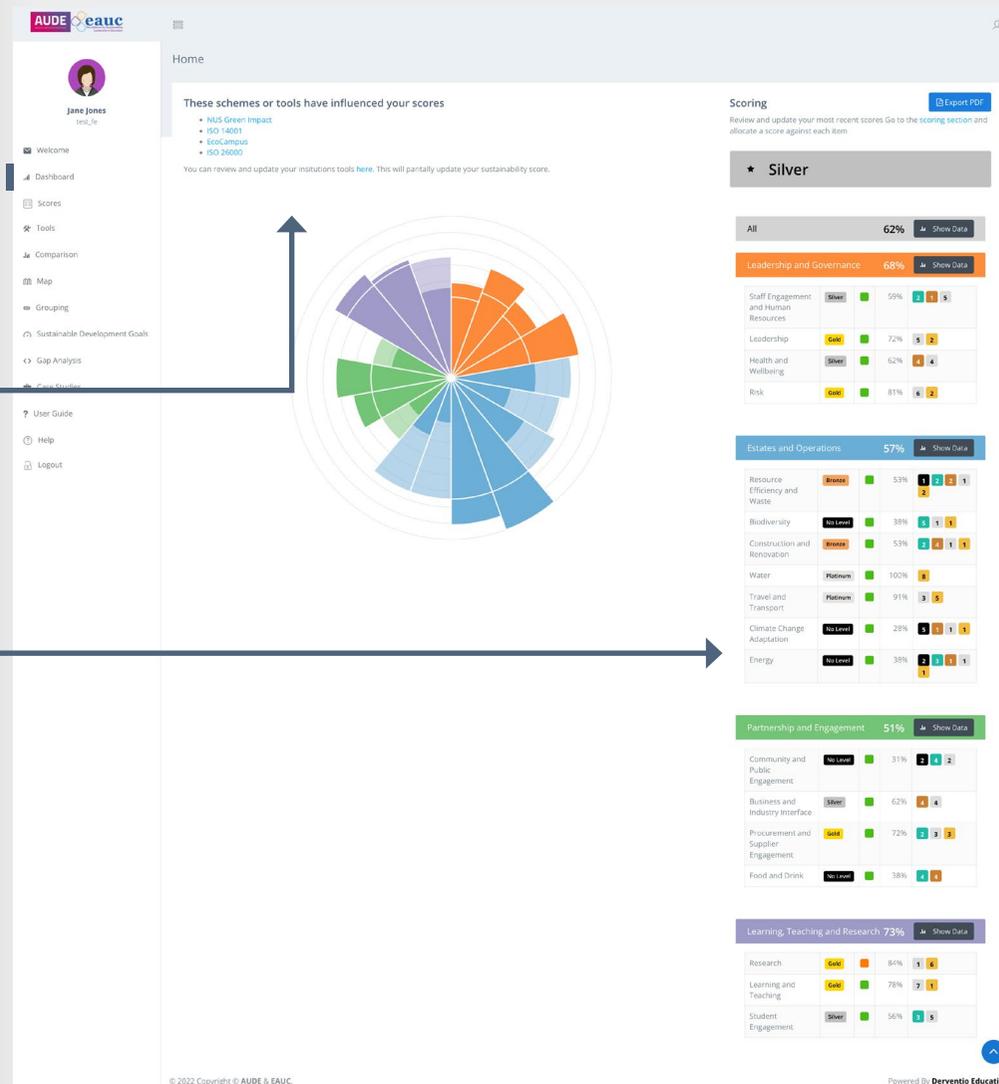
## 7. What does the dashboard contain?

When you login, the dashboard will display your organisations current score. This is based on previously inputted data from your organisation and/or through the automated upload of the HESA estates management data.

The first chart you see displays current scores against all four frameworks against the targets your organisation has set.

You will see a list of other schemes or tools that have influenced your score at the top of the page.

Click on a specific framework to view the related charts.



## 8. How is our score influenced?

Your score can be influenced by other scheme or tools you use. To select these visit the section on **other tools**. Once you select the relevant tools, your score is automatically updated and you can see the list of those applied on the dashboard page.

