

Centre for Sustainable Energy's Climate Action Plan

The Centre for Sustainable Energy (CSE) is committed to promoting sustainable energy and to reducing the environmental impact of its own operations. In 2019 CSE made a commitment to becoming zero carbon by 2030. The following climate action plan and associated actions are overseen by the Director of Finance & Operations. The implementation of CSE's environmental practices on a day-to-day basis is led by the Office Administrator and cross-team working group.

We believe we owe it to current and future generations for the UK to reduce carbon emissions rapidly to virtually zero. It's what we mean by 'sustainable energy' and it's why we exist. All our work is dedicated to achieving this positive vision, and in line with our work we recognise that reducing our organisational impact through tangible change is vital - to play our part and to be the change we want to see in the world.

This action plan is primarily focussed on carbon reduction. Where possible we have also identified social co-benefits of the identified carbon saving measures and opportunities to dually tackle the ecological emergency.

CSE's commitments

CSE is committed to reducing its carbon emissions whilst supporting households, communities and the UK government to do the same. As such, we are committed to:

1. Highlighting the urgent need to take action on the climate emergency and enabling action
2. Linking the need to tackle climate change and fuel poverty, demonstrating their interconnectedness
3. Ensuring a diverse set of voices support the creation of a new smarter and fairer energy system.
4. Work towards Net Zero across scope 1-3 emissions, tackling easy wins now and working towards addressing the trickiest of our emissions in the medium-longer term.
5. Applying the UN Sustainable Development Goals to our internal processes and projects.
6. Supporting staff to reduce their carbon impacts through our climate-friendly policies.
7. Working with our partners and network to share best practice and learnings.

Our timeline

- 2019 Climate Emergency declaration
- 2019: Cross team working group set up with a remit to improve the measurement and monitoring of our carbon emissions, identify opportunities to reduce emissions and make proposals to work towards our 2030 target.
- May 2022: Carbon Reduction Plan agreed by CSE's Senior Leaders.
- October 2022: Priority actions and investments brought to trustees for approval
- March 2023 Senior Leadership Team and Trustees publish Carbon Reduction plan. Annual progress reports released going forward.
- 2025 Interim targets met in line with Climate Action Plan.
- 2030 Net zero across scope 1-3 emissions.

Our Action Plan

Our action plan underpins our declaration to be zero-carbon by 2030. The plan details the necessary actions and the teams, colleagues and partners that will take responsibility for ensuring they are implemented throughout the organisation.

Top line targets for this plan include:

Business operations

- To have tracked progress and made substantial progress towards removing scope 1-2 emissions by 2025.
- To have accounted for, and where possible reduced or offset all scope 1,2 and 3 emissions to be net-zero by 2030.
- To reduce business operating carbon impacts by a target of 10% annually year on year.
- Ask all subcontractors and suppliers to submit carbon commitments by 2023.
- Work with our landlord to influence the long-term heat decarbonisation of our building.

Travel and Transport

- Launch sustainable travel programme tackling in the following order of priority:
 - Work related travel emissions, reducing emissions against 2022 travel emissions by 2025
 - Staff commute travel emissions – quantify post-Covid commute emissions by end of 2022
 - Explore options for incentivising low carbon staff holiday travel by end of 2022

This programme builds upon the actions already taken to date.

Inspiring change

- Engaging with businesses, communities and individuals through our participation in a range of groups and networks including: Fit for the Future, Bristol Green Capital Partnership, No Cold Homes Bristol City Council Steering Group, Bristol City Fund' Environmental Transformation Group, Bristol Energy Network, Bristol Going for Gold, BEIS' Smart Systems Forum, National Grid's RIIO-2 Stakeholder Group and Western Power Distribution's Consumer Engagement Group for RIIO-EDS business plan.
- It's what we mean by 'sustainable energy' and it's why we exist. All our work is dedicated to supporting individuals, communities and organisations to reduce their carbon emissions, driving systemic change.
- Our finalised Climate Action Plan will be published on our website and shared through relevant networks such as Bristol Green Capital Partnership Network (of whom CSE is a founding partner) demonstrating our commitment to our climate ambitions and acting as a model for change.

