

Meeting: 2nd Carbon Special Interest Group

Date: 4th October 2019

Attendees: James Cadman (Action Sustainability), Charles Naud (Action Sustainability), Michelle McAteer (Balfour Beatty), Katherine Rusack (Balfour Beatty), Sarah Jolliffe (BAM Nuttall), Sarah Pratt (Barratt Developments), Lewis Chenery (Bouygues ES), Martin Gettings (Canary Wharf Group), Andy Haigh (Canary Wharf Contractors), David March (Engie), Nathan Gray (Helistrat), Dean Kerwick-Chrisp (Highways England), Colin Holm (Highways England), Ross Wood (ISG), James Geraghty (Kier), Ian Kennedy (Kilnbridge), Gemma Tovey (Lovell (Morgan Sindall Homes), Peter Sharman (Mulalley), Emma Davie (NG Bailey), Joanne Buttner (Recycling Lives), Maria Gkonou (Redrow), David Mason (Skanska), Ian Heasman (Taylor Wimpey), Lucy Neville (TfL), Cara Kennelly (Vinci Facilities), Jono Ayton (Willmott Dixon),

Summary of Notes and Actions

Nr	Note	Action	When	Responsible
0	Subgroup 1 - Supplier-based corporate Scope 1 & 2 emissions.			
1	Introductions and recap of the first meeting at Canary Wharf Group and what was agreed in terms of having two subgroups			
2	<p>Collecting and displaying Supplier and Contractor Data. This section discussed and agreed the scope of the data we are looking to collect on suppliers' own carbon impact. It was very much agreed that we want suppliers and contractors to only have to input the data once, rather than across multiple client accounts.</p> <ul style="list-style-type: none"> • Boundaries: agreed to keep to UK business boundaries and activity, but with tacit acknowledgement that supply chains are international and hence some materials will come from overseas • Reporting frequency: ideally quarterly, but for some annual might be more realistic. And if quarterly, then Jan-Mar, Apr-Jun, Jul-Sep, Oct-Dec. This will be tested in the pilot trial • Alignment: data metrics to be aligned to SECR under which larger suppliers / contractors will be reporting. • Trade categories. Add in a dropdown box for the supplier to select their trade category, as per when they sign up the School. This will allow for aggregated, anonymised benchmarking by trade category. • Travel data: we should give consideration to grey fleet and how that is handled in Scope 3 business travel, with suitable guidance (as with all other aspects, supporting guidance will accompany the tool). There was a call to exclude commuting (Scope 3) specifically, but add in busses as a metric for business travel • Have a <i>de minimis</i> threshold for data: if the aspect is <x% of the total it can be excluded from data collection. Is 1% reasonable? • Additional Metrics?: biofuels (beyond standard forecourt fuels that have 5-8% biofuel already); refuse derived fuels (RDF); amount of energy generated through on site renewables and as a % of all energy demand, including a tick-box for Renewable Energy Generation (REGOs). 			

Nr	Note	Action	When	Responsible
2	<p>Tool demo.</p> <ul style="list-style-type: none"> • Charles Naud (AS) did a demonstration of the Tool to show how it is built up, where data is inputted and in what format and then how the data is displayed at dashboard level. • Through this demonstration and the ensuing discussions, we gathered some more input and ideas of what the Partners would like to see and how to enable supplier / contractor involvement. These are captured above. • It was stated that some extra functionality will need to be developed in the Tool to achieve what we want and that this will take approximately 2 moths to do at a budget (already covered within this Group and by Action Sustainability) of £20k. 			
3	<p>Scope 3 Materials.</p> <ul style="list-style-type: none"> • The discussions and conclusion were that yes, we should include scope 3 materials now, but to keep it simple. To avoid potential double counting, we ask the supplier / contractor if they either manufacture or buy the materials. If they simply buy them, they don't input; if they manufacture a product from a basic material, get them to enter data on quantities, allowing for some variation in material subtypes and characteristics • There should be the possibility for suppliers to include their own emissions factor, such as from an EPD, so long as they can demonstrate it was derived through a robust method such as PAS 2050 or ISO 14044. • It was felt that material quantities should be reported annually, rather than quarterly like with Scope 1 and 2 to reduce burden on reporting suppliers and contractors and to smooth out any peaks and troughs across the year. 			
4	<p>Trial Period and Supplier Meeting / Workshop</p> <ul style="list-style-type: none"> • We discussed and agreed the need for a trial period to test the process of collecting data from suppliers/ contractors • We ask that each Partner involved in the SIG nominates at least two suppliers/contractors to give us a good sample to work with and that: <ul style="list-style-type: none"> ○ They come from across construction, FM, infrastructure, and homes ○ They are larger SMEs at this stage, i.e. they've resource to participate (more than smaller businesses) but are possibly not doing lots on carbon (in comparison to large suppliers) ○ They include a range of trades • We agreed that it is a good idea to host meetings / workshops with the trial suppliers / contractors to help explain what we are doing and why, what the benefit of them participating is (early adopter' status, opportunity to track and reduce their carbon, engage with their clients directly, etc) and what the process is 	<p>School to develop Tool functionality</p> <p>All SIG Partners to nominate suppliers/ contractors for trial – with internal Procurement / Commercial / Supply Chain buy in</p>	<p>October – December</p> <p>October - November</p>	<p>School</p> <p>All Partners</p>

