



Waterstons
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Carbon Baseline Report & Reduction Plan

Baseline Report for Year 2023

Reduction Plan for period to 2023





Cabinet Office

CARBON REDUCTION PLAN GUIDANCE

1 Notes for Completion

Where an In-Scope Organisation has determined that the measure applies to the procurement, suppliers wishing to bid for that contract are required at the selection stage to submit a Carbon Reduction Plan which details their organisational carbon footprint and confirms their commitment to achieving Net Zero by 2050.

Carbon Reduction Plans are to be completed by the bidding supplier¹ and must meet the reporting requirements set out in supporting guidance and include the supplier's current carbon footprint and its commitment to reducing emissions to achieve Net Zero emissions by 2050.

The CRP should be specific to the bidding entity, or, provided certain criteria are met, may cover the bidding entity and its parent organisation. In order to ensure the CRP remains relevant, a Carbon Reduction Plan covering the bidding entity and its parent organisation is only permissible where the detailed requirements of the CRP are met in full, as set out in the Technical Standard² and Guidance³, and all of the following criteria are met:

- The bidding entity is wholly owned by the parent;
- The commitment to achieving net zero by 2050 for UK operations is set out in the CRP for the parent and is supported and adopted by the bidding entity, demonstrated by the inclusion in the CRP of a statement that this will apply to the bidding entity;
- The environmental measures set out are stated to be able to be applied by the bidding entity when performing the relevant contract; and
- The CRP is published on the bidding entity's website.

Bidding entities must take steps to ensure they have their own CRP as soon as reasonably practicable and should note that the ability to rely on a parent organisation's Carbon Reduction Plan may only be a temporary measure under this selection criterion.

The Carbon Reduction Plan should be updated regularly (at least annually) and published and clearly signposted on the supplier's UK website. It should be approved by a director (or equivalent senior leadership) within the supplier's organisation to demonstrate a clear commitment to emissions reduction at the highest level. Suppliers may wish to adopt the key objectives of the Carbon Reduction Plan within their strategic plans.

¹Bidding supplier or 'bidding entity' means the organisation with whom the contracting authority will enter into a contract if it is successful.

²Technical Standard can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991625/PPN_0621_Technical_standard_for_the_Completion_of_Carbon_Reduction_Plans__2_.pdf

³Guidance can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991623/Guidance_on_adopting_and_applying_PPN_06_21__Selection_Criteria__3_.pdf



A template for the Carbon Reduction Plan is set out below. Please complete and publish your Carbon Reduction Plan in accordance with the reporting standard published alongside this PPN.



Carbon Reduction Plan

Supplier name: Waterstons Limited

Publication date: June 2024

2 Commitment to achieving Net Zero

Waterstons Limited is committed to achieving Net Zero emissions by 2050.

3 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: 2023	
Additional Details relating to the Baseline Emissions calculations.	
<p>This Carbon Footprint Plan (CRP) is the baseline year January 2023 – December 2023.</p> <p>This reporting period is our first reporting period, and below outlines our Baseline Calculations. We have used reasonable endeavours in calculating our baseline with the data we had available as an organisation.</p> <p>Waterstons' 2023 carbon emissions were calculated using UK Government GHG Conversion factors for the majority of Scope 1 – 3 categories. Within Scope 3, ClimaTiq conversion factors were used to calculate purchased goods and services (capital goods and goods & services).</p> <p>Emissions related to energy across our corporate offices have been calculated using the best available usage data. Where information was not available, general estimates have not been made to prompt improvement in data collection methods and ensure consistency in our carbon calculation approach.</p> <p>Business travel includes car, rail, bus, and air travel. Estimates have been made for underground travel based on mileage per tube/metro journey.</p>	
Baseline year emissions: 850,024	
EMISSIONS	TOTAL (tCO₂e)



Scope 1	26,477
Scope 2	23,456
Scope 3 (Included Sources)	800,091 Upstream: Goods & Services – 409,691 Capital Expenditure – 75,610 Other Expenditure – 2,254 Homeworking – 19,039 Waste & Water – 42 Business Travel – 148,665 Commuting – 144,790 Downstream: 0 – No data
Total Emissions	850,024

This equates to a carbon intensity per employee of 2.83 tCO₂e based on 300 employees across 4 sites during the measurement period.



