



## Carbon Reduction Plan

Ipswich Community Media and Learning (ICM&L) has a Commitment to achieving Net Zero Carbon emissions by 2030. This is in line with our Environmental Sustainability Policy. To achieve this aim, we are now also committing to further changes in work practices as outlined in this first Carbon Reduction Plan.

Emissions data had not been gathered and published in prior years. The data shown here has been gathered from employees own travel records and the business utility bills for 2021/2022 which will be our base year. The methodology for measuring our carbon footprint is in line with the Greenhouse Gas protocol and the BEIS Environmental Reporting Guidelines. The calculations were completed on the "Make it Wild" Calculator using the UK Government emissions factors. Scope 2 Electricity billing and kWh information relates to the whole South Street complex rather than just ICM&Ls contribution to the total costs involved, as there exists no separate metering device.

### **Baseline year 21/22 emissions:**

EMISSIONS TOTAL (tCO<sub>2</sub>e)

Scope 1. 0.4

Scope 2. 2.9

Scope 3. 17.62

Upstream Transport & Distribution (T&D) – not relevant – ICM&L provide professional services in education (language learning) rather than goods and, as such, the transporting and distribution of goods is not relevant to us

Elements within scope 3:

Waste – 0.2

Business Travel – 0.27

Employee Commuting – 17.15

Downstream T&D – not relevant to us– see upstream T&D

Scope 3. – 17.62

**Total Emissions (Scopes 1-3) 20.92 (tCO<sub>2</sub>e = Tonnes of Carbon Dioxide equivalent)**



**Estimated Current Year Emissions** (includes 3 quarters of scope 2 utility bill info)

Scope 1	0.2
Scope 2	2.1
Scope 3	12.5

Upstream T&D – not relevant – Professional services organisation providing services rather than goods.

Scope 3 elements:

Waste - 0.1

Business Travel – 0.2

Employee Commuting – 12.2

Downstream T&D – not relevant Professional services organisation. We provide services rather than goods and, as such, transportation and distribution of goods are not relevant to us.

EST Total Emissions April to Nov

**Total (Scopes 1-3) 14.8 (tCO<sub>2</sub>e)**

Emissions reduction targets - We have had no previous emissions reduction targets. In order to make progress towards achieving Net Zero, we have adopted the following carbon emissions reduction target.

We project that carbon emissions will decrease over the next five years to tCO<sub>2</sub>e by 2026/27. This is a reduction of 67% from 2021/2022 and the projection is to reach net zero carbon by 2030.

2022/23 is likely to be a more typical operational year, more in line with 2019/20 than the two years in between effected by the Covid pandemic. The following environmental management measures and projects have been completed or implemented since the 2019/20:

- Recycling of computer equipment in line with the WEEE Directive
- Photocopying on double-sided format whenever possible
- Using recycled paper, envelopes, folders etc
- Sourcing other recycled products
- Using Zoom and Google Meet to cut mileage to meetings down



These measures will continue to be in effect when performing future contracts.

In addition we are somewhat to completing each of the following and will continue to pursue the actions below. We have also compiled a Carbon Reduction Action Plan for the short and medium term – please see **Appendix 1** below – with time bound targets and actions.

- Move to agile working that has resulted in reduction of company business travel and, especially, commuting.
- Reduced dependency on office space. – working from home, hot desking at other venues
- Reduction in internal combustion engine company vehicles. – more people using sustainable transport
- Staff encouraged to use video conferencing where possible.
- Installation of LED Lighting in our properties.
- Building management systems have been upgraded to reduce energy usage.
- More consideration about energy efficiency and environmental factors. Switching to power suppliers that now produce 70% renewable energy and close to 100% of waste on site is recycled.
- Interventions to reduce power consumption focussed on air conditioning, building fabric, insulation, space heating, ventilation and hot water.
- Feasibility study for onsite renewable energy sources through solar panel installation.
- For IT systems – these will be designed with optimisation as key from Day 1. We will implement software solutions to manage and optimise power consumption of assets.
- Requiring suppliers to report their carbon footprint data to us to improve the accuracy of carbon measurement and engaging with suppliers to support our net zero goal.
- All suppliers to have produced their own net zero target and plan (by 2030 latest) that align with our targets.



Carbon reduction projects planned include:

- ISO 14001 implementation that will result in certification in the coming business year
- Active management and reduction of emissions from staff travel. Measures to include a tighter travel policy
- Deliver further reductions in emissions resulting from commuting to work. Encouragement of staff to use low carbon transport methods such as walking, cycling and public transport as well as a scheme to promote use of low or zero emission cars, including provision of EV charging points.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard 1 and uses the appropriate Government emission conversion factors for greenhouse gas company reporting.

Signed:

A handwritten signature in black ink on a light pink background. The signature is cursive and appears to be "K. [unclear]".

Manager on behalf of ICMA L CIO

Date: 17/11/22



**Appendix 1 - Table of Actions Required and target dates**

<b>Action</b>	<b>Responsible Staff member</b>	<b>Target Date Completion</b>	<b>Checklist</b>	<b>Notes</b>
Take monthly meter readings	Jamie R/JB	Ongoing	Y	Check energy consumption against last year figures. PT to Calc Scope 2 emissions
Erect Bicycle shelter in car park	JB/BM	May 2023	Y	Encourage Sustainable Mode transport
Feasibility study – Solar panel on South facing roof space	Joe B	May 2023	Y	Calculate payback period v instalment and other costs. Investigate possibility of grant funding
Communicate on environmental topics via our website and social media	Nikki/Jack/Li	Ongoing	Y	Publicise new actions within our organisation +elsewhere
Reinforce the message on Recycling with staff awareness campaign	Nikki/Jack/Li	Dec 2022	Y	
Supply chain Management	PT/JB	Mar 2023	Y	Survey and score supply chain to measure and manage scope 3 emissions
I.T. Optimise power usage. Anvar to advise re any potential energy savings.	AV	Mar 2023	Y	Continually under review