



NORFOLK  
**NSM**  
NORWICH  
FESTIVAL

**2024-2027**  
Environmental Action Plan

# UNDERSTAND THE DATA

Object	Action	Measure	Timescale	Responsibility	RAG and notes
<b>Internal / Office + External / Delivery</b>					
Look for opportunities to expand the environmental data that is collected by the organisation.	<p>Explore other aspects of the Julie's Bicycle Creative Climate Tools reporting.</p> <p>Production Team explore additional delivery related data.</p>	Additional data is gathered than the previous year / festival presentation cycle.	Annually	Green Team	
Communicate clear and transparent information about NNF's environmental performance and action through NNF website and annual snapshot	<p>Publish updated NNF Environmental Policy and Action Plan on the organisation's website.</p> <p>Identify materials for publication including any learning, blogs, resources and case studies of best practice.</p>	Increased visibility of this work	Ongoing	Green Team	
Identify Green Team members to collect and measure environmental data for the organisations year round, and festival focussed work periods.	Nominate team members to gather and collate data across the organisation.	Accurate and relevant measurements are taken and recorded annually	Ongoing annually	Green Team	

# PLAN, ACTION AND CHANGE

Object	Action	Measure	Timescale	Responsibility	RAG and notes
<b>Internal / Office</b>					
Promote active and public transport to all staff	Through staff induction, staff handbook and expenses policy, promote active and public transport where possible for staff.	Reduction in the impact of office travel annually.	Annually	Green Team	
Develop an Environmental Responsibility training programme for newly recruited staff and volunteers	Create training that highlights the focuses of the organisation on environmental sustainability, procurement and ethics	All new and existing staff and volunteers feel confident that they know and understand organisational approaches the environmental sustainability, procurement and ethics.	2025	Green Team	
Reduce impact of working in office – focussing on power, waste and materials	Work with NCC (building landlords) to monitor and reduce impact of using Guildhall as NNF’s office.  NNF team to keep awareness of waste, recycling, power usage of materials and equipment.	Reduction in energy usage and materials usage.	Ongoing	Office manager and Staff	

## PLAN, ACTION AND CHANGE (CONT)

Object	Action	Measure	Timescale	Responsibility	RAG and notes
<b>Internal / Office</b>					
Work with artists, contractors and caterers to reduce the impact of their work across our organisation's programmes of delivery.	Prioritise conversations with suppliers and contractors that aim to reduce the overall delivery of the festival and Festival Connect & Create work annually. .	Impacts around power, transport, material, food and water are reduced annually.	Ongoing	Green Team and NNF Technical manager	
Catering for internal and external events meat and fish free.	Ensure that catering provided by the organisation for others is meat and fish free.	Catering provided meets these criteria and that the food provided is of high quality.	2024/5	All Staff	
Move Organisation to an Ethical Bank	Investigate and seek to move the organisations finances to an ethical banking organisation	All of the organisations finances are moved to an ethical banking organisation	Ongoing	Finance / Exec	
Identify key messages and initiatives that can be established and promoted at Chapelfield site to encourage audience behaviour towards more sustainable choices	Establish initiatives at Chapelfield site and promote these to audiences, showing good practice and encouraging sustainable choices for audiences.	Positive environmental message nudges audiences	Annually	Green Team	

# INFLUENCE, ADVOCACY AND EDUCATION

Object	Action	Measure	Timescale	Responsibility	RAG and notes
<b>Internal / Office + External / Delivery</b>					
<p>Demonstrate active leadership through collaboration with relevant collaborators, campaigns, groups and initiatives</p>	<p>Establish regular meetings with leading sector organisations to share knowledge and information on environmental sustainability</p> <p>Active contribution to the Vision:2025 industry steering group</p> <p>Keep abreast of developments in Theatre Green Book</p> <p>Attend at least two Sustainability conferences annually</p> <p>Continue to lead the USAN network</p>	<p>Meeting notes</p> <p>Attendance at sector facing events</p>	<p>Ongoing</p>	<p>Green Team</p>	
<p>Continue to explore what the USAN network's role is and how it can be as effective as possible.</p>	<p>Explore the contribution from the membership and whether this could be expanded.</p>	<p>Maintain and grow the groups ambitions and contributions within the sector</p>	<p>Ongoing</p>	<p>Green Team, Hop</p>	

## INFLUENCE, ADVOCACY AND EDUCATION (CONT)

Object	Action	Measure	Timescale	Responsibility	RAG and notes
<b>Internal / Office + External / Delivery</b>					
Continue to grow and develop the Green Production Lab model with Without Walls to share skills, knowledge and thinking amongst a cohort of outdoor arts production managers nationally.	Further discussions are taking place to establish the future planning for the group.	Contribute to the future of the group and work to shape how far reaching it can become	2025	HOP	
Work with Norwich City Council Events Team to explore the ways in which the local authority and NNF can collaborate on environmental sustainability at a city level together.	Meet with Norwich City Council Sustainability / biodiversity Officers to initiate discussion.	Having regular conversation and meeting time with NCC.	2025	HOP	
Continue to develop ways to encourage audiences to encouraged to walk, cycle, use public transport or off set travel and record data in this area.	Promote active travel to audiences and gather data from audiences.	Quality data in this area is collected	2025	Green Team	

## INFLUENCE, ADVOCACY AND EDUCATION (CONT)

Object	Action	Measure	Timescale	Responsibility	RAG and notes
<b>Internal / Office + External / Delivery</b>					
Work to promote wider use of festival's unbranded cups amongst other promoters and presenters in the city and region	Work with local event organisers to promote NNF cup usage.	Reduction in plastic waste across in the city.	2025	Green Team	
Lead work with other organisations to contribute to the Theatre Green Book	Finalise the contributions and share with TGB to be published.	Contributions towards outdoor and site-specific work are collated and create content in future edition of the Theatre Green Book	2024	HOP	

# MONITORING AND EVALUATION

Object	Action	Measure	Timescale	Responsibility	RAG and notes
<b>Internal / Office + External / Delivery</b>					
Monitor and revise Environmental Action Plan annually and to revise the Environmental Policy every 3 years.	<p>The Green Team will revise the Environmental Action Plan annually.</p> <p>The Green Team will revise the Environmental Policy every three years.</p>	Relevant learning fed back to the wider Board and team and fed in to policy / action plan	Annually	Board	
Our commitment to Environmental Responsibility is a priority at Board level	Establish Environmental Responsibility as a priority item on Board agendas and require the relevant department head to liaise with board champion on a 6 monthly basis. Ensure that board membership includes strong advocates for environmental sustainability	The progress of the Environmental Action Plan is reported to the board on a 6 monthly basis	6 Monthly	HOP Board	
Ensure NNF Green Team are meeting regularly and are empowered to take make recommendations to the organisation, represent their teams and take action.	Ensure the Green Team has representation from across the organisation and meets regularly	Green team are meeting regularly and have the backing of the exec team and board.	Meet at least every 2 months	Exec, Green Team	



A man with brown hair, wearing a grey jacket, dark gloves, and a head-mounted device, is standing on a silver metal ladder. He is smiling and looking down. The background is a bright, slightly hazy outdoor setting with green foliage. A large amount of colorful confetti (red, yellow, orange, blue) is falling from the top left, creating a festive atmosphere.

NORFOLK  
NSM  
NORWICH  
FESTIVAL