

Carbon Reduction Plan

Client name: Bartec Municipal Technologies Limited

Company Registration Number: 10625022

Published date: January 2025

Commitment to achieving Net Zero

Bartec Municipal is committed to achieving Net Zero emissions by 2040.

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. We have chosen our baseline year to be 1st September 2022 – 31st August 2023*.

Baseline Year: 2023	
All scope 1, scope 2, upstream scope 3 and a subset of downstream scope 3 categories (leased assets, transportation and distribution, franchises and investments) have been measured using the financial control approach. Under this approach, emissions associated with leased office and rack space are categorised under scope 3, upstream leased assets. Downstream product emissions are yet to be included.	
Baseline year emissions: 2023	
Emissions	Total (tCO ₂ e)
Scope 1	5.0
Scope 2**	Market-based: 0.8 Location-based: 0.8
Scope 3 (included categories)	432.3
Total Emissions	Market-based: 438.0 Location-based: 438.0

**Emissions were also measured for a previous period but we have chosen to set our baseline year as the 1st of September 2022 to the 31st of August 2023 as this was a more representative year, see Appendix A for more details.*

***Purchased electricity can be measured in two ways. A location-based method reflects the average emissions intensity of grids on which energy consumption occurs (using mostly grid-average emission factor data). A market-based method reflects emissions from the electricity that companies have purposefully chosen (or their lack of choice). A market-based method therefore takes into account the purchase of electricity via a verified renewable energy tariff. We have chosen to base our Net Zero target on a market-based methodology.*

Current Emissions Reporting

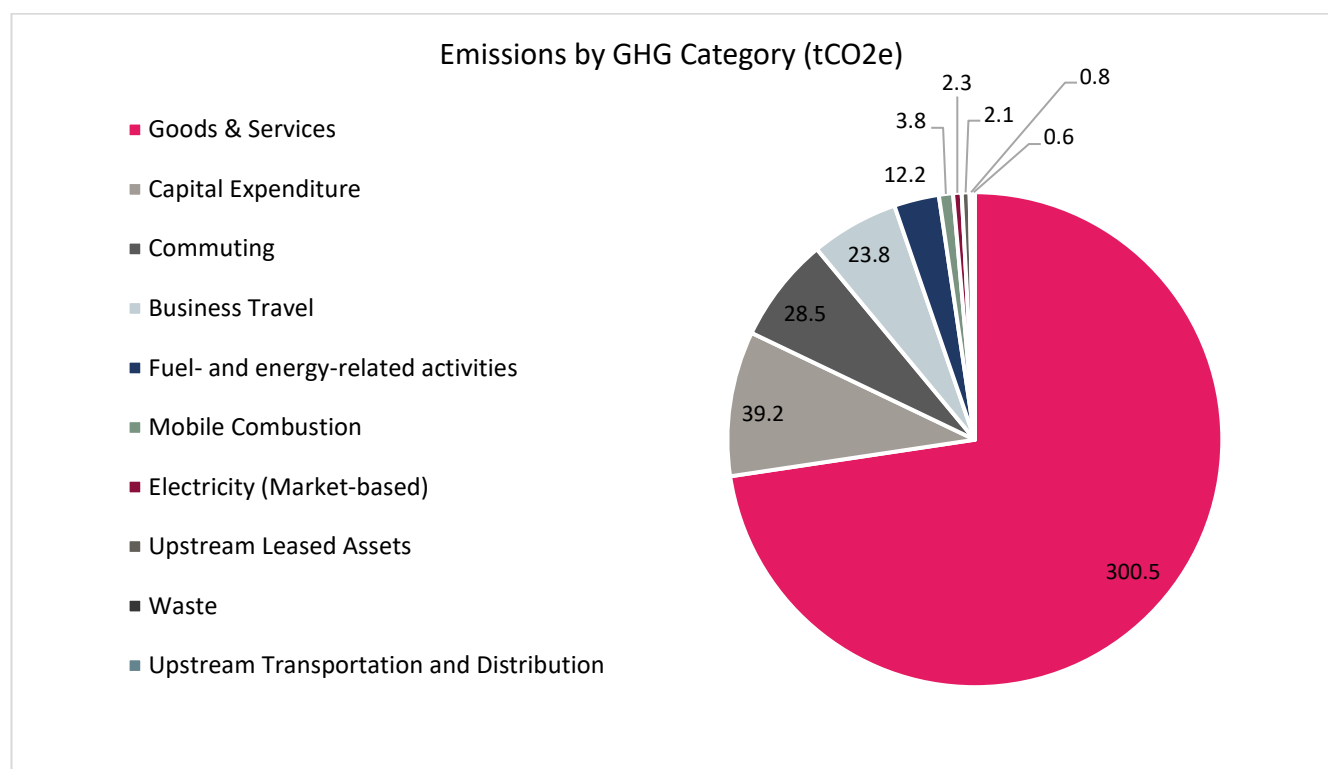
Baseline Year: 2024	
All scope 1, scope 2, upstream scope 3 and a subset of downstream scope 3 categories (leased assets, transportation and distribution, franchises and investments) have been measured using the financial control approach. Under this approach, emissions associated with leased office and rack space are categorised under scope 3, upstream leased assets. Downstream product emissions are yet to be included.	
Baseline year emissions: 2024	
Emissions	Total (tCO₂e)
Scope 1	3.8
Scope 2*	Market-based: 2.3 Location-based: 3.2
Scope 3 (included categories)	407.6
Total Emissions	Market-based: 413.7 Location-based: 414.6

