

Environmental and Sustainability Policy

Updated May 2020

HOME's vision is to make Manchester a major city celebrated for its distinctive art, which enriches the lives and life chances of its' people; a magnet for artists and creatives with the highest engagement in the arts in the UK.

We are arts centre in central Manchester which opened in May 2015. We produce and present the best in contemporary theatre, film and visual art, and provides a space in which artists can collaborate and experiment with form. HOME's purpose-built venue contains five cinema screens, a 500-seat theatre, a flexible studio, a 500m² art gallery, rehearsal rooms, event space, digital production and broadcast facilities.

HOME is an Arts Council England National Portfolio Organisation and welcomes over 650,000 visits per year.

Alongside our artistic programme is a highly successful creative learning and engagement programme, which specialises in the following:

- Volunteering and work-based training.
- Building creative skills amongst young people (aged 14-25).
- Increasing access to, and involvement in, cultural activity for hard-to-reach communities.

We are committed to best sustainable policy and practice. Working hard to reduce our environmental impacts, we continually monitor and report on our activities in order to better understand and improve our performance. Through training and knowledge-sharing we enable our staff to become Carbon Literacy champions, supporting and inspiring our communities, audiences, partners and stakeholders through action and engagement. As ambassadors for change we actively support Manchester's Zero Carbon strategies, and as cultural leaders we advance awareness within our sector through innovative low-carbon initiatives and endeavours. With sustainability fully embedded into the heart of our organisation, its operations and programming, our efforts today strengthen a creative green future for tomorrow.

Here at HOME we know that supporting our environment requires sustained action, and we are committed to reducing our environmental impact year on year, continuing our commitment to securing a green future. Our vision is to be a best-practice arts and cultural venue, with environmental, social and economic sustainability at the heart of what we do. We contribute to the conversation and action on local, national and international levels; whilst innovating, testing and championing models of environmental best practice.

We recognise both the imperative and the opportunity in responding to the global challenges of climate change and securing environmental sustainability, acknowledging that rapid and urgent action is needed across all sectors of society.

Through our art and our responsible business model we are committed to making a positive impact in Greater Manchester and beyond. HOME aims to be resilient and environmentally sustainable - driving excellence through leadership and ambition.

For more than a decade, HOME has undertaken a journey to embed environmental sustainability across the entire organisation, our programming and operations. We believe we all have our part to play in supporting environmental sustainability. Having achieved significant milestone achievements in relation to benchmarking, auditing and policy, our aims are to:

- **Improve:** To continue to reduce and understand our carbon impacts
- **Share:** To engage with our audiences and communities, peers, partners and stakeholders to drive meaningful, cohesive change and to use our influence to support others
- **Lead:** To be sector and regional leaders and global ambassadors for environmental commitment and sustainable resilience

Our ambitions are live, and our action plan is considered in order to adapt and respond to changes in global action, national policy and reporting requirements.

HOME's Environmental Action Plan is aligned with our Strategic Business Plan. SMART targets allow us to regularly reflect on and track our progress. Our priorities are taken from the cultural, financial and environmental climates around us, and action planning is mapped across the four-year National Portfolio Organisation (NPO) funding cycle. Each year our actions build upon and develop from those previous. HOME's Environmental and Sustainability Action Plan 2018-2022 can be found at the end of this policy document.

HOME's ethos and practice ensures that no one single staff member is responsible for delivering environmental sustainability. Instead, our environmental commitments are embedded across the organisation and each team member has their part to play in putting our policies into practice.

Environmental and Sustainability Action Plan 2018-2022

Commitment

HOME is committed to best sustainable policy and practice. The following document outlines our KPIs in line with the 2018-2022 Arts Council England Strategic Business Plan.

Working hard to reduce our environmental impacts, we continually monitor and report on our activities in order to better understand and improve our performance.

Through training and knowledge-sharing we enable our staff to become sustainability champions, supporting and inspiring our communities, audiences, partners and stakeholders through action and engagement.

As ambassadors for change we actively support Manchester's Zero Carbon strategies, and as cultural leaders we advance the growth of our sector through innovative low-carbon initiatives and endeavours. With sustainability fully embedded into the heart of our organisation, its operations and programming, our efforts today strengthen a creative green future for tomorrow.

