

Carbon Reduction Plan

Supplier name: Shelton Fleming Associates Ltd

Publication date: 12th July 2023

Commitment to achieving Net Zero

Shelton Fleming is committed to reaching Net Zero by 2050 through collaboration with our staff, partners, clients and suppliers. We aim to reduce our greenhouse gas (GHG) emissions, implement sustainable practices, and transform our working methods.

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: June 2022 to May 2023
Additional Details relating to the Baseline Emissions calculations.
<p>Shelton Fleming emission data had not been produced in prior years; therefore, we selected June 2022 to May 2023, as our baseline and the first reporting year. This period provides us with the most precise and accurate data for calculation of Scope 1, 2, and 3 emissions.</p> <p>The methodology used for measuring our carbon footprint is in line with the Greenhouse Gas Protocol Corporate Accounting and Reporting Standard, the calculations were completed using Xtonnes, a carbon calculator platform, and manually tracked via spreadsheets using the UK Government emission factors.</p> <p>Shelton Fleming is committed to advancing our sustainability goals and has invested in appointing a Sustainability Officer. They will oversee and drive our sustainability commitment through a coordinated approach across all aspects of our business activities.</p> <p>Data included within the scope of the Carbon Reduction Plan is listed below.</p>

Baseline year emissions: June 2022 – May 2023	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	14.89
Scope 2	7.31
Scope 3 (Categories: 4,5,7,9)	<p>Category 4: Upstream transportation and distribution</p> <p>At present, we are unable to capture this information, but we will collaborate with our suppliers to ensure that it becomes part of our next year’s calculations, using our event carbon capturing tool, TRACE, to record our efforts.</p> <p>Category 5: Waste generated in direct operations</p> <p>Waste (solid): 0.61</p> <p>Waste (water): 2.27</p> <p>This data was obtained from the building waste provider.</p> <p>Category 6: Business travel</p> <p>Trips (air): 1,399.91</p> <p>Trips (rail): 2.95</p> <p>Trips (road): 44.25</p> <p>Accommodations: Not currently captured</p> <p>This data was based on the spend-based method. However, moving forward, we will be developing a more robust system that will allow us to track and capture travel data using the distance-based method. Additionally, we have recently implemented Staze, a hotel emission tracker platform, to effectively monitor accommodations. These initiatives will enable us to track all business travel and accommodation more effectively and accurately going forward.</p> <p>Category 7: Employee commuting and working from home</p> <p>Employee Commuting: 5.54</p> <p>This data was obtained through an employee survey. We’re currently refining the system to enable us to track and capture staff data much more accurately.</p> <p>Category 9: Downstream transportation and distribution</p> <p>Not quantified as yet, this is something we aim to measure in the future. However, we provide services rather than goods, as such Downstream Transportation and</p>

	Distribution may not be relevant to us. In the meantime, where Shelton Fleming can influence, it will seek to provide guidance to our clients, subject to client approval. 1,455.53
Total Emissions	1,477.72

Current Emissions Reporting

Reporting Year: June 2022 to May 2023	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	14.89
Scope 2	7.31
Scope 3 (Categories: 4,5,7,9)	1,455.53
Total Emissions	1,477.72

Emissions reduction targets

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 7 years to around 889.15 tCO₂e by the June 2029 - May 2030 period, representing a 50% reduction. To achieve this, our target will be a 7% minimum year-on-year reduction of total emissions compared to the base year emissions.

The 50% reduction estimate is based on Scope 1 and 2 reductions only, as partial estimates have been implemented for Scope 3 due to the level of uncertainty around these carbon emissions and reduction caused by client buy-in and potential initiatives being implemented. However, we

aim to have a minimum 5% year-on-year reduction for long-term targets of the total emissions compared to the base year emissions.

We recognise that our client work can have a significant impact on carbon emissions beyond our direct operations. The implications of these emissions are starting to be addressed within our sector. We are keen to work with industry peers, our supply chain and clients to explore ways to establish a unified approach to addressing these emissions and achieve additional Scope 3 reductions in the coming years, which will include all relevant categories.

Carbon Reduction Projects

Carbon Reduction Initiatives

In recent years, we have implemented several measures and initiatives for both our internal operations and across our project development and delivery. These completed actions include:

- Continual improvement of our ISO 14001 accreditation (2019)
- Creating our Environmental Sustainability Policy
- The implementation of TRACE, event carbon measurement platform, for target setting and reporting across the sector, and drive our reduction in event and industry emissions
- Utilising Staze, a hotel emission tracker platform, to effectively monitor our team's accommodation impact
- Launch of our Sustainability Supplier Questionnaire and Rating,
 - Evaluation of our suppliers' ESG practices, and to request that our suppliers commit to reducing their emissions to have evidence of this in our procurement/tender process
 - Suppliers will be reviewed on ESG performance through the selection process
 - Developing our network of sustainable and social value partners
- We have established an ongoing partnership with **isla**, an independent organisation, to collaborate and support us in delivering a range of workshops, training sessions, and resources, aimed at fostering a community with our clients and suppliers to work together towards a more sustainable future
- Pledging to the UNFCCC Race to Zero and halving our greenhouse gas emissions by 2030 across all company-owned operations
- Optimising the use of building space in all operations and enabling employees to work from home (3 days/week) to reduce emission costs
- We are members of London Bridge's BID program and look to focus our social responsibility efforts to local community programs
- Delivering internal sustainability training programs (ongoing)
- Invested in a Sustainability Officer, whose responsibilities include monitoring and reporting on our carbon footprint

As we look ahead, in the long term, we look to:

- Implement of ISO 20121: Event Sustainability Management System in 2024
- Continuation of our internal **Sustainovation Series**, our knowledge-based and sustainability solutions program aimed to support our suppliers and clients implement best practices
- We are members of London Bridge's BID program and look to focus our social responsibility efforts to local community programs
- Full investment and integration of TRACE on all our projects and help improve data collection in the event industry
- Implementing a travel pre-assessment for all flights to review necessity before approving travel spend
 - Optimise business travel to accommodate the needs of clients while reducing our largest source of emissions
- Implement robust processes to ensure no waste from any of our projects goes to landfill with a view to operating circular events by 2035
- Partnering and collaborating with our partners to measure greenhouse gas emissions for our event deliveries from 2024 onwards and carbon balancing these emissions

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 reporting](#)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:



Maurice Fleming, Managing Director , Shelton Fleming Associates

Date: 12th July 2023