

LONDON SUSTAINABILITY EXCHANGE

**Registered charity
Company limited by guarantee**

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2018**

Company Registration Number 05154010
Charity Registration Number 1122130



LONDON SUSTAINABILITY EXCHANGE

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2018

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LONDON SUSTAINABILITY EXCHANGE

REFERENCE AND ADMINISTRATIVE DETAILS

FOR THE YEAR ENDED 31ST MARCH 2018

Name	London Sustainability Exchange		
Directors and Board of Trustees	<p>The directors of the charitable company are its Trustees for the purposes of charity law and throughout this report are collectively referred to as the Trustees.</p> <p>Garry Procter – Chair Mark Varney- Honorary Treasurer (resigned March 2018) Neil Varey – Honorary Treasurer (appointed March 2018) Samantha Heath Lindy Kelly (resigned May 2018) Dean Rogers Francis Buckingham (appointed March 2018) Martin Hunt Joe Goldberg Fiona Adshead Brooke Flanagan (resigned February 2018) Matt Prout</p>		
Company Secretary	Samantha Heath		
Senior Management Team	<p>Samantha Heath, Chief Executive Gail Freeman, Partnership and Communications Director</p>		
Principal Address and Registered Office	<p>84 Long Lane London SE1 4AU</p>		
Company Registration Number	05154010		
Charity Registration Number	1122130		
Independent Examiners	<p>Richard Weaver ACA haysmacintyre 10 Queen Street Place London EC4R 1AG</p>		
Bankers	<p>The Co-Operative Bank 80 Cornhill London EC3V 3NJ</p>		
Solicitors	<p>Trowers & Hamlins 3 Bunhill Row London EC1Y 8YZ</p>	<p>Dechert LLP 160 Queen Victoria St London EC4V 4QQ</p>	<p>ReedSmith Broadgate Tower 20 Primrose St London EC2A 2RS</p>

Website

<http://www.lsx.org.uk>

London Sustainability Exchange does not have any retained external advisers. There are no custodian trustees acting for the charity and no assets are held as custodian for other charities.

I am delighted to present the annual review of London Sustainability Exchange (LSx) for 2017/18.

Despite continuing economic pressures, LSx continued to play a unique role in London, reaching out and engaging communities who are often missed by mainstream research and mass campaigns on sustainability issues. Throughout our readiness to adapt, we have achieved impressive results and have been able to secure private sector funding as well as charitable trust funding and public sector contracts.

We held events to raise the voices of communities affected by issues such as pollution and fuel poverty and used the findings as the basis of responses to the Mayor's draft Transport and Environment Strategies and the London Plan. We helped to highlight exemplary sustainability practice through organising the 2017 Sustainable City Awards.

We piloted a new "Pollinator Paths" programme to connect Londoners living in densely populated areas to nature, by supporting individuals and families without gardens to successfully grow pollinator friendly plants on their balconies and terraces.

Building on our Cleaner Air 4 Schools work, we developed in partnership with the FIA Foundation to adapt our approach to working with schools for use in cities in New Delhi and Nairobi. This work was celebrated by the Mayor of London in December 2018 on his visit to the school we worked with in New Delhi, and findings were shared at an the "Every Journey, Every Kind" international conference on October 6th 2018.

Our work reached an approximate 934,000 people indirectly, through newsletters and other networks. We directly benefited over 8,000 Londoners through events, training, mentoring and advice. By working with 114 community groups with 678 volunteers we are able to report estimated savings of approximately 1,160 tonnes of waste diverted from landfill, 190 tonnes of carbon dioxide emissions and 533,000 m³ of water. We helped people and organisations save an estimated £955,00.

With expert pro bono help from a team formed by people who work in professional services company EY, we have developed a new business plan for 2018-19 and continue to focus on three challenging areas:

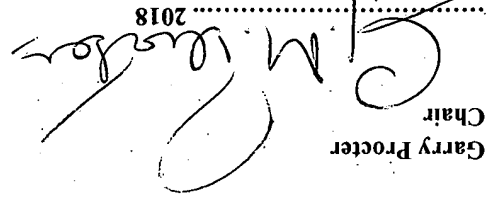
1. **Our Air Quality programme** brings awareness of the power of community action for change across London. We support communities and schools to establish the hard facts about air quality in their area and work through social networks to encourage shifts in travel behaviours. This programme has identified the need to use health and planning policy to tackle pollution and its effects.

2. **Our Green Entrepreneur programme** flips the waste paradigm: working with community groups to recast waste as a valuable resource and bring the reuse market closer to a 'tipping point.' Our aim is that communities have a 'social norm' of re-use.

3. **Our energy and resilience programmes** engage with communities to empower healthy and sustainable lifestyles, enabling this to be a social norm. These projects often involve identifying the key individuals in a community, who in turn influence their friends and neighbours.

I would like to thank our board, staff, volunteers, partners, and funders for their continued commitment, enthusiasm and support of LSx. I look forward to building on our successes of the past year for 2018-19.

Garry Procter
Chair



2018

LONDON SUSTAINABILITY EXCHANGE

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31ST MARCH 2018

The trustees who are also directors of the charity for the purposes of the Companies Act 2006 present their report along with the financial statements of the charity for the year ended 31 March 2018.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) - (Charities SORP (FRS102)), the financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

STRUCTURE, GOVERNANCE AND MANAGEMENT

The governing body of London Sustainability Exchange is the Board of Trustees (the Board).

The Trustees are responsible for ensuring that London Sustainability Exchange abides by its charitable aims, works within the law, and delivers its mission effectively. They oversee the policies and objectives of London Sustainability Exchange and ensure that the work of the organisation is monitored and evaluated effectively. The Trustees are unpaid volunteers.