Aims

1. Understanding and monitoring impacts
2. Energy use and supply: reducing energy use, moving to low/zero carbon energy sources
3. Green initiatives: biodiversity, water, pledges
4. Waste: buildings, festivals and outdoor events, production
5. Travel and transport: business travel, staff commuting, audience travel, deliveries and couriers, production and touring
6. Suppliers and contractors: office supplies, catering franchise, production, printed materials, others
7. Staff: organising environmental responsibilities, awareness raising and engagement
8. Communication: audiences, visitors, artists and stakeholders
9. Joint initiatives: landlords and public realm, joint procurement and resource sharing, sector collaboration

Aim 1.	Action	Outcome	Timescale	Responsibility
Understanding and monitoring impacts To have a HOME Environmental Policy	<ul style="list-style-type: none"> -Establish organisation-wide policy fully embedding environmental action, responsibility and accountability into our business -Policy in line with headline KPIs from MCC and ACE requirements -Renew and update annually and as changes occur -Integrate into Staff Induction for new starters 	Establish Environmental Policy to fully embed environmental and sustainable practice into the heart of our organisation, its operations and programming and lead the way for best practice within the cultural sector	Amended 2015 Updated March 2019	Building & Environment Manager, Projects & Sustainability Coordinator, CEO
Review HOME's Environmental Policy	-Review annually in line with changes to MCC KPIs and ACE requirements, align with Groundworks audit	HOME to have a current Environmental Policy that fully embeds environmental and sustainable practice into the heart of our organisation, its operations and programming and continue to lead the way for best practice within the cultural sector	Annual review	Building & Environmental Manager, Director of Finance & Operations
Have a Sustainability Management System in place	<ul style="list-style-type: none"> -Undertake Business Resilience Health Check -Define and set targets as evidenced in the Environmental and Sustainability Business plan -Complete Green Business Award 	Evidence that a Sustainability Management System is in place by having structured practices, deemed responsibilities	2018 - Completed	Building & Environmental Manager, Projects & Sustainability Coordinator
Review the Sustainability Management System structure and responsibilities	-Review defined and set targets and amend/update where required	Review of Sustainability Management System	Ongoing	Building & Environmental Manager, Projects & Sustainability Coordinator
Uphold the BREEAM Rating that measures sustainable value in a series of categories. Each category addresses the most influential factors, including carbon emissions reduction, resilience; adaption to climate change; and ecological value and biodiversity protection	<ul style="list-style-type: none"> -Maintenance log system for faults -Planned preventative maintenance schedule -MCC's CPAD data log system -Operation Manuals for cleaning and maintenance support on site 	HOME building on completion achieved BREEAM Very Good Having BREEAM means we focused not only on the buildings' initial design and construction phase, but we also keep in mind the best, most efficient maintenance and upkeep now the facilities are in use	Ongoing	Building & Environmental Manager, Maintenance Team, Cleaning Team, Projects & Sustainability Coordinator

Aim 2.	Action	Outcome	Timescale	Responsibility
Energy use and supply: reducing energy use, moving to low/zero carbon energy sources Move to a low carbon electricity supplier and continue to review on contract renewals	-Switch to 100% renewable energy provider for electricity -Review contracts regularly	Advocate best practice and lead by example by utilising 100% renewable energy supply companies, lowering carbon footprint and supporting commitment to MCCA strategy	Regular monitoring and review of contracts when renewal is due, 2020	Building & Environmental Manager, Maintenance Team
Energy Performance Certificate (EPC)	-Display certificate in foyer	External auditor assesses and certifies the energy rating of HOME's building, indicating energy efficiency of building fabric as well as heating, ventilation, cooling and lighting systems as rated against benchmarks for new buildings and existing buildings	Current certificate, valid until Sept. '25	Building & Environmental Manager, Maintenance Team
* Display Energy Certificate (DEC) and annual review	-Review report recommendations and renew annually -Display certificate in foyer	External auditor assesses the annual energy usage within HOME's building, rated on a comparative energy efficiency scale	Renew annually in December	Building & Environmental Manager, Maintenance Team
Be compliant in IG Tool energy monitoring for ACE	-Collate and enter annually gas, electric and water meter readings into IG tool	By using the IG Tool for Energy usage, it defines HOME's carbon footprint	Report annually in May	Building & Environmental Manager, Projects & Sustainability Coordinator
IG Tool HOME Productions monitoring for ACE	-Collate and enter footprint of HOME Productions into IG tool	Increased definition and awareness of our carbon footprint in another strand of IG Tool by reporting on HOME Productions	Beginning 2018	Building & Environmental Manager, Technical Director
CHP: work with EnerG for optimum efficiency	-Combined heat and power to generate electricity and useful heat at the same time -Monitoring of running hours and faults through provider and BMS -Data on efficiency provided and reviewed	Reduce emissions and energy costs	Ongoing	Building & Environmental Manager, Maintenance Team, Projects & Sustainability Coordinator

