



Sustainability Policy and Action Plan 2019 - 2025

Scope

Depot is an independent 3-screen cinema and café-restaurant in the centre of Lewes, East Sussex, within the South Downs National Park situated adjacent to the railway station. We are a not for profit organisation with Charitable Trust status. We are a medium sized 'Small to Medium Enterprise' comprising of a team of 6 Trustees, approximately 80 employees and 55 volunteers. We are open for around 364 days a year.

We offer an innovative programme of mainstream, art house and independent films; world cinema, documentaries and classic films; along with special events, guest speakers and workshops.

The venue serves as a focal point for the community. It includes a destination restaurant, garden and private hire facilities. Our customer and staff profile is made up of residents of Lewes, the nearest surrounding villages, Brighton and Hove and a small number from further afield from Worthing (west), East Grinstead/Crawley (north) and Hastings (East).

Our goods, services and materials comprise of:

- Films - ranging between 6-14 different films each week throughout the year
- Food and Beverages - breakfast through to dinner, bar, hot drinks, bar snacks
- Cinema concessions - selection of individually wrapped snacks
- Till related consumables
- Office equipment and consumables
- Janitorial & hygiene products and equipment
- Technical infrastructure - projectors, sound systems, computers, hard drives, lighting
- Technical consumables
- Facilities infrastructure - ongoing maintenance

Commitment

We are strongly aware of the environmental impact of running a venue and are committed to working towards long term solutions using best sustainable practices.

We recognise that increased action is needed to achieve the aims of the **UN Paris Agreement** (limit global warming to well below 2 degrees Celsius and to pursue efforts to limit the temperature increase even further to 1.5 degrees Celsius by 2030). We are committed to applying **Sustainable Development Goals** (SDG's) across the organisation in order to be part of this global target. We believe that our ability to create the most impact lie in focusing our efforts on the below five SDG's to minimise our negative impacts and maximising our positive impacts.



It is widely recognised that a multi faceted, creative and ambitious approach will be essential. We are therefore working to:

- Be a net carbon zero organisation by 2030 to increase the planet’s probability of avoiding exceeding vital natural tipping points through annual calculating, monitoring and sustained reduction of emissions
- Actively support and promote the UN’s SDG blueprint and local government sustainable action plans/regulations
- Continue to prioritise and promote the ‘triple bottom line’ value system
- Further embed circular economy principles using the Reduce, Reuse, Recycle mantra with priority in that order
- Regularly audit our supply chain taking into account the ethical and environmental considerations from raw material extraction to disposal in order to make better sustainable choices
- Research, invest in and champion innovative and creative approaches to sustainability
- Maintain and promote our green space & biodiverse assets
- Campaign and lobby for ambitious climate action that will help meet the aims of the Paris Agreement
- Nurture existing and create new partnerships that innately support the SDGs (whether knowingly or not) on a local, national, international and sector basis
- Embed our sustainable remit within the entire staff team from the point of recruitment to ongoing training and resource support
- Regularly utilise our communication platforms to engage and promote sustainability endeavours
- Continue to support and promote inclusivity and diversity across our services
- Continue to monitor and improve accessibility across the venue
- Continue to provide decent work including significant investment into future generations

Responsibility

Depot’s Sustainability policy is fully endorsed by our top tier management. Depot allocates significant resources to invest into making Depot a sustainable operation.

Carmen Slijpen
 Director and Programmer



Robert Senior
 Chair of Trustees



Depot’s Director & Programmer and Green Ambassador primarily lead on strategy while working in close partnership with all department managers to enable and maintain delivery.

All staff have operational responsibilities that contribute to delivering our policies. We encourage open dialogue and feedback/suggestions between the three tiers to help to make sustained improvements that are manageable and practical.

As ambassadors for sustainable business and communities we will work to share best practises, inspire and encourage our customers, stakeholders, partners and local community.

Accountability

Depot is aware that to make sustained reductions in our emissions we need to regularly quantify all our impacts, embed credible practises and be held to account by ourselves and our community.

