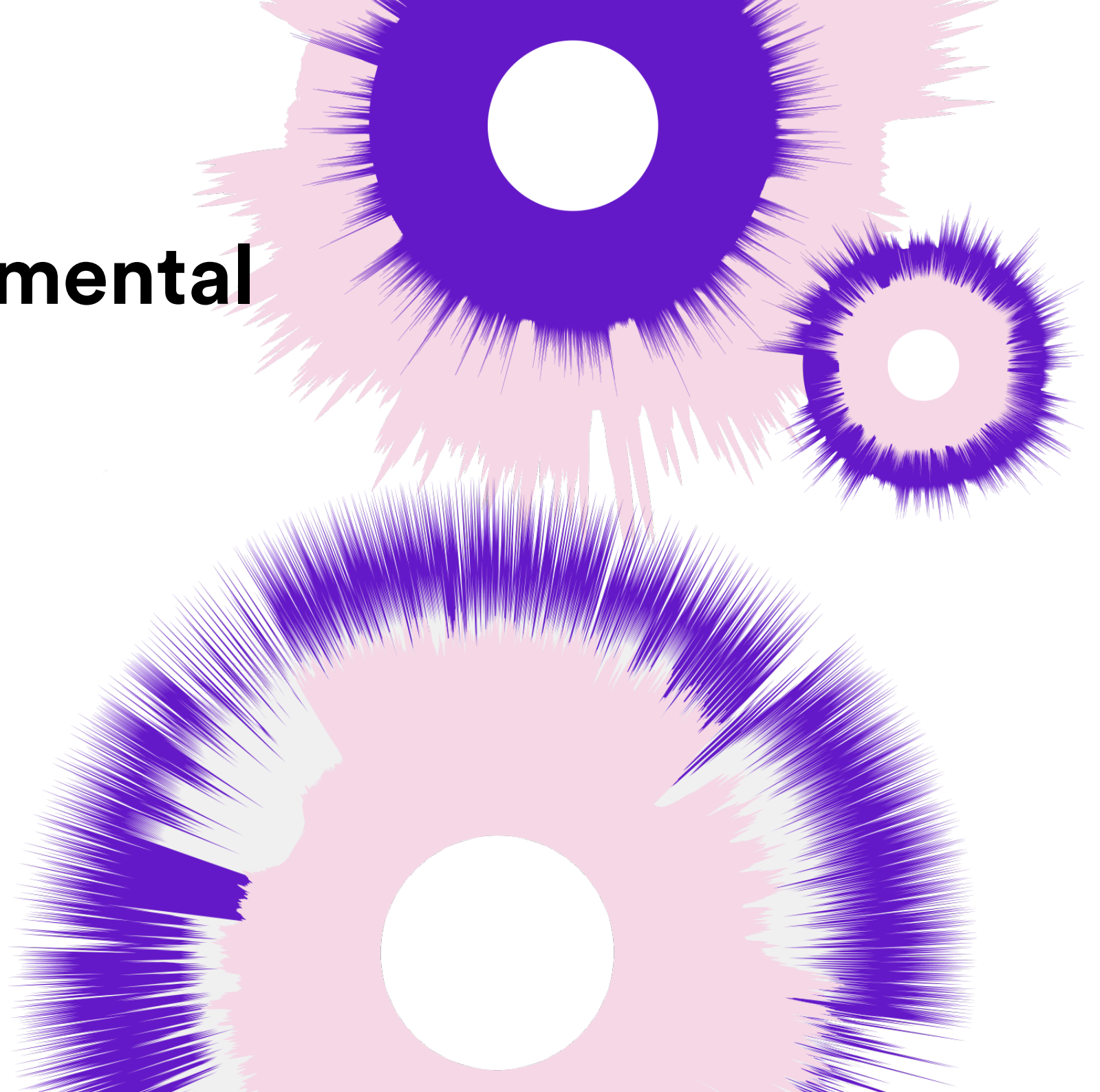


# Environmental Policy

Approved: June 2024  
Next Review Point: June 2025



# Contents

<b>1</b>	<b>Mission Statement for the Policy</b>	<b>3</b>		
<b>2</b>	<b>Implementation</b>	<b>3</b>		
<b>3</b>	<b>The Scope</b>	<b>4</b>		
3.1	Sound and Music’s environmental impact	4		
3.2	Sound and Music’s role in raising awareness of the climate emergency	4		
<b>4</b>	<b>Key Environmental Impacts</b>	<b>4</b>		
4.1	Investment	4		
4.2	Travel and accommodation	5		
4.3	Programme	5		
4.4	Office	5		
4.5	Printing	5		
4.6	Digital carbon footprint	6		
<b>5</b>	<b>Policy Statements and Key Performance Indicators</b>	<b>6</b>		
5.1	Investment	6		
5.2	Travel and accommodation	6		
5.3	Programme	6		
5.4	Office	7		
			5.5 Printing	7
			5.6 Digital carbon footprint	7

# 1 Mission Statement for the Policy

Arts Council England is the first arts funding body in the world to put environmental sustainability in the contractual agreements of its major revenue funding programmes, including Sound and Music as a National Portfolio Organisation.

Sound and Music is already committed to considering the environment in its day-to-day operations in an ad hoc way but has welcomed the requirement to cement its responsibility to reduce the effects its work has on the environment by creating an Environmental Policy and Action Plan.

This policy operates in a context where it is widely accepted that there is a climate emergency, with increasing calls for more urgent reduction in carbon emissions.

As Sound and Music's work includes composer and artist support and development, live events and audience development, touring, information and advice, network building and education, we partner with numerous organisations, and keeping tabs on the effects our work has on the environment can seem somewhat beyond our control.

However, we can instead embrace these connections and partnerships to become green advocates and encourage a culture that considers how we can strive for our vision whilst reducing our carbon emissions to a minimum.

With this in mind, there are four main areas that Sound and Music can consider its impact in facing the climate emergency:

- How we run the organisation and the decisions we take relating to this

- How we manage our investment policy relating to our endowment and any other investments
- How we use our programme, profile and platforms to raise awareness of the need for societal change to address the climate emergency, and highlight the work of artists engaging with the issue as a means to influencing public understanding and behaviour
- How we influence our partners and other organisations across the sector to adopt more environmentally sustainable approaches and policies, both as individual organisations but also in exploring new modes of business for the future

