



## **Environmental Action Policy 2023-2024**

Owned by: Full House Theatre

Review Date: 1<sup>st</sup> November 2024

## 1. Overview

Full House Theatre company has been planning and organising arts events and activities for over 21 years, in and around Bedfordshire.

A professional theatre company and arts organisation, Full House Theatre's vision is for every child to hold treasured memories of theatre.

Activities include: making and performing theatre with and for children and young people in theatre, schools and community settings; programming and organising festivals for children and families; running activities at weekly sessions for children in Houghton Regis through Art Town and as commissioned by local authorities and other organisations.

## 2. Climate Crisis Response

Full House Theatre recognises and understands the current Climate Crisis. We believe that we should be making every effort as an organisation to reduce and limit our impact on the Climate Crisis. In order to help us to achieve this we have created this Environmental Policy and Action Plan.

## 3. Being environmentally responsible

- It means playing our part in looking after the planet and its resources for future generations.
- We believe we have a responsibility both morally and ideologically to reduce our impact on the planet.
- It helps us to be accountable for our actions.
- Full House is a responsible civic organisation so must always consider the critical global contexts.
- Full House is in a unique position to spread the messages appropriately through their performance work and the communities they work with.

## 4. Our approach

- Our organisation has a long history of reusing and recycling materials, and this will continue to be part of our core ethos in relation to environmental responsibility.
- We will aim to tread lightly on the planet in relation to our activities, behaviours and choices.
- Our environmental actions will be aligned to the ACE Environmental Responsibility Investment Principle.

- We will use the One Planet Living framework and principles to guide our action planning.
- We will create and implement an annual action plan with targets which will be monitored by the board.
- We will celebrate our achievements with a view to inspiring others.
- We will share our learning and practices with the sector including Julie's Bicycle.

## 5. We will consider the following in our choices

1. Prioritise the environment in all decisions as we would health and safety, diversity or finance
2. We can't do everything so we will focus on taking the next step that will have the biggest impact
3. We can't do everything so ask others for help, guidance or contributions through contracts, partnerships, expectations and communications
4. We don't need to change everything and not everything we change will make a difference so we will focus on where we can have a positive impact or reduce a negative impact
5. We don't have all the answers so we will ask for help
6. Celebrate what we achieve, shout about it and then take the next step forward
7. Continue learning

## 6. Our Ecosystem

Partners	How I can help them	How they can help me
ACE and other funders	Regular reporting	Sector guidance, support and feedback
Julie's Bicycle	Regular reporting	Sector guidance, resources, support and feedback
Freelance Artists	Share our environmental goals and encourage them to adopt our values	Implement our policy and share data about their own environmental impact
Tour venues	Share our environmental goals and encourage them to adopt our values	Share data on their own environmental policy. Information for Julie's Bicycle
Project Partners	Share our environmental goals and encourage them to adopt our values	Implement our policy and share data about their own environmental impact

## 7. Managing the action plan

Governance: who is responsible, who else will be involved and how will they engage?	Peter Kouwenberg - Senior Lead for Environmental Responsibility Investment Principle
People: Names and roles	Harriet Hardie – CEO Heather McGarity – Administrator Trudy Bell – Administrator (Maternity Cover)
Training or consultants	Michael Addison – Consultant Julie's Bicycle – Training Metta Green - Training

## Appendix 1. Environmental Action Plan

Principle	Project Outcome						
	One Planet Goals	Action	Indicator or monitoring plan	Target (if applicable) Value	Target date	Progress to date (RAG + notes)	Who is responsible?
Health and happiness	To increase levels of physical, social and mental health	Maintain membership of Kings Arms Garden as outdoor breakout space, enable daily outdoor break and continue induction for new team members. Adopt a personalised well being approach for staff such flexible working.	Y/N	No	Mar-25		Creative Director(s) and Administrator
	To increase levels of happiness and contentment	Maintaining a culture of sharing positive feedback, being thankful of team contributions and sharing Trustee's appreciation with the wider team.	Specific question in Staff Survey (6 monthly)	8/10 average score	Mar-25		Whole Team
		Maintain staff appraisals where staff can understand the value of their contributions to the work of Full House.	Appraisals Y/N and specific value question in Staff Survey (6 monthly)	8/10 average score	Mar-25		Harriet Hardie
Equity and local economy	To promote diversity and equality of opportunity across gender, race, age and sexual orientation	Deliver the Creative Playground talent development programme for diverse artists.	Number of attendees and quality of feedback	At least 10 freelance creatives, at least 80% from protected characteristics and at least 50% new collaborators. 80% positive feedback.	Mar-25		Creative Director(s) and Senior Producer
		Have regular (quarterly) listen and learn sessions with Senior Leadership and Diversity and Inclusion Associate to ensure implementation of Equality and Diversity policy.	Y/N and successful implementation of Equality and Diversity policy	Quarterly meetings	Mar-25		Creative Director(s)
	To create a vibrant, locally resilient economy where a significant proportion of money is spent locally	Create guidelines for purchasing processes which prioritises the use of local suppliers and contracting local people. Discuss and share with staff.	Procurement and Contracting guidelines produced and shared with staff Y/N	No	Jan-24		Administrator
	To promote international trade that is conducted fairly and without exploitation	Maintain use of NEST pensions and CAF deposit and research ethics of current account.	Research results and decision by board	Change accounts Y/N	Nov-24		Finance Officer and Administrator
	Culture and Community	To enable social inclusion and encourage active citizenship	Deliver activities for and with under-represented and under-served groups as outlined in our business plan.	Number of projects or attendees from under-represented groups	980 workshop attendees. 4,238 performance attendees.	Mar-24	
Provide free or low cost opportunities to ensure equity of access via our business plan and influencing partners.			Number of people attending activities for free and number of reduced ticket prices sold	9,838 attendees	Mar-24		Creative Director(s) and Senior Producer
To enhance local culture and heritage		Activating and re-imagining community's local places and spaces with place-based approach to project planning outlined in our business plan.	Number of outdoor events and number of attendees at outdoor events	4 events and 600 attendees	Mar-24		Creative Director(s) and Senior Producer
To nurture a new culture of sustainability		Externally - Regularly share our commitment to environmental action planning in impact report and social media posts.	Number of social media posts or blog posts referring to our environmental impact/plans or actions	10	Mar-25		Marketing Co-Ordinator
	Internally - Deliver a staff training session to launch (Nov 2023) and review (Nov 2024) the plan and its impact on workloads. Identify additional training needs.	% of staff, trustees and volunteers trained. Hours of training delivered per person.	100% of people trained. Up to 6 hours or workshops or training.	Nov 2023, Nov 2024, Mar 2025		Creative Director(s) and Administrator	

