



54a Newgate Street  
Morpeth, Northumberland

NE61 1BE

T 01670 457 808

E [info@novemberclub.org.uk](mailto:info@novemberclub.org.uk)  
W [www.novemberclub.org.uk](http://www.novemberclub.org.uk)

## Environmental Report 2023

### 1 Introduction

This report analyses our environmental actions over the last financial year. It measures November Club's strategies, plan of activities and spending plans against the environmental criteria identified in the Environmental Policy and against questions in Julie's Bicycle Beyond Carbon section of the Creative Climate tool. It then analyses our last Environmental Action Plan (EAP), summarises what we have done and suggests revisions.

[Click on arrow to left to reveal the Environmental Criteria in our Environmental Policy](#)

### 2 Summary of 2022/2023

In 2022/2023, our staff team continued to work in the office and from home and our electricity usage is similar to last year. We have not taken steps to measure the staff team's household consumption of electricity. It may be that any office savings on electricity (when reviewed against pre-COVID consumption) are offset by increases in our staff's household consumption.

We have policies for managing waste. We try to limit the paper-based materials we produce. We recycle paper waste, bottles, printer cartridges. Whilst we have no control over how our staff team manages their waste when they are working from home, all staff members are sensitive to environmental issues.

Unexpectedly, our overall business mileage has dropped this year. Our main forms of transport are cars and trains although we recorded some air travel.

We purchase few products for which toxicity is a concern, however we have a policy of purchasing environmentally sustainable office cleaning materials.

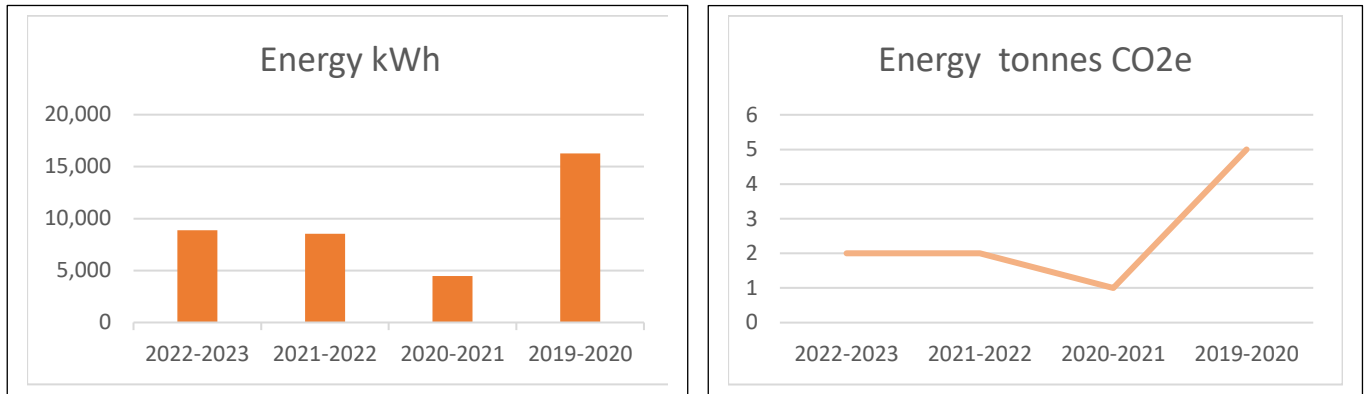
We have purchased some new lighting equipment for the Unlocked Door. We were able to make use of charity shops to purchase props and costumes for The Unlocked Door.

Looking at communication, we have set up a webpage displaying our Environmental Policy, Action Plan and annual report. We have undertaken a staff survey to see how the staff team is following the Environmental Action Plan. The survey has also acted as an opportunity to remind staff of the importance of considering environmental sustainability as part of their work and has given us the chance to gather their ideas for improvements. Through the environmental network run by VONNE (Voluntary Organisations Network North East), we were able to access Carbon Literacy training.

In terms of digital sustainability, we purchased a new digital camera this year; consciously choosing not to acquire a second-hand one. However, we did acquire some second-hand technical equipment to improve our internet access. When operating out of the office, we are mindful of using Wi-Fi when the option is available, we delete obsolete digital data, but could do better; and more of us are using an environmental search engine.

### 3 Energy

Analysis of our Creative Climate Tools data shows the following pattern of Energy usage in our offices.

