

CSR Report

2015/16

What's inside?

- ▶ What we've achieved
- ▶ Who we've helped
- ▶ How you can get involved

In 2015/16:

Target volunteering hours:

1,100

Total volunteering hours achieved:

930



Total volunteering hours available:

4,438



£2,747

Donated as matched giving

£15,786

Donated as one-off grants or other donations, of which

£4,600

went to charities suggested by team members

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“There was just one girl in the group out of about 50. She wanted to go home at the beginning of the day but I was able to encourage her to stay and have fun.”

Sarah McQuillan (BETS), Volunteer football coach

Welcome

to the second Buzzacott CSR report

In this report, we'll be looking back at our achievements during 2015/16 as well as highlighting our continuous sustainability efforts, the charities we have supported and opportunities for you to get involved in the future.

Our objectives for 2016/17 include:

- ▶ Removing barriers to volunteering by promoting flexible volunteering
- ▶ Communicating externally to encourage a wider range of suitable charities to apply for grant funding

Achieving these will help us to increase our impact on the communities around us. **We also want to keep up our good work on environmental sustainability, which is why we've decided to make this year's report smaller and more focused to reduce the materials involved.**

It has always been important to us to think about the world beyond our office walls. As Trustees of the Stuart Defries Memorial Fund, we aim to make an impact both through direct giving and by supporting our colleagues in going out into the world and using their time and effort to make a difference to people's lives. Once again we owe a big thank you to everyone who has taken part, whether by volunteering, proposing a charity or even just by recycling your sandwich wrapping.

Thank you,

Scott Barber, Amanda Francis & Kath Patel

ABOUT THE STUART DEFRIES MEMORIAL FUND

The Stuart Defries Memorial Fund was established in 2003 and is dedicated to helping socially and economically deprived children and young people in the City of London and adjoining boroughs. It is the engine behind all of our charitable CSR activity and supports our volunteering and matched giving programmes as well as making grants to suitable charities.

The Trustees meet four times a year to consider grant applications. These come directly from the charities, or from staff or client suggestions.

We keenly encourage suggestions from staff for potential recipient charities whose work aligns with our charitable objectives. An ideal application will come from a small, local charity to ensure that a typical grant of

£250 ▶ £500

has a meaningful impact.

How it works

If you donate money to charity or sponsor a friend or colleague, Buzzacott will contribute an equal amount, doubling your contribution. This applies to every staff member up to a limit of £50 each per financial year.

Colleagues are more than welcome to recommend a UK charity to the Buzzacott Stuart Defries Memorial Fund for a financial grant.

MATCHED GIVING

If you donate money to charity or sponsor a friend or colleague, **Buzzacott will contribute an equal amount, doubling your contribution.** This applies to every staff member up to a limit of £50 each per financial year. The only restriction is that the charity receiving funding must be a UK registered charity. To claim matched giving, all you have to do is forward proof of the donation (e.g. an e-mail confirmation from the chosen charity) to the CSR team and the rest will be arranged for you.

NOMINATING A CHARITY

Colleagues are more than welcome to recommend a UK charity to the Buzzacott Stuart Defries Memorial Fund for a financial grant. **These grants are usually for £500 or less and recommendations are most likely to be successful if the charity is relatively small** and its work chimes with the fund's objectives (to support children and young people in the City and adjoining boroughs).

If there is a charity you would like to nominate, please send the charity's registration number or a link to their website to the CSR team to take forward. The Trustees usually meet to consider applications in January, April, July and October.

- ▶ Buzzacott allows every member of staff 14 hours of work time per financial year to volunteer.

VOLUNTEERING

Buzzacott allows every member of staff 14 hours of work time per financial year to volunteer.

You can use your allowance to take part in:

- ▶ Group volunteering organised by Buzzacott
- ▶ Flexible volunteering chosen by you (with help from us)
- ▶ Your own personal volunteering

Group volunteering days are advertised by e-mail and on notice boards. To take part, simply fill in a one-off volunteering form (and health & safety declaration) for your manager to sign. You then need to send the completed form to the CSR team who will handle the rest. You'll also need to follow these steps if you take part in volunteering in or out of work time which you have organised yourself.

If you're interested in longer-term volunteering opportunities such as Reading Partners, which is also covered by your allowance, please contact the CSR team.

If you take part in volunteering in or out of work time which you have organised yourself, please fill in a one-off or on-going volunteering form as appropriate and have it signed off as above. Or if you'd like to volunteer flexibly (individually/small group) but don't have anything arranged, please contact the team.

Our contact details are on the back page and the forms can be found at:
Internal\HR\BSDM_Fund\
Volunteering Application Forms

Case studies

Employees

FIRM-WIDE VOLUNTEERING:

Reading Partners

Reading Partners spend **one lunchtime every other week (alternating with a colleague) with pupils at Global Primary School in Bethnal Green**, listening to them read and playing word-based games.

"You can see that the children benefit as their reading improves and it's good to see this tangible proof that you've helped. It's also rewarding to see the children becoming more confident, coming out of their shells and improving their speech."

Mary Ward, Reading Partner, BETS team

INDIVIDUAL VOLUNTEERING:

Scouts

Patrick Walker of the Corporate team, uses his volunteering allowance to support his own personal volunteering.

During the week, **he assists with planning and running games, activities and challenges for Cubs, Scouts and Explorers**. He also helps plan and run weekend camping trips and summer camp.

"I absolutely love volunteering through Scouts. You see the kids develop their abilities and see the sense of achievement. The Scouts gives young people opportunities they otherwise may not have. There are bursaries for hard-up families so everyone can join and benefit."

Scouts (personal volunteer), Corporate team

Recipients

Here are a few examples of charities we have funded during the year. Most of our recipients apply directly but we also take staff suggestions and do some of our own research into charities that are a good match.