Nr	Note	Action	When	Responsible
	<ul style="list-style-type: none"> Aim to have the trial period in January 2020 once the Tool's functionality has been set up and tested, giving time for suppliers / contractors to be engaged and warmed up to the idea. In parallel, the School will develop guidance for the suppliers/ contractors in how to use the Tool and how to get the best out of it for their needs 			
0	Subgroup 2 – Scope 3 Carbon Hub for project-based emissions.			
1	Introductions and recap of the first meeting at Canary Wharf Group and what was agreed in terms of having two subgroups			
2	<p>Collecting and Supplier and Contractor Data for Projects.</p> <ul style="list-style-type: none"> Several Partners gather data on their projects already, through various systems to analyse performance, trends and areas for improvement. Using Action Sustainability's Tool for this purpose who not be suitable for several reasons: duplicating efforts elsewhere, the many and varied projects out there, and moreover, the fact that the results would generally only be useful for those on that particular project Instead it was discussed and agreed that the Carbon SIG would form a <i>Carbon Hub</i> on the School, where all manner of carbon-related learning resources would be housed to help Partners and Members improve their performance Where this SIG can add value is in coordinating and helping Partners gather carbon data on projects, both those completed (relatively recently) and those in construction. This will develop, over time, a databank of information and case studies of where and how carbon emissions have been addressed in projects. This will work across the life cycle of a project from design through procurement and construction and into operation and ultimately demolition (where relevant) including different choices for materials and methods of construction. This information can then be used to identify hotspots and propose opportunities to reduce them. Moreover, as the information grows it might afford the ability to benchmark different trades and or packages of work (bell curves were discussed) alongside innovation, and through this raising the awareness and education of the supply base. 	<ul style="list-style-type: none"> SIG Partners to identify exemplar projects where this information could be accessed 	October – November	All SIG Partners
3	<p>Comms/PR and Learning</p> <ul style="list-style-type: none"> It was agreed that we should save any communications until we are further down the road Whatever we do, we should align it to the Better Buildings Partnership commitment There was a suggestion that if we develop any e-learning it should be on scope 3 carbon 			
4	Next meeting: Canary Wharf Group, 4th November, 2 – 4pm			

Terms of Reference

1. Definition (from Constitution)

"A group that meets as agreed, consisting of Partners and the Delivery Partner who wish to develop the School's Action on Climate Change and Carbon.

2. Aim

The Aim of the Group is to drive a reduction in carbon emissions from the built environment value chain through the products, works and services procured. This will be achieved by understanding the scale of the issue and where the priorities lie through the capture and analysis of data. It will be facilitated through the education and upskilling of the supply chain by the use of learning materials in the School to enable a common understanding across client, designer, main contractor, and supplier communities. The main outcomes, actions and next steps are.

Objectives

- a) To gather data on *supplier-based corporate emissions*, i.e. scope 1 and 2 data from suppliers for their whole business, and develop an approach to gather scope 3 for the most carbon intensive materials
- b) To gather data for *project-based supply emissions* for works and materials provided for specific projects
- c) To engage the School membership to participate more actively in carbon learning and upskilling
- d) Develop the School website to have Climate Action and Carbon 'Hub' for learning; upload additional resources with focus on Partner videos and other case study materials. Disseminate the message out to the supply chain

3. Outcomes

- a) Data on supplier emissions gathered through the Tool (corporate scope 1, 2 and 3), and subsequent analysis of that for reduction opportunities
- b) Data on exemplar projects gathered through the Tool, and subsequent analysis of that for reduction opportunities
- c) Increased learning and competence of the supply chain on carbon emissions and how to reduce them

4. Representation

- a) The Group will consist of a Secretariat appointed by the Delivery Partner and who wish to support the School in this group and influence the outcome.
- b) A mix of active partners drawn from across the different School "departments".
- c) No more than one representative per organisation at meetings
- d) The School will assume the principle of "Collective Responsibility". In other words, all partners will be invited to participate but those who elect not to participate will empower the group to establish a position on behalf of the School

5. Substitution

- a. One substitute per organisation; substitutions acceptable by people who are briefed and knowledgeable on the work of the group

6. Selection

- a. The group will be self-selecting from Partners who wish to participate

Carbon SIG Meeting – Notes and Actions
4th October 2019, Grosvenor, London

7. Leadership & Delivery

- a. Chair – Martin Gettings, Canary Wharf Group
- b. Secretariat – James Cadman
- c. Technical advisor – James Cadman

8. Timeframe

- a. The Group will commence in July 2019 and run for as long as is necessary