

Environmental Policy

OUR MISSION

We promote Craft in all its forms, expanding the definition and relevance of craft for everyone. We nurture and develop emerging and established talent, support viable creative careers and showcase innovative and ambitious craft practices.

MCDC is a place of enterprise, production and creativity and reflects the rich diversity of Manchester's 21st century communities. We welcome everyone to experience and engage with making and our creative community.

We safe guard a space for everyday creativity in the heart of the Northern Quarter and look outwards beyond our building.

OUR MOTIVATION FOR ENVIRONMENTAL ACTION

Through Craft we want to be inspirational in our sector by embedding environmental thinking into our team, audience and communities. Our commitment to reducing our carbon footprint is more important than ever so we will implement realistic targets based on our policies and capacity.

Our objective is to measure and monitor our environmental impacts and plan green policy in to our events and exhibitions, our ways of working, the mindset of our team and the messages to our audience.



Our level of environmental ambition



12 month priorities

We will focus on our own practice to ensure we are able to confidently present ourselves as inspirational in the field. We will continue to follow our NPO's Environmental Investment Principles Plan for 23-24 to be regional leaders in terms of environmental responsibility in the field of craft.

We will ensure good practice and approaches across our work and confidently communicate our practices and approaches to makers, visitors and audiences in supporting them in adopting environmental approaches.

We will continue to be an active member of GMAST (Greater Manchester Arts and Sustainability Team) to learn and share with like-minded organisations.

We will continue to seek funding to support making our building more sustainable and energy efficient. We will work with Manchester City Council to help achieve the city's zero carbon target by 2038.


3-year priorities

To embed Environmental Training across staff, board, and makers, working alongside our partners which has produced the Manchester City Council Climate Change Action Plan 20-25.

We will align ourselves with this initiative and aim for a 50% reduction of CO2 emissions by 2025.

Our influence matters so we will focus on reducing impact but also consider the much bigger role of influencing, educating and advocating, particularly within our local communities.

Lastly, we will implement the short-term recommendations from our recent Environmental Audit and plan and seek funding for longer-term actions.



IMPLEMENTATION

Manchester Craft and Design Centre's (MCAD's) Environmental Policy is a statement of our commitment to help reduce the impact of our activities on the environment.

The policy is supported by our Investment Principles and our Environmental Action Plan, which specifies how the policy will be implemented, complete with targets, actions, responsibilities and KPIs.

We will work with our Board, senior management, staff, tenants and suppliers, funders, partners and our stakeholder network to ensure we consider and communicate the environmental impacts of our activities.

For each financial year, we will assess and report our environmental performance to stakeholders. This information will be used to update our action plan for the coming year.

SCOPE OF POLICY

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Offices

We have seven team members who work on site and/or from home.

Primary environmental impacts are caused by:

- Fossil fuel consumption
- Water consumption
- Waste generation
- Office supplies and services

Business Travel

The majority of our business travel is within Manchester; however, staff make longer journeys for meetings and events within the UK when relevant to our work. In addition to business travel, there are also the environmental impacts produced by staff commuting to and from work.

Although the vast majority of staff and makers either cycle or use public transport.

Primary environmental impacts are caused by:

- Fossil fuel energy consumption

Goods and services procurement

Each year we produce a heavily reduced number of promotional leaflets and posters. The majority of these materials are printed over the Christmas period.

Our gift vouchers went from print to digital in 2021 and we have reduced our printing significantly by following the digital route.

Primary environmental impacts are caused by:

- Paper resource consumption
- Toxicity of inks and finishes



Events

Each year we organise several events, such as exhibition launches and craft workshops.

These events are held in the building and sometimes involve catering through the cafe.

Primary environmental impacts are caused by:

- Fossil fuel energy consumption (building and participant travel)
- Water consumption
- Waste generation
- Food consumption

Office Supplies

Several goods and services are procured to run our office operations, each with an environmental impact.