Land and nature	To ensure a positive net contribution to local biodiversity	Research opportunities to carbon offset for our activities.	Report with recommendations completed Y/N	No	Mar-25	Administrator
	To engage people in recognising the value of nature including its value to people	Create opportunities for people to take part in activities outdoors, in parks and open spaces, as outlined in our business plan.	See Culture and Community action 3	See Culture and Community action 3	See Culture and Community - action 3	Creative Director(s) and Senior Producer
Local and Sustainable Food	To reduce or eliminate food waste	Regularly review Holiday Activities and Food project to reduce food waste.	Project Report	To keep reducing food waste each time the project is run	Mar-25	Administrator and Senior Producer
Travel and transport	To reduce car dependence and the need for everyday travel	Prioritise online meetings or phone calls where possible.	Staff feedback	No	Mar-25	Whole Team
	To make it easy and attractive for people to walk, cycle and use public transport	Provide local accommodation for non-local actors in rehearsals within walking distance of our rehearsal space.	Number of non local actors x number of days they are unable to walk to work	70%	Mar-25	Administrator
		Highlight and prioritise public transport services and walking and cycling routes to projects where appropriate for audiences and participants.	Information on social media posts, invites, website and publicity	Report per project	Mar-25	Marketing Co-Ordinator
	To promote low/zero carbon vehicles including electric cars	Research options for replacement vans – with lower emissions, electric, scrappage, ULEZ.	Research results and decision by board	Decide to save for or purchase new van Y/N	Mar-25	Administrator
Materials and products	To promote sustainable living by make it easy to share and reduce consumption of natural materials	To be accurate about levels of printing required with a view to reducing wastage.	Weight of print wasted (per project)	25% less than 23/24	Mar 2024 and Mar 2025	Marketing Co-Ordinator
		Prioritise non-print media options.	Y/N and staff feedback	No	Mar-25	Marketing Co-Ordinator
	To carefully consider every material and product and select them for their positive social and environmental benefit or for reducing negative impact	Use printing companies that are FSC registered.	Y/N	100%	Mar-25	Marketing Co-Ordinator
		Prioritise purchasing second hand materials, re-using and recycling with a 'beg, borrow, steal' mentality.	Y/N and staff feedback by project	No	Mar-25	Whole Team
Zero waste	To reduce wasteful consumption	See materials and production actions one and four.	See materials and production actions one and four	See materials and production actions one and four	See materials and production actions one and four	Marketing Co-Ordinator, Senior Producer and Administrator
		Prioritise the use of costume and set store to maximise re-use.	Y/N and staff feedback by project	No	Mar-25	Creative Director(s)
	To maximise upcycling, re-use and recycling	Dispose of waste via recycling centres for office and store waste.	Y/N by project	No	Mar-25	Administrator
		To aim for zero waste to landfill	Research base line information on waste sent to landfill via Cowley and options for composting food waste.	Report YN	No	Mar-25
Zero Carbon Energy	Reduction of energy consumption	Heating on timers and keep ambient temperature at 19 degrees.	Kwh of energy consumed per year (month by month comparison)	reduce by 10% on 22/23 figure	Mar 2024 and Mar 2025	Administrator
	100% of energy consumed is supplied by non-polluting renewable energy generated on-site or off-site.	Explore options for new energy sources in light of new lease agreement and what we can do with other partners and venues in our agreements.	Wording changed in documents. Report options for energy source.	No	Mar-25	Administrator