* Move forward with the Energy vision on the BMS that has the ability to set energy targets for Gas, Water and Electricity	-Meter measuring -Improvement of graphics -Contract with BMS management company -Invest funds	Maximum use of the energy vision side of the BMS for reporting, setting targets and for future comparison data	Ongoing	Building & Environmental Manager, Projects & Sustainability Coordinator
BMS energy comparison and monitoring in detail	-Visually highlight both high and out of hours energy usage -Train the maintenance Manager and Environmental Assistant to read graphics and complete reports	Provide data for carbon reduction Provide and set a benchmark for the venue	Ongoing	Building & Environmental Manager, Projects & Sustainability Coordinator
HOME's carbon intensity comparable to JB's cultural venue's energy benchmark of 100, work to meet or exceed	-Report energy usage on IG tool -JB/MAST members carbon snapshot report -Carbon reduction action plan	Julie's Bicycle Energy Benchmark: Venues and Cultural Buildings (Carbon intensity benchmark is 100 CO2e)	Ongoing	Building & Environmental Manager, Projects & Sustainability Coordinator
JB or other case study to look at ways on improving energy efficient lighting etc.	-Case study defining opportunities	Forward planning for future energy efficient devices developing world of new technology, for carbon reduction and end of life replacements	Ongoing	Building & Environmental Manager, Projects & Sustainability Coordinator

Aim 3.	Action	Outcome	Timescale	Responsibility
<p>Green initiatives: biodiversity, water, pledges</p> <p>* Green Business Award (Groundwork): achieve Platinum Award</p>	<ul style="list-style-type: none"> -Embed environmental sustainability into our choices and actions -Ensure collaborative business partnerships to secure a creative and conscious green future for all -Annual renewal on One Page online auditing and face-to-face support and assessment (beg. Autumn 2017) -Take advantage of Groundworks membership to support and strengthen learning, qualifications and competency, leading the way in both cultural sector and SME business 	<p>Fulfilling the highest level of this environmental framework demonstrating leadership in sustainable practice and inspiration to other companies</p>	<p>Completed</p>	<p>Building & Environmental Manager, Projects & Sustainability Coordinator, Environmental and Sustainability Group</p>
<p>Green Growth: Business Growth Pledge – pledge and renew annually</p>	<ul style="list-style-type: none"> -Commit to Business Growth Pledge to self-assess and support preparations for Groundworks annual auditing - Ongoing attendance and engagement with network events, training and skills development opportunities and resources and support -Engage hub and GM low carbon networks and lead by example as a sustainable GM business, in line with MCCA strategy for zero carbon Manchester by 2038 -Ongoing engagement with training and support 	<p>Increase best sustainable business practice by reducing environmental impact and taking advantage of the growing market for low carbon and environmental goods and services in partnership with independent and impartial body funded through the European Regional Development Fund</p>	<p>Ongoing</p>	<p>Building & Environmental Manager, Projects & Sustainability Coordinator</p>
<p>* To have a defined <u>Green Wall</u> to increase biodiversity</p>	<ul style="list-style-type: none"> -Define an appropriate area -Plants and planters to be sourced 	<p>Living breathing green wall</p>	<p>2020</p>	<p>Building & Environmental Manager, Projects & Sustainability Coordinator, Environmental and Sustainability Group</p>
<p>Sign up to Getting Moving 2.0: Cycling Manifesto for Greater Manchester (20% of all journeys under 5 miles</p>	<ul style="list-style-type: none"> -Support FOE Love Your Bike in its continuing work to make cycling an attractive, accessible and fun way to get around 	<p>Become part of a wider network of businesses that are recognising the benefits of cycling</p>	<p>Completed</p>	<p>Building & Environmental Manager</p>

