

Carbon Reduction Policy

Version number	Purpose/Change	Lead	Review date	Next review
1	Implementation	S McCarthy	July 2023	January 2024

Purpose

The purpose of this policy is to outline the approach Woodspeen Training will take to understand the impact of operations on the environment.

Background

In 2019, the UK became the first major economy to adopt a legal commitment to achieve 'Net Zero' carbon emissions by 2050.

The Government provide a Technical standard for Completion of Carbon Reduction plans, which sets out how suppliers' plans can be considered in the procurement of in-scope central Government contracts (subject to the Public contracts Regulations 2015 and contracts in excess of £5 million per annum).

To ensure compliance:

Carbon Reduction Plans (CRPs) are to be completed and must meet the reporting requirements set out in the Government's guidance, and include the supplier's current carbon footprint and its commitment to reducing emissions to achieve Net Zero emissions by 2050.

Carbon Reduction Plans (CRPs) will help Government suppliers and customers understand the impact the contract and therefore their wider operations have on the environment. They detail the organisation's emissions across a single year against a range of emissions sources and greenhouse gasses.

Carbon Reduction Plans (CRPs) must be provided by suppliers when responding to in-scope procurements. The Carbon Reduction Plan is not intended to replace existing reporting for calculation of organisational carbon footprint. It is a summary document that details high level information that demonstrates compliance with the measure.

Government supplier Carbon Reduction Plans should be reviewed and updated annually to reflect changes in organisational structure and to take account of the efforts made to reduce their emissions over time. Suppliers should ensure that the same reporting period is used throughout the submission, to ensure the most accurate and meaningful data can be used in the completion of the Carbon Reduction Plan.

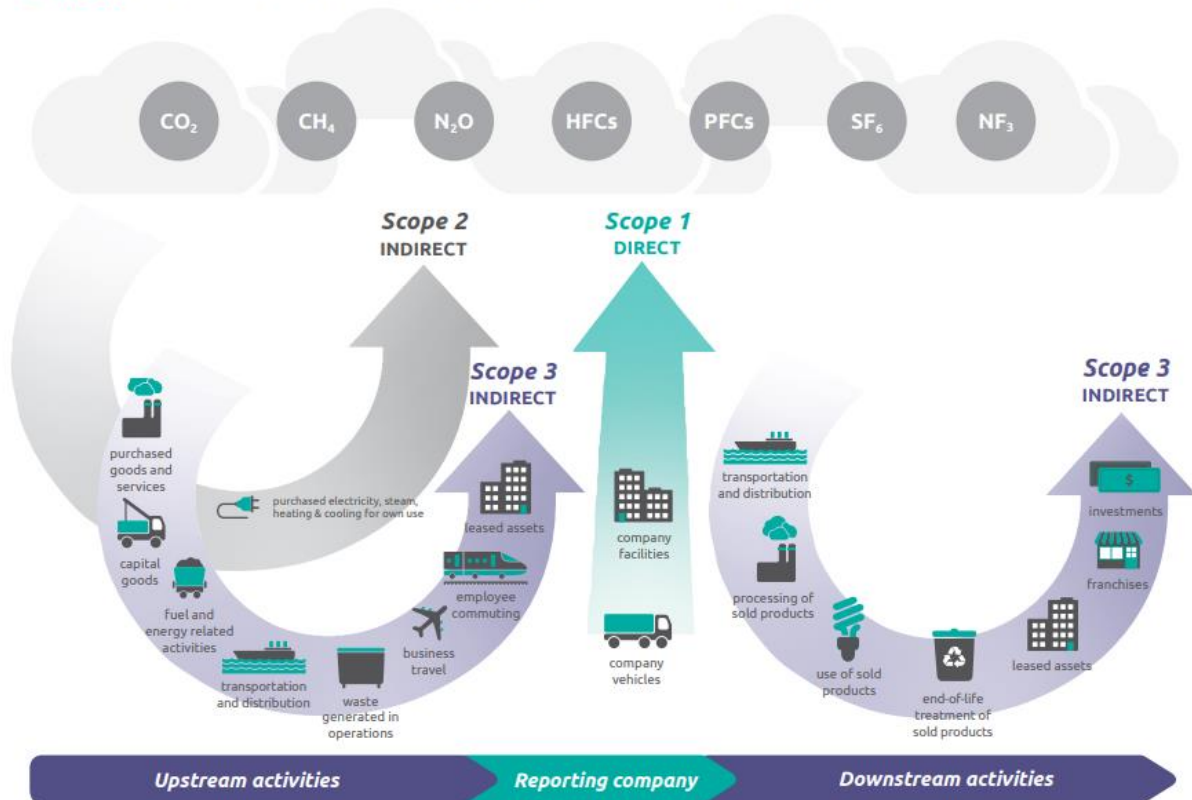
To this end, the Carbon Reduction Plan should be reviewed and updated within 6 months of the organisation's financial year-end which will be December 2023.