The Board meets three times a year.

Originally our trustees were nominated from our founding partners:

- Business in the Community
- Forum for the Future
- Groundwork
- London Councils
- London First
- London Voluntary Service Council
- Mayor of London

New Trustees are invited to an induction meeting led by Chief Executive, Samantha Heath. The induction provides an introduction to London Sustainability Exchange and a review of the duties of Trustees as defined by the Charity Commission. This is supplemented by a booklet of essential documents and other reference materials. Training requirements are established through a meeting between joining Trustees and the Chair.

The Board is led by the Chair of Trustees; an additional Trustee is elected as Honorary Treasurer. The Articles of Association allow Trustees to invite observers to attend all or part of any meeting. Observers represent key stakeholders including Government Office for London, the City of London and the Greater London Authority. Current observers of the London Sustainability Exchange Board of Trustees are:

- Jeff Jacobs, Greater London Authority

LONDON SUSTAINABILITY EXCHANGE

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31ST MARCH 2018

The Audit and Assurance Committee is a committee of the Board of Trustees, consisting of the Honorary Treasurer (as Chair), two other Trustees, the Chief Executive and the Finance Coordinator.

The committee meets four times a year to ensure the adequacy of LSx's internal controls and financial management. In carrying out this work, the committee takes responsibility for scrutiny and review of the following:

- financial performance and reporting
- financial systems
- policies
- budget management
- annual risk reviews (process and outcomes)

The day-to-day running of London Sustainability Exchange is delegated to the Chief Executive. The role of the Chief Executive is:

- to lead LSx, to ensure effective strategic and operational planning and risk management, within the criteria laid down by the Trustees
- to enable effective governance and decision-making by the Trustees
- to report to the Trustees on LSx's performance against approved strategies and objectives
- to oversee all LSx activities, being directly responsible for senior management and indirectly responsible for the full staff body, and to make final decisions regarding the structures, responsibilities and resources within LSx
- to be responsible for health and safety
- to ensure that LSx operates at all times in accordance with its charitable objects and values, and is accountable and credible in all its undertakings
- to take financial responsibility, as set out in the Financial Scheme of Delegation approved by Trustees

The CEO is assisted by the Senior Management Team in the day-to-day running of the organisation:

Programme Delivery: delivering exemplar projects to promote sustainability in collaboration with others.

Development, Partnership and Communications: increasing sustainability literacy and sharing good practice on sustainability; delivering membership, fundraising and external communications for all the programmes.

Operation support: providing operational support to all LSx programmes and staff.

LSx also benefits from volunteers who support our work; there were 678 volunteers in 2017/18, who volunteered a total of 20,340 working days, with an estimated equivalent value of £244,080 (using a volunteer value of £12/hr).

RISK ASSESSMENT

The Trustees and senior management team review LSx's activities to identify the risks to which it is exposed, at three levels: organisational strategic risks, risks to the organisation associated with projects and risks to members of staff in delivering the projects. The Board of Trustees has delegated the regular monitoring of key risks to the Audit and Assurance Committee. Once each year, the full Board of Trustees review the risk register which shows controls that are in place and further actions required to manage the risk.

Key identified risks and treatment:

Failure to secure funding to develop programme: Strengthen links with diverse partners and funders.

Loss of key personnel: Maintain links with associates and strengthen support training within the LSx team.

LONDON SUSTAINABILITY EXCHANGE

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31ST MARCH 2018

OBJECTIVES AND PRINCIPAL ACTIVITIES

London Sustainability Exchange is a registered charity and a company limited by guarantee and not having share capital; the company was incorporated in the UK on 15th June 2004, although it remained dormant until 1st April 2008. Its governing documents are its Memorandum and Articles of Association, signed on 4th December 2007. London Sustainability Exchange became an independent charity on 1st April 2008, having previously operated as a programme of Forum for the Future since its creation in 2001.

Our vision is of London as a sustainable World City.

The objects of the charity are to promote sustainable development in Greater London and elsewhere, by preserving the environment, relieving poverty, promoting sustainable economic growth, and advancing health, and to advance education of the public in sustainable development.

The Trustees confirm they have complied with the duty in section 17 of the Trustees Act 2011 with regard to the public benefit guidance published by the Charity Commission.

London Sustainability Exchange aims to benefit the public by reducing London's environmental footprint, improving the lives of disadvantaged communities, improving the health of Londoners and increasing the knowledge and skills of London's communities to achieve these goals. To achieve our vision we run a series of structured programmes aimed at different beneficiary groups, grouped into themes. These themes for this are:

1. **Reducing London's environmental footprint** – through exemplar projects to encourage and enable Londoners to take up more environmentally sustainable lifestyles and improve their quality of life.
2. **Improving the lives of disadvantaged communities** – through exemplar projects to address social and environmental inequalities.
3. **Increasing the knowledge and skills of London's communities** - to achieve these goals, increasing the sustainability literacy of Londoners.

1. Reducing London's environmental footprint

- **Greening the Third Sector**

LSx continues its commitment to reducing the environmental impact of London's voluntary sectors for our Greening the Third Sector project with the completion of 11 more audits of community organisations including the Hyderi Islamic Centre; The Liberal Jewish Synagogue; Centre 151 - Community Centre for Refugees from Vietnam, Laos and Cambodia; Cardinal Hume Centre; West Silvertown Foundation; Huddlestone Centre; St John the Evangelist Church; Rumi Mevlana Mosque; Turks Head Charity; Newham Asian Women's Project & Fulham Good Neighbours. Organisations are supported through practical action plans to reduce waste, energy and water and take up more sustainable, cost-effective practices.