## 9. Who can input data into the SLS tool?

Anyone within your organisation can input and update your score.

## 10. How often can I update my score?

Ideally, each organisation should update their score at least annually before February. This allows AUDE and EAUC to include your scores in their annual report.

The screenshot shows the AUDE & EAUC SLS tool dashboard. On the left is a navigation menu with options like Welcome, Dashboard, Scores, Tools, Comparison, Map, Grouping, Sustainable Development Goals, Gap Analysis, Case Studies, User Guide, Help, and Logout. The main area is titled 'Tools' and contains a table of accreditation tools. A 'Save Tools' button is located at the top right of the tools section. To the right of the tools table is the 'NUS Green Impact' section, which displays a table with columns for Priority Area, Framework, Group, and Score.

Title	Description
<input checked="" type="checkbox"/> NUS Green Impact	A sustainability accreditation scheme run by the NUS primarily focused on the engagement of students and staff in sustainability action. The mapping in the SLS is based on a NUS Green Impact rating of Good or Very Good being achieved by the Students Union along with other supporting actions.
<input checked="" type="checkbox"/> ISO 14001	An international standard providing guidelines for setting up a comprehensive environmental management system. The mapping in the SLS assumes that the framework is within the scope of ISO 14001. Please refer to the comments in the 'Other Tools Mapping Rationale' text box within the scoring section for further details.
<input checked="" type="checkbox"/> EcoCampus	A UK higher education based environmental management system designed to assist universities in implementing an environmental management system (EMS). The mapping in the SLS is based on a rating of Silver or more.
<input type="checkbox"/> Flexible Framework	The Flexible Framework is a widely used self-assessment mechanism developed by the business-led Sustainable Procurement Task Force, which allows organisations to measure and monitor their progress on sustainable procurement over time. The mapping in the SLS is based on Flexible Framework Level 2 being achieved.
<input type="checkbox"/> NUS Responsible Futures	A NUS tool designed to assist universities in embedding sustainability learning into courses and the curriculum. The mapping in the SLS is based on NUS Responsible Futures being achieved.
<input type="checkbox"/> BREEM	A comprehensive externally audited framework for the design and construction of sustainable buildings. BREEM recognises and reflects the value in higher performing assets across the built environment lifecycle includes BREEM new construction and BREEM refurbishment and fit out. The mapping in the SLS is based on a BREEM 'Very Good' rating being achieved for all new buildings in the last five years.
<input type="checkbox"/> ISO 50001	ISO 50001 offers certification, registration and self-declaration or external confirmation of an organisation's Energy Management System (EnMS). The mapping in the SLS is based on ISO 50001 being implemented.
<input checked="" type="checkbox"/> ISO 26000	An international standard setting out a common approach to social responsibility and sustainable development. The mapping in the SLS assumes that ISO 26000 has been used to inform the relevant policy.
<input type="checkbox"/> Food for Life	A food and drink procurement standard which takes in a wider range of sustainability criteria and utilises standards like Fairtrade as contributing factors. The mapping in the SLS is based on 'Food for Life Served here' being achieved in the majority of the institution's Food outlets.

Priority Area	Framework	Group	Score
Partnership and Engagement	Community and Public Engagement	Action Planning	3
Partnership and Engagement	Community and Public Engagement	Implementation and Performance	3
Leadership and Governance	Staff Engagement and Human Resources	Action Planning	3
Leadership and Governance	Staff Engagement and Human Resources	Measurement	3
Leadership and Governance	Staff Engagement and Human Resources	Communication	3
Leadership and Governance	Staff Engagement and Human Resources	Training and Support	3
Leadership and Governance	Staff Engagement and Human Resources	Implementation and Performance	3
Learning, Teaching and Research	Student Engagement	Action Planning	3
Learning, Teaching and Research	Student Engagement	Measurement	3
Learning, Teaching and Research	Student Engagement	Communication	3
Learning, Teaching and Research	Student Engagement	Implementation and Performance	3
Learning, Teaching and Research	Student Engagement	Link to the Curriculum	3

## 11. What does the tools section contain?

If your organisation already uses tools connected to your sustainability, you can reflect this in the tools section of the SLS. A brief description of each tool is shown if you hover over the question mark symbols. See section 12. For details on how to alter your tools.