Actions to date

In line with our commitment to reduce our carbon emissions we have undertaken the following actions in the last five years:

Energy

- CSE is committed to monitoring, reducing and decarbonising our energy use. As a member of the Fit for the Future network we report our energy and carbon consumption data annually.
- CSE encourages good energy efficient behaviour by staff by communicating internal good practice for switching equipment on/off, using monitoring data to highlight issues and encouraging staff to report problems with electrical equipment promptly.
- All staff undertake City & Guilds Energy Awareness and many CSE staff have specialist knowledge and qualifications in sustainable energy; CSE actively encourages knowledge sharing at work.

- CSE offices make good use of natural light, specified zoned lighting, thermostatic heating controls and other energy saving measures, e.g. double glazing.
- CSE participates in sustainable energy use workplace schemes e.g. the Third Sector Declaration on Climate Change.

Travel

- CSE has reassigned two of its six allocated car parking spaces to provide adequate bike parking and provides good facilities for staff cycle commuters (secure cycle parking, shower and cloakroom facilities, lockers, and a bicycle repair kit in the office).
- CSE has purchased two company-owned electric bikes for local use.
- CSE has installed an EV charging point for CSE staff and visitor use.
- CSE provides a cycle mileage allowance for use of cycles in a work context.
- CSE provides conference telephones and video conference facilities in meeting rooms to reduce the need for physical journeys and improve communications with staff working from home.
- The use of private vehicles for CSE journeys is discouraged bar extenuating circumstances. Mileage car allowance is paid at the flat rate per mile irrespective of engine capacity.
- CSE has introduced a policy where no domestic flights are taken for CSE business (and video-conference or trains are used wherever feasible for European and long distance meetings).
- CSE actively participates in sustainable travel schemes including the Department of Transport's Cycle to Work scheme.

Waste

- CSE reduces waste creation in the office by principally using electronic storage for information, using double-sided printers, re-using scrap paper and using refilled ink cartridges where possible.
- Old working electronic equipment is disposed of by selling or donating them for re-use; if this is not possible then CSE disposes of electronic equipment for recycling in line with our obligations under the Waste Electrical and Electronic Equipment (WEEE) Directive.
- CSE provides recycling in the office in line with local collection services (currently paper, glass, plastics, cardboard, tin cans). We currently take our office waste to an authorised facility for disposal, in line with our duty of care under current legislation. Organic materials are separated for composting. Recycling duties are the responsibility of all staff members working from the office so that everyone is involved.
- CSE makes staff aware of water saving behaviours for the office (e.g. correct dishwasher use, energy saving kettle).

Purchasing

- CSE is committed to sourcing office materials which have a low impact upon people and the environment. Where possible these are re-used or recycled, made from sustainable resources and/or supplied by companies with a published and rigorous environmental policy. Energy-using appliances must have a high rating for energy efficiency.
- Where CSE has control over cleaning products purchased and used for cleaning our own office space, we actively opt for low impact environmental cleaners, polishes, glues and solvents and sprays which are hand-pumped and CFC/HCFC-free.
- Where CSE can influence the choice of building materials or interior furnishings (i.e. our own office furniture) we favour natural, recycled and sustainably managed materials. No tropical hardwoods are purchased by CSE.
- CSE provides an ethical company pension fund.

- We support less environmentally-damaging and more ethical practices in the developing world by purchasing appropriate consumables, e.g. Fairtrade tea and coffee.
- CSE has opted to go meat free in the catering of any events or meetings which we host (with vegan options provided).

Indoor pollution

- CSE seeks to reduce the risk of potential radiation hazards through fitting appropriate equipment (e.g. low radiation VDUs) and checking any new premises for radon.
- Photocopiers and laser printers are sited at safe distances from working areas.
- CSE encourages the use of indoor plants to improve indoor air quality with staff members holding responsibility for their care.

Short term action plan:

In the next 6 months CSE will implement the following 'next step' actions:

Cross team working group May - June 2022

A cross-team working group was established in 2020 intended to:

- Look into CSE organisational emissions to establish how CSE can reach net zero by 2030
- Calculate baseline emissions
- Identify carbon reduction opportunities
- Identify scope 3 emissions

From May 2022 the working group will:

- Recalculate CSE organisational emissions to:
 - Re-calculate baseline emissions (based on post-Covid operations and new hybrid working patterns)
 - Identify short term, high impact carbon reduction opportunities
 - Identify long term lower impact and scope 3 carbon reduction opportunities
- Draft realistic short, mid-term and long-term goals
- Draft related actions to achieve goals
- Submit a revised Climate Action Plan to the Senior Leadership Team and trustees for approval.

