



## **Carbon Management Plan**

### **1. Executive Summary**

- 1.1 A Carbon Management Plan will help the company fulfil its commitment to reducing its carbon footprint by conducting all aspects of its activities with due consideration to carbon emissions, whilst providing a high quality service. Steven A Hunt & Associates should review this plan and progress on delivery on an annual basis and should include carbon measurement and reporting in their Annual Reports. Steven A Hunt & Associates should work closely with partners developing a community-wide approach to carbon reduction. Overall responsibility for the Carbon Management Plan of the Organisation should lie with the Managing Director.
- 1.2 The Carbon Management Plan is a living document that will evolve over time, particularly as more measurements and metrics for carbon measurement are developed and in response to national and international climate change.

### **2. Introduction**

- 2.1 Sustainability is defined as 'Meeting the needs of current generations without compromising the ability of future generations to meet their own needs.' It is about energy efficiency, carbon reduction and recycling and also ensuring social justice and equity, and integrating environmental, health, social, political and economic issues into decision making.
- 2.2 One of the company's objectives is the development of a Carbon Management Plan. Success in the Carbon Management Plan, will allow the business to move towards being an environmentally responsible organisation, as well as contributing to the protection natural resources and the development and support of sustainable local and global communities.
- 2.3 It is vital to ensure that carbon management and reduction is embedded into the ethos of the company. The Carbon Management Plan is intended to be organic, changing each year as improvements are made in the way the organisations reacts to the environment, technological advances and stronger links with partners and the local community are made.

### **3.0 Policy Context**

- 3.1 The United Nations Framework Convention on Climate Change (UNFCCC) came into force on 21 March 1994 and to date now has 197 member countries, including the UK. Member states meet on an annual basis as part of the Conference of the Parties (COP), which is the decision making body and has 2 main purposes:-
  1. To review the implementation of the Convention, the Kyoto Protocol and the Paris Agreement, respectively.
  2. To adopt decisions to further develop and implement these three instruments.



Each country is required to prepare, communicate and maintain successive nationally determined contributions (NDCs) that it intends to achieve, covering a 10 year period and should be updated every 5 years.

- 3.2 As announced in the UK government policy paper: Climate and Energy Commitments to Action published 21 May 2021 and as part of the G7 collaboration on climate change, the UK government has committed to pursue efforts to achieve net zero greenhouse gas emissions by 2050. "All G7 members agree that Net Zero by 2050 is an absolute goal and have either legislated for this or are in the process of doing so. To achieve this, it is imperative to accelerate the decarbonisation of the power sector – both to ensure a step change in reducing greenhouse gas emissions and for us to be able to provide carbon-free electricity for other sectors of our economies in the future." Prior to that the UK government has also set in law to cut emissions by 78% by 2035, compared to 1990 levels.

UK targets are legally binding within The Climate Change Act 2008 and amended when required following both UK and global consultation as described above. Other key areas of the act include:-

- Requires the Government to publish 5 yearly carbon budgets;
- Creates a committee on Climate Change;
- Requires the Committee on Climate Change to advise the Government on the levels of carbon budgets to be set; advice on level of 2050 target; advice on emissions from international aviation and international shipping; response to committee's reports on progress and other duties
- Places a duty on the government to assess the risk to the UK from the impact of and adaptation to climate change.

#### **4. Organisational Adoption of Carbon Reduction**

- 4.1 The CMP demonstrates the commitment and leadership to creating and pursuing sustainable policies and practices in all areas of the companies work.
- 4.2 Whilst the company is making progress with carbon reducing initiatives, the development and completion of the CMP has given added focus, scope and impetus to the companies emerging programme and fully reflects the clear aim for continuous improvement rather than simply compliance with targets.
- 4.3 The QUENSH coordinator has produced carbon reduction guidance and a range of support materials which include the following:



- Sign up to the Carbon Trust Standard;
- Involve the staff in generating ideas for the reduction of carbon;
- Conduct an energy audit;
- Conduct a Procurement Audit;
- Conduct a Waste Audit;
- Develop a staff education and training programme supported with incentives.

4.4 When thinking about carbon reduction all organisations should take account of the following in all activities:

- How does this activity contribute to carbon reduction in terms of the built infrastructure? (i.e. the buildings, grounds etc.)
- How does this activity contribute to carbon reduction in terms of the people and interactions that happen so that this building or organisation can function and have a role?
- How does this activity contribute to carbon reduction in terms of how this organisation sits within the wider fabric of its locality?

4.5 It is also important for the company to consider both the financial and non financial value of implementing carbon reduction governance and initiatives into the organisation.

