

Carbon Reduction Plan

Supplier name: Wavehill

Published: 12/2023

Commitment to achieving Net Zero

Wavehill was established in 1992 in response to a growing demand for independent monitoring and evaluation services. In 2020, Wavehill became an employee-owned business and now has over 35 staff and associates with offices in Aberaeron on the west coast of Wales, Bristol, Newcastle and London.

Wavehill is committed to achieving Net Zero emissions by 2050 and we are committed to reporting progress annually.

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: 2019/20 (reporting period 1st July 2019 to 30th June 2020)

Additional Details relating to the Baseline Emissions calculations.

We have used 2019 CO₂ emissions data (from the reporting year which runs from 1st July 2019 to 30th June 2020) as our baseline. This period gives a more accurate picture of our typical annual carbon footprint, compared with the reporting periods for 2020 and 2021 during which, like many organisations, our business was significantly disrupted by the COVID-19 pandemic, making these unsuitable for use as baseline years from which to measure progress.

Note: Since the last footprint was completed, new spend-based emissions factors have been published by UK Government, allowing more comprehensive analysis of supply chain emissions from spending on goods and services. As well as being used for the most recent footprint data, these were used to update the baseline data.

Baseline year emissions: 2019/20

EMISSIONS	TOTAL (tCO ₂ e)														
<p>Scope 1</p>	<p>10.6 tCO₂e</p> <p>Wavehill's main office is leased. Direct emissions from it could therefore be considered within Scope 3. However, it is considered that the company has sufficient operational control of the facility for the direct emissions from it to be considered within Scope 1.</p>														
<p>Scope 2</p>	<p>3.8 tCO₂e</p> <p>Scope 2 emissions are generated from the electricity use in our main office, over which we have significant operational control. Emissions from electricity use in offices where we lease desk space and from homeworking are included in Scope 3.</p>														
<p>Scope 3 (Included Sources)</p>	<p>45.2 tCO₂e</p> <p>Included sources:</p> <table border="1" data-bbox="491 1617 1294 2000"> <thead> <tr> <th></th> <th>tCO₂e</th> </tr> </thead> <tbody> <tr> <td>4. Upstream transportation & distribution</td> <td>0</td> </tr> <tr> <td>5. Waste generated in operations</td> <td>0</td> </tr> <tr> <td>6. Business travel</td> <td>11.3</td> </tr> <tr> <td>7. Employee commuting</td> <td>31.1</td> </tr> <tr> <td>Employee teleworking (optional)</td> <td>2.8</td> </tr> <tr> <td>9. Downstream transportation & distribution</td> <td>0</td> </tr> </tbody> </table>		tCO ₂ e	4. Upstream transportation & distribution	0	5. Waste generated in operations	0	6. Business travel	11.3	7. Employee commuting	31.1	Employee teleworking (optional)	2.8	9. Downstream transportation & distribution	0
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	Wavehill do not trade physical products or procure logistics or transportation services, so there are no carbon emissions associated with upstream transportation & distribution and downstream transportation & distribution. Waste generation contributes around 0.01 tCO ₂ e, but this just does not register as figures are only shown to one decimal place.
Total emissions	59.6 CO₂e

Current Emissions Reporting

Reporting Year: 2022/23 (reporting period 1 st July 2022 to 30 th June 2023)															
EMISSIONS	TOTAL (tCO₂e)														
Scope 1	5.1														
Scope 2	1.3														
Scope 3 (Included Sources)	18.87 Included Sources:														
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Total Emissions	15.8 tCO₂e														

Emissions reduction targets

Emissions in 2022/23 remained significantly lower than the baseline year, reflecting the continued effects of changing working patterns following the Covid-19 pandemic, with more hybrid working and lower business and commuting travel, but an increase in teleworking.

Carbon reduction initiatives

At Wavehill, our approach to corporate social responsibility has always incorporated three critical elements: People, Planet and Society. Employees at all levels across the business engage in our work through regular engagement activity feeding into our working groups around environmental work and equity, diversity and inclusion.

Reducing our carbon footprint is at the core of our environmental policy. We publish our GHG emissions annually and aim to make continuous reductions to this year on year. We undergo an external audit each year to monitor how we record and calculate our emissions, as well as to support us with developing an annual action plan for the year ahead.

We have committed to pursuing Green Small Business certification, which requires the development of a detailed environmental action plan for the business. Implementation of the action plan will generate significant carbon benefits. The process of developing this action plan will provide greater clarity regarding the means of achieving our targets.

As a social research company, we also have a responsibility to help our clients understand their impact on the environment and to recommend solutions through our insights and consultancy work. Wavehill's work around renewable energy and climate change helps to build our internal expertise around approaches to address climate change, and provide a true understanding and reliable insights to our clients, who include government and board room decision makers. We regularly undertake research and evaluate projects that address sustainability and the climate emergency.

To meet our ambitious action plan aspirations, Wavehill plans to implement further measures such as:

Scope 1: Our directors will continue to engage with building landlords to ensure energy efficiency remains a key area of focus in our managed buildings and we will explore the feasibility of alternative heating sources. In the last year we have moved into two new offices that provide enhanced environmental management.

Scope 2: We will continue to seek opportunities to improve the efficiency of our office operations, including through lighting, lighting controls and a focus on the efficiency of new equipment purchases.

Scope 3:

- **Business travel:** while we recognise the importance to our business of in person meetings, both in terms of our client engagement activities and our face-to-face research fieldwork, we recognise that business travel accounts for a considerable amount of our overall monitored CO₂ emissions. It is therefore imperative that we act to reduce these emissions, while protecting as far as possible our commercial operations. We have already ensured that travel policies are worded to minimise carbon-intensive travel (cars and flights) that are not strictly necessary, including requiring our staff to consider the cost/benefit of a face-to-face engagement versus a virtual meeting, and, where in-person presence is deemed important, reducing the number of people attending in person and encouraging other colleagues to join remotely as part of a blended approach. Air travel is a particular concern, and we have introduced various measures to reduce emissions from flights, in particular setting out a policy whereby

staff should always avoid flying for internal travel in mainland Britain. Our Operations, HR and Management teams work closely to ensure compliance across our teams.

- **Employee commuting:** Following the pandemic, we have moved to a blended working approach with most fulltime employees spending on average two-to-three days per week in the office. This alone has resulted in a significant reduction in our CO₂ emissions associated with travel to work. Where we have moved to new office locations (which we have done in two of our offices over the last year), we have ensured these locations have provisions for cyclists (bike storage, showers), and our staff are able to take advantage of the national cycle to work scheme. Over the last year we have piloted offering access to a salary sacrifice scheme for staff to purchase electric vehicles (taken up by two staff to date), and our intention is to make that more widely available over the next year.
- **Carbon literacy training to staff:** over the next year we plan to ensure staff receive additional carbon literacy training. Ensuring that staff have a high level of awareness and understanding of carbon emissions will help to ensure that: opportunities to reduce emissions from our organisation are better identified, and also that opportunities to embed climate considerations in the consultancy work that we do and outputs provided to clients are maximised.

Declaration and Sign Off

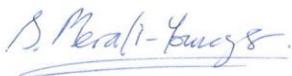
This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

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).

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:



Stuart Merali-Younger, Director

Date: 23 December 2023

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>