



GREYFRIARS
PROJECT MANAGEMENT

26th November 2024

GREYFRIARS PROJECT MANAGEMENT CARBON REDUCTION PLAN



greyfriarspm.com

Greyfriars Project Management Carbon Reduction Plan

Supplier name: Greyfriars Project Management

Publication date: 26/11/2024

Commitment to achieving Net Zero

Greyfriars Project Management is committed to achieving Net Zero greenhouse gas (GHG) emissions by 2050, in alignment with the Crown Commercial Service (CCS) and the broader UK government objectives. Recognising the urgent need to address climate change, we are dedicated to implementing robust carbon reduction strategies across all our operations. Our approach includes enhancing energy efficiency, prioritising renewable energy sources, providing CPD and training to our staff and promoting sustainable practices within our supply chain. As an SME, our direct impact may be minimal, but we understand the role we play in educating and supporting our clients in the projects we undertake.

We maintain an ISO 14001-certified Environmental Management System (EMS) to ensure our environmental responsibilities are met and continuously improved. By setting clear, measurable targets and continuously monitoring our progress, we aim to reduce our carbon footprint and contribute to a sustainable future for all. We are committed to transparency and will regularly report on our advancements towards these goals, ensuring accountability and fostering a culture of environmental responsibility within our organisation.

This plan is specific to Greyfriars Project Management and will be updated at least annually. We will publish the updated plan on our website to ensure our stakeholders are informed of our ongoing efforts and progress towards achieving Net Zero.

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: As we have not previously assessed or reported emissions, we are listing our first reporting period as our baseline. This is July 1st to 30th September 2024.

Additional Details relating to the Baseline Emissions calculations.
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Greyfriars Project Management is currently in the process of calculating our baseline emissions using our internal tracking processes and using GovUK's GHG Conversion Factors, we currently have no baseline data or reporting. We are in the process of a comprehensive assessment to provide us with a clear understanding of our current carbon footprint, which is essential for setting

effective reduction targets. Given that we operate from a serviced office and provide a service rather than producing goods, our direct emissions are relatively small. However, we are committed to accurately measuring and managing all sources of our emissions to ensure we can implement meaningful and impactful carbon reduction strategies. Whilst we recognise that we are not in control of our client's project emissions, we will always provide advice and champion sustainability throughout all project stages. Ultimately, the responsibility for project emissions lies with our clients, but we are dedicated to supporting them in achieving their sustainability goals as such the scope of our emissions tracking is limited to our internal operations and their impacts.

Scope 1: Direct Emissions

- **Company Facilities:** We are tenants in a serviced building, as such data linked to our energy consumption in the building will be reported in Scope 2 (data provided from suppliers).
- **Company Vehicles:** We have one company vehicle which is an electric car, emissions have been calculated using GHG Conversion Factors UK electricity for EVs.
- **Printing:** Emissions of paper that we use for printing.

Scope 2: Energy Indirect - Indirect emissions associated with the purchase and consumption of local electricity, heating and cooling energy.

- **Electricity use:** Scope 2 emissions are mainly calculated based on volumes of purchased and consumed electricity in our head office.

Scope 3: Encompasses other indirect emissions as follows:

- **Purchased Goods and Services including Capital Goods, Fuel and Energy-Related Activities:** Greyfriars Project Management is a service provider the purchase any specific products required for our services is extremely minimal. We irregularly purchase laptops and computing equipment which is included in the calculation. Our internal policies prioritise reused laptops leading to minimal emissions.
- **Upstream Transportation and Distribution:** We do not have any purchased goods from our suppliers which would result in transportation and distribution figures. This category is therefore not applicable.
- **Waste Generated in Operations:** As a service provider we do not produce physical goods leading to waste. We are unable to track day to day waste produced by our staff as this responsibility lies with the building manager. Electrical waste is recycled or disposed of safely, any waste disposal within our control is included in the calculation.
- **Business Travel:** Emissions from employee travel for business purposes (not including company vehicles) are included.
- **Employee Commuting:** Emissions from employees commuting to and from work are calculated at year end and thus are not included in this report.
- **Downstream Transportation and Distribution:** Not Applicable

