



Cabinet Office

## **CARBON REDUCTION PLAN GUIDANCE**

### **Notes for Completion**

Where an In-Scope Organisation has determined that the measure applies to the procurement, suppliers wishing to bid for that contract are required at the selection stage to submit a Carbon Reduction Plan which details their organisational carbon footprint and confirms their commitment to achieving Net Zero by 2050.

Carbon Reduction Plans are to be completed by the bidding supplier entity and must meet the reporting requirements set out in supporting guidance, and include the supplier's current carbon footprint and its commitment to reducing emissions to achieve Net Zero emissions by 2050.

The Carbon Reduction Plan should be updated regularly (at least annually) and published and clearly signposted on the supplier's UK website. It should be approved by a director (or equivalent senior leadership) within the supplier's organisation to demonstrate a clear commitment to emissions reduction at the highest level. Suppliers may wish to adopt the key objectives of the Carbon Reduction Plan within their strategic plans.

A template for the Carbon Reduction Plan is set out below. Please complete and publish your Carbon Reduction Plan in accordance with the reporting standard published alongside this PPN.

# Carbon Reduction Plan Template

Supplier name: Smith Consult Limited

Publication date: 02/11/2021

## Commitment to achieving Net Zero

Smith Consult Limited is committed to achieving Net Zero emissions by 2030.

## Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

<b>Baseline Year: 2020</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
2020 is the first year for our baseline emissions.  Smith Consult began data monitoring and collation at the beginning of 2020 to ensure a complete year of related data from which to baseline. Covid 19 was an unexpected event during that year. Whilst the impact of Covid 19 has been widespread in the world, the company has been able to operate successfully and with minimal changes, with the exception of home working for all our staff. On reviewing the data, the difference between home and office working is small enough to warrant using 2020 as our baseline year for Scope 1, 2 and 3 emissions.	
<b>Baseline year emissions: 2020</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
Scope 1	<b>1.545</b>
Scope 2	<b>1.527</b>
Scope 3 (Included Sources)	<b>40.523</b>
<b>Total Emissions</b>	<b>43.595</b>

## Current Emissions Reporting

Reporting Year: 2021 (projected)	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	1.391
Scope 2	1.374
Scope 3 (Included Sources)	36.876
<b>Total Emissions</b>	<b>39.641</b>

## Emissions reduction targets

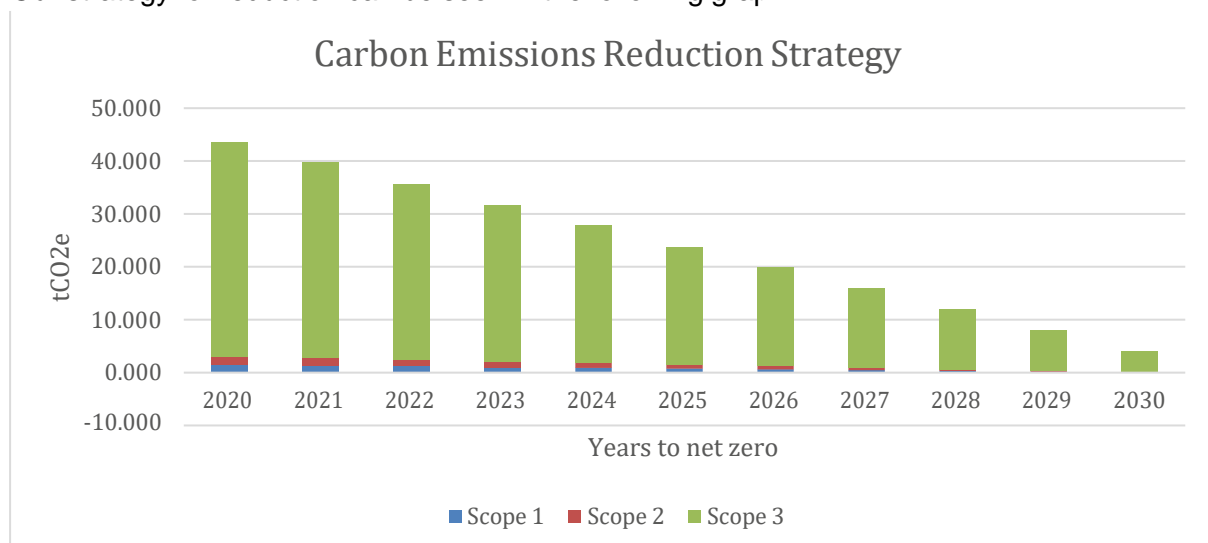
In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

Smith Consult commit to an absolute reduction in Scope 1 and 2 emissions by 2030. Reduce by 100% using 2020 as our baseline year and 2030 as our target year.

