

Carbon Reduction Plan

Supplier name: Novus Property Solutions Limited

Publication date: October 2021



Commitment to achieving Net Zero

Novus Property Solutions 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.	
We have used the HM Government Environmental Reporting Guidelines to calculate our emissions. Emission related to energy, waste and transport have been calculated using the best available usage data. Emissions have been grouped according to the GHG Protocol Corporate Accounting and Reporting Standard. The baseline year for comparisons is 2018, which was the last year our scope 1 and 2 emissions were externally verified during the Phase 2 Energy Savings Opportunity Scheme (ESOS) audit. Upstream emissions for transportation and distribution (T&D) of electricity use has been included. Data for scope 3 emissions was not fully available, but the reporting structure has been enhanced since.	
Baseline year emissions:2018	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	3077.88
Scope 2	263.41
Scope 3 (Included Sources)	329.60 Source: Waste
Total Emissions	3670.89

Current Emissions Reporting

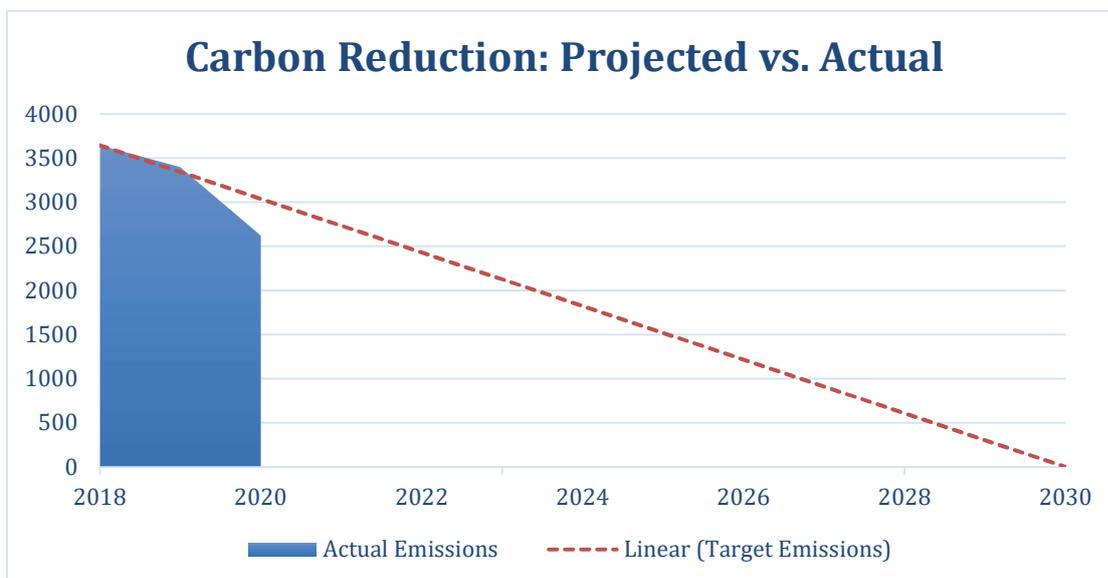
Reporting Year: 2020	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	2036.54
Scope 2	97.49
Scope 3 (Included Sources)	486.98 Sources: waste and grey fleet data
Total Emissions	2621.01

Emissions reduction targets

Novus Property Solutions aim to be carbon neutral by 2024 and Net Zero by 2030. In order to progress towards this, over the next 5 years we are adopting the following reduction targets against the baseline year and will adjust as necessary:

- We will reduce emissions from travel (including grey fleet and hired vehicles) by 30%.
- We will reduce total emissions from energy use at branch offices by 30%.
- We will promote the circular economy, identify waste by activity streams and reduce total construction waste by 45%.
- We will reduce office paper usage by 60%.
- We will recycle paint cans purchased Novus – Greater than 80%.

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 1025.70 tCO₂e, a 28% reduction against the 2018 baseline.** 2020-21 is likely to be an anomaly year due to the COVID-19 pandemic and national restrictions. The implemented measures will be in effect when performing the contract.

We have introduced policies and initiatives to help us reduce our transport costs, mileage and emissions. These include encouraging opportunities for homeworking and enhancing our suite of IT tools to enable this which was expedited due to covid but has been maintained via further hybrid working policies. Fleet vans are speed limited and we continue to increase the number of Euro 6 compliant vehicles within the fleet and introduce hybrid vans. Sustainable travel planning has been implemented via work scheduling software and we continue to invest in our staff to ensure we have a high number of multi-trade workers which helps reduce the number of repeat trades person visits and thus mileage.

We have launched environmental awareness training to all Novus colleagues to ensure a standard level of knowledge in which to grow initiatives and increase staff energy awareness to reduce energy consumption etc.

We have adopted green energy tariffs across each of our offices (where we are responsible for energy procurement) as well as completed LED lighting upgrades. We have also modified the Building Management Systems, where present, to achieve energy savings e.g. reducing server air conditioning temperatures.

We have removed bottled water facilities in offices where alternative fresh water sources is available and ensure the Waste Hierarchy is implemented across our premises (reduce, reuse, recycle, energy recovery, dispose).

In the future we hope to implement further measures which are likely to include:

- Further developing our sustainable travel strategy. This will include electrification of the fleet and implementing a new car benefit scheme which incentivises selection of ultra-low carbon emissions vehicles.
- Increase the provision of electric vehicle charging infrastructure across our offices.
- Increase the use of smart energy meters in our offices.
- Create an approved list of carbon offsetting projects to invest in via a rigorous assessment to ensure that they achieve measurable and permanent reductions in emissions.
- Improve water metering and efficiency.
- Moving towards externally verified carbon emissions data in order to substantiate the quantity of carbon credits required for purchase to offset our emissions, in-line with our commitment to be a carbon neutral business.

- Promoting active and sustainable travel through our cycle scheme, considering how staff can be offered flexibility in their working patterns and supported to choose sustainable methods of transport for their commute.
- Increasing the use of cloud storage and decommissioning local IT infrastructure.
- Reducing paper usage through implementation of electronic document management systems.
- Enhancing our work with our supply chain partners to reduce their emissions (our scope 3 emissions).

To continue our progress to achieve Net Zero, we are adopting carbon reduction targets. **We project that carbon emissions can decrease to 1400 tCO₂e by 2026. This is a reduction of 62%.**

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with the Cabinet Office Action Note PPN 06/21 and associated guidance.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard and uses the appropriate Government emission conversion factors for greenhouse gas company reporting. 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.

This Carbon Reduction Plan has been reviewed and signed off by the COO on behalf of the board of directors.

Signed on behalf of Novus Property Solutions Ltd:



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Lee Hartley, Chief Operating Officer

October 2021