

Collaborative Procurement Partnership (CPP)

Carbon Reduction Plan

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Each document has an individual record of amendments. The current amendments are listed on this page. A new version of the document should be created by the author each time the pages are updated.

Version No	Author	Purpose / Change	Date
V1.0	Liz Gandara	Creation of the plan	May 2022

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1. Introduction

- 1.1 Collaborative Procurement Partnership LLP (CPP) is committed to achieving Net Zero emissions by 2050.
- 1.2 Reducing environmental impact is key to CPP and it formed a major part of the decision to move to 'Smart Working', which is an agile working concept. CPP have taken the opportunity presented by the first year of Smart Working (following the Global Covid19 Pandemic) to form the Carbon Baseline as this significant change to overall business activities directly impacted CPP's carbon footprint through reduction in travel, closure of offices, reduction in use of resources (printing materials, paper, etc) and reduced use of retained office environments.
- 1.3 CPP aim to baseline on this new way of working and then continue to reduce emissions of greenhouses gases (GHG) as part of the overall Corporate Sustainability agenda and as described in the Corporate Sustainability Policy. This also includes our commitment to a more sustainable society by protecting and enhancing the organisation's social, environmental, and economic activities, preventing pollution, reducing its consumption of limited resources, reducing social inequality, improving employee wellbeing, and driving sustainable economic development as part of a transition to a low carbon future.
- 1.4 This carbon reduction plan is a living document and will be updated to reflect full year figures at the end of the baseline period. It will set out what our emissions are and how we plan to address them by real reduction where possible and off setting where necessary. We have systematically identified our major emissions and continue putting in place measures to directly address the sources.

2. Document Scope

- 2.1 In accordance with the GHG Protocol's Corporate Standard, our carbon footprint accounts for emissions within our operational boundary using the Operational Control Methodology. By this CPP can monitor, report, and improve on all sources of carbon emissions over which it has direct operational control such as Business Travel, Staff Commuting and Office Operational Activities.

3. General Principals

- 3.1 The GHG Protocol breaks emissions sources down into three categories or Scopes:
 - Scope 1 (direct emissions) emissions are from activities owned or controlled by the organisation. Examples of Scope 1 emissions include emissions from combustion in owned or controlled boilers, furnaces, and vehicles
 - Scope 2 (energy indirect) emissions are those released into the atmosphere that are associated with the organisation's consumption of purchased electricity, heat, steam, and cooling
 - Scope 3 (other indirect) emissions are a consequence of the organisation's actions that occur at sources not directly owned or controlled and are not classed as Scope 2 emissions. Examples of Scope 3 emissions are business travel by means not owned or controlled by the organisation, waste disposal, materials or fuels the

organisation purchases. There are 15 categories of Scope 3 emissions defined by the GHG Protocol.

4. Roles and Responsibilities

- 4.1 The CPP Members Board is responsible for approving this Plan and ensuring adequate resource and priority is allocated to the Carbon Reduction Targets, as part of the Corporate Sustainability Project.
- 4.2 The Director of Business and Performance is the Lead Director for the Corporate Sustainability Project and will therefore also be accountable for ensuring the Carbon Emission Reduction Plan is monitored and targets for reduction and reporting are met.
- 4.3 The Business Manager (Operations) will be responsible for conducting all monitoring and reporting of the Carbon Reduction Targets and working with the Corporate Sustainability Project Team to embed all the training, changes to operational activities and best practices identified as necessary to achieve the targets set.
- 4.4 All employees of CPP should be made familiar with this this plan and the associated benefits, requirements, and resources on an ongoing basis so a high level of understanding and engagement across the organisation can be achieved. Additional training will be provided to relevant functional teams across CPP.

5. Carbon Emissions Baseline

- 5.1 GHG emissions, reductions of GHG emissions and removals of GHG from the atmosphere are measured / calculated in tonnes of carbon dioxide equivalent (CO₂e) using the appropriate conversion factors (UK Government GHG Conversion Factors for Company Reporting). CPP's baseline year runs from October 2021 to September 2022.
- 5.2 Scope 1 – Fuels, Bioenergy, Refrigerant (and other), Passenger Vehicles, Delivery Vehicles, SECR kWh pass and delivery vehicles

There are no factors in Scope 1 directly applicable to CPP; however, as tenants in a multi tenanted building, Don Valley House (DVH), CPP can impact the amount of energy used in the leased space occupied and so have quoted a percentage of the overall building gas heating use as a baseline and will use as a target. This process will be shared with the landlord and other tenants in the building.

