

Arts Council England Environmental Reporting 2021/22

Becky Hazelwood, Julie's Bicycle Enna Uwaifo, Julie's Bicycle

#### Welcome!

**Becky Hazelwood - Environmental Sustainability Project Manager** 

**Enna Uwaifo** – Environmental Sustainability Coordinator





## Housekeeping

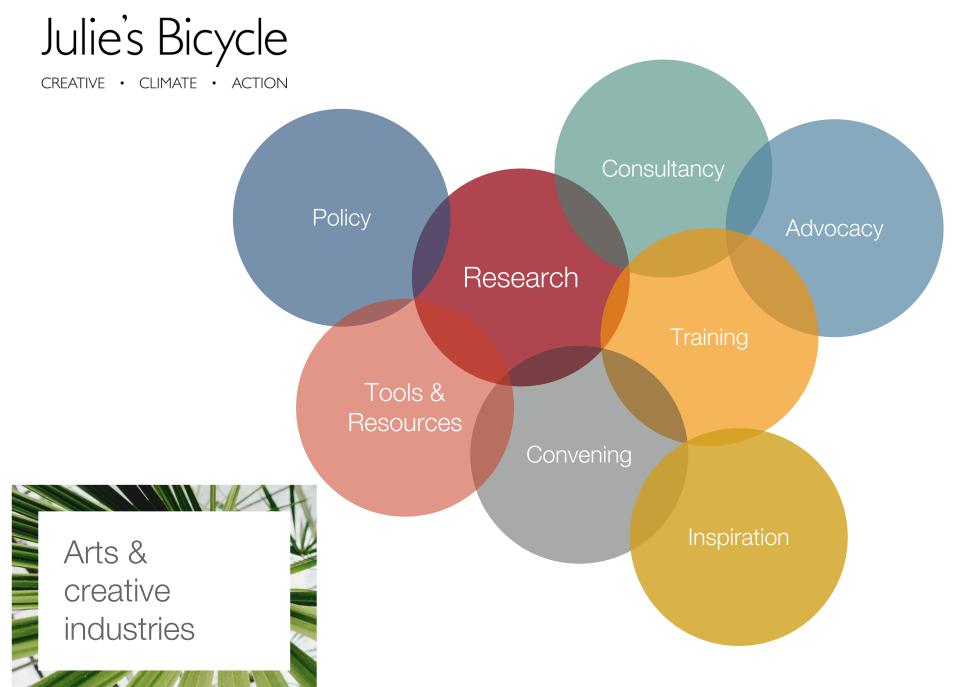
- Raising hands
- Asking questions
- Sharing presentations
- Recording content



## **AGENDA**

- Introduction to Julie's Bicycle
- The Arts Council England Environmental Programme
- Covid-19 Update
- NPO environmental reporting for 2021/22
- Introduction to the Creative Green Tools
- Q&A











**ACE Environmental Programme** 2018-23



Culture, Climate and Environmental Responsibility: Annual Report 2020 – 21



## Insights from Report

88% of NPOs include Environmental Sustainability in core business strategies and plans

55% of NPOs formally recognise environmental responsibilities in job roles

72% of NPOs have found their environmental policy useful for supporting funding applications

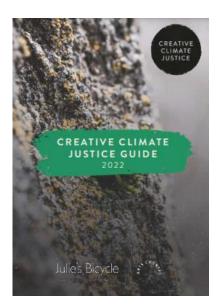
57% of NPOs have produced, programmed or curated work exploring environmental themes

## Recent publications and launches

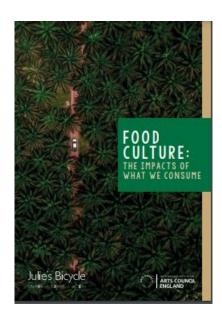
Creative Climate
Justice Guide as
well as the Creative
Climate Hub

Spotlight programme: Net zero report

Food culture:
Impacts of
What we
consume



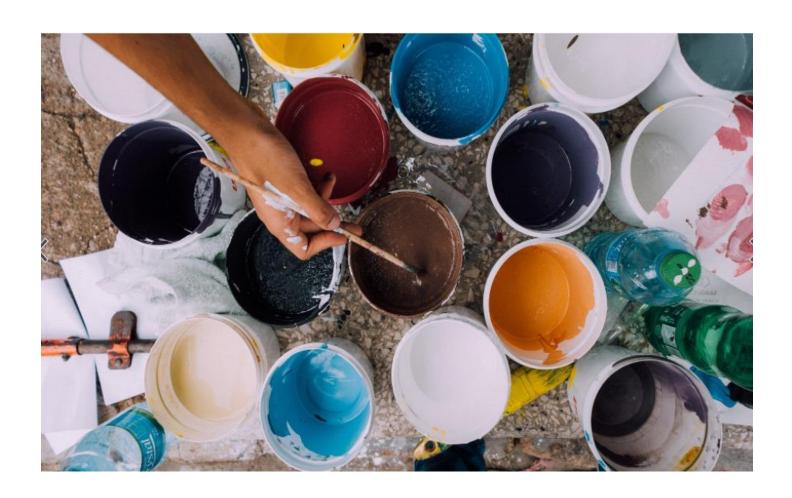




## Other programme updates

#### Webinars, events and Briefings

Climate Finance Webinar (June)
Energy Briefing (June)
ACE-JB National event (October)



#### **CG** Certification

The Creative Green Certification will be discontinued. Those of you have that historical CG certification, it will still be kept on CG Tools to be viewed.

## Contacting Julie's Bicycle for support

#### **MAY**

- Email helpdesk, as the first point of query daily. Responses within 24 hours.
- Open phone helpline any queries 9-5pm Thursdays
- Drop in sessions for 1:1 support and to respond to technical queries Wednesday mornings.

#### **JUNE**

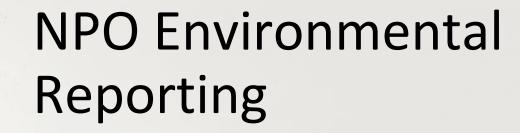
- Email helpdesk, as the first point of query daily. We will respond within 24 hours.
- Open phone helpline any queries 9-5pm

Throughout June, this will be increased to <u>Tuesday</u> and <u>Thursday</u>.

Last week of reporting - increased to all week

Drop in sessions for 1:1 support and to respond to technical queries - Wednesday mornings

We are encouraging NPOs to email first for bookings, as most enquiries are solved more easily via email and do not require a phone call or 1:1 session.



I. Upload an up-to-date environmental policy and action plan to the Creative Green Tools.

2. Enter environmental data (outlined in funding agreement) into the Creative Green Tools covering the financial year 2021/22 (April 2021)

- March 2022)

3. It is MANDATORY this year

The deadline for this is 30th June 2022.

## What do I need to report on?

- Your reporting requirements should have been agreed with your Relationship Manager and can be found in the 2018-22 Funding Agreement Conditions.
- These requirements are tailored to each organisation.

Reporting requirement	Building based organisations	Non-building based organisations
Energy	✓	
Water	✓	
Waste	✓	
Business travel		✓
Audience travel		✓
Touring		✓
Festivals/events		✓
Productions		✓

## Exemption

- If you require an exemption
- List some reasons: xxxxxxx
- Contact support@juliesbicycle.com

# How do I collect energy data?

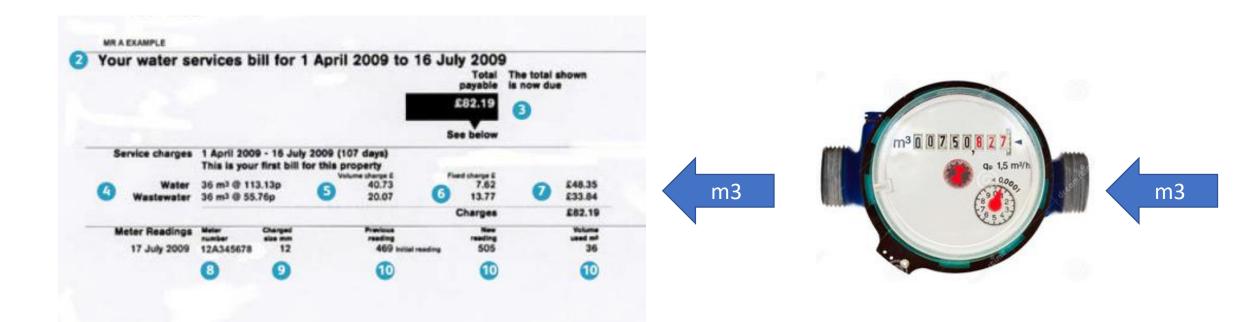
[91 units x 1.02264 (conversion factor) x 39.2 (calorific value) + 3.6 (to get kilowatt-hours) = 1,013 kWh

- Energy consumption is measured in **kWh** for both electricity and gas.
- You can collect kWh figures for electricity gas in your basic **energy bills** or through **manual meter readings.**

Electricity readings	3							
Period	Meter no.	Previous	Present	Rate	kilowatt-hours			
16 Oct 13 to 21 Jan 14	ABC12345	21756 A	22341 C	Normal	585	kWh	56215	
21 Jan 14 to 16 Apr 14	ABC12345	22341 C	22742 C	Normal	401		909119	1
Gas readings	How	do we work o	ut your gas	? See below				
Period	Meter no.	Previous	Present	Units used	kilowatt-hours		274570	
16 Oct 13 to 21 Jan 14	XYZ67890	12033 A	12138 C	105 m³	1172	kWh	27437	
105 units x 1.02264 (conversion fa	ctor) x 39.3 (calorific val	ue) + 3.6 (to get kilo	watt-hours) = 1,172	kwnj	A .			
21 Jan 14 to 16 Apr 14	XYZ67890	12138 C	12229 C	91 m³	1013			

# How do I collect water data?

- Water consumption is measured in m3.
- You can collect m3 figures for water and wastewater in your basic water bills or through manual meter readings.