- **Big Energy Saving Network (BESN)**

LSx participated in the **Big Energy Saving Network** which ran from November 2017 – Mar 2018, funded by **National Energy Action** providing energy advice to 160 vulnerable people supporting them to reduce their energy costs through assisted action on tariffs, switching and the take up of energy efficiency offers and training 45 frontline workers to do the same.

- **Faith & Utilities: Green Mosques**

Our network of Green Mosques has continued to grow with funding from **Thames Water, UK Power Networks, SSEN and SGN**. With a team of 21 champions from 13 charitable organisations & Mosques, we provided tailored in-depth advice & support activities to 533 households alongside events & talks reaching a total of 23,950 people. Collectively our project totalled savings of £20,584 annually, equivalent to 40 tonnes of CO2 per year.

LONDON SUSTAINABILITY EXCHANGE

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31ST MARCH 2018

- **Warmer Homes Hounslow**

Heathrow Communities Trust funded a continuation of Warmer Homes in Hounslow, where working through local partners such as Age UK Hounslow and CHAT we trained 18 volunteer champions in in low-tech retrofitting and supported 420 households through energy saving 'retrofit' measures creating an estimated financial savings of £39,730 annually equivalent to 132 tonnes of CO2 per year.

2. Improving the lives of disadvantaged communities

- **Cleaner Air for Communities**

Funded by **Trust for London**, the Cleaner Air for Community project supported communities in areas of high air pollution to engage with local borough officers and health professionals to develop action plans to reduce pollution. This year we have supported 100 champions from 131 community organisations and collated responses to three consultations, including the London Plan and the London Environment Strategy.

- **Cleaner Air for Communities England**

Funded by the **Esmée Fairbairn Foundation**, this project takes LSx to the cities of Derby, Nottingham, Birmingham, Leeds and Southampton to work with community groups, businesses and other stakeholders to help improve awareness and understanding of air quality alongside the implementation of Clean Air Zones.

- **Cleaner Air 4 Schools**

As well as continuing school engagement with three schools in the **London Borough Richmond**, this year we also developed an international approach and updated our Cleaner Air 4 Schools Toolkit with funding from the **FIA Foundation**. We trained partners in New Delhi, India and Nairobi, Kenya to adapt our approach for their context working with three schools in total. Pupils were supported to understand, monitor and take action on air pollution around their schools and share their findings and experiences with their communities and each other. We also completed an update of our Cleaner Air 4 Primary Schools Toolkit.

3. Increasing the knowledge and skills of London's communities

- **Faith and Water**

Thames Water continued funded a pilot of our Faith & Water project with a Mosque in Enfield. We drew on insights developed from the Toolkit to encourage and enable water saving through practical actions including a cooking workshop reaching a total of 2,040 people.

- **Faith and Power**

With funding from the **Heathrow Communities Trust** we are exploring the development of our Faith working with additional faith and cultural groups in Hounslow. We are expecting to publish a report and Toolkits in 2018-19

PUBLIC BENEFIT

The Trustees have considered the Charity Commission's guidance on public benefit when reviewing the Trust's aims and objectives and in planning future activities. The Trustees have, in their view, met the public benefit requirement through the charity's many and varied activities and events in the local community.

LONDON SUSTAINABILITY EXCHANGE

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31ST MARCH 2018

ACHIEVEMENTS AND PERFORMANCE

We identified a number of organisational priorities for the year and strategies for achieving public benefit. Our performance against our main objectives for the year is detailed below.

Objective 1: To grow participation in our Learner Networks and Membership Programme

Targets: 500 participants in events every year, 3,500 readers of our bulletins (10 per year), 500,000 Londoners benefit indirectly from the learner networks per year

The bi-monthly LSx bulletin reaches 4,000 people. Since March, we issued 9 bulletins, including 4 air quality bulletins. We delivered 69 events and workshops for community members and voluntary, public and private sector practitioners and decision makers reaching 8,030 people. The total direct and indirect outreach (including media and non-media) was 1,558,113.

Objective 2: To deliver exemplar projects that improve well-being, reduce poverty and reduce the environmental footprint of Londoners

Targets: 5,500 people per year supported directly

Health and Well Being

Pollinator Paths, funded by Postcode Lottery Trust and WREF, aimed to increase biodiversity by planting for pollinators in community gardens and at home in the London Borough of Wandsworth. 120 people from 72 households hosted plants designed to support biodiversity, reaching 919 people through 10 workshops and six events.

Reduce Poverty and Footprint

Big Energy Saving Network, funded by NEA (National Energy Action), reached out to 160 vulnerable energy consumers helping them reduce their energy costs through assisted action on tariffs, switching and the take up of energy efficiency offers.

Warmer Homes Hounslow, funded by Heathrow Communities Trust - We trained 18 energy champions to engage 420 households in home energy-saving with total estimated yearly financial savings of £39,730 and total estimated carbon saving of 132 tonnes of CO2 per year.

Faith & Utilities Green Mosques, funded by Thames Water, SGN, UK Power Networks and trained 21 champions from 13 charitable organisations & Mosques, to provide tailored in-depth advice & support activities to 533 households alongside events & talks reaching a total of 23,950 people. Collectively our project totalled savings of £20,584 annually, equivalent to 40 tonnes of CO2 per year.

Greening the Third Sector continued with the completion of 11 more audits of community organisations including the the Hyderi Islamic Centre; The Liberal Jewish Synagogue; Centre 151 - Community Centre for Refugees from Vietnam, Laos and Cambodia; Cardinal Hume Centre; West Silvertown Foundation; Huddlestone Centre; St John the Evangelist Church; Rumi Mevlana Mosque; Turks Head Charity; Newham Asian Women's Project & Fulham Good Neighbours. Organisations are supported through practical action plans to reduce waste, energy and water and take up more sustainable, cost-effective practices.

