

Meeting: 1st Carbon Special Interest Group

Date: 23rd July 2019

Attendees: Jono Ayton (Willmott Dixon), Philip Box (UKGBC), Joanne Buttner (Recycling Lives), Lewis Chenery (Bouygues ES), Steve Closs (Stroma), Mark Clouter (WP Group), Ruairi Coffey (Danny Sullivan Group), Robyn Conway (Action Sustainability), Sarah-Jane Davies (Sisk), Andrew Day (Telford Homes), Leila du Toit (Canary Wharf Group), Mark Edwards (Heathrow), James Geraghty (Kier), Martin Gettings (Canary Wharf Group), Jo Gilroy (Kier), Maria Gkonou (Redrow), Nathan Gray (Helistrat), Graeme Hannah (Robertson Group), Ian Heasman (Taylor Wimpey), Emma Hines (Tarmac), Sarah Jolliffe (BAM Nuttall), Clive Jones (Network Rail), Ian Kennedy (Kilnbridge), Steve Livingstone (Jackson Civils), David March (Engie), David Mason (Skanska), Michelle McAteer (Balfour Beatty), Shaun McCarthy (Action Sustainability), Ruth McKeown (HS2), Eugene Meehan (O'Neill & Brennan), David Morrell (Marshalls), Charles Naud (Action Sustainability), Ben O'Connor (Lendlease), Ted Pilbeam (Volkerfitzpatrick), Peter Sharman (Mulalley), Gemma Tovey (Lovell (Morgan Sindall Homes), Iain Walpole (Hanson), Ross Wood (ISG), Helen Woolston (TfL), Matthew Wright (Osborne)

Summary of notes and actions

Nr	Note	Action	When	Responsible
1	<p>The first meeting of the Carbon Special Interest Group (SIG) was held on 23rd July at Canary Wharf Group offices in London. This meeting was used to discuss and set the context and direction for SIG against three main topics:</p> <ul style="list-style-type: none"> • Strategic approach. Do we split the group into subgroups? What should the extent and reach of this Group be? • Data measurement and targets. What do we want to achieve? What do we want data on and what level of detail? Frequency and allocation of data? Demands of the reporting tool? • Engagement and Education. How do we encourage and get supply chain engagement? What specific issues do we cover? What learning materials do we develop? How do we scale this up? <p>The following notes summarise the key Actions and Next Steps. The Terms of Reference are further below. The slides presented at the meeting have been provided separately.</p>	None directly, see below		
2	<p>There was a range of opinion on splitting out the SIG into subgroups. Merit could be seen in having subgroups by sector (construction & infrastructure, housing, FM) but it was felt better at this stage to keep it together for consistency of approach; time might come later when there is a need to separate out by sector. There was general agreement to have two subgroups or workstreams along a different axis, namely:</p> <ul style="list-style-type: none"> • Subgroup 1 for supplier-based corporate emissions. Collecting scope 1 and 2 data from suppliers, to start this as soon as possible, and then bring in scope 3 for the most carbon intensive materials. 	Set up two subgroups	Now	School