#### How do I collect waste data?

#### 1. Tonnes per waste stream

Tonnage can be found on the bills from your waste contractor for each waste stream e.g. landfill, energy, recycling

Or

#### 2. Estimated figures

Record the number of bin collections you have monthly for each waste stream:

e.g. one 500L bin collected twice a week going to landfill



#### How do I collect travel data?

For business travel, you will need to record:

- Miles travelled
- No. of people travelling
- Vehicle type

Example tracker:

Date	Staff members	Mode	Distance	Single/return
11/01/2019	2	Train	500	Return
15/04/2019	2	Train	600	Return
20/04/2019	3	Longhaul Flight	5000	Return
25/04/2019	1	Car	200	Single



## Intro into CG Tools design

There has been some changes to CG tools to make it more user-friendly, here are some of the changes:

- Larger and different font for increase accessibility
- Change in the colour scheme and some of page layouts
- Security improvements

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Okay, got it.

#### Welcome!

Welcome! The Creative Green Tools are a free set of unique carbon calculators developed by Julie's Bicycle specifically for the creative industries. They're used by over 5,000 organisations across 50 different countries to understand the environmental impacts of cultural buildings, offices, outdoor events, tours and productions.

#### **New User?**

Sign up for a new Creative Green Tools account

Sign up

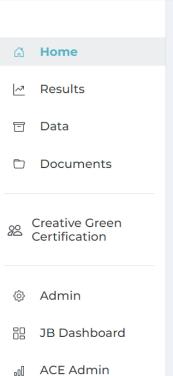
## **Log in to Creative Green Tools** Email or username enna@juliesbicycle.com Password ••••• Log in ☐ Keep me logged in Forgotten your password?

#### Contact



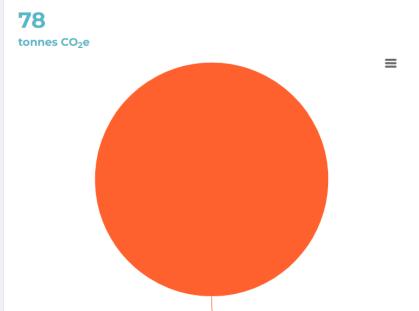


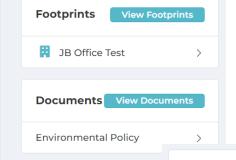
## Home Page



#### 2021-22 at a Glance

**Total Carbon Footprint** 

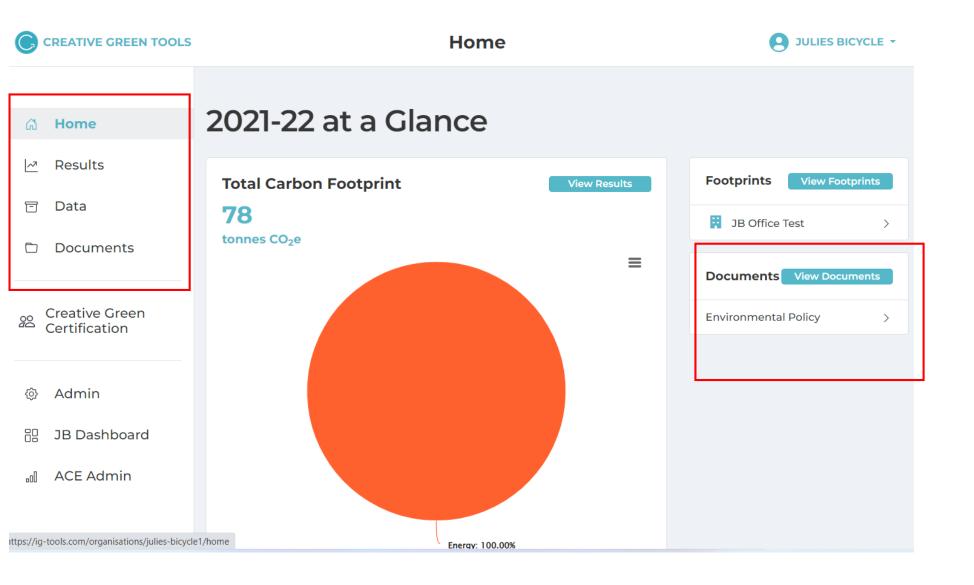


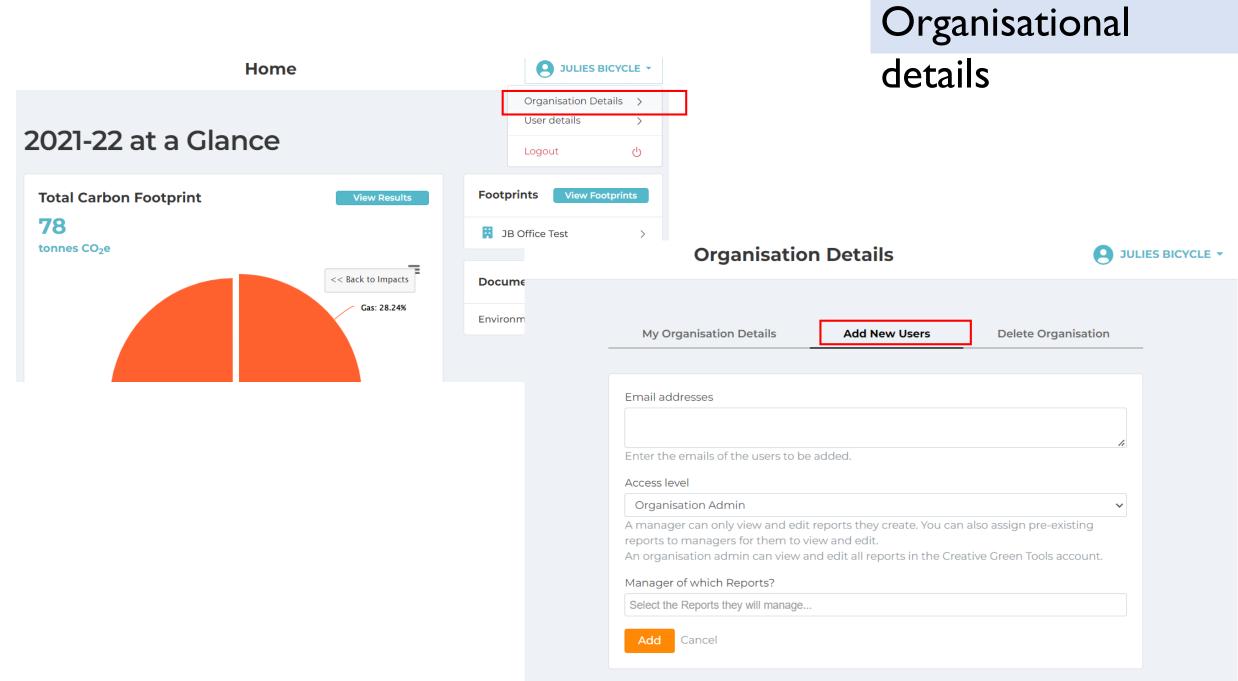






## Home Page





#### **Documents**

page

#### **CREATIVE GREEN TOOLS**

#### **Documents**



- Home
- Results
- Data
- **Documents**
- Creative Green Certification
- Admin
- JB Dashboard
- **ACE Admin**

#### **Uploaded documents**



#### Upload a document

Arts Council England National Portfolio Organisations (NPO) are required to upload a copy of their Environmental Policy and Action Plan as part of their funding requirements annually. Organisations who are not in receipt of Arts Council funding are not expected to do so.

Organisations undertaking Creative Green Certification can upload an image to be used as part of their annual report. Organisations who are not in participating in Creative Green Certification are not expected to do so. new\_upload\_button: "Upload a document"

#### **Recommended Documents**



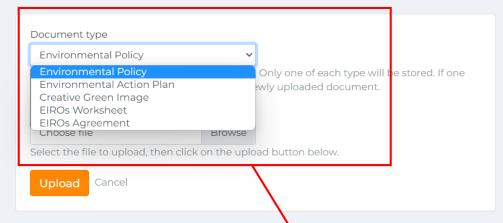
**Environmental Policy** 

Environmental\_policy.docx 29/03/2019 (11.6 KB) Delete



#### Documents page

#### Upload a new document...



#### Upload a new document...

#### Document type

Environmental Policy

Select the type of document you're uploading. Only one of each type will be stored. If one already exists then it will be replaced by the newly uploaded document.

