

# Carbon Reduction Plan

T Sumner Smith Ltd

Publication date: 25.07.2023

## Commitment to achieving Net Zero

T Sumner Smith Ltd is committed to achieving Net Zero emissions by 2035.

## 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: April 2018 to March 2019</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
<p>This is T Sumner Smiths first formal report on emissions and our carbon reduction plans and achievements.</p> <p>The baseline year of 2018/19 has been selected to more accurately reflect working practices that were in place prior to the pandemic and the resultant changes in our methods of working that have recently been implemented which have significantly reduced our carbon footprint.</p> <p>As a small SME providing professional services our main source of emissions is limited to heating (electric) and power usage for our office, incidental business and commuter millage incurred by staff and the negligible office waste that we produce.</p>	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL for 2018/19 18.58 tCO<sub>2</sub>e</b>
<b>Scope 1</b>	TSS does not operate a vehicle fleet, does not produce emissions from manufacturing or other operations. All our energy is Scope 2 below: Purchased Electrical Energy.
<b>Scope 2</b>	Purchased Electricity: <b>11.36 tCO<sub>2</sub>e</b>
<b>Scope 3</b>	<b>75.1 tCO<sub>2</sub>e</b> <u>Included Sources</u> Our Scope 3 carbon emissions of 7.22 tCO <sub>2</sub> e derive from the following categories:

	<ul style="list-style-type: none"> <li>• Business Travel 17.86 tCO<sub>2</sub>e</li> <li>• Employee Commuting 56.52 tCO<sub>2</sub>e</li> <li>• Waste generated in operations 0.72 tCO<sub>2</sub>e</li> </ul> <p>The nature of the business means that no physical products are transported in or out of the business either directly or by third parties. Therefore, we do not generate Upstream Transportation and Distribution nor Downstream Transportation and Distribution emissions.</p>
<b>Total Emissions</b>	<b>86.46 tCO<sub>2</sub>e</b>

## Current Emissions Reporting

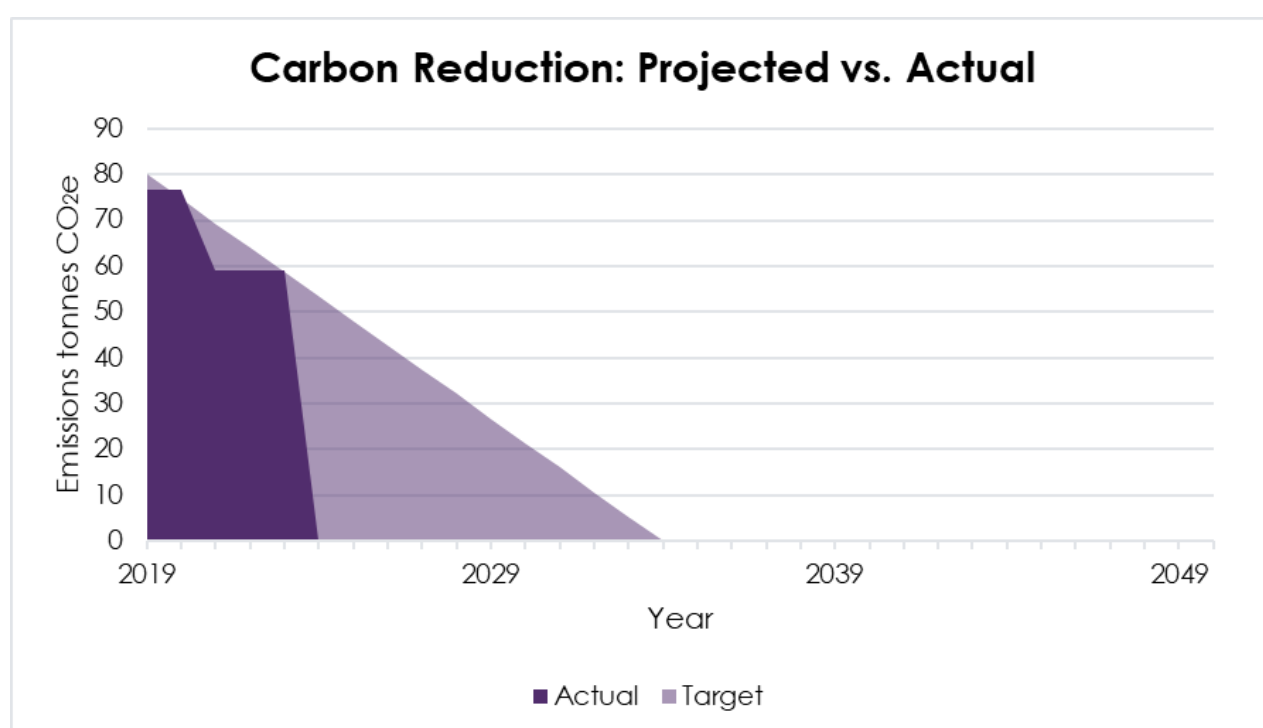
<b>Reporting Year April 2022 to March 2023</b>	
<b>EMISSIONS</b>	<b>Total 59.07 tCO<sub>2</sub>e</b>
<b>Scope 1</b>	TSS does not operate a vehicle fleet, does not produce emissions from manufacturing or other operations. All our energy usage is included in Scope 2 - Purchased Electrical Energy, and business travel emissions have been included in Scope 3.
<b>Scope 2</b>	Purchased Electricity <b>9.51 tCO<sub>2</sub>e</b>
<b>Scope 3</b>	<p><b>49.56 tCO<sub>2</sub>e</b></p> <p><u>Included Sources</u></p> <p>Our Scope 3 carbon emissions of 6.5 tCO<sub>2</sub>e derive from the following categories:</p> <ul style="list-style-type: none"> <li>• Business Travel 13.95 tCO<sub>2</sub>e</li> <li>• Employee Commuting 34.89 tCO<sub>2</sub>e.</li> <li>• Waste generated in operations 0.72 tCO<sub>2</sub>e.</li> </ul> <p>The nature of the business means that no physical products are transported in or out of the business either directly or by third parties. Therefore, we do not generate Upstream Transportation and Distribution nor Downstream Transportation and Distribution emissions.</p>
<b>Total Emissions</b>	<b>59.07 tCO<sub>2</sub>e</b>

