



Carbon Reduction Plan

Supplier name: **The Environment Partnership (TEP) Ltd**

Publication date: November 2024

Commitment to achieving Net Zero

The Environment Partnership (TEP) Ltd is committed to achieving Net Zero emissions by 2045, but is actively exploring ways to bring this date forward.

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. TEP's baseline year is 01 August 2022 to 31 July 2023.

Baseline Year: 01 August 2022 to 31 July 2023

Additional Details relating to the Baseline Emissions calculations.

TEPs reporting period is aligned with its financial reporting (01 August to 31 July). Our carbon footprint has been calculated in accordance with the main requirements of the ISO 14064-1:018 standard, following recommended best practice for reporting greenhouse gas emissions. Emissions have been calculated in tonnes of carbon dioxide equivalent (tCO₂e) using the appropriate conversion factors provided by DEFRA, in line with the Greenhouse Gas Protocol Corporate Accounting and Reporting standard. Our baseline data accounts for Scope 1, 2 and 3 emissions under our operational control. Our baseline data has been independently analysed by Positive Planet.

Baseline year emissions

EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0 tCO ₂ e
Scope 2	1.97 tCO ₂ e

Scope 3 (Included Sources)	591.79 tCO₂e Business travel: 126.18 Commuting: 156.20 Well to tank & transmissions & distribution: 58.02 Waste: 0.13 Water: 0.02 Paper: 0 Upstream leased assets: 6.77 Procurement: 244.46
Total Emissions	593.76 tCO₂e

Current Emissions Reporting

Reporting Year: 01 August 2023 to 31 July 2024

This data has been independently analysed and verified by Positive Planet and accounts for the emissions of all seven greenhouse gases noted in the UNFCC Kyoto Protocol, and their relative global warming potential values, in line with the UK Government Public Procurement Notice 06/21.

The following notes are relevant to this year's reporting when compared to pre-baseline year emissions:

- Our head office in Warrington has moved to a more energy efficient building.
- We no longer operate company (pool) cars.
- Serviced office and data server emissions are now categorised under Scope 3 (upstream leased assets).
- We are now including emissions from project costs, sub-consultant costs, admin costs and selling costs (excluding staff salaries, NI and taxes).

As a result of the above, emissions for this reporting year are higher as we consolidate data collection.

EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0 tCO ₂ e
Scope 2	1.61 tCO ₂ e

Scope 3 (Included Sources)	564.80 tCO₂e Business travel: 123.78 Commuting: 130.59 Well to tank & transmissions & distribution: 52.02 Waste: 0.18 Water: 0.02 Paper: 0.0 Upstream Leased Assets: 8.32 Procurement: 249.98
Total Emissions	566.41 tCO₂e

Emissions reduction targets

TEP was the first UK environmental consultancy to be carbon neutral under BS PAS2060 and we have maintained that status since the standard was established.

For the period 01 August 2021 to 31 July 2022 we achieved carbon neutral status through the purchase of offset credits, supporting a wind powered project in Pawan, India, and retired them from the offset market. The project is a Verified Emission Reduction project whose emissions have been certified against the requirements of the Verified Carbon Standard (VCS).

We intend to maintain carbon neutral status via PAS2060, or from 1st January 2025 ISO 14068-1:2023 and proceed with the production of science-based targets until we reach Net Zero, in 2045 or earlier.

As an environmental organisation our business values are already well aligned to the low carbon agenda. To continue our progress to achieving Net Zero, we have adopted the following carbon reduction initiatives.

Business wide initiatives:

- We have engaged with specialist consultants, Positive Planet, to help us better understand the requirements and implications of setting science-based targets;
- Our Business Plan Goal 13; Help shape a sustainable and equitable environment, identifies specific objectives and tactics to support our journey to Net Zero;
- We have an Environmental Responsibility Team, which reports to a nominated Director;
- We engage our staff to support, identify and implement low carbon activities and initiatives, through our business processes, regular communications, and sharing 'Tips and Tricks'; and

- We have invested in our processes and IT infrastructure to improve our data gathering and reporting.

Commuting and business travel comprise a significant proportion of our emissions. A range of measures relating to *reducing vehicle emissions* have been adopted:

- We encourage the use of alternative modes of transport such as bus, train and cycle;
- We offer financial incentives to encourage car sharing;
- We promote the improvement of the carbon performance and fuel efficiency of staff owned vehicles, and we support staff in improving driver efficiency;
- We support staff in the reduction of business mileage through improved route planning and work scheduling;
- We provide interest free loans to staff to help with the purchase of electric vehicles;
- We provide and actively encourage uptake of the Ride to Work scheme which provides interest free loans for purchasing a cycle; and
- We implement a Hybrid Working Policy which allows staff to work from home three days per week.