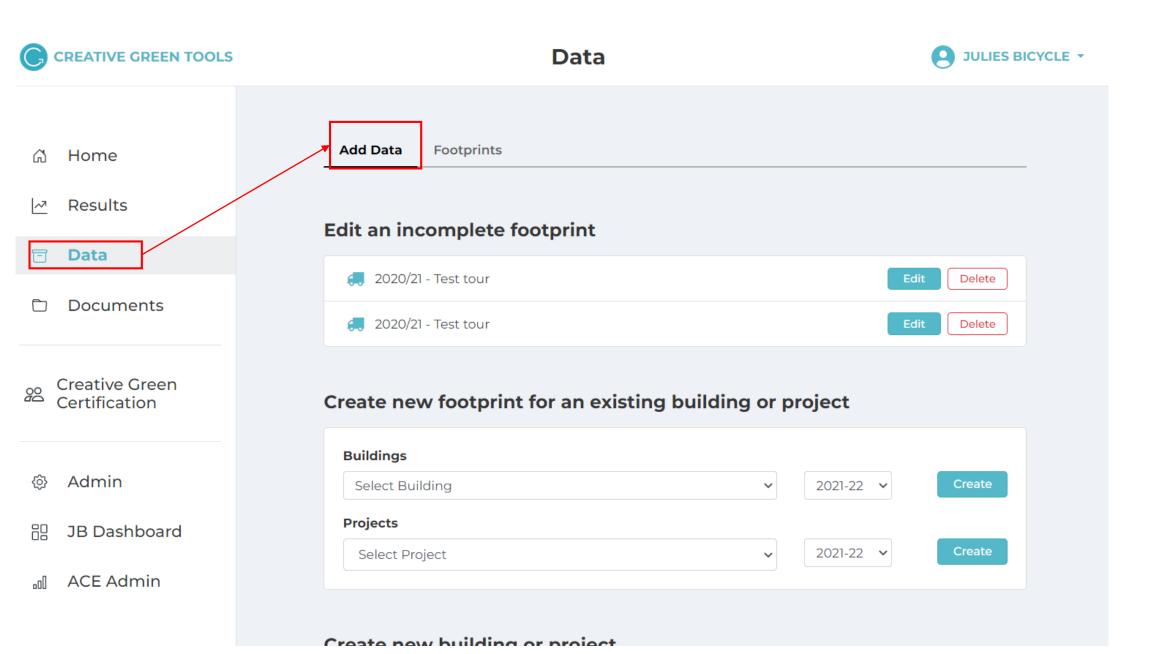
#### Select file

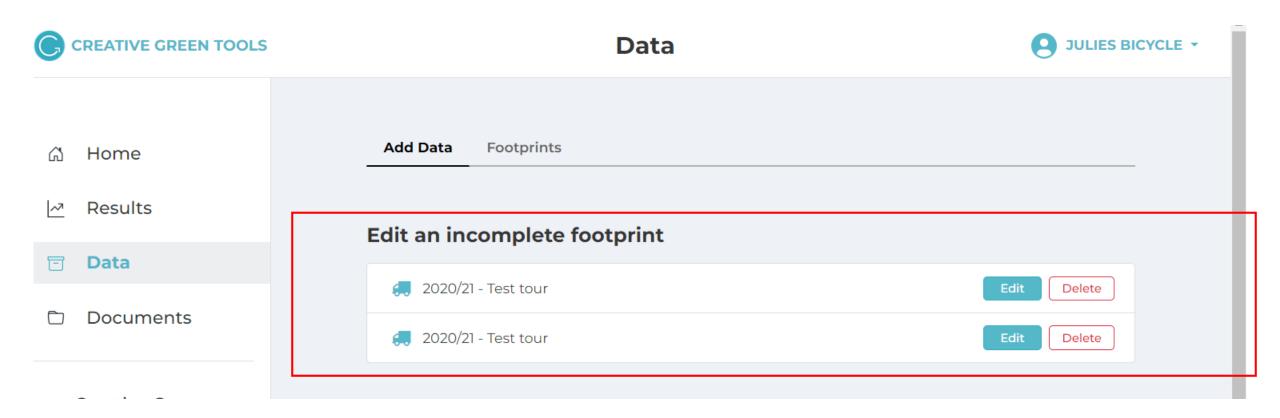
Choose file

Browse

Select the file to upload, then click on the upload button below.

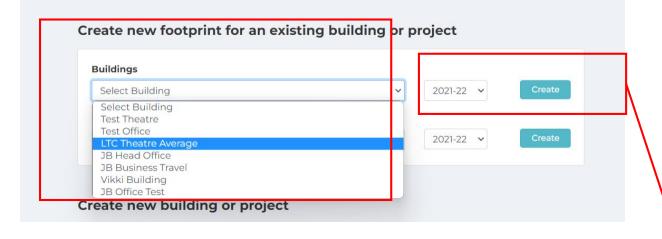


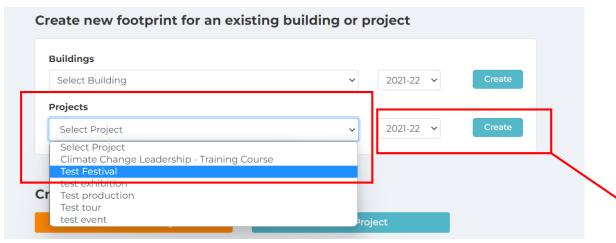




# Add data to a Building/Project that has already been created

dit an incomp	olete footpr	int			
2020/21 - Test	tour			Edit	Delete
2020/21 - Test	tour			Edit	Delete
create new foo	otprint for a	n existing buil	ding or pro	oject	
Buildings	otprint for a	n existing buil	ding or pro		
	otprint for a	n existing buil	ding or pro	2021-22 <b>v</b>	Create
Buildings	otprint for a	n existing buil			Create

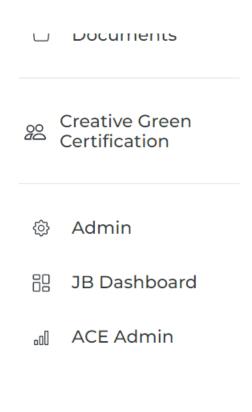


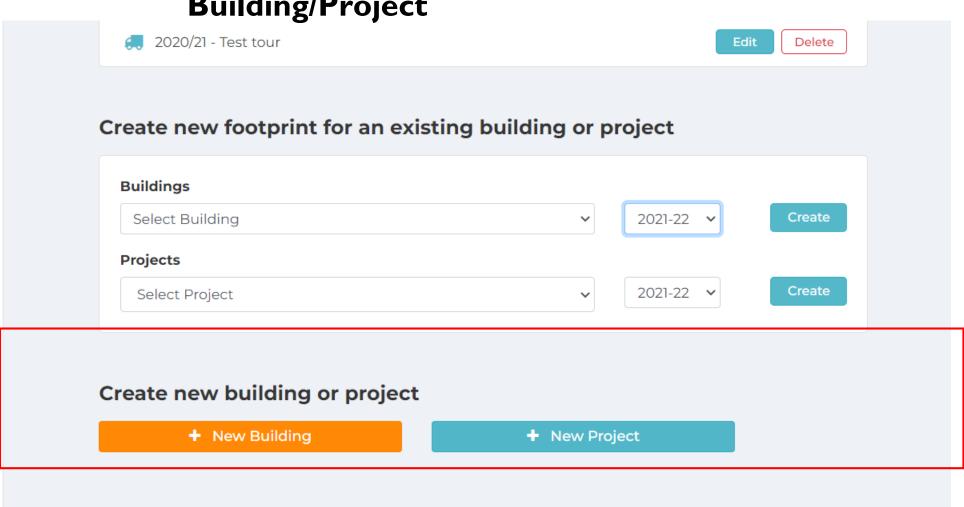


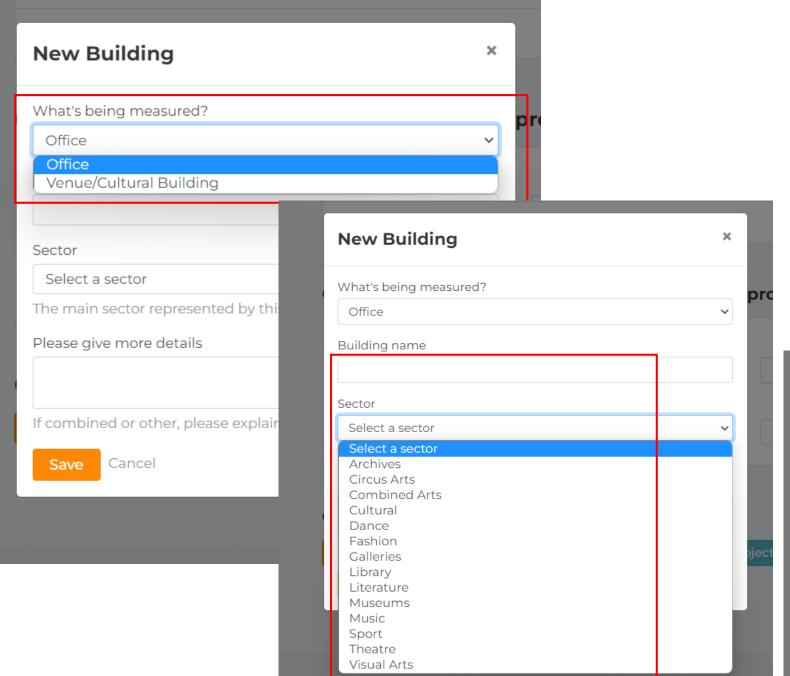
Add data to a
Building/Projec
t that has
already been
created

2009-10 2010-11 2011-12 2012-13 2013-14 2014-15 2015-16 2016-17 2017-18 2018-19 2019-20 2020-21 2021-22 2022-23 2021-22