## 2 Implementation

Sound and Music's Environmental Policy is a statement of our commitment to help reduce the impact of our activities on the environment.

The policy is delivered through an Environmental Action Plan, which specifies how the policy will be implemented, complete with targets, dates and a named person(s) responsible for delivering it.

We will work with our Board of Trustees, senior management and staff, composers and artists, suppliers, partners, sponsors and patrons, audience and stakeholder networks to ensure we consider and communicate the environmental impacts of our activities.

For each financial year we will assess and report on our environmental performance; this information will be used to update our Environmental Action Plan for the coming year.

## 3 The Scope

The scope of this policy covers both our own environmental impact, and our work to raise awareness of the climate emergency.

### 3.1 Sound and Music's environmental impact

Sound and Music's activities have environmental impacts in the areas of: Energy, Water, Waste, Toxicity, Biodiversity.

Our ability to improve our environmental impacts depends on our knowledge of, and commitment to addressing them and our capacity to change and influence decisions not always within our immediate control (such as rented space and shared utilities).

We will exert ourselves as much as possible to understand, measure, improve and communicate our environmental performance.

### 3.2 Sound and Music's role in raising awareness of the climate emergency

Sound and Music reaches audiences primarily via a range of digital channels, including the primary platform, the British Music Collection, Minute of Listening, various e-newsletters and social media.

We are connected with hundreds of composers and artists of all ages across the UK for whom the climate emergency is a major issue, including some whose work engages with it.

We are also connected with an extensive network of organisations both in the UK and internationally, some of whom are beginning to acknowledge the need for business models to change over the coming decade.

We will use our profile and reach to platform work that raises awareness of the climate emergency, and we will use our influence to encourage more collaborative thinking and re-imagining of how our sector will work in the future.

## 4 Key Environmental Impacts

### 4.1 Investment

Sound and Music is in the fortunate position of having an endowment fund (the AA Paul fund). The legal documents for this fund require it to be invested and used in such a way that the capital value is maintained (with an inflationary increase).

The investment is currently managed by an external investment management firm, who invest it in line with an Investment Policy Statement which is approved and reviewed at least annually by the Finance Subcommittee.