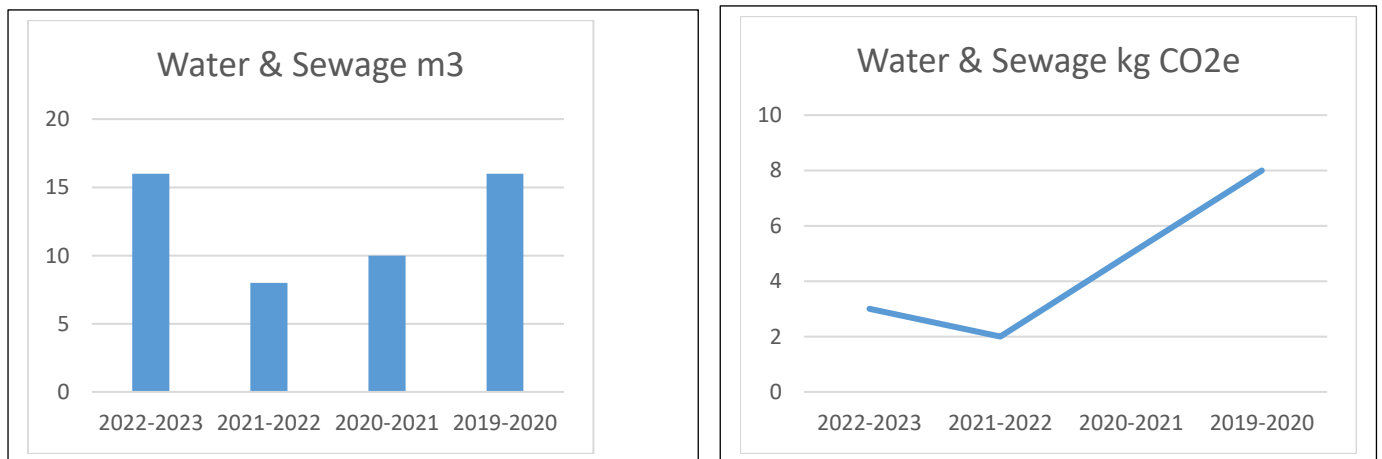


Our gradual return to the office has seen our energy use stabilise at below pre-COVID levels. We have made a conscious effort to control our use of heating to minimise our energy use. We moved to a genuinely renewable energy supplier when our contract ran out and now are supplied by Octopus.

[Click on arrow to access detail about our electrical usage.](#)

### 4 Water and Sewerage

Analysis of our Creative Climate Tools data shows the following pattern of water/sewerage usage in our offices.

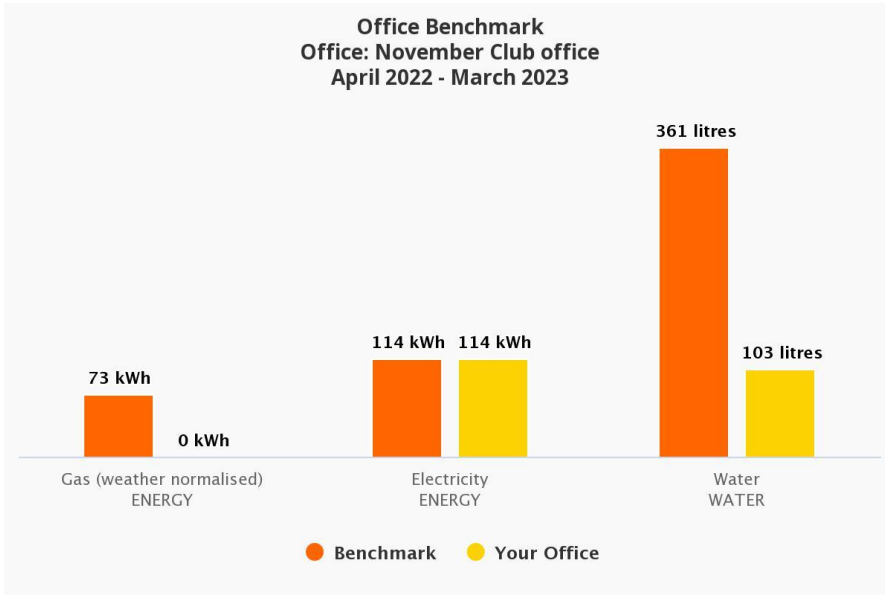


Our water usage is back to pre-COVID levels which we would not expect given the staff's reduced use of the office, however we did have a dripping tap in the Autumn which took at least a month to repair.

