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Arts, Creative and Retail

Guide – Writing a Carbon Reduction Plan

**GUIDE - WRITING A CARBON REDUCTION PLAN**

This document is aimed at supporting SMEs to develop their own **Carbon Reduction Plan**.

**SECTION 1 – Introduction**

Complete the boxes below:

|  |  |
| --- | --- |
| **Company Name** |  |
| **Date of Plan Creation** |  |
| **Responsible person(s)/team(s)** |  |

**SECTION 2 – Company statement**

Your statement should outline your commitment to reducing your carbon emissions, and how it ties into your company values on sustainability.

**SECTION 3 – Baseline Year & Scopes**

|  |  |
| --- | --- |
| **Baseline Year** |  |

Your baseline year is used as the benchmark for your future emissions targets, reductions and progress to be measured against. Ideally, your baseline year should:

* Be within the last 5 years.
* Be representative of a typical year in your business, where possible.
* Provide robust data with accurate figures.

**Emission Scopes**

For each Scope, please note what you have included/excluded:

|  |  |  |
| --- | --- | --- |
| **Scope** | **Included** | **Excluded** |
| **Scope 1**Direct Emissions |  |  |
| **Scope 2**Indirect Emissions |  |  |
| **Scope 3**Upstream Emissions |  |  |
| **Scope 3**Downstream Emissions |  |  |

**SECTION 4 – Carbon Reduction Targets**

Outline your SMART targets:

* Specific – what are you going to reduce, and by how much?
* Measurable – how much will you reduce your emissions by?
* Actionable – are your goals realistic?
* Relevant – does your reduction goal fit with your company values?
* Timely – how long will it take you to meet your goal?

|  |  |  |
| --- | --- | --- |
| **Timeframe** | **Goal** *examples* | **Progress**  |
| **Short-term** | *Over a period of 12 months, we will replace 100% of our lighting with LED bulbs to reduce our energy consumption.*  |  |
| **Medium-Term** | *Over the next 2 years, as our company fleet vehicle leasing agreements come to an end, we will review whether we a) need to replace the vehicles, or b) replace the vehicles with hybrid/electric vehicles as required by the business.*  |  |
| **Long-term** | *By 2035, we aim to achieve Net Zero against our baseline year of 2023 emission data. This involves reducing our carbon emissions against our baseline year by 90%, and finding a suitable offset scheme for the remaining 10%.*  |  |

**Areas to focus on:**

* Energy efficiency
* Sustainable Transport
* Supply Chain & Procurement processes
* Waste Reduction
* Embracing Circular Economic principles

**SECTION 5 – Monitoring & Reporting**

Think about how you will track your progress, how often you will record data and who is responsible for overseeing each area within the business.

Set out your reporting process and frequency – use the table below for guidance:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Emission Source** | **Baseline Year Value** | **Current Year Value** | **Reduction Goal** | **% Change** | **Actions taken** | **Next Steps** |
| Energy use (kWh) | X kWh | Y kWh | 45% by 2030 |  | Installed efficient LED lighting.  | Insulate the office to reduce heat loss.  |
| Waste (t) | X t | Y t | 60% by 2030 |  | Changed supplier to reduce packaging waste.  | Review production process to minimise offcut waste material.  |

You may also wish to include:

* Who is responsible for what?
* How frequently this will be reviewed?
* How will you refine your goals?