

Carbon Reduction Plan Template

Supplier name: Novacroft Limited

Publication date: 10/01/2024

Commitment to achieving Net Zero

Novacroft Limited is committed to achieving Net Zero emissions by 2040.

Baseline Emissions Footprint

The baseline emissions were calculated in 2022 for scope 1, 2 and the required subset of scope 3 emissions. Total calculated emissions were 1,779.41 (tCO_{2e}) in the baseline year.

Year: 2023

Additional Details relating to the Baseline Emissions calculations.

Novacroft Group Limited is based in Northamptonshire. (NN6 9BX). The organisation operates from a leased office in a shared office complex run by a managing agent. The company provides travel and membership cards to several organisations including Transport for London. Approximately 15 members of staff work from the Northamptonshire Offices with a further 240 members of staff being employed working remotely from home providing telephone and e-mail support to the users of the cards.

The organisation is reporting on scope 1, 2 and the 5 scope 3 emissions required by Crown Commercial Services however this does not include scope 3 emissions for home working which is currently not a requirement.

Following the Covid 19 pandemic the business model was changed to facilitate homeworking for the majority of staff in the business.

It should therefore be noted that the increased heat and power requirements from homeworking now makes up the largest single carbon emission of the business and therefore any carbon reduction strategy will need to identify how this will be reduced and monitored. Total carbon emissions from homeworking in 2023 was calculated at 120,481 (tCO_{2e}). This represents a reduction on the previous year as more homeworkers switch to renewable energy providers.

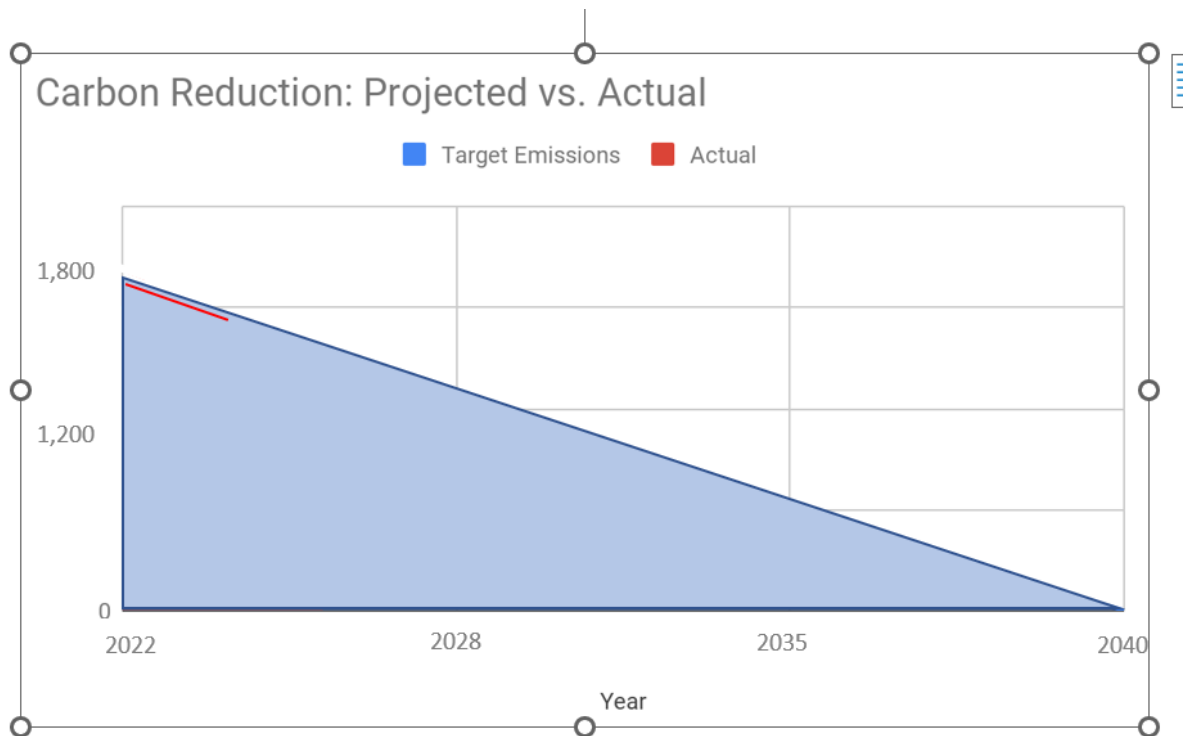
The organisation does not generate heat or power or operate any commercial vehicles and consequently there are no scope 1 emissions. The organisation does not purchase energy for the offices it leases directly but in the form of a service charge. It has been confirmed that this continues to be through a renewable energy provider and therefore scope 2 emissions are also 0 for 2023.

Emissions:2023													
EMISSIONS	TOTAL (tCO₂e)												
Scope 1	0												
Scope 2	0												
Scope 3 (Included Sources)	<table> <tr> <td>4.Upstream transportation and distribution.</td> <td>3.74</td> </tr> <tr> <td>5.Waste generation.</td> <td>0.37</td> </tr> <tr> <td>6.Business travel.</td> <td>0.10</td> </tr> <tr> <td>7.Employee commuting.</td> <td>12.93</td> </tr> <tr> <td>9.Downstream transportation and distribution.</td> <td>1,464</td> </tr> <tr> <td></td> <td style="text-align: right;">Total 1,481.14</td> </tr> </table>	4.Upstream transportation and distribution.	3.74	5.Waste generation.	0.37	6.Business travel.	0.10	7.Employee commuting.	12.93	9.Downstream transportation and distribution.	1,464		Total 1,481.14
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	Total 1,481.14												
Total Emissions	1,481.14 (tCO₂e)												

Emissions reduction targets

To continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

1. To continue to provide information to all homeworkers on the benefits to the environment of switching to renewable energy sources and to survey all homeworkers each year to identify the percentage of staff who are using renewable energy and to monitor this each year when calculating the organisations overall tCO₂e emissions.
2. To put in place annual strategies to reduce year on year group 3 emissions to ensure they are as low as is practicable in 2039.
3. To address remaining emissions with all other options exhausted we will offset any remaining emissions in 2040.
4. We project that carbon emissions will decrease over the next five years (in relation to declared scope 3 emissions) to 1,200 tCO₂e by 2028. This is a reduction of 32%.
5. There has been a 16% reduction in the reportable tCO₂e since the baseline year however this is primarily due to a reduction in production and distribution.



Carbon Reduction Projects

In the future we will be implementing the following measures to reduce our carbon footprint:

1. To continue to provide information to all homeworkers on the benefits to the environment of switching to renewable energy sources and to carry out a survey each year to identify the percentage of staff who are using renewable energy and to factor this in when calculating the total tCO₂e emissions of the organisation.
2. To continue to promote home working and minimise business travel with at least 80% of meetings taking place online or by telephone conferencing.
4. By engaging with our suppliers to review their plans to move to electric vehicles and to promote the use of electric vehicles to our commuting employees.
5. To continue to monitor the transition of our downstream transportation provider (Royal Mail) in relation to the introduction of electric vehicles and reflect this in future reporting years.
6. To maintain our ISO 14001 accreditation and continue to apply the waste hierarchy in respect of the waste we create through our business activities.

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 standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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) Standard³.

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:

Charles Novacraft Direct Limited

Karen Hodkinson

Chief Compliance Officer



Date: ...16 January 2024.....

¹<https://ghgprotocol.org/corporate-standard>

²<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

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