Carbon Reduction Plan template

Supplier name

Somerford Associates Limited

Publication date

30th April 2025

Commitment to achieving net zero

Somerford Associates limited is committed to achieving net zero emissions by 20**50**.

Baseline emissions footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

Baseline year: 2021
Additional details relating to the baseline emissions calculations:

The COVID outbreak across the world in 2019 and 2020 changed working habits significantly and many of the COVID working practices have remained in place from 2021 onwards. Based on the changes of reporting by Splunk and the impact of COVID during the initial reporting periods Somerford rebaselined at 2021 reported figures, thereby providing a more consistent and accurate Carbon reduction report.

Scope 1 emissions. As our work is largely reselling licences, consulting and wrap round support to those licences there is not anything physical causing carbon emissions. This does not mean there are no areas to reduce our carbon impact. They are simply in scope 2 and scope 3.

Scope 2 emissions. Somerford's only significant scope 2 emissions are those associated with the energy supplied to our offices and the limited IT equipment located in our Rented Offices which provide 100% of their energy from renewable sources.

Baseline year emissions:	
Emissions	Total (tCO2e)
Scope 1	0.00
Scope 2	0.00
Scope 3 (included sources)	175.25
Total emissions 175.25	

Current emissions reporting

Reporting year: 2024	
Emissions	TOTAL (tCO2e)

Scope 1	0.00
Scope 2	0.00
Scope 3 (included sources)	35.33
Total emissions	35.33

Emissions reduction targets

In order to continue our progress to achieving net zero, we have adopted the following carbon reduction targets.

We project that carbon emissions will decrease over the next five years to 34.63tCO2e by 2029. This is a reduction of 2.0%.

Annual tCO2e
Assuming a 17% YoY reduction from a normalised 2021 baseline
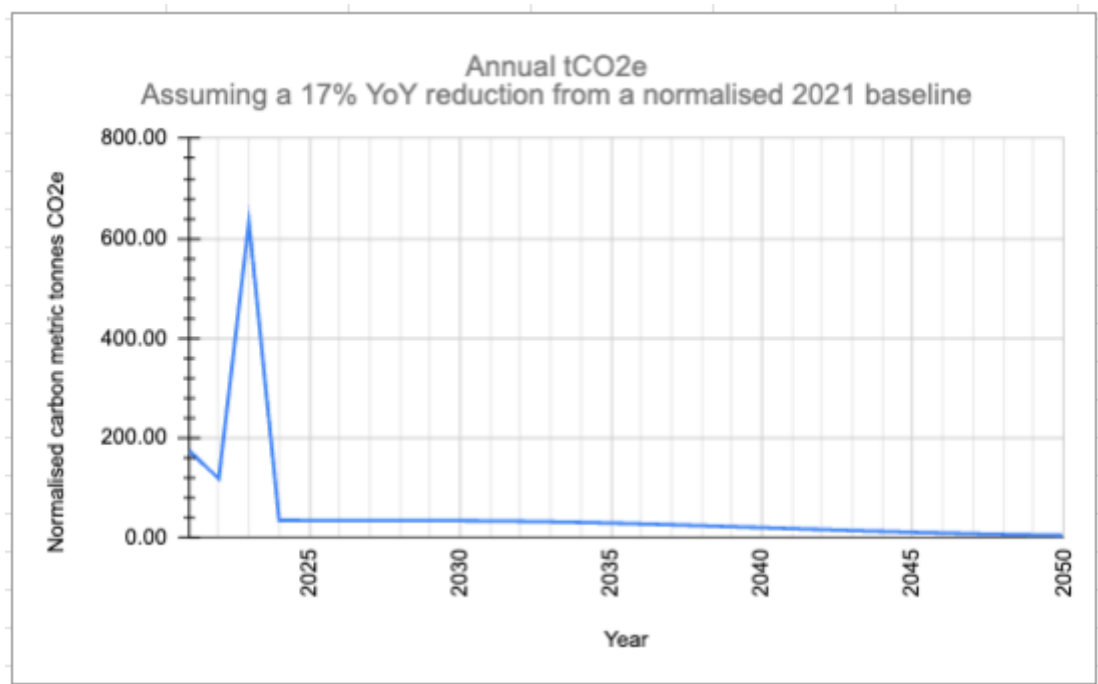
Carbon reduction projects

Completed carbon reduction initiatives

The following environmental management measures and projects have been completed or implemented since the 2021 baseline. The carbon emission reduction achieved by these schemes equate to 140.06 tCO2e, a 80% reduction against the 2021baseline and the measures will be in effect when performing the contract.