LONDON SUSTAINABILITY EXCHANGE

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31ST MARCH 2018

Objective 3: To deliver exemplar projects to reduce the environmental footprint of organisations

Targets: 25 small to medium-sized businesses, schools, or third-sector organisations

We supported 11 third sector organisations to adopt more sustainable practices through our Greening the Third Sector, 4 organisations through the Big Energy Saving Network and 13 organisations through our Faith & Utilities programmes.

Objective 4: To develop core working models to support organisations to embed sustainable development into their strategies and delivery plans

Targets: Local & regional authorities, other government agencies, businesses, voluntary and community sector organisations

We updated and published our Cleaner Air 4 Primary Schools toolkit in line with the National Curriculum 2017-18 for Key Stage 2.

We created a "Champion Handbook" for tackling fuel-poverty as part of Faith & Utilities programme.

Objective 5: Increasing our influence on policy and practice, particularly with London regional and local government.

Targets: Continuous improvement benefitting all Londoners

Our annual Air Quality Conference was delivered in collaboration with Siemens' Crystal centre, bringing together over 100 delegates to explore robust solutions to tackling air pollution exploring community response, cycling, technology, planning and green infrastructure.

We supported communities in London and responded ourselves to a number of key consultations, including the Mayor of London's draft Transport Strategy, London Plan and Environment Strategy as well as the National Institute for Health and Care Excellence (NICE) consultation on outdoor pollution. We continue to work towards the inclusion of air quality as a consideration in planning and procurement, collaborating with key players such as the Federation of Small Businesses, and raising the voices of people affected by pollution in the debate.

As well as contributing to a number of publications, we continue to play an active role with organisations that support innovation around health, well-being, energy and climate change. Examples include: the London Climate Change Partnership, the Healthy Air campaign group, the Customer Challenge Group at Thames Water and UK Power Networks Critical Friends Forum.

Objective 6: To maintain our unrestricted funds through a membership scheme, sponsorship of LSx and marketing our behaviour change expertise

Targets: Maintain our membership from individuals and organisation membership across London's public, private and voluntary sectors.

Our membership includes, Thames Water, Calor, SGN and UK PowerNetworks, Furzedown low Carbon Project, Battle McCarthy and Don't Close church Street.

Marketing of LSx's behaviour change expertise and community engagement and development models has been successful. This is evidenced through further funding of work during 2017/18 on air quality from London Borough of Richmond, continued support from the City Bridge Trust and Trust for London for our Greening the Third Sector and Cleaner Air for Communities project. Thames Water, UK Power Networks and SGN for our work on Fuel poverty, especially through our Green Mosques project. We received funding from Heathrow Community Trust for a second year running.

LONDON SUSTAINABILITY EXCHANGE

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31ST MARCH 2018

The following is a summary from a wider suite of performance indicators which LSx's Trustees review on an annual basis, which represents a summary of LSx's performance against our main objectives in 2017/18.

<i>Performance Indicator:</i>	<i>Value (rounded to appropriate significant figures)</i>
Resources saved:	
CO ₂ savings (tonnes/year)*	190 tonnes
Water saving (m ³ /year)*	533,385 m ³
Waste diverted from landfill (tonnes)	1,160 tonnes
Beneficiaries reached directly:	
<i>Mechanisms include provision of direct support and/or capacity building activities through projects, and information dissemination through events, communication materials and media</i>	
Number of community volunteers	678
Number of communities	215
Number of people trained	824
Number of people mentored	404
Number of individuals/organisations receiving an action plan	105
Other outreach participants	8,030
No. people reached through information dissemination	976,225
<i>Total direct and indirect outreach (including media and non-media)</i>	934,038
Beneficiaries reached indirectly:	
<i>Mechanisms include capturing those who benefit from the information or advice provided to direct beneficiaries</i>	
Number of people benefitting from Learner Network members skills development and or community messaging**	8,043
Reaching those not traditionally reached***:	
% project beneficiaries from Black, Asian and minority ethnic communities	56%
% project beneficiaries women	51%
% project beneficiaries with a reported disability	4%

* using notional figures in some cases, taking as a proxy the proportion of direct beneficiaries who, when surveyed, indicated they had already adopted, or were planning to adopt, recommended behavioural changes.

**using figures reported to us from Learner Network members benefitting from the second tier support service elements of our projects. Data gathered through post event and activity evaluation forms.

*** demographic data is not gathered for all projects, therefore percentages calculated from available data.

FUNDRAISING APPROACH AND PERFORMANCE

London Sustainability Exchange staff undertakes fundraising activity to its supporters via applications to charitable trusts, personal approaches to organisations, sponsored events, responding to requests for quotations and formal bidding for contracts in line with the Fundraising Code of Practice set by the Fundraising Regulator. The charity did not work with any fundraising partners.

During the year, the staff team continued to pursue fundraising opportunities vigorously, in line with the Business Plan, to generate diverse and stable funding. Notable successes included the Faith and Utilities: Green Mosques programme generating £62,500 income from four utility companies to support a single programme of activities for winter 2017-18.

LONDON SUSTAINABILITY EXCHANGE

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31ST MARCH 2018

The team also worked on longer term fundraising activities, securing an 18 month grant from the Esmée Fairbairn Foundation of £57,115 (commencing in January 2017) and a two year grant from the City Bridge Trust of £47,800 (commencing in April 2018). LSx was also shortlisted for a £280,000 application to the Big Lottery Fund's Reaching Communities programme for a three year partnership project to tackle isolation and poor physical health in Brentford, West London. A decision is expected in October 2018.