[Click on arrow to access detail about our water usage.](#)

### 5 Benchmarking against other organisations

The chart below benchmarks our electricity, gas and water usage based on the size of our office in square metres. This year, as in previous years, our water usage has come out as below the benchmark and our electricity usage has come out similar to the benchmark.

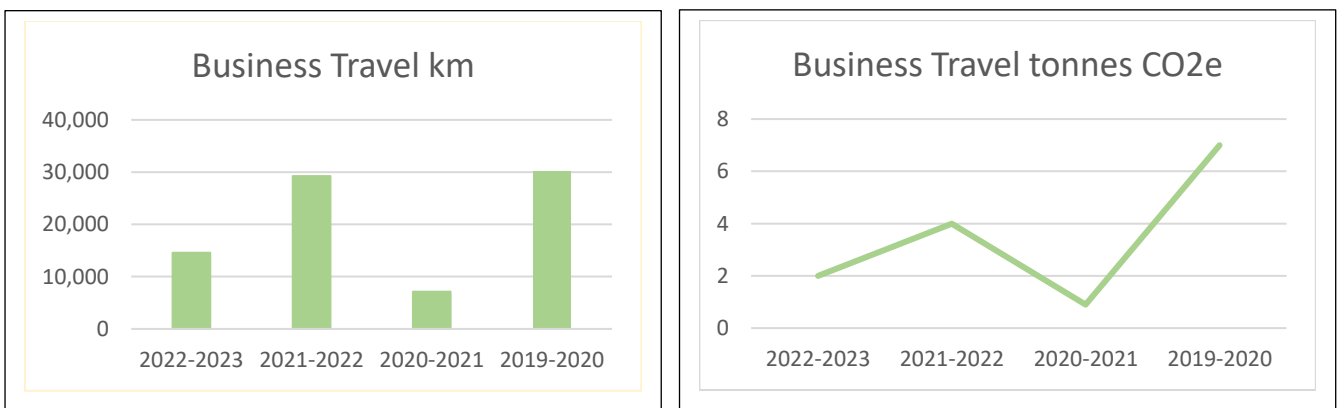


## 6 Waste

We do not use Creative Climate Tools to analyse the amount of waste we generate and dispose of. [Click on arrow to access detail about our waste.](#)