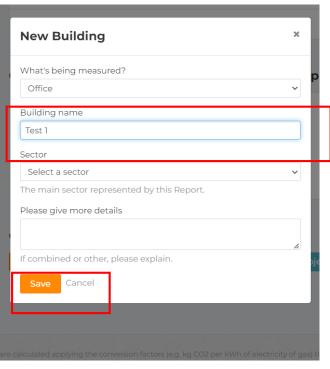
# **Create a new Building/Project**

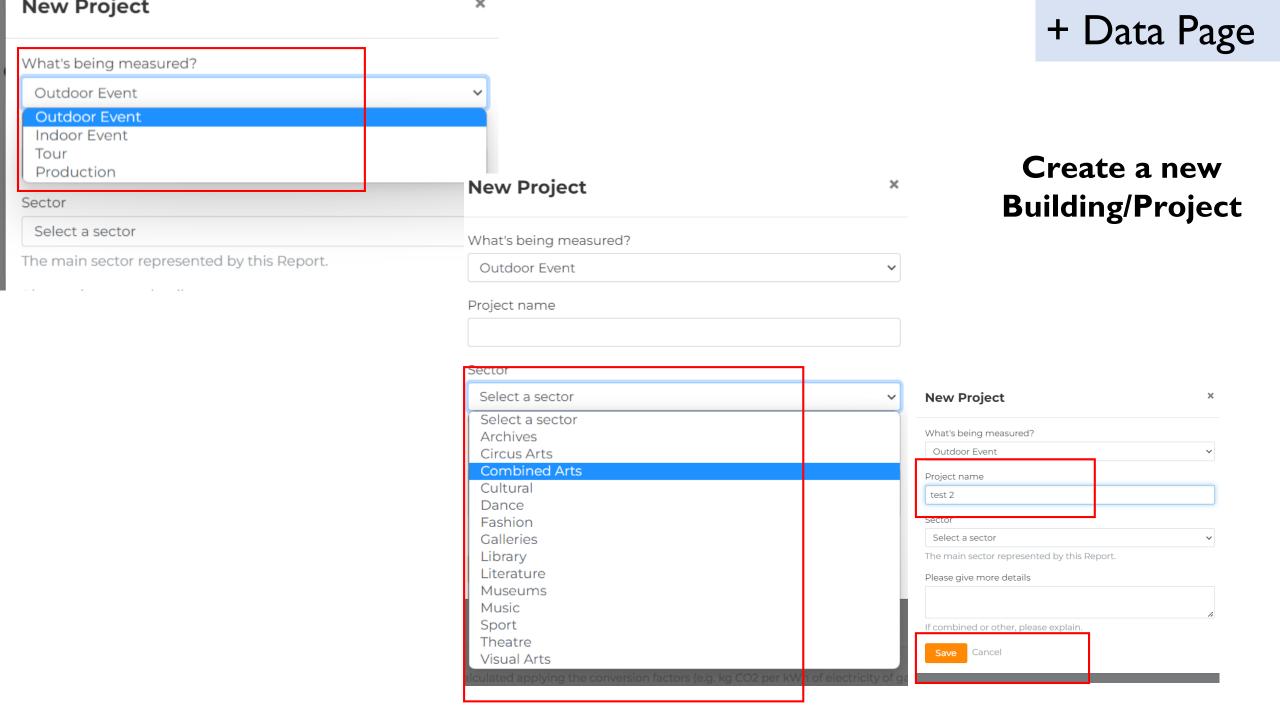






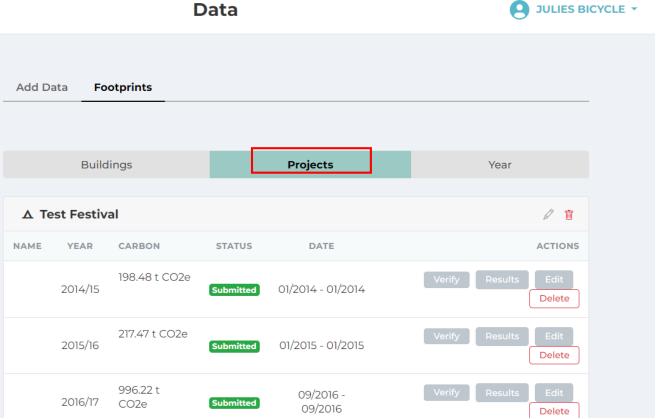
# **Create a new Building/Project**

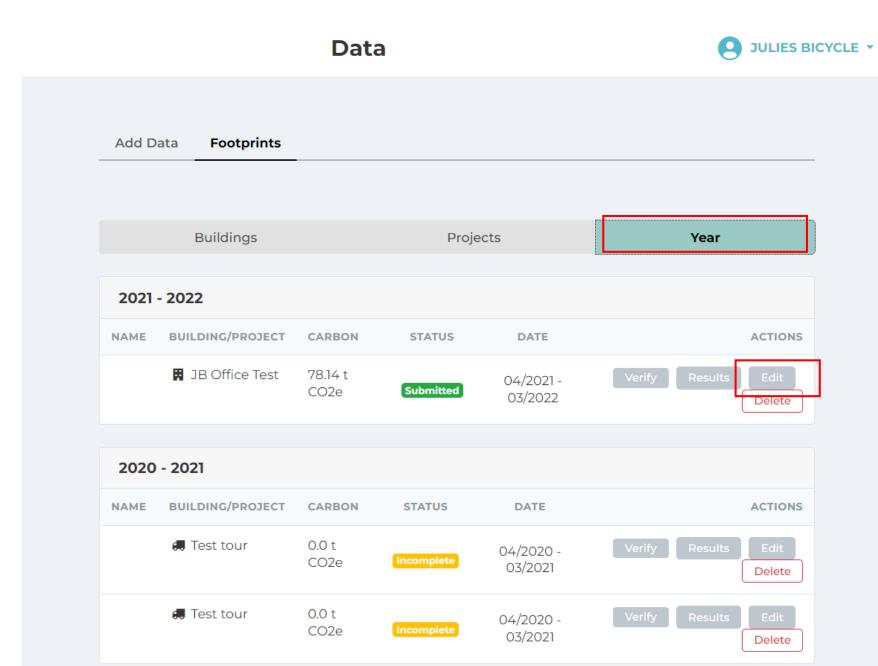




## Footprint Page

# Select 'Footprints' to view historic data

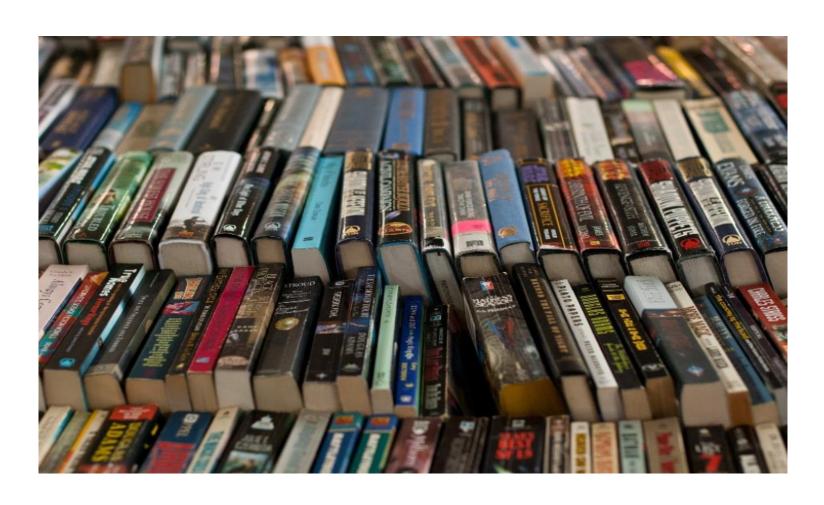




Select 'Footprints' to view historic data

Click 'edit' to change submitted and incomplete (not submitted) data

For the most accurate emissions calculation please report 'Footprints' for the whole year.



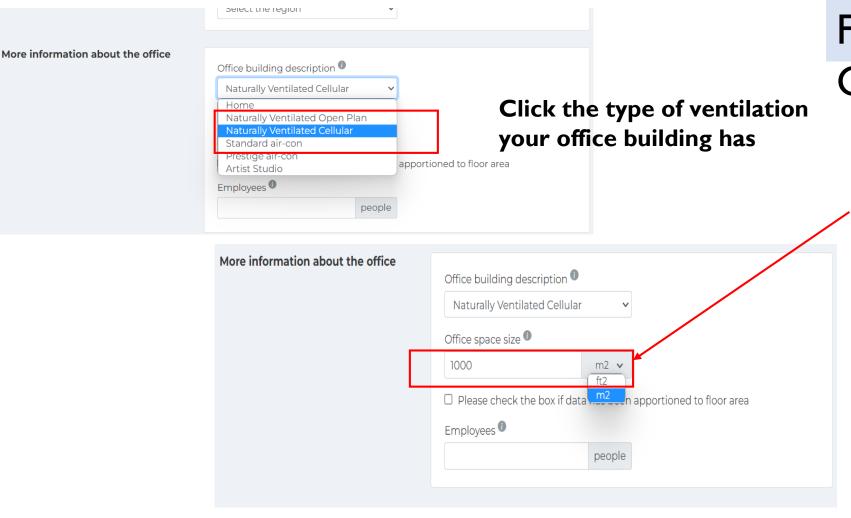
### Footprints Page:

### General

**Data** JULIES BICYCLE \* < Footprints **B** JB Office Test 78.1 tonnes CO<sub>2</sub>e Submit **Business Travel** Fleet Travel **Beyond Carbon** General **Energy use** Water Waste General Select the year 2021-22 ☐ Please check the box if the data in this footprint is actual values ● ✓ Please check the box if the data in this footprint should be used for calculations 1 Footprint name Select the country 10 England Select the region 1 Select the region

#### **COMMON ISSUES:**

- Please ensure the previous year is selected. For this year, you are reporting for "2021-22)
- If you are entering actual values, check the first box
- In order for your emissions are calculated and to show up in the "Results" page, click 2<sup>nd</sup> box



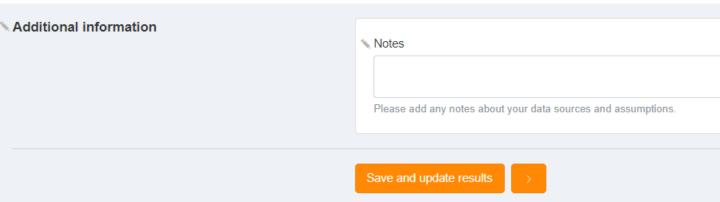
### Footprints Page: General

Type in the box how much space your office takes up

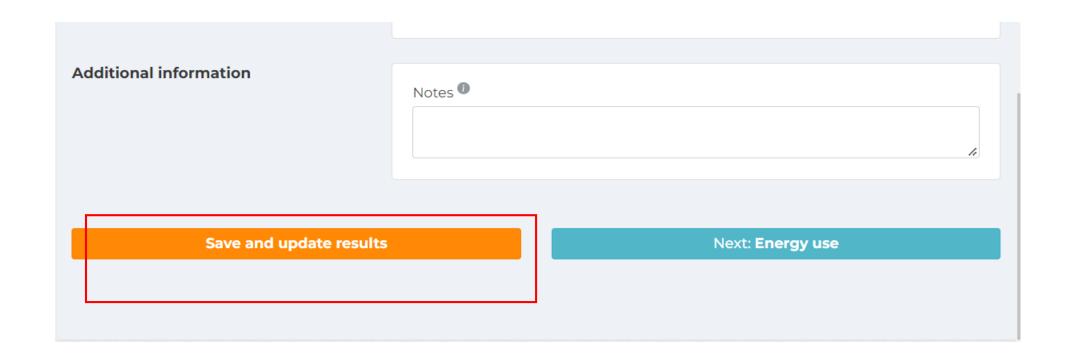
#### **COMMON ISSUES:**

 If you are new to the organisation, the best way to find this information is looking through the historic data in the "Footprints" tab