Current emissions equate to a carbon intensity of **10.1 tCO₂e per FTE** and **0.086 kgCO₂e per £1 of revenue**.

Current Emissions by GHG Category

The Goods & Services category, which includes the emissions that occur during the production of goods and the delivery of services that we purchase, is our largest source of emissions. This includes emissions associated with both direct goods and services (e.g. tablets, data plans, etc) and administrative costs (consultancy, insurance, etc). This is followed by the Capital Goods category, which is similar to the Goods & Services category but specifically for capital purchases (e.g. IT equipment, office furniture). The third largest contributing category is Commuting, here we measure emissions that occur as a result of employees travelling to and from work, but also emissions that occur as a result of energy use whilst

employees are working from home. Commuting emissions were 14.1 tCO₂e, whilst homeworking emissions were 14.3 tCO₂e. Business travel emissions also contributed fairly significantly to our total footprint, here we measure emissions from business-related travel and hotel stays. Air travel made up 55% of our total business travel emissions, the remaining 45% was made up of employee mileage, taxis, trains and hotel stays. The Fuel- and Energy-Related Activities category is used for emissions that occur before those in the other energy use categories, e.g. in the Business Travel category we are measuring emissions that occur during fuel combustion or electricity generation, but there are also other emissions to consider, such as those resulting from the extraction, processing and transportation of fuels, or the generation of electricity lost in the grid. These emissions are combined for all energy use activities and categorised here. The remaining categories, Mobile Combustion, Electricity, Upstream Leased Assets, Waste and Upstream Transportation and Distribution, all contributed less than 10 tCO₂e to the footprint.



Emissions reduction targets

Bartec Municipal is committed to achieving Net Zero by 2040. To meet this target, we will need to reduce our absolute emissions by 90% from our baseline year and offset any residual emissions.

