

## Appendix ix

# CFCCA

Centre for Chinese Contemporary Art (CFCCA)  
Environmental policy and action plan 2018-22

## Environmental Policy Statement

Centre for Chinese Contemporary Art (CFCCA) is committed to reducing the negative environmental impacts of our activities and recognises the importance and benefits of environmental sustainability in a resilient business model. Through managing our resources effectively and with an awareness of wider environmental concerns we can reduce core costs, enhance our reputation as a socially responsible organisation and set a positive example for our stakeholders, artists and audience to work towards environmental change.

## Our Business

CFCCA creates opportunities for people to engage with Chinese culture through contemporary art. Our core activity is delivering a programme of exhibitions and events which takes place primarily in our facilities at Thomas Street, Manchester and is available to the public six days a week.

We support talent development by exhibiting emerging artists and offering artistic opportunities including an on-site residency programme. We also strive to engage our local communities creatively through educational activity and workshops, and support artists, community, student and charity groups to access our work and use our venue at discounted rates.

The majority of our activities take place in Manchester and the North West region; however we also work nationally and internationally, inviting collaborations and partnerships to achieve our goal of strengthening UK links with East Asia and enabling wider audience reach.

## Our impacts

Identifying and understanding the impact of our activity is the first step in planning action to reduce any negative environmental outcomes as far as practicable.

As a public building open 6 days a week with around 29,000 annual visitors, staff activity in our offices on the 7<sup>th</sup> day and an artist living on site for most of the year, we are conscious of our energy and water use. Lighting and heating our building is our largest energy output. **(energy use, water use)**

Facilitating international arts and knowledge exchange presents unique challenges to sustainable action, for example the impacts of shipping artworks, and flights for artists and curators to travel. Whilst we are a small staff and volunteer team mostly locally based, business travel is still an impactful area due to the necessity of travel abroad and across the UK. **(carbon footprint)**

The goods and services we choose for day-to-day office administration, cleaning, event delivery and most notably in exhibition production can have wider reaching impacts. Delivering a programme of temporary exhibitions often necessitates procurement of items and materials that are only to be used for the duration of the exhibition. **(use of resources, waste generation)**

## Our commitments

- Implement processes to measure and analyse our environmental performance
- Reduce energy use and related emissions as far as is practicable
- Abide by the waste hierarchy structure in order to reduce waste production

- Communicate information about our environmental performance to stakeholders and audiences
- Make an active and socially responsible contribution to our local community in regard to shared environmental goals
- Encourage artists to reflect on the environmental impacts of their practice
- Engage and train management, staff, and volunteers in these processes
- Ensure compliance with environmental legislation as a minimum

### **Our motivations**

- Reduce core costs, managing expenditure to ensure business resilience
- Enhance CFCCA's reputation and recognition as a socially responsible organisation: locally, nationally and internationally
- Set a positive example for stakeholders, artists and audience

### **Our challenges**

- Increases in staffing
- Library redevelopment - another area within the building brought into regular use
- Ambition to continue to increase audience footfall
- Growing commercial income through hosting more venue hires
- Exhibition programme more regularly featuring new media artworks

### **Action Plan**

This policy is accompanied by an action plan identifying achievable actions to help us deliver against our commitments, and reduce the impacts of our activity as far as reasonably practicable, in line with our corporate and programme objectives.

### **Monitoring and Review**

Inductions for new staff will include reference to CFCCA's environmental policy and action plan and the documents will be made available in full for all staff, visiting artists, volunteers, and trustees.

CFCCA managers and trustees are responsible for monitoring the implementation of this policy and ensuring that systems are maintained. However, to encourage an organisational culture of shared responsibility and best environmental practice, the action plan identifies key influencers across the organisation and where possible avoids the allocation of responsibilities to individual members. It is designed in recognition that as a small organisation the majority of actions will require shared input and resources to achieve success.

This policy and action plan will be reviewed annually, or whenever there is a significant change in working practices, whichever arises first.

This policy was last reviewed on: 13<sup>th</sup> October 2017 (date)

Signed (Director): \_\_\_\_\_

Signed (Trustee): \_\_\_\_\_

## Action Plan

### 1) Energy and Water use

**Objective:** Reduce energy use and minimise water consumption as far as practicable

**KPIs:** % decrease in kwh as per electricity bill

Record keeping – 6 monthly monitoring of consumption and identifying inefficiencies

Successful funding bid to make improvements to lighting

Action	How	Responsibility
Minimise water consumption	<p>Repair leaks when required</p> <p>Signage to encourage building users to turn off taps</p> <p>Ensure toilet flushes operating correctly</p>	Operations Manager / All building users / artist in residence / tenants
Consistent use of air conditioning/heating	<p>Monitor building temperatures and maintain a constant – set timing schedule/thermostat to control</p> <p>Doors kept shut – utilise automatic door function to minimise draughts</p> <p>Replace Jasmine Suite doors with secure fitted doors to minimize draughts</p> <p>Avoid excessive usage of portable heaters, provide energy efficient equipment</p> <p>Review insulation and paneling in Gallery 1 walls</p>	<p>Operations Manager to oversee timing function – input across team into temperature requirements</p> <p>All building users / hire customers / artist in residence / tenants</p> <p>Operations Manager</p> <p>Operations Manager / FOH team</p> <p>Operations Manager</p>
Monitor energy usage	Create working document for review on a 6 monthly basis, record data from bills	Operations Manager
Ensure regular maintenance of equipment	Maintain records of scheduled maintenance of plant equipment, diarise	Operations Manager

