

CARBON REDUCTION PLAN



Publication date: March 2025

Our Commitment to achieving Net Zero

Community Action Suffolk is committed to achieving Net Zero emissions by 2030.

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.	
<p>This Carbon Reduction Plan is developed and implemented in line with our Environmental Policy.</p> <p>We began measuring our carbon footprint in 2018 so that we could monitor this and make improvements that would result in benefits for the environment and in cost savings for the organisation.</p> <p>We have two sites: Brightspace (160 Hadleigh Road Ipswich IP2 0HH) and the Kirkley Centre (154 London Road S, Lowestoft NR33 0AZ).</p> <p>NB: The Baseline measurement and the Current year measurement are based on energy use. Future measurements will incorporate other factors including types of staff owned vehicles and the fuel they use, together with business mileage for each.</p>	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	20.36
Scope 2	13.69 + 27.66 = 41.35 (Kirkley Centre & Brightspace)
Scope 3 (Included Sources)	
Total Emissions	61.71

Current Emissions Reporting

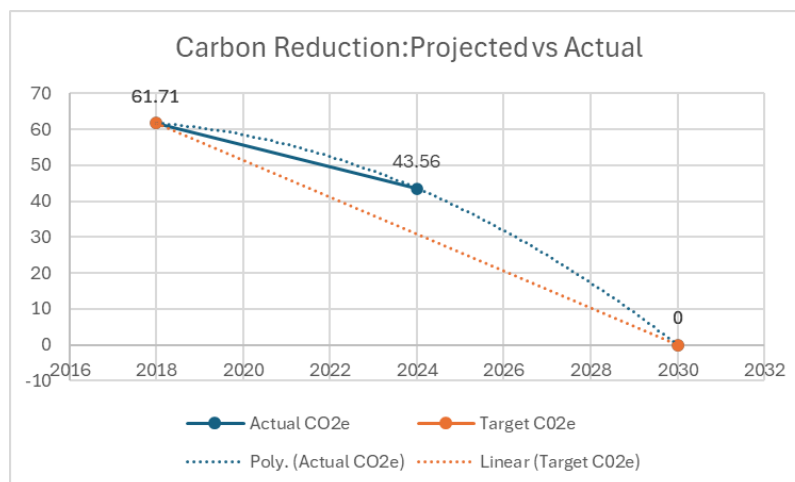
Reporting Year: 2024	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	13.03
Scope 2	6.93 +23.6 = (Kirkley Centre & Brightspace)
Scope 3 (Included Sources)	
Total Emissions	43.56

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 10 tCO₂e by 2029. This is a reduction of 77% from the 2024 43.56 tCO₂e measurement.

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



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2018 baseline. The carbon emission reduction achieved by these schemes equate to 18.15 tCO₂e, a 29.41%ge reduction against the 2018 baseline and the measures will be in effect when performing the contract:

We created a Climate Change Working Group with a cross representation of employees at all levels to raise awareness and embed environmental change, and we encourage additional staff to join this group where they express the desire to take part.

In 2018 we applied and were successful for a grant to replace the majority of the lighting over to more efficient LED's at Kirkley Centre. This was implemented with a saving of around 18000 KWH per annum. In 2024, we replaced 14 emergency lighting units with LED arrays at Brightspace.

In 2021 we replaced the old gas heating boiler over to a newer efficient A rated gas boiler at the Kirkley Centre which has saved around 13800 KWH per annum.

Brightspace heating is generated by Air Source heat pump so is already energy efficient.

In 2021 we changed contracts to 40% homeworking on a hybrid model. All staff and volunteers have a contractual office base at the site which is geographically closest to their home address, and this is specified in all vacancy advertisements and supported throughout the duration of employment.

Our headcount fluctuates due to the nature of our organisation and the work we do and is currently 45. Monthly staff meetings alternate between in-person meetings and online meetings. For in-person meetings we consistently use venues that are closest geographically to the majority. We encourage car sharing for those travelling to meetings. These mitigations mean that we can maintain a high level of communication, collaboration and wellbeing in the team whilst keeping mileage and travel to a minimum. Where possible and appropriate, external meetings are encouraged to be conducted via Teams or Zoom.

We choose local, independent suppliers wherever possible for the procurement of goods and services and additionally aim to use suppliers from the VCFSE sector where this is an available and viable option. We choose sustainable materials and products at every opportunity within our budget.

We believe that no step towards Net Zero is too small and we actively involve the whole staff team in seeking energy efficient ways of working and have made other increments towards our aim of achieving a Net Zero status by 2030, which have been conceived largely by involving the entire CAS team in brainstorming sessions and setting the challenge to everyone to seek ways to be more efficient, to minimise waste, make savings and to develop innovative approaches to reducing our carbon footprint.