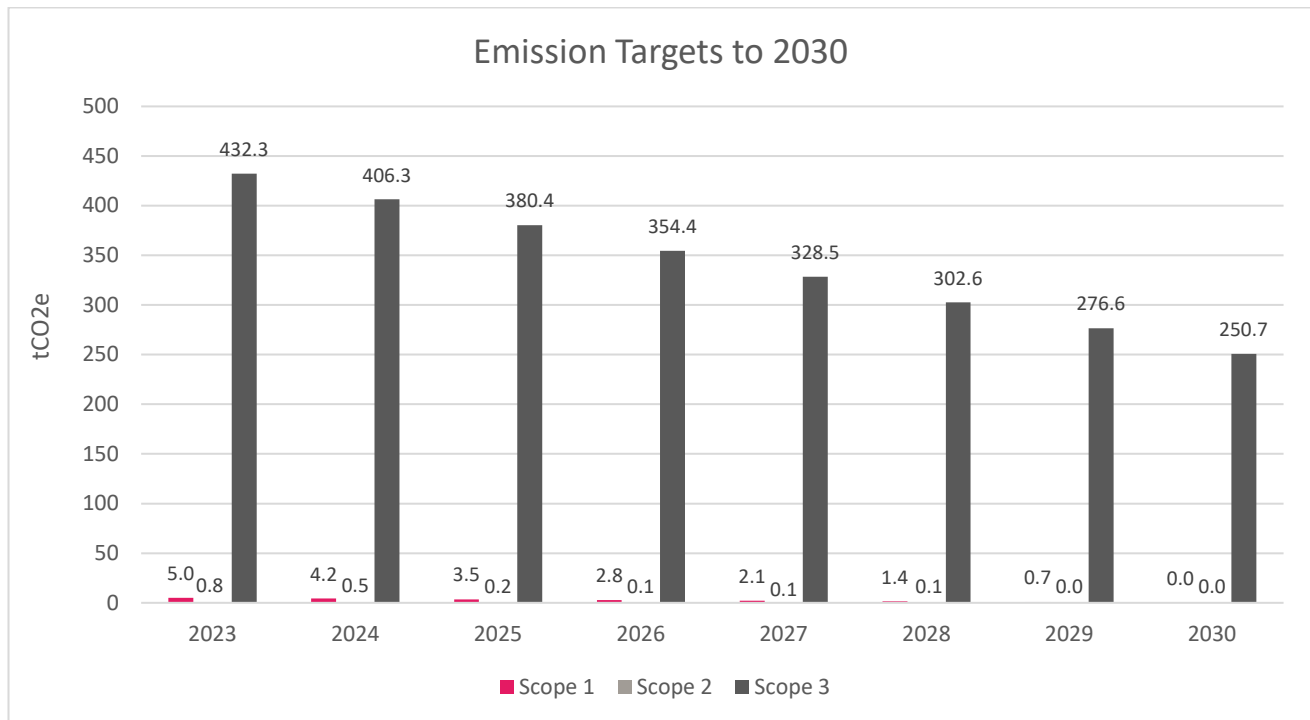
Our near-term targets:

- Reduce scope 1 emissions to zero by 2030.
- To procure 80% renewable electricity by 2025 and 100% by 2030.
- Reduce Scope 3 emissions by 42% by 2030.

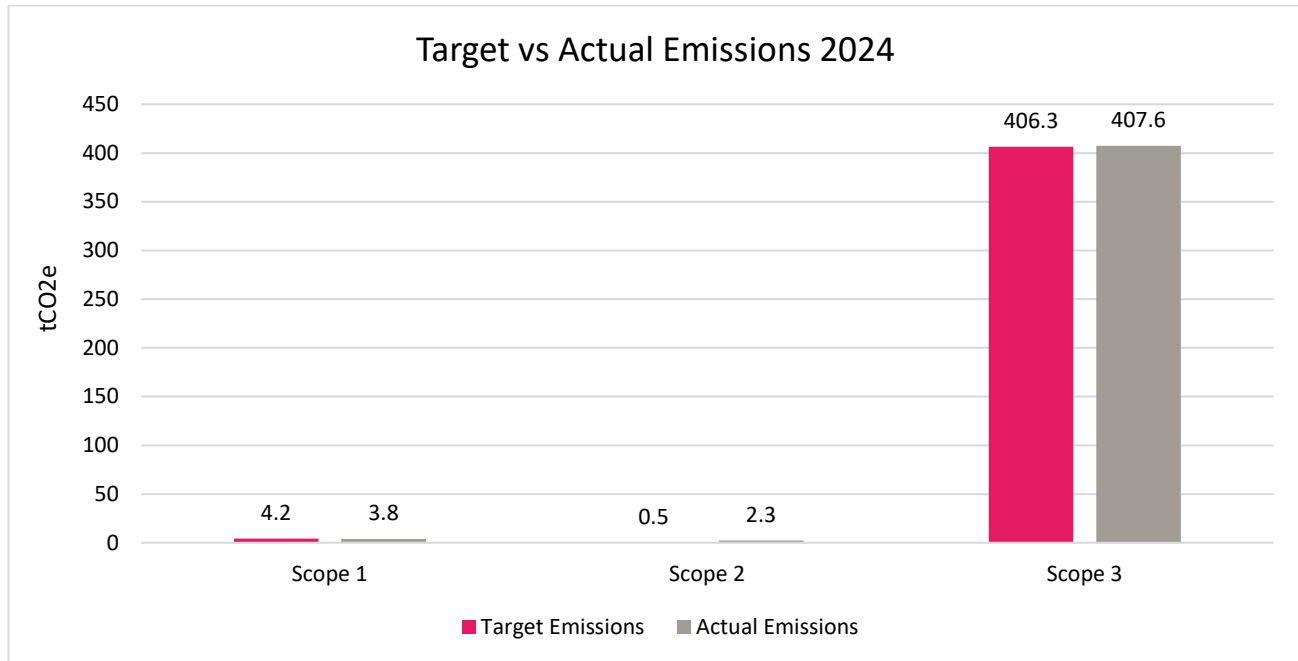
Our long-term targets:

- Reduce our total market-based emissions (scope 1, 2 and 3) by at least 90% by 2040.
- Neutralise any residual emissions using verified carbon offsets.