Track %time away for the delivery team with an aim to decrease it from the pre-COVID baseline thereby reducing travel
Track travel costs with the aim to reduce unnecessary business travel
Paperless office
Paperless contracts, quotes and reports
Hotdesking to reduce space required in office
Homeworking and flexi working to reduce travel and office energy consumption
Shared offices to reduce duplication in shared services (e.g. lobby energy costs or kitchen running costs)
powering off devices when not in use,
Using cloud based IT services in preference to hosting systems on-site,
Avoiding unnecessarily heating and cooling the office space,
Choosing biodegradable materials and consumables in preference to plastic based products,
Reusing and recycling wherever possible
Avoiding the purchase and use of fleet vehicles;
Making use of public transport where available and cost-effective in preference to use of private vehicles;

Encouraging vehicle sharing for business trips wherever possible.
Where paper documents are received, these are scanned and the paper copies disposed of through paper recycling
Recycling bins are available in common areas such as the kitchen so that food, paper and non-recyclable waste can be stored separately and disposed of appropriately
Electronic trading methods
Delivery of software licenses is made electronically
Product documentation such as installation manuals and operational guides are made available electronically
Managed Offices with 100% renewable
Track the % travel by air:car:rail/bus with the aim to reduce the percentage on high carbon means like the air and cars
Liaise with rented Offices to influence their electricity usage and carbon impact choices
Encouraging the most effective form of travel to reduce emissions and cost
Liaise with Rented Offices to try to have electric car charging points
Renewable energy sources in cloud providers (AWS Completed net zero by. 2023 , 7 yrs ahead of target)
Installing energy efficient lighting (LED),
Choosing energy efficient electronic devices
Choosing Partners and suppliers with solid energy credentials and carbon reduction plans
Removed the Splunk emissions from our submission in 2024 as this was confirmed as a double count

Future carbon reduction initiatives

In the future we hope to implement further measures such as:

Incentivise greener travel choices through internal non-financial "green awards" system
Incentivise electric car choice through internal non-financial "green awards" system
Complete and achieve formal certification for ISO14001

Declaration and sign off

This Carbon Reduction Plan has been completed in accordance with PPN 006 and associated guidance and reporting standards 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 standard[13] and uses the appropriate government emission conversion factors for greenhouse gas company reporting.[14]

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) Standard.[15]

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:

…………………………………………………………………….

Date: ……30/4/2025…………………………….

13 https://ghgprotocol.org/corporate-standard
14 www.gov.uk/government/collections/government-conversion-factors-for-company-reporting
15 https://ghgprotocol.org/standards/scope-3-standard

Annex – Guidance notes

- Please provide details of your organisation's baseline emissions. If your organisation has not previously assessed or reported emissions, please state this and use your first reporting period as your baseline.

- Under **Additional details relating to the baseline emissions calculations**, please add details of your baseline emissions as required: for example, that it is a historic baseline which deviates from the requirements under this measure (e.g. no prior Scope 3 emissions reporting); that there had been no previous reporting; or that you have created a new baseline due to substantial organisational change or restructuring.

- Under the heading **Emissions reduction targets**, if your organisation already has emissions reduction targets, please give those targets. If your organisation had no previous emissions reduction commitment, or if this is your organisation's first carbon footprint, please provide targets for your organisation. You may want to show progress against your targets in a graph, like the one show below:
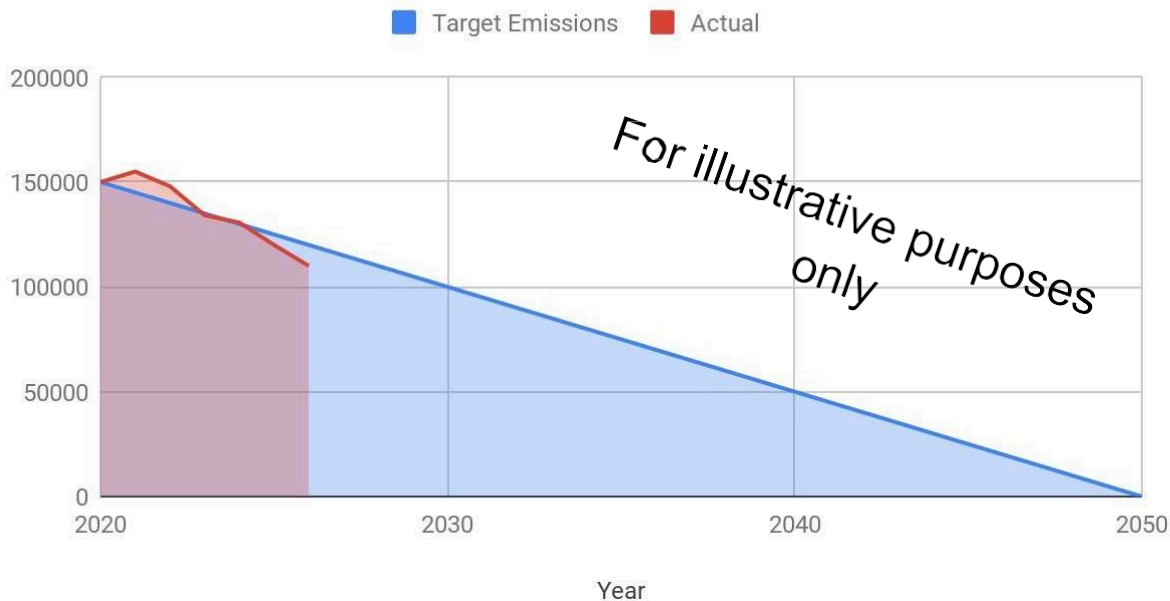
- Under the heading **Completed carbon reduction initiatives**, please provide brief details of some of your completed carbon reduction projects. This is for information only. This may include environmental management measures such as certification schemes like ISO14001 or PAS 2060, signing up to SBTI or specific measures you have taken such as: the adoption of LED/PIR lighting controls, changes to policy resulting in a reduction in company travel and flights or the electrification of the company fleet.

- Under the heading **Future carbon reduction initiatives**, please provide brief details of some of your likely/proposed future carbon reduction projects, if any. This is for information only.