being made by bike by 2020)	-Use the Getting Moving supporters logo on our website and other publicity	Be listed on the Love Your Bike website as a supporter, boosting our profile and demonstrating our support for cycling to our customer base		
* Increase biodiversity in the city: honeybees on the roof supported by a HOME rooftop garden	<ul style="list-style-type: none"> -Staff beekeepers recruited and trained -MCC approve rooftop usage and funds raised and matched for bees, equipment and rooftop garden -Source equipment and materials, upcycling and repurposing materials utilising MAST networks -Establishing garden in preparation for hive install Spring 2018 -Maintaining and expanding garden growth -Regular hive checks -Social media/website news pieces to inform our audiences -Internal comms/Green Group to share with staff and continue support -Regular training updates -Budget and secure funds for upkeep and maintenance of garden and continued beekeeping materials, maintenance and training 	Habitat creation to increase biodiversity in the city, with honeybees playing a major role as pollinators for plants in the city centre, and actively engaging with issues of environmental sustainability and awareness	Ongoing Bees on Roof July 2018 - Completed	Building & Environmental Manager, Projects & Sustainability Coordinator, Maintenance and Tech teams, Environmental and Sustainability Group
Cleaning up sustainability	<ul style="list-style-type: none"> -Purchase Bio- environmentally friendly chemicals -Wash cloths and mops rather than repurchasing -Use a SMART A*** washer and dryer -Training for cleaning team 	Continued commitment to using bio-chemicals and best cleaning practices	Ongoing	Building & Environmental Manager, Cleaning Team

Aim 4.	Action	Outcome	Timescale	Responsibility
<p>Waste: buildings, festivals and outdoor events, production</p> <p>* Introduce waste monitoring and reduction: establishing a waste log to allow us to work with all internal departments and Wardley re: reducing waste production to assist in carbon reduction</p>	<ul style="list-style-type: none"> -Training on Chartered Institute of Waste Management: Waste Smart -Report on IG tool -Waste reduction strategy 	<p>Log, monitor and reduce produced waste</p>	<p>2019</p>	<p>Building & Environmental Manager, Projects & Sustainability Coordinator</p>
<p>Establish Waste Hierarchy: Zero-to-Landfill</p>	<ul style="list-style-type: none"> -Contracts with recycling and waste collection services who ensure end recovery point of all HOME waste is never landfill -All in-house catering waste is composted, recycled or converted into Waste-to-Energy biofuel 	<p>Commitment to low-carbon and waste reduction practices - 0% of our waste goes to landfill</p>	<p>Ongoing</p>	<p>Building & Environmental Manager, Projects & Sustainability Coordinator, Maintenance Team, Catering Franchise, Technical Director</p>

Aim 5.	Action	Outcome	Timescale	Responsibility
Travel and transport: business travel, staff commuting, audience travel, deliveries and couriers, production and touring Establish Workplace Travel Plan and Sustainable Travel Policy	-Establish plan and policy in line with MCC KPIs, ACE requirements and TfGM/partner practices	Embed and support sustainable travel into organisation policy and behaviours	Amended 2015	Building & Environmental Manager, Projects & Sustainability Coordinator
Review of Workplace Travel Plan and Sustainable Travel Policy	-Annual review to ensure effective monitoring and implementation -Update in line with changes to policy/practices/KPIs	Continue to support sustainable travel into organisation policy and behaviours	Annual review in line with Groundworks audit	Building & Environmental Manager, Projects & Sustainability Coordinator
Establish and roll out CycleScheme for low carbon staff travel	-Promote and communicate to staff in induction folders and in internal communications -Facilitate and support staff to engage with and take up scheme through advice and support from Finance team	Staff cycle-to-work scheme to encourage and enable low carbon commuting and active lifestyle for health and wellbeing	Ongoing	Building & Environmental Manager, Projects & Sustainability Coordinator, Finance Team
Review of travel carbon footprint	-Gather travel data & taxi policy -IG Tool reporting -Green vehicle initiatives -Contractual commitments	Monitoring business travel this will allow us to work towards carbon reduction in this area	2019	Building & Environmental Manager, Projects & Sustainability Coordinator
* Secure cycle facilities for staff at HOME	-Lockers and shower facilities at HOME -Staff survey of current cycle storage -Secure TfGM Travel Choices grant -External HOME cycle storage and access improvements	Support low-carbon travel options by encouraging cycling to work by making secure staff cycle facilities available and easily accessible	Upgrade 2017/18 - Completed	Building & Environmental Manager, Projects & Sustainability Coordinator
Achieve and maintain Gold in Transport for Greater Manchester's Travel Choices Awards	- Re-achieve Gold in inaugural Travel Choices Awards	Lead within cultural sector and GM organisations in best practice for supporting and advocating low carbon travel choices by supporting staff and enabling positive change	Achieve annually	Building & Environmental Manager, Projects & Sustainability Coordinator

