Environmental Action Plan

Related to: Environment policy
Owner: Chief Executive
Approved on: 22 May 2023
Updated on:

Introduction

As set out in our Environment policy, Making Music is committed to sustainable practice as a guiding principle within our work. This plan outlines the ways in which we will seek to fulfil the aims of the policy and the steps we will take to create an environmentally aware and sustainable organisation.

This plan will address four specific areas of impact:

- Governance & Leadership

- Making Music Office, Staff & Infrastructure – our direct impact on the environment through our office, travel, equipment and physical materials use

- Our offering to members – how our services can be adapted to reduce their impact on the environment

- Supporting and encouraging – what we can do to raise awareness with our members and help them to reduce their own carbon footprint

The plan sets out in detail what Making Music does already to deliver on the above and what we intend to do in the future.

Legal Requirements

As a charitable company Making Music, and its directors, are bound by the Companies Act 2006 – Section 172 (1) (d) to;

'act in a way that they consider to be the most likely to achieve their organisation's charitable purposes. In doing so, they must have regard to various matters, including the impact of the company's operations on the community and the environment.'

We are fully committed to this directive and to abide by any future legal or regulatory requirements introduced to safeguard the environment.

We also make the additional commitment to go beyond what is legally required, embedding sustainability at the heart of decision making and planning across the organisation.

Scopes of Carbon Emissions

Scope 1 - directly generated electricity, owned refrigerants, fleet vehicles

Making Music is an arts charity and, as such, does not contribute to any Scope 1 emissions.

Scope 2 – Purchased electricity, heating, cooling & steam

Scope 3 – Indirect emissions: Business travel, commuting, waste, materials, supply chain etc

We operate an office space, in a shared occupancy building, and have a staff team that work on a hybrid model. We provide services to members, including events and resources. Our office, staff team and member services contribute to both Scope 2 and Scope 3 emissions.

Data collection and progress monitoring

A first step across all potential areas of impact is to measure our carbon footprint. This will include:

- Baseline 1 – 2019 carbon footprint. Our emissions as they were in the last full year before the pandemic.
- Baseline 2 – our carbon footprint 'today'. This will enable us to identify areas where action is needed.
- Continued monitoring – to assess the impact of our green interventions.

We will use the Creative Green Tools provided by Julie's Bicycle to measure our basic carbon footprint alongside resources and tools from Team London Bridge and Heart of The City.

Offsetting

Where our activities create emissions that it is not practicable to eliminate entirely, we will look to offset the carbon produced elsewhere in our systems or through the use of Avoidance or Removal Carbon Offsetting schemes.

Avoidance Offsetting – Schemes that prevent carbon entering the atmosphere elsewhere. E.g investing in a solar or wind power scheme.

Removal Offsetting – Schemes that actively remove carbon already present in the atmosphere. E.g investing in reforestation projects / carbon capture.

Governance & Leadership

1. Making sustainability a priority

1.1. Include environmental impact as standing agenda item at board meetings / leadership meetings

1.2. Include environmental reporting in annual review

1.3. Make sustainability a key consideration in all future projects / plans

1.4. Commit publicly to action

2. Create an environmental policy

2.1. Publicise policy internally / externally

3. Constitute a Green Team

3.1. Establish scope, roles, commitment & reporting

3.2. Empower to implement / make change

4. Social responsibility initiatives

4.1. Support local environmental schemes & initiatives

4.2. Engage with wider community

4.3. Partner with others in the sector / area

Making Music Office, Staff & Infrastructure

1. Direct Energy, Heating, Water (Scope 2)

1.1. Electricity
    1.1.1. source from 100% renewable energy supplier
    1.1.2. Reduce usage

1.2. Heating
    1.2.1. Reduce usage
    1.2.2. Engage with landlord & other tenants to discuss renewable gas supplier and insulation / efficiency of existing system.

1.3. Water / Wastewater
    1.3.1. Reduce usage
    1.3.2. Engage with landlord & other tenants on water saving initiatives

2. Waste & Recycling (Scope 3)

2.1. Measure waste & set targets for reduction

2.2. Use zero to landfill waste company that recycles / separates waste etc

2.3. Reduce single use & disposable items

2.4. Reduce paper use

2.5. Use non-toxic cleaning products, inks & other chemicals

2.6. Prioritise second hand, refurbished, efficient & durable products / equipment

2.7. Donate old equipment / furniture

3. **Travel & Commuting (Scope 3)**

   3.1. Meet online where possible
   3.2. Quit / reduce short haul flights
   3.3. Commuting
      3.3.1. Continue hybrid working model
      3.3.2. Promote cycle to work scheme
      3.3.3. Offer season ticket loans

4. **IT & Cloud Storage (Scope 3)**

   4.1. Assess environmental impact of current systems
      4.1.1. Website host / server
      4.1.2. Website content / makeup
      4.1.3. Database host / server
      4.1.4. Making Music Platform host / server
      4.1.5. Email provider
      4.1.6. Email traffic / usage
   4.2. Move to new providers where practicable
   4.3. Prioritise energy efficiency when choosing new suppliers or IT products
   4.4. Maintain computers and IT systems to ensure they are working as efficiently as possible

5. **Suppliers (Scope 3)**

   5.1. Assess environmental credentials of current suppliers
   5.2. Move to 'green' suppliers where practicable

6. **Staff (Scope 3)**

   6.1. Engage whole staff team to invite ideas and support
   6.2. Internal training on green procedures
      6.2.1. Energy saving
      6.2.2. Recycling
      6.2.3. Including sustainability in project planning
   6.3. Offer external training opportunities

7. **Finance / Investments (Scope 3)**

   7.1. Assess environmental credentials of current bank, investment and pension providers
   7.2. Divest to 'green' products and institutions where practicable

8. **Communications (Scope 3)**

   8.1. Create an environmental communications plan to share regular content both internally and externally
   8.2. Visibly mark and participate in eco-events (local/global)
   8.3. Celebrate successes

Our Offer to Members

1. Events

    1.1. Deliver solely online or hybrid events where possible
    1.2. Select venues with strong environmental policies
    1.3. Select venues that are easily accessible using public transport
    1.4. Use sustainable materials
    1.5. Encourage the use of reusable items at the event e.g cups

2. Publications

    2.1. Measure impact of current offering
    2.2. Assess environmental credentials of current suppliers
    2.3. Offer digital only option for membership pack and publications

3. Making Music Platform

    3.1. Review green credentials of server on which platforms are held

Supporting & Encouraging our Members

1. Resources

    1.1. Include sustainability commitments / clauses in template documents e.g rules / governing documents
    1.2. Create resources on good environmental practice
    1.3. Blogs
    1.4. Case Studies
    1.5. Tools – 3rd party?
    1.6. Partnerships – 3rd parties to help members with sustainability

2. Network

    2.1. Connect groups to share materials / transport etc

3. Celebrate

    3.1. Acknowledge / champion members making steps – implementation of the Green Award 2023.

4. Measure & Report

    4.1. measure environmental practice / engagement across our membership