To achieve our scope 1 target, we are aiming to reduce emissions by 14.3%, or 0.7 tCO₂e each year. To meet our scope 2 targets, we will be aiming to reduce our emissions by 40%, or 0.3 tCO₂e, for the first two years, and then 4%, or 0.03 tCO₂e for the remaining years. To achieve our scope 3 targets, we are aiming to reduce emissions by 6% each year, or by 25.9 tCO₂e. We will track our progress each year by comparing actual emissions to our targeted emissions which are shown on the below graph.



Progress



We are on track to meet our scope 1 target, reducing emissions between the baseline year and the current year by 23% compared to a target of 14.3%. Scope 2 emissions increased between the baseline and the current year by 181% due to an increase in electricity consumption for company vehicles, we will need to increase the amount of charging that occurs on renewable networks in order to reduce these emissions and get back on track. Our scope 3 emissions were just 1.3 tCO₂e larger than our targeted scope 3 emissions, emissions decreased by 6% since the baseline year meaning we are largely on track.

Carbon Emissions Intensity Progress

Intensity Metric	2023	2024	Change
Employees (FTE)	12.0	10.1	16%
Revenue (£1)	0.102	0.086	16%

Our carbon emissions per FTE and per £1 of revenue have both decreased by 16% since our baseline year. This is because there was an overall decrease in emissions of 5% as well as an increase in both the size of our workforce and our revenue.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since our baseline year.

Activity	Completion Date	Scope
Measure carbon emissions and use results to create a carbon reduction plan and set a science-based Net Zero target. Commit to measuring emissions and revising carbon reduction plans each year going forward.	2022	1, 2 & 3
Achieve ISO 14001 certification through the implementation of an effective environmental management system and commitment to the continuous improvement of our environmental impacts.	2021	1, 2, & 3
Conduct an initial supplier survey to collect information regarding the sustainability credentials of suppliers.	2023	3
Set up a new employee engagement platform that will (amongst other things) help us to share information regarding sustainability-related initiatives and benefits such as our cycle-to-work scheme and EV salary sacrifice scheme (schemes launching Jan 2024).	2023	3
Increase % of refurbished as opposed to new laptops purchased each year. In 2023 the majority of laptops were refurbished and we will continue to increase this % each year.	2023	3
Upgrade all company vehicles to hybrid or electric alternatives.	2023	1
Certify 4 staff members as Carbon Literate.	2023	1, 2 & 3
Take part in the Giki Employee Race to Zero with high engagement across the team.	2023	1, 2 & 3
Set up a Green Team made up of members from across the organisation who come together to discuss sustainability and review our processes. The Green Team will lead initiatives and	2023	1, 2 & 3

represent the remainder of the workforce in decision-making processes.		
Offer free onsite electric vehicle charging to employees to encourage employees to drive electric rather than ICE vehicles.	2022	3
Send out our first supplier survey.	2024	3
Update our Employee Handbook, adding policies surrounding parking and EV onsite EV charging, and more information about our EV salary sacrifice scheme and Cycle-to-Work scheme.	2024	3
Produce a Sustainable Procurement Policy that prioritises suppliers with strong environmental and social credentials.	2024	3
Increase the response rate of our employee survey and include some additional questions surrounding home energy. In 2024 the survey response rate was 84% and we gathered more information about employees' electricity tariffs, which reduced emissions by 0.8 tCO ₂ e.	2024	3

Future Carbon Reduction Plans

To ensure further reductions, we are planning to implement the below short-term actions.