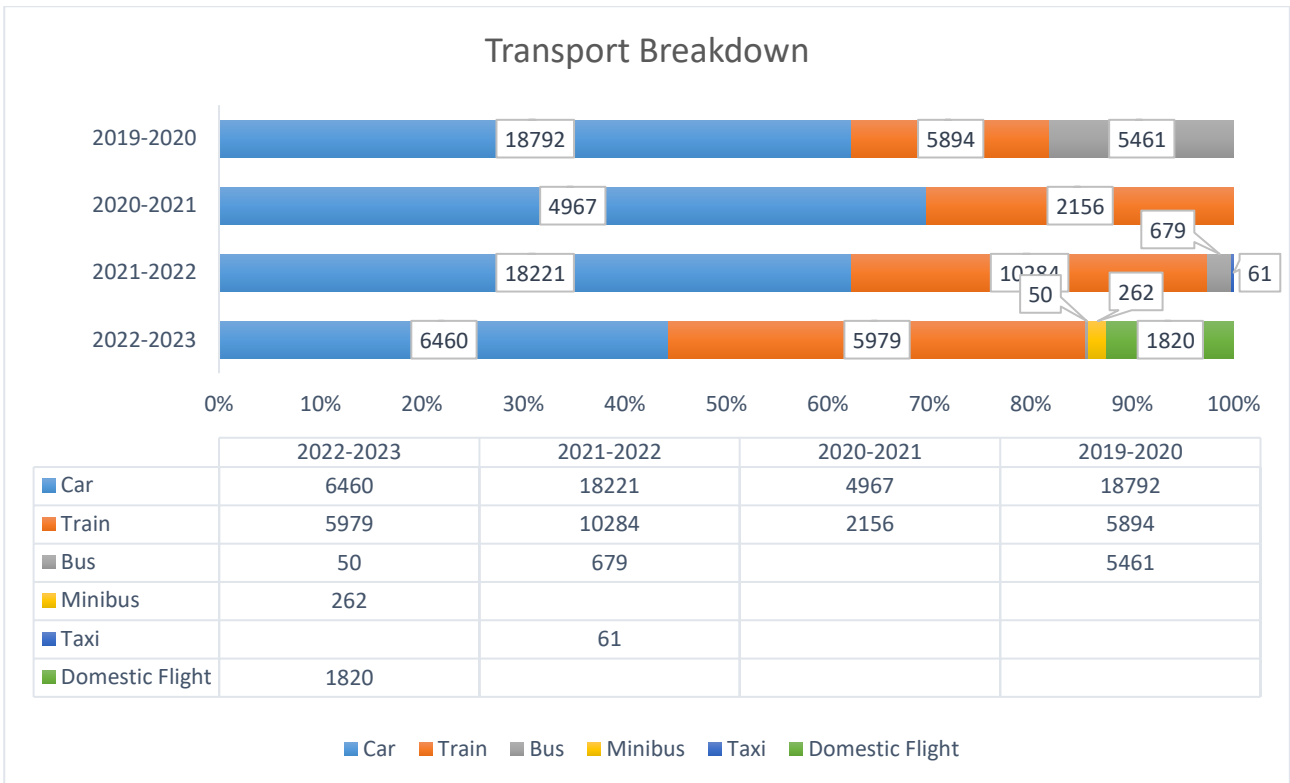
## 7 Travel

Our Creative Climate Tools data shows the following pattern of travel across the company.



Our mileage does not cover staff travel to work, Board members travel to board meetings or audience travel. Our business travel dropped back again this year. We were anticipating that our mileage would be higher than this, partly because in the past we have measured mileage based on expenses claims, whilst this year we have tried to include mileage where no expenses were claimed. For example, the minibus mileage occurred to transport the sets for The Unlocked Door, the cost of fuel was paid directly through the company debit card.

The chart below shows how our travel is split across methods of transport. Train and car travel are more evenly balanced this year. We have employed freelancers who have travelled some distance and have done so by train. This year, Joe had to travel to Portsmouth by plane to enable him to meet his work commitments.



[Click on arrow to access detail about our travel.](#)

## 8 Toxicity

Appendix 1 discusses the steps we take to limit our use of toxic products. We do not use Creative Climate Tools to analyse our toxicity.

[Click on the arrow to access details about our use of toxic products.](#)

## 9 Digital

Julie’s Bicycle report [Environmental Sustainability in the Digital Age of Culture](#) (2020) provides recommendations for reducing the impact of digital devices. A detailed analysis of how we perform against these criteria can be found by clicking on the arrow below. This analysis has been used to comment on the Digital section of the Environmental Action Plan located section 12 Environmental Action Plan of this report. It also discusses the recommendations that we are not suggesting we pursue at this stage.

[Click on the arrow to access the analysis.](#)

## 10 Creative Green Tools Beyond Carbon section

In addition to submitting a selection of environmental data to Julie’s Bicycle, we are asked to answer a number of questions in their Beyond Carbon section of the Creative Green tool. Our analysis of these questions suggests we need to consider the following matters:

### Energy

When we resolve our premises situation, look to install a half-hourly electricity meter.

### Governance

We still need to review whether our core business strategies include environmental sustainability, and we need to consider building environmental responsibilities into job descriptions.

### Procurement

Make a more conscious effort to ensure that environmental sustainability is part of our procurement cycle.

### Communication

We have set up a page on our website where we share our Environmental Policy and Action Plan. <https://www.novemberclub.org.uk/environmental-responsibility>. We also provide a link to the Going Green Together resources. We can develop this element of our website. We have distributed some, but limited, social media posts related to environmental matters.

### Artistic

Producing work around environmental sustainability is still not one of our artistic aims and we have no plans to become a company that purely focuses on environmental sustainability.

[Click on the arrow to reveal the detailed analysis of the Beyond Carbon analysis.](#)

## **11 Staff Survey**

We issued a survey to staff asking what contribution they had made to the Environmental Action Plan. Two staff members responded, and their comments are included in the analysis in section 12 below. We also sought their views on what additional steps they could take to be more environmentally sustainable. They said:

Engage more and plan further in advance to improve how we work on projects.
Need to look at digital storage and have a good clear out. Look at moving all consent forms to online and liaising with partners further ahead to help this happen.

