Cabinet Office

Carbon Reduction Plan

Supplier name: Smarter Services

Publication date: 20/7/2023

Commitment to achieving Net Zero

Smarter Services is committed to achieving Net Zero emissions by **2040**.

Baseline Emissions Footprint

The year 2022 was the first time that Smarter Services assessed and reported on its carbon emissions.

Name	Dept	Rev number	Revision Date
Leo Webster	Operations	1.0	July 2023
Mark Johnson	Operations	2.0	July 2024

(This plan is reviewed annually [Jan-Dec or your financial year] and the administration for controlling the emissions is reviewed quarterly by the HR Dept).

Baseline Year: 2022

Additional Details relating to the Baseline Emissions calculations.

The year 2022 was the first time that Smarter Services assessed and reported on its carbon emissions.

EMISSIONS	TOTAL (tCO_2e)

Scope 1

Scope 1	tCO2e
Stationary Combustion (Boilers)	0.0000
Mobile Combustion (Fleet)	0.0000
Process Emissions (On-Site Manufacturing)	0.0000
Fugitive Emissions (F-Gasses)	0.0000
Total	0.0000

We have identified that we do not have any areas of emissions in Scope 1.

Scope 2

Scope 2	tCO2e
Electricity	0.0030
Gas	0.0000
Hybrid Fleets	0.0000
Work From Home	0.0006
Total	0.0036

Scope 3

(Included Sources)

Scope 3	tCO2e
Waste Generated in Operations	0.3650
Upstream transportation & distribution	0.0001
Downstream transportation & distribution	0.0001
Business Travel	0.0000
Commuting	0.1370
Total	0.5022

We do not generate any emissions for business travel as we do not have any travel outside commuting already accounted for.

Total Emissions	**In – tCO_2e – 0.5058**

Current Emissions Reporting

Reporting Year: 2022

EMISSIONS	TOTAL (tCO_2e)
Scope 1	

Scope 1	tCO2e
Stationary Combustion (Boilers)	0.0000
Mobile Combustion (Fleet)	0.0000
Process Emissions (On-Site Manufacturing)	0.0000
Fugitive Emissions (F-Gasses)	0.0000
Total	0.0000

We have identified that we do not have any areas of emissions in Scope 1.

Scope 2

Scope 2	tCO2e
Electricity	0.0030
Gas	0.0000
Hybrid Fleets	0.0000
Work From Home	0.0006
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Scope 3

(Included Sources)

Scope 3	tCO2e
Waste Generated in Operations	0.3650
Upstream transportation & distribution	0.0001
Downstream transportation & distribution	0.0001
Business Travel	0.0000
Commuting	0.1370
Total	0.5022

	We do not generate any emissions for business travel as we do not have any travel outside commuting already accounted for.
Total Emissions	**Total – in tCO_2e – 0.5058**

After the lifting of lockdown restrictions, our organization witnessed a surge in emissions, which we aim to keep in check. To achieve this, we have implemented an internal policy mandating all staff to receive training on emission control. Additionally, we are taking the following steps:

a) Encouraging and incentivising staff, suppliers, customers, and communities to support environmental protection and improvement initiatives.

b) Completion of Environmental Awareness CPD Courses by all staff.

b) Exploring options to invest in technologies that can reduce carbon emissions throughout our entire supply chain and service delivery process.

c) Allocating resources towards monitoring and reporting carbon emissions from our organization, supply chain, and customer solutions.

d) Promoting environmental sustainability by advocating for sustainable production and consumption practices and supporting the UK Government's 25-year environment plan aimed at enhancing environmental quality.

Emissions reduction targets

We have provided a table below to show our efforts in controlling emissions through continuous monitoring and careful application of methods of control within our organisation.

	Year	Emissions in **tCO_2e**	% reduction + / -
Baseline Year 2022	2022	0.5058	
Carbon Zero Commitment year	2040	**0.0000**	**-100**
Estimated Reduction annually		**0.0281**	

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

A number of environmental management measures and projects have been planned or put into action since the 2022 benchmark. The measures will remain effective for the duration of the contract. In response to the Covid-19 pandemic, we have introduced a hybrid work-from-home policy that has significantly decreased our carbon footprint. We promote the use of public transportation, cycling, or carpooling when employees come to the office for training, and we frequently remind them to turn off their computers and monitors when not in use.
We plan to implement further measures, such as occupancy monitoring systems to automate lighting controls and remind staff to turn off lights when leaving a room. We also propose using renewable sources of energy, such as solar panels, and investing in a timer system to program controls on heating, lighting, and appliances. We will explore the viability of a smart building management system that automates control depending on occupancy.

While some of these initiatives require upfront investment, we believe there is a significant return on investment in terms of reduced energy spending and greenhouse gas emissions. We have placed notices by light switches in all office and meeting rooms to remind staff to turn off lights when not in use.

Anything we purchase is well thought through and considered essential for our operation and quantities decided upon to ensure efficiency in our supply chain. We aim to reuse as much as practically possible including stationery, furniture, and equipment. All our waste which is very minimal is recycled or disposed of as waste to energy. We maintain all our equipment and vehicles to ensure longevity and efficiency. When we deem necessary to purchase new equipment, we consider its environmental impact fully including energy rating and consumables.

Upon identification of the significant amount of paper usage within our organisation, we realised the amount of CO2 being emitted into the atmosphere as a result. To combat this, we have committed to reducing paper usage as much as possible and encouraging recycling of paper and cardboard. Staff are encouraged to edit and proofread documents on their computers and print on recycled paper only when necessary. Printing on both sides of a sheet of paper is strongly encouraged for non-formal documents, and internal communication is sent through email or online message boards.

To facilitate this, we have transitioned/are transitioning our business processes to be completely electronic using the Office 365 cloud platform. We have also started to recycle other materials, including metal, certain plastics, and glass, based on the results of our paper recycling pilot. For electrical appliances, we [will] partner with local businesses to ensure compliance with WEEE regulations for disposal and re-cycling.

We are also engaging with locally compliant recycling companies to recycle equip-ment that can be reused for the benefit of charitable organizations rather than ending up in landfills. This initiative has been a significant drive for us since the pandemic and is reflected in our infrastructure refreshment projects across our clients. Addi-tionally, we have developed solutions that promote the use of cloud-based technolo-gies, either through hybrid or complete cloud-based solutions, to reduce reliance on local on-premises resources and further meet the government's targets for reducing 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[1] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[2].

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[3].

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:

[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

Muhammad Khan

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Date: …28/07/2023……