	<p>There was strong agreement to do this; a poll of the attendees gave an ~80% majority in favour of this; and</p> <ul style="list-style-type: none"> • Subgroup 2 for project-based supply emissions. Collecting carbon data on the works and materials associated with specific, exemplar client projects. There was likewise strong agreement to take this approach as well and start developing the approach for this as soon as possible. <p>The Aim of the Group was discussed and has been summarised as: 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.</p>			
3	<p>Subgroup 1 supplier-based corporate emissions. The group wishes to collect scope 1 and 2 data from School members (contractors and suppliers) for their whole business using the Action Sustainability Performance Tool in order to measure and reduce them overtime. This should be aligned to other reporting mechanisms and standards such as SBTi and CDP to enable consistency and replicability. We should collect absolute and relative data (against turnover or other normalising factor) but kept as simple as possible at this stage. This should start as soon as possible with those suppliers who already gather data and report through mechanisms such as SECR – do a trial period – then move to others, and eventually to all members of the School. Suppliers should gather data as frequently as possible and report at least annually. This will require support from Partner Procurement and Commercial Teams to enable supplier participation</p>	<ul style="list-style-type: none"> • Confirm permission from Partner Procurement Directors to contact Suppliers. • Identify target suppliers and engage • Set up tool to collect data and align to other reporting frameworks • Trial data collection with a selection of suppliers • Expand collection to more suppliers from Jan 2020 	<p>September</p> <p>September</p> <p>October</p> <p>Oct/Nov</p> <p>January 2020</p>	<p>School & Partners</p> <p>School & Partners</p> <p>School</p> <p>School</p> <p>School</p>
4	<p>Subgroup 1 supplier-based corporate emissions. The group wishes to collect supplier-based scope 3 (embedded) emissions for carbon-intensive materials such as steel, concrete, glass etc as supplied by suppliers (choice tbd). This will then be used to identify opportunities to reduce it over time. We should collect absolute and relative data (against turnover or other normalising factor). We need to identify relevant suppliers and develop and agree the method for data capture. The group doesn't want to set targets yet as we are at the start of this and don't know the extent of what suppliers will be able to do; and we need to be mindful of what the data could be used for in a procurement setting, e.g. comparing suppliers on carbon. We should develop this now and weave in with scope 1 and 2 reporting when the process is agreed.</p>	<ul style="list-style-type: none"> • Develop strawman approach to scope 3 emissions data collection • Discuss at next meeting and agree way forward • Include Scope 3 data collection in tool, alongside scopes 1 and 2, with target suppliers • Collect data 	<p>September</p> <p>October</p> <p>Oct/ Nov</p> <p>January 2020</p>	<p>School</p> <p>All</p> <p>School</p> <p>School</p>
5	<p>Subgroup 2 project-based supply emissions. The group wishes to collect supplier carbon data on a project basis, i.e. all the factors contributing to the carbon footprint of a project, including materials, plant and works. We will develop and agree the aim and scope of measuring project-based supply</p>	<ul style="list-style-type: none"> • Develop strawman approach to Project-based emissions data collection 	<p>September</p>	<p>School</p>

	emissions for works and materials fed into a project, but suffice to say it will be used to identify hotspots and develop opportunities to reduce them. In parallel we will choose a selection of exemplar projects to run this on with School facilitating alignment across the value chain: Client > Contractor > Subcontractor > Supplier. We will develop this now, then undertake trial projects	<ul style="list-style-type: none"> • Discuss at next meeting and agree way forward • Identify exemplar projects where this could be tested • Begin capturing project-based carbon data 	October Oct/Nov January 2020	All School
6	Reach and extent of this SIG. It was felt that it should be used to drive consistency in the approach to and measurement & reporting of carbon emissions across the full value chain in the built environment. And, in time, to influence policy, widen client engagement and demonstrate leadership.	<ul style="list-style-type: none"> • Engage with other organisation active on carbon in built environment 	Ongoing	School
7	<p>Engagement and Education. To get supplier/contractor engagement on the reasons and benefits of measuring and reducing carbon, we need to make the business case clear on why they should actively report carbon emissions: cost savings, efficiencies and productivity (lean), reputation, development and opportunities. Minimise use of carbon jargon. Ensure it is an inclusive, cross-sector message, but sophisticated for different audiences (finance, procurement, QS, sustainability, site project director...)</p> <p>The School to redefine its existing climate / carbon learning into a 'Climate Action Hub' with a dedicated page on the School site, to signpost resources, common and consistent messaging and language. It should provide a syllabus for suppliers to learn from that includes online learning, face-to-face training, case studies, social media, as well as Partner videos extolling the message. More info on BREEAM, LCA, EPD etc.</p> <p>There needs to be strong leadership repeating a consistent message at every opportunity of reducing carbon: at School and other events, in the procurement process, and during project delivery. Show opportunities and risks: carrot and stick.</p>	<ul style="list-style-type: none"> • School to create communications to Members and other stakeholders to say we are taking action, what we are doing, and why they should be involved. • School to develop Hub; call to Partners to provide case study materials • Call to Partners to extend this message from senior leadership 	September October Ongoing	School School & Partners Partners
8	Next meeting 4th October 2019, Grosvenor UK&I, 70 Grosvenor Street, London, W1K 3JP. Subgroup 1: 10am – 12 noon; Subgroup 2: 1pm – 3pm			

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

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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

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