

Carbon Reduction Plan (to PNN 06/21)

Supplier name: Somerford Associates Limited

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Commitment to achieving Net Zero

Somerford Associates Limited is committed to achieving Net Zero emissions by 2050. This document provides a summary of Somerford's carbon reduction plan in accordance with PNN 06/21.

Splunks reported figures used for 2019 and 2020 compared to those reported for 2021 and 2022 were in some cases estimates made by Splunk, Splunk rebaselined in 2021 producing formal [Splunk UK Cabinet Office Carbon reduction plans](#). These plans produced for 2021 and 2022 are a more consistent submission. The COVID outbreak across the world in 2019 and 2020 changed working habits significantly and many of the COVID working practices have remained in place from 2021 onwards. Based on these changes of reporting by Splunk and the impact of COVID during the initial reporting periods Somerford has rebaselined at 2021 reported figures, thereby providing a more consistent and accurate Carbon reduction report.

Further details of our [Carbon Reduction Policy and Plan](#) are publicly available online via Somerford's website (<https://www.somerfordassociates.com/carbon-reduction-policy-and-plan/>)

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 Reporting Year: 2021

Additional Details relating to the Baseline Emissions calculations.

Scope 1 emissions

Somerford's solutions are a combination of high-value, enterprise software, licenced through our partner network, and tailored to the client's requirements through a wrap-around of customised project management, implementation and technical support services. We do not categorise any of our carbon dioxide emissions in this scope. As our work is largely reselling licences, consulting and wrap round support to those licences there is not anything physical causing carbon emissions. This does not mean there are no areas to reduce our carbon impact. They are simply in scope 2 and scope 3.

Scope 2 emissions

Somerford's only significant scope 2 emissions are those associated with the energy supplied to our offices and the limited IT equipment located in our Rented Offices which provide 100% of their energy from renewable sources.

Our production IT systems have been virtualized using Amazon Web Services (AWS) and Google Cloud Platform (GCP), who in turn use energy to support our estate in the cloud. Our cloud providers have also committed to providing the servers we use at 100% renewable energy sources.

Scope 3 emissions

The remaining sources of emissions are in scope 3. These incorporate our business travel. Somerford has no company cars but there is car travel in the form of taxis and employee owned vehicles. There are some flights, tubes, trains and bus travel.

Somerford's staff work from home, at our rented offices or are located at our customers' sites. The choice of location is determined by the nature of the work undertaken by the employee and how this can be delivered most effectively for our business and for our customers. The transportation has been categorised as Business Travel as opposed to Employee Commute. This takes into account the carbon cost associated with the choice of the location in terms of the amount of energy and services required, time and fuel consumption due to travel, and job-effectiveness, including quality of communications etc.

The vendors whose products we resell and provide our wrap around services for, also have their own emissions. They also have scopes 1, 2 and 3 of emissions and we take responsibility for part of their emissions in proportion to the amount that we resell. We have categorised this as 1. Purchased goods and services. This is our largest source of emissions.

The products and services Somerford provides to its customers are digital in nature and delivered over the Internet or other electronic communication channels and therefore generate negligible upstream and downstream transportation and distribution emissions. For the same reason, there is negligible waste directly generated by the operation of the products and services.

The other subcategories of Scope 3 are zero.

Somerford Associates Baseline 2021		2021	2022	2023	
		CO2e (metric tonnes)	CO2e (metric tonnes)	CO2e (metric tonnes)	
Scope 1	Zero Scope 1 emissions	0.00	0.00	0.00	
	Total Scope 1 - Normalised *	0.00	0.00	0.00	
Scope 2	Office power (including on prem servers) (Supplied though managed office services contract)	0.00	0.00		
	Cloud computing (AWS)	0.000894	0.006191	0.006191	
	Total Scope 2 - Normalised *	0.00	0.00	0.00	
Scope 3	1. Purchased goods and services	Partner carbon impact (our share of)	170.59	76.21	584.63
	2. Capital goods		0.00	0	0
	3. Fuel- and energyrelated activities (not included in scope 1 or scope 2)		0.00	0	0
	4. Upstream transportation and distribution 4		0.00	0	0
	5. Waste generated in operations		0.00	0	0
	6. Business travel	Business travel air	0.44	5.55	12.68
		Business travel car (electric)	0.11	0.86	0.90
		Business travel car (diesel)	1.41	11.01	11.46
		Business travel car (petrol)	2.19	16.91	17.72
		Business travel public transport	0.50	8.25	5.43
	7. Employee commuting ⁵		0.00	0	0
	8. Upstream leased assets		0.00	0	0
	9. Downstream transportation and distribution ⁶		0.00	0	0
	10. Processing of sold products		0.00	0	0
	11. Use of sold products		0.00	0	0
12. End-of-life treatment of sold products		0.00	0	0	
13. Downstream leased assets		0.00	0	0	
14. Franchises		0.00	0	0	
15. Investments		0.00	0	0	
	Total Scope 3	175.25	118.80	632.82	
	Total Scope 3 - Normalised *	175.25	118.80	632.82	
	Grand total (all scopes)	175.25	118.80	632.82	
	Normalised total * (all scopes)	175.25	118.80	632.82	

