



Sustainability Policy & Action Plan 2022-23

Our Environmental Ambition

We are committed to looking at all areas of our activity and to making the greatest strides we can to reduce our carbon footprint, taking steps which are commensurate with the size and scope of our small organisation.

Our action plan outlines the steps we will make in each areas of our activity. In summary we are committed to:

- Awareness – embedding environmental thinking into all facets of our activity.
- Reduction – reducing the environmental impact of our business activities
- Training – supporting our freelancers to develop their knowledge and skills in this area
- Data – collating good quality data that can inform our strategies and initiatives

Our aims for our environmental policy and plan are:

- To clearly track and demonstrate what measures we are taking to diminish our environmental impact, both as an educative tool but also to show that we care about the future of our young audiences.
- To hold ourselves accountable to our funders, in particular Arts Council England, and demonstrate the seriousness with which we address this issue and the lengths to which we are going to make change.
- To support the freelance teams we work with to develop their knowledge, skills, and confidence in developing and following best practice around sustainability, and to bring them on board with our journey.

Key Environmental Impacts of Our Company

We have identified that our activities have the following Key Environmental Impacts:

Office Work

All our freelancers currently work from home when not directly involved in rehearsals, show creation, schools activities, or touring.

A large amount of our activity takes place online and in digital format which has a net impact on electricity consumption. Primary environmental impact is via:

- Web and email hosting (currently all OTH web and email hosted on one server, powered by renewable hydroelectricity; however we use Google Drive for ease of file sharing and editing)
- Video calls (we have a company Zoom account)
- Paper and ink cartridge consumption and disposal (small: scripts, letters)
- Banking

Business Travel

The majority of travel carried out by teams is related to shows. Our Artistic Director and Trustees sometimes also travel to meetings, conferences, to see shows on tour, or to festivals.

Show Production and Arts Engagement Projects

A variety of resources are consumed in the production and creation of shows, including via the making and sourcing of set and costumes, travel and accommodation of the creative team and performers, R&D sessions (usually in schools), and rehearsals.

Touring

The company tours nationally. Touring usually takes place in a diesel van. The performers also travel by train or personal vehicles to and from venues and locations to maximize days off. There is an environmental impact in the overheads relating to the venues where the touring takes place and indeed in the accommodation where the touring team have their overnight stays. Audiences cause an environmental impact by travelling to and from venues to see the show.

We also “tour” digitally, via Zoom.

The primary environmental impacts of all the above are:

- Fossil fuel consumption
- Energy, water and wastewater consumption/generation
- Resource consumption/disposal – wood, paint, cotton, wool, plastic, metals

Data Collection, Reporting and Communication

We are at the start of a journey in assessing our environmental impacts. Good quality data is vital to inform our strategies and initiatives. We want to begin collecting data on:

- Core company activities through data collection and monitoring - travel, office supplies, Zoom calls
- Making and touring our productions

We will embrace learnings and implement in future projects.

Key Environmental Commitments

- Reducing the environmental impact of making and touring shows.
- Reducing the environmental impact of our office work.
- Training core team members and trustees and engaging with freelancers on sustainability issues.
- Ensure environmental impact is a standing agenda item at every trustee meeting.
- Collaborating and partnering with other organisations and individuals to address environmental issues in the arts in Lancashire.

Responsibility for Reviewing Sustainability Policy and Action Plan

The Artistic Director / CEO has responsibility for leading on the Sustainability Policy and Action Plan and for reviewing it in collaboration with the Sustainability Champion on the Board of Directors.

An annual review of the policy and action plan will take place and will be approved by the trustees at their **Spring** meeting

Sustainability Action Plan - 1st April 2022 to 31st March 2023

NB as we are project- funded, much of this work is funding-dependent. We will actively seek funding to make it happen.

Office Work

SMART Objective	How?	Lead	Completed by	Success measure
Begin monitoring office supplies purchases to provide benchmarking.	Analyse all expenditure in this category to assess areas for change.	Project Coordinator	31 Mar 23	Benchmark document created
Begin monitoring video call impact to provide benchmarking	Use Zoom account log and online tools to provide quarterly records of impact Decide whether to track Teams calls (always hosted by another organisation at their request – usually a university)	Project Coordinator with support from Sustainability Champion	31 Dec 22	Quarterly reports for at least two quarters available for discussion at Spring 23 Board meeting
Reduce paper usage / impact	- Assess print quantities used on <i>Curious Investigators</i> -Discuss quantities with venues: assess how much was actually wasted - cost recycled paper marketing -plan spring 23 marketing for less waste	Marketing Manager	31 Jan 23	Benchmark document created assessing how much print and waste was created on <i>Curious Investigators</i> Target for print / wastage and recycled print for CI spring 23 agreed.
Improve sustainability of hosting systems; reduce use of email attachments.	Continue hosting email and website on carbon-free Hetzner server	Artistic Director / Sustainability Champion	28 Feb 23	

	Send files as Google Drive links wherever possible.			
Banking	Investigate green credentials of current banking system, and whether a better option is available and viable.	Project Coordinator	30 Mar 23	Assessment and decision on whether to change ready for spring Board meeting

Business Travel

SMART Objective	How?	Lead	Completed by	Success measure
Assess current business travel whilst continuing to minimise as far as possible	<p>Create simple-to-use system for logging all OTH business travel by type and distance.</p> <p>Teams or Zoom takes priority over meeting face to face; train and bus priority over personal vehicles.</p> <p>Use of cars for business travel only by prior agreement from Producer or Artistic Director, and shared where possible.</p> <p>Ban on UK flights and use train to continental Europe wherever possible.</p>	Sustainability Champion working closely with Project Coordinator	<p>31 Dec 22</p> <p>Ongoing</p>	System is in use and successfully logs all travel Jan - March this financial year, providing benchmark for next year's plan.

Show Production & Touring

SMART Objective	How?	Lead	Completed by	Success measure

Create benchmarking document for <i>Curious Investigators</i>	Use Theatre Green Book to assess in which areas we achieved “Basic” or “Intermediate” status, and which areas would be new to us. Assess budget impact of areas to change. Aim for “Basic” status next time. Update Lightbulb Princess budget and Curious Investigators tour budget to allow for this.	Production Manager consultants	30 Sep 22	Benchmark document created. Updated budgets created and submitted as part of ACE bid for 2023 work.

Communication, Advocacy, Training, and Activism

SMART Objective	How?	Lead	Completed by	Success measure
Training for trustees and key staff.	Become members of Lancaster Environmental Action Partnership (LEAP). Access carbon literacy training for at least two Trustees, Artistic Director, Producer(s), Production Manager, & Production Coordinator	Artistic Director	31 Mar 23	Team members to have received carbon literacy certificate.
Proclaim our commitment	Upload this policy and plan to website.	Artistic Director	31 Aug 22	Policy & plan on website