Among other reliable and credible sources, we are primarily using the following tools to help inform our policy and action plan:

- [Julie's Bicycle's](#) Industry IG Tools to measure and monitor impacts
- Julie's Bicycle's resources to help create meaningful policy making
- [SDG Compass](#) for guidance on aligning strategies as well as measure and manage our contribution to the realization of the SDGs

We will produce a report annually (available publicly) to assess and compare our impacts, give space for reflecting and adjusting our strategy for the year ahead and celebrate our achievements.

We are committed to adhering and ideally exceeding regulation and we actively engage with both our town and District Council and are committed to supporting the East Sussex Environmental Strategy/Action plans.

Our Achievements

Depot was conceived of and operates with the core principles of accessibility for all, and environmental & social sustainability which are included in our business strategy and mission statement. Whilst there's always more to do we are very proud of our achievements to date and believe them to be significant. We have made these public via our website in order to celebrate and hopefully inspire others. Please refer to the [Sustainability](#) section for full details.

Environmental & Sustainability Action Plan

Areas

Accountability and strategy

Utilities

Supply Chain

Waste

Transportation

Creative engagement

Network and leadership

Natural Environment

Advocacy

Area & Aims	Related actions	Project leaders	Time frame	Status and data collected?
1. Accountability and strategy ➤ Effective framework/s for understanding, measuring, monitoring and improving environmental impacts				
Net carbon zero research	Better understand what 'net carbon zero' means and clear road map	Natasha Padbury, Carmen Slijpen	Initial research then achieved by 2030	
Further develop/tailor ambitious roadmap	Use first submitted annual emissions data to create clearer targets/KPI's road map to 2030	Natasha Padbury, Carmen Slijpen	By end of 2020 and ongoing	First data set report submitted for 2019 period to form baseline.
Toolkit for emissions reporting	Utilise a relevant sector carbon emissions tool	Natasha Padbury	By end of 2020 and annual	Julie's Bicycle IG Tools. Account in place 2019.

Sustainable Development Goal reporting/monitoring	Research and integrate if appropriate	Natasha Padbury, Carmen Slijpen	By 2022	
Green award/certification	Invest in national/internationally recognised and reputable certification scheme	Natasha Padbury	By end 2020 then review Dec 20 for ongoing	In process
<p>2. Utilities</p> <p>➤ Renewable, responsibly managed and efficient</p>				
Renewable energy sources	Continue to support renewable energy sources (gas and electricity)	Natasha Padbury, Dan Short, Carmen Slijpen	As and when contracts renewed	In place
Electricity, gas and water consumption	Submit and monitor via IG Tools.	Natasha Padbury	Jan annual	-Submitted Jan 2020 for 2019 calendar year data.
EPC	On public display, renew as required	Dan Short/Carmen Slijpen	Due 2029	-On display and available on website.
Engage an energy consultant to help problem solve ongoing issues with energy source functions and provide a report on areas we can streamline and reduce energy use	<p>1) Navigate through and assist with problem solving as needed</p> <p>2) Act on and integrate report recommendations</p>	Dan Short	<p>ASAP</p> <p>Initially by Nov 19 and ongoing as needed</p>	<p>1)Ongoing problem solving with contractors</p> <p>2) Report received July 19.</p> <p>Actions started Aug 19 and ongoing. Integrated into BMS system, calendar and tied into seasons</p>
Problem solve Ground source heat pump meter and collect data of usage to quantify onsite renewable use	Organise replacement meter	Dan Short	By end of 2019	<p>Yes</p> <p>Chilled water meter still outstanding</p>
Better understanding of how much each of our power sources contributes/	Data collecting, reporting via energy broker, energy consultant, Julie's Bicycle IG Tools	Natasha Padbury, Dan Short	Initially by end of 2019 then annually	<p>DL and Energy Consultant assessment completed July 19</p> <p>-Weekly & Monthly external</p>