Finally, we asked for their feedback on what the company could do. They said:

Consider what environmental actions we need to take as we relocate.
Continue borrowing/hiring props and costumes to avoid waste and accumulation of these in our storage. Be proactive earlier in the production process to set up lift shares and highlight the environmental angle on this not just what practical help people might need to get on site.

## 12 Environmental Action Plan

The following table documents the targets and actions in our 2022/2023 Environmental Action Plan. It records the progress we are making and suggests future targets and actions for an update Environmental Action Plan.

Target	Actions	What we have done this year	Changes to actions for next year
<b>Governance</b>			
Carry out an annual impact audit of office operations	Collect usage data for electricity, water and travel on an ongoing basis.	This data is being collected and updated to Creative IG as bills arrive.	As part of her Carbon Literacy training, the Business and Operations Director agreed to undertake a carbon assessment of the work environment to see if this would identify other actions to take. This needs to be added to the Action Plan.
	Use Creative IG tool available on Julie's Bicycle website to complete the annual environmental data audit and report.	We have analysed the data that we collect and produced this Environmental Report and use it to update the Environmental Action Plan.	
	Produce an annual Environmental Report.		
	Update Environmental Action Plan based on learning from annual report.		

Target	Actions	What we have done this year	Changes to actions for next year
	Include environmental sustainability in core business strategies.	Arts Council England's Investment Principles Plan includes a section of Environmental Responsibility.	
	Recognise environmental responsibilities in job roles: <ul style="list-style-type: none"> <li>• Staff members</li> </ul>	No action taken/	
<b>Artistic</b>			
Produce work exploring environmental themes	Establish the appropriateness of including environmental themes within the artistic programme.	It hasn't felt appropriate to focus on this this year.	None, continue to consider this.
<b>Energy</b>			
Minimise electrical usage	During the summer turn the heaters and night storage heaters off.  Check office at the end of each working day and ensure all non-essential equipment is switched off.  During the winter, adjust the input control depending on how cold it is anticipated to be the following week.	If we extend our lease, we should replace fluorescent light in the Artistic Director's office.  This is part of the end of day closing procedures and is normally adhered to. We take care to turn the lights off in unused rooms.  We have adjusted the heaters depending on the weather. We only heat the meeting room when we know we are using it.	None
	Establish whether meters can be installed to measure half-hourly usage.		Look to install a half-hourly electricity meter when we move.

Target	Actions	What we have done this year	Changes to actions for next year
	Source a genuinely green electricity supplier.	In August 2022, we switched to bulb, a green energy supplier. In April 2023, they were transferred to Octopus.	Remove from plan.
<b>Waste</b>			
Reduce our use of paper products	<p>Print only when necessary.</p> <p>Email Board papers and encourage members to use laptops/iPads instead of printing where possible.</p> <p>Print black-and-white rather than colour.</p> <p>Print doubled-sided.</p> <p>Use recycled paper products wherever possible.</p> <p>Recycle wastepaper.</p> <p>Monitor paper usage.</p> <p>Use e-ticket options when we provide tickets and when we use other venues' booking systems.</p>	<p>We record how much paper we purchase and stock take at the end of the year. We estimate we have used 4,530 pages of paper in 2022/2023, this is roughly the same as 2021/2022</p> <p>We have used e-ticket options for performances and made more use of digital marketing to reduce paper marketing.</p> <p>We use FSC paper and recycle wastepaper.</p> <p>We email papers to the board (and now store them in a Teams directory), although some board members require paper copies to be supplied. We are trying to read more online rather than printing documents.</p> <p>Two of the staff members don't have access to printers from home and have managed without having to print.</p> <p>We have started using online consent forms or to accept digitally completed forms.</p> <p>Our Impact and Insight surveys have all being digitally processed.</p>	Add in an action to focus on using online consent forms where feasible.



