

# Carbon Reduction Plan Template

Supplier name: **Neuven Consult Limited**

Publication date: 31<sup>st</sup> December 2022

## Commitment to achieving Net Zero

Neuven Consult Limited is committed to achieving Net Zero emissions by 2050.

## 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: 2022**

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

### **Introduction to Neuven Consult business process emissions.**

Neuven Consult is a consultancy provider based in Manchester. Our business processes currently place us in a low emission category, resulting in only a marginal contribution to emissions. However, we are steadfast in our commitment to align with the government's goal of achieving Net Zero emissions. As reflected in the tables below, we have begun scrutinizing our business processes to identify areas where emissions can be promptly reduced moving forward.

During 2022 we have set up recording systems so that we can report under the Streamline Energy and Carbon reporting rules and this has been reviewed by external consultants. The following section therefore includes the figures for 2022 and will be used as our baseline calculations for this template.

- Scope 1 encompasses direct emissions, including those associated with the direct consumption of natural gas, heating oil, and diesel fuel as well as the emissions associated with owned and leased vehicles and fugitive emissions. Scope 1 emissions are mainly calculated based on volumes of consumed fuels in each region of operations.
- Scope 2 encompasses indirect emissions, including those associated with the purchase and consumption of local electricity and distinct heating energy. Scope 2 emissions are mainly calculated based on volumes of purchased and consumed electricity and heating energy in region of operations.

- Scope 3 encompasses other indirect emissions, such as business travel, emissions from extraction of fuels and production of purchased goods and services (including cloud services and video conferencing), vehicles not owned or controlled, outsourced activities, employee commuting (including teleworking), and waste disposal. Scope 3 emissions are mainly calculated based on mileage (air travel and ground transportation), energy consumption (upstream emissions from purchased fuels and electricity), spend (purchased goods and outsourced activities), technology usage (cloud services and video conferencing), and estimates of employee travel and home energy consumption (employee commuting and teleworking).

**Baseline year emissions:**

EMISSIONS	TOTAL (tCO <sub>2</sub> e) 0.3								
<b>Scope 1</b>	<b>0</b> - Given the inherent characteristics of our business, the Carbon Planners determined that there were no observable emission sources, resulting in a recorded value of <b>0</b> for this category.								
<b>Scope 2</b>	<table border="0"> <tr> <td>Electricity</td> <td>10.3537</td> </tr> <tr> <td>Gas</td> <td>0.4253</td> </tr> <tr> <td><b>Total</b></td> <td><b>10.7790</b></td> </tr> </table>	Electricity	10.3537	Gas	0.4253	<b>Total</b>	<b>10.7790</b>		
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**Current Emissions Reporting**

Reporting Year: 2022

EMISSIONS	TOTAL (tCO <sub>2</sub> e)

<b>Scope 1</b>	<b>0</b> - Given the inherent characteristics of our business, the Carbon Planners determined that there were no observable emission sources, resulting in a recorded value of <b>0</b> for this category.	
<b>Scope 2</b>	Electricity	10.3537
	Gas	0.4253
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## Emissions reduction targets

We, at Neuvén Consult, have established a dedicated department known as the 'Carbon Reduction Planning Division,' tasked with managing our carbon emissions and offering strategic recommendations. This specialized team comprises seasoned experts who not only work exclusively for us but also extend their valuable counsel to our clients regarding carbon emissions. Their collective expertise, having advised over 100 clients, stands as a testament to their remarkable success in this field.

Our Carbon Reduction Planners have meticulously assessed our emissions and provided corresponding recommendations for implementation in phases. Here are the findings and actions:

**Scope 1:** Given the inherent characteristics of our business, the Carbon Planners determined that there were no observable emission sources, resulting in a recorded value of **0** for this category.

### 1. Work From Home:

During our evaluation, the number of staff working from home increased from a modest 30 to 80, effectively reducing our in-office personnel to just 35 individuals. To further curtail this number by an additional 15 employees before our next carbon emissions audit, we have submitted the proposal to the relevant department for approval. Our intent is to implement this after our 2023 audit of carbon emissions.

### 2. Commutes:

Given the nature of our work and changes in technology, we have been able to reduce physical presence for client auditing and training, commute emissions remain an inevitable challenge. Nevertheless, we have prioritized comprehensive research into mitigating carbon emissions in this area. Our ongoing efforts involve encouraging our staff conducting client audits and training which is on site to opt for public transportation. We also have available to employees access to the Electric Car Scheme. We continue to map client locations, public transport availability, and routes in case on-site audits/training is required. We plan to implement this strategy immediately, with the aim of reducing emissions in this sector by 50% in the 2024 year end emissions audit.

### **3. Staff Vehicles for Office Commute:**

Addressing the use of personal vehicles for office commutes is another focus area for our Carbon Reduction Planners. Since our staff travels for board meetings weekly, we are in the process of regulating personal vehicle usage and exploring alternative transportation options. One of the recommendations put forth by our Carbon Planners is for Neuven Consult's Board of Directors to incentivize the use of public transport over personal vehicles. However, this decision ultimately rests with the Directors of Neuven Consult, and we anticipate a trial run during the next audit to assess its feasibility.

### **4. Wastage in Business Processes and Office Operations:**

Currently, our office wastage stands at 1 tCO<sub>2</sub>e, and we anticipate further reductions by minimizing paper consumption to the bare minimum as we continue to maintain a minimal in-office presence. Additionally, due to the nature of our business, which does not involve physical product delivery or receipt, wastage in business processes remains at 0 tCO<sub>2</sub>e.

In light of these measures and a systematic approach, our Carbon Planners are working diligently to ensure that Neuven Consult aligns with the goal of achieving net-zero emissions by 2050.

## **Carbon Reduction Projects**

### **Since 2021**

- Designed our Manchester office space to maximise exposure to natural light and reduce the need for artificial lighting.
- Avoid printing and Promote a paperless culture
- Integrated smart efficient office lighting system to minimise energy use.
- Introduced multiple recycling points, installed "follow-me" printing technology (that prevents uncollected printing) and eliminated single-use plastics, single-use coffee cups, glasses, silverware, and plates reducing our carbon footprint in the office.
- Promote greener commutes - Encouraged sustainable ways of employee commuting to the office and client.
- Agreed a hybrid approach to board and committee meetings, meaning less travel will be generated

### **In the future we are planning to implement the following further measures:**

- Working towards the Science Based Targets Initiative target validation
- Work towards 100% paperless office.
- Exploring how we can use carbon capture and offsetting to reduce our emissions in line with our ambitions
- Requiring our suppliers to confirm their commitment to achieving Net Zero by 2050

- Identifying compliance gaps with the ISO14001 standard and use as a framework going forward
- Promote the use of public transportation and carpool.
- Ensuring the use of electricity from green energy providers where possible and continuing to advocate the use of sustainable energy suppliers in shared occupancy office space • Engaging with our members to help them understand and reduce the energy consumption associated with our services
- Exploring a salary sacrifice scheme for electric cars
- Prioritising environmental responsibility throughout the design and execution of future office refurbishments

## 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: 31<sup>st</sup> December 2022

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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>