Aim 6.	Action	Outcome	Timescale	Responsibility
<p>Suppliers and contractors: office supplies, catering franchise, production, printed materials, others</p> <p>Have a HOME Sustainable Procurement Policy</p>	<p>-Annual review in line with Groundwork's audit, MCC KPIs and ACE/JP requirements</p>	<p>Policy to ensure best sustainable practice in procurement for our organisation</p>	<p>Amended 2015 Amended 2018</p>	<p>Building & Environmental Manager, Projects & Sustainability Coordinator</p>
<p>Introduce a Green Business Directory in line with procurement for HOME staff to refer to for procurement/subcontractors etc.- working with other green-minded organisations</p>	<p>-Research and source procurement channels and businesses</p> <p>-Engage with support and advice from Green Growth from Business Growth Hub</p> <p>-Share with organisation through internal channels and Green Group meetings</p> <p>-Implement facilitation and procurement support across teams</p> <p>-Showcase on website to our digital audiences</p>	<p>Commit to best sustainable practice across entire breadth of organisation activities, engaging with other green-minded organisations and leading by example across GM business and cultural sector</p>	<p>Establish 2018</p>	<p>Building & Environmental Manager, Projects & Sustainability Coordinator, Maintenance Team</p>
<p>Review of Sustainable Procurement Policy and Green Business Directory</p>	<p>Review in line with annual Groundworks audit</p>	<p>Annual reviews ensuring commitment to best practice</p>	<p>Establish 2018/19, review annually</p>	<p>Building & Environmental Manager, Projects & Sustainability Coordinator</p>

Aim 7.	Action	Outcome	Timescale	Responsibility
<p>Staff: organising environmental responsibilities, awareness raising and engagement</p> <p>Include HOME's Environmental and Sustainability practices and values in job packs/vacancy advertisements</p>	<p>-Incorporate commitment to sustainability into HOME job packs/descriptions</p>	<p>Embed environmentally sustainability into HOME's outward-facing brand, increasing organisation's appeal both in cultural sector and GM business, and recognising our efforts and 'stand apart' credentials</p>	<p>2018</p>	<p>Building & Environmental Manager, Projects & Sustainability Coordinator, CEO, Director of Finance & Operations</p>
<p>Environmental and Sustainability section in staff induction folder</p>	<p>-Incorporate commitment to sustainability into new starter packs and first-day welcome</p> <p>-Environmental Administrator to update pack and support teams</p> <p>-Line Manager/Building Manager to make new staff member aware of and support their engagement in HOME green schemes/activities</p>	<p>Engage with staff immediately on point of employment, drawing attention to and enabling participation in low-carbon travel schemes and opportunities, initiatives and achievements, waste policies and practices, training, Green Group, health and wellbeing</p>	<p>Amended 2016 Amend 2019</p>	<p>Building & Environmental Manager, relevant Line Manager(s), Projects & Sustainability Coordinator</p>
<p>* Train staff in Carbon Literacy (new staff complete within 6 months of start date) – HOME is now the first Carbon Literate arts organisation in the world</p>	<p>-Four in-house trainers able to deliver workshops</p> <p>-Workshop materials regularly updated in line with global and local changes</p> <p>- All new employees trained within six months of starting, ongoing</p> <p>-Allocate funds for cost of certification</p>	<p>Lead the way in cultural sector for sustainable action and learning - 100% staff trained in Carbon Literacy, maintained through training for new starters as part of induction process</p>	<p>Ongoing</p>	<p>Building & Environmental Manager, Projects & Sustainability Coordinator</p>
<p>Review and update Carbon Literacy training – this will be required in line with HOME, cultural and MCC policy/KPI changes</p>	<p>-Regular monitoring and updating of training materials</p> <p>-Work with Green Group to source updates/changes from across the organisation</p> <p>-Support from MMU/Cooler Projects</p> <p>-Incorporate sector/city specific headline data and activities</p>	<p>Continued commitment to supporting Manchester Climate Change Agency strategies, MCC policies/KPIs and ACE requirements</p>	<p>Ongoing</p>	<p>Building & Environmental Manager, Projects & Sustainability Coordinator, Carbon Literacy trainers</p>