Sound and Music's Investment Policy Statement includes the requirement for the endowment to be invested in accordance with a responsible investing approach (commonly referred to as ESG). This will include consideration of investment managers' approach to screening (avoiding investment in fossil fuel extraction), influence (voting to encourage firms to improve their practices) and impact investment (e.g., positive investment in renewables).

Approach to responsible investing (and, specifically, consideration of environmental sustainability) is one of the criteria in selection of an investment manager.

Sound and Music also invests its own reserves in a cautious investment fund.

#### 4.2 Travel and accommodation

##### Staff travel

Most of our administration staff business travel is within London; however, staff make longer journeys for meetings and events within the UK and internationally when relevant to our work.

In addition to business travel, there are also the environmental impacts produced from staff commuting to and from the office.

##### Programme related travel

We regularly book and/or finance travel for people (including artists, composers, panel-members, teachers etc.) for all manner of events across our programme largely within the UK but sometimes involving travel from further afield.

Primary environmental impacts are:

- Fossil-fuel energy consumption

##### Accommodation

Sound and Music's activities include booking hotels, catering and venues.

Primary environmental impacts are:

- Fossil fuel energy consumption
- Hotel accommodation
- Food consumption
- Waste generation

#### 4.3 Programme

We can choose to raise awareness of the climate emergency through the composers, artists and work we profile; and to work with others to reimagine how our sector might function in the future.

#### 4.4 Office

##### Building

Since May 2021, Sound and Music has offices in Oxford House, London.

Sound and Music operates a hybrid model of working, including some members of the team working remotely.

Primary environmental impacts of Sound and Music are:

- Fossil-fuel energy consumption
- Water consumption
- Waste generation

##### Supplies

A number of goods and services are procured to run our office operations and each has an environmental impact.

Primary environmental impacts are:

- Resource use for office electronic equipment, furniture and stationery
- Server hosting of the website, third-party social media platforms, transactional plug-ins and email accounts
- Toxicity of cleaning products, furniture and equipment

#### 4.5 Printing

Each year we produce promotional material for events and our educational work. In the past we have produced branded stationery

Primary environmental impacts are:

- Paper resource consumption
- Toxicity of inks and finishes
- Fossil fuel energy consumption

#### **4.6 Digital carbon footprint**

There is growing awareness of the carbon footprint created by digital devices, cloud-based computing, streaming, cryptocurrency, NFTs (non-fungible tokens) and so on. As the amount of use and data increases exponentially year by year, the carbon footprint of the internet needs to be considered. The big tech companies (including Apple, Meta and Microsoft) are beginning to make commitments not only to greening the cloud but using their huge power to create positive change.

Primary environmental impacts relate to manufacture and shipping (of devices and servers) and powering/cooling. For Sound and Music, this means consideration of:

- Choice and use of devices
- Emails and internet traffic
- Streaming
- Data storage

## **5 Policy Statements and Key Performance Indicators**

Sound and Music aims to reduce its negative environmental impact, raise awareness of the climate emergency and influence the behaviour of others to adapt in order to address the climate emergency.

We are committed to measuring and monitoring all those environmental impacts that we can reasonably gather data for and control the use of.

We report some of these annually as a condition of Arts Council funding, marked (ACE).

#### **5.1 Investment**

**Policy statement: Sound and Music will invest according to ESG principles**

KPIs:

- ESG requirement incorporated within Investment Policy
- Investment shifted to ESG portfolio

#### **5.2 Travel and accommodation**

**Policy statement: Sound and Music will reduce the carbon footprint of its travel and accommodation choices, including through using surface public transport whenever possible within the UK and Europe (staff, artists, partners); and choosing hotels/venues/suppliers with environmental accreditation or published environmental policy**

KPIs:

- Greenhouse gas emissions per staff member (ACE)
- Number of artists and partners using surface public transport to and from workshops, rehearsals, events, interviews and performances

#### **5.3 Programme**

**Policy statement: Sound and Music will use its programme, reach and influence to raise awareness of the climate emergency, showcase artistic responses and to work collaboratively to rethink business models for the future**

KPIs:

- Climate emergency related curated content on Sound and Music's platforms
- On agenda at international network meetings

**Policy statement: Sound and Music will reduce the environmental impact of its programme, and seek to work with partners who also support improving environmental impact**

KPIs:

