

CARBON REDUCTION PLAN

Supplier name: Agenda Resource Management Ltd

Publication date: January 2024

Commitment to achieving Net Zero

Agenda Resource Management is committed to achieving Net Zero emissions by 2050 at the latest.

The Board of Directors and management of Agenda Resource Management have been committed to the establishment, implementation, maintenance, and continual improvement of ISO 14001 Environmental Management System to reduce our environmental impact since 2012.

This standard is independently audited every 6 months by a UKAS certification body. Agenda certified to this standard on 25/1/2013, since this time we have implemented multiple incentives to reduce Agenda's carbon footprint and our impact on the environment.

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: 2018	
Additional Details relating to the Baseline Emissions calculations.	
We have been measuring our emissions and environmental impacts since 2012, a re-evaluation and simplification of our reporting mechanism occurred in 2018, so the decision was made to use 2018 as our benchmark as this provides an accurate measure going forward. Since 2018 the company growth has been 15%. This includes adding a transport and veterinary division and locality of several new clients.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	33.77 Oil
Scope 2	8.47 Electricity
Scope 3 (Included Sources)	313.76 Travel .0004 Raw Materials
Total Emissions	356 total

Previous yr. Emissions Reporting

Reporting Year: 2022	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	17.26 Oil
Scope 2	12.86 Electricity
Scope 3 (Included Sources)	500.65 Travel .0002 Raw Materials
Total Emissions	530.78

Current Emissions Reporting

Reporting Year: 2023	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	13.8 Oil
Scope 2	11.3 Electricity
Scope 3 (Included Sources)	472.77 Travel .0001 Raw Materials
Total Emissions	497.8

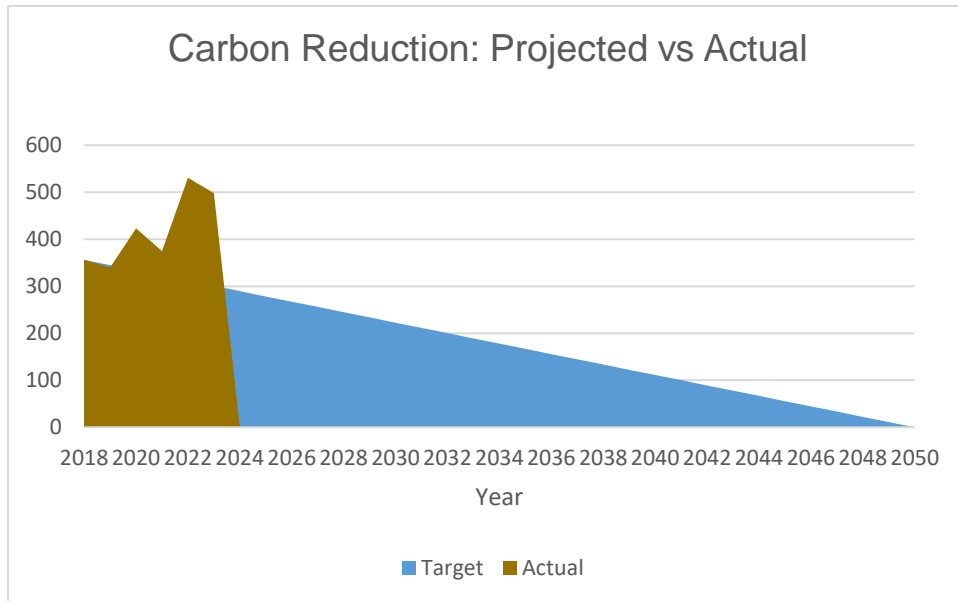
Emissions reduction targets

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

We predict that carbon emissions will decrease over the next five years to 255.88 tCO₂e by 2027. This is a reduction of 51% and the measures will be in effect when performing the contract.

- We have reduced Scope 1 by 51% and reduce Raw Materials usage by 50%
- Electricity usage has increased due to EV and Hybrid car policy with charging facilities available at our offices.
- Mileage has increase due to 15% company growth with the introduction of a transport, veterinary divisions, and new client locality.