We commit to a 90% in Scope 3 emissions by 2030 using 2020 as our baseline year and 2030 as our target year.

We project that carbon emissions will decrease over the next ten years to 4.052 tCO<sub>2</sub>e by 2030. This is a reduction of 91%.

Our strategy for reduction can be seen in the following graph.



# Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been implemented since the 2020 baseline.

- Installation of 6.46KW PV array consisting of 17 panels on the roof of our office building in Clevedon.
- Transition of company vehicles to electric.
- Reduction in office waste.
- Increase in virtual meetings resulting in a reduction in company travel.
- Installation of metering system to analyse energy wastage at our office.
- Installation of LED energy efficient lighting at our office.
- Investment in solar farm located in India, supporting developing economy and rural community. Focus on circular world economy. India is in the top 5 emitters of carbon.

The carbon emission reduction achieved by these schemes will be calculated in our 2021 assessment at the end of the year and we estimate a reduction of circa 10% in our emissions.

In the future we hope to implement further measures such as:

- Installation of electrical vehicle charging linked to our PV array.
- On site energy storage.
- Further waste reduction.
- Further staff engagement with net zero goal.
- Introduction of timed switches on water storage devices.
- Solar thermal hot water storage.
- Introduction of salary sacrifice scheme to facilitate electric car purchase for staff.
- Introduction of absence and presence detection for lighting.

## Energy *Actions*

### Energy background *Actions*

Continue to encourage a culture of everyone switching off unused equipment

### Heating, cooling, control, insulation *Actions*

Continue having air source heat pumps serviced every six months

Plan upgrading of the 15-year-old air source heat pumps, now near the end of their design life

Research which type and model of ASHP would now be most suitable

As part of the ASHP upgrade, design a more efficient ventilation system (either mechanical or natural/passive)

Consider installing reversible reflective film to windows, either applied directly or in the form of blinds, to reduce heat-loss / solar gain

Review building insulation: check whether any of the wall cavities have been filled

Check whether roof insulation can be improved or any added

After making insulation improvements, repeat infrared scan of building exterior

### Electrical equipment *Actions*

Look into updating the water heaters. Do they still work well? Are notably more efficient models now available?

Add timers to water heaters so that they're turned off overnight

Look into purchasing a drying cabinet to go in the changing room for drying cycling kit

### Lighting *Actions*

Consider fitting presence sensors to control room lighting automatically

### Refrigeration *Actions*

## Travel *Actions*

### Vehicles / travel *Actions*

Continue the 'salary sacrifice' scheme for staff wishing to purchase an electric vehicle

Set up EV charge points on site

Post-Covid, look into encouraging ride-sharing as a viable mode of commuting transport

### Commuter travel / Visitor travel *Actions*

Go ahead with plan to purchase a drying cabinet for cyclists' & runners' clothing

Periodically (eg. quarterly) conduct a commuting survey

Start a visitor log: record how far and by what means each visitor travels

## Waste *Actions*

Conduct a waste audit

Formalise and normalise the separation, collection, and treatment of solid wastes

Look into installing a vermicularium to process food waste from the kitchen

Consider drawing up a simple waste minimisation programme

## Water *Actions*

### Water supply *Actions*

Log from each water bill the quantity purchased

### Bathroom / kitchen water *Actions*

Check the flush volume of all toilets

If flush volume is excessive on older toilets, consider using a brick, hippo, or filled water bottle to reduce it

### Effluent /Sewerage *Actions*

Check on a water bill the percentage of mains water assumed to go to sewer (usually 95%)



## Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard<sup>1</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>2</sup>.

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard<sup>3</sup>.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

### Signed on behalf of the Supplier:

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MELANIE SMITH

Date: 23/10/2021  
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<sup>1</sup> <https://ghgprotocol.org/corporate-standard>

<sup>2</sup> <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

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<sup>3</sup> <https://ghgprotocol.org/standards/scope-3-standard>