Baseline Reporting Period: We are still within our baselining year: Figures below are for July 1st to 30th September 2024

EMISSIONS	TOTAL (tCO₂e)
Scope 1	0.027206322
Scope 2	0.18530975
Scope 3 (Included Sources)	0.224414915
Total Emissions	0.436930987

Current Emissions Reporting

Reporting Year: We are still within our baselining year: Figures below are for July 1st to 30th September 2024

EMISSIONS	TOTAL (tCO₂e)
Scope 1	0.027206322
Scope 2	0.18530975
Scope 3 (Included Sources)	0.224414915
Total Emissions	0.436930987

Emissions reduction targets

As this is Greyfriars Project Management's first Carbon Reduction Plan, we have established the following targets to guide our journey towards Net Zero:

- **Measure Our Carbon Footprint:** Greyfriars Project Management will measure our carbon footprint based on all aspects of the business. We will determine annual CO₂

emission levels and targets, and develop monitoring tools and practices to measure CO2 emissions per business activity. This initial plan will provide a baseline for our emissions.

- **Reduce CO2 Emissions of In-house Operations:** We will implement actions to reduce in-house emissions, including changing to greener suppliers across our supply chain and promoting environmental practices to change stakeholders' behaviour and practices.
- **Offset CO2 Emissions That Are Not Possible to Eliminate Completely:** Greyfriars Project Management will find suitable local projects to offset CO2 emissions that cannot be fully reduced, such as emissions generated by necessary business travel.
- **Provide Staff Training:** Greyfriars will ensure that all our staff receive comprehensive training to align with our internal carbon reduction goals. This training will empower them to offer innovative and effective advice to our clients on sustainability within their projects.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented:

- **ISO14001 Certification:** We have implemented an Environmental Management System compliant with ISO 14001 certification, Greyfriars Project Management demonstrates its commitment to reducing environmental impact, complying with relevant laws, and continually improving its environmental performance. The EMS includes processes for setting environmental objectives, monitoring performance, and implementing corrective actions to ensure ongoing improvement.
- **Minimising Printing:** Greyfriars Project Management is committed to minimising printing as part of its efforts to become a paperless office. We have already implemented measures such as restricting colour printing to select individuals, which helps reduce unnecessary printing and the associated environmental impact.
- **Staff Training:** We have introduced and are committed to continuous learning for our staff, keeping them up to date with sustainable practices within the built environment.
- **Responsible Purchasing Criteria for Electrical Goods:** We have introduced a clear policy for the purchase of electronic goods, prioritising second-hand options and adhering to guidelines on energy efficiency ratings.

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

- **Bcorp Aspirations:** Greyfriars Project Management aspires to achieve B Corp Certification, which recognises companies that meet high standards of social and environmental performance, accountability, and transparency. This certification aligns with our commitment to sustainability and ethical business practices, and we are dedicated to making the necessary improvements to meet these standards
- **Creation of Project Guidelines:** We are in the process of developing comprehensive project guidelines to ensure that all our projects adhere to best practices in sustainability and environmental management. These guidelines will provide clear instructions on how to incorporate sustainable practices throughout the project lifecycle, from planning and design to execution and completion. By

standardising these practices, we aim to consistently deliver projects that minimise environmental impact and promote sustainability

- **Improved Reporting:** We aim to continually improve the accuracy and scope of our reporting by ensuring we are always using the most up-to-date information and standards.

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

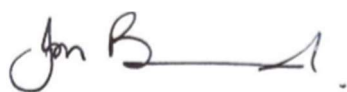
Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard¹ and uses the appropriate ².

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) Standard³.

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:

Signature



Date: 26/11/2024

Jon Barnard, Director.



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