

CLAY Sustainability Policy
Last Updated: 17/08/2023
Next review date: 17/08/2024

CLAY is a live art and multi-disciplinary venue, supporting exhibitions, performances, workshops, talks, cabaret nights, club nights, artist development and residencies in Leeds. We have a core team of five staff and work with many artists, freelancers and volunteers to deliver our programme of events throughout the year.

1. Motivation and Mission

CLAY recognises that sustainable development is not just about reducing environmental impact & carbon emissions but also encompasses social & economic areas and that climate justice cannot be achieved without racial justice.

The sustainability policy & action plan therefore aligns with the United Nations Sustainable Development Goals (SDGs). Our ambition is set out in 7 key commitments, which are related to one/multiple of the UN's 17 SDGs.

As an organisation, we have specific motivations for putting our sustainability policy in place.

CLAY is motivated to take environmental action because;

- **Community Commitment:**
As an active member of SAIL (Sustainable Arts in Leeds) we act in line with the city's goals for the future
- **Collective Responsibility:**
Environmental threats and changes are a significant issue for our planet and we believe that every business on any scale should try to do their best to limit their negative environmental impact; it's the right thing to do
- **Cost Management:**
Monitoring and managing business costs in an effective way means helps to ensure our business resilience, environmentally friendly options will help us be sustainable long term
- **Funding Guidelines:**
Keeping our environmental sustainability policies in line with recommended guides helps us to meet funding and client requirements
- **Outreach & Artist support:**
We believe we can use our artist reach to positively influence their productions, which will both create more positive environmental awareness, change, and support those artists with the longevity of their careers

2. Our Ambition & Commitments:

CLAY aims to be as environmentally ambitious as our scale, funding, artistic and social priorities allow.

We have set out 7 commitments below:

- 1) **Data & Reporting**
CLAY has worked with SAIL to get an Environmental Impact Assessment and to gain knowledge and skills to further capture data, measure impact, and increase transparency.
Within the action plan below are specifically set out targets to improve within this commitment over the next year.
Related SDGs: Responsible Consumption and Production; Quality Education; Climate Action
- 2) **Materials & Supply Chain**
CLAY has a strength in circularity & versatility of its inventory. We focus on sourcing equipment second hand, adapting it to be used for a variety of programs

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and events, rent/hire our equipment to others, and pass it on when its life at CLAY has come to an end.

CLAY's position within the local community also leaves room for sourcing locally & ethically.

Related SDGs: Decent work and economic growth; Responsible consumption and production; Sustainable Cities and Communities

3) Travel & Transport

CLAY has a beneficial location within the city centre which allows for the use of public transport to and from the venue. Further data will be gathered to measure impact and customise advocacy.

Related SDGs: Sustainable Cities and Communities; Climate Action; Responsible Consumption and Production;

4) Outreach & Advocacy

CLAY has a large network of partners & stakeholders in the city and nationwide. This network of artists, organisations and audiences provides an excellent platform to encourage, educate and share environmental actions, programmes and support one another in their goals.

All of CLAY's senior staff is trained in carbon literacy and further internal training will increase the awareness within the team.

Related SDGs: Reduced Inequalities; Peace, Justice and strong Institutions, Partnerships for the goals,

5) Programming

CLAY exists to support and programme artists who don't usually gain support from elsewhere, this not only adds to a diverse and inclusive arts industry overall but increases opportunities and spaces for artists and audiences that are otherwise lacking. CLAY can use this experience to further support work that sits within their environmental aims, spreads awareness and educates.

Related SDGs: Reduced Inequalities; Sustainable cities and communities; Gender Equality; Climate Action; Quality Education; Industry, Innovation & Infrastructure; Decent Work and Economic Growth; Responsible Consumption and Production;

6) Waste

CLAY has a system in place for office, bar & artist's waste, which includes dry mixed recycling, glass recycling and general waste.

Related SDGs: Responsible consumption and production; Sustainable Cities and Communities; Climate Action;

7) Building Management

CLAY is currently a rented building. The space is managed by the building owner, all energy providers are out of the control of the Directors and staff. Likewise, our waste is managed for the building by Biffa and Leeds City Council.

While CLAY continues to be limited in the factors above. The current impact has been assessed as part of the work with SAIL. Within the current venue, CLAY will work within its limitations and prepare for an improved situation within a future new venue.

Related SDGs: Affordable and clean energy; Climate Action;

As outlined in the action plan below we will be working on the above categories within the current limitations and prepare for an improved venue situation with increased autonomy over all areas of the building & business.