Primary environmental impacts are caused by:

- Resource use for office electronic equipment, furniture and stationery
- Toxicity of cleaning products, furniture and equipment

Other

In addition to the goods and services outlined above, two less visible areas for consideration are:

- Banking
- Server hosting of the website and email accounts

KPIs

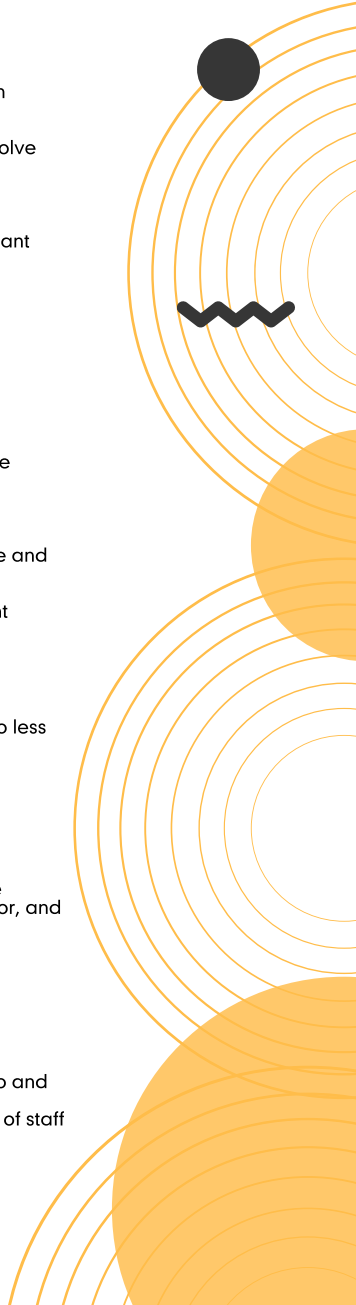
We are committed to measuring and monitoring all those environmental impacts we can reasonably gather data for, and control use of.

For the main office:

- Greenhouse gas emissions per staff member
- Water use per staff member
- Waste use per staff member

For staff commuter travel

- The number of staff using public transport or cycling to and from work.
- Location of the office in relation to where the majority of staff live



For home office

- Number of staff monitoring home energy use

For business travel

- Greenhouse gas emissions per staff member

For goods and services procurement

- Number of publications produced by printers with environmental accreditation
- Number of suppliers able to provide us with information about their efforts to improve their environmental performance


Environmental Action Plan

ENVIRONMENTAL RESPONSIBILITY

Building and Office Business Travel

We are committed to monitoring and minimizing the environmental impacts of our business travel and encouraging staff to consider low GHG emission commuting options

Object/Target	Actions	Responsibilities	Deadline	KPI
Conduct an annual audit of business travel to assess travel and quantify the greenhouse gas emissions associated with that travel.	Travel to be monitored individually and reported annually to Julies Bicycle.	Ops MGR	April 2025	Measure private vehicle use against cycling, walking and public transport use.
Use Zoom for meetings with partners from around the UK and internationally where appropriate.	Continue to use Zoom for meetings, particularly those that would involve long distance travel	Staff members undertaking business travel	Ongoing	Measure Zoom meetings against travel

Object/Target	Actions	Responsibilities	Deadline	KPI
Use train, tram and bus services to as great and extent as possible	Research options and book tickets in advance to get best rates. If being invited to an event request to use train and coach services where possible. Display directions using public transport, walking and cycling routes clearly on website and social media.	Staff members undertaking business travel	April 2025	Record public transport usage annually.
Ban completely taking flights within the UK	Only take internal flights when no other option is feasible and the attendance is deemed essential for the company's outreach with stakeholders	Staff members undertaking business travel	April 2025	Annual travel report
Preference for hotel accommodation with strong environmental credentials	Research accommodation options and request information from hotels	Staff members undertaking business travel	April 2025	Annual Travel Report
Only take taxis if absolutely necessary, use a service which uses hybrid vehicles as more become available.	Only use electric or hybrid taxi services in Manchester 	Staff members undertaking business travel	April 2025	

Staff Commuting

Object/ Targets	Actions	Responsibilities	Deadlines	KPI
Support cycling	Install lockable bike rack for staff and customers, we are currently awaiting permission to install a bike rack from the MCC neighbourhood trust	Ops MGR	August 2024	Report on bike rack usage
Support travel by public transport	Encourage staff not to drive to work and reimburse volunteers for public transport costs. Advertise public transport and cycle, walk routes through our website and social media.	MCAD management team	Ongoing	Staff travel survey
Support car pooling	Staff share information about travel planning	Staff members undertaking business travel	Ongoing	Staff travel survey