Target	Actions	What we have done this year	Changes to actions for next year
Minimise our use of single use plastic containers	<p>Staff encouraged to use re-useable containers/drinks bottles.</p> <p>Avoid using plastic containers for company events where possible.</p>	<p>We had an outstanding action to reflect this policy in the Finance policy. This had occurred and will be reviewed in May 23.</p> <p>We have some plastic covered items purchased because of COVID that we are still trying to use up. We do carry water in plastic bottles on the walks in case any of the walkers become dehydrated. We have had limited opportunities to test this action this year because of the work we've produced.</p>	None
Manage print runs to avoid over-stocking	Identify/quantify potential recipients of each publication to minimise print runs and waste.	<p>We had to reproduce the publicity for The Unlocked Door because of the change in partner and in dates. This was wasteful, but unavoidable.</p> <p>For Josey we produced limited print media as it was a digital production.</p>	None
Minimise waste from events	<p>Ensure that printed materials (posters, flyers, programmes) are fully recyclable, where it is cost effective to do so.</p> <p>Discuss possibility of serving food/drink in recyclable and/or reusable containers.</p>	<p>Our printed material is fully recyclable.</p> <p>We used recyclable cups/china mugs for Walk in Your Shoes.</p> <p>We are thinking about we can re-use the staging from Beyond the End of the Road for future productions.</p> <p>We borrowed costumes from Northern Stage for The Unlocked Door.</p>	None

<b>Target</b>	<b>Actions</b>	<b>What we have done this year</b>	<b>Changes to actions for next year</b>
Recycle sanitary waste.	Investigate the cost of recycling sanitary waste.	The cost of recycling was prohibitive for the amount of use we would make of it.	Remove from Action Plan
<b>Toxicity</b>			
Minimise the use of toxic/non-bio-degradable materials.	Where there is a choice, only purchase non-toxic or biodegradable materials.	We use non-toxic or biodegradable washing-up liquid and toilet cleaner. We still need to use bleach to clean the kitchen work surface.	None
<b>Travel</b>			
Evaluate organisational benefits of all business travel.	Consider merits of attendance at each event against impact. Where trips are necessary, maximise value by arranging complementary meetings.	The team is mindful of the need to minimise its travel and takes steps to attend online meetings or to arrange multiple meetings in the same place.	None
Reduce emissions from travel to/from events and performances.	Encourage car-sharing among the team and cast where it is practicable. Work with venues to encourage efficient modes of transport for audiences. Communicate public transport options/cycle routes for performance spaces.	Our Travel Policy covers car-sharing. We will communicate this to new Board members. Board members also make every effort to share transport.  We shared lifts on the way to Josey rehearsals and gave lifts to staff members (Amy) on The Unlocked Door.  We tried to connect people for lift sharing for the GROW focus groups, but it didn't work out logistically.  We communicated the public transport options for Walk in Your Shoes. One of the walks we designed to be specifically accessible by public	None

Target	Actions	What we have done this year	Changes to actions for next year
		transport and three walkers made use of this facility.	
Use least harmful modes of transport available	<p>Only take internal UK flights where no viable option is available and attendance is considered essential.</p> <p>Use public transport in preference to private transport.</p> <p>Only take taxis if absolutely necessary, walking or using public transport wherever possible. Where taxis must be used, use those that emit low emissions.</p> <p>Use video-conferencing to minimise theirs and others travel to meeting.</p>	<p>Joe has used internal flights to access Portsmouth as he had work commitments either side of the meetings that would not have been accessible without doing so.</p> <p>Staff members use public transport where it is feasible.</p> <p>We continue to use video-conferencing for meetings.</p>	None
<b>Procurement</b>			
Include environmental credentials in our procurement process.	When procuring products or services, establish whether the provider has an Environmental Policy and reflect this in the Procurement section of the Finance Policy.	<p>We had an outstanding action to reflect this policy in the Finance policy. This had occurred and will be reviewed in May 23.</p> <p>We are seeking to establish whether our website designer has an Environmental Policy, however this was not part of the selection process.</p>	None
Include environmental requirements in	When contracting for products or services, establish what environmental criteria need to be part to the tender. Ensure the	We had an outstanding action to reflect this policy in the Finance policy. This had occurred and will be reviewed in May 23.	None