- Fuel – “Primary fuel sources combusted at a site or in an asset owned or controlled by the reporting organisation”

Scope 1 Baseline: Natural Gas Use for Heating at Floor 2, Don Valley House, Saville Street, Sheffield

Time Period	Description	kg CO ₂ e
Oct 2021 – March 2022	Gas used for heating	5,678.48
April 2022 – September 2022	TBC	TBC
April 2021 – September 2021	Comparison from pre reopening of offices	2,455.14

5.3 Scope 2 – UK electricity, Overseas Electricity, UK electricity for EVs, SECR kWh UK electricity for Evs, Heat and Steam

The only element of Scope 2 applicable to CPP is UK electricity, with regard to the managed office environment at DVH. The refurbishment of the office accommodation in 2019 included the installation of LED lighting with PIR sensors to reduce energy waste so this will not be a major target area for reduction, however through a number of initiatives CPP still aim to see a further reduction.

- UK Electricity – “electricity used by an organisation at sites owned or controlled by them. This is reported as a Scope 2 (indirect) emission. The conversion factors in this listing are for the electricity supplied to the grid that organisations purchase – this does not include the emissions associated with the transmission and distribution of electricity”

Scope 2 Baseline: electricity used for lighting and power at Floor 2, Don Valley House, Saville Street, Sheffield

Time Period	Description	kg CO ₂ e
Oct 2021 – March 2022	Electricity used for power	2,721.22
April 2022 – September 2022	TBC	TBC
April 2021 – September 2021	Comparison from pre reopening of offices	2,818.89

NB figures are taken from electricity bills which do not always have comparative end of month dates

5.4 Scope 3 – WTT – Fuels, WTT – Bioenergy, Transmission and Distribution, UK Electricity T&D for Evs, WTT – UK and overseas electricity, WTT – heat and steam, Water Supply, Water Treatment, Material Use, Waste Disposal, Business Travel Air, WTT – Business Travel Air, Business Travel Sea, WTT – Business Travel Sea, Business Travel Land, WTT – Pass Vehicles & Travel Land, Freight Goods, WTT – Delivery Vehicles and Freight, Hotel Stay, Managed Assets Electricity, Managed Assets Vehicles

Several areas of Scope 3 apply to CPP as outlined below. Waste disposal would be applicable, however general waste is managed by the landlord and is of such a small quantity as to be seen as minimal impact. All paper waste is sent through the Confidential Waste system and recycled. Disposal of IT assets will be managed as part of the Sustainability Project on an ad hoc basis as required, again this is a small and uncommon activity. All IT waste will be disposed via an ISO 14001 certified provider either for recycling or green disposal.

- Transmission and Distribution – “Grid losses (the energy loss that occurs in getting the electricity from the power plant to the organisations that purchase it)”
- Water Supply – “Water delivered through the mains supply network”
- Water Treatment – “Water returned to the sewage system through mains drains”
- Business Travel Land – “travel for business purposes in assets not owned or directly operated by a business. This includes mileage for business purposes in, for example, cars owned by employees, public transport and hire cars”

- Business Travel Air – “emissions for individuals flying for work purposes”
- Hotel Stay – “Emissions associated with overnight hotel stays”
- Managed Assets Vehicles – “emissions from vehicles that are used by a reporting organisation, but are not owned by them and generally do not appear on the organisation’s balance sheet”

Scope 3 Baselines:

Time Period	Description	kg CO ₂ e
Oct 2021 – March 2022	Transmission and Distribution (electricity)	240.81
April 2022 – September 2022	TBC	TBC
Oct 2021 – March 2022	Water Supply	40.98
April 2022 – September 2022	TBC	TBC
Oct 2021 – March 2022	Water Treatment	250.00
April 2022 – September 2022	TBC	TBC
Oct 2021 – March 2022	Business Travel Land (claimed business miles in personal car)	14,887.34
	Business Travel Land (Rail travel for business)	727.25
April 2022 – September 2022	TBC	TBC
Oct 2021 – March 2022	Business Travel Air	948.83
April 2022 – September 2022	TBC	TBC
Oct 2021 – March 2022	Hotel Stay	4,474.40
April 2022 – September 2022	TBC	TBC
Oct 2021 – March 2022	Managed Assets Vehicles	67,945.49*
April 2022 – September 2022	TBC	TBC

*NB – The figure for managed assets vehicles shows an estimated total commute for every member of staff based at the Sheffield and Normanton offices to travel to Sheffield 2 days per week as per the expectation under Smart Working.

6. Carbon Emissions Reduction Targets

For the purpose of the initial plan, the 6 month figures used in the base line have been annualised. These will be updated once full year figures are available.