attributed to usage				energy usage reports issued and monitored by DL, NP and CS as of 23rd Oct 19 -All utility meters manually read and recorded quarterly as of 15/10/19
Improve on costs of external energy sources and water	Engage a broker,	Natasha Padbury, Dan Short, Carmen Slijpen	End of 2019	Green gas and electricity done. Water pending
Exchanging non LED lights (around 30%) to LED	Contractor required	Dan Short	By 2022	All public areas now LED Back office/staff areas
Building Management System	Use as central tool for managing & maximising efficiency and energy saving	Dan Short	Ongoing	
Facility maintenance	Regular maintenance and filter cleaning of onsite infrastructure to ensure longevity, maximum performance and efficiency	Dan Short, Natasha Padbury	Ongoing	-Service contracts in place -Technical checklist for manual work -Scheduled H&S checklists
Digital based energy consumption	Research and better understand impacts	Natasha Padbury, Carmen Slijpen with support from Steve Thresher as needed	By 2022	

3. Supply chain

➤ Sustainable production and consumption

Procurement policy & criteria checklist for suppliers	Formalise into a policy To include ethical, environmental, local economy considerations	Natasha Padbury with assistance from Marcin Nowak, Andy Pollexfen, Susan Dadak	By end of 2020	Procurement Guidelines created dec 2019.
Procurement questionnaire &	To include ethical, environmental, local	Natasha Padbury with	By end of 2020 and	

checklist for each supplier	economy considerations	assistance from Marcin Nowak, Andy Pollexfen, Susan Dadak	then ongoing as needed	
Supplier review	Review of suppliers based on questionnaire returns	Natasha Padbury with assistance from Marcin Nowak, Andy Pollexfen, Susan Dadak	By end of 2021 and then annual	
Reduce single use plastics wherever possible.	Cross department review of supplies, identify areas of improvement, research and implement a strategy with targets	Natasha Padbury, Marcin Nowak, Andy Pollexfen, Susan Dadak, Carmen Slijpen, Bonnie Macrae	Ongoing	-Switch to Mays Farm for milk. Move to glass bottles. -Switched tea supplier to improve credentials and provenance. No plastic content too! Feb 19.
Reduce single use packaging across materials	Cross department review of supplies Set targets	Natasha Padbury, Marcin Nowak, Andy Pollexfen, Susan Dadak, Carmen Slijpen, Bonnie Macrae	Ongoing	-Eliminated still water in glass bottles and exchanged for tap water in carafes and glasses in foyer March 19. Delivered public campaign in conjunction. Collate savings data. -Exchanged sparkling water in glass for lighter cans March 19. Collate savings data. -Investment into onsite cleaning system 'Toucan Eco'. 60% minimum reduction in plastic packaging for janitorial products & decrease in water pollutants.
Furniture, Equipment, facilities	Invest where needed in upcycled, recycled and sustainably sourced	Natasha Padbury, dept managers as needed	On going	-purchase of 9 x picnic benches made in UK of recycled wood. June 19 -replaced one of the kitchen fridges with eco fridge. Data collect
IT policy	Scope and create. To include:	Steve Thresher	Document produced by end	In place Dec 2019.

	<ul style="list-style-type: none"> -compliant with RoSH and WEEE directives/waste strategy -procurement strategy for equipment and broadband needs -brand ethics incorporated -efficiency, longevity & affordability scoping 		2019, changes as needed/ suitable	
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4. Waste