CSE recognises the importance of creating a diverse working group that has the knowledge and authority to enact change and empower colleagues to take action and input ideas to the development of the action plan. The working group membership will be reviewed to ensure it encompasses staff across all teams and seniority levels. The following principles have been applied to ensure these goals are realised:

Regular meetings: the working group will meet once a month up until the draft Climate Action Plan is submitted for SLT and trustee approval (target October 2022). Following submission, the group will meet once a quarter to agree responsibility for short term actions and targets and review progress.

Team planning processes throughout CSE will incorporate targets and actions linked to the Climate Action Plan, with linked appraisal objectives.

Staff surveys developed by CSE's Staff Voice committee will be developed to understand colleagues climate expectations and ideas.

Re-calculate baseline emissions April – July 2022

CSE is in the process of determining how to re-calculate our baseline emissions in the following areas:

- Energy

At our previous office CSE completed an annual emissions spreadsheets (as a member of the network Fit for the Future). In our current office it is harder to account for our emissions since our heat data is modelled (as a tenant we share a heating system so are only able to model heat data.).

Annex 1 details our baseline emissions calculations from 2019. Gas and heating related emissions were calculated as a proportion of floor area and electricity is sub-metered throughout the building.

Our 2022 baseline emissions will be calculated from our invoices and modelled heat data. The Director of Finance & Operations has requested up-to-date invoices and energy usage data from our supplier via our building manager.

- Transport (work travel, commuting, leisure)

The finance team is developing a process to measure our travel emissions via expenses and travel accounts e.g. trainline (and then estimate the associated carbon footprint).

- Purchasing

CSE already has a policy to systematically replace old office equipment (at end of operating life) with the most energy efficient alternatives and we consider local supply options in other purchasing decisions. The finance team is developing a process to measure our carbon emissions from purchasing.

- Supply Chains

It is difficult to measure emissions from supply chain. CSE will initially look to influence rather than measure supply chain emissions (see below)

- Waste

CSE will measure waste sent to bins each week.

We will establish a monitoring and reporting framework to track our emissions and to be able to track our progress towards set goals.

Identify priority high-impact carbon reduction opportunities August 2022

CSE's baseline emissions will be analysed to identify high impact areas across all three scopes. In accordance with the data, ambitious targets for each emission type will be developed to achieve net-zero by 2030 with interim targets in 2023 and 2025.

The cross-working group will identify the high impact areas to focus initial targets on (e.g. electricity usage). Other areas will also be addressed, but initial targets may focus on year-on-year reductions initially for these lower impact areas.

Actions to achieve these targets will be broken down into:

- Short term easy wins focussed on high impact areas.
- Interim actions to 2025
- Interim actions to 2030.

Annex 1: 2019 baseline carbon emissions calculations

Month	Electricity kWh from meter reads
Jan-19	698
Feb-19	2071
Mar-19	4566
Apr-June-19	7820
Jul-19	2674
Aug-19	2506
Sep-19	2105
Oct-19	2795
Nov-19	2426
Dec-19	2030
2019 Total	29,691

Fuel	2019 Consumption (kWh)	Emission Factor (kg CO2e)	Emissions (tonnes CO2e)	Total Emissions (tonnes CO2e)
Electricity	29,691	0.23	6.92	17.42
Gas	63,171.40	0.18	10.50	

Annex 2: Scope 1-3 definition

This Climate Action Plan works in line with Carbon Trust definition of Scope 1-3 emissions.¹

Scope 1	Scope 2	Scope 3
Fuel combustion Company vehicles Fugitive emissions	Purchased electricity, heat and steam	Purchased goods and services Business travel Employee commuting Waste disposal Use of sold products Transportation and distribution (up- and downstream) Investments Leased assets and franchises

¹ <https://www.carbontrust.com/resources/briefing-what-are-scope-3-emissions#:~:text=Scope%201%20covers%20direct%20emissions,in%20a%20company's%20value%20chain.>