Current Emissions Reporting

Reporting Year: 2023	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	26,477
Scope 2	23,455
Scope 3 (Included Sources)	800,091 (as above baseline report)
Total Emissions	850,024

Data Assumptions

	Description	kgCO ₂ e	Assumptions
Scope 1: Direct Emissions	Company vehicles	1003.746	KgCO ₂ e calculated based on average sized EV vehicle. Data reflects 48 working weeks/year. For company vehicles where only 6 months of milage was accesible, KGCO ₂ e was doubled to obtain an estimated figure for 12 months.
	Gas	25472.95	
	Fugitive emissions	No data available	Unable to get usage reports from air conditioning units.
Scope 2: Indirect Emissions	Purchased electricity, steam, heating & cooling for own use	23455.6774	KgCO ₂ e covers UK usage only. Limited access to electricity usage for Austrailia due to use of shared office space.
Scope 3: Upstream & Downstream emissions	Business travel	148665.42	Business travel covers car mileage, air travel, train, tube, bus, ferry and toll charges. Calculations based on the following assumptions made by TFL: Average journey = 9km, Average cost = 29p per km. All underground travel recorded is assumed to be tube travel unless stated otherwise.
	Employee commuting	144790.1443	The employee commuting survey was based on an average working week and annual calculation reflects 48 working weeks/year. Survey data collection can be inaccurate due to low response rates.
	Homeworking	19038.88	Data reflects 48 working weeks/year.
	Waste & water	42.01345	KgCO ₂ e covers UK usage only. Limited access to waste/water data for Austrailia due to use of shared office space.
	Purchased goods and services	487554.8973	Carbon emission conversion factors provided by ClimaTiq.



4 Emissions reduction targets

There are no existing carbon emission reduction targets against which to report progress.

In order to progress to achieving Net Zero, we have adopted the following carbon reduction targets. The plan is designed to set carbon reduction targets for the 6-year period to 2030. In order to align to The Science Based Targets Initiative during this time the reduction target to 2030 should be at least 50% (where applicable and taking into consideration any organisational growth and / or technology / infrastructure advances.)

We aim that carbon emissions will decrease over the next six years to 40,001 tCO_{2e} by 2030. This is a reduction of 50%, however taking into consideration organisational growth, this is likely to be our net reduction with some off-setting required.

It should be noted that we do anticipate an increase in our footprint in the first year, as we are targeting better and more extensive data collection, however we aim for this to be minimal as we begin implementing our initiatives which should counter any increase due to more data being available.

Targets should then be set for the remaining period to ensure Net Zero will be achieved by 2050.

5 Carbon Reduction Projects

5.1.1 Carbon Reduction Initiatives

The following environmental management measures and projects have been outlined for implementation following the 2023 baseline. The input of these recommendations/actions should be low cost to implement but may need to be built on with further actions before emissions reductions can be calculated.

Activity	Target Completion Date	Scope
Commitment to better understand our data and improve our process for measuring and reporting on emissions year on year	Dec 2024	1,2 & 3
Creation of 'Net Zero Champions' at each of our sites with supporting members in each region. These teams will have a remit to communicate internal messages and develop initiatives for the whole organisation and initiatives unique for each site.	July 2024	1,2 & 3
Develop an engagement strategy for our top 10 contributors in Scope 3 emissions (Top 10 by spend) – to improve accessibility to data and ensure a commitment is in place to support our reduction journey	Sept 2024	3



Development of internal & external collateral to market our reduction plan & journey, to create a USP within our core sectors and enhance the Waterstons brand further with existing & prospective clients, and as an employer to support recruitment growth	Oct 2024	1,2 & 3
Review our travel policy and consider developing a long-term Travel Policy aligned to reducing environmental impact of travel – focused on reduced emission travel preference rather than reducing travel, by informed decision making when making bookings.	Dec 2024	3
Strategy in place to reduce purchase of single-use items and continue purchase of sustainable goods – in relation to marketing materials. (sustainable goods – cups, pens, flyers, notepads etc.)	July 2024	3
Reduction of single-use plastics at all office sites	On-going from July 2024	3

6 Future Initiatives

In the future we hope to implement further measures as we work towards our reduction targets for 2030 such as:

Activity	Reduction Target	Target Completion Date	Scope
Reduction in emissions from purchased goods & services by procurement – 4% year on year through aligned objectives with suppliers where possible	16%	2028	3
Reduce emissions from business travel – 2.5% year on year	10%	2028	3
Roll-out carbon literacy training to support and encourage behaviours across the organisation	5-15% per employee	2027	1,2 & 3
Implement an environmental aspect to procurement, reducing	20%	2030	3



where possible and by making informed decisions prior to spend. Communicating with our supply chain our expectations and targets ensuring they are aligned to support us where possible			
Implement site-based initiatives to reduce overall waste & energy consumption - target reduction of 5% per year relative to office size	20%	2028	1,2 & 3

7 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 standard⁴ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁵.

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) Standard⁶.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

7.1.1.1 Signed on behalf of the Supplier:



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Date:30/06/2024.....

⁴<https://ghgprotocol.org/corporate-standard>

⁵<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁶<https://ghgprotocol.org/standards/scope-3-standard>