➤ Reduce, reuse and maximise recycling capacity

Waste Audits	<p>Regular review & data collection of recycling rates.</p> <p>Enter data into IG Tools</p>	Natasha Padbury	<p>Quarterly data</p> <p>Enter annual figures</p>	<p>Via waste contractor online portal and recorded.</p> <p>Need to incorporate other recycling streams not covered by main contractor</p> <p>-Submitted Jan 2020 for 2019 calendar year data.</p>
Bin use improvements	<p>1)Customer recycling bins at box office</p> <p>-2)Regular bin yard cleaning across FOH departments</p> <p>3)Staff external bin use training</p> <p>4)Review external bin use needs</p>	<p>Natasha Padbury leading,</p> <p>Marcin Nowak, Andy Pollexfen, Susan Dadak, Carmen Slijpen, all staff</p>	<p>Initially by end of 2019 then annually</p>	<p>1) Bought and in operation. Box office and usher team instructed. Sept 19.</p> <p>Customer cinema slide encouraging use in operation.</p> <p>2) Scheduled for every Monday 11am 3 x staff team. Oct 19.</p> <p>3) Via all staff email bulletins, extra signs on bins, dept manager Briefings</p> <p>4) Additional 1100l DMR bin installed due to increase in custom in 2019. Ongoing review as needed</p>
Waste Contractor Audit	<p>Review, research quotes and alternatives</p>	Natasha Padbury	By end of 2019	<p>Completed. Changing supplier in August 2020 when contract with existing contractor expires.</p>

				Staff will need training when we switch.
Live waste audits	Regular monitoring & spot checks	Natasha Padbury	Weekly	On Mondays

5. Transportation

➤ Prioritise and promote awareness of sustainable transport

Annual customer transport survey	To include means, purpose and postcode	Natasha Padbury, Usher team	By end of 2019	Completed 22nd June. -Submitted Jan 2020 for 2019 calendar year data.
Staff commuter travel data collection	To include frequency, means, distance	Natasha Padbury lead. All staff input	By end of 2019	Completed 05-18th Dec
Work related travel	Collect data. Enter into IG Tools.	Natasha Padbury	Annually	2019 in process -Submitted Jan 2020 for 2019 calendar year data.
Goods Transportation	Include travel emission considerations in procurement policy	Natasha Padbury	See procurement section	
Awareness raising/promoting sustainable modes	Develop staff and visitor engagement		None set as yet	

6. Creative engagement

➤ Offer innovative, educational and inspiring year round programming

Raising awareness, debate, engagement	Regular environmental themed screenings and events	Carmen Slijpen, Natasha Padbury	Ongoing	-Annual data collecting/review of figures, attendance, subsidies, income
Dedicated annual green festival	Flagship annual sustainability programme	Natasha Padbury	2019-25	Delivered 22nd June 19.
Collaborative/ Partner/Curated projects	Regular and sustained screenings and/or events	Carmen Slijpen, Bonnie Macrae, Lisa Wardle	Ongoing	-Annual data collecting/review of figures, attendance, subsidies, income
Providing platform for local/national initiatives	Regular and sustained screenings and/or events	Carmen Slijpen, Bonnie Macrae, Lisa Wardle	Ongoing	-Annual data collecting/review of figures, attendance, subsidies, income

Sharing and encouraging best practise	Communicate our commitment and provide assistance/team work to enable	Bonnie Macrae, Carmen Slijpen	Ongoing	-Via artist/organisation welcome letter In consultation/planning period as needed
7. Network and leadership ➤ Develop and maintain meaningful network/s that enable sustained quality action and create resilient communities				
Shared best practise and problem solving	Research and develop peer to peer support network for E. Sussex cultural venues	Carmen Slijpen, Natasha Padbury	ongoing	-In planning stage with Green Growth Platform for funding application for Sussex cultural venue sustainability peer to peer support network creation. Oct 19
Develop Sussex wide partners and network		Carmen Slijpen, Natasha Padbury	ongoing	-The Living Coast partnership, est July 19 -Sussex Modern 19
Engage with local authority and regulatory bodies to support and help deliver sustainable business practices		Carmen Slijpen, Natasha Padbury	ongoing	-Invited and attendance at Green Day 22nd June -Attended Mayor's sustainability meeting -On 'critical friends' panel for Lewes District Council Climate Action Strategy as of Nov 19
Presenting / showcasing	Promote and share sustainable practises	Carmen Slijpen, Natasha Padbury	ongoing	<ul style="list-style-type: none"> ● UKCA, London annual conference 19 ● Webinar, Sweden 19 ● Plastic Free Lewes, Trashed screening and Pledge launch 19 ● Depot Green Day, 19 ● Green Filmmaking & Cinema, Film London (as part of Climate Action Week), July 19 ● New Cinema conference, EYE

