

Carbon Reduction Plan

Supplier name: Social Care Institute for Excellence (SCIE)

Publication date: 21 November 2023

Commitment to achieving net zero

The Social Care Institute for Excellence (SCIE) is committed to achieving Net Zero emissions by 2050.

Note on SCIE's CO2 calculations

SCIE has based its calculations on three key sources of data to arrive at unit measures of electricity and gas usage and to convert energy measures into CO2 emissions measures, these are:

- **UK Government greenhouse gas reporting: conversion factors 2021 (UkGov)**
- **Decision for Typical Domestic Consumption Values 2020 (Ofgem)**
- **Homeworking emissions whitepaper (Ecoact)**

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: April 2022 – March 2023
Additional Details relating to the Baseline Emissions calculations
SCIE has not been required to report on its carbon footprint historically, so our Carbon Reduction Plan (CRP) is new and has been developed to ensure that SCIE is reporting in line with Government best practice expectations of suppliers of public contracts.
The SCIE Chair, on behalf of the Board of Trustees has given their approval, committed to and signed-off this CRP on 21 November 2023

SCIE is a fully homeworking organisation, this is why our current carbon footprint baseline emissions are so low: as a small organisation working from home, the majority of our negligible carbon footprint is produced by homeworkers using their computers at home.

In 2022, SCIE made the conscious decision to close its office and move all staff to homeworking contracts. This happened in July 2022, and since then there has been no regular commuting into an office with associated carbon emissions from use of transport.

As a primarily homeworking and digital organisation, our direct impact (scope 2) on the environment relates to:

- Our energy, material and water use through our home working by staff.
- Providing our reports as digital by default.

Our team meets up for in person all staff meetings once a month, and some service delivery work is delivered in person across the country (scope 3):

- Our travel and transport emissions during our service delivery and staff meetings.

We also indirectly impact the environment by:

- The use of an environmentally ethical purchasing policy wherever possible.
- Encouraging and supporting our UK network of stakeholders to act in an environmentally responsible way.

We do not measure the carbon emissions across our supply chain as that it is the duty of the organisations themselves and would constitute an undue burden on SCIE to collect and report on that data.

Before SCIE moved to a fully remote working operating model, the estimated tCO₂e (carbon dioxide emissions in tonnage) was **55.53** per annum, this was estimated based on scope 1 and scope 3 emissions taking into account 30.51 FTE colleagues commuting for 60 minutes a day into the London office in 2021.

We have worked through a number of calculations to provide estimated figures for our baseline and projected energy usage, using the 'average' homeworker's energy consumption.

We are an organisation that is already committed to:

- Full working from home contracts.
- Paperless environment (no printed documents, web-based only).
- No photocopy facilities.
- Virtual meetings for the majority of internal and external business as usual work.

As a charity with a Social Value Policy in place, we are committed to achieving Net Zero by 2050 in concordance with the UK Government's commitment under the Climate Change Act.

As such we have identified areas of carbon emissions as follows:

- Scope 1 (direct emissions): office-based use of electricity (not relevant to SCIE since August 2021).
- Scope 2 (indirect emissions): homeworker use of electricity (relevant to SCIE since September 2021).
- Scope 3 (third party indirect emissions): office-based worker / homeworker work-related travel (relevant before and after August 2021).

In addition, SCIE commits to:

- Review and update the CRP every three years to reflect changes in SCIE structure and to take account of the efforts made to reduce emissions over time.
- Ensure SCIE Board sign-off of each three-year review.
- Make publicly available the annual CRP on the SCIE website, available [here](#).

Operational boundary methodology:

The below declaration accounts for emissions within the SCIE operational boundary and all sources of carbon emissions over which SCIE has operational control (i.e. full authority to introduce and implement SCIE operating policies).

Baseline year emissions:

SCIE has already cut baseline emissions by 22.85 tCO₂e per year (as defined above) with the contractual arrangement that all colleagues are fully remote workers. The following data has been converted using the data sources noted above (SCIE's carbon calculator can be made available on request)¹.

EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0 tCO ₂ e
Scope 2	7.75 tCO ₂ e
Scope 3	<p>Scope 3 total: 24.93 tCO₂e</p> <p>1. Upstream transportation and distribution – 0 tCO₂e. We provide services rather than goods and, as such, transportation and distribution of goods are not relevant to us.</p> <p>2. Waste generated in operations – not relevant. 0 tCO₂e. We provide services rather than goods and, as such, disposal and treatment of waste is not relevant to us.</p> <p>3. Business travel & hotel stays – 22.531 tCO₂e.</p> <p>4. Employee commuting – 2.399 tCO₂e.</p> <p>5. Downstream transportation and distribution– not relevant. 0 tCO₂e. We provide services rather than goods and, as such, transportation and distribution of goods are not relevant to us.</p>

Total Emissions	32.68 tCO₂e

Current Emissions Reporting

Reporting Year: 2023-24

SCIE foresees reduction measures to take place from reporting year 2024-25 onwards to account for amendments to be made to the plan. As such the 2023 emissions are reflective of the baseline figures.

EMISSIONS	TOTAL (tCO₂e)
Scope 1	0 tCO₂e
Scope 2	7.75 tCO₂e
Scope 3	<p>Scope 3 total: 24.93 tCO₂e</p> <ol style="list-style-type: none"> 1. Upstream transportation and distribution – 0 tCO₂e. We provide services rather than goods and, as such, transportation and distribution of goods is not relevant to us. 2. Waste generated in operations – not relevant. 0 tCO₂e. We provide services rather than goods and, as such, disposal and treatment of waste is not relevant to us. 3. Business travel & hotel stays – 22.531 tCO₂e. 4. Employee commuting – 2.399 tCO₂e. 5. Downstream transportation and distribution– not relevant. 0 tCO₂e. We provide services rather than goods and, as such, transportation and distribution of goods are not relevant to us.
Total Emissions	32.68 tCO₂e

Emissions reduction targets

Our projected cumulative carbon emissions over the next five years **if we do nothing** are as follows:

Year	Scope 2 Projected Cumulative Co2 on Current Trajectory (T)	Scope 3 Projected Cumulative Co2 on Current Trajectory (T)	Total Scope 2 and 3 emissions (T)
1 (Nov 2024)	7.75	24.93	32.68
2 (Nov 2025)	8.45	27.17	35.62
3 (Nov 2026)	9.21	29.62	38.83
4 (Nov 2027)	10.04	32.29	42.33
5 (Nov 2028)	10.94	35.19	46.13

In order to continue our progress to achieving Net Zero, we have adopted the below noted carbon reduction targets.

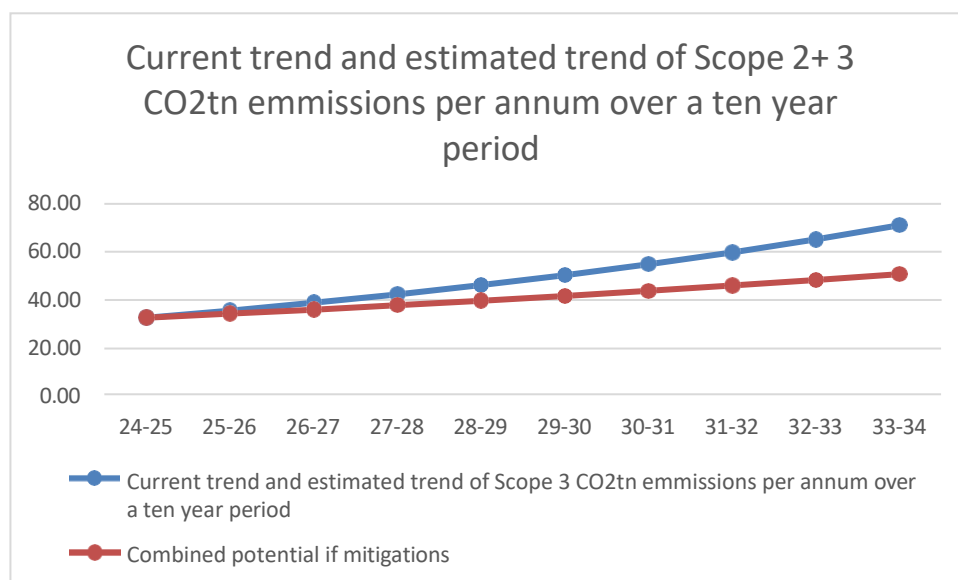
We project that carbon emissions will decrease over the next five years by 6.41 tCO₂e by 2028. This is a reduction of 0.4% per annum against the current trend.

