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

Supplier name: Energy Saving Trust

Publication date: October 2021

Commitment to achieving Net Zero

Energy Saving Trust is committed to achieving Net Zero emissions by 2050.

Energy Saving Trust is at the beginning of our Net Zero journey; we are currently in the process of gathering and analysing robust baseline data, building an ambitious and practical decarbonisation strategy and assessing what Net Zero means to us.

Although we are initially committing to Net Zero emissions by 2050, this is a minimum guaranteed commitment that we plan to supersede in a comprehensive strategy in the coming months. Once published in October 2021, we will use the Science-Based Targets Initiative (SBTi) 'Net Zero Standard' paper to help benchmark our understanding of the concept and set more ambitious goals.

Our mission is to lead our field in taking action to drastically, innovatively and continually reduce our scope 1, scope 2 and scope 3 emissions while setting high ethical and moral standards as to what we believe achieving Net Zero really is. Furthermore, we will use our industry expertise to stringently assess the efficacy of any technologies or schemes we use to offset residual emissions.

Baseline Emissions Footprint

Baseline Year: 01.04.2020 – 31.03.2021
Additional Details relating to the Baseline Emissions calculations.
We acknowledge that the data gathered from our baseline year (financial year 2020 – 2021) does not represent pre-pandemic business as usual. Due to the COVID-19 pandemic, all Energy Saving Trust offices lay vacant, almost all employees worked from home, commuting ceased and business travel almost entirely halted through the entirety of our baseline year. Our emissions footprint for 20-21 financial year was significantly smaller than if we were able to use data from the previous (pre-pandemic) 19-20 financial year. Most of the emissions reduction between those two years would be generated from Government-mandated COVID-19 response (ie. lockdowns, travel restrictions).   As we emerge into a new working world from COVID-19, we recognise that some of the emissions footprints from certain areas (office working, business travel) may begin to rise again.

Despite data from the financial year 20-21 not being entirely representative of business as usual, we have made the considered decision to use this data as out baseline year because;

- It is the most complete emissions data set that we have. We do not have a full emissions data set from financial year 19-20.
- We are prioritising beginning our journey towards Net Zero now instead of waiting another year to collect baseline data that may or may not be more representative of business as usual. We believe progress towards Net Zero is urgent.
- We believe it is impossible to predict the course of the COVID-19 pandemic; Government-mandated policies to curb the pandemic may continue to effect our emissions through financial year 21-22.
- We believe re-emerging to a new business as usual from the COVID-19 pandemic presents a good opportunity to implement new policies to decarbonise our operations.

Baseline year emissions:

EMISSIONS	TOTAL (tCO$_2$e)
Scope 1	0.93
Scope 2	65.89
Scope 3*	2841.25
Total Emissions	2908.07

Included sources: Business Travel, Employee Commuting (inc. Working From Home), Fuel- and Energy Related Activities, Investments, Processing of Sold Products, Purchased Goods and Services, Upstream Transportation and Distribution, Waste Generated in Operations.

Current Emissions Reporting

Reporting Year: 2020-2021	
EMISSIONS	TOTAL (tCO$_2$e)
Scope 1	0.93
Scope 2	65.89
Scope 3*	2841.25

Total Emissions	2908.07

Included sources: Business Travel, Employee Commuting (inc. Working From Home), Fuel- and Energy Related Activities, Investments, Processing of Sold Products, Purchased Goods and Services, Upstream Transportation and Distribution, Waste Generated in Operations.

Emissions Reduction Targets

In order to achieve Net Zero by 2050, we have adopted the following carbon reduction targets:

1. We commit to reduce absolute scope 1 and scope 2 GHG emissions 42% by 2030 from a 2020-2021 baseline

2. Continue to measure and reduce our scope 3 emissions.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2020/21 baseline. The carbon emission reduction achieved by these schemes will be calculated after the current financial year is over.