These have included:

- eliminating paper towels in the WCs in our Main Building at our Hadleigh Road site, which is open to the public and is used by a range of tenants as well as CAS

staff. The provision of energy efficient hand dryers means that we have been able to eliminate the use of over 90,000 paper towels per year

- a heightened awareness, which is frequently reinforced both verbally and with use of signage, of turning off lights and power socket switches in all rooms when not in use. (Some areas have lighting which is controlled by sensors)
- the inception of a laptop recycling scheme in our IT Services subsidiary, where we seek and accept donations of unused laptops from other organisations, which we refurbish as required to an acceptable standard and resell
- recycling of other items for fundraising purposes, for example books and other articles that are sold and money donated to charities

We worked with Suffolk Wildlife Trust to produce a Conservation Advisor Site Visit Report as to the Southeast of Brightspace is Chantry Park with deciduous woodland and parkland, habitats of principle importance under Section 41 of NERC Act, otherwise known as priority habitat. The river Orwell is approximately 200m north of the site. Business and residential gardens together with green spaces make a contribution towards available habitat for mobile species. The report evaluates the Brightspace site and gives us a range of recommendations we may implement to support local biodiversity and the environment within and beyond our geographical footprint.

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

Action	Responsible Staff Member	Target Completion Date	Checklist	Notes
Explore Carbon Charter Accreditation requirements	SVJ	12/03/2025	<input type="checkbox"/>	Meeting arranged with Richard Jenner, Groundwork. Update to be provided to Exec Team to determine next steps
Quarterly scan for funding to support implementation of renewables and energy efficient equipment/consumables replacement	KC	Quarterly - next scan due w/c 07/04/2025	<input type="checkbox"/>	Applying for grant funding to install Solar panels for our Kirkley Site, we have had an audit which suggests if we install 39 panels this will generate a 3.1 tCO ² e/year saving. We will continue to source grant funding to apply to install Solar PV at Brightspace which will save 3.7 tCO ² e per annum. We have applied for grant funding but been unsuccessful to change the lighting at Brightspace to full LED, we will continue to apply for funding to implement this which will generate a 0.7 tCO ² e saving per annum. Where no funding is available, we will always choose LED replacement at our own cost as required.
Conduct a thorough review of facilities across both sites, to understand level of improvements required or recommended - eg sinks, toilets, drainage, windows, doors, general insulation	KC	Annually, Q3	<input type="checkbox"/>	We will ensure maintenance of buildings is environmentally aware and seeks to eliminate wastage and loss, reviewed annually with a brief report to Exec Team with any recommendations
Assess options for complete removal of all remaining paper hand-towels with environmentally friendly replacement in both Brightspace and Kirkley Centre sites	KC	End of May 2025	<input type="checkbox"/>	In kitchens, we will use recycled Blue Roll which we will minimise use of, plus re-usable cloths and towels to replace the need for any other paper useage. In our Annex building on the Brightspace site, we will identify the most environmentally friendly replacement of existing inefficient hand-driers within our budget so that we can remove paper towels altogether.

Grow Equipment Recycling Project	MM	As per forecast for 2025/26 - reviewed monthly	<input type="checkbox"/>	We have trialled a laptop recycling project successfully in 2024 which we aim to grow and expand in the future. We accept donations of used laptops that meet a certain low level specification so that they can be refurbished for resale by meeting the inward specification we avoid stockpiling of unusable machines. Computers significantly contribute to environmental pollution and carbon emissions. The ICT sector alone accounts for 1.8%–2.8% of global greenhouse gas emissions. Adopting green computing practices, such as energy-saving measures and recycling initiatives, can help reduce these emissions and minimize the generation of electronic waste.
Review of all remaining paper-based systems	Director of Innovation & Business Development, KC and Heads of Service	Q1 2025/26	<input type="checkbox"/>	We are already using far less paper than in previous years and a lot of our systems are now paperless following our move to cloud based filing. We plan to review all of our systems such as finance to reduce this even further.
Removal/adaptation of paper based systems identified in review wherever possible - move to cloud based/digital systems	Director of Innovation & Business Development, KC and Heads of Service	Q3 2025/26	<input type="checkbox"/>	
Survey of both sites to identify zones that can be switched to sensor controlled lighting. Produce a report of recommended zones including estimated cost and energy savings	KC	Q1 2025/26	<input type="checkbox"/>	We have lighting sensors on our toilets only at Brightspace – we plan to survey the rest of the spaces in our buildings to convert the lighting to only come on when the areas are in use.
Implement changes to sensor controlled lighting as recommended by survey report	Exec Team to agree, KC to arrange	Q4 2025/26	<input type="checkbox"/>	
Review options for use of green energy contracts when renewing	KC	3 months in advance of supply contract renewals	<input type="checkbox"/>	We will aim to make green choices for energy supply wherever possible
Replace all single use batteries with rechargables	KC	Q1 2025/26	<input type="checkbox"/>	
Survey staff on personal vehicles	LB	Apr-25	<input type="checkbox"/>	We will survey staff-owned vehicles to understand what type of fuel personal vehicles use, and produce measurements based on business miles travelled, together with use of public transport which is encouraged and supported for all meetings wherever possible. Because we enable staff to use the office base closest to home, we already have a number of staff using bicycles or walking to work and we actively guide staff to limit mileage to a minimum. We will continue to do this. We will ensure to continue to share and promote any Government or other incentives for environmentally friendly travel, eg Electric Vehicle use or cycle to work schemes as these opportunities arise.
Calculate travel carbon based on types of staff vehicles and mileage, together with evidenced use of public/green transport	LB/SVJ	Monthly update to spreadsheet	<input type="checkbox"/>	
Share Government incentive schemes with staff around EV.	LB	Ongoing as schemes are launched, information cascaded to staff via staff meetings and through internal comms	<input type="checkbox"/>	
Staff Travel Reduction: raise staff awareness of the impact of travel, both in terms of the environment and cost to the organisation. Aim to reduce staff mileage by 6% from previous year. This can be achieved by holding meetings online, better planning for meetings that require in-person presence and observing the 60/40 blended working policy	Exec Team	Presentation Q1 2025/26 and ongoing reminders in staff meetings	<input type="checkbox"/>	