## 12. How do I alter the tools we use?

Visit the tools section and select any other sustainability tools or schemes that you use at your institution. The tools and mapped scores will automatically pre-populate the scores in the SLS. A brief description of each tool is shown if you hover over the question mark symbols. Once you update and save the tool options, your overall score will be updated on the dashboard.

For example, if you select NUS Green Impact, a score of 3 will be mapped into the Actions Planning activity of the Community and Public Engagement framework.

The screenshot shows the 'Tools' section of the SLS interface. On the left is a navigation menu with options like Welcome, Dashboard, Scores, Tools, Comparison, Map, Grouping, Sustainable Development Goals, Gap Analysis, Case Studies, User Guide, Help, and Logout. The main area displays a table of tools with columns for Title, Description, and a question mark icon. A 'Save Tools' button is at the top right. A detailed view of 'NUS Green Impact' is shown on the right, with a table mapping Priority Area, Framework, Group, and Score.

Priority Area	Framework	Group	Score
Partnership and Engagement	Community and Public Engagement	Action Planning	3
Partnership and Engagement	Community and Public Engagement	Implementation and Performance	3
Leadership and Governance	Staff Engagement and Human Resources	Action Planning	3
Leadership and Governance	Staff Engagement and Human Resources	Measurement	3
Leadership and Governance	Staff Engagement and Human Resources	Communication	3
Leadership and Governance	Staff Engagement and Human Resources	Training and Support	3
Leadership and Governance	Staff Engagement and Human Resources	Implementation and Performance	3
Learning, Teaching and Research	Student Engagement	Action Planning	3
Learning, Teaching and Research	Student Engagement	Measurement	3
Learning, Teaching and Research	Student Engagement	Communication	3
Learning, Teaching and Research	Student Engagement	Implementation and Performance	3
Learning, Teaching and Research	Student Engagement	Link to the Curriculum	3

## 13. How do I add or change our scores?

Select the area you want to score from the list. This will take you to that framework's scoring page where you can add your scores and targets. Scores are all based on self-assessment and on a 0 to 4 scale.

Select 0, 1, 2, 3 or 4 to give yourself a current score.

To set a target, click into the relevant cell from 0,1,2,3 or 4 in the current target column. In the example below, this account has given itself a current score of 2 (see gold section) and a target of 3 (see blue star).

Use the free text boxes to add an optional narrative relating to your score and/or target.

The screenshot shows the 'Answer' page for the 'Community and Public Engagement' category. The table below represents the data shown in the 'Description' column of the dashboard.

Description	Last Year's Score	Current Score	Last Year's Target	Current Target
0 There is a draft Policy for community and public engagement.		2		
1 There is a Policy for community and public engagement but it is not aligned to the Sustainability Strategy and/or Carbon Management Plan.				
2 There is an aligned Policy for community and public engagement and it is reviewed regularly but there are not clear reporting lines.				3
3 There is an aligned Policy for community and public engagement, reviewed regularly with clear reporting lines but not within the formal management structure.				
4 There is an aligned Policy for community and public engagement, reviewed regularly with clear reporting lines within the formal management structure.				

Below the table, there are two text input fields: 'Score Narrative' and 'Target Narrative'. A blue arrow points from the 'Narrative' field to the 'Narrative' column of the table above.

