

## Live Theatre Sustainability Policy & Action Plan 2015-2018

### Policy Statement

Live Theatre, Newcastle is committed to reducing its carbon footprint and increasing its sustainability year on year

We are committed to reducing our consumption of energy, water and other materials, and where reduction is not practical, to find sustainable sources. We will strive to achieve this through continual assessment of the ways in which we work, and the ways in which we operate the equipment in the building. Any new properties that we acquire or equipment that we purchase for these or existing buildings will be considered from a sustainable angle.

We are committed to reducing our waste production, and will re-use where possible. Where this is not practical we will recycle as high a percentage as possible locally.

We will seek to involve staff, audiences, and hirers, attendees at our youth and participation sessions, tenants and building partners in reducing our environmental impact. We will engage in a process of education, to inform all of these stakeholders of the ways in which the company uses natural resources, and the ways in which we can reduce or negate the impact of that resource use.

### Overview of Plan

In-line with Industry Green the Action Plan 2015 – 2018 is broken down in to the following categories

Commitment	Governance & Management: Having an environmental/ sustainability policy; assigning roles and responsibilities; stakeholder engagement
Communication	Communicating environmental initiatives & Industry Green Results with stakeholders; Evidence of Internal and External Communications.
Understanding	Understanding your main environmental impacts.
Improvement	Managing your main environmental impacts, achieving reductions, having an action plan.

## Sustainability Policy

**Live Theatre Standards** - Live Theatre recognises that our day to day activities have an impact on our local environment, and as such that we have a duty to monitor and reduce our carbon footprint and integrate sustainable values into our business activities. This is achieved through the vigilance of our staff and encouraging best practice in tenants and other users of our buildings including customers, delegates, suppliers and our wider stakeholder network.

**Green Team & personnel** – Live Theatre’s Green team made up of representatives from all departments meets throughout the year to discuss matters pertaining to Sustainability and seeks to engage the wider organisation in a series of initiatives, often based on local or global initiatives such as Earth Hour, national lift share week and cycle to work days. There is a board Sustainability Champion (Sue Wilson) and a Senior Manager representative (Wendy Barnfather, Operations Director). . All staff will monitor their impact on the work and wider environment. In conjunction with this most departments at Live Theatre are working with their counterparts across other Newcastle-Gateshead Cultural Venues (NGCV) to look at best practice for sustainability.

### **Marketing**

- We ensure all information is easily accessible on our website so that PDFs can be e-mailed and downloaded rather than printing paperwork to help limit our paper wastage
- We promote region wide transport offers to our audiences via NGCV networks
- We use a print company which is committed to environmental responsibility. Potts Print (UK) are the first Carbon Balanced Printing Company in the North East of England. As well as balancing carbon efficiency across the business, they make sure they’re producing as little as possible in the first place by innovatively reducing their carbon footprint.
- We encourage guests to pick up tickets at the Box Office rather than having them mailed by levy on posted tickets

### **Administration & Finance**

- Printers are timed to turn off at the end of each working day
- We recycle printer and toner cartridges
- Print settings are set to double sided as standard, we reduce margins and white space on all documents
- We avoid colour printing where possible
- We pay as many suppliers as possible by BACS & send/receive customer invoices & statements by email
- We avoid date sensitive materials to prolong shelf life

### **Education and Participation & Literary Departments**

- Our correspondence with parents and participants is paperless using social media, our website and emailing
- We limit the number of presentations for which we use sets
- We pass on sets where possible to other educational institution

### **Events, Bars & Catering**

- We advise clients of appropriate quantities of food per delegate to minimise wastage
- We use local suppliers where possible
- We offer tap water rather than bottled water to clients reducing water, plastic and glass wastage
- We offer tea, coffee and milk in chinaware rather than disposable containers
- We have ice delivered from local supplier rather than energy consuming machines
- Food waste is recycled when possible

- We encourage and collate feedback from audiences, clients and delegates to improve the way we operate
- We review, update and offer the best and most efficient service available

### **Technical and Production**

- Store or re-use sets where possible rather than dispose of them
- We offer other local companies props and sets that we cannot use
- We are phasing out halogen lights and replacing them with low energy LED ones
- Our waste company recycle sets if we are unable to store or re-use them
- We re-use/recycle cardboards and plastics, old CD's, and batteries
- We use re-chargeable batteries for radio mics and other battery powered tech equipment instead of single life batteries
- We switch off power supplies in technical areas when they are not in use i.e. dimmers and working lights in the theatre. Front of House audio and video amp supply are turned off during holiday/maintenance periods
- We maintain and repair equipment in house where possible reducing use of couriers and purchase of new equipment
- We order our consumables in bulk reducing deliveries and packaging
- We use timber from old sets to make storage units/shelving etc.
- We strip broken items to salvage any working spare parts
- When a tour is planned we use an audit sheet based on the Industry Green Tools to monitor sustainability
- The use of Velcro reusable tie wraps instead of PVC electrical tape or zip ties
- iPads and laptops are used where appropriate to view set designs and layouts
- Using a Dropbox to share files to save on printing