With the large reduction in tCO₂e already gained as a result of moving to a fully remote working operating model, SCIE's long term plan is to manage carbon reduction through effective use of SCIE's asset register.

It is expected that SCIE provided hardware will decrease carbon emissions through increased energy efficiency as the asset register is refreshed throughout the estate.

Year	Scope 2 & 3 Projected Cumulative CO2 on Current Trajectory (T)	Cumulative Emissions 0.4% YoY Reduction (T)
1	32.68	32.68
2	35.62	34.31
3	38.83	36.03
4	42.32	37.83
5	46.13	39.72

Progress against these targets can be seen in the graph below:



Carbon Reduction Projects

SCIE has not pursued any carbon reduction projects to date (apart from moving all staff to home worker contracts in July 2022, which has achieved a significant carbon emissions reduction of 22.85 tCO₂e per year).

The areas below outline the projects that SCIE will seek to develop over the next five years:

Project	Description	Approach	Timescales
Strategic project			
Appoint a SCIE lead for CRP and sustainability	Lead plans and continue commitments	Nominated lead person	Immediate
Ensure three yearly SCIE Board review of CRP	Lead to update the Board	Board Trustee review	Three yearly
Maintaining a work from home first approach to meeting and delivery	Encouraging the use of public transport where available	Update Expenses Policy to reflect this	Immediate
Supply chain mapping and review	Working towards using the most sustainable suppliers	Understanding supplier practices and approach to their environmental footprint	Within 12 months of contract award and then three yearly
Employee pension fund decision making	Reviewing our pension funds and understanding options for	Finance to review with SCIE's pension provider	Within 12 months of contract award and then three yearly

	employees to invest in greener funds if they wish to, in line with our values		
Electronic estate	Review the opportunity for improved (i) energy efficiency and (ii) ethical equipment recycling	As the SCIE IT provider contract renews and / or as the electronic estate requires refreshing	Every four years in line with SCIE asset management policy
Communications project			
Advice on reducing heating at home	Advice	Internal newsletter	Within 12 months of contract award and then three yearly
Advice on improving energy efficiency and usage at home	Advice	Internal newsletter	Within 12 months of contract award and then three yearly
Raising awareness of use of renewable energy at home	Advice	Internal newsletter	Within 12 months of contract award and then three yearly
Internal Governance			
Environmental management certification	Such as ISO14001 or PAS 2060	This certification to be explored if it is a mandatory requirement of any Govt contracts	Within 12 months of contract award
Cabinet Office guidance and legislation	Updating internal governance to reflect in CRP	Review published Cabinet Office guidance	Within 12 months of contract award with two yearly review

Out of scope activities

At this stage, it has been agreed that the following activities are out of scope due to SCIE's small size and negligible carbon emissions output:

- Staff survey to gather data on electric and gas usage to have more accurate data on energy consumption.
- Carbon offsetting schemes such as planting trees.

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 standard² and uses the appropriate **Government emission conversion factors for greenhouse gas company reporting**³.

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) Standard⁴.

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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Print: Paul Burstow

Role: Chair of Board of Trustees

Date: 21 November 2023.

²<https://ghgprotocol.org/corporate-standard>

³<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁴<https://ghgprotocol.org/standards/scope-3-standard>