

# Carbon Reduction Plan 2023-24

Supplier name: ...CAG Consultants....

Publication date: ...June 2024...

## Commitment to achieving Net Zero

CAG Consultants has pledged to achieve net zero emissions by 2030, through the SME Climate Hub, and is counted in the UN Climate Change High Level Champion's Race to Zero campaign.

## 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: 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

<b>Scope 3</b> (Included Sources)	<b>9.4</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	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: 2023-24</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</b> (Included Sources)	See table of included sources below.
<b>Total Emissions</b>	<b>5.17</b>

**Included scope 3 sources:**

	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	1.15	
7. Employee commuting	0	All staff home-based
Employee teleworking (optional)	4.02	
9. Downstream transportation & distribution	0	Not relevant

## Emissions reduction targets

We have committed to achieving net zero emissions by 2030, through the SME Climate Hub, and are counted in the UN Climate Change High Level Champion's Race to Zero campaign.

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

	2019-20	2020-21	2021-22	2022-23	2023-24
Emissions	tCO <sub>2</sub> e	tCO <sub>2</sub> e	tCO <sub>2</sub> e	tCO <sub>2</sub> e	tCO <sub>2</sub> e
Scope 1	0.00	0.00	0	0	0
Scope 2	9.4	0.00	0	0	0
Scope 3	9.4	5.81	4.6	4.24	5.17

Our footprint has increased during 2023-24, compared to the previous two years. This is due to an increase in business travel during that year. CAG took on several projects that required a lot of travel, however it should be noted that the majority was train travel.

Also the number of CAG partners increased (from 7 to 8 partners), which increases our corporate footprint from homeworking emissions.

However it should be noted our income has also increased during this time, and our emissions by income have continued to decrease over time.

## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2019-20 baseline.

- Minimising the use of heating during office hours. Staff have worn thermals and warm clothes during winter months to reduce heating demand. This is not reflected in our footprint because we use an emission factor per FTE.
- Conducting meetings online when possible, and ensuring all CAG quarterly meetings take place at a venue that can be reached by public transport.

In the future we hope to implement further measures included in our environmental policy, such as:

### **Partners' Home working emissions**

Minimise / reduce energy demand

- Improving insulation in the home office
- Minimising the use of heating during working hours

Greener / cleaner energy

- All partners switching to a renewable energy provider using 100% fossil-free energy
- Where boilers need replacing, encouraging partners to change to low carbon alternative, e.g. heat pump
- Generate own electricity where possible e.g. installing solar panels and battery
- Minimising lighting energy e.g. installing LED light bulbs

### **Business travel emissions**

- Continuing to conduct meetings online when possible, rather than travelling to meetings
- Using active travel and public transport for all journeys where reasonably possible and only using private cars when there is no alternative (reason must be stated on the expenses claim).
- Selecting hotels and accommodation with a low carbon footprint. If the hotel doesn't disclose its emissions, look for environmentally-friendly certifications and green travel initiatives.
- Air travel is forbidden for business journeys within mainland UK or for business journeys of less than 500km on mainland Europe, and a strong business case for pursuing any work in locations which require air travel is required, with all such work requiring the agreement of the partnership in advance of it being bid for or taken.

### **ICT emissions**

- When buying equipment or services, make sure the supplier is committed to the 1.5 C goal. This means that they need to have set a target to cut their emissions in half by 2030 and reach net zero by 2050, and they're actively working towards these targets.
- Use CAG's matrix for IT equipment purchasing, which includes important considerations such as repairing products when possible, rather than replacing, and purchasing refurbished equipment where possible rather than buying new (amongst others).

- minimising file storage online – review how long files are required to be stored online after project completion,

**Engaging suppliers:**

- Communicate CAG’s commitment to net zero with suppliers.
- Encourage suppliers to join the UN-backed Race to Zero campaign, or make a commitment to net zero by 2050 and halve emissions by 2030, e.g through the Associate agreement, or sub-contracts with other organisations.

## **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:**

Name: ...Lucy Harbor.....

Position: Partner

Date: ...22.05.24.....

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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>