### **Leadership**

- We have a board and senior management sustainability champion and are committed to engaging staff, suppliers, tenants and clients in our ambitions towards sustainability
- We actively commit to engagement through the Newcastle Gateshead Cultural Venues network (NGCV) and have open dialogue with like-minded organisations to implement best practice and become exemplars in the field of sustainability
- We record and monitor communication relevant to sustainability
- We have discussion about sustainability issues at all levels of company meetings
- Our active "Green Team" has a record of making green issues fun , informative and rewarding
- We ensure that our building activity runs to the best possible standards with a consistent level of service
- We engage visiting companies, performers and hirers in our ambitions, including a welcome address which mentions sustainability initiatives
- During any tender process we ask for companies sustainability practices

### **Estates**

- We advise current tenants on basic sustainability practices, mostly related to waste management
- All new tenants are required to sign up to our sustainability ambitions
- Live Theatre has a "GOOD" Breeam rating The "School House" development has a "Very Good" Breeam rating

### **Waste**

- Recycle units are located throughout all buildings
- We use the most sustainable waste disposal company and review this
- We have an excellent waste to landfill ratio of between 95% and 98% in partnership with waste company

## **Energy**

- We aim to reduce our emissions by 2% year on year
- Will use ambient heat and lighting where possible
- We encourage hirers to use in-house equipment before recourse to hiring in additional resources
- We make energy efficiency a key consideration when acquiring new electrical equipment
- We have a maintenance company with instructions to run our systems as efficiently as possible, engaging in monthly preventative maintenance to this end
- Air Handling Units filters are changed twice per year to increase their efficiency
- We turn off all electrical equipment when not in use including lights
- We have motion sensitive lighting where practical
- We are conducting a gradual move to LED lighting where possible
- We Monitor and record our energy consumption weekly through sMeasure
- Investing in new and innovative technology
- Rooms are heated according to use with a weekly schedule to ensure we are not heating unused spaces
- We have a “No Lift” Monday scheme

## **Transport**

- Our venue is easily accessible by public transport
- We advertise travel schemes on our website to encourage the use of public transport
- We have an active Green Travel plan which is revised annually
- Where ever possible our staff travel on foot, by bicycle or on public transport to events and meetings
- Travel information is sent to all clients in advance of a conference
- We no longer travel internally by plane
- Bike Racks are available on the main streets for cyclists
- Quay link (electronic buses) is publicised on all print materials and on-line
- We no longer have a company van but use hire vehicles when required

## Action Plan 2015 -18

Commitment (Governance and Management)	Actions/Targets/ Success Criteria	Timescale	Resources/Costs	Progress/what helped you accomplish
Establish staff 'champions' to assist with suggestions & actions	<p>A cross department membership of "Green Team" from all Departments</p> <p>Six annual Green Team meetings with minutes for the whole company</p> <p>Sustainability will be tabled at all level meetings</p>	2015 - 18	<p>Time</p> <p>Green Team 8 people x 1hr x 10 times per annum (max)</p>	<p>Cross organisation engagement at all levels and advocacy externally</p> <p>Practical advice/sessions from external experts</p>
Ensure that environmental sustainability issues are considered in review of the corporate or strategic plans	Achieve minimum "Good" BREAM rating for new capital developments	July 2015	Associated Design & Build costs	Flagship project, exemplar in best practice, outside public space with landscaping and creative spaces
Create and deliver audience-focused initiatives on environmental impacts	To engage in minimum 4 audience focused initiatives per annum	Annually to end 2018	Use of social media, website and verbal information from staff	Audience engagement/carbon reduction through for example Lift Share schemes – incentivise these and use analytics to gauge buy-in
Deliver Green updates/advice to tenants and building users	To keep record of tenants up to date and e-mail all with reminders and updates on Best practice – at least 3 per annum. To present to all new building users (visiting	Annually to end 2018	Resources – Time, factoring Green Welcome in to building use by all depts. Advance Guidance for building users on transport etc.	Embed best practice in to relationships with all building users – record these introductions