Write in the notes section any extra information to consider for future reference. If you have anything you want to flag with us, it is best to email us



### REMEMBER TO SAVE AS YOU GO

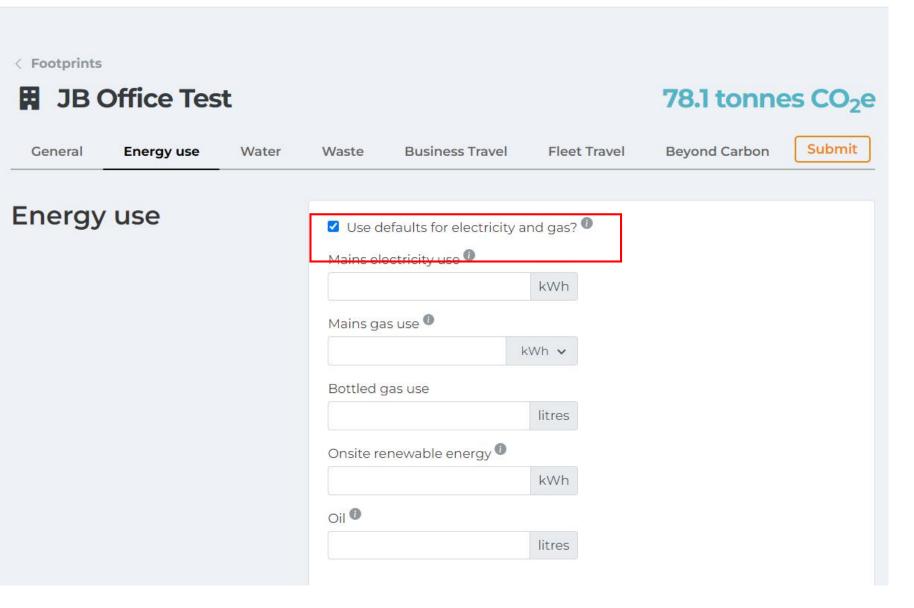


If an error message shows up when you press save, contact the support inbox

### Footprints Page:

Data





This box is checked when using estimates, if for any reason you cannot retrieve your energy data.

Ensure the information in the general page is accurate for the calculation to work.

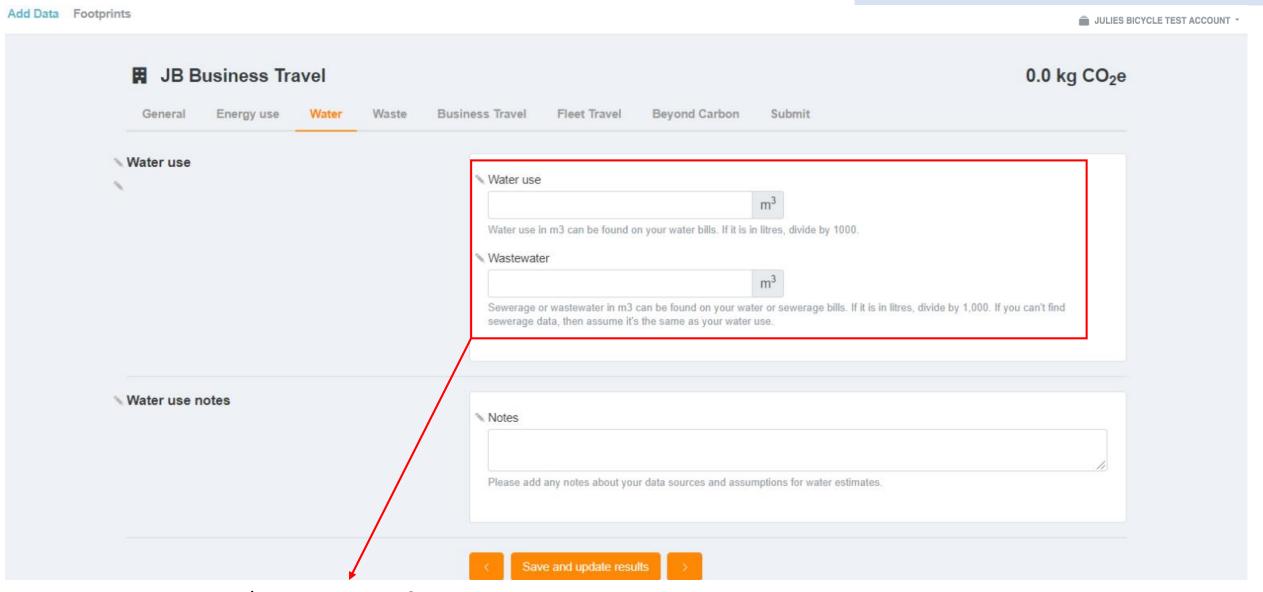
Leave unchecked if you have the data and enter data into the fields.

Electricity and Gas consumption (kWh) can be found in your bills

Choose your energy supplier and select whether it is a green tariff, this is important for the calculations in the 'Results'.

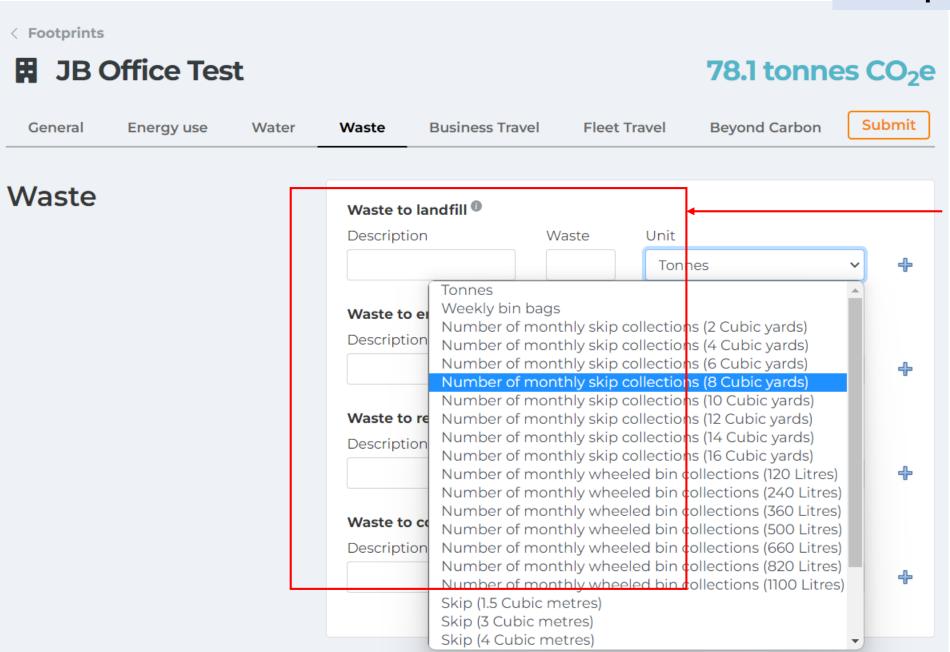


### Footprints Page:



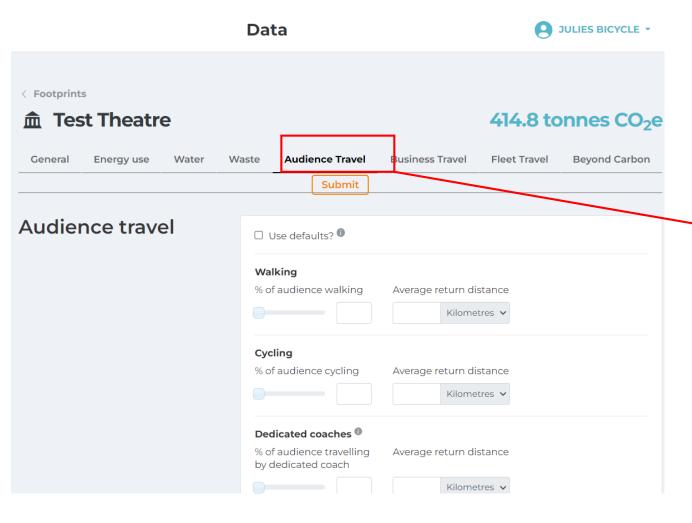
Water use and wastewater m3 can be found in your water bills

### Footprints Page: Waste



A popular method of calculating are the monthly collections

For accurate results, do not split the data into different footprints. The tools run a calculation for the full year.