Carbon Emission Plan Scopes

The Greenhouse Gas Protocol (GHG) breaks emissions sources down into three categories or Scopes.

All Scope 1 and Scope 2 emissions are to be included when completing the Carbon Reduction Plan, along with a subset of Scope 3 emissions. Scope 3 emissions represent up to 80% of any organisation's carbon emissions.

Figure [1] Overview of GHG Protocol scopes and emissions across the value chain



Source: Figure 1.1 of Scope 3 Standard.

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

In completing our Carbon reduction Plan, Woodspeen Training is required to detail emissions across 5 of these categories as outlined below:

Scope 1 - includes direct emissions from the company's owned or controlled sources. This includes on-site energy like natural gas and fuel, refrigerants and emissions from combustion in owned or controlled boilers and furnaces, as well as emissions from fleet vehicles (e.g. cars, vans, trucks). Scope 1 emissions encompass process emissions that are released during industrial processes and onsite manufacturing (e.g. factory fumes, chemicals)

Scope 2 – includes indirect emissions from purchased energy, such as indirect greenhouse emissions from electricity steam, heat or cooling, generated offsite and consumed by the reporting company, e.g., electricity purchased from the utility company is generated offsite so they are considered indirect emissions.

Scope 3 - includes all indirect emissions that occur in the value chain of a reporting company.

Scope 3 Category	Review of description	Minimum boundary
<i>Category 4 – Upstream Transportation and Distribution</i>	<p>Transportation and distribution of products purchased by the reporting company in the reporting year between a company's tier 1 suppliers and its own operations (in vehicles and facilities not owned or controlled by the reporting company)</p> <p>Transportation and distribution services purchased by the reporting company in the reporting year, including inbound logistics, outbound logistics (e.g., of sold products), and transportation and distribution between a company's own facilities (in vehicles and facilities not owned or controlled by the reporting company)</p>	<p>The scope 1 and scope 2 emissions of transportation and distribution providers that occur during use of vehicles and facilities (e.g., from energy use)</p> <p>Optional: The life cycle emissions associated with manufacturing vehicles, facilities, or infrastructure</p>
<i>Category 5 – Waste generated in operations</i>	<p>Disposal and treatment of waste generated in the reporting company's operations in the reporting year (in facilities not owned or controlled by the reporting company)</p>	<p>The scope 1 and scope 2 emissions of waste management suppliers that occur during disposal or treatment</p> <p>Optional: Emissions from transportation of waste</p>
<i>Category 6 – Business Travel</i>	<p>Transportation of employees for business-related activities during the reporting year (in vehicles not owned or operated by the reporting company)</p>	<p>The scope 1 and scope 2 emissions of transportation carriers that occur during use of vehicles (e.g., from energy use)</p> <p>Optional: The life cycle emissions associated with manufacturing vehicles or infrastructure</p>
<i>Category 7: Employee Commuting</i>	<p>Transportation of employees between their homes and their worksites during the reporting year (in vehicles not owned or operated by the reporting company)</p>	<p>The scope 1 and scope 2 emissions of employees and transportation providers that occur during use of vehicles (e.g., from energy use)</p> <p>Optional: Emissions from employee teleworking</p>

Woodspeen Training's Carbon Footprint Data

Woodspeen Training will identify its current carbon footprint of organisation emissions in order to benchmark a starting point. Our starting point will use data from 1st April 2022 to 31st March 2023.