## 14. How do groupings work?

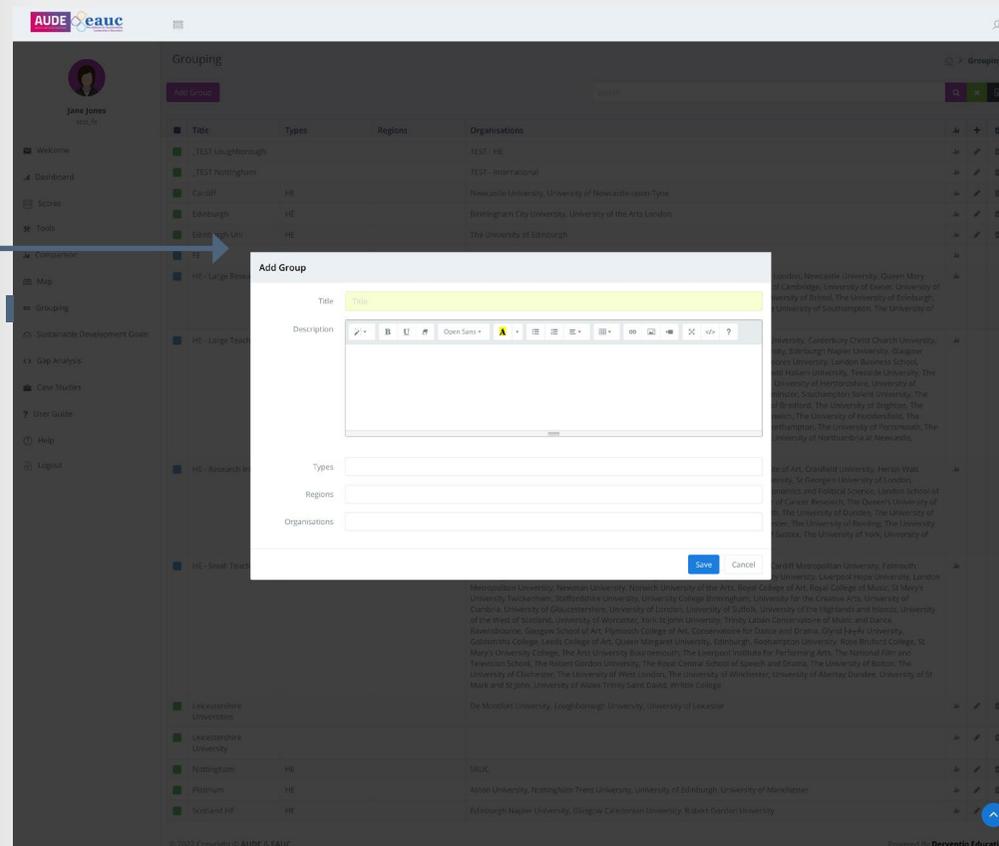
You can create and save peer groups from this section to benchmark against and export reports. Visit section 15. How to set up a peer group.

## 15. How to set up a peer group

Go to Groups and select add group.

Create a title and description. Select from pre-set groups under type or region. Alternatively select individual organisations in the bottom drop down and click save. You can also export, delete or amend groups from this page.

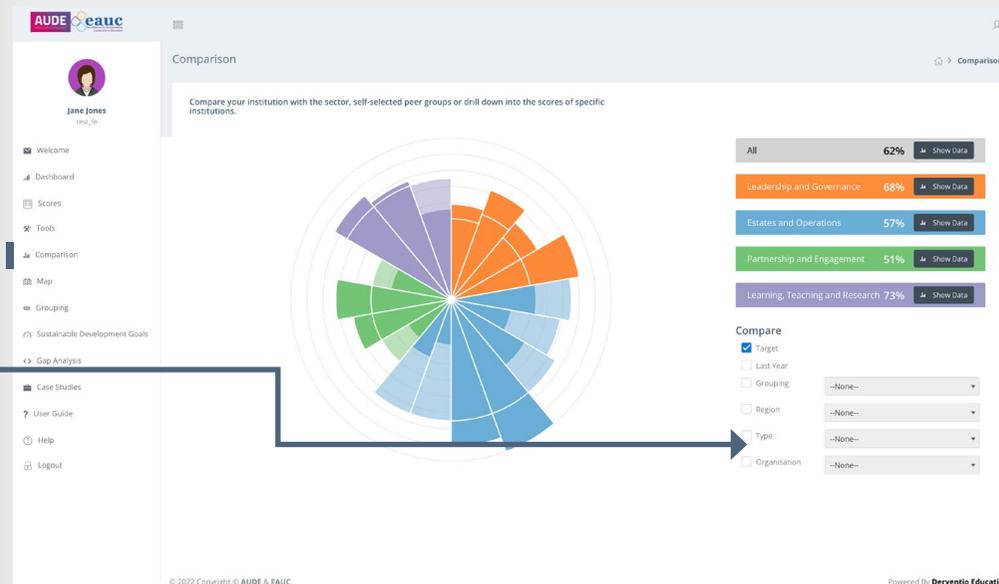
View your organisation against this group in the comparison section.