Events

Object/ Targets	Actions	Responsibilities	Deadlines	KPI
Use printers with strong environmental credentials	Use post-consumer and/or FSC paper and non-toxic inks	Marketing & Digital Manager	Ongoing	Minimising the number of posters and leaflets that are printed
Assess the demand for hard copy of flyers and print so as to avoid over printing	Identify our target market when producing print and determining how many copies to print	Marketing & Digital Manager	Ongoing	Minimising the number of posters and leaflets that are printed
Make all our print available digitally so as to reduce demand	Uploads publications and print to our website as soon as they become available	Marketing & Digital Manager	Ongoing	Minimising the number of posters and leaflets that are printed
Minimise deliveries and postage for exhibitions	Source and use local makers /artists. Develop relationship with local door to door courier.	Exhibitions and Events Manager	Ongoing	21/22 report shows that we only spent 5% of our annual budget for deliveries and postage due to the actions taken.

Understanding the data

Object/ Targets	Actions	Responsibilities	Deadlines	KPI
To collect, report and interpret MCAD's data	Log data with Julie's Bicycle. Share annual data with staff and board and use to inform strategic and programing plans. Create Environmental page on website.	Marketing/ Operations Manager	Annually	Annual Julie's Bicycle report. Create Environmental page on website including Julies Bicycle
Good environmental awareness amongst resident businesses	Develop process for collecting relevant data from resident businesses including this year's Maker Case Studies and Makers Environmental Survey.	Ops manager/ Development manager	23-24	External Maker Case Studies and Makers Environmental Survey.
Using data beyond MCAD's carbon footprint	Agree set of data sources to inform plans/ benchmark progress	Marketing/ Exhibitions/ Operations	23-24	GMAST data/NQAG data/Other sources



Plan, action and change

Object/Targets	Actions	Responsibilities	Deadlines	KPI
Making Environmental strategy key to MCAD's planning	Establish Net Zero target for long term commitment to carbon reduction to embed in MCAD's business planning	MCAD management team	22-23	Noted discussions with local authority to align action.
Making Environmental strategy key to MCAD's planning	We have appointed an Environmental champion from Board of Trustee who works with the Operations and Environmental Manager. Undertake scoping exercise, establish priorities and targets. Implement and monitor Environmental Policy and Action Plan Carbon Reduction plan 23-24.	Board/ MCAD Management	22-23	Board meeting papers Julie's Bicycle targets (pre pandemic) MCAD Environmental Policy and Action Plan 2019 MCC Zero Carbon Culture Guide

Plan, action and change

Object/ Targets	Actions	Responsibilities	Deadlines	KPI
Environmental Awareness	Currently awaiting on the Carbon Literacy Project to roll out CL Training to certify staff and board members. Ops/ Env Manager to train with Growth Co for Net Zero cert.	Operations Manager	23-24	Staff PDP's
Capital Improvements	Funding awarded to fund audit to Articulate and evidence environmental impacts in capital fundraising. Work with MCC to identify funding for decarbonization initiatives to reduce direct emissions by 2025	MCAD Board and Management Team	22-25	Capital Fundraising Plan. MCDC Energy Performance Certificate. (E rating 2015) MCC building survey.

Influence, Education and Advocacy

Object/ Targets	Actions	Responsibilities	Deadlines	KPI
Climate related networking	Prioritise staff time and membership subscription to MAST. Share and learn from similar organisations eg Rogue Studios	Operations Manager	Ongoing	Continued membership of GMAST to access. Develop relationships with similar organisations
Climate related networking	Prioritise staff time and active engagement in NQAG	Events Manager	Ongoing	Continued engagement with NQAG initiatives and development plans
Climate related networking	Prioritise staff time and active engagement in NQAG	Events Manager	Ongoing	Continued engagement with NQAG initiatives and development plans
Share our experiences and outcomes with our audiences	Communicate policy and progress using data and case studies via website and social media platforms	Marketing/ Operations/ Events Managers	Ongoing	Julie's Bicycle date Environmental Policy and Action Plan Events programme