Progress against these targets can be seen in the graph below:



		2022	2023	VAR YOY
Electricity	Target	6.90	6.55	-0.34
Oil	Target	27.50	26.13	-1.38
Petrol	Target	255.56	242.78	-12.78
Raw	Target	0.00	0.00	0.00
Material		311.50	300.38	-11.13
Electricity	Actual	12.86	11.30	-1.56
Oil	Actual	17.26	13.77	-3.50
Petrol	Actual	500.65	472.77	-27.88
Raw	Actual	0.00	0.00	0.00
Material		530.78	497.84	-32.94

Carbon Reduction Projects

Completed Carbon Reduction Initiatives.

The following environmental management measures and projects have been completed or implemented since the 2018 baseline. Although overall company emissions have increased, this has been due to company growth and diversification. The carbon emission increase equates to **174.78** tCO₂e, a **50%** increase against the 2018 baseline. However, Agenda have been proactive with the following carbon reduction schemes

- Installation of EV charging points
- Policy changes to purchase EV or Hybrid Company Cars
- Installation of Solar Array
- Installation of LED lights throughout Agenda premises
- PIT Sensors across Agenda premises
- Replacement of All Tower Pc's with more energy efficient laptops.
- Change in vendor at head office inclusive of on-site cleaning, cleaning products and office materials to meet net zero targets.
- Policy and cultural change to move towards hybrid working, reducing employee carbon footprints from travel to and from work, and lunch time travel.
- Agenda's environmental management system is UKAS certified to ISO 14001 and is audited twice annually. It focuses on objectives and actions, on areas that will have the most significant environmental impact both in the short and long term. In conducting a carbon footprint assessment, Agenda will be in a position to prioritise carbon reduction initiatives to address activities that impact emissions in Scope 1, Scope 2 and Scope 3.
- Creation of a Carbon Board to focus on short-, medium- and long-term activities that will reduce Agenda's Carbon footprint
- Carbon Board members undertaking external training to achieve NCFE Level 2 in understanding climate change and environmental awareness
- Signed up to the SME Climate Hub.
- Digital expense and receipts tracking
- Move to increased digital solutions inclusive of use of digital work tools, cloud storage, e-sign and reduction in no. of printers and volumes of printing

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

- **Conduct a carbon footprint assessment** to identify their current emissions levels and identify areas where they can reduce emissions.
- Based on the results of the carbon footprint assessment, **revaluate**, and **set specific emissions reduction targets for the short, medium, and long-term**. These targets should be achievable and aligned with the overall goal of reaching net-zero by 2050.
- **Reduce Energy Consumption**: Upgrading heating and cooling systems and reducing standby power consumption.
- **Increase Use of Renewable Energy**: Explore the use of specific energy supplier to ensure supply of renewable energy sources such as solar, wind, and hydro power to reduce their reliance on fossil fuels and lower their carbon emissions.
- **Encourage Sustainable Transport**: Encourage employees to use sustainable transport options such as cycling, walking, or public transport.
- **Implement Sustainable Procurement Practices**: Agenda evaluate the supply chain and adopt sustainable procurement practices by sourcing products and services from suppliers who have a lower carbon footprint and use sustainable materials.
- **Engage Employees**: Improved employees' engagement in the carbon reduction efforts by raising awareness, providing training, and encouraging participation in sustainability initiatives.
- **Carbon offsetting activities** in line with the Agenda Corporate Social Responsibility policy, working in the local community to plant trees, encourage improved waste management, recycling and to raise awareness of the cultural and social benefits to the Carbon Reduction Plan
- **Harnessing technology**: The Agenda CRP plan includes technological innovation, improved use and raising awareness through training to achieve net zero targets by 2050. These activities include a move from on prem IT infrastructure to cloud based hosting. Reduction in printing and the removal of printing devices. Initiatives to reduce reliance on raw materials, instead using digital process and documentation.

By following these steps, Agenda will continue to contribute to the UK's overall carbon reduction efforts and help to build a more sustainable future for all.

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 Government emission conversion factors for greenhouse gas company reporting².

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:

Steve Kitching – Finance Director

Date: ...January 2024

¹ <https://ghgprotocol.org/corporate-standard>

² <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

³ <https://ghgprotocol.org/standards/scope-3-standard>