

'Starting' and 'Stopping' activity – new guidelines/thresholds to use

The below guidelines should be used by individuals and teams to decide whether activity should continue, or new activity should be undertaken. It is not intended as a roadblock to decision making or autonomy. The exception to this is where three or more staff members are involved in a project or if 4 or more 'yes' are true but the activity doesn't work within budget. In these two examples, a relevant member of SMT should be consulted for a final decision.

New Activity:

Theme	Question	Answer (Yes/No)
Strategic alignment	Does it deliver on at least one strategic priority or delivery of an enabling strategy?	
Student impact*	Does it make a measurable positive difference?	
Reach*	Does it benefit enough students or a priority student group?	
Sustainability	Can it be delivered within existing capacity?	
Money	Does it work within budget?	
Duplication	Is it a unique activity, not being done elsewhere?	
Total		

4-5+ 'yes's' required

Existing Activity:

Theme	Question	Answer (Yes/No)
Strategic alignment	Does it deliver on at least one strategic priority or delivery of an enabling strategy?	
Student impact*	Does it make a measurable positive difference?	
Reach*	Does it benefit enough students or a priority student group?	
Sustainability	Can it be delivered within existing capacity?	
	Would not doing the activity free up capacity?	
Money	Does it work within budget?	
Duplication	Is it a unique activity, not being done elsewhere?	
	If the SU stopped, would anybody else do it?	

**There will likely be a direct correlation between impact and reach, that may mean you only get a 'yes' to one of them but should still continue. For example. A wellbeing initiative that has low reach but huge impact to those it does reach would be completely valid, as would an event that has only a low/temporary impact, but 500 people attend.*