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**Business Race to Zero Carbon Action Plan**

This Race to Zero Carbon Action Plan demonstrates our commitment to taking action to reduce our carbon emissions and helping to prevent dangerous climate change.

Business Short Description

Please provide the name of your business: Click or tap here to enter text.

Please provide a description of what your business does: Click or tap here to enter text.

Please select the size of your business:

Micro (1-10 Employees)

Small (10-50 Employees)

Medium (50-250 Employees)

Please select the sector your business is: Choose an item.

Please select the location of your business: Choose an item.

If you are located in Leicester, please select your local authority:  
Choose an item.

Name: Click or tap here to enter text.

Position: Click or tap here to enter text. Date: Click or tap to enter a date.

Please provide a description of the activities your business is already undertaking to reduce carbon emissions (*For example Switching to LED light bulbs, Switching to renewable energy supplier, Priotising hybrid working)*:

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The Climate Emergency

Many human activities, like burning fuel or gas and producing electricity, produce greenhouses gases, particularly carbon dioxide. These gases cause climate change, raising the average temperature of the world. This is already causing extreme weather, sea level rise and damage to nature. If we do not take urgent action these impacts will   
get much worse.

In May 2019 the UK parliament declared a climate emergency and in the same year   
The Climate Change Act 2008 was amended to include the commitment for the UK to reach net zero greenhouse gas emissions by 2050. Leicester City Council has declared   
a ‘Climate Emergency’ in response to this threat, and has set a citywide target to be   
carbon neutral by 2030.

In the United Kingdom, SME’s account for over 99% of businesses and are key to reducing the city’s carbon emissions. This Race to Zero Carbon Action Plan is aimed   
at small and medium sized businesses.

Context and Drivers for Decarbonisation

The organisation faces a complex set of drivers which set the context for carbon management. Crucially, the organisation recognises that these cannot and should not   
be viewed in isolation from each other or the principal goal of continuously minimising i  
ts environmental impact whilst maximising its contribution to society and the economy.

Ultimately, a strong performance with respect to carbon emission reduction should deliver financial benefits to our business by mitigating the risks associated with e.g. increases   
in energy tariffs and levies.

The following represent the key carbon drivers for our business:

* UK & European targets
* Climate of reducing financial allocations
* Rising energy costs
* Principle that investments in carbon reduction are generally associated   
  with commensurate reductions in future expenditure
* The need to eliminate waste of resources and to increase efficiency
* The organisation’s own carbon management targets
* Depletion of the world’s finite resources
* It’s the right thing to do
* Legislative drivers for carbon management.

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Over the past 20 years there have been many pieces of legislation enacted at an increasing rate in the UK Government which aim to address the issue of climate change, carbon dioxide and greenhouse gas emissions, and sustainability. The Agreement was supported in the UK by the findings of the Stern Review[[1]](#footnote-1) on the Economics of Climate Change, published in October 2006, which provides compelling economic reasons to address climate change.

Legislative drivers for carbon management can take the form of targets (e.g. from   
UK Government), incentive systems, charging schemes, or regulatory compliance requirements.

Other drivers for carbon management

While reducing the financial and legal risks posed by various legislative requirements is   
a significant driver behind our business’ carbon management programme there are other factors supporting the need for improving energy efficiency and reducing carbon emissions.

* **Cost saving**: The case for carbon reduction is strengthened by current financial constraints requiring reduced operating costs whilst maintaining effective service delivery. This provides a strong incentive to cut resource consumption to release   
  this money for frontline services.
* **Increased eligibility for funding opportunities**
* **Increased competitiveness for tendering opportunities**
* **Reputational benefit**: By delivery of sustained carbon reductions, our business will be viewed as an exemplar enhancing the organisations broader sustainability credentials.
* **Improved staff satisfaction**: Studies have identified a correlation between an organisation with strong environmental performance and high staff satisfaction.
* **Improved engagement with key stakeholders**: Key stakeholders of our   
  business, including the local community, are increasingly focusing on sustainability.   
  Our business’ engagement and enhanced commitment will enhance the relationship with these stakeholders.

Business Carbon Footprint

An organisation’s carbon footprint shows the amount of carbon dioxide and other greenhouse gas emissions it is responsible for over a year. It highlights the largest   
sources of emissions, which are the areas it is most important to take action to improve.

The organisation’s carbon footprint in Click or tap here to enter text. was Click or tap here to enter text. tCO2e (tonnes of carbon dioxide equivalent).

This includes emissions from (*Tick as appropriate)*:

Gas use

Electricity use

Business Travel

Commuting

Waste

Procurement

The areas that most of our emissions come from are:

Click or tap here to enter text.