4.6 It is necessary that to achieve a virtuous circle and to fully support carbon reduction and minimisation, that this strategy is used as an influencing document for:

- Business cases;
- Procurement of goods, services and contracts;
- Projects and plans;
- Development and location of services;
- A focus for partnership schemes.

## 5. Structures Required

5.1 Successful implementation of a CMP will require full company support. The QUENSH coordinator should oversee the operation side of implementing the CMP and its associated actions plans. Initially they may set the corporate statement and strategic direction of work, which will then be consulted upon and ratified by the Managing Director.

## 6. Carbon Working Group

6.1 It is suggested that the organisation shall develop a Carbon Working Group, in order to ensure reduction is taken across the business. Led by the QUENSH coordinator the group should meet annually and maintain regular contact in the interim.



## **7. Organisation and Responsibilities**

- 7.1 The Carbon Management Plan should be owned by the entire company, with appropriate training arranged and monitoring undertaken at all levels. It is suggested that sustainable development be included in all job descriptions, and relevant targets included in assessments.
- 7.2 Staff should be involved in actively raising carbon awareness at every level of the organisation and encouraged to make changes to the way they travel to work and to be more efficient with resources when they are at work. Establish a programme of Staff champions and build action on sustainability into performance management.
- 7.3 The company in compliance with its legal duties, will ensure that the Plan, related targets and information is disseminated throughout the organisation:
- The Managing Director will ensure systems are in place for monitoring, target setting and policy writing;
  - Staff members in managerial roles should ensure appropriate training is provided for all staff and undertake any awareness raising activities to ensure all staff can comply with, and support, actions as directed in the Plan. They are responsible for ensuring monitoring and measuring of targets as appropriate;
  - All members of staff are responsible to undertake any training as directed by their managers, and to ensure they are familiar with the Plan and any actions that relate directly to them and/or their department;
  - Outside Organisations/Contractors Contracted to work on the premises will be made aware of the Plan, and Project Managers should ensure they adhere to all guidelines in the plan and work towards its targets.

## **8. What the Carbon Management Plan Should Address**

- 8.1 The organisation should be committed to continuous improvement in minimising its carbon emissions (carbon footprint) and the impact of its activities on the environment by:
- Complying with all relevant legislation;
  - Including climate change in the organisation's risk register, including financial risk;
  - Confirming the designated lead for sustainability, allocating additional lead responsibilities to include carbon reduction;
  - Developing and implementing carbon reduction action plans to address the major components of carbon emissions including direct energy consumption, procurement, transport (including business, commuting and staff travel) and waste;
  - Working in partnership with identified stakeholders under Local Strategic Partnerships to ensure that collaboration aids the integration of this agenda, both within the organisation and also in a wider setting;
  - Pursuing an active communications initiative to engage all staff, visitors and clients;



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- Reviewing progress using the Good Corporate Citizenship Assessment Model.

## **9. Setting Targets**

9.1 As part of the UK Government 'Together for our Planet' campaign, we have registered our commitment with the UK Business Climate Hub, to work towards the following targets:-

1. Halve our greenhouse gas emissions before 2030
2. Achieve net zero emissions before 2050
3. Disclose our progress on a yearly basis

We have access to an online hub of resources at [UK - SME Climate hub \(businessclimatehub.org\)](https://www.uk-smeclimatehub.org) and advice for SMEs to understand their emissions and have developed a plan to tackle them as part of our Carbon Management Policy.

## **10. Measuring and Monitoring Carbon**

10.1 Published data should be used as a basis for the footprint for building energy use. This needs consistent conversion to carbon and can then be categorised and benchmarked:

- Building Energy - Monitoring energy consumption of building;
- Travel - CO2 emissions from business mileage and fleet mileage should be recorded. These represent a significant portion of the travel footprint – therefore a reduction is achievable.

10.2 The initial methodology should therefore take into account energy consumption, and some level of travel. However, actions should be identified now for reducing the carbon footprint from other travel, waste and water use.

## **11. Actions Across the Organisation**

11.1 A summary of action towards carbon reduction development should be included in the Management review meetings with an update on progress and points for discussion. More specific information on individual projects and actions should be added and reported on.

## **12. Conclusion**

12.1 This Carbon Management Plan sets out the priorities and actions to enable the company to help embed carbon reduction and sustainability into all aspects of the companies work.



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- 12.2 Managing the company's carbon emissions is a vital component in actively promoting carbon management and overall sustainable development. It should be a key driver for instilling organisation wide carbon awareness and responsibility, as well as for meeting Carbon Trust targets.
- 12.3 It is important to remember that this Plan is an organic document which, along with its associated actions, should be reviewed and updated regularly and particularly when new guidance has been released from government.