Influence, Education and Advocacy

Sharing our experiences and outcomes with our audiences	Share results and stories from Makers environmental Survey and individual case studies to develop a language around sustainable making practices. Embed environmental messaging in marketing campaigns and feedback. Be inspirational within our community and share our challenges and wins.	Marketing/ Operations/ Events Managers	23-24	Consumer retail reports. Resident makers environmental impact survey 21-22. Events programme. Makers Environmental Survey Individual Sustainability Case Studies
Sharing our experiences and outcomes with our peers	Communicate policy and progress using data and case studies with sector contacts including NW Craft Network and Craft UK	MCAD Management Team	23-24	Julie's Bicycle data. Environmental policy and Action Plan. Events Programme

Influence, Education and Advocacy

Local activity to promote climate issues and community engagement	Prioritise time and resources for environmental events programming, with emphasis on community engagement and sustainable craft practice	MCAD Management Team	22-23	Action Plan 23-24. Community Programming Review 23-24. Events programme 23-24
Exhibitions and Events Programme	Connect with GMAST events programme to widen audience reach	Operations Manager	Ongoing	GMAST Events. Events programme 23-24
Exhibitions and Events Programme	Embed environmental responsibility in Artistic Policy, environmental credentials used to inform business recruitment	Events Manager	23-24	Environmental Action Plan 23-24 Updated Artistic Policy
Resident Businesses	Dialogue with and support for environmental improvements amongst existing businesses, including sustainable making practice and consumer engagement, this will be supported by case studies, surveys and workshops,	MCAD Management Team	23-24	Environmental Action Plan 23-24. Updated Artistic Policy. Individual Makers Case Study. Resident Makers Environmental survey

Offsetting

MCAD will only offset our carbon emissions after all reasonable actions to reduce our emissions have been taken. Offsetting is a last but significant final action. We will support offsetting companies with at least Gold Standard accreditation for GHG emissions offsetting projects.

Refurbishment Plans

The most significant environmental challenge facing MCAD is that of our building. We continue to make substantial improvements with guidance from our Environmental Audit, which reported and advised on improvements within our funding remit. This included changing our heating system to Infrared and a change-over to energy to a 100% renewable supplier.

As part of our current business plan, we will continue to work towards staged refurbishment (dependent on the availability of funding). Environmental improvements (alongside commissioning contractors and suppliers with strong environmental credentials) will be a crucial part of building works including waterproofing the entire site.

All improvements will reap long-term benefits for MCAD's environmental and financial sustainability in the future as our roof, ventilation, and further improvements to heating and damp issues in our Victorian market building are challenging due to its ageing infrastructure.

We will also seek project advice and share our improvement experiences and challenges with the GMAST community and NQAG.

Reporting and Communication

The financial year 2013-14 provided our baseline year for understanding our company's environmental impacts and what decisions we can take to reduce those impacts. Data collected annually is used to inform the setting of our environmental goals and targets for improvements in future years.

Each year we will assess the scope for assessing our environmental impacts and extend the scope for understanding, measurement and actions as appropriate.

- The consideration of our environmental impacts will be a standing item on all internal meetings concerning staff travel, event planning, office supplies and publications.
- Attendance at events outside of Manchester will be assessed on criteria which will include the environmental impacts and cost as a key priority.
- The Operations and Environmental Manager and Board Environmental Rep will meet every 1/4 to review environmental impacts and progress towards meeting Investment Principle targets for that year.
- The Environmental Policy will be updated annually and circulated to Board Members and the staff team. It will also be viewable on our website.

Environmental Impact Monitoring (CO2e)

Year	CO2e tonnes
2012-13	29.9
2013-14	21.6
2014-15	28.4* Introduction of Sunday opening
2015-16	18.3
2016-17	32.4
2017-18	22.3
2019-20	23.4
2020-21	7* Pandemic
2022-23	6

Reporting Time Frame

October 2022	Publish Environmental impacts for the year 21-22
October 2022	Mid-year meeting to discuss environmental impacts
June 2023	Review Environmental Policy and update targets for 23-24
23-24	Report quarterly using Investment Principle Environmental Plan