- % of green riders in artist and partner contracts (see Action Plan)

#### **5.4 Office**

**Policy statement: Sound and Music will reduce the environmental impact of its office**

KPIs:

- Greenhouse gas emissions (ACE)
- Water use (ACE)
- Waste (ACE)
- Energy consumption (ACE)

#### **5.5 Printing**

**Policy statement: Sound and Music will minimise its printing, use equipment with a high energy efficiency rating, and when going externally, use printers with environmental accreditation.**

KPIs:

- % of suppliers with environmental accreditation or published environmental policy

#### **5.6 Digital carbon footprint**

**Policy statement: Sound and Music will reduce its digital carbon footprint**

- In staff handbook and other relevant internal documents



# Environmental Action Plan

Approved: June 2024

Updated: October 2024

Next review point: January 2025

Coordinated by: Grace Bailey, Executive and Programmes Coordinator

## Sound and Music



# Contents

<b>1</b>	<b>Investment</b>	<b>3</b>
<b>2</b>	<b>Travel and accommodation</b>	<b>3</b>
<b>3</b>	<b>Programme</b>	<b>5</b>
<b>4</b>	<b>Office</b>	<b>8</b>
<b>5</b>	<b>Printing</b>	<b>10</b>
<b>6</b>	<b>Digital carbon footprint</b>	<b>11</b>

# 1 Investment

**Policy statement: Sound and Music will invest according to ESG principles**

**Staff member responsible for monitoring: Will Dutta, Chief Executive**

	Action	How	Progress
1	To review other areas of investment (cautious investment fund and pensions) to move to ESG investing (or offer options to staff to do so)	Investigate whether possible to have Scottish Widows ESG fund as default and explore other ethical pension providers for consideration  Explore investment options for Cautious fund	ZIM (who manage our Cautious Fund) presented ESG options to FSC in Q2 and these will be put forward for Board approval in Q3 (Dec 24)

# 2 Travel and accommodation

**Policy statement: Sound and Music will reduce the carbon footprint of its travel, including through using surface public transport whenever possible within the UK and Europe (staff, artists, partners); and choosing hotels/venues/suppliers with environmental accreditation or published environmental policy**

**Staff members responsible for monitoring: Grace Bailey, Executive and Programmes Coordinator and individual line managers**

We are committed to monitoring and minimising the environmental impact of travel across the organisation, encouraging lower GHG emission options where possible.

	Action	How	
1	To travel by train, ferry, bus or coach within the UK and Europe wherever possible	By booking travel as far in advance as possible to ensure best rate on tickets	Ongoing
		By requesting that staff, artists and partners travel by train/coach/bus and only take	Ongoing

	flights in exceptional circumstances		
	When invited to attend national or international conferences or events, to request train travel	Ongoing	
2	To continue to conduct an annual audit of business travel quantifying greenhouse gas emissions associated with said travel	By using the IG Office Tool to calculate environmental impact and generate stats  Include in the Impact Report and/or as dashboard feature on Impact section of primary platform by January 2025	Ongoing with next survey in Jun 2025
3	To continue to evaluate the organisational benefits of business trips requiring travel by plane	By discussing the merits (e.g., increased organisational reach) of attending events	Ongoing
		By identifying how to maximise value from each business trip	Ongoing
4	To only travel by taxi when completely necessary and endeavour to use services that offer hybrid vehicles	By booking travel with companies such as Green Tomato Cars: <a href="http://www.greentomatocars.com">www.greentomatocars.com</a>	Ongoing
5	To continue to use Zoom or other digital platforms for international meetings and interviews – as well as those that require extensive domestic travel or involve large UK-based groups of people – as much as possible	By proposing the use of such platforms as an alternative, where feasible, in the early stages of scheduling	Ongoing
6	To continue to encourage staff to cycle or use public transport to get to work	By promoting the availability of interest-free staff loans	Ongoing

7	To encourage staff, artists and partners to car-pool to events, workshops, rehearsals etc. when use of public transport is not an option	By opening up the lines of communication between those looking to travel to and from adjacent and en-route destinations	Ongoing
8	To continue to enable remote access for staff	By continuing to work with IT support to resolve remote access issues as and when they arise	Ongoing
9	Introduce employee benefits to encourage rail and ferry travel	To put forward proposal to the working group (which includes trustees) to consider Climate Perks, an employee benefit scheme that encourages staff to travel by rail and ferry when taking annual leave	No progress to report

