

# Carbon Reduction Plan

## Reporting Period: January 2025 to December 2025

January 2026

**Public**



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## Commitment to achieving Net Zero

T Sumner Smith Ltd (TSS) is fully committed to achieving Net Zero emissions by 2035.

As set out in this report, we have already reduced our carbon emissions by over 30 percent in the last three years (as measured against our 2018/19 baseline year); and, we also have a detailed robust carbon reduction plan in place that is monitored and reviewed annually to ensure that we meet both our short and long term carbon reduction targets.

## 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 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.

BASELINE YEAR EMISSIONS: 2018/19	
<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 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>	<p>Travel &amp; Waste: <b>109.14 tCO<sub>2</sub>e</b></p> <p><u>Included Sources</u></p> <p>Our Scope 3 carbon emissions of 109.14 tCO<sub>2</sub>e derive from the following categories:</p> <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> <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>120.50 tCO<sub>2</sub>e (2018-19)</b>

## Current Emissions Reporting: January 2025 to December 2025

REPORTING YEAR: January 2025 to December 2025	
<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>8.81 tCO<sub>2</sub>e</b>
<b>Scope 3</b>	<p>Travel &amp; Waste: <b>74.5 tCO<sub>2</sub>e</b></p> <p><u>Included Sources</u></p> <p>Our Scope 3 carbon emissions of 74.5 tCO<sub>2</sub>e derive from the following categories:</p> <ul style="list-style-type: none"> <li>• Business Travel 13.91 tCO<sub>2</sub>e</li> <li>• Employee Commuting 60.29 tCO<sub>2</sub>e.</li> <li>• Waste generated in operations 0.30 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>83.31 tCO<sub>2</sub>e (2025)</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 of **120.50 tCO<sub>2</sub>e** in 2018/19 (Base Year) to **83.31 tCO<sub>2</sub>e** for 2025 (Previous Year Outturn), which has resulted in a **37.19 tCO<sub>2</sub>e (32.40 percent) reduction** in our carbon emission. We also anticipate that we will secure a further 5 to 10 % reduction of 2.5 to 5.0 tCO<sub>2</sub>e against the baseline within the next 5 years.

**Note:** As with most organisations, our net zero targets do not include for staff commuter travel undertaken in private vehicles for which we do not have direct control. However, we have still nevertheless managed to reduce our staff carbon output from commuting by over 30 per cent over the last 5 years due to changes in our policies and strategies. With these adjustments to our working practices having included for initiatives such as facilitating changes in staff commuting practices, such as hybrid and home working arrangements, flexible start and finish times to facilitate changes to more sustainable modes of transport used, use of more efficient and less polluting vehicles and by other associated initiatives.

It should also be noted that these changes in working and employment practices, whilst having served to reduce our carbon footprint have also resulted in improved productivity and enhanced employee job satisfaction.

Consequently, in building on these marked and demonstrable productivity and sustainability achievements, we have therefore also recently undertaken a further and more detailed travel audit and are currently considering the results of the audit and staff feedback received in exploring additional ways to facilitate, encourage and Incentivise staff to further reduce their commuting carbon outputs and alternate methods of working to improve their work / life balance, whilst at the same time a securing further efficiencies and overall cost savings etc.

## Suppliers

As part of our commissioning process, albeit it is most often of minimal consequence, we do nevertheless still consider the carbon, wider environmental and social impact when we procure works and services and supplies.

## Staff Empowerment

We actively inform our staff as to environmental, sustainability and social issues that accrue from both our direct operations and the services we provide to our clients, and we also strive to empower and encourage our staff to take action and/or propose initiatives for reducing both our own, as well as our clients and end users environmental impact.

## Environment Management Support

Our staff have supported our clients in developing their carbon reductions plans and correlating fleet and other such data. In addition, TSS, on behalf of our clients, has championed project and cost management practices that provide sustainable solutions, and we have also undertaken carbon and other environmental impacts assessments in providing costed business cases and option appraisals for our clients.

## Management & Governance

Achievement against our greenhouse gas emissions and other environmental measures, outputs and targets are overseen by our managing director; and progress against these carbon reduction, other environmental and social impact targets are also reported to our senior management team (SMT) and company board within the none-financial section of our Performance Dashboards.

## Carbon Reduction Actions

### Completed Carbon Reduction Initiatives

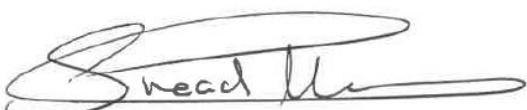
The environmental management improvement measures that have been completed or implemented since the 2018/19 baseline are listed below. The carbon emission reduction achieved by the introduction of these initiatives equate to **37.19 tCO<sub>2</sub>e** reduction against the 2018/19 baseline measured outputs.

- **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**
- **Electric Heating**
- **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.
- **Food Waste Composting:** introduction of separate food waste collections.
- **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 Environmental Management System:** Certificate Number: 198922012
- **Active UK Climate Hub Member.**
- **Energy Reduction:** renewal of office roof covering and upgrading of roof insulation.

### Planned /Proposed Carbon Reduction Initiatives

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

- **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.
- **Annual Commuting Travel Audits:** Identification of further initiatives such as car sharing, start/completions times.
- **Adoption of Science Based Targets:** identification of further initiatives /3<sup>rd</sup> Party Audits



**Signed:** Sinead Maguire, Managing Director

**Date:** 30<sup>th</sup> January 2026