



## **Environment and Social Governance Action Plan**

In January 2023, we used the [SME Climate Hub](#) carbon calculator to understand our impact on the environment.

The most significant finding was that 74% of Active Oxfordshire's impact on the environment stems from:

- Supply Chains
- Transport to office and work related activities
- Hosting of events

Therefore our action plan for 2023-2024 focusses on tackling these specific issues as a priority.

### **Supply chains**

We commit to:

- Only source food for our events from local providers Waste2Taste, Oxford Community Action Kitchen and Damascus Rose Kitchen. This ensures high quality provenance of food, reduces surplus food waste which contributes to carbon emissions and ensures funding stays locally to support local socially minded organisations
- Ensure any deliveries are carried out by cargo bike, or electric vehicle wherever possible including delivery of catering to events
- Endeavour to use a local supplier as preference every time it is financially possible to do so to support the local economy and socially minded organisations in Oxfordshire
- Not using any single use plates or cutlery at events and if anything is packaged, ensuring it is compostible

### **Transport**

We commit to:

- Continue to be part of the Cycle to Work scheme so that colleagues can access a new cycle if they are looking to commute more actively
- Take steps to make our office building more practical for people actively travelling to work including secure bike storage space
- More heavily promote the Cycle to Work scheme as part of inductions and in staff communications
- Encouraging lift sharing wherever private vehicles are being used to travel to a work related activity

- Carefully plan calendars and locations of meetings so not to create excess miles being driven in private vehicles

### **Hosting of events**

We commit to:

- Host face to face events at venues with significant public transport links, and with limited car parking to encourage active forms of travel
- Use virtual options wherever possible to limit the need to travel altogether and to increase accessibility when events are hosted face to face

### **Carbon offset**

Despite our best efforts and commitments above, it is still probable that we will not be a carbon neutral organisation by March 31<sup>st</sup> 2024. Therefore, we will take extra measures to reduce our carbon footprint, and to support biodiversity in Oxfordshire.

We propose to work with [Trust for Oxfordshire](#) in 2023, to establish whether it is possible to offset remaining carbon by planting trees at schools and community spaces in priority neighbourhoods. This would have the double benefit of absorbing further carbon and increasing biodiversity in parts of Oxfordshire where green spaces are more limited, and less accessible. This would need budgetary alignment and therefore our commitment is to make a public pledge once these discussions have been carried out with our Board of Trustees.

### **Other contributions**

Active Travel remains a key area of focus for Active Oxfordshire, and specifically enabling walking and wheeling in priority neighbourhoods of Oxfordshire where rates of air pollution are often far too high. Since 2020, Active Oxfordshire has supported 15 bike libraries to be created, and over 2500 bicycles to be saved from landfill, refurbished and provided to people facing barriers to active travel.

### **Governance**

The Chief Executive of Active Oxfordshire is accountable for this plan with reporting to the Board of Trustees being the mechanism for this.

Active Oxfordshire has a duty to be well governed in order to manage risks that would otherwise have an adverse impacts on residents and the local environment. In addition, conflicts of interest are managed in order to prevent decisions being taken that do not benefit local residents or the county as a whole. Active Oxfordshire is also required to be compliant with Tier 3 of the Code for Sport Governance. This is a robust audit and monitoring process that ensures Active Oxfordshire meets the required levels of transparency, diversity and inclusion, accountability and integrity that are required from those organisations who seek – and are in receipt of – UK Government and National Lottery funding from Sport England.

The mechanisms for good governance include:

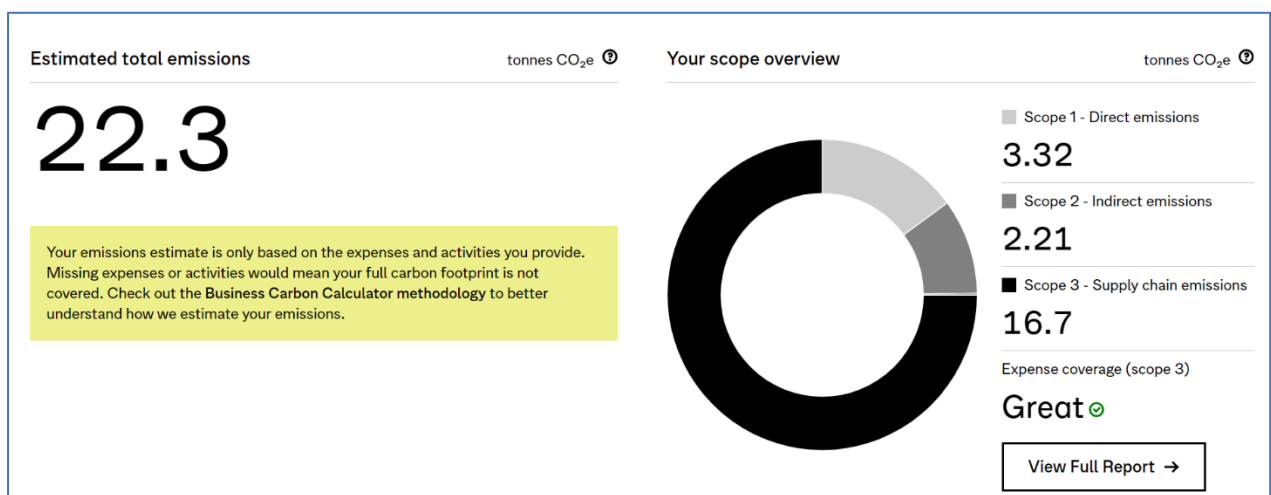
- A live register of interest which is revisited quarterly or more frequently as any potential interests present
- A Board sub group that oversee Finance, Risk, Remuneration, Audit and Governance which meets quarterly with fully documented minutes taken

- Financial policies with set thresholds and schemes of delegation
- Skills matrix exercise to ensure that our Board has both the skills and experience (lived or professional) to carry out its duties

## Measurement

We have a live tracker in place that tracks how journeys are made by colleagues, both as the commute to the office and in day to day travel for business purposes. The tracker will also count the number of events hosted, and the supply chain for these events.

We will complete the SME Climate Hub audit again in April 2024 to monitor progress in the first year of this plan. From that point we will have a better understanding of the speed we are able to affect change and will set longer term plans, including when we would become a carbon neutral organisation.



What are scopes?

### Scope 1

Direct emissions from the combustion of fuel in assets that a company operates, such as fuel emissions from company-owned cars, diesel generators, gas boilers and air-conditioning leaks.

### Scope 2

Indirect emissions from the generation of energy purchased from a utility provider, such as heating, cooling, steam, and electricity.

### Scope 3

All indirect greenhouse gas emissions that do not fall under scope 2 - upstream and downstream. This calculator includes upstream emissions from purchased goods and services, capital goods, upstream transport and distribution, and business travel, calculated from your expenses.