

**Groundwork UK**

Carbon Reduction Plan 2024/25

1. **Our commitment**

Supporting practical environmental action is core to Groundwork’s mission and our federation strategy commits us to act as ‘environmental exemplars’. Our charitable objects specifically state that we will promote sustainable development for the benefit of the public.

The Groundwork Federation Board has agreed that, collectively, Groundwork should aim to reduce its carbon footprint by 50% by 2035 while maximising the carbon impact of the projects, programmes and services we deliver. Last year Groundwork helped households and businesses save more than 22,000 tonnes of carbon emissions and planted 25,000 trees.

Groundwork UK is the national body of the Groundwork federation and our plans and processes flow directly from our federation strategy.

In order to show leadership on our collective carbon reduction commitments, Groundwork UK will focus on three priorities:

* inspiring our staff to adopt more sustainable behaviours in the workplace and in the home
* reducing the carbon footprint of our business and operations as we work towards net zero
* designing and managing programmes that deliver social and environmental benefits in local communities.

1. **Our carbon footprint**

It is a condition of Groundwork’s Quality Standards that all members of the Groundwork Federation measure their carbon footprint on an annual basis using standard methodology based on the UK Government’s Environmental Reporting Guidelines. Emissions reporting is broken down into three scopes and reported in Carbon Dioxide Equivalent (CO2e) calculated using the Government’s carbon conversion factors.

Groundwork UK’s **baseline carbon footprint** was recorded in 2019 and calculated as 70.6 CO2e**,** broken down as follows:

|  |  |
| --- | --- |
| **Baseline Year: 2019/20** | |
| **EMISSIONS** | **TOTAL (tCO2e)** |
| **Scope 1**  Gas – Office supply | 49.2 |
| **Scope 2**  Electricity – Office supply | 17.2 |
| **Scope 3**  Fuels and energy not included in Scope 1 &2  Electricity T&D and WTT  Other – staff business and commuting mileage | 0.7 Employee Business Mileage  1.2 Employee Business Travel – Public Transport  1.5 T&D emissions for electricity  0.3 Water and sewerage  0.5 Waste disposal |
| **Total Emissions** | **70.6 tCO2e** |

**Our carbon footprint in the subsequent reporting periods** is broken down as follows:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **REPORTING YEAR** | | |
| **EMISSIONS** | **2021/22** | **2022/23** | **2023/24** |
| **Scope 1**  Gas – Office supply | 6.8 | 6.8 | 6.8 |
| **Scope 2**  Electricity – Office supply | 1.1 | 1.0 | 1.4 |
| **Scope 3**   * Fuels and energy not included in Scope 1 &2 * Electricity T&D and WTT * Other – staff business and commuting mileage | 1.2 Gas  0.1 Electricity T&D  0.3 WTT-UK electricity generation  0.0 WTT UK electricity (T&D)  0.2 business mileage  0.2 staff commuting mileage | 1.2 Gas  0.1 Electricity T&D  0.2 WTT-UK electricity generation  0.0 WTT UK electricity (T&D)  0.4 business mileage  3.7 staff commuting mileage | 1.1 Gas  0.1 Electricity T&D  0.3 WTT-UK electricity generation  0.0 WTT UK electricity (T&D)  1.5 business mileage  3.6 staff commuting mileage |
| **Total Emissions (tCO2e)** | **9.9** | **13.4** | **14.8** |

1. **Progress report**

Progress is measured against our baseline footprint. No reporting year calculation was undertaken in 2020/21 due to the exceptional circumstances created by the pandemic.

Against our baseline, our latest figures show our carbon footprint has **reduced by 55.8 tCO2e**. The most significant reduction in our carbon output is due to the sale of our office building in 2020, and the relocation to smaller, more energy efficient rental accommodation. Although this has made a significant difference, it is recognised that further improvements in energy efficiency will now be dependent on negotiations with our landlord and discussions with other tenants.

The switch to hybrid home/office working arrangements since the pandemic has also helped to reduce emissions linked to office use and waste, and also reduced transport-related emissions. This has been through encouraging use of virtual meeting facilities where possible. These changes have been embedded into our updated staff handbook and financial regulations.

Our staff-led ‘Sustainable Living under Groundwork’ (SLUG) team has continued to deliver awareness-raising campaigns to promote behaviour change amongst staff – from providing meat-free meal advice to measuring plastic waste generated in the workplace. We also have in place a rolling programme of carbon literacy training benefitting all new and existing staff, and frequently organise activities and competitions promoting more sustainable behaviours.

The small increase in our carbon footprint from last year is explained by an increased staff headcount, and more frequent business travel following the resurgence of face-to-face meetings following the pandemic. We have recently commissioned a consultant from Groundwork’s Sustainable Business Service team to help us to achieve further carbon reductions in line with our collective commitments.