London Sustainability Exchange adheres to the standards of the Fundraising Code of Practice. No complaint concerning fundraising activity received in the year demonstrating our compliance with the Fundraising Code of Practice.

FINANCIAL REVIEW AND RESULTS FOR THE YEAR

This is London Sustainability Exchange's ninth annual report and set of accounts. LSx began to operate as an independent charity from 1st April 2008. Up until that time our financial performance was reported as part of Forum for the Future's annual accounts as we operated then as a programme of this organisation.

Review

The year ended 31st March 2018 was, given the continually fragile economic climate, a successful one for London Sustainability Exchange.

The Statement of Financial Activities shows LSx's income was **£239,902**, with total expenditure for the year amounted to **£262,656**, resulting in a net deficit of **£22,755**.

During the year, London Sustainability Exchange maintained its activities, as **£180,590** of additional funding was secured to deliver additional sustainability projects across London.

Reserves Policy and Review

The LSx Reserves Policy requires that there is sufficient cashflow as well as sufficient funds to comply with our statutory obligations in the case of closure. LSx works towards having unrestricted reserves equal to six months' expenditure, and that this figure is regularly reviewed to ensure sufficient coverage of financial obligations (e.g. pensions, redundancy and maternity cover) in the event of closure. At present, LSx has £145k unrestricted free reserves, which cover the estimated cost of closure (£23k) and forecast six months' expenditure (£115k).

Going concern

The Board of Trustees is of the opinion that the charity has adequate resources to continue in operational existence and there are no material uncertainties regarding the Trust's ability to do so. The Trustees will continue to review this.

Key Management Personnel

The trustees consider the board of trustees and the senior management team comprise the key management personnel of the charity in charge of directing and controlling, running and operating the Charity on a day to day basis. All trustees give of their time freely and no director received remuneration in the year. Details of Trustees' expenses and related party transactions are disclosed in notes 5 and 14 to the accounts.

LONDON SUSTAINABILITY EXCHANGE

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31ST MARCH 2018

The pay of the key management personnel and all staff are reviewed annually and normally increased with inflation. In view of the nature of the charity, the Trustees benchmark against pay levels in other charities. The remuneration benchmark is the mid-point of the range paid for similar roles in similar charities and sizes.

PLANS FOR 2018/19

In March 2018, the London Sustainability Exchange's Board approved a two year business plan (for 2018-20), with a focus on the objectives below.

1. To grow participation in our learner networks and membership programme
Targets: 500 participants in events every year, 3,500 readers of our bulletins (10 per year)
2. To deliver exemplar projects that improve well-being, reduce poverty and reduce the environmental footprint of Londoners
Targets: 5500 people per year supported directly
3. To deliver exemplar projects to reduce the environmental footprint of organisations
Targets: 10 small to medium-sized businesses, schools or third sector organisations
4. To increase our influence on policy and practice, particularly with London regional and local government
Targets: Continuous improvement benefitting all Londoners
5. To reduce our dependence on restricted funds by growing sponsorship of LSx and developing our behaviour change expertise.
Targets: Raise £242,000 total income for 2018/19 to support delivery of projects and programmes aiming for at least £50,000 of this income to be unrestricted funding, for example from corporate programmes, sponsorship for events and membership fees from businesses, schools and community groups.

In addition, London Sustainability Exchange will focus delivery in priority areas over the coming year. Our priority areas are:

- **Our energy and resilience programmes** engage with communities to empower healthy and sustainable lifestyles, enabling this to be a social norm. These projects often involve identifying the key individuals in a community, who in turn influence their friends and neighbours. In 2018/19 we will continue to support "non green" community groups through our Breathe programme to deliver environmental education that helps empower Londoners to reduce their fuel bills, breathe cleaner air and make more from the resources they have. We will enable communities to play an active role in shaping policy in the new Mayoral term through provocation events hosted at technology hub The Crystal with support from Siemens and at City Hall.
- **Our Green Entrepreneur programme** flips the waste paradigm: working with community groups to recast waste as a valuable resource and bring the reuse market closer to a 'tipping point.' Our aim is that communities have a 'social norm' of reuse. In 2018/19 we will connect our growing network of entrepreneurs to business talent from some of London's blue chip firms through the Beyond Me scheme.
- **Our Air Quality programme** brings awareness of the power of community action for change across London and other major cities. Supporting communities and schools to establish the hard facts about air quality in their area, use this information to inform their travel behaviours, and in turn through peer to peer influence support their social networks to develop more sustainable travel behaviours. This programme has identified the need to specifically target health and planning policy in London and other major cities. Our priorities for 2018/19 are to provide renewed support to communities in suffering from both economic deprivation and air pollution to actively engage with policy makers, health professionals, and to support the development of low emission zones across the country.

LONDON SUSTAINABILITY EXCHANGE

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31ST MARCH 2018

TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees (who are also directors of London Sustainability Exchange for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

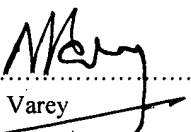
Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the trustees on 4th September 2018 and signed on their behalf by:


Neil Varey
Trustee

LONDON SUSTAINABILITY EXCHANGE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

FOR THE YEAR ENDED 31ST MARCH 2018

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2018.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities, applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Richard Weaver ACA
haysmacintyre
Chartered Accountants
10 Queen Street Place
London
EC4R 1AG

Date: 5 September 2018

LONDON SUSTAINABILITY EXCHANGE
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2018