Based upon our organisation’s activities, the largest sources of our emissions are likely   
to be:

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Our Actions

Our business recognises that successful attainment of its carbon reduction targets   
is contingent upon the following key elements being in place:

* An organisational framework within the organisation that is sufficiently robust to support the financing, delivery and monitoring of carbon reduction projects.
* Clearly identified responsibility and accountability for delivery against carbon reduction targets from the Plan outset.
* Identification of a realistic suite of carbon reduction projects across a range of areas relevant to the carbon footprint; this list must be regularly reviewed and flexible to   
  adapt to emerging needs and opportunities for funding.
* A data collection and collation system that is integrated sufficiently to inform both   
  an annual progress update on the Plan.

Our company is committing to taking the following actions to reduce our carbon emissions:   
*[Delete or add actions below as appropriate in each section]*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Area | Action | Key Performance Indicator(s) | Evidence | Aim to achieve by [MM/YY] | Achieved/ New date |
| Carbon Footprinting and Action Planning | Calculating our carbon footprint, to identify the most effective areas to take action. | Scopes 1 & 2 calculation  Scope 3 calculation | Public reporting?  [(useful template)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/994928/PPN-0621-Carbon-Reduction-Plan-Template.docx) |  |  |
| Carbon Footprinting and Action Planning | Setting a target to reduce our carbon emissions to net zero by 2030/2040/2050. | Scopes 1 & 2 target (carbon neutrality)  All scopes target (net zero) | See above |  |  |
| Climate Change Learning and Behaviour Change | Provide our staff with training, to support changes in behaviour to reduce emissions due to energy, travel or otherwise. | Number of staff trained |  |  |  |
| Climate Change Learning and Behaviour Change | Providing Carbon Literacy Training\* to our leadership team, committee, and members to educate them on the climate emergency and how to reduce our emissions. | Achieve carbon literacy accreditation bronze / silver / gold | Accreditation |  |  |
| Community (CSR) | Providing flexible working/life balance and the equipment to do so to all staff (i.e. laptops, phones etc). |  | HR Policy  [(see ACAS guidance)](https://www.acas.org.uk/flexible-working) |  |  |
| Community (CSR) | Procedures in place to address equal opportunities in the workplace and address staff health & wellbeing. |  | HR Policy  [(see ACAS guidance)](https://www.acas.org.uk/health-and-wellbeing) |  |  |
| Energy | Monitoring and targeting of energy use in place to aid carbon reductions. | % reduction in energy use | Carbon and energy report |  |  |
| Energy | Heating, ventilation and air conditioning is checked and reviewed every 12 months. |  |  |  |  |
| Energy | Replacing our old lighting with low-energy lighting such as LEDs to reduce the energy  they are using. |  |  |  |  |
| Energy | Fitting insulation (loft, cavity wall, heating pipes) to reduce the amount of energy needed t o heat our premises. |  |  |  |  |
| Energy | Fitting a more efficient heating system (e.g. an Air Source Heat Pump) to reduce the carbon emissions due to heating our premises. |  |  |  |  |
| Energy | Replacing old windows with double or triple glazing to reduce the amount of energy needed to heat our premises. |  |  |  |  |
| Energy | Fitting solar PV panels, or other renewable energy systems,  to generate our own electricity or heat on-site. |  |  |  |  |
| Energy | Replacing equipment or machinery with more efficient alternatives and disposing of  old equipment responsibly. |  |  |  |  |
| Energy | Having an energy audit carried out to identify opportunities for energy savings. |  |  |  |  |
| Water | Tracking & monitoring water usage to inform implementation of water reduction measures such as diffusors, flow restrictors etc. | % reduction water use / costs |  |  |  |
| Water | Encouraging use of tap water instead of bottled water for  staff and customers. |  |  |  |  |
| Water | Policy for maintenance of dripping/leaking taps and  policy of turning off taps. |  |  |  |  |
| Travel & Transport | Encouraging staff to use more-sustainable transport, such as walking, cycling or taking the bus/train by providing facilities like cycle storage, or incentives to use these options. |  |  |  |  |
| Travel & Transport | Replacing our existing vehicles with low-emission alternatives, such as electric vehicles. Making EV charging points available to staff. |  |  |  |  |
| Travel & Transport | Reducing our emissions from business travel, such as making fewer tips by car or using public transport and holding meetings online. | % reduced costs of business travel |  |  |  |
| Waste | Monitoring & tracking of all waste produced and understanding of different  waste streams. |  |  |  |  |
| Waste | Reducing the waste produced by [x%] and increasing the amount of waste that is recycled or reused [x%]. |  |  |  |  |
| Waste | Regular review of design/manufacturing/ production processes to  actively reduce waste. |  |  |  |  |
| Waste | Divert end use or disposal  of a product from landfill  and evidence of lifecycle. |  |  |  |  |
| Procurement | Consider the environmental impacts of chosen materials and supplies opting for those that have a lower carbon footprint. |  |  |  |  |
| Procurement | Ensuring all products and materials are sourced as  locally as possibly. |  |  |  |  |
| Procurement | Encourage the use of recycled materials in manufactured products. |  |  |  |  |
| Procurement | Ensure that all suppliers are ethical and provide evidence  of their own carbon reduction plans. |  |  |  |  |
| Procurement | Ensuring that our financial assets are managed to ensure they are only invested in companies that contribute to resolving the climate issue in a constructive manner, and that we are actively divesting from fossil fuel extraction companies. |  |  |  |  |
| Green Space & Land Use | Improving the biodiversity of  any land occupied evidenced through increased native species planting, reduced pruning and mowing. | monitoring species (e.g. [Naturespot](https://www.naturespot.org.uk/app)) |  |  |  |
| Food (if applicable) | Monitoring of food waste and evidence of food waste being diverted from landfill (compost bins, food waste collections,  hot composters etc). |  |  |  |  |
| Food (if applicable) | End of day meals or ingredients are donated to local charities or communities. |  |  |  |  |
| Food (if applicable) | Provision of reusable crockery instead of plastic or ‘compostable/vegware’. |  |  |  |  |