Woodspeen Training will calculate its carbon footprint in accordance with best industry practice, using the best and latest data available.

Our carbon footprint will adhere to Greenhouse Gas Protocol's Corporate Accounting and Reporting Standard and will be conducted to a reason level of assurance.

Woodspeen Training will use the ISO14064-3 approach for the verification of GHG emissions reports and will consider in the future working towards this British Standard.

The seven greenhouse gases Woodspeen Training will report against are the seven greenhouse gasses named by the Kyoto Protocol:

- Carbon Dioxide (CO₂)
- Hydrofluorocarbons (HFCs)
- Methane (CH₄)
- Nitrous Oxide (N₂O)
- Nitrogen Trifluoride (NF₃)
- Perfluorocarbons (PCFs)
- Sulphur Hexafluoride (SF₆)

Greenhouse gas emissions, reductions of greenhouse gas emissions and removals of greenhouse gas from the atmosphere shall be measured or calculated in tonnes of carbon dioxide (CO₂e) using the appropriate conversion factors published by BEIS. A "tonne of carbon dioxide equivalent" means one metric tonne of carbon dioxide or an amount of any other greenhouse gas with an equivalent warming potential.

In accordance with GHG Protocol's Corporate Standard, Woodspeen Training's carbon footprint should account for emissions within our operational boundary using one of three methodologies:

Financial Control:

The supplier reports on all sources of carbon emissions over which it has financial control. The supplier is deemed to have financial control over a service if it has the ability to direct the financial and operating policies of the service with a view to financially managing its activities, e.g. setting budgets, managing expenditure, and/or obtaining an 'income', such it might be the case in leisure centres, entertainment halls, community centres, etc.

Operational Control:

The supplier reports on all sources of carbon emissions over which it has operational control. The supplier is deemed to have operational control over a service if it has full authority to introduce and implement its operating policies.

Equity share:

Your organisation accounts for GHG emissions from operations according to its share of equity in the operation. This model may be helpful where emissions are recorded centrally

across a range of entities, e.g. recorded UK wide by the parent company rather than at the trading entity level.

Woodspeen Training will use the *Financial Control* methodology.

Approval and Publication:

Woodspeen Training will publish this policy and the Carbon Emissions Plan on our website.

Woodspeen Training's Carbon Reduction Plan will clearly state that board of directors have approved the plan with the date of approval.

Our Carbon Reduction Plan will be signed off by the CEO or Managing Director and will include their name, job title and the date. An electronic signature may be used; however, the CRP must clearly state that it has been signed.

Appendix 1:

Carbon Reduction Plan

In 2023, Woodspeen Training committed to support the Government's target to be net zero greenhouse emissions by 2050. In response, Woodspeen Training will undertake a benchmark exercise for the financial period 2022-2023 by December 2023.

The benchmark will identify the following:

Emission Type	Tonnes of Carbon
Scope 1	TBC
Scope 2	TBC
Scope 3	TBC
Total	TBC

Carbon Reduction Activities

We aim to plan a range of activities designed to reduce overall GHG emissions. Activities include:

- Implementing Woodspeen Training's Carbon Reduction Policy and disseminating this to all staff. This policy will be included in all new staff inductions from December 2023 onwards;
- Increasing the use of online and digital learning technology to further reduce the need for staff to use 'emissions heavy' transport – notwithstanding ESFA and OFSTED requirements that will necessitate a number of face to face visits per learner;
- Continuing to reduce the use of paper, by providing digital onboarding, enrolment, assessment and certification;
- Proactively sourcing green energy suppliers for our offices;
- Improving recycling processes and encouraging staff to do the same in their homes/home working environments, and;

- Using local suppliers of services to reduce carbon emissions caused by our procurement of goods and services.

Declaration and Sign Off

This Carbon Reduction Plan will be reviewed and signed off by the board of directors and a date will be recorded when done so.

Signed electronically:
Samantha Wilson (Managing Director)
Date: 11/07/2023