KEAP and The Writers’ Block

Environmental Responsibility Actions – Update Oct 23

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| Item | Do we have control? | Can it be measured? | Plans to measure and reduce. Feb 23 | Update Jan 25 |
| Team travel and commuting | Yes. | Yes. Freelance team invoices.  Core team expenses. Commuting not currently measured. | Collate mileage from invoices & expenses and enter on spreadsheet – established  Change expenses form to collect core team commuting – planned  Write Staff Travel Policy to encourage car sharing & public transport – planned  Incentivise car sharing by increasing pence per mile – planned  Use local practitioners where possible – in progress  Zoom meetings rather than in-person – established  Combine in-person meetings – established  Annually enter data onto Julie’s Bicycle and compare to see if reduction measures have worked. – in progress | Established.  Established. Active from Apr 23.  Drafted as part of Staff Expenses Policy. To be agreed by board Feb 2025  Proposal for additional 5p per mile to go to board Feb 2025.  Established. Recruiting local writers for Liskeard & Devonport projects.  Established.  In progress. Data for 2024 to be entered and compared to 2023. |
| Audience travel | No. | Not fully, but we can undertake spot surveys to see how audiences have travelled to us. | Promote use of public transport on our ‘How to get here’ instructions – established  Programme outreach events within easy access of public transport – in progress  Undertake spot audience surveys - planned | Established.  Established.  planned |
| Water | Yes to some extent. | No. Shared building. Could be apportioned to tenants. | Ask landlords to install water saving devices in toilets - planned  Do not wash up under running taps – in progress | Toilets are new and low water usage  Established now sink area is available. |
| Energy use | Yes to some extent. | Not at present, but there are plans to separate electricity metres for Ladder tenants. Could also roughly split usage between tenants. | Ensure light bulbs are low energy LEDS and turn off when not in use – established  Only use electric heaters when needed and turn off when not in use – established  Other measures involved with refurbishment of The Ladder: planned  Central heating in WB & shared space, reducing electric heater use  Better insulated windows  100% renewable electricity  Gas from carbon neutral supplier  Work with RIFT to measure carbon footprint of the building and how to share between tenants | Established.  Established. Central heating installed and on timers 100% renewable suppliers 16 solar panels to be installed spring 2025.  Planned once refurb is finished on 2026. |
| Materials purchase | Yes | Unsure. We can ensure we always make the best decision on purchase. Need to research if we can measure this further, beyond waste output. | Always choose most sustainable option available – e.g. 100% recycled, no single use plastic, unbleached – in progress / established  Use local suppliers – established  Carefully calculate need to avoid over purchase – in progress  Up cycle, repurpose, source from charity shops – established  Policy – write staff guidance/policy on choosing suppliers and most sustainable products - planned | Established.  Established.  Established.  Established.  Planned. |
| Food | Yes | Unsure. | All catering is vegetarian and vegan – established  Use local suppliers - established  Choose ethical brands - established  Carefully calculate need to avoid wastage - established | Established. |
| Waste | Yes | Yes, though there will be some overlap with other users of the space. | Work with landlords RIFT to plan recycling service – planned - agenda in meeting 08.03.2023  Ensure that all waste possible is recycled – in progress (currently staff take home)  Carefully calculate need to avoid excess wastage – established  Use low waste suppliers – e.g. catering – check packaging – in progress  Use china cups rather than disposable – in progress  Do not buy individual portion packs – in progress  Measure no. of bags of recycled and non recycled per month, enter on Julie’s bicycle. This may need to be split between tenants – planned  Policy – create policy/staff guidance on waste management inc electrical waste - planned | Established. All waste is collected by Biffa and is sorted at their facility.  Established. Separate bins in shared area and basement in place.  Established.  In progress.   Established.  Established.  In progress. Separate bins are in place, but cannot split waste between tenants.  Planned. Formal policy to be created, but good waste management is followed in practice. |
| Digital | Yes | Yes, though only industry estimates | Find out about eco credentials of website hosting services - planned  Use file transfer services for large files - planned  Encourage mailbox cleanup - planned  Undertake shared cloud system cleanup - planned  Discuss reducing unnecessary emails with team - planned | planned  Established- Generally use WeTransfer Established Established – to be undertaken reguarly  Established – use of Teams chat |
| Money | Yes | Unsure. May only be a rough industry estimate. | Research ethical banks inc online reviews and other org recommendations. Report to trustees, then move account – planned  https://good-with-money.com/2023/01/06/top-7-ethical-business-current-accounts/#  Company pensions – find out more about NOW pensions sustainability policy. See if there are alternatives which are easy to move to without incurring charges for staff already invested – planned https://www.nowpensions.com/about-us/our-investment-strategy/responsible-investing/ | Some research undertaken. Difficult to find account with excellent user interface and good environmental credentials.  planned |
| Training & awareness | Yes |  | Undertake Carbon Literacy Training. HR – Oct 2022, GD – Feb 2023 established  Create and circulate initial Action Plan to team. - planned  Create and circulate new policies and procedures to team, using staff meetings to ensure these are actively used. - planned | Established.  Established.  Established |
| Strategic / longer term | Yes |  | Create org policies and staff guidance stating intent and encompassing above actions  Continue to liaise with and hold landlord to account on refurb plans inc their commitment to achieving Green Impact Accreditation for the building  Monitor and track CO2 emissions where possible and practical, increasing use of tools and systems to do this.  Set reduction targets.  Set plan for Net Zero – Reduction plans are do-able, but challenge is how we can pay for carbon offsetting as we have 70% public funding and few funders currently allow this cost. | Planned – after current round of refurb will be a Carbon Management Plan |