CARBON REDUCTION PLAN GUIDANCE

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 supplier[1] 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 Standard[2] and Guidance[3], 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.

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.

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

[2]Technical 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

[3]Guidance 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

Carbon Reduction Plan

Supplier Name: Gemserv

Publication date: 09/11/2021

Updated: 29/06/2023

Commitment to achieving Net Zero

Gemserv is a purpose driven, professional services firm. We are fully committed to tackling climate change and achieving net zero emissions by 2040.

We are supporting the achievement of net zero in two ways. First, through the business we conduct. We are leading projects that are key to eliminating fossil fuel use and moving to a clean energy system, and we work collaboratively with our clients and partners to help them with the transition to a net zero world.

Second, reducing our own emissions. As a services business, Gemserv has a relatively small carbon footprint and we are certified by the CarbonNeutral Protocol as a carbon neutral company.[1] This involves reducing scope 1, 2 and 3 emissions and offsetting unavoidable emissions through a gold standard carbon credit scheme.

Whilst continuing to reduce and offset emissions, and maintain a 'carbon neutral' status, we recognise that we need to do more to fully align with net zero in accordance with SBTi standards.[2] This includes investing in carbon removal projects to offset our residual carbon footprint, and other initiatives.

We have also gained B-Corp Accreditation in 2022 and are currently reviewing our ESG policies to drive further ambition across the business, including our aim to reach net zero by 2040.[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: 01/04/2019 – 31/03/2020

Additional Details relating to the Baseline Emissions calculations.

Gemserv's emissions have previously been calculated by Anthesis, (a sustainability analysis company) with an estimated increase in net emissions from 211 tCO2e in the 2017/18 financial year to 235 tCO2e in 2018/19. However, this 12% increase occurred alongside a 34% increase in staff numbers, and therefore a reduction in emissions per capita.

Since the 2019/20 financial year Gemserv have estimated their annual footprint internally accounting for a greater number of emission sources such as 'home working'. The carbon footprint in 2019-2020 was estimated to be 350 tCO2e. In 2020/21 this footprint reduced significantly to 228 tCO2e due to the Covid-19 pandemic and multiple lockdowns. The 2021/22 increased again to 298 tCO2e alongside the transition to hybrid work routines but remains lower than pre-pandemic levels.

It is proposed that the baseline year for carbon reductions should be the 2019/20 financial year, as the intended return to more normal work routines are better represented by pre-pandemic routines.

Methods for carbon accounting are detailed here:

Scope 1:
With no fleet vehicles, electric powered heating, and no refrigerant containing equipment owned by Gemserv, we have zero scope 1 emissions.

Scope 2:
Scope 2 emissions are composed exclusively of electricity consumption. This emission source is calculated from electricity bills using the BEIS emission factors.

Scope 3:
Scope 3 emissions include:
- Water Usage
- Transmission and Distribution Losses
- Waste
- Business Travel
- Employee Commuting
- Working from Home

Scope 3 emissions accounted for 93% of total emissions in 2019/20 and employee commuting + homeworking emissions accounted for 87% of all scope 3 emissions. This means that accounting for employee commuting accurately is highly important in ensuring a reliable carbon footprint figure. It is a requirement for all employees to fill out an online form describing their method of commute and the distance associated with each leg of the journey. This data has been collated and the relevant emission factors of ten separate forms of transport have been applied.

Working from home emissions have been calculated by Turley using EcoAct methodology, based on the total number of days working from home over the year.[4]	

Baseline year emissions (2019/2020):	
EMISSIONS	**TOTAL (tCO2e)**
Scope 1	**Total: 0.0 tCO2e**
Scope 2	• Electricity: **23.5 tCO2e** **Total: 23.5 tCO2e**
Scope 3 **(Included Sources)**	• Upstream Transportation and Distribution: **0.0 tCO2e** • Waste Generated in Operations: **23.1 tCO2e** • Business Travel: **10.3 tCO2e** • Employee Commuting (inc. homeworking): **285.9 tCO2e** • Downstream Transportation and Distribution: **0.0 tCO2e** • Other Emission Categories: **7.5 tCO2e** **Total: 327.0 tCO2e**
Total Emissions	• Scope 1: **0.0 tCO2e** • Scope 2: **23.5 tCO2e** • Scope 3: **327.0 tCO2e** **Total: 350.5 tCO2e**

