



Environmental Policy and Action Plan

Statement of Intent

Huddersfield Literature Festival acknowledges the world is facing a climate and ecological emergency and recognises that the consequences of climate change will be felt by everyone, everywhere, including Kirklees. Therefore, we all share a responsibility to take positive climate action.

In August 2019, the Tyndall Centre for Climate Change Research produced a report for Kirklees Council outlining recommended climate change targets based upon the commitments in the 2015 Paris Agreement to stay "well below 2°C and pursuing 1.5°C" for global temperature rise. This work was informed by climate science and defined in terms of science-based carbon budget setting. Following the report, Kirklees Council declared a climate emergency and set an ambitious target to reach net-zero by 2038, aligning with both the West Yorkshire Combined Authority's target, and the regional target for Yorkshire and Humber set by the Yorkshire Leaders Board.

Huddersfield Literature Festival has been inspired by Kirklees Council's ambitious Net Zero and Climate Ready action plan and is therefore committed to minimizing its own effect on the environment by reducing its carbon and environmental footprints in order to leave a positive legacy. It also recognizes its responsibility to use its influence to encourage socially and environmentally conscious behaviour in all those who interact with the festival.

Huddersfield Literature Festival is committed to following the best environmental practices in the day-to-day conduct of its business and management of its resources and facilities. Policies and procedures will be used to ensure the conservation of natural resources while minimizing any adverse environmental impact from its operations, including, but not limited to, measuring and reducing greenhouse gas (GHG) emissions, waste reduction and recycling.

The following strategy sets out clear goals, principles and steps that will be taken to understand and reduce environmental impact, improve environmental performance and inspire community action on climate change in relation to the festival.

Guiding Principles

Huddersfield Literature Festival adheres to the following four principles:

- 1) Commitment to respond meaningfully to the climate change challenge
- 2) Understanding their environmental impacts
- 3) Acting to minimize their impacts and improve environmental performance
- 4) Using their influence to encourage socially conscious behaviour and environmental responsibility in all those who interact with their festival

2023 Priority Action Areas

- **Scope 1 and 2 Emissions:** Measuring scope 1 and 2 emissions to create a baseline
- **Digital Footprint:** Measuring and reducing overall digital footprint
- **Communication:** Encouraging socially conscious behaviour and environmental responsibility in all those who interact with our festival
- **Sustainable Procurement:** Ensuring all purchased goods are from environmentally sustainable materials
- **Programming:** Events are programmed at the Festival every year to educate children and adults about issues around the climate crisis
- **Education and Training:** ensuring any sustainability policies and goals are communicated to the team and all volunteers, with appropriate training provided.

Implementation

Huddersfield Literature Festival Environmental Policy is a statement of their commitment to help reduce the impact of their activities on the environment. The policy is supported by an Environmental Action Plan, which specifies how the policy will be implemented, complete with targets, dates and a named person responsible for delivering it.

A review of the environmental policies and procedures will take place each year to improve the performance, whilst seeking to comply with current environmental legislation.

All employees and stakeholders are to be made aware of this policy and their responsibilities for environmental issues. The Festival Director will have responsibility for monitoring procedures and reviewing this policy on an annual basis.

Huddersfield Literature Festival will work with all staff, partners, suppliers, funders and stakeholder network to ensure they consider and communicate the environmental impacts of all their activities.

Scope of Policy

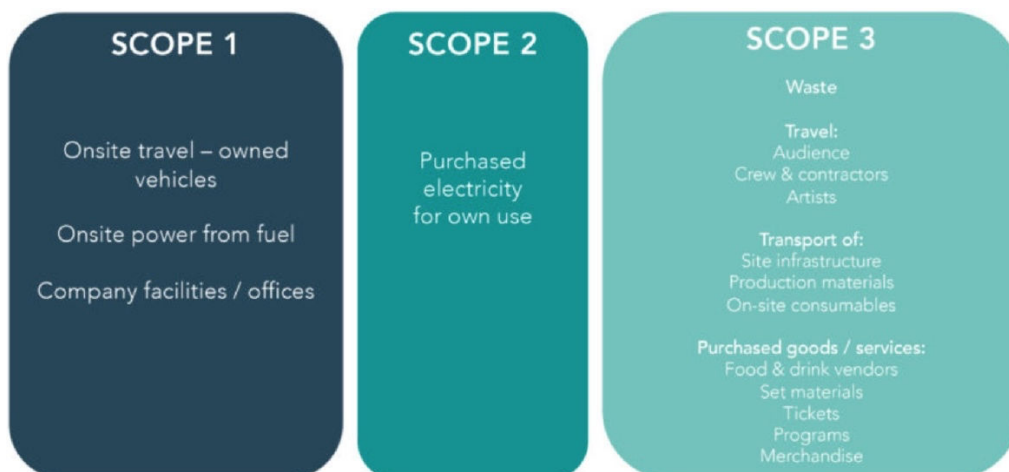
Huddersfield Literature Festival is committed to understanding, measuring, improving and communicating their environmental performance. Huddersfield Literature Festival observes existing environmental legislation and aims to set this as a minimum standard whilst seeking to out-perform environmental performances year on year.