	companies/ event's organisers/educat ion sessions) on sustainable practice			
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<b>Understanding</b>	<b>Target</b>	<b>Timescale</b>	<b>Resources/Costs</b>	<b>Progress/what helped you accomplish</b>
<b>Energy/Utilities:</b> Monitor and Record Energy and water consumption through independent companies	Monitor all energy use weekly and react to any over-usage. decreasing energy use by 2% and 3% annually	Weekly 2015 - 18	<i>Time</i> 52hrs <i>Fees</i> Demeter: Water Monitoring £975.00 P/A sMeasure Gas/LX measuring: £500.00 P/A Industry Green (IG) Monitoring: £750.00 P/A	7 % decrease was noted 2013/14 on 2012/13. The ambition for 2% reduction decreases from 2015 as quick wins have been established, but the rate of understanding continues to increase.
<b>Touring:</b> Carbon Monitor and Record all theatrical tours as standard	Monitor Live Theatre's external activities as well as its building based ones	2015 - 2018	Industry Green Touring resources Training for Producers & Production Team (In-house/JB Resources)	Trialed for Michaela's Mistake and Captain Amazing in 2014
<b>Auditing:</b> Carry out internal Green Audit annually Engage in audit by External Energy Management Company	Annual round-up of departmental initiatives		Time (internal) Cost to be explored (external)	Add to green audit, a working document available on the public server

<b>Improvement</b>	<b>Target</b>	<b>Timescale</b>	<b>Resources/Costs</b>	<b>Progress</b>
Implement on Staff/Tenant/Buildi ng user engagement focused on reducing energy, waste & water consumption	Annual reduction of between 2% and 3% on utilities with better education on building use	Annually		Annual reduction of between 2% and 3% on carbon footprint

Reduce need for Travel: Improve infrastructure for conference calls, Skype, phone in meeting room/s	Increase number of virtual meetings	Annual	Rolling programme of improvements Costs TBC	
Engage Freelance designers/makers in companies, sustainability ambitions	Documents on individual shows on Green initiatives	Year 2015 3 shows/annual increment	To be documented	Dossier of shows
Achieve IG rating of 3 *	Achieve an IG rating of 3* or greater	By 2018	£750.00 P/A Time – circa 40 hours	IG Accreditation
Segment our existing and new contacts more effectively	Implement MHM's Culture Segments to segment our audiences on motivation to attend the arts This will allow Live Theatre to adapt the format of future brochures/seasonal communications which will more than likely reduce print quantities.  Use segmentation results to more accurately recommend print quantities to visiting theatre companies.	By the end of 2015	Costs of integrating software onto Tessitura and the website TBC  Marketing and box office teams' time to implement the campaign and to analyse data once in place.	Initial data has been shared with MHM in order to test the campaign for future roll out.  Visiting Theatre guidelines have already been created stating the amount of print Live Theatre needs from visiting companies. This has meant that the company receives the quantities it needs and has reduced print wastage from the visiting shows.
Encourage audience members to use more sustainable forms of transport	Promote sustainable methods of transportation to the theatre in order to encourage more audience members to leave their cars	Promotion is ongoing  Annual benchmarking survey	Time	Current data shows that most people travel to Live Theatre by car even though the building is in close proximity to a number of public transport options. This data, along with benchmarking, will be used to evaluate

	at home.  Introduce a benchmarking survey to monitor methods of transportation to the venue.			promotional activities around sustainable travel.
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## **Process of action plan review and modifications**

- The progress on sustainability will be measured by using on-line tools (IG, sMeasure, reports from utilities companies), by using Google analytics to see who engages with customer focused initiatives
- The House Manager is responsible for evaluating and documenting progress which she will feed this to Management/Senior Management Team. The Green Team will be involved in setting new targets and getting the buy-in of their departments on these
- Progress will be assessed annually, externally by Julie's Bicycle and internally by a building wide audit
- Goals will be monitored annually (many are rolling), with a new Plan created for the 2108 and beyond

## **Overview of sustainability planning process**

The sustainability plan was created following an audit of all departments over 2 years, which will remain as the base document for the company's practices. This annual audit included 2 questions

What has the department achieved over the past year?

What are your plans for the coming year?

The Sustainability Plan was considered by the Green team, taken to their department briefings and amendments made following feedback.

It has management Team approval

It has Board approval

## **Areas of strength and weakness**

### *Challenges*

Sustainability is something the company has been demonstrably committed to for several years – early gains were substantial (and documented), but because of these high percentage decreases in for example energy consumption per seat in the first few years, subsequent decreases are likely to be less dramatic

### *Strengths*

There is a strong commitment to Green Issues and as an arts organisation we have the resources to make Green initiatives fun and interesting....