				<p>Amsterdam, 19</p> <ul style="list-style-type: none"> • ICO Screening Days at Depot, July 19 • Priory School, Oct 19 • UNIC circular economy conference, Nov 19 • Sustainability web launch, Nov 19 • <p>Articles</p> <ul style="list-style-type: none"> • Green Film Shooting • Celluloid Junkie • ICO Blogspot
Link up with wider cultural sector climate action movement	Promote and share sustainable practises	Carmen Slijpen, Natasha Padbury	By end 2020	-‘Culture Declares Climate and Ecological Emergency’ in 2020.
<p>8. Natural environment</p> <p>➤ Invest in carbon sequestration, promote conservation & increase biodiversity</p>				
Carbon positive investments	<p>Research a credible, accountable and affordable provider.</p> <p>Collect data - engage help where needed</p> <p>Include build process as well as annual CO2e consumption</p>	Natasha Padbury	Initially by end of 2019 then annually	<p>Completed April 2019. Direct Debit set up. Overestimated to ensure outcome.</p> <p>Tree planting scheme. - Mvule Planting strategy in Uganda.</p> <p>Research local kelp forest work for local investment into carbon sinks.</p> <p>Annual consumption review required</p>
Brick hotels	Encourage nesting residence of bats, swift and sparrow brick ‘hotels’	Natasha Padbury, tech support		Add Swift sound caller installation for May 2020 Start prepping March 2020
Living Roof	Champion & celebrate our living roof as our ‘green mascot’			-Promotional film made. In foyer slideshow permanently, showcased in screen on Green Day
Living Roof	Survey of species	Natasha Padbury	annually	-Survey completed May 19

	-Link up with Wildflower Lewes/Town Council wilding policy			
Local conservation	Provide platform for local initiatives to showcase and promote themselves	Natasha Padbury, Carmen Slijpen	ongoing	-3 local initiatives as part of Green day -Promoting The Living Coast via website
Bees	Research viability of beekeeping	Natasha Padbury, Carmen Slijpen	2019	Not viable at present

9. Advocacy

- Communicate our commitments and inspire others to take action

Staff engagement	Create regular reporting/engagement platform	Natasha Padbury	Started early 2019	-Monthly presentation at staff meeting -Staff bulletins via email
Staff recruitment & induction	Integrate sustainability remit into recruitment and contracting process	Natasha Padbury, Petra Lovelock		-Sustainability remit description created and added to the new staff induction. Copy has been circulated and printed for existing staff
Staff awareness raising/training	Invest in Carbon Literacy staff training for all staff	Natasha Padbury	In place by end of 2020 then ongoing	-Natasha and Carmen initial training completed Aug 19 -Hosted film/TV production CL training Aug 19
Supporting resources	Provide readily available staff resources	Natasha Padbury		-Rotating printed info in staff room -Folder created in staff drive.
Website	Develop a substantial web presence dedicated to our sustainable remit	Natasha Padbury, marketing	By end 2019	Live Oct 19 https://lewesdepot.org/about/sustainability
Social Media platforms	Regular external posts via social media platforms to promote our sustainability endeavours	Natasha Padbury, marketing	ongoing	Collect data for report
Visual displays	Utilise our venue display systems (foyer			-Promotional film made. In foyer slideshow

	and 3 x cinema screens) for promoting/informing ours and partner organisation's sustainability endeavours			<p>permanently, showcased in screen on Green Day</p> <p>-showed 2 short films that support Youth Climate Strike cause. 2019</p> <p>-Showcased Plastic Free Lewes Pledge scheme for a week 19</p>
Reporting	Publish annual report	Natasha Padbury	First due Feb 2020 then annual	

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Lewes Community Screen Registered charity no.: 1150757