Description		Annualised kg CO ₂ e	Reduction Target
Scope 1: Gas used for heating		5,678.48	NA
Reduction Plan	As the gas to the building is not monitored per building tenant it is very difficult to appoint a specific reduction plan to this element. However, CPP will continue to liaise with the Landlord and other Tenants on reducing the heating used in the building through education and awareness. CPP will also commit to liaising with the landlord on the next gas supply contract due in November 2023 and encourage the move to a more sustainable gas source / green energy provider.		
Scope 2: Electricity used for power		2,721.22	10%
Reduction Plan	Through use of sustainable technologies, it will be possible to further improve the effectiveness of the existing lighting PIR system. This could be with daylight sensors, timing settings or other factors. In addition to an awareness campaign reminding employees of the electrical draw of equipment even when not in use (turn off plug sockets) CPP aim to see a reduction in the carbon output by 10%.		
Scope 3: Transmission and Distribution (electricity)		481.62	10%
Reduction Plan	Direct link to the Scope 2 Electricity Used plan		
Scope 3: Water Supply		81.96	10%
Reduction Plan	Approximately 70% of water used per household is in the bathroom and each flush uses up to 9 litres of water. By deploying a water saving device (such as the Hippo) this can be reduced by up to 3 litres, depending on the cistern type. Added to an Awareness Drive this should result in a reduction of c10%.		
Scope 3: Water Treatment		136.00	10%
Reduction Plan	Direct link to the Scope 3 Water Supply Plan.		
Scope 3: Business Travel Land (claimed business miles in personal car)		29,774.68	Reduce car travel by replacing 1 in every 6 journeys with rail or remote
Scope 3: Business Travel Land (Rail travel for business)		1,454.50	
Reduction Plan	Business car travel is not avoidable all together, but CPP will commit to replacing 1 in 6 journeys which would have been done by car with a rail travel or remote meeting instead.		

Scope 3: Business Travel Air		1,897.66	10%
Reduction Plan	Every journey requested by air will go through a suitability protocol to ensure the most sustainable option is selected with the intention of reducing the air travel footprint by 10%.		
Scope 3: Hotel Stay		8,948.8	15% of hotels selected to be below the government average rate of 13.9kgCO₂, all hotels to meet this rate as a minimum
Reduction Plan	Through the CTM travel system it is possible to manage and identify greener options for travellers. CPP will commit to seeking out venues which exceed the government average rate and ensure that 25% of bookings are made at these sites. This may not result in a reduction year on year as more travel is required but will reflect a reduction per stay.		
Scope 3: Managed Assets Vehicles (commute)		135,890.98	Off Setting
Reduction Plan	The figures quoted are based on an assumed number of journeys per week so no fixed plan can be allocated against this. However, CPP is committed to supporting employees to work from home when it is in the best interest of the business and the employee, and this enables the reduction in carbon output from commuting. In addition, the employees currently commuting to the Sheffield office who would normally be based at the Normanton site should be able to return there upon it's reopening at the end of 2023. This should reduce the carbon output figure by approximately 25,000 kg CO ₂ e. CPP further intends to Off Set a further 100 tonnes of carbon by working with a Carbon offsetting provider who will offer a range of carbon offset projects to international standards, including the Verified Carbon Standard (VCS), Gold Standard Voluntary Emission Reductions (VER) and Certified Emission Reductions (CER). Many of the carbon offsetting projects also provide wider benefits in addition to carbon reduction, such as biodiversity, education, jobs, food security and health & well-being in developing countries which aligns with CPP's Corporate Sustainability Programme.		

All carbon reduction plans will be in place by October 2022 to allow reporting on year on of the reduction programme against a full year of baselined figures.

7. Monitoring, Measuring and Reporting

- 7.1 CPP's Carbon Emission Reduction Plan will be reviewed and updated annually to reflect changes in organisational structure and to take account of the efforts made to reduce emissions over time.
- 7.2 CPP has selected a reporting period which reflects the organisations move to Smart Working which is from October 2021 to September 2022 as the Baseline and October

2022 to September 2023 for the first year of reporting. CPP will ensure that the same reporting period is used throughout the lifecycle of the plan to ensure the most accurate and meaningful data is used.

8. Related Policies and Documentation

- CPP LLP Sustainability Policy
- CPP LLP Smart Working Policy

9. Declaration

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 reporting.

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.

This Carbon Reduction Plan has been reviewed and signed off by the CPP Members Board.

Signed on behalf of CPP LLP:

Approved remotely by Members Board

Date:

23rd May 2023