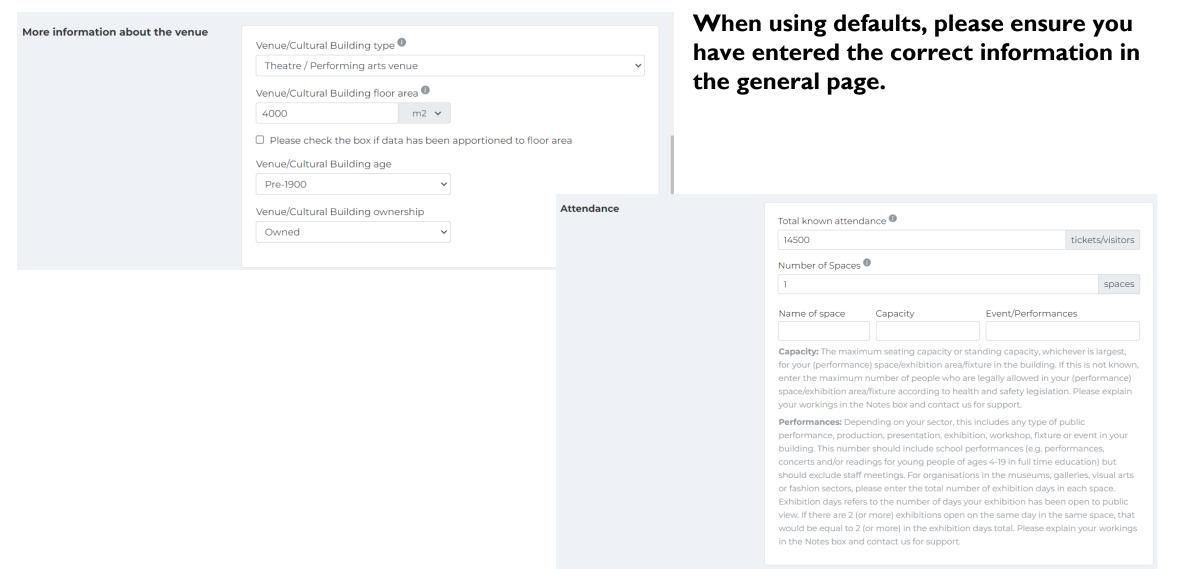


# Footprints Page: Audience Travel

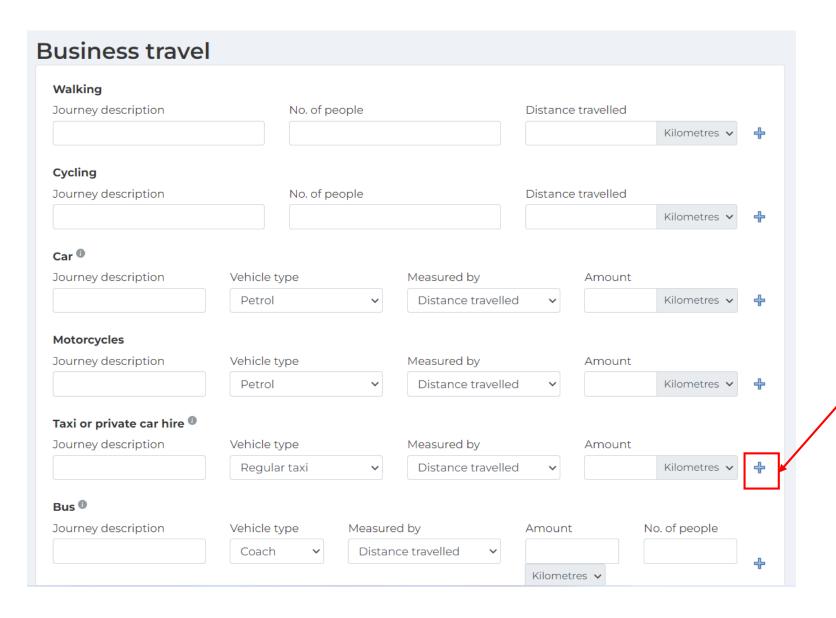
'Venue/ Cultural
Buildings' have the
option to enter
audience Travel and
'Projects' that are
events

This data is typically collected using surveys.

## Using defaults for audience travel



# Footprints Page: Business Travel



#### **Notes:**

- Where it says "No. of People" ensure to write the number of people on the same mode of transport
- Short haul flight means <2 hours
- Long-haul is >2 hours

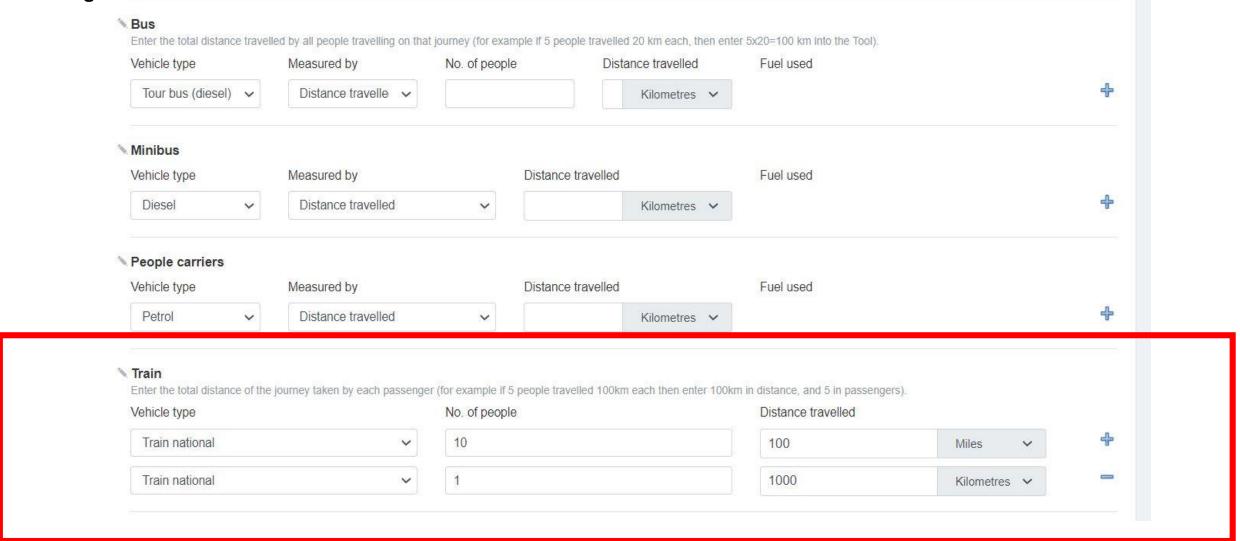
Click on the + to add journeys

#### **Notes:**

### Footprints Page: Business

### Travel

- For train and flight travel, the calculation adds up all the people on the journey as an individual calculation.
- In short, if you say 10 people took a train to Manchester that was 100 miles. Then the total miles will be 1000 miles and the emission is generated from that



Accommodation



**Beyond Carbon** 

Submit

### Footprint Page:

Tour

< Footprints

General



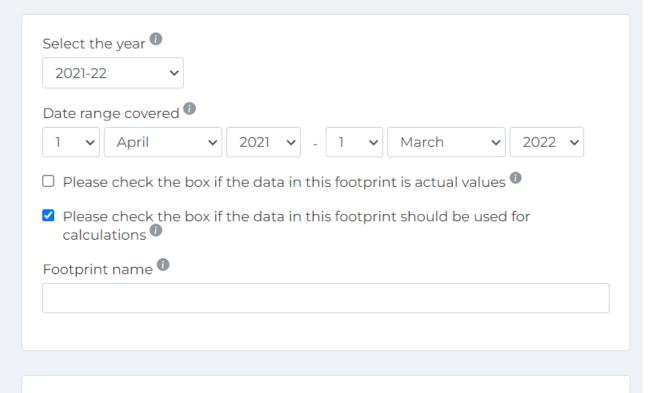
0.0 kg CO<sub>2</sub>e

Production

**Personnel Travel** 

**Tour - General** 

**Event/Performances** 



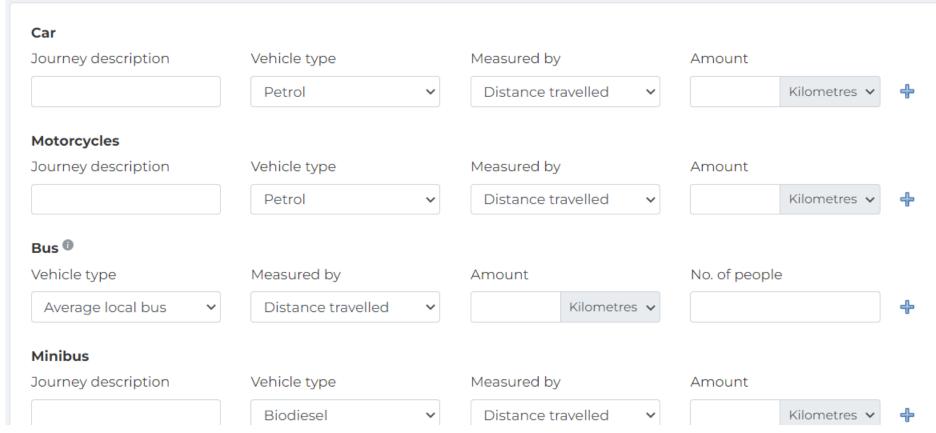
More information about the tour

Touring Group Name 🕕

Footprint Page: Tour

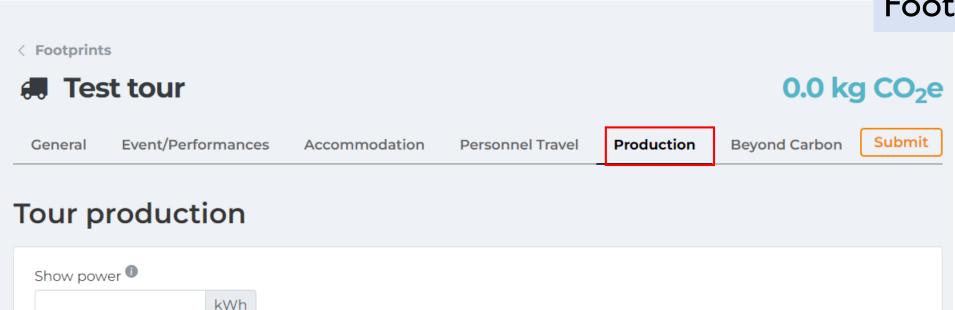


#### Personnel travel



Under tour footprints, business travel will be 'personnel travel'

Footprint Page: Tour



Did any indoor venues have to deploy generators, as their mains supply was unable to meet your show power demand?