Huddersfield Literature Festival activities have environmental impacts in the areas of:

- (a) Energy consumption
- (b) Water consumption
- (c) Waste generation and management
- (d) Materials and suppliers
- (e) Travel
- (f) Food & Beverage

Efforts will be exerted as much as possible to understand, measure, improve; and to communicate their environmental performance. The capacity to change and influence decisions may not always be within their immediate control. But they will commit to collecting data of all kinds to enable evidenced-based decision-making when it comes to improving their environmental impacts.

Part of Huddersfield Literature Festival's short to medium-term goal is to measure its scope 1 and 2 emissions. This will help to establish a baseline that can be used to identify benchmarks for future emission and consumption reductions/efficiencies. These will include recording costs related to the Action Plan (where possible), event waste reduction/recycling, procurement procedures, travel and transport, finance and digital. The longer-term goal will be to identify, measure and reduce the festivals scope 3 emissions. Scope 1, 2 and 3 emissions will include the following:



Key Environmental Impacts

1. Events

Huddersfield Literature Festival (HLF) is an award-winning 10-day Festival held annually in March. A blended Festival of 50+ digital, outdoor and venue-based events held online and at accessible spaces in Huddersfield, HLF champions accessibility, diversity and under-represented groups. Showcasing emerging writers and artists alongside major names, the Festival offers a diverse programme of author talks, workshops, discussion topics, performance poetry, multi-arts performances, wellbeing projects, events for young people and family friendly events.

Primary environmental impacts are:

- Energy consumption
- Water consumption
- Waste generation
- Greenhouse gas emissions caused by audience and artist transportation
- Greenhouse gas emissions caused by staff and business travel
- Use of materials

2. Office

There are seven core team members at Huddersfield Literature Festival, who are all part-time freelance employees that work from their own home offices.

Primary environmental impacts are caused by:

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

3. Festival Hub & External Venues

The majority of the festival's activity takes place at either external venues across the Kirklees area, or at the main Festival Hub within an empty unit in the heart of Huddersfield Town Centre, Piazza; a meanwhile space offered as part of the Temporary Contemporary initiative. The space increases the visibility and awareness of the festival and provides access to culture for more people.

External venues include:

Birkby & Fartown Library
Brian Jackson House (Yorkshire Children's Centre)
Hive Café (training venue)
Huddersfield Town Hall
Lawrence Batley Theatre

Marsden Mechanics/Library
North Huddersfield Trust School
The Parish, The Old Courthouse
Small Seeds
University of Huddersfield

Primary environmental impacts are caused by:

- Fossil fuel energy consumption
- Water consumption
- Waste generation
- Office supplies and services
- Audience & Staff travel

4. Other Goods and Services Procurement

Print, publicity and marketing

Huddersfield Literature Festival produces an annual programme brochure, posters, flyers, roller banners, eco tote bags and organic t-shirts.

The following print requirements have all been printed on recyclable paper and printed by environmentally friendly printer PrintPod:

A5 brochure, 8,000 copies
A6 folded flyer, 2,000 copies
Bookmarks, 2,000
A2 poster x 10
A3 poster x 30
A4 poster x 200
Overprint poster x 200
6 x roller banners with new logo

Plus, eco jute tote bags x 200 with one colour logo print from Hotline branded merchandise
Plus 38 organic cotton T-shirts with printed logo from Go Custom Clothing

Primary environmental impacts are caused by:

- Paper resource consumption
- Distribution
- Toxicity of ink and finishes
- Waste generation

Office Supplies

Huddersfield Literature Festival uses traditional office supplies (generic stationery, electronic equipment and furniture).

Primary environmental impacts are caused by:

- Resource use for office electronic equipment, furniture, stationery and radio transmitters
- Toxicity of furniture and equipment
- Waste generation

Digital services

Huddersfield Literature Festival uses a server hosting service for its website and email accounts.