We recognise that, as a small staff team, the greatest contribution we can make to sustainable development is through the programmes we deliver. During the year, as part of the Groundwork Federation, we have contributed to helping improve 13.4m2 of land, planted nearly 50,000 trees and supported more than 60,000 households to adopt more energy efficient behaviours. For example, our three-year Cadent Foundation Green Doctor programme delivered 10,117 energy consultations, installed 59,610 energy saving measures, achieved annual savings of £1,249,076 for vulnerable households and saved more than 6 million kg of Co2 equivalent.

1. **Priority actions**

With the support of our in-house climate action group we have identified a number of priority actions for taking forward in the year ahead.

Key:

CS – Corporate Services

SMT – Senior Management Team

SLUG – Sustainable Living Under Groundwork staff group

YPO – Youth Participation Officer

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Action** | **Owner** | **Milestone** | **Update** |
| **Culture and policy** | | | | |
| 1 | Develop and implement sustainable procurement policy using best practice principles | CS | In place by March 23 | Embedded in revised facilities management processes |
| 2 | Promote sustainable travel policy to minimise non-essential travel, encourage sustainable transport methods and offset unavoidable carbon emissions | SMT | 75% reduction in travel-related emissions | Reflected in revised staff handbook and financial regulations  Salary sacrifice scheme for electric vehicles now introduced |
| 3 | Increase awareness of climate change amongst all staff | SLUG | Training embedded in induction with annual refresher training | All Groundwork UK staff members now trained |
| 4 | Review Groundwork UK Sustainable Development policy and embed the Climate Action Plan into the policy | SMT |  | Policy reviewed and updated January 23 |
| 5 | Involve Groundwork UK Youth Advisory Board to help with ideas about how to implement the Climate Action Plan | YPO |  | YAB members recruited and inducted December 23 – members invited to participate in Federation Carbon Reduction planning |
| **Home working** | | | | |
| 6 | Set up ongoing staff engagement programme focused on energy awareness | SLUG | Organise annual awareness sessions | 1 session completed led by a Groundwork Green Doctors – a further session to be planned for winter 24/25 |
| 7 | Audit efficiency of all Gwk UK devices being used at home | CS | Regular audit process in place | Ongoing |
| **Finance** | | | | |
| 8 | Review Ethical Investment Policy to ensure alignment with environmental commitments | SMT |  | Completed, with a change in our investment portfolio to an ethical provider completed in 2023/24 |
| 9 | Organise pension session with staff to advise on ethical investment of pension funds | CS |  | One session delivered, further sessions to be organised for recently joined staff. |
| **Premises** | | | | |
| 10 | Influence landlord to ensure gas supplied is ‘green gas’ from a credible renewables supplier and ensure gas appliances are as efficient as possible | CS | 30% reduction by March 25 | Enquiries being made of landlord |
| 11 | Promote to landlord the purchase of 100% green electricity via renewables | CS | 30% reduction by March 25 | Enquiries being made of landlord |
| 12 | Identify ethical food supplier, minimise office food waste and investigate third party options for taking excess food | CS |  | Office catering limited to specific all-staff events with confirmed numbers |
| 13 | Monitor paper purchase and usage and configure printers to minimise unnecessary printing | CS |  | Minimal printing recorded in new office |
| 14 | Investigate options for calculating Gwk UK’s digital footprint with outsourced IT providers | CS |  | Data transferred into Microsoft Cloud-based environment, which is marketed as ‘net zero’ |
| 15 | Deliver programme of staff engagement on reducing digital footprint eg by avoiding unnecessary emails and large attachments | SLUG |  | To be built into support programme to improve digital ‘housekeeping’ in new cloud-based environment |
| **Programmes** | | | | |
| 16 | Prioritise development of delivery programmes to support carbon reduction in local communities | SMT | Ongoing | Continued increase in Green Doctor energy efficiency programmes, with increasing focus on supporting domestic retrofit schemes |
| 17 | Develop package of guidance and support for grant applicants to promote sustainable development | SMT | Guidance embedded in applicant communications by Dec 24 | Task and finish team established, existing resources being reviewed for inclusion on web-based toolkit |

1. **Declaration**

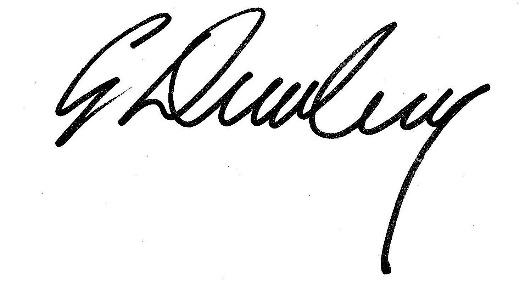
This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard and uses the appropriate [Government emission conversion factors for greenhouse gas company reporting](https://www.gov.uk/government/collections/government-conversion-factors-for-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 Groundwork’s Senior Management Team.

#### Signed on behalf of the Supplier:



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**Chief Executive Officer**

**Groundwork UK**

**March 2024**