Weight transported

Weight transported

Weight transported

tonnes

tonnes

tonnes

Vehicle type

Vehicle type

Domestic

Vehicle type

Large RoPax Ferry

Heavy diesel rigid (ove

Distance travelled per trip

Distance travelled per trip

Distance travelled per trip

Kilometres v

Kilometres v

Kilometres v

Trucking freight

Air freight <sup>1</sup>

Sea freight

Journey description

Journey description

Journey description

#### **Notes:**

- Production will include freight travel.
- Freight travel concerns the moving of "stuff" instead of people

### Footprint Page: Production

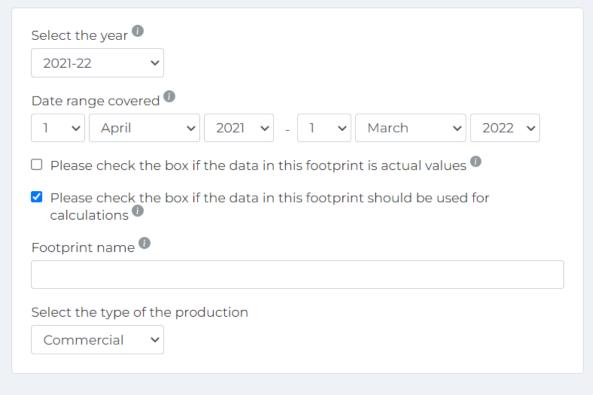
#### **Data**





#### Production -General

What is the scale of this production?

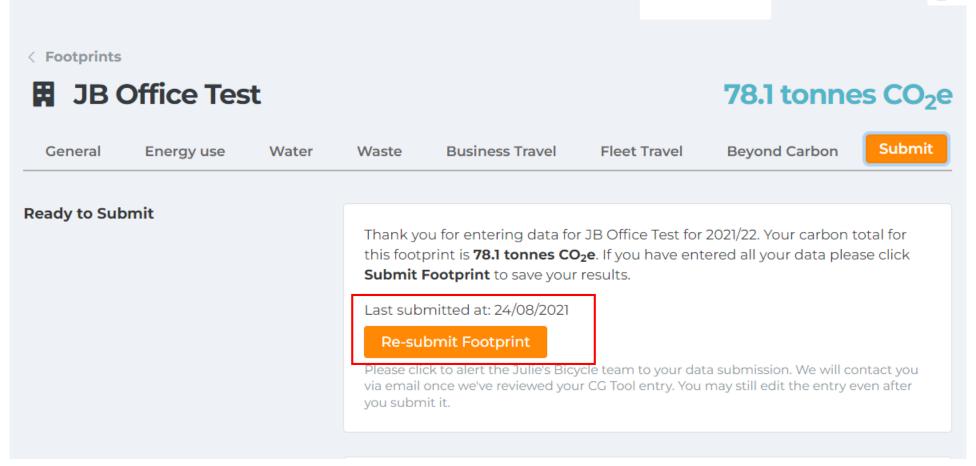


#### **Notes:**

- Under projects, you can also add data for productions.
- There you can add data on materials, light, including how much lighting was used during rehearsals and live shows

### Footprint Page: Submit

■ JULIES BICYCLE TEST ACCOUNT ▼



#### **Notes:**

- Submit your data here

### Footprint Page: Submit

#### **Ready to Submit**

Thank you for entering data for JB Office Test for 2021/22. Your carbon total for this footprint is **78.1 tonnes CO<sub>2</sub>e**. If you have entered all your data please click **Submit Footprint** to save your results.

Last submitted at: 24/08/2021

#### Re-submit Footprint

Please click to alert the Julie's Bicycle team to your data submission. We will contact you via email once we've reviewed your CG Tool entry. You may still edit the entry even after you submit it.

#### Come Back Later

Still wanting to add data? **Save and Continue Later** to return to Footprints page.

#### Missing values

Note: For the results to show and to be as accurate and as useful as possible, you will need to fill out all missing mandatory data fields listed below. Please fill in any fields marked with a red asterix next to the label. Let us know if you have any questions or require any

- assistance. Thank you.
- \* Office employees \* Region

Save + Continue Later

#### Results

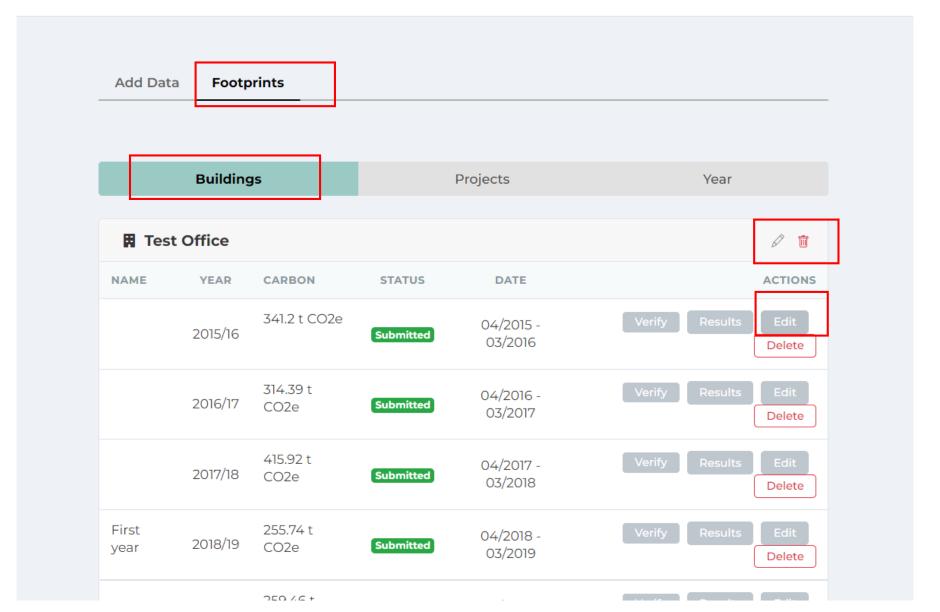
Click **View Results** to view your footprint results in detail and access the Julie's Bicycle Benchmarks.

View Results

### + Data Page

#### **Data**

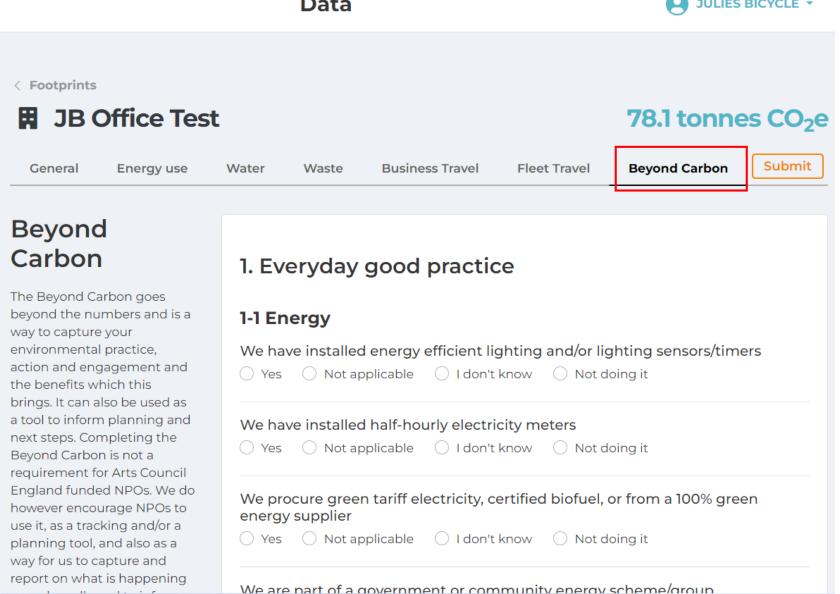




### Beyond Carbon Page

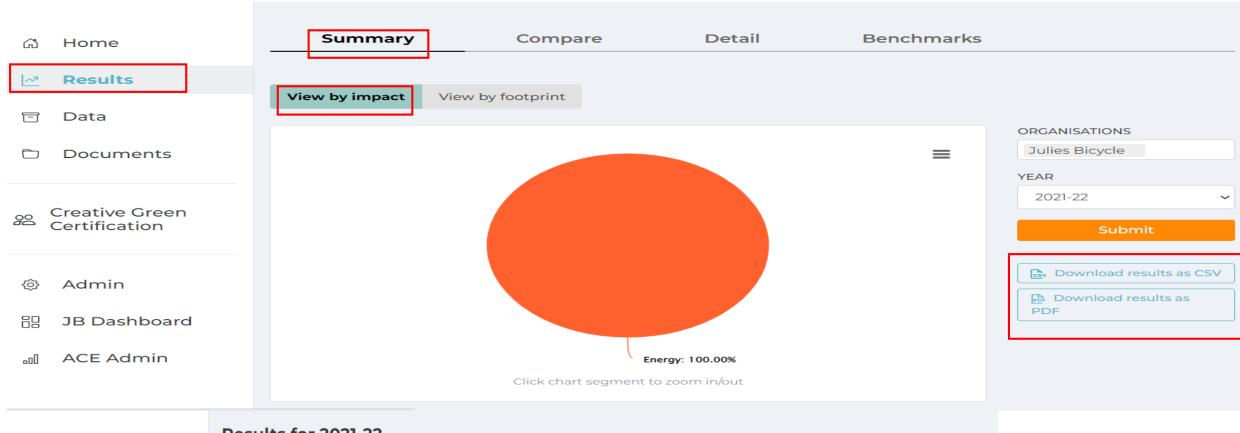
Data





- L. Benefits from environmental action
- 2. Creative programmes and engagement
- 3. Governance and leadership
- 4. Everyday good practice