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Income from:					
Donations		3,087	5,000	8,087	1,084
Charitable activities:	2.				
Environmental footprint		9,000	-	9,000	85,026
Health		-	20,500	20,500	26,773
Knowledge and skills		50,669	-	50,669	65,241
Improving lives		45,865	104,881	150,746	126,829
Other trading activities		900	-	900	1,427
Total income:		109,521	130,381	239,902	306,380
Expenditure on:					
Raising funds:	4.				
Fundraising and development		24,106	19,613	43,719	56,235
Charitable activities:					
Environmental footprint		7,094	15,924	23,018	74,644
Health		-	23,722	23,722	25,777
Knowledge and skills		72,831	-	72,831	85,956
Improving lives		33,471	65,896	99,367	185,820
Total expenditure:		137,502	125,155	262,657	350,227
Net movement in funds before transfers		(27,982)	5,227	(22,755)	(43,847)
Transfers between funds	10	(7,220)	7,220	-	-
Net movement of funds		(35,202)	12,447	(22,755)	(43,847)
Funds brought forward at 1 April		180,848	22,497	203,345	247,192
Funds carried forward at 31 March		145,646	34,944	180,590	203,345

There were no recognised gains and losses other than those shown in the above SOFA.
All amounts relate to continuing operations.

LONDON SUSTAINABILITY EXCHANGE

BALANCE SHEET

AT 31ST MARCH 2018

	Notes	£	2018 £	£	2017 £
FIXED ASSETS					
Computer Equipment	7		-		2,658
CURRENT ASSETS					
Debtors	8	61,806		126,390	
Accrued Income		-		8,000	
Cash at bank and in hand		131,331		90,591	
		<u>193,137</u>		<u>227,639</u>	
CREDITORS: amounts falling					
Due within one year	9	(12,547)		(24,294)	
TOTAL CURRENT ASSETS			<u>180,590</u>		<u>200,686</u>
TOTAL ASSETS LESS					
CURRENT LIABILITIES			<u>180,590</u>		<u>203,345</u>
NET ASSETS			<u>180,590</u>		<u>203,345</u>
FUNDS					
Unrestricted Funds	10		145,646		180,848
Restricted Funds	10		34,944		22,497
			<u>180,590</u>		<u>203,345</u>

London Sustainability Exchange Company Registration Number is 05154010.

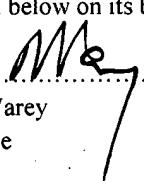
For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No Trustees have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved and authorised for issue by the Board on 4th September 2018 and were signed below on its behalf by:


Neil Varey
Trustee

The notes on pages 16 to 24 form part of the financial statements.

LONDON SUSTAINABILITY EXCHANGE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2018

1. ACCOUNTING POLICIES

Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

Basis of accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2016) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The London Sustainability Exchange meets the definition of a public entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going Concern

The Board of Trustees is of the opinion that the charity has adequate resources to continue in operational existence for the minimum of the forecast period of six months' and there are no material uncertainties regarding the Trust's ability to do so. It will continue to regularly review this.

Income

Voluntary income arising from voluntary donations, gifts and any other income are credited to the statement of financial activities on accruals basis, recognised when due.

Expenditure

Direct charitable expenditure comprises direct expenses incurred on the defined charitable purposes of the charity and includes direct staff costs attributable to the activity and an allocation of the general management and overhead costs.

Overheads are apportioned across the LSx cost centres in line with the ratio of staff costs of the cost centre in question to total staff costs, excluding the staff costs of those support cost centres that are included in the allocation. The type of costs that are allocated in this way include all office costs (rent, rates, asset hire, utilities, stationery, telephone, insurance etc) and support cost centres (i.e. finance, IT, HR and office services).

Fundraising and development costs comprise expenditure incurred by the charity in inducing others to make contributions to it and in enhancing its public image and includes direct staff costs and an allocation of general management and overhead costs.

Governance costs include expenditure and the cost of compliance with constitutional and statutory requirements.

Cash and cash equivalents

Cash and cash equivalents includes cash and short term highly liquid investments with short term maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

LONDON SUSTAINABILITY EXCHANGE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2018

Financial Instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments, including trade and other debtors and creditors are initially recognised at transaction value and subsequently measured at their settlement value.

Estimates and Judgements

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. Although these estimates are based on the Trustee's best knowledge of the amount, events or actions, actual results ultimately differ from these estimates. The Trustees do not consider there to be any material estimates and judgements.

Pensions

The charity operates a group personal pension plan which is a direct contribution scheme. Contributions are charged to the SOFA in the periods to which they relate.

Fund accounting

The unrestricted funds comprise those monies which may be used towards meeting the charitable objectives of the charity at the discretion of the trustees and under delegation to the senior management.

The restricted funds are monies raised for, and their use restricted to, a specific purpose, or donations subject to donor-imposed conditions.

Operating lease

Amounts payable under operating leases are charged to the SOFA in the period to which they relate.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Fixed assets

Fixed assets are stated at cost or deemed cost (donated valuation at estimated fair value) less accumulated depreciation and impairment losses. Assets costing more than £250.00 are capitalised.

Depreciation is calculated to write off the costs of the fixed asset by equal instalments as follows, all straight line:

- Furniture, fittings and equipment 5 years straight line

Trustees' Remuneration, benefits and expenses

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity. No trustee expenses have been reimbursed.