Utilities:

- We pursue the use of electricity from renewable sources in all our offices, although some of these are serviced offices and the decision sits with the landlord/managing agent. We have installed a smart meter in our London office.
- We encourage staff to bring their own lunch to work by providing well equipped kitchens and comfortable break out spaces, to minimise waste (packaging) arising from purchased and take away meals.
- All our offices offer segregated waste and encourage recycling. Our landlords are largely responsible for the collection and disposal of waste, except in the London office, which is managed by the local council.
- We have implemented a battery disposal service to ensure appropriate and reportable disposal of batteries in all our offices.
- We receive summary data from our landlord regarding waste and for the most recent reporting month (October 2024) no waste went to landfill.

We project that carbon emissions will decrease over the next five years to 402 tCO₂e by 2030. This is a reduction of 32%. We are currently reviewing our approach to Net Zero and are working with a suitably qualified consultant to establish both Near-Term and Long-Term Science Based Targets.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

When comparing our baseline and current years emissions it is important to note that our annual turnover has increased and so to our business activities. As a result, our emissions have increased but these are in line with our increased turnover as shown in Figure 1 below. Going forward we intend to collect more refined, higher quality data, giving us confidence in our monitoring and reporting.

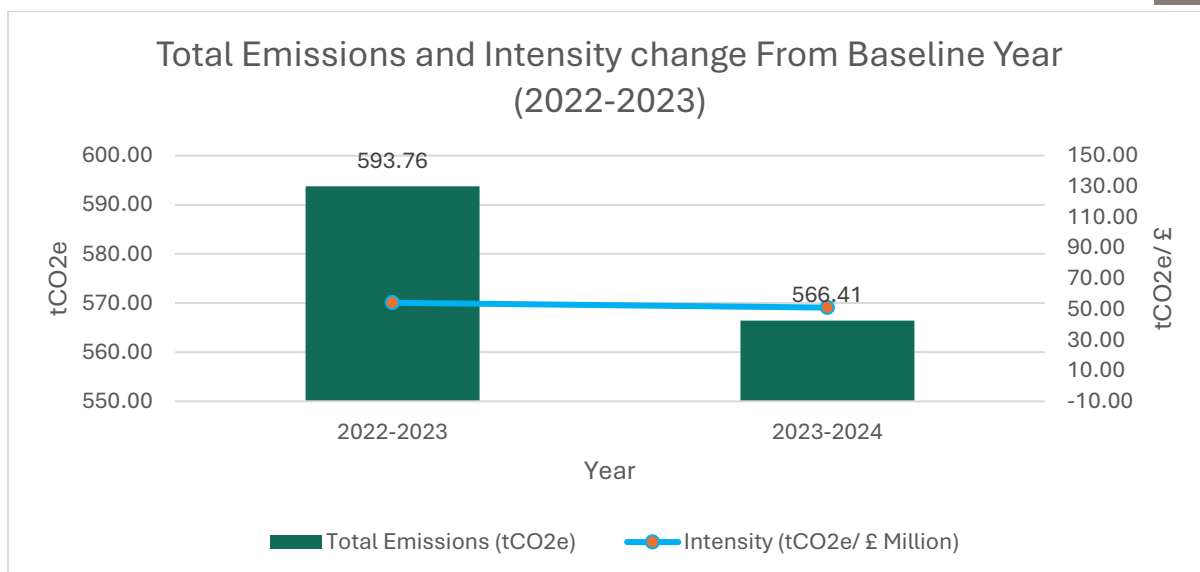


Figure 1 Emissions against Baseline Year

Data presented in Figure 2 below represents information collected to maintain PAS2060 Carbon Neutrality. As part of the carbon reduction plan and review process we acknowledge that higher quality data is required.