IT Infrastructure

In July 2021, we finished the migration of our IT systems onto Microsoft Azure. We selected Microsoft as a supplier in part because of their decisive actions to decarbonisation; Microsoft has a commitment to being carbon negative by 2030 and to backdate the removal of their atmospheric emissions since the 1970's by 2050. Azure also allows us to better monitor emissions associated with each server and cloud platform and save energy by shutting down services when not in use.

Management Systems

Energy Saving Trust maintain ISO 14001 certification supported by an environmental management system and ISO 50001 certification supported by an energy management system. Since April, we have been reviewing all management system documents and have updated many policies and procedures, including the Energy Using Device Procedure and Sustainable Travel Hierarchy, to reflect our commitment to Net Zero. We are also working on improving the data quality for our annual reviews which will help us set better targets for our continual improvement.

Sustainability Group

The Sustainability group works internally to engage colleagues in actions that reduce emissions and influence company environmental and decarbonisation policies. The group has recruited six new members since April and has therefore increased capacity to generate positive change.

In 2021, the Sustainability Group collaborated with our People Team to introduce a mandatory objective for all employees to strengthen our organisational commitment to sustainability. To embed our strong cultural commitment to decarbonisation, a sustainability video is a mandatory part of the Energy Saving Trust induction process.

In July, we launched a new Sustainability Page on our intranet – a central platform for all employees to access our environmental content and resources.

Activities carried out by the group since the baseline year include a cycle to work competition, two quarterly newsletters, three blogs, three Podchat sessions (lunchtime discussion on a sustainability podcast) and three Lunch and Learn webinars. The topics that have been covered in these employee engagement sessions have been:
- Five reasons to give cycling a go on Cycle to Workday
- Plastic Free July
- International Day for the Fight against Illegal, Unreported and Unregulated Fishing
- Decarbonising Rail – Hydrogen, Batteries and Electrification
- Vermicomposting - from global warming to global worming?
- How to estimate your carbon footprint

MEASURE | PLAN | ACT

In 2021, we launched our digital MEASURE Tool that allows us to calculate scope 1, 2 and 3 emissions and store all emissions-related activity data in one location. The MEASURE Tool follows the methodology outlined in the Greenhouse Gas Protocol. Its engine performs fully automated calculations, it includes an in-built inventory quality framework, supports gap analysis, and provides the capability for granular data analysis via interactive visual data dashboards. The dashboards also provide the ability to track emissions over time and compare emissions from any scope, sub-scope, supplier, office or other variable across any period.

Initially, we only utilised the MEASURE Tool to calculate and monitor our own emissions but have expanded its remit for commercial utilisation. We are now working with clients to support their full scope 1-3 emissions accounting as part of our holistic MEASURE | PLAN | ACT service. We provide A-Z support for organisations on their journey to net zero and provide additional services alongside the MEASURE Tool, including interactive dashboards, action plans, strategies and project management tools all hosted on an online hub.

Office Renewable Energy Tariff

In August 2021, we switched our Edinburgh office energy tariff to 100% renewable energy.

Net Zero Task Force

In June 2021, we created an internal action group, sponsored by the Chief Executive and led by a member of the Senior Leadership Team, to direct and drive our organisation towards Net Zero. The group represents a diverse collective of our organisational expertise, including our; Environment and Quality Officer, Senior Insight and Analytics Consultant, Evaluations Managers, Head of IT and Finance Director.

Identification of Future Areas of Action

We have identified and commit to action in the following areas;

- Cease our lease of the single diesel vehicle operated by the organisation
- Develop and launch loan scheme for our employees to implement energy efficiency measures at home
- Continue flexible working practices to reduce emissions from commuting
- Develop plans to encourage more sustainable commuting practices
- Update our procurement strategy to include detailed carbon reporting and management requirements for our suppliers
- Update our business travel policy
- Develop guidelines on carbon efficient homeworking practices
- Develop new office selection criteria
- Develop sustainable office practices by implementing water and waste policies.

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[1] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[2].

Scope 1 and Scope 2 emissions have also 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[3].

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:

Date: October 2021.

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[1] https://ghgprotocol.org/corporate-standard
[2] https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting
[3] https://ghgprotocol.org/standards/scope-3-standard