### 3 Programme

**Policy statement: Sound and Music will use its programme, reach and influence to raise awareness of the climate emergency and to work collaboratively to rethink business models for the future**

**Staff members for monitoring: Chief Executive, Heads of Programmes and External Engagement**

Action	How	Progress
1 To raise awareness of the climate emergency	By featuring curated content addressing the issue through the British Music Collection, as well as supporting artists who are engaging with it  Talk more openly about it on our website (e.g., Impact page), explain why it matters to us, and outline actions we're	Shared Dreaming Species by Melanie Wilson and Arctic Ice by Alice Boyd on our channels in Q1 2024-25  We plan to partner with academic at University of Exeter and her Wounded World Project (subject to funding) to run 2025-26 on the BMC

		working on next to encourage transparency	
2	To use our influence to encourage more collaborative thinking about the future in our national and international networks	By requesting agenda items on the issue and ensuring that the issue is being raised  Setup working group which includes trustees to explore and agree which organisation to sign up to, to participate in a deeper and more meaningful way (e.g., Culture Declares Emergency, Music Declares Emergency, Earth Percent)	Working group established with two trustees invited to participate

**Policy statement: Sound and Music will reduce the environmental impact of its programme, and seek to work with partners who also support improving environmental impact**

**Staff members responsible for monitoring:** Heads of Programmes and External Engagement

We are committed to monitoring and minimising the environmental impacts of our programme as far as we can when producing and otherwise influencing partners where possible.

	Action	How	Progress
1	To encourage consideration of environmental sustainability in our partnerships	By incorporating the <a href="#">Green Rider</a> into all relevant partner contracts  Research and evaluate value for money of AGF certification for In the Making 2025	No progress to report
2	To use hotels, venues and caterers with strong environmental	By requesting information from those most commonly booked	No progress to report

	credentials, where possible	by staff and considering switching to other more sustainable, yet equally affordable options	
3	To encourage artists and partners to book sustainable venues, modes of transport, accommodation etc. at the start of each new partnership and project	By presenting Sound and Music's Environmental Policy at early induction meetings and incorporating the Green Rider and other relevant information into artist and partner Welcome Packs	Ongoing - The Policy and Action Plan are linked in the In Motion 2024 Welcome Pack and composer contracts
		By ensuring that artists and partners have understood Sound and Music's sustainable travel requirements in artist and partner contracts, before signing, and by referring signees to said requirements at regular points during their engagement with the organisation	Ongoing
3	To ensure that Sound and Music is sensitive to the needs and accessibility requirements of individual artists and partners when approving requests to book domestic flights or travel by car and have said travel reimbursed	By asking Creative Project Leaders to adopt a case-by-case basis when approving and reimbursing travel	Ongoing
		By asking Creative Project Leaders to be mindful when creating project schedules	Ongoing
		By notifying artists and partners that requests to travel by car or plane (and have said travel reimbursed) are to be submitted to/discussed with Creative Project Leaders prior to booking,	Established and ongoing

		as stipulated in new artist and partner contracts	
4	To ensure that information and guidance regarding Sound and Music's approach to achieving its environmental aims is accessible to all staff	By making this Action Policy and the Policy available on the server and primary platform by July	Ongoing - Available in Policies folder and linked in Staff Induction packs
5	By offering seasonal, locally sourced vegetarian and mostly vegan food and refreshments at residentials, networking days etc	By providing dairy free drinks and snacks, and selecting suppliers with good environmental credentials with a particular focus on In the Making Residency Phase	Established and ongoing
6	To reduce single use plastic wherever possible	By offering reusable cutlery, crockery and glassware	Established and ongoing

## 4 Office

**Policy statement: Sound and Music will reduce the environmental impact of its office**

**Staff member responsible for monitoring:** Grace Bailey, Executive and Programmes Coordinator

We are committed to monitoring and minimising the environmental impacts of our office practices and processes to as great an extent as possible.