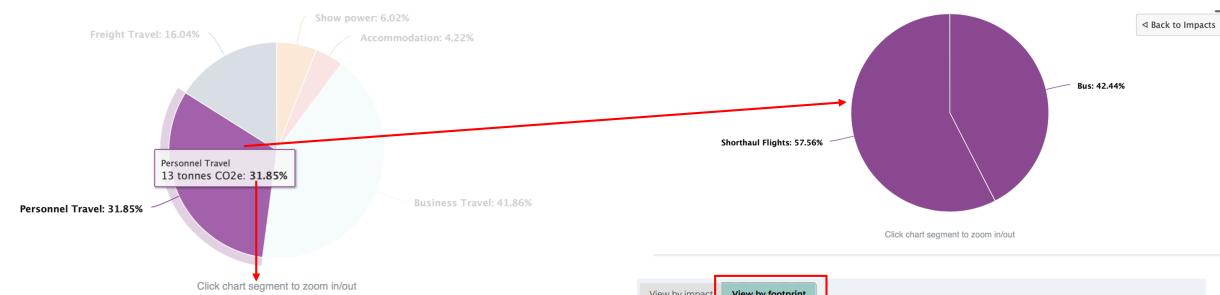
### Results Page

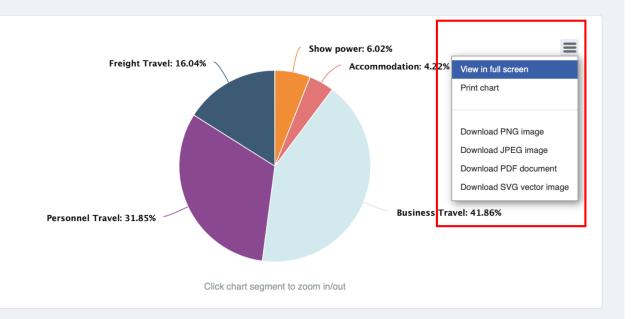


#### Results for 2021-22

This table presents your organisation's environmental impacts in Consumption and Carbon Dioxide Equivalent (CO2e) terms. Use the filter above to adjust the year. For a breakdown by individual Building or Project please select "View by Footprint"

IMPACT	CONSUMPTION	CARBON
Energy		78 tonnes CO <sub>2</sub> e
	Emissions Total	78 tonnes CO <sub>2</sub> e

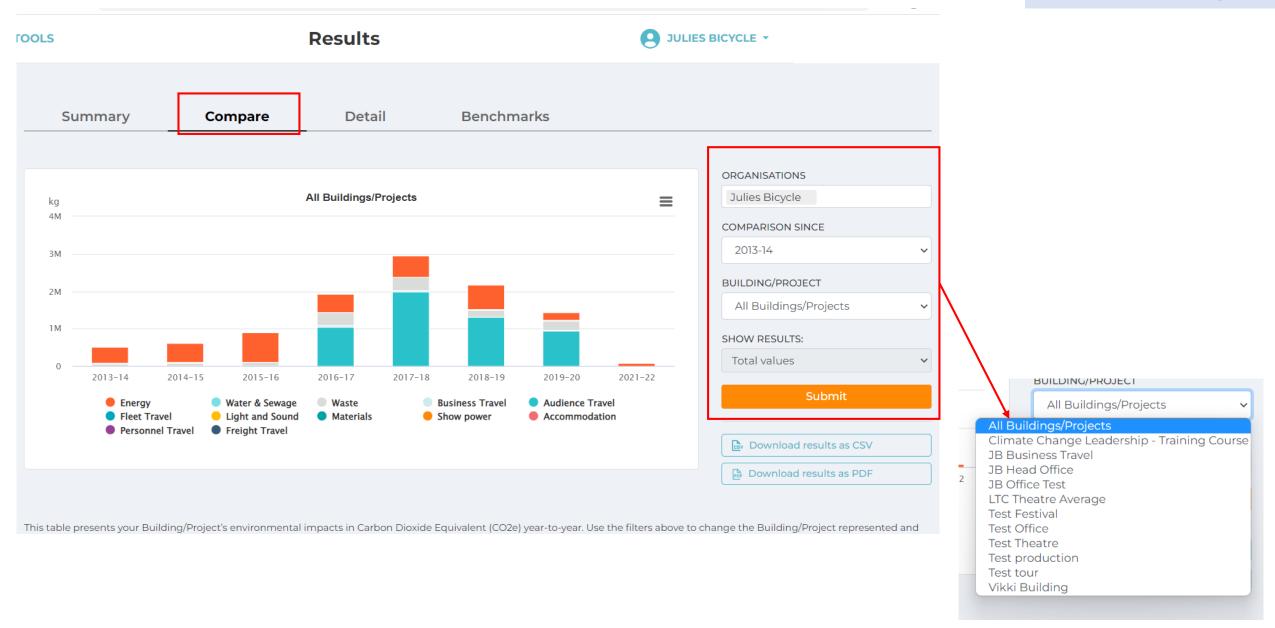




Deculte for 2020 21

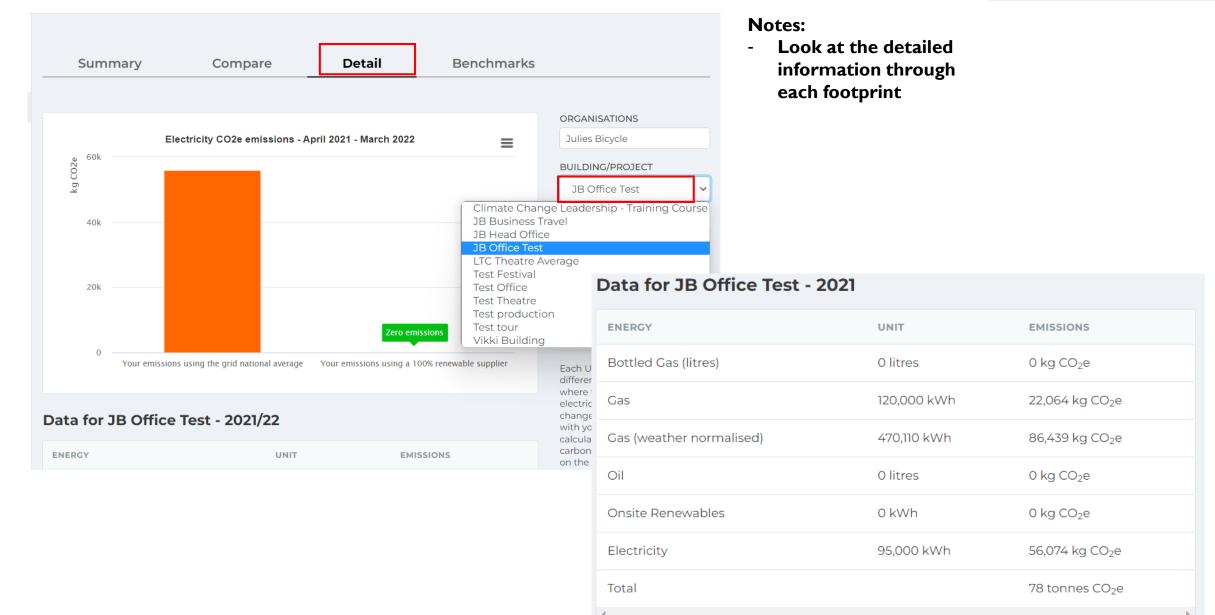


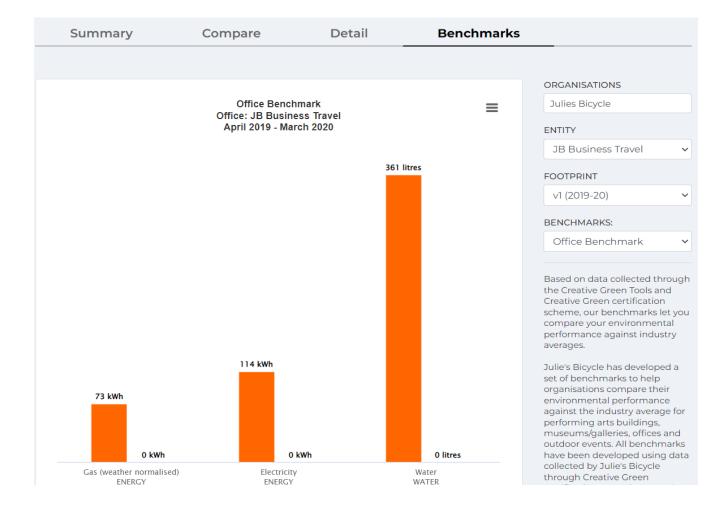
### Results Page



#### Results







## Things to remember

• The deadline for NPO reporting is 30<sup>th</sup> June 2022.

Your data should refer to the period: April 2021 – March
 2022

- "Submit your results" when you have completed your data entry or else it will show up as "incomplete" and will not show up on the results page
- Uploaded your policy and action plan to the "Documents" page of the Creative Green Tools

### Julie's Bicycle support and resources

- Creative Green Tools: <a href="www.ig-tools.com">www.ig-tools.com</a>
- Environmental Policy and Action Plan guidelines: <a href="http://www.juliesbicycle.com/resources/environmental-policy-and-action-plan-guidelines">http://www.juliesbicycle.com/resources/environmental-policy-and-action-plan-guidelines</a>
- Other relevant resources: <a href="http://www.juliesbicycle.com/resources">http://www.juliesbicycle.com/resources</a> + Guide to reporting and touring
- For queries, please e-mail or phone us:
  - E-mail: <a href="mailto:support@juliesbicycle.com">support@juliesbicycle.com</a>
  - Phone: 07379 245997





# Q&A

## Julie's Bicycle

Somerset House, London 0208 746 0400

support@juliesbicycle.com | www.juliesbicycle.com