LONDON SUSTAINABILITY EXCHANGE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2018

2. INCOME	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
Central government (Public sector)	7,874	5,672	13,546	179,565
Corporate	86,674	-	86,674	72,640
Trusts and foundations	10,986	119,709	130,695	51,664
Total income from charitable activities	105,534	125,381	230,915	303,869
Donations	3,087	5,000	8,087	1,084
Other trading activities	900	-	900	1,427
Total income	109,521	130,381	239,902	306,380

3. NET MOVEMENT IN FUNDS FOR THE YEAR	2018 £	2017 £
This is stated after charging:		
Independent Examiner's fees	3,450	3,450

LONDON SUSTAINABILITY EXCHANGE

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31ST MARCH 2018

4.	EXPENDITURE	Direct Costs £	Support Costs £	Total Direct and allocated	
				2018 £	2017 £
(a)	Analysis of Direct and Allocated Support Costs				
	Costs of generating funds				
	<i>Fundraising and development</i>				
	Environmental footprint	-	2,175	2,175	12,210
	Health	-	1,328	1,328	3,778
	Knowledge and skills	-	5,264	5,264	21,424
	Improving lives	-	6,370	6,370	18,823
	<i>Charitable activities</i>				
	Environmental footprint	17,127	3,716	20,843	69,655
	Health	18,402	3,992	22,395	24,233
	Knowledge and skills	55,521	12,046	67,567	77,202
	Improving lives	76,417	16,580	92,997	99,924
	<i>Governance Costs</i>				
	Environmental footprint	-	6,282	2,175	4,989
	Health	-	3,836	1,328	1,544
	Knowledge and skills	-	15,203	5,264	8,753
	Improving lives	-	18,398	6,370	7,691
	Total expenditure	167,467	95,190	262,656	350,226

LONDON SUSTAINABILITY EXCHANGE

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31ST MARCH 2018

(b) Analysis of Support Costs	Total 2018 £	Total 2017 £
Staff costs	27,376	49,416
Publishing costs	3,106	3,316
Travel and subsistence costs	530	1,169
Operational costs	6,509	7,511
Consultancy costs	4,210	5,670
Event costs	148	301
Office costs	2,601	3,381
IT costs	4,662	7,424
Administration costs	5,832	5,600
Accommodation costs	40,216	41,893
Depreciation	-	2,353
	<u>95,190</u>	<u>128,034</u>

5. STAFF COSTS AND TRUSTEES' REMUNERATION

	2018 £	2017 £
Staff costs during the year were as follows:		
Wages and salaries	98,366	126,573
Social Security costs	36,738	40,563
Pensions	10,026	9,669
Staff recruitment and training	400	453
	<u>145,530</u>	<u>177,258</u>

The number of staff whose total emoluments fell into higher salary bands was:

	2018 Number	2017 Number
£60,000 and £70,000	-	-
£70,001 and £80,000	-	-
£60,001 and £70,000	-	-
	<u>-</u>	<u>-</u>

Employer pension contribution in respect of the higher earner during the year:

The total employee benefits of the key management personnel (salaries and pension) were £52,854 (2017: £71,893). Of this, £52,854 (2017: £71,893) relates to the key management personnel of the charity.

The number of employees, analysed by function was:

Direct charitable purpose of the charity	7.0	7.0
Fundraising and development	1.0	1.0
	<u>8.0</u>	<u>8.0</u>

No Trustees received any remuneration or reimbursed expenses in the year.

LONDON SUSTAINABILITY EXCHANGE

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31ST MARCH 2018

6. TAXATION

London Sustainability Exchange is a registered charity and therefore is not liable to income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

7. FIXED ASSETS	2018	2017
	£	£
Cost		
At start of year	9,908	9,148
Additions for the year	-	760
	<u>9,908</u>	<u>9,908</u>
At end of year	9,908	9,908
Depreciation		
At start of year	(7,250)	(4,896)
Charge for the year	(2,658)	(2,353)
	<u>(9,908)</u>	<u>(7,250)</u>
At end of year	(9,908)	(7,250)
Net Book Value at end of year	<u>-</u>	<u>2,658</u>
8. DEBTORS	2018	2017
	£	£
Trade debtors	61,806	126,389
Other debtors and prepayments	-	-
Accrued Income	-	8,000
	<u>61,806</u>	<u>134,389</u>
9. CREDITORS: amounts falling due within one year	2018	2017
	£	£
Trade creditors	11,981	22,749
Other creditors and accruals	148	1,521
Other taxes and social security	418	24
	<u>12,547</u>	<u>24,294</u>

LONDON SUSTAINABILITY EXCHANGE

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31ST MARCH 2018

FUNDS STATEMENT	At 1st April 2017	Income	Expenditure	Transfers	At 31st March 2018
Unrestricted funds	£	£	£	£	£
General	<u>180,848</u>	<u>109,520</u>	<u>(137,502)</u>	<u>(7,220)</u>	<u>145,646</u>
Restricted funds					
012: CLEANER AIR 4 COMMUNITIES Completed Project. Funded by TRUST FOR LONDON	-	10,000	(17,138)	7,138	-
044: BIG ENERGY SAVING NETWORK Completed Project. Funded by NEA-National Energy Action	-	5,000	(5,035)	35	-
046: WANDSWORTH BREATHES Completed Project Funded by Entrust Wandsworth	-	8,672	(8,675)	3	-
049: POSTCODE Continued Project Funded by Postcode Lottery Trust	13,520	-	(13,551)	31	-
050: HEATHROW FOUNDATION FUND Continued Project. Funded by Heathrow Community Fund	8,017	20,500	(27,558)	-	959
052: FIA FOUNDATION Completed Project. Funded by FIA Foundation	960	29,094	(30,067)	13	-
054: Clean Air Communities UK Continued Project Funded by Esmée Fairbairn	-	57,115	(23,130)	-	33,985
Total Restricted Funds	<u>22,497</u>	<u>130,382</u>	<u>(125,155)</u>	<u>7,220</u>	<u>34,944</u>
Total Funds	<u>203,345</u>	<u>239,902</u>	<u>(262,657)</u>	<u>=</u>	<u>180,590</u>

LONDON SUSTAINABILITY EXCHANGE

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31ST MARCH 2018

10. FUNDS STATEMENT (continued)

012: Cleaner Air 4 Communities, funded by the *Trust for London* enables us to help communities address pollution in their neighbourhood and helps us develop a mass movement for change to address pollution in our City. This project was completed in December 2017.