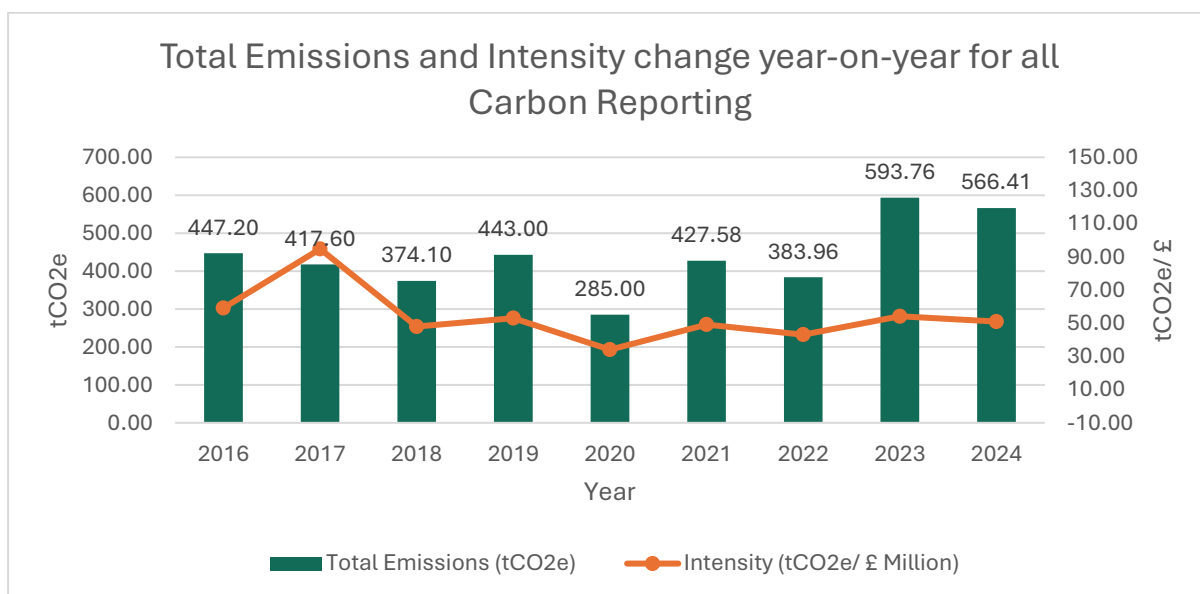


Figure 2 Emissions for all years

The following environmental management measures and projects have been completed or implemented since the 2022 baseline and will continue to be in place when performing the contract. The carbon emission reduction achieved by these schemes equate to **27.34 tCO₂e**, a **4.83%** reduction against the **2022** baseline.

We have maintained our status with the renewal of the following certification schemes;

- ISO 9001:2015 Quality Management System;
- ISO 14001:2015 Environmental Management System; and
- PAS 2060.

We moved our head office premises to Birchwood Park which has supported improvements in our carbon emissions, in the following ways:

- Our new office has fully double glazed windows which are tinted to reduce solar gain. This is further supported by the installation of reflective blinds;
- We have a smaller office footprint which is set up to accommodate 50 workstations as part of the Hybrid Working Policy;
- There is a modern air conditioning/comfort system which is centrally controlled;
- Office lighting is low voltage LED and each bank is fitted with individual PIR sensors to ensure that the lighting is switched off after 20 minutes if there is no movement;
- Our previous three kitchens have been reduced to one which is fitted with modern low energy usage appliances;
- We now have only 35 car parking spaces (previously c 90) which encourages staff to plan their commute more efficiently, including use of a free shuttle bus from the local train station, and reduced fares on local busses;
- EV charging points are available in the office car park; and
- We are part of the Birchwood Park Community which promotes car share schemes through the weekly Parklife Magazine, free cycle hire, showers, and access to a gym.

We have invested in video conferencing facilities in all our offices which has reduced travel between offices.

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

- Encouraging our landlords/managing agents to utilise renewable sources of energy (if not already) and influence their decision making;
- Regular employee engagement to encourage the efficient use of equipment, including switching off when not in use, in the office and at home;
- Reviewing our options to further support staff to switch to electric vehicle use;
- Employee training to limit business travel where possible and where travel is required use more sustainable means of transport where available;
- Renewing inefficient equipment (when at end of life) and actively consider the energy efficiency of equipment when new purchases are required;
- Reviewing our purchased goods (e.g. stationery and equipment) to ensure they are produced, where feasible in a sustainable way;
- Encourage our suppliers and sub-contractors to adopt sustainable practices and improve their own carbon footprint through supplier engagement, procurement policies and contracts.

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 standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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) Standard³.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors.

Signed on behalf of the Supplier:

A handwritten signature in black ink that reads 'Nicola Hancock'.

Nicola Hancock, Director

Date: November 2024

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

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

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