Target	Actions	What we have done this year	Changes to actions for next year
contracts for products and services:	environmental criteria are documented in the contract.	We had the opportunity to include environmental considerations in the website tender and failed to do so.	
Publications printed using paper from recycled sources	Purchase paper from sustainable sources. Use printing companies that display the FSC mark and print using a sustainable paper source	We use FSC marked paper and check with our printers when we ask for quotes.	None
Complete a venue checklist to remind us to discuss issues related to environment with venues when we book.	Assess the environmental credentials of each venue used.	We haven't completed any this year. There were opportunities to do so when we booked rehearsal rooms, so this task needs to be more embedded in the organisation.	Make it clear that this applies to rehearsal venues as well as production venues.
<b>Communication</b>			
Communicate environmental activity to our stakeholders.	Read Julie's Bicycle report on Communicating Sustainability and implement those recommendations that are appropriate to our organisation.	We read the report and implemented some of the recommendations. We need to embed more social media communication and ensure our website link is kept up to date.	Upload the latest Environment Report and Policy to the website.  Add links on the website to other sources of information that we have found useful.  Expand our social media reporting on

Target	Actions	What we have done this year	Changes to actions for next year
			our environmental activity.
<b>Digital</b>			
Online procurement	<p>Establish whether our web hosting and cloud services are powered renewably.</p> <p>Speak to Coast about whether we can influence Miss Group to participate in the Green Web Foundation.</p>	<p>We use Office 365, a Microsoft cloud-based service. Microsoft has been powered by 100% renewable energy since 2014. Our website is hosted by Coast Technology who use server space provided by Cloudflare. Cloudflare are listed on the Green Web Foundation as a green website host. Coast Technology do not appear to have an environmental policy.</p>	<p>The action should remain the same, but there is more scope for this to be missed in the move to the new website.</p> <p>Remove the reference to Miss Group.</p>
Think circular	<p>Have broken digital devices fixed before renewing, avoid buying new devices, consider buying recycled devices.</p> <p>Find out if the company you are buying from has a 'circular economy strategy' for example they are built with a modular design so component parts can be easily replaced.</p> <p>Find out of the company you are buying from uses 'conflict minerals' minerals from countries that prioritise extracting minerals over human rights.</p>	<p>We purchased a digital camera this year and chose to purchase a new one. We installed a tp-link in the meeting room and a switchbox in the main office both of which were recycled gifts.</p> <p>We haven't established this for the digital camera.</p> <p>Canon (from whom we purchased the digital camera) undertakes an annual assessment of its use of materials to determine whether they conform to the Responsible Minerals Assurance Process. They establish which materials do and</p>	None

Target	Actions	What we have done this year	Changes to actions for next year
		do not conform. It is possible that they use conflict materials	
Be energy efficient in our use of digital devices.	Connect on Wi-Fi rather than using roaming as 4G consumes four times as much electricity as Wi-Fi.	The office iPhone, Joe’s Apple Mac and our own personal iPhones and iPads are set up with roaming. However, the tp-link installed in the meeting room in March 2023 provides a stronger wi-fi connection, limiting the need for roaming. The team usually connect through wi0-fi.	None
Develop an understanding, of digital sustainability, plan the approach and measure the impact.	<p>Develop an understanding of the issues by reading and speaking to suppliers.</p> <p>Map where the digital impacts are occurring.</p> <p>Undertake the mapping prior to purchasing digital equipment and services.</p>	<p>We are currently looking for new premises and are raising environmental queries in the search.</p> <p>By reviewing our digital use in this report, we are starting the process of mapping our digital impacts.</p>	None
Advocate for Change	<p>Use digital art to engage audiences in environmental and sustainability issues what they are doing to address impacts.</p> <p>Speak to technical and digital providers for their environmental and energy reports.</p>	<p>No progress in this this year.</p> <p>No progress on this this year.</p>	<p>Non</p> <p>None</p>
Do a digital ‘Spring Clean’	Tackle ‘digital waste’ review what is being stored digitally and where, the more stored digitally the more energy needed to store it.	<p>We set up a Teams directory in which to store board papers, reducing the need for each individual board member to hold the data separately.</p> <p>Throughout the year, we have been deleting obsolete files and have removed obsolete bank</p>	None

<b>Target</b>	<b>Actions</b>	<b>What we have done this year</b>	<b>Changes to actions for next year</b>
	Use a green search engine such as Ecosia (which turns searches into tree planting) or Ocean Hero (which turns searches into ocean-bound plastic bottle recovery).	beneficiaries from the Co-operative bank account. We haven't fully embedded this.  Most of the staff team are using Ecosia.	None