If your organisation wishes to take actions which are not specified here, then add them into the relevant sections above, or add a new section at the end].

*\*Carbon Literacy Training: A one-day course delivered in-person or online that offers: “An awareness of the carbon dioxide costs and impacts of everyday activities, and the ability and motivation to reduce emissions, on an individual, community and organisational basis.” Delivered by a range of local providers and accredited by the Carbon Literacy Project ( https://carbonliteracy.com)\**

Progress reporting

Our business commits to taking the actions specified above, with the aim of achieving an organisational carbon footprint reduction [option to specify reduction goal and timeframe XX]. Our business will review our progress against this action plan, and report back against it by Click or tap to enter a date.

The Race to Zero Plan is viewed as a ‘live’ document and it is envisaged this will change on an annual basis as the organisation’s changes and planning assumptions become reality. To ensure that the Plan remains ‘fit for purpose’ to deliver targeted carbon savings, the document will be reviewed on an annual basis. This process will be overseen by   
Click or tap here to enter text.

Specifically, the following areas of the RTZ Plan will be subject to annual review:

* Progress towards overall carbon reduction target including CO2e savings against   
  target and quantifiable benefits
* Progress with identified carbon reduction projects
* Financial savings achieved as a result of carbon reduction projects
* Costs of the programme
* Wider benefits
* Stakeholder engagement

The annual progress review will be published Click or tap to enter a date.   
*(This date should ideally be 1 year from when this plan is completed)*

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Further Information

* Leicester and Leicestershire based businesses can receive a funded [sustainability/carbon audit](https://le.ac.uk/enterprise/development/innovation-hub/support-for-smes/specialist-services) through the [Race to Zero Carbon Accelerator programme](https://le.ac.uk/enterprise/development/innovation-hub/support-for-smes/the-race-to-zero-carbon-accelerator). Trained university students will assess your current performance and carbon footprint and provide recommendations for improvements: to enquire contact us here: [Zerocarbon@dmu.ac.uk](mailto:Zerocarbon@dmu.ac.uk)
* For more information and context for small businesses, visit the [Zero Carbon Business](https://zerocarbonbusiness.uk/) (FSB & IEMA)
* Sign up to find out more about the [Fsb small business sustainability hub](https://www.fsb.org.uk/campaign/small-business-sustainability-hub.html)
* Explore the resources and tools from [Zellar](https://zellar.com/about)
* For an SME carbon footprint calculator, try [Carbon Trust](https://www.carbontrust.com/resources/sme-carbon-footprint-calculator) and the [benchmarking tool](https://www.carbontrust.com/resources/energy-benchmark-tool)
* Understand the Net-zero [government strategy](https://www.gov.uk/government/publications/net-zero-strategy)
* [Small Business user guide](https://www.gov.uk/government/publications/small-business-user-guide-guidance-on-how-to-measure-and-report-your-greenhouse-gas-emissions): Guidance on how to measure and report your greenhouse gas emissions
* Ensure that you consider the sustainability and the social impact of your business   
  by considering how you contribute to the [UN Sustainable Development Goals](https://sdgs.un.org/goals).

1. Stern Review Report on the Economics of Climate Change. N Stern, 2006. HM Treasury, London. [↑](#footnote-ref-1)