KEAP and The Writers’ Block

Environmental Responsibility Actions – Update Oct 23

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 – establishedChange expenses form to collect core team commuting – plannedWrite Staff Travel Policy to encourage car sharing & public transport – plannedIncentivise car sharing by increasing pence per mile – plannedUse local practitioners where possible – in progressZoom meetings rather than in-person – establishedCombine in-person meetings – establishedAnnually 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 2025Proposal 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 – establishedProgramme outreach events within easy access of public transport – in progressUndertake 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 - plannedDo not wash up under running taps – in progress | Toilets are new and low water usageEstablished 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 – establishedOnly use electric heaters when needed and turn off when not in use – establishedOther measures involved with refurbishment of The Ladder: plannedCentral heating in WB & shared space, reducing electric heater useBetter insulated windows100% renewable electricityGas from carbon neutral supplierWork with RIFT to measure carbon footprint of the building and how to share between tenants | Established. Established. Central heating installed and on timers100% renewable suppliers16 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 / establishedUse local suppliers – establishedCarefully calculate need to avoid over purchase – in progressUp cycle, repurpose, source from charity shops – establishedPolicy – 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 – establishedUse local suppliers - establishedChoose ethical brands - establishedCarefully 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 08.03.2023Ensure that all waste possible is recycled – in progress (currently staff take home)Carefully calculate need to avoid excess wastage – establishedUse low waste suppliers – e.g. catering – check packaging – in progressUse china cups rather than disposable – in progressDo not buy individual portion packs – in progressMeasure no. of bags of recycled and non recycled per month, enter on Julie’s bicycle. This may need to be split between tenants – plannedPolicy – 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 - plannedUse file transfer services for large files - plannedEncourage mailbox cleanup - plannedUndertake shared cloud system cleanup - plannedDiscuss reducing unnecessary emails with team - planned | plannedEstablished- Generally use WeTransferEstablishedEstablished – to be undertaken reguarlyEstablished – 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 – plannedhttps://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 – plannedhttps://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 establishedCreate and circulate initial Action Plan to team. - plannedCreate 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 buildingMonitor 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 |