## Emissions reduction targets

T Sumner Smith is fully committed to reducing our carbon output to net zero by 2035, which is 15 years' ahead the Government target of 2050.

We have reduced our total annual carbon emissions from 86.46 in 2018/19 (Base Year) to 59.07 for 2022/23 (Current Year) which has resulted in a 31.67 percent reduction in our carbon emission. We also anticipate that we will secure a further 5 to 10 % reduction of 4.3 to 8.6 tCO<sub>2</sub>e against the baseline within the next 5 years'.

Progress against these targets can be seen in the graph below:



## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2018/19 baseline. The carbon emission reduction achieved by these schemes equate to 27.39 tCO<sub>2</sub>e a reduction against the 2018/19 baseline measures. These measures will therefore be in effect when performing the contract.

Our completed carbon reduction initiatives include:

- **Office rationalisation:** reduction from two to one office - thereby halving energy costs (Pre-Baseline)
- **Instantaneous hot water:** for tea/coffee making facilities.

- **Low energy Lighting**
- **Sectional/ area & personal lighting.**
- **Movement Sensors (PIR):** movement enabled lights in toilets and corridors
- **Low energy dishwasher:** with usage limited to single daily use (IE Full Load)
- **Paperless office:** photocopying is limited and staff have to record and justify the number of copies produced, provision electronic notebooks, PDAs and bespoke/inhouse smartphone applications etc.
- **Travel Policy:** priority for use of public transport and car sharing.
- **Waste Minimisation:** ban on disposable items and single use plastics, standardisation of office and electronic equipment to reduce level of replacements (EG Phone Charges)
- **Waste Recycling:** all our office paper (PAMs), plastic, cans and packaging waste are all recycled.
- **Removal of bottled water facility:** use of chilled tap water
- **Reusable Water/Drink Vacuum Bottles:**
- **Electronic Waste:** all our redundant electronic items are reused (donated) or recycled.
- **Working from Home:** reduction in commuting travel
- **Electronic meetings:** reduction in business travel
- **Video enabled site/inspection meetings:** use of pre-prepared and live video links and photographs to enable video meetings to take place – thereby reducing travel by project team members.
- **ISO 14001:** Certificate Number : 198922012

## Planned /Proposed Carbon Reduction Initiatives

A major planned investment is for the renewal of the roof to our office. We are therefore taking this opportunity upgrade the roof insulation and to install solar panels.

We are also proposing to implement the following initiatives within the next 5 years in striving to achieve net zero by 2035.

Planned Initiatives:

- **Solar Panels:** renewal of office roof covering, upgrading of roof insulation and provision of solar panels.
- **Green Electricity:** we intend to source 100% green electricity when our current contractual arrangements expire.
- **Scope 3 Carbon Footprint:** Grey Fleet
- **Electric Cars:** provision of electric powered pool car for business travel
- **Recharging Point:** provision of car recharging facility in office car park

- **Bicycle:** provision of office bike for short journeys (EG sandwich shop)
- **Home /Remote Working:** extension of home / remote working and investment in requisite technologies etc.
- **Commuting Travel Audit:** Identification of initiatives such as car sharing, start/completions times.
- **Adoption of Science Based Targets :** identification of further initiatives /3<sup>rd</sup> Party Audits
- **UK Climate Hub:** seek membership.

## 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 and uses the appropriate Government emission conversion factors for greenhouse gas company reporting.

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.

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:

...  ...S.Pollard – HSEQ Manager.....

Date: .....25.07.23