	Action	How	Progress
1	To continue to share Sound and Music's Environmental Policy and data online	Add the Action Plan to the Policy and make both available on primary platform	Policy and action plan are now online

		By turning lights, taps, PCs, etc. off where possible	Ongoing
2	To continue to keep energy and water use to a minimum	By minimising the use of heating/fans	Ongoing
		By encouraging and engaging with Oxford House's environmental initiatives	Ongoing
3	To continue to purchase goods and services from suppliers with strong environmental credentials	By requesting details regarding the sustainability of supplier products before purchasing	Ongoing
		By opting for post-consumer and/or FSC paper and non-toxic inks and finishes	Done, also we are using much less paper and printing very little
4	To continue to both recycle and reduce staff use of paper products	By printing only when necessary (black and white, double-sided)	We have reduced printing dramatically
		By sharing meeting papers via MS SharePoint and using projectors during meetings	Ongoing
5	To reduce stationery deliveries	By advising the Executive and Programmes Coordinator and office interns to place stationery orders once a month, in bulk	Established and ongoing
6	To continue to recycle all equipment (incl. batteries) where possible	By using recycling companies and donating unused equipment to staff, partners, artists and charity	Ongoing
7	To only supply non air freighted and ideally locally/seasonally sourced vegetarian (and	By providing dairy free drinks and snacks, and selecting suppliers with	Established and ongoing



	mostly vegan) refreshments and food to the office and at awaydays	good environmental credentials	
8	To engage with and support Oxford House in advancing its own environmental policy	By joining the Green Team at Oxford House and proactively offering to support changes e.g., move to renewable energy supplier	LPC and GB both joined Green Team

## 5 Printing

**Policy statement: Sound and Music will minimise its printing, use equipment with a high energy efficiency rating, and when going externally, use printers with environmental accreditation**

**Staff member responsible for monitoring:** Grace Bailey, Executive and Programmes Coordinator

We are committed to monitoring and minimising the environmental impact of the printing we produce as part of our office stationery and promotional material.

	Action	How	Progress
1	To continue to use set printers with strong environmental credentials for the year when not printing in-house	By sending requests for quotes to a variety of printing houses and selecting a provider based on environmental credentials, value for money and account management	Ongoing
2	To assess demand of promotional material in printed form, so as to avoid over-printing	By identifying who we would like to, and for whom it would be beneficial to receive hardcopies when determining how many to print	Ongoing
3	To continue to use digital platforms instead, as an	By using websites, social media, emails etc. to share information	Ongoing

alternative to printing,  
where possible/effective

## 6 Digital carbon footprint

	Action	How	Progress
1	All devices to be switched off completely (not in sleep mode) when not in use	Users to switch off office-based devices	Ongoing
		Users to switch off work devices when working at home	Ongoing
2	Old files and emails not needed for archival purposes to be deleted, especially if they include media files	Users to regularly clean up files and email folders. Regularly appoint SharePoint champions to keep server tidy by deleting drafts	Ongoing
3	All staff to unsubscribe from outdated or irrelevant mailing lists and spam, including generic inboxes e.g. info@ and marketing@	Include in staff handbook	Ongoing
4	All staff to minimise unnecessary emails and reduce use of 'reply all'	Internal communications guide emphasises importance of using RACI framework and talking - avoiding 'reply all'	Ongoing
5	Consider use of media files and streaming	In staff handbook, ensure that staff understand that any such use needs to be justifiable	Ongoing
6	Review all third-party suppliers, working only with those with carbon commitments	Evaluate current suppliers and switch to new ones if necessary	Done
7	Ensure all external developers engaged	Include carbon commitments in all	Still to do

	(build, hosting and maintenance) across all digital platforms adhere to best practice	contracts and agreements and review regularly	
8	Lower carbon website scores	Work with developers to lower the carbon scores of our digital platforms	We have begun this by archiving and closing several sites (Go Compose and Listen Imagine Compose, SaM Summer School and The Sampler)
9	Become better informed about the issue	Team meeting discussions scheduled throughout 2024 and led by Head of Programmes to feed into our way of working.  Team members to receive training (if available) or otherwise access expertise and knowledge on the issue	Achieved and learning fed into actions
10	Fully utilise cloud-based servers	Migrate in-office Sage server to the cloud	Ongoing, with plans to be completed by end of FY 25-26
11	Email clean-up policy	Add policy to Internal Communications guide to set threshold for retaining or deleting emails, to encourage staff to delete rather than archive more emails than currently	Team Meeting item scheduled in Q4