Create an engaging wider Net Zero Staff Campaign	Managers, Climate Change Working Group	Presentation Q1 2025/26 and ongoing	<input type="checkbox"/>	Consistent approach to raising staff awareness and engagement. We will create regular 'Green Challenges' to inspire and motivate staff to continue to develop innovative ways to reduce our Carbon Footprint. We will create a 'Carbon Reduction Ideas' Teams channel so that staff can give their ideas at any time and these together with the suggestions that come through our 'Green Challenges' can be reviewed and developed in Staff Meetings. The Executive Team will consider all of these and take action to take action to implement those that demonstrate steps towards Net Zero. Learning and knowledge can be shared externally in training sessions for the sector when our own staff have a good level of experience.
Plan and run at least 1 environmentally focused ESV day for staff to participate in	Exec Team, Managers, Climate Change Working Group	2026/27	<input type="checkbox"/>	
Deliver training on Net Zero and Carbon Reduction for staff and other organisations.	Exec Team, Managers, Climate Change Working Group	Training internally first throughout 2025/26, with an aim to be followed by training provision for other organisations from 2026/27 onwards	<input type="checkbox"/>	
Create space in staff meetings and internal comms for the sharing of ideas and knowledge across all staff on aspects of living a more environmentally friendly life.	LB, NR	Ongoing, from March 2025	<input type="checkbox"/>	As an employer, we recognise the part we play in sharing knowledge and raising awareness amongst staff on ways to reduce their personal carbon footprint outside of work and will continue to promote the Net Zero agenda in meaningful ways that go beyond the activities conducted as part of work-life. We will share this knowledge in a range of internal communications as appropriate.
Consider wildlife and biodiversity within our Brightspace site when making decisions regarding the site.	Exec Team	Ongoing, from March 2025	<input type="checkbox"/>	We will utilise and refer to the CONSERVATION ADVISOR SITE VISIT REPORT from Suffolk Wildlife Trust that was conducted in 2024 to help us find ways to build on the advantages our Brightspace site currently offers to local wildlife and the natural environment, and consider this when making changes to the site.
Create a herb garden space in the courtyard, following Suffolk Wildlife Trust recommendations, to support pollinators	KC, Caretaker, staff	Q2 2025/26	<input type="checkbox"/>	
Full evaluation of waste recycling to identify any areas for improvement	KC	Annually, Q3	<input type="checkbox"/>	We recycle waste in all our buildings in line with legislation and have aims to further improve recycling, including all types of waste that is recyclable.
Gather information on environmental credentials of existing suppliers and evaluate any need for making changes if basic expectations are not met	Managers	2025/26	<input type="checkbox"/>	We will understand the environmental impact/credentials of all existing and new suppliers and make environmentally conscious choices wherever possible
Update New Supplier Form to include a question to gather information on supplier environmental credentials	Head of Finance	Q1 2025/26	<input type="checkbox"/>	
Share CAS Journey to Net Zero stories and Case Studies with our networks	NR	Newsletters go out twice a month to our network - articles and case studies to be shared frequently and as appropriate. Also promote CAS progress to Net Zero through Social Media	<input type="checkbox"/>	As a Local Infrastructure Organisation, we will support all organisations across Suffolk in their own journey to Net Zero through sharing of information and case studies through our networks and in social media, we will be a leader-by-example for the sector.
Attend Net Zero events locally as appropriate and build working relationships with local agencies and experts. Invite experts to attend staff meetings to speak to whole team about environmental issues and how we can make a difference.	Climate Change Working Group	Minimum of two presentations to all staff per year. This could be at an in-person staff meeting or staff conference, or online	<input type="checkbox"/>	We will continue to work with a wide range of partners and strive to build and grow our relationships with environmental agencies and experts to guide and achieve the Net Zero aims of the sector.
Publish Carbon Reduction Plan and Environmental Policy on CAS website	IT team	Mid-March	<input type="checkbox"/>	We are keen to share publicly our commitment to achieving a carbon neutral position by 2030 and the steps we are putting in place to reach that goal, together with the policy that guides this
Have EPC rating reassessed	KC	2026/27 Q1	<input type="checkbox"/>	EPC Ratings are currently D at Brightspace (2022) and B at Kirkley (2020).

More information regarding our aims can be found in our Environmental Policy which informs this Carbon Reduction Plan.

Declaration

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.

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>