Primary environmental impacts are caused by:

- Energy consumption

Key Performance Indicators

Huddersfield Literature Festival is committed to monitoring all those environmental impacts that they can reasonably gather data for and control use of. By measuring these environmental impacts, they aim to put in place means of reducing the negative impacts of their event activities. They also commit to programming events that relate to spreading a positive social and environmental message.

1. Events

For events in 2023 Huddersfield Literature Festival will measure and introduce:

- **Performers/artists travel**- collate information on artists air miles and overland mileage and look to book local performers/ artists wherever possible. For overseas artists they will look to offset their travel emission using verified carbon offsetting projects.
- **Programming**- As part of a commitment to spreading a responsible environmental message to our audiences, they will programme events focusing specifically the sustainability and the environment.
- **Education for staff and volunteers**- give training on climate change, environmental policy and recycling/ waste management.

Future event performance indicators will include:

- Scope 1 and 2 energy consumption throughout duration of festival
- Number of suppliers with environmental accreditation
- Number of suppliers able to provide information about efforts to improve their environmental performance
- Number of events presented at venues with environmental accreditation
- Number of people using sustainable means of transport to the events
- Number of waste black bin bags generated
- Number of recycling bags produced
- Fuel consumption by visiting artists and companies
- Sustainability of materials used by Huddersfield Literature Festival, artists and suppliers

2. Office

In 2023 Huddersfield Literature Festival will measure/request information on

- Number of staff/ volunteers using public transport or cycling to and from work.

Future event performance indicators will include:

- Water use
- Energy use
- Waste use

3. Festival Hub & External Venues

In 2023 Huddersfield Literature Festival will measure/request information on

- Number of staff and volunteers using public transport or active travel (cycling or walking) to and from work

Future event performance indicators will include:

- Water use
- Energy use
- Waste use

4. Other Goods and Services Procurement

Print, Publicity and Marketing

In 2023 Huddersfield Literature Festival will measure:

- Number of materials produced using recycled sources
- Number of local suppliers used
- Number of suppliers with environmental accreditation
- Number of suppliers able to provide information about efforts to improve their environmental impact

Future event performance indicators will include:

- Waste per festival

5. Office supplies and digital services

Future event performance indicators will include:

- Number of suppliers used with environmental accreditation
- Number of suppliers able to provide information about efforts to improve their environmental performance
- Paper use
- Toner use
- Measure CO2 impact and green credentials of festival website

Environmental Action Plan

The Environmental Action Plan at the end of this document guides Huddersfield Literature Festival's approach to environmental sustainability and ensures that the Environmental Policy underpins the work of the organization.

Huddersfield Literature Festival recognises that this plan is part of an ongoing process that informs all of its activities. This plan sets down the key objectives for 2023 with regards to environmental sustainability and begins to consider how best to implement the plan in terms of tasks, people involved and making it part of the organization's infrastructure. The Festival Director will be responsible for the coordinating of the Action Plan and it will be monitored as a standard agenda item at Board Meetings and will be updated annually.

Governance, reporting and communication

Responsibility for implementing and monitoring this Environmental Policy lies ultimately with Huddersfield Literature Festival's Board of Directors, with delegated responsibility given to the executive staff in its implementation in the day-to-day running of the organisation.

Training, whenever relevant and feasible, is offered to Board members, executive team members and all volunteers to enable them to discharge their roles and responsibilities effectively.

2023 will be used to establish a baseline for understanding a number of Huddersfield Literature Festival's environmental impacts, including its scope 1 and 2 emissions, and what decisions can be made to reduce those impacts at future events. Data collected from this year will be used to inform the setting of goals and targets for improvement in future years.

Each year they will evaluate the scope for assessing environmental impacts and extend the scope for understanding, measurement and action as appropriate.

The Festival Director will evaluate/create systems (in conjunction with the Huddersfield Literature Festival team) in the Autumn of each year to realize the annual objectives set out in the Environmental Action Plan. These will be reviewed with the rest of the Board.

Using the Arts Council England's National Portfolio Organisation requirements, Huddersfield Literature Festival will use any appropriate measuring tools to report annually on behalf of the progress made, including statistical information, in the key areas of the organization's **Events** and its **Office** accommodation.

All core Huddersfield Literature Festival permanent and freelance staff are made aware of this Environmental Policy and Action Plan and their responsibilities for environmental issues. Huddersfield Literature Festival will publish its Environmental Policy on our own website, alongside additional reports that demonstrate progress made and support in general the progress made by the outdoor arts sector.