Establish Climate Change Action Plan – this will be informed by the two actions each employee pledged on the certification form after CL training	<ul style="list-style-type: none"> -Prioritise actions in line with KPIs and MCC -Share with organisation teams, strategy for accountability and responsibility -Share with Board -Support delivery 	Climate Change Action Plan establishes a strategy to realise actions and initiatives pledged by staff in CL training – further embedding sustainability into business practice	Action Plan by Dec. 2017, set targets Roll out 2018-19	All staff pledges, CEO, Building & Environmental Manager, Projects & Sustainability Coordinator
Set up an Environmental and Sustainability Team – this is a bi-monthly voluntary meeting with those who work extra hard to make changes and share best practices	<ul style="list-style-type: none"> -Bi-monthly voluntary meeting with those who are committed to sharing best practices and encouraging change -Draw up core group values -Share findings with whole staff through internal channels 	Lead the way in cultural sector best practice, engage staff and enact positive change and knowledge sharing	Ongoing	Building & Environmental Manager, Projects & Sustainability Coordinator
* Support staff training and development in environmental and emerging sustainable practices and policies	<ul style="list-style-type: none"> -Engage with sector and SME training and support -Keep up to date with changes and advances in key areas to enable HOME's continued status as sustainable 	CPD enabling increased learning and engagement with low carbon policies and practices within cultural sector, GM business and national/global practices to ensure up-to-date learning, demonstrate commitment and expand networks	Ongoing	Building & Environmental Manager, Director of Finance & Operations

Aim 8.	Action	Outcome	Timescale	Responsibility
<p>Communication: audiences, visitors, artists and stakeholders</p> <p>Website – develop dedicated Sustainability pages</p>	<ul style="list-style-type: none"> -Update and manage website content, expand sustainability pages -Showcase awards, audits and successes -Include areas relating to MCC KPIs and ACE requirements: travel, waste, programming, procurement, building, green initiatives and carbon literacy - Share updates with Green Group and all staff in meetings and internal communications -Regularly update webpages in line with Groundwork annual audit -Update JB carbon footprint calculation annually 	<p>Inform our online audiences of our sustainable practices, achievements and activities – sharing knowledge, growing audiences and inspiring change</p>	<p>Amended 2016</p>	<p>Building & Environmental Manager, Projects & Sustainability Coordinator</p>
<p>Focused and dedicated social media posts and news pieces for Environmental and Sustainability efforts and achievements</p>	<ul style="list-style-type: none"> -Targeted news pieces and social media showcasing our work and commitment and events (including with our partners e.g. TfGM, Clean Air Day, MAST) -Work with teams (Development, Engagement) and partners to showcase events/news/stats -Engage audiences with HOME's commitment to ACE and MCC sustainable practices -Regular updates on establishment of biodiversity bees and roof garden, share with our audiences through digital platforms -Targeted news pieces relating to sustainable themes in programming e.g. community seed growing, UK Green Film Festival 	<p>Dedicated social media campaigns and news pieces to engage with our partners, audiences and wider public, leading the way in showcasing sustainable practices in cultural sector, drawing new digital audiences and engagement with our organisation</p>	<p>2018</p>	<p>Building & Environmental Manager, Projects & Sustainability Coordinator, Comms/Marketing (Digital) Team and ICT Team</p>
<p>Digital engagement with HOME's Environmental and Sustainability efforts and achievements</p>	<ul style="list-style-type: none"> -Engage with our audiences and grow new networks by showcasing our activities in biodiversity and giving digital viewers an 'inside look' at the activities taking place on our rooftop and our commitment to supporting our city's 	<p>Showcase bees and rooftop garden growth and establishment to our audiences, increase digital engagement and expand HOME networks both regionally and nationally</p>	<p>2018</p>	<p>Projects & Sustainability Coordinator, Comms/Marketing (Digital) Team and ICT Team</p>

