

The Worshipful Company of Chartered Secretaries and Administrators (WCCSA)

Climate Action Plan

Adopted by the Court on 3 May 2024 and to be reviewed by 31 December 2025

1. Introduction

WCCSA is a member of the Livery Climate Action Group, the members of which are committed to reducing their greenhouse gas emissions and taking other actions to reduce climate change. In doing so, they support the ongoing efforts of the Lord Mayor and the City of London Corporation to achieve net zero in the City by 2040.

We do not have a livery hall or owned transport. Our Climate Action Plan sets out:

- Our intention to measure (as far as possible) our carbon footprint and identify steps to reduce it
- Our intention to reduce any other negative impacts we have on the environment
- Our intention to engage with our members and other stakeholders to encourage them to act in a similar way

2. Objectives

The objectives of our Climate Action Plan are to seek to:

- Reduce the environmental impact of travel to and from Company meetings and events within reasonable parameters for our members
- Reduce the environmental impact of catering for Company events and use suppliers which source food and drink sustainably
- Reduce the plastic and other waste from Company meetings and events
- Increase the reuse and recycling of resources used in Company business, meetings and events to eliminate waste to land fill
- Encourage and support our members and other stakeholders to reduce their environmental impact
- Consider environmental, social and governance matters when determining and reviewing the investment policy for our investment portfolios

3. Potential actions and targets for 2024/25

Issue	Current position	Rationale	Action	Target
Travel	No measurements in place	Measuring our carbon footprint from travel will give us a baseline which we can plan to reduce	Explore ways to measure our carbon footprint from travel	Measure our baseline carbon footprint for travel over the next 12 months and identify ways to reduce it which can be implemented afterwards.
Catering	TBC	Using suppliers which ensure the products they use are responsibly sourced and minimise their waste will have a positive impact on the environment	Before contracting with caterers for events find out their sustainable sourcing and waste management policies and credentials	Do this for all events from October 2024
Water	TBC	Reducing bottled water usage will reduce plastic waste	Consider requesting tap water to be provided for Company events in preference to bottled water	If this is feasible plan to implement this policy by the end of 2024.
Waste – reusing and recycling	The office has recycling facilities (but it's not obvious what should go where)	Reduce the impact of our plastic and other waste on the environment	Identify our main contributions to waste in day to day operations as well as for meetings and events	Identify ways to reduce this waste and plan to implement them during 2025
Influencing others	Articles in WCCSA newsletter to encourage members to take action to reduce their negative impacts on the environment. ¹	Encouraging our members and stakeholders to have a positive impact on the environment will spread the word and improve the situation for everyone, helping us to move more swiftly towards Net Zero – remembering that “every little helps”.	Continue to encourage members to take action by sharing tips ² Identify ways we can influence and share experiences with our other stakeholders, such as schools, universities and the armed forces with which we have connections	Include tips in the WCCSA newsletter at least four times each year. Identify our key stakeholders and those within the Company who will contact them. Plan the communications (ie what and when) by the end of 2024
Investments	ESG investing is included on the agenda at our annual review meeting with our fund managers and has been since 2021.	This is an area which is continually changing and we should regularly review our position to ensure it remains up to date	Continue to discuss ESG matters with our fund managers at least once a year	Engage with our recently appointed fund managers to agree our initial position by the end of 2024

¹ First article submitted for publication

² Plans already in place