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# CARBON REDUCTION PLAN

July 2024

## COMMITMENT TO ACHIEVING NET ZERO

HGV Driver Training is committed to achieving Net Zero emissions by 2050.

## 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.

<b>Baseline Year: 2020-21</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b> We have used baseline reporting figures for 2020-2021 as it is the first year that we have access to a complete year of data. This is due to COVID-19 and staff working from home for the majority of 2020.	
<b>Baseline year emissions: 2021</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>259</b>
<b>Scope 2</b>	<b>47</b>
<b>Scope 3 (Included Sources)</b>	<b>1789</b>
<b>Total Emissions</b>	<b>2095</b>

## CURRENT EMISSIONS REPORTING

<b>Reporting Year: 2022-23 will also include any revised baseline figure due to the growth of the company through 2021-2022.</b> Making meaningful comparisons of emissions data over time is an integral part of any HT report that aims to be credible, transparent, and useful to stakeholders.	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>259</b>
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<b>Total Emissions</b>	<b>2095</b>

## EMISSIONS REDUCTION TARGETS

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

- Reduce energy usage by 5% over the next 5 years across the business using a mixture of staff awareness, PIR lighting, LED replacements and energy management at site level.
- Reduce Scope 3 emissions by 5% using a mixture of other forms of transport, car share and the use of IT software (MS Teams and other such software) to support meetings and reduce travel requirements for staff attending meetings across the country.
- Encouragement of use of the public transport such as train for travel where possible.
- Engage with energy companies who produce green energy wherever possible.
- Investigating a salary sacrifice scheme for staff for electric vehicles.

We project that carbon emissions will decrease over the next five years to 1383.30 tCO<sub>2</sub>e by 2027. This is a reduction of 10%

## CARBON REDUCTION PROJECTS

### *Completed Carbon Reduction Initiatives*

The following environmental management measures and projects have been completed or implemented across 2022 and through 2023. The carbon emission reduction achieved by these schemes will give us a reduction in emissions across 2023 -24 once we have enough data to show this and they will be in effect when performing the contract.

- We have begun to replace all fluorescent light fittings with LED fittings.
- All waste we generate is recycled by the management company to cut down on landfill.
- Printing across the business is no longer done automatically and is 'held' in the printer with staff having to access the individual printer to release their paperwork. Anything that isn't printed within the hour is deleted.
- A car share scheme is in operation across the business where staff are encouraged to car share wherever possible.
- Regular standing orders for our course booklets are printed and delivered to the customer direct from the supplier to cut down on transport costs.
- A travel plan has been produced for Head Office highlighting bus and cycle routes to and from the office.

## **IN THE FUTURE WE HOPE TO IMPLEMENT FURTHER MEASURES SUCH AS:**

- Change our managed vehicles to electric models where possible. Electric vehicles held at head office for managers who travel by public transport.
- Cut down on employee business travel by using software already in place such as MS Teams and other electronic messaging and meeting services.
- Move over to green energy suppliers across all our managed premises.

## **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 standard<sup>1</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>2</sup>.

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<sup>3</sup>.

This carbon reduction plan has been reviewed and signed by the Managing Director.

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