	ecosystem (Instagram Account/Stories, Twitter account/dedicated hashtag, Facebook Live)			
Incorporate Environmental and Sustainability strands into contracts for artists and collaborators	<ul style="list-style-type: none"> -Lead by example in best sustainable practices -Showcase and advocate creatives/ collaborators who support and share similar values -Lead the way in cultural sector for knowledge sharing and supporting those committed to positive engagement with issues of sustainability -Ensure read across with all artistic programmes for pre-visit information in travel packs (inc. use of public transport to reach HOME) 	Our partners, collaborators and creatives are informed of and adhere to our sustainable values and practices	2018	Building & Environmental Manager, Environmental Administrator, Artistic Programmers
* HOME, in collaboration with others, to deliver a Sustainability event for stakeholders and key figures	<ul style="list-style-type: none"> -Showcase to our stakeholders and the city our successes and commitment to best practice -Showcase our commitment to Manchester Arts Sustainability Team (MAST) and Manchester Climate Change Agency by hosting events and inspiring others to enact change -Engage stakeholders and share with public through press/media reporting, news pieces and social media reporting 	HOME leads the way in sustainability in the cultural sector and in GM business and advocates for change by inspiring others	Host a MAST/JP, 'The Season', Summer 2018 – update due to Season for Change not securing funding: HOME hosted MAST/MCCA/URBACT C-Change event Spring 2018	Building & Environmental Manager, Projects & Sustainability Coordinator, Development, Engagement, Comms/Marketing Teams, CEO
Report annually to the Board on Environmental and Sustainability	<ul style="list-style-type: none"> -Regularly report on achievements and actions to the Board, our stakeholders and our partners -Annual report, sustainability contribution, headline data and key highlights -Annual contribution to HOME Stories 	Report on HOME sustainability to Board, stakeholders and partners	Ongoing (May 2017, March 2018)	Building & Environmental Manager, Projects & Sustainability Coordinator, Comms/Marketing Teams
Incorporate and showcase Environmental and Sustainability into artistic programming (Film, Theatre, Visual Arts)	<ul style="list-style-type: none"> -Meet with artistic teams to exchange details and share knowledge and incorporate themes into programme -Share programme/event with wider networks (e.g. MAST, MCCA, MMU, Cooler Projects, TfGM) -Website/social media updates to showcase content 	Advocate ACE strategy by engaging with environmental and sustainability themes and practices in artistic programme, engaging our existing audiences and drawing new audiences from wider networks and partners	Ongoing	Building & Environmental Manager, Projects & Sustainability Coordinator, Artistic Planning and Programming Teams