3. **Responsibilities**

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CLAY has a dedicated environmental coordinator, Marie Koehl and a dedicated environmentally engaged board member, Sara Sherwood. It is their role to ensure all monitoring is done in a timely fashion, actions are being taken at appropriate times as well as informing and advising staff members on their environmental actions within their job roles. It is also their responsibility to ensure any relevant training is undertaken by staff.

4. Action plan

Our action plan will be reviewed every 3 months, prior to quarterly board meetings to ensure we are steadily achieving the commitments listed above.

Within 2023-2024 we will focus on creating solid monitoring systems, reporting and outreach to ensure future actions are based on data:

Data & Reporting				
Objective	Actions	Timeline	Responsibility	Performance Indicator
Improved Data Captioning	Gathering of audience travel data	August 2023	Producers, Venue Coordinator, Company coordinator	Quarterly reports on emissions
	Gathering of artists travel data	August 2023	Producers, Company Coordinator	Quarterly reports on emissions
Establish Partnerships for Data Sharing	Obtain regular data from building manager, waste providers, utility providers	August 2023	Company Coordinator	Improved accuracy of calculated CO2e output
Improved reporting & transparency on environmental impact	Quarterly carbon footprint calculations in advance of board meetings	Started August 2023	Company Coordinator	Improved accuracy in the numbers over the next year
	Publishing of sustainability policy & environmental assessment	July 2023	Venue Coordinator	Publicly accessible on website

Materials & Supply Chain

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Objective	Actions	Timeline	Responsibility	Performance Indicator
Sourcing locally & ethically	Engaging local & ethical catering providers if needed	June 2023	Producers, Venue Coordinator, Company coordinator	
	Hiring/borrowing/renting equipment if applicable	June 2023	Producers, Venue Coordinator, Company coordinator	
Increased circularity	Creation of complete inventory including a usage history for all equipment	December 2023	Venue coordinator, Company Coordinator	Addition to archive & data for funding
	Publishing of inventory to allow for increased hire/sharing within the city	March 2024	Company Coordinator	

Outreach & Advocacy				
Objective	Actions	Timeline	Responsibility	Performance Indicator
Raise Awareness	Increase staff responsibility through training on policy & actions	July 2023	Company Coordinator	Increased efficiency in hitting set targets
	Sharing commitments and achievements with artists & audiences	September 2023	Producers, Venue Coordinator, Company coordinator	
Collaboration	Partner with other arts organisations and environmental groups to	March 2024	Producers, Venue Coordinator, Company coordinator	

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	share best practices and participate in community sustainability initiatives.			
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Programming				
Objective	Actions	Timeline	Responsibility	Performance Indicator
Eco-Friendly Performances	minimising set materials & recycling props	October 2023	Producers & Venue Coordinator	

Waste				
Objective	Actions	Timeline	Responsibility	Performance Indicator
Waste Reduction	educate staff and visitors about waste minimisation techniques.	September 2023	Venue Coordinator	Decrease in waste related CO2e output over the year 23/24
Better Waste Data	Close work with contractors to gain accurate data on the waste generated at CLAY.	November 2023	Company coordinator	More accurate waste related CO2e output

Building Management				
Objective	Actions	Timeline	Responsibility	Performance Indicator
Increased Energy Efficiency	work with building owners to conduct an energy audit to identify areas for energy optimisation	March 2024	Company Coordinator, Venue Coordinator	Setting of clear targets on how to improve energy efficiency

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	Encourage the building owners to invest in energy-efficient appliances and systems. e.g. lighting and insulation	March 2024	Company Coordinator, Venue Coordinator	
Water Conservation	Advocate for regular water audits with the building owner	March 2024	Company Coordinator, Venue Coordinator	Understanding of water usage patterns and identifying potential savings

Actions we have achieved in 2021/2022

- Addition of a sustainability clause to all agreements (artist, residency & hires)
- Became an active member of SAIL
- Publicly published our environmental sustainability policy
- Ensured all cleaning products are environmentally friendly and bought in bulk where possible
- Became a paperless office apart from documents we legally have to display during events (e.g. licences & risk assessments)
- All staff members & one board member were trained in carbon literacy
- Worked closely with a consultant from SAIL to assess our environmental impact and develop a clearer action plan
- Developed a model which allows staff to work remotely to keep long distance travel to a minimum

5. Reviewing and Renewal

This policy will be reviewed annually and signed off by the board of directors. The actions in the action plan will be dated and all dates will be put into the company's calendar, it is the environmental coordinator's responsibility to meet those deadlines and delegate tasks to the appropriate staff member.

Most recently published guidelines and recommendations from Julie's Bicycle and government legislation will be taken into consideration when reviewing this policy.