

Carbon SIG Meeting – Notes and Actions  
4<sup>th</sup> November 2019, Canary Wharf Group, London

**Meeting:** 3<sup>rd</sup> Carbon Special Interest Group

**Date:** 4<sup>th</sup> November 2019

**Attendees:** James Cadman (Action Sustainability), Emma Davie (NG Bailey), Cara Kennelly (Vinci Facilities), Maria Gkonou (Redrow), Dave Farebrother (Bouygues ES), Mark Edwards (Heathrow), Steve Livingstone (Jackson Civils), Ian Heasman (Taylor Wimpey), Colin Holm (Highways England), Peter Sharman (Mulalley), Jono Ayton (Willmott Dixon), Sarah Jolliffe (BAM Nuttall), Nathan Gray (Helistrat), Sarah Pratt (Barratt Developments), Lucy Neville (TfL), Martin Gettings (Canary Wharf Group), Andy Haigh (Canary Wharf Contractors), Alfie Gilbert (Action Sustainability)

**Apologies:** Eugene Meehan (O’Neill & Brennan), David Mason (Skanska), Mark Clouter (WP Group)

### Summary of Notes and Actions

| Nr | Note   | Action  | When  | Responsible |
|----|--|---|---|-------------|
| 1  | Introductions and recap of the second meeting at Grosvenor and what was agreed   |   |   |             |
| 2  | <p><b>Discussion of choice Suppliers/Contractors for Trial Period</b></p> <p>The group was reminded that we agreed to run a trial period with a selection of suppliers and contractors to enter their scope 1 and 2 emissions. Where a supplier/ contractor has already calculated their emissions, such as for SECR, they can simply insert the CO<sub>2</sub>e number, rather than the individual aspects (electricity, diesel, fuel oil etc) in order to minimise duplication of effort.</p> <p>To avoid getting a false positive outcome (by trialling with larger suppliers who already have comprehensive gathering and reporting data on carbon) or a false negative (from trialling very small SMEs who don’t have the resources or the understanding at this stage) we agreed to propose ‘mid’ range suppliers, such as larger SMEs, who have resource to participate (more than smaller businesses) but possibly not doing lots on carbon (in comparison to large suppliers). Homes Partners have already provided some names.</p> <p>The Carbon SIG Partners agreed to nominate two suppliers / contractors each to put forward for a trial so that we can cover all parts of the School (Construction, FM, Homes, Infrastructure) as well as, ideally, different trades.</p> <p>The School will collate the proposed suppliers/contractors, identify any duplicates and share the names with the Group.</p> <p>We agreed that we should convene the Supplier/Contractor meeting as soon as possible to maintain momentum and aim to start the trial in the New Year. <b>Canary Wharf Group have booked their large meeting room on Level 39 for Friday 22 November, 8.30am – 12.30pm</b></p> | <p>Partners to nominate two suppliers each to the School (James) for the Trial Period. School to circulate names.</p> <p>Once names are provided, School to</p> | <p>15<sup>th</sup> Nov to invite to meeting on 22<sup>nd</sup> Nov.</p> |             |