	<ul style="list-style-type: none">-Establish and maintain log of programming with sustainable activity/theme-Write to/invite sustainable networks-Programming feeds into initiatives outlined in Carbon Literacy Actions and Climate Change Action Plan-Engage with departments through team meetings, internal channels and Green Group			
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Aim 9.	Action	Outcome	Timescale	Responsibility
<p>Joint initiatives: landlords and public realm, joint procurement and resource sharing, sector collaboration</p> <p>* Continued member of Manchester Arts Sustainability Team (MAST)</p>	<ul style="list-style-type: none"> -Regular attendance and contribution to MAST meetings -Engage with MAST activities and lead on specific events -Host MAST meeting/event -Showcase MAST on HOME Sustainability webpages -Annual carbon footprint reporting to JB feeds into MAST collective annual footprint reporting -Continued commitment to Carbon Literacy and supporting other MAST organisations by preparing training tool, delivering to MAST members and establishing their own training 	Continued commitment to MCCA and JB through collective annual carbon footprint reduction, further establishing GM cultural sector as trailblazers for sustainable practice	Ongoing	Building & Environmental Manager, Projects & Sustainability Coordinator
Continued member of Corridor Low Carbon Environment Infrastructure Group	<ul style="list-style-type: none"> -Attend Meetings and Good Practice Exchange -Report on Projects Update -Cross network behaviour change 	Collaboratively work with Corridor Manchester Low Carbon Group. Update: This group was disbanded in 2017 and became the Corridor Sustainable Travel Group from 2018 onwards	Ongoing	Building & Environmental Manager
Drive and support 1 st Street environmental strategy (public realm)	<ul style="list-style-type: none"> -Chair meetings -Set agenda and minutes -Good practice exchange -Cross venue behaviour change 	Set up a Green Group meeting for all 1 st Street tenants	2018	Building & Environmental Manager
Overall carbon footprint reduction: MAST target of 7% pa in line with Manchester Climate Change Agency (MCCA) reduction target of 41% by 2020	<ul style="list-style-type: none"> -Report energy data on the IG tool -Share data with MAST and JB -Work with Wates and MCC to complete the design defects of HOME to enable reporting data to be benchmarked from 2018/19 	Reduce the carbon foot print for HOME assisting MAST as a collaborative to deliver a 41% carbon reduction by 2020	2020	Building & Environmental Manager, Projects & Sustainability Coordinator
Become a member of Oxford Road Corridor Travel Group, committing to the group's action plan	<ul style="list-style-type: none"> -A Sustainable Travel Plan -Collaborate on various strategic travel and transport initiatives -Localised Partner Projects & -Strategic Projects 	Oxford Road Corridor Manchester; in recognition of the need to ensure a co-ordinated and joint approach to Sustainable Travel Planning along Oxford Road.	2018	Building & Environmental Manager

<p>Commit to and work collaboratively with MCCA's Implementation Plan 2017-2022 and the newly established citywide target of 0% by 2050</p>	<ul style="list-style-type: none"> -Report energy data on the IG tool -Share data with MCCA -Work with Wates and MCC to complete the design defects of HOME to enable reporting data to be benchmarked from 2018/19 -Look at carbon off setting -Adhere to MCCA's strategy -Adopt MCCA's Enabling and Thematic actions into HOMES's strategy 	<p>Reduce the carbon foot print for HOME to zero by 2050 or earlier is required</p>	<p>2018-2050</p>	<p>Building & Environmental Manager, Projects & Sustainability Coordinator</p>
<p>Continued member of TfGM Travel Choices Employers' Forum (from Summer 2018 rebranded as Sustainable Journeys team)</p>	<ul style="list-style-type: none"> -Personal travel plans/packs -Discounted travel tickets -Cycle to work scheme -In house cycles for commuting to meetings -Taxi policy -Support TfGM on Walking festival, Clean Air day etc. 	<p>Achieve Gold level of the award for HOME's commitment to enhancing the health and wellbeing off our staff, commitment in helping reducing congestion and air quality</p>	<p>Ongoing</p>	<p>Building & Environmental Manager, Projects & Sustainability Coordinator</p>
<p>Set and review Environment and Sustainability SLAs with Manchester City Council</p>	<ul style="list-style-type: none"> -Complete monitoring form -Monitoring waste and adhering to our Waste Management Policy -Reporting and measuring the carbon footprint using the IG Tool -Undertaking the Green Business Award Platinum Level and re-achieving each year -Sign up to the City's Climate Action Plan for a zero carbon city by 2050 or sooner -Deliver and embed into the organisation a Carbon reduction action plan initially based on staff pledges from Carbon literacy training 	<p>Continued commitment to our landlord's MCC by setting, monitoring and reporting on agreed SLAs</p> <ul style="list-style-type: none"> -Zero to landfill -Overall Carbon Reduction programme -Sign up to a Carbon Reduction Programme -Train Staff in Carbon Literacy -Carbon Reduction Action Plan 	<p>Ongoing</p> <p>Quarterly completion of monitoring form</p> <p>Annual meetings</p> <p>Annual reviews of policies</p> <p>Annual reporting</p>	<p>Building & Environmental Manager, Projects & Sustainability Coordinator, Executive Director & Director of Finance & Operations</p>