044: Big Energy Saving Network, funded by *NEA (National Energy Action)*, has seen us reaching out to vulnerable energy consumers in eligible third sector organisations and community groups, focussed on helping them reduce their energy costs through assisted action on tariffs, switching and the take up of energy efficiency offers. This project was completed in March 2018.

046: Wandsworth Breathes, funded by *The Western Riverside Environmental Fund* and managed by *Entrust Wandsworth*. This is a project funded by Landfill Communities fund to support environmental improvements in Wandsworth. This project was completed May 2017.

049: Pollinator Paths, funded by *Postcode Lottery Trust*, aims to increase growing and biodiversity by planting for pollinators in community gardens and at home in the London Borough of Wandsworth. This project was completed in December 2017.

050: Warmer Homes / Faith & Power, funded by *Heathrow Communities Fund* seeks to tackle fuel poverty through low-tech retrofits and other advice/materials, through trained community champions. Warmer Homes completed January 2018,

052: Cleaner Air 4 Schools International, funded by *The FIA Foundation* involves working with one primary school in Southwark and supporting international partners in Nairobi, Kenya and New Delhi, India to deliver a cleaner air for schools programme based around our Toolkit, which we are updating. Project was completed in March 2018.

054: Cleaner Air 4 Communities England, funded by *Esmée Fairbairn* involves working with community groups and other stakeholders in Derby, Nottingham, Birmingham, Leeds and Southampton to help improve awareness and understanding of air quality alongside the implementation of Clean Air Zones. Completion is expected in December 2018.

For prior year fund analysis this is available in the 2017 published financial statements which are available at companieshouse.gov.uk.

LONDON SUSTAINABILITY EXCHANGE

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31ST MARCH 2018

11. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
Fund balances at 31 March are represented by:				
	-	-	-	2,658
Fixed assets				
Net current assets	145,646	34,944	180,590	206,003
Net assets	<u>145,646</u>	<u>34,944</u>	<u>180,590</u>	<u>206,003</u>

For prior year fund analysis this is available in the 2017 published financial statements which are available at companieshouse.gov.uk.

12. LIABILITY OF TRUSTEES

The charity is constituted as a company limited by guarantee. In the event of the charity being wound up members are required to contribute an amount not exceeding £1 per member.

13. OPERATING LEASE COMMITMENTS

	2018 Other £	2017 Other £
Annual commitments under non cancellable operating leases are as follows:		
Less than one year	-	-
	<u>-</u>	<u>-</u>

14. RELATED PARTY TRANSACTIONS

We received £8,672 (2017: £9,994) from Western riverside Environmental Fund which is administered by Groundwork London. Lindy Kelly who was our Vice Chair (resigned in May 2018) is Executive Director of Groundwork London.

List of tasks

		What needs doing	More details	Who can help	Priority / timeframe
1	Faith & Utilities: Green Mosques	Support Green Mosques delivery, attending events giving energy advice. Training provided.	Fuel poverty project working with Mosques. Dates: 11 Jan (Tooting); 12 Jan (Balham). Others TBC at Croydon & Greenwich	Abshir	HIGH priority. Events over Jan & Feb
2	Warmer Homes	Analysis of data for the our (just finished) fuel poverty retrofit project	Energy efficiency measures have been intalled in homes, we are at the stage of analysis and reporting	Abshir	High priority. To be completed by end of Jan
3	Cleaner Air 4 Communities (National)			Kyvely	
4	Faith & Power (Heathrow Commuities Fund)	Desk based research (lit. review), attending focus groups, analysis.	Working with Sikh and Hindu communities to expore attitudes and behaviours towards energy use in the home	Ben	Focus groups to take place in Feb, conclude project in March
5	London Plan consultation event	Event organisation	Funded by utility partners, public consulation concerning water and energy aspects of the London Plan	Nelly / Samantha	To take place in March
6	Westway Trust: Green infrastructure		Supporting the Westway Trust with a green infrastructure options. Supporting a workshop	Thiago	
7	Sustainable City Awards	Helping secure sponsors, venues and event management	Annual awards ceremony (in July) recognising sustainable organisations and companies	Nelly	
8	GTTS	Calling organisations to book support activities, attending and writing up audits		Thiago	

1	GDPR		General Data Protection Regulation comes into force in May. LSx need to bring systems and practices in line!	Ben	May
2	Info Sheets	Check through info sheets for parity and style. Check that: The most recent and up to date versions are on the website and that all news projects have an info sheet for 2018		Gail	
3	Case Studies	1. Case studies (long and short) to be finalised and proof read		Gail	
4		2. Case studies to be uploaded to project pages and uploaded and linked on website		Ben	
5		3. Develop new case studies: Pollinator Pathways and Faith & Power.		Ben/Megan	
8	Bulletin	Collect and write stories for the LSx bulliten		Nelly	
9	Contribute a blog	Anything you want to say / write / publish about sustaianability. Remember though, we are politically neutral. Look to LSx blog for ideas and inspiration		Nelly	
12	Update social media	Providing secondary support to Comms	Ensure the social media (Facebook and twitter regularly)	Nelly	
13	Update the website	Ensure the website are up-to date. Add Abshir and Megan Biography + upload Pollinator Path blog		Nelly	
14	CRM contact list	Help compile the CRM contact list		Nelly	