	Record annual PAT testing/inspections of electronics	IT Coordinator
Reduce unnecessary use of electronic equipment	<p>Turn off all computers, lights and other electrical items which draw power when not in use</p> <p>Avoid lone working in the office out of hours</p> <p>Gallery lights only on during public opening hours/install periods</p> <p>Digital Gallery 'video wall' on timers to reduce energy usage</p>	<p>All staff / building users / tenants</p> <p>Curator / technicians</p> <p>IT Coordinator</p>
Retrofit lighting to LED across building	Submit funding bid for programme of sustainable building upgrades	Fundraiser / Operations Manager

## 2) Reduce waste production

**Objective:** Abide by the waste hierarchy structure in order to reduce production of waste

**KPIs:** Decrease % volume waste to landfill - tonnes

Evidence participation in recycling / donation / reuse schemes

Reduced costs in exhibition production

Action	How	Responsibility
Monitor waste quantities	Waste contractor records, frequency of bin collections	Operations Manager / Tenants
Reduce paper usage	<p>Maintain clearly labelled and easily accessible recycling collection containers available to all building users</p> <p>Encourage use of email communications and maintain electronic storage facilities for internal documents (server/cloud)</p> <p>Set as default double sided and black and white printing</p> <p>Increase content and accessibility of digital/web based interpretation and programme information</p> <p>Monitor print runs for promotional materials, print only what's required</p>	<p>Operations Manager</p> <p>IT Coordinator</p> <p>IT Coordinator</p> <p>Curator / Marketing and Communications Coordinator</p> <p>Marketing and Communications Coordinator</p>
Apply waste hierarchy: Prevent, reduce, reuse, recycle, responsibly dispose of	Training staff to make conscious choices following the hierarchy, review purchasing decisions	Management team

### 3) Green supply chain

**Objective:** Change purchasing patterns to favour environmentally responsible companies and local procurement

**KPIs:** Updated procurement policy document

Staff training record – summary and outcomes

Clear trail of supporting evidence behind supplier choices, ratings and labelling of products

Action	How	Responsibility
Work with tenants to assess feasibility of joint purchasing	Identify common materials – e.g. office equipment, stationery that can be shared resources. Collaborate on purchasing.	Operations and Finance Managers / tenants
Implement a system for reviewing suppliers environmental credentials	Research and create a database of preferred suppliers – based on characteristics of environmental credentials, recycled materials, fair trade sources, locality, energy efficiency ratings etc.	Operations and Finance Managers
Buy in local and sustainable food options	Promote ethical catering choices as part of venue hire packages	Retail and Events Officer
Encourage responsible purchasing in terms of volumes and necessity	Staff engagement session and integrated with process of procurement – interrogate purchasing choices: do we need it, can we reuse existing materials to achieve the same outcome etc.	All staff / exhibition technicians / artists
Inform and engage staff team to favour environmentally friendly products	Knowledge sharing and consultation sessions: illustrate benefits - e.g. resource efficiencies from minimising need to correctly store and dispose of hazardous substances by purchasing environmentally friendly alternatives	All staff

#### 4) Green travel plan

**Objective:** Actively promote ethical travel choices across organisation and stakeholders

**KPIs:** Incorporation into induction processes for new staff

Survey results and analysis

Guidance evidenced through visitor information (e.g. on website, venue hire packages)

Action	How	Responsibility
Assess transport use across organization	Conduct a travel survey across organisation including stakeholders to identify achievable measures to meet transport needs	Operations Manager / Marketing and Communications Coordinator
Actively promote ethical travel choices to stakeholders	Provide clear and accessible guidance on travel alternatives online	Marketing and Communications Coordinator / Retail and Events Officer
Encourage staff to cycle to work and use public transport in daily business	Staff consultation on implementation of a 'bike to work' finance scheme – assess potential benefits likelihood of effective usage  Maintain system of management approval for use of taxis	Finance Manager  Management team
Minimise company travel by using technology such as email, web systems, landline and mobile to conduct communications where possible	Maintain and enhance access to technology to facilitate distance communications	IT Coordinator / All staff
Implement monitoring and analysis of impacts of international travel	Flight bookings information	Operations Manager / Curator / Programme and Engagement Coordinator

## 5) Community engagement and social responsibility

**Objective:** Make a socially responsible contribution to our community

**KPIs:** Records/monitoring of waste disposal

Engagement programme evaluation

Documentation of programme

Action	How	Responsibility
Raise awareness of environmental concerns through programme / Encourage artists to reflect on the environmental impacts of their practice	Highlight environmentally engaged artistic practice within our programme to encourage public discussions/awareness through interpretation and engagement with potential to bring on board community partners/schemes – to include the 2018 'Season for Change'.	Programme team / artists
Contribute waste to community led recycling and reuse schemes e.g. Community RePaint, Mustard Tree where appropriate	Process of research/recommendation through networks – landfill as a 'last resort' – following waste hierarchy	Operations Manager / All staff
Support or participate in local initiatives – e.g. Manchester Arts Sustainability Team, Northern Quarter Small Business Forum	Keep informed of initiatives – sign up to mailing lists, attend sessions with MAST, Julie's Bicycle, NQ Business forum. Identify opportunities to offer support or participate – sharing networks, displaying promotional materials, offering venue for meetings etc.	Operations Manager
Purchase from local and ethical suppliers	As per 'green supply chain' and procurement policy	Retail and Events Officer / All staff with purchasing responsibility
Communicate information about our environmental performance to stakeholders and audiences	Add more detail and information to our website and in print and promotional materials	Marketing and Communications Coordinator / Retail and Events Officer