Current Emissions

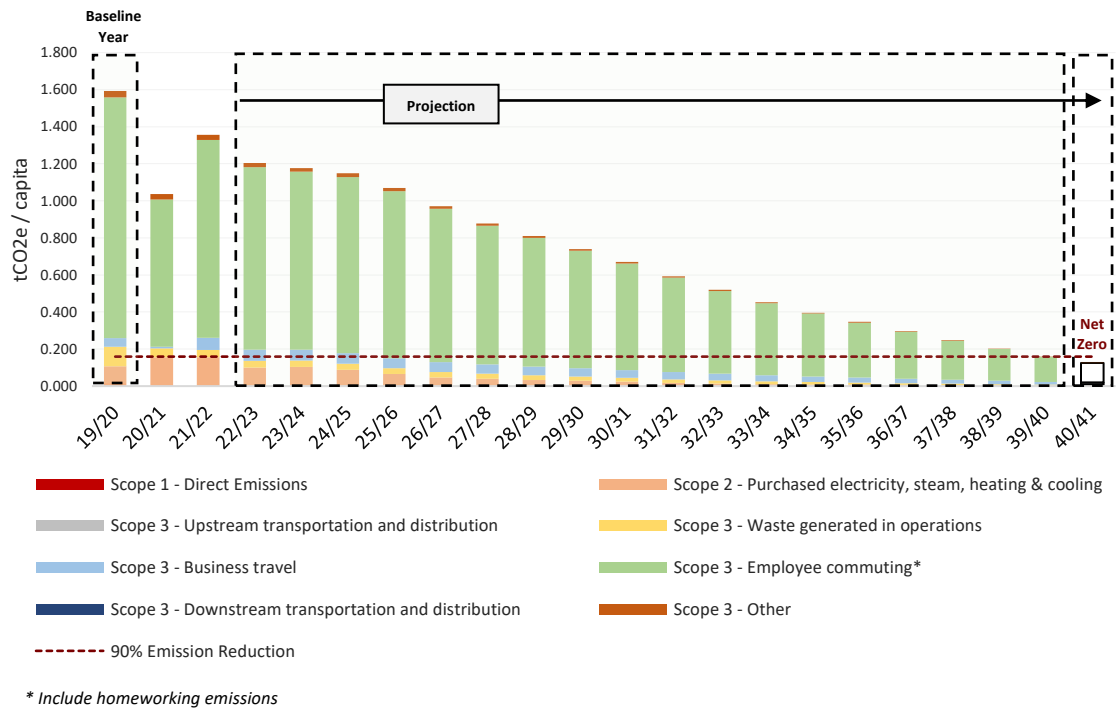| Latest complete year emissions (2021/2022):	
EMISSIONS	**TOTAL (tCO2e)**
Scope 1	**0.0 tCO2e**
Scope 2	**34.1 tCO2e**
Scope 3	**264.0 tCO2e**
Total Emissions	**Total: 298.1 tCO2e**

These emissions belong to the last complete financial year of carbon reporting, the carbon accounting for the latest 2022/23 financial year is underway. Furthermore, through Gemserv's recent acquisition by Talan, our financial year is being realigned to the calendar year, as of 2023.

Carbon Reduction Targets

Gemserv projects that its carbon emissions will increase from the 2020/21 minimum during the peak of the pandemic up to the year 2022/23 as operations return to normal but aims to permanently keep future emissions below the 2019/20 baseline level. Gemserv aims to reduce its emissions per capita by 54% by 2030 year compared with the 2019/20 baseline. By 2040 Gemserv aims to reduce emissions per capita by 90% compared to baseline level. Beyond 2040 Gemserv intends to invest in carbon removal projects, counteracting the equivalent carbon footprint and resulting in a Net Zero status, whilst continuing to reduce emissions per capita.

The graph below illustrates how Gemserv aims to reduce its emissions between now and 2040.

Target Emissions Projection - Tonnes CO2e / Capita

- Scope 1 - Direct Emissions
- Scope 2 - Purchased electricity, steam, heating & cooling
- Scope 3 - Upstream transportation and distribution
- Scope 3 - Waste generated in operations
- Scope 3 - Business travel
- Scope 3 - Employee commuting*
- Scope 3 - Downstream transportation and distribution
- Scope 3 - Other
- ------- 90% Emission Reduction

Include homeworking emissions

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2019/2020 baseline. The carbon emission reductions expected to be achieved by these schemes equate to 1,217 tCO2e saved by 2030 as a result of a reducing carbon footprint, and a total of 3,865 tCO2e by 2040.

Gemserv continues to maintain a UKAS accredited ISO 14001:2015 certification[5], the international standard for environmental management systems.

Through offsetting all its emissions, Gemserv is also certified as a 'carbon neutral' company by the CarbonNeutral Protocol.

In addition to offsetting emissions, Gemserv is also proactive in reducing its emissions internally, focussing in particular on reducing emissions from commuting and business travel, which together accounted for 65% of total emissions in 2019/20. These such efforts include:

- The 'Work from Anywhere' and 'Flexible Working' policies, allowing employees to work from home, has proven effective and it will be maintained. This helps to minimise our employee commuting emissions compared to the 2019/20 baseline.
- The 'Electric Vehicle Salary Sacrifice' scheme incentivises the uptake of electric cars and electric bikes over combustion engine vehicles by making the upfront costs more accessible.
- The 'Sustainable Holiday Travel' policy in which if an employee takes a less carbon intensive form of business travel but which takes longer (e.g. travelling to Berlin by train instead of plane), the excess time can be recovered by additional annual leave, therefore incentivising low-carbon travel.

- Over the course of this year, we have plans to relocate our London office in 2023 to an office space approximately 40% smaller in size (adapting to out post-pandemic hybrid working patterns). This will help to minimise heat demand and reduce our location-based emissions.

In addition to these internal carbon reductions, a core element of Gemserv's operations come from its Low Carbon Business Unit which works externally with a range of domestic and international clients from the public and private sectors, helping them to promote low-carbon technologies and policies. Therefore, Gemserv has a much greater role externally in helping to decarbonise the broader economy.

Gemserv intends to continue offsetting its emissions and reduce its carbon footprint per capita in order to retain a carbon neutral status. By the year 2040 Gemserv offsets will transition to investments in carbon removal projects, counteracting the residual annual carbon footprint.

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 standard[6] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[7].

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[8].

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:

Alex Goody

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Date: 29/06/2023

References:

[1]: https://gemserv.com/about-us/awards-and-certificates/

[2]: https://sciencebasedtargets.org/net-zero

[3]: https://gemserv.com/our-thoughts/gemserv-achieves-b-corp/

[4]: https://www.turley.co.uk/

[5]: https://www.iso.org/iso-14001-environmental-management.html

[6]: Corporate Standard | Greenhouse Gas Protocol (ghgprotocol.org)

[7]: Government conversion factors for company reporting of greenhouse gas emissions - GOV.UK (www.gov.uk)

[8]: Corporate Value Chain (Scope 3) Standard | Greenhouse Gas Protocol (ghgprotocol.org)