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|    | <p>Ahead of this the School will develop a concise summary of what the Carbon SIG is doing and what is expected from the Trial suppliers / Contractors.</p> <p>Scope 3 emissions for materials will be entered by those who manufacturer products / materials rather than contractors who install them, as per the minutes of the previous meeting. From the discussions about the choice of suppliers / contractors for the trial period, it is likely that they will only be entering Scope 1 and 2 in the trial. As such, scope 3 for materials will come in at a later stage in the process as we roll out more widely and engage more closely with larger materials companies.</p>   | <p>circulate calendar invite</p> <p>School to develop short slidedeck</p>   |                      |                  |
| 3  | <p><b>Update on Tool development.</b></p> <ul style="list-style-type: none"> <li>• Taking the feedback from the 2<sup>nd</sup> meeting we have developed a set of user cases to provide to the IT developers on what Partners/Clients want to see in the Tool dashboard and likewise what the supplier inputters need and want to see for their data.</li> <li>• We discussed different normalising factors taking the opportunity to move away from solely revenue, such as GIFA, or tonnes material used. These will be tested in the trial.</li> <li>• This will be developed by our IT developers and then shared with the Group before the trial (so for example, Partners can see how the AS Performance Tool compares to other tools) as well as part of the trial.</li> </ul>   | School to develop   | November - December  |                  |
| 4  | <p><b>Carbon Hub and Scope 3 for Materials.</b></p> <ul style="list-style-type: none"> <li>• We discussed and gathered ideas for the content and learning materials that would be useful to the Partners and SC members on carbon reduction to be housed in a <i>Carbon Hub</i> in the School, building on the existing materials there. The suggestions included: <ul style="list-style-type: none"> <li>○ Contextual high-level learning. The Why? Such as on Climate Emergency / Climate Change Act and net zero 2050, IPCC 1.5, GHG protocol, direct vs indirect and embodied carbon emissions, absolute vs relative reductions (and targets), Science Based Targets, link to UNSDGs, the benefits environmentally, socially and financially etc. Along with how this relates to YOUR role (e.g. design consultant, procurement, QS, site manager, fleet managers, catering manager, M&amp;E engineers..).</li> <li>○ Focus on three main areas where companies can improve: office, site (direct and embodied) and transport and show where and how savings can be made and how the improvement can be captured. Link to other aspects like circular economy when it comes to using different materials, procurement when it comes to specifying, etc.</li> <li>○ Assume an audience of anyone who has responsibility for identifying and reducing carbon emissions, not just Environmental Managers. This could be from executives to procurement, site managers and fleet managers.</li> </ul> </li> </ul> | <p>SIG Partners to identify materials, such as case studies, guidance docs etc and forward to James</p> <p>School to create list of other materials that could be developed</p> | November and ongoing | All SIG Partners |

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|----|---|--------|------|-------------|
|    | <ul style="list-style-type: none"> <li>○ Guidance on how to use the Performance Tool to gain best value from it as a user. Especially on how to identify priority areas for carbon. Link to case studies of how others have made similar reductions</li> <li>○ Signpost to existing resources housed elsewhere, e.g. UKGBC, BRE, CCS, C Trust, CIRIA etc. The School does this as a matter of course, but it is useful to emphasise it for consistency of approach</li> <li>○ Case studies to demonstrate where its been done before and the savings / RoI to get people to believe it is possible.</li> <li>○ Short piece(s) on myth busting, jargon explainer, FAQs and the “what is xx tCO<sub>2e</sub> equivalent to” questions?</li> <li>○ “Marketing” collateral to be used for senior management, to convince other internal functions and engage external organisations of the why and how.</li> <li>○ Develop a maturity matrix for School Member’s carbon journeys, akin to Bronze, Silver, Gold, but in terms of their carbon learning and implementation (note: one is being developed in the Plant Category Group for just this purpose)</li> <li>○ Use of blend of short and long e-learning, videos and animations, downloadable docs and training (both face-to-face and via webinar). Differentiate by audience where relevant, e.g. more detailed learning for practitioners, shorter bite-size for non-practitioners such as non-sustainability executives and site operatives.</li> <li>○ Develop a timeline for the work and materials we need for now, as well as the medium and long term.</li> <li>○ Look ahead and link to innovation and the School’s Horizon Group for the longer term – suggest research topics they could pursue on our behalf with academia, for instance.</li> </ul> |        |      |             |
| 3  | <p><b>Engagement</b></p> <ul style="list-style-type: none"> <li>● It was suggested and agreed that we should engage other organisations as we develop this work, such as Considerate Constructors Scheme and UKGBC (they are already invited to the Group).</li> <li>● JC indicated that this happens in the parallel Waste Category Group and is a good mechanism to share knowledge and reduce duplication of efforts.</li> </ul>   |        |      |             |
| 4  | <p><b>Next meeting: Canary Wharf Group, 22<sup>nd</sup> November, 8.30am – 12.30pm</b></p>  |        |      |             |

## 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

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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