## 16. How do comparisons work?

The first page on the comparisons section displays all current scores against their target for your organisation. Click on the framework title to drill down

You can compare all scores or scores for a specific framework against last year, a pre-saved group, region or type using the dropdowns.



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# 17. How do sustainable development goals work?

On this page you can assess what impact you are having against each of the SDGs. These are scoped out at a framework-level. Default relationships are set, but you can over-ride them as described on the following page.

For each framework, select the SDGs relevant to your institutions. You do this by selecting from the download list shown here.

Selections are based on a primary, secondary and tertiary level. However you do not have to complete all three levels, if it is not applicable to you. Remember to press 'Save' once you have finished your selections. You can revert back to the default options by pressing 'Reset' and download your options

The potential and actual level of impact your institution is having in each of the 17 SDGs is shown here.

These are based on the mapping you have scoped out and your scoring within the SLS. Impact is indicated on five levels: None, Limited, Medium, High and Significant.

**Sustainable Development Goals**

Each Framework has been mapped against the SDGs with a primary, secondary and tertiary SDG assigned. You can change these to suit your own organisations mapping. You can revert to the default at any time by clicking on Reset.

Priority Area	Framework	SDG Primary	SDG Secondary	SDG Tertiary
Leadership and Governance	Staff Engagement and Human Resources	05: Gender eq	16: Peace, Just	10: Reduce in
Leadership and Governance	Leadership	16: Peace, Jus	17: Partnership	10: Reduce in
Leadership and Governance	Health and Wellbeing	03: Good hea	02: Zero hung	01: No povert
Leadership and Governance	Risk	08: Decent we	09: Industry, in	Not Set
Estates and Operations	Resource Efficiency and Waste	12: Responsib	07: Affordable	06: Clean wet
Estates and Operations	Biodiversity	15: Life on lan	14: Life below	Not Set
Estates and Operations	Construction and Renovation	Not Set	Not Set	Not Set
Estates and Operations	Water	Not Set	Not Set	Not Set
Estates and Operations	Travel and Transport	13: Climate ac	11: Sustainable	09: Industry, I
Estates and Operations	Climate Change Adaptation	13: Climate ac	07: Affordable	Not Set
Estates and Operations	Energy	07: Affordable	13: Climate act	Not Set
Partnership and Engagement	Community and Public Engagement	11: Sustainab	17: Partnership	10: Reduce in
Partnership and Engagement	Business and Industry Interface	09: Industry, I	17: Partnership	Not Set
Partnership and Engagement	Procurement and Supplier Engagement	12: Responsib	10: Reduce ine	Not Set
Partnership and Engagement	Food and Drink	Not Set	Not Set	Not Set
Learning, Teaching and Research	Research	04: Quality Ed	Not Set	Not Set
Learning, Teaching and Research	Learning and Teaching	04: Quality Ed	Not Set	Not Set
Learning, Teaching and Research	Student Engagement	05: Gender ex	08: Decent woi	04: Quality Ed

SDG	Potential	Actual
01: No poverty	Limited Impact	Limited Impact
02: Zero hunger	Limited Impact	Limited Impact
03: Good health and well-being	Medium Impact	Limited Impact
04: Quality Education	Significant Impact	High Impact
05: Gender equality	High Impact	Medium Impact
06: Clean water and sanitation	Limited Impact	Limited Impact
07: Affordable and clean energy	Significant Impact	Medium Impact
08: Decent work and economic growth	High Impact	Medium Impact
09: Industry, innovation and infrastructure	High Impact	High Impact
10: Reduce inequalities	High Impact	Medium Impact
11: Sustainable cities and communities	High Impact	Medium Impact
12: Responsible consumption and production	High Impact	Medium Impact
13: Climate action	Significant Impact	High Impact
14: Life below water	Limited Impact	Limited Impact
15: Life on land	Medium Impact	Limited Impact
16: Peace, justice and strong institutions	High Impact	Medium Impact
17: Partnerships for the goals	High Impact	Medium Impact

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