

# Carbon Reduction Plan

Supplier name: CAG Consultants

Publication date: 1 February 2022

## Commitment to achieving Net Zero

CAG Consultants is committed to achieving Net Zero emissions by 2030.

## Baseline Emissions Footprint

<b>Baseline Year: 2019/20</b>		
<b>Additional Details relating to the Baseline Emissions calculations.</b>		
<p>We have used 2019/20 emissions data (from the reporting year which runs from 1<sup>st</sup> April 2019 to 30<sup>th</sup> March 2020) as our baseline. This period gives a more accurate picture of our typical annual carbon footprint, compared with the reporting periods for 2020/21 during which, like many organisations, our business was significantly disrupted by the COVID-19 pandemic, making these unsuitable for use as baseline years from which to measure progress.</p> <p>CAG Consultants has a somewhat atypical operational structure, which results in all emissions being within Scope 3. Since CAG's employee and partners are all home-based and the company owns no vehicles, CAG has no Scope 1 emissions. Although electricity is used in home offices, the purchase of this electricity is not by CAG. CAG therefore has no Scope 2 emissions either.</p> <p>Although emissions from employee teleworking is an optional reporting element, we have included it here due to its relative significance within our overall carbon footprint.</p>		
<b>Baseline year emissions:</b>		
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>	
Scope 1	0	
Scope 2	0	
Scope 3 (Included Sources)	9.4 <b>Included sources:</b>	
	tCO <sub>2</sub> e	Comment
	4. Upstream transportation & distribution	0 Not relevant

	5. Waste generated in operations	0	Although CAG generates waste (e.g. paper), amounts are likely negligible and not separated from household waste so not currently reported
	6. Business travel	2.36	
	7. Employee commuting	0	All staff home-based
	Employee teleworking (optional)	7.05	
	9. Downstream transportation & distribution	0	Not relevant
<b>Total Emissions</b>	<b>9.4</b>		

## Current Emissions Reporting

<b>Reporting Year: 2020/21</b>		
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>	
<b>Scope 1</b>	<b>0</b>	
<b>Scope 2</b>	<b>0</b>	
<b>Scope 3 (Included Sources)</b>	<b>5.81</b>	
	<b>Included sources:</b>	
	tCO <sub>2</sub> e	Comment
4. Upstream transportation & distribution	0	Not relevant
5. Waste generated in operations	0	Although CAG generates waste (e.g. paper), amounts are likely negligible and not separated from household waste so not currently reported
6. Business travel	0.06	
7. Employee commuting	0	All staff home-based

	Employee teleworking (optional)	5.75	
	9. Downstream transportation & distribution	0	Not relevant
<b>Total Emissions</b>	<b>5.81</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 7 tCO<sub>2e</sub> by 2026. This is a reduction of 25% from the baseline year. We aim to achieve a further 25% reduction from the baseline by 2030, i.e. an overall 50% reduction in emissions from the baseline year by 2030. Refinements will be made to these targets over the coming weeks as part of the target-setting process we are going through in the Pledge to Zero initiative.

CAG is a low-emissions business by design with all staff working full-time at home. Other than running home offices, the principal source of emissions is business travel. CAG has a long-standing strict use of transport policy, which limits the emissions from this source.

Efforts to reduce emissions continue, as outlined below. However, the opportunities for significant reduction are relatively limited because of the low emissions way in which the business operates. It is anticipated therefore that a reliance on offsetting to compensate for residual emissions may be necessary sooner rather than later. We anticipate that by 2030 at the latest, all significant opportunities for further reducing emissions will have been taken and net zero (via offsetting the residual emissions) will be feasible at that point.

It should be noted that we are also endeavouring to capture a wider set of emission sources within our carbon footprint than that which is included above, through estimating emissions from all purchased goods and services. We will be taking steps to reduce emissions from these sources too.

## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

Although a very significant reduction in emissions from the baseline was seen in the most recent reporting year, as shown above, this was due to the impacts of lockdowns coupled with a reduction in staff numbers.

CAG has a long-standing environmental management system, which is updated on an annual basis. Actions implemented as part of this process include LED lighting within home offices, reviewing and strengthening our use of transport policy and reviewing the environmental performance of meeting venues used.

In the future we will focus on measures to reduce emissions from our two principal sources:

- Homeworking. We will continue to engage with staff regarding improving the efficiency of equipment used; reducing emissions from the heating of home offices and sourcing energy from renewable sources.
- Business travel. We will seek to capitalise on the changes to business practice which have been brought about by the pandemic. In particular, we will seek to maximise the opportunities to avoid travel for meetings. Our use of transport policy will also be reviewed on an annual basis to ensure that emissions from vehicles are minimised. Particular efforts will be made to reduce emissions from driving, which remain a significant source of our business emissions.

## 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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Date: .....

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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>

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