STAFF SUGGESTION:

Alexandra Wylie Tower Foundation

The AWTF works with local schools and community groups in north London to **help children and young people with basic provisions such as clothing, as well as mentoring and extra-curricular activities**, particularly in the sciences and performing arts.



DIRECT APPLICATION:

Young Urban Arts Foundation

Young Urban Arts work in some of **London's most deprived wards with a broad section of young people** including those on behavioural orders, repeat offenders and self excluders. **Their outreach urban arts workshops blend soft skills and practical training**, working with the creative sector to make sure that the training reflects skills shortages and ultimately results in work placements.



TRUSTEE RESEARCHED:

Ministry of Stories

The Ministry of Stories is a **writing and mentoring centre in east London**, where anyone aged 8-18 can go and **improve their writing and discover that expressing themselves in writing is something they can succeed at and enjoy**. The charity runs school workshops and out-of-school writing clubs.



LOCALGIVING:

Hackney Playbus, Rewrite & Toyhouse

LocalGiving is an **advocacy and membership organisation for small, local charities**. Among the benefits of membership are the chance to **take part in mass fundraising campaigns and training and advice on fundraising as well as using social media**. LocalGiving members and potential members include charities that are good partners for the Buzzacott Stuart Defries Memorial Fund (BSDMF), especially as they are often very small so our typical grants have a real impact. **This year, we paid the LocalGiving membership fees of Hackney Playbus, Rewrite and Toyhouse.**

The environment

Our environmental performance is an important part of our Corporate Responsibility.

We have built energy saving into our office and processes – for example, almost **all of our lights are operated by motion sensors so that they are only on when needed, our printers default to double-sided printing to reduce paper use and we can recycle a large range of materials.** An important focus this year has been the environmental and ethical performance of our supply chain as you will see below.

OUR SUPPLY CHAIN

Our suppliers are an important part of our efforts to **reduce our environmental impact** and when we look for new suppliers, their environmental performance is a deciding factor. We have also designed processes to help us to be more eco-friendly, for example by reducing deliveries.

Our catering, cleaning, maintenance, stationery and archive partners are all ISO14001 accredited and many have gained other environmental accreditations and awards. We use a zero-to-landfill waste operator and have sent no waste at all to landfill since 2011 (non-recyclable waste is burnt to generate energy). **Contractor employees who work in our building (for example our cleaners) are paid London Living Wage or better** and we monitor to make sure their health and safety needs are taken care of.

Last year, we took a big step forward by changing our print supplier to an environmentally friendly firm, closing a large gap in our green supply chain. Lithographic printing especially is highly polluting. It uses a lot of water and many harmful chemicals, is energy intensive and results in waste from paper, aluminium and other materials as well as polluted water run off.

836

A total of 836 trees have been saved between October 2015 and September 2016

Our new supplier, Seacourt, uses a cutting-edge litho process that is both water free and chemical free. It is a carbon neutral and a closed-loop zero waste business and its green accreditations are multiple (ISO14001, EMAS) and include three Queen's Awards for Enterprise (Sustainable Development). They are, of course, printing this report!

Finally, at the very end of last year we opened a new account with Green Tomatoes, an environmentally friendly taxi company – an alternative option for colleagues wanting to travel ethically.

WASTE MANAGEMENT RESULTS

There has been steady improvement in our recycling rates throughout the year, we think thanks to general awareness and revised signage.

| | Recycled kg | Waste to energy | Recycling rate | Trees saved |
|-----------|-------------|-----------------|----------------|-------------|
| Oct 2015 | 5,570 | 3,070 | 64% | 76 |
| Nov 2015 | 4,740 | 3,025 | 61% | 65 |
| Dec 2015 | 5,095 | 2,625 | 66% | 72 |
| Jan 2016 | 5,083 | 2,583 | 66% | 70 |
| Feb 2016 | 4,500 | 2,167 | 68% | 62 |
| Mar 2016 | 4,583 | 2,292 | 67% | 63 |
| Apr 2016 | 5,125 | 2,458 | 68% | 70 |
| May 2016 | 4,917 | 2,292 | 68% | 67 |
| June 2016 | 5,104 | 2,458 | 67% | 69 |
| July 2016 | 5,167 | 2,208 | 70% | 70 |
| Aug 2016 | 5,875 | 2,208 | 73% | 79 |
| Sep 2016 | 5,447 | 2,039 | 73% | 73 |

▲ We have sent zero waste to landfill since 2011.

Recipients

Grant recipients 2015/16

| | |
|--|--|
| Alexandra Wylie Tower Foundation* | Mama Academy |
| Asthma Relief Charity | Mid Suffolk HOPS |
| Birth Companions | Ministry of Stories* |
| British Red Cross | Norwood |
| CHICKS | Pathway |
| Congregation of the Little Sisters of the Poor | Refugee Action |
| Create (Arts Ltd) | Rewrite* |
| Friends of Greenwich Peninsula Ecology Park | Snowflake School for Children With Autism |
| Grove Cottage | St Vincent's Family Project |
| Hackney Playbus* | The Proms at St Jude's |
| JusB | Tower Hamlets Education Business Partnership |
| Magic Breakfast | Toyhouse* |
| | Winnicott Foundation |
| | Winston's Wish |
| | Young & Inspired |
| | Young Urban Arts Foundation* |

To ask about anything in this report, please contact:

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“While I've got a lot on in both my work and personal life, it felt right and proper to give up some time to assist others and serve the community.”

Mark Taylor, Tax Investigations & Dispute Resolution

* To find out a little more about these charities please see page 5.



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Buzzacott
CHARTERED ACCOUNTANTS