

# Carbon Reduction Plan

Supplier name: T Sumner Smith Ltd

Publication date: November 2024

## Commitment to achieving Net Zero

T Sumner Smith 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.

### Baseline Year: 2018-19

### Additional Details relating to the Baseline Emissions calculations.

#### **Baseline**

*The baseline report below for 2018/19 was TSS first formal report on emissions and our carbon reduction plans and achievements. The baseline year of 2018/19 was selected to more accurately reflect working practices that were in place prior to the COVID-19 pandemic, and the resultant changes in our methods of working and environmental initiatives that have since been implemented which have significantly reduced our carbon footprint.*

#### **Baseline Content**

*As a small SME providing professional services means that our main source of emissions is very much limited to heating (electric), lighting and power usage for our office, incidental business and commuter milage incurred by staff and the negligible office waste that we produce.*

#### **Baseline Emissions Footprint**

*Baseline emissions set out below are a record of the greenhouse gases that have we have produced in the past prior to the introduction of our strategies to reduce emissions. Baseline emissions therefore provide a reference point against which our emissions reduction initiatives and targets can be measured.*

|                                   |   |
|-----------------------------------|---|
| <b>Baseline year emissions:</b>   |   |
| <b>EMISSIONS</b>                  | <b>TOTAL (tCO<sub>2</sub>e)</b>   |
| <b>Scope 1</b>                    | 0<br>TSS does not operate a vehicle fleet, does not produce emissions from manufacturing or other operations. All our energy usage is Scope 2 below: Purchased Electrical Energy.   |
| <b>Scope 2</b>                    | <b>11.36 tCO<sub>2</sub>e</b>   |
| <b>Scope 3 (Included Sources)</b> | <b>109.14 tCO<sub>2</sub>e</b><br><u>Included Sources</u><br>Our Scope 3 carbon emissions of 109.14 tCO <sub>2</sub> e derive from the following categories: <ul style="list-style-type: none"> <li>• Business Travel (Train/Car/Bus) 17.86 tCO<sub>2</sub>e</li> <li>• Employee Commuting (Train/Car/Bus) 90.56 tCO<sub>2</sub>e</li> <li>• Waste generated in operations 0.72 tCO<sub>2</sub>e.</li> </ul> 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. |
| <b>Total Emissions</b>            | <b>120.50 tCO<sub>2</sub>e</b>  |

### Current Emissions Reporting

**Reporting Year: 2024**

| EMISSIONS                  | TOTAL (tCO <sub>2</sub> e)    |
|----------------------------|-------------------------------|
| Scope 1                    | 0                             |
| Scope 2                    | 10.51 tCO <sub>2</sub> e      |
| Scope 3 (Included Sources) | 71.12 tCO <sub>2</sub> e      |
| <b>Total Emissions</b>     | <b>81.63 tCO<sub>2</sub>e</b> |

### Emissions reduction targets

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

We project that carbon emissions will decrease over the next five years to **5.0 tCO<sub>2</sub>e** by 2030. This is a reduction of **10%**

### 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 38.87 tCO<sub>2</sub>e, a 32%ge reduction against the 2018/19 baseline and the measures will be in effect when performing the contract

- **FOCUS Management System:** the introduction and development of our bespoke multi-faceted F0cus Management System and its replacement of less streamlined systems has reduced the number of staff required both directly by ourselves and our clients. Thereby providing a reduction in carbon output by virtue of the operational economies, efficiencies and the reduced headcount.
- **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

### **Future carbon reduction initiatives**

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

- **Upgrade Roof Insulation:** renewal of office roof covering and insulation
- **Solar Panels:** consider provision of solar panels.
- **Green Electricity:** we intend to source 100% green electricity when our current contractual arrangements expire.
- **Grey Fleet:** promote / incentivise use of hybrid and full electric vehicles
- **Electric Car Charging Points:** 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.
- **Annual Commuting Travel Audits:** Identification of further initiatives such as car sharing, start/completions times.
- **Annual Recycling & Waste Minimisation Review:** material sustainability & usage
- **Adoption of Science Based Targets:** identification of further initiatives /3<sup>rd</sup> Party Audits
- **External Advice / Support :** seek UK Business Climate Hub Membership

## Declaration and Sign Off

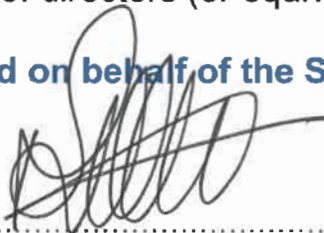
This Carbon Reduction Plan has been completed in accordance with PPN 006 and associated guidance and reporting standard for Carbon Reduction Plans.

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:**



Date: 27 Oct 2025

Nick Smith, Managing Director

<sup>1</sup> <https://ghgprotocol.org/corporate-standard>

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

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