Activity No.	Activity	Target Date	Category
1	Continue to work with suppliers and Positive Planet to collect available emissions data from suppliers via a survey . Implement a system to grade suppliers that can be a base for target setting and comparison of suppliers.	2025	Goods & Services, Capital Goods
2	Finalise and implement our new Sustainable Travel Policy .	2025	Business Travel, Commuting
3	Maintain an asset list that can be submitted to Positive Planet for use in future measurements. Spend on each asset must be included so that where PCAF data is not available, spend can be used to estimate emissions instead. Prior to purchasing assets, check the PCAF data (if available) to determine the carbon impacts of potential options. Refurbished/second-hand purchases should be identifiable in the list as these will have	2025	Capital Goods

	lower emissions. Currently, PCAF data is widely available for mobile phones, laptops and desktops, but less so for other kinds of electronics.		
4	Work to improve knowledge of renewable electricity tariffs and encourage employees to switch . In our employee commuting & WFH survey, we found that 45% of respondents are already on a renewable energy tariff, however, another 23% were not and 33% were unsure. We will provide employees with information detailing how they can check their tariff and how they can switch to a 100% renewable one. We will also consider incentives to encourage employees to switch. Employees on renewable energy tariffs will have reduced homeworking emissions, and those that drive electric vehicles will also have lower travel emissions (which may impact our scope 2 emissions where employees are driving company cars).	2025	Commuting, Business Travel
5	We will monitor where our company cars are being charged with the aim of increasing the percentage of charging on networks surrounded by 100% renewable energy (e.g. our office, an employee home if the employee is on a renewable energy tariff and certain offsite charging networks).	2025	Electricity
6	Continue to improve data quality year-on-year to improve the accuracy of future measurement results and the ability of results to inform reduction actions. We are already working to collect supplier emissions data as it becomes available, but will also look at improving the quality of the collected data for the following activities: <ul style="list-style-type: none"> - Company cars: Currently, mileage is used to estimate emissions. We will look into the feasibility of collecting fuel (litre or kWh) and electricity (kWh) data to improve the reliability of results. Action number 5 will also improve the quality of our company car data. - Waste: This year we used spend data to estimate emissions associated with WEEE disposal, but we will try to collect weight and destination data, or actual emissions data if available. 	2024	Stationary Combustion, Purchased Electricity, Waste Generated in Operations, Commuting
7	Commit to measuring downstream product emissions (use of sold product and end-of-life of sold products) to gain full insight into our emissions. We will also measure emissions avoided as a result of our product to inform customer decisions – this will not reduce our footprint but will have a positive effect on the footprint of potential clients as we help to reduce municipal waste vehicle mileage and the number of vehicles on the road.	2025	Use of Sold Products, End-of-life of Sold Products

8	<p>Continue to prioritise sustainability when organising and attending events.</p> <p>We have already done a number of things to reduce emissions associated with events such as promoting car sharing when travelling to events, thinking about the location of events and how employees will access the venue, using sustainable and recyclable giveaway items and using LED light boxes.</p> <p>We now want to think more about the catering of our events, offering lower-emission food options, reducing food waste and properly disposing of food waste.</p>	2024	<p>Goods & Services, Business Travel, Commuting</p>
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Declaration and Sign-off

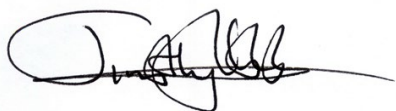
This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

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 Management Plan has been reviewed and approved by the Bartec Municipal Executive Team.

Signed on behalf of Bartec Municipal:



CEO

31 Jan 2025

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1. <https://ghgprotocol.org/corporate-standard>
 2. <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>
 3. <https://ghgprotocol.org/corporate-value-chain-scope-3-standard>

Appendix A. Previous Measurement

We have chosen to set our baseline year as the 1st of September 2022 to the 31st of August 2023. Below are our previously reported results for our first period of measurement, 1st of September 2021 to the 31st of August 2022.

Reporting Year: 2022	
Emissions	Total (tCO₂e)
Scope 1	None
Scope 2**	Market-based: None Location-based: None
Scope 3 (included categories)	302.9
Total Emissions	Market-based: 302.9 Location-based: 302.9

We do not believe this to be a representative year against which we can compare emissions to assess progress. We were unable to submit data relating to company car use for this year (which is why no scope 1 or scope 2 emissions have been reported) and operations had still not yet returned to normal after COVID-19 (this meant our commuting and business travel emissions as well as overall spending were not at a normal level). The following year represents a much more normal year for Bartec Municipal, we were also able to make many improvements to data quality between this first measurement and our second, meaning the 2023 measurement is also much more accurate.