Figure 1

Baseline year emissions: 2021

EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0
Scope 2	0
Scope 3 (Included Sources)	175.25
Total Emissions	175.25

Current Emissions Reporting

Reporting Year: 2023 (covers data from 1st Jan 2023- 31st Dec 2023)

EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0
Scope 2	0
Scope 3 (Included Sources)	632.82
Total Emissions	632.82

Figure 2

Emissions reduction targets

Somerford Associates Limited is a steadily growing business and we conservatively anticipate a 20% revenue growth year-on-year for the foreseeable future, certainly until the end of the current decade. Without any carbon reduction initiatives, our scope 3 emissions would grow broadly in proportion to over revenue. This has to be factored into our forward looking carbon reduction plans and explains why carbon reduction targets in absolute terms may be lower than expected when measured against our benchmark year.

Our carbon reduction plans are better measured per £M of revenue, and this is shown in our [Carbon Reduction Policy and Plan](#), available online.

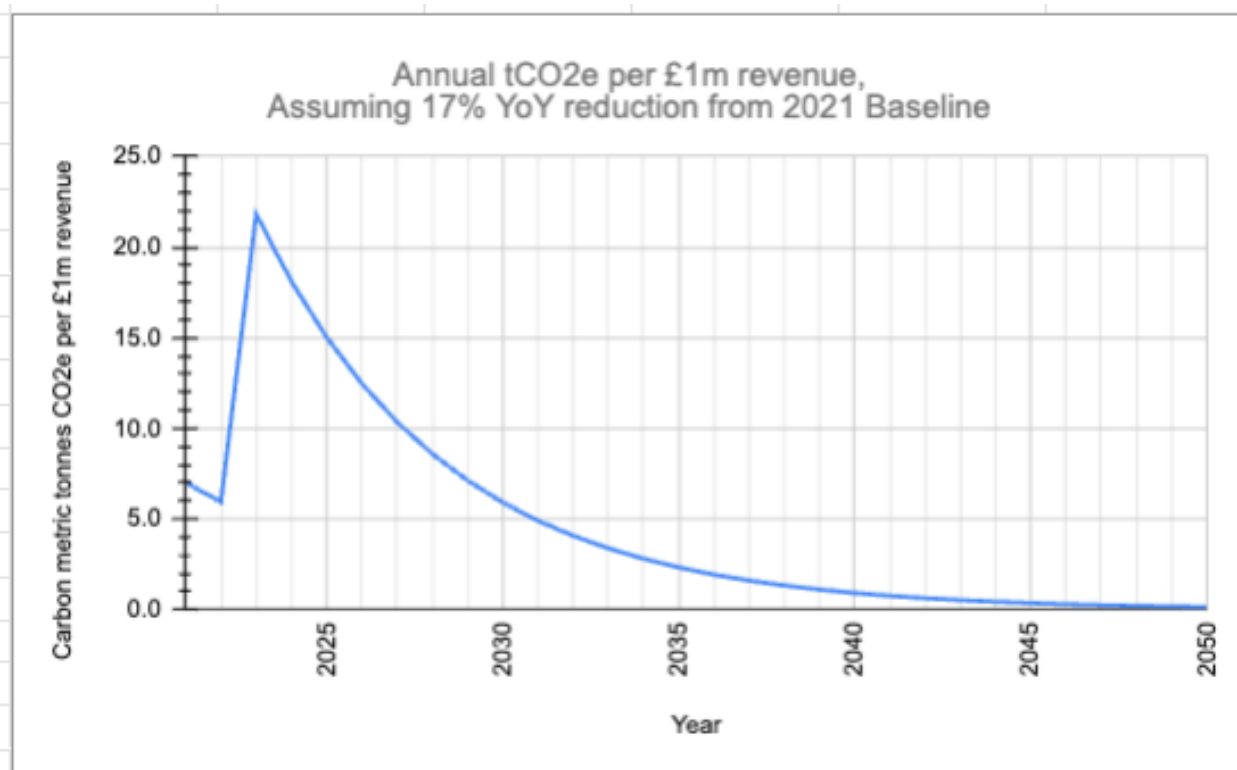


Figure 3

Progress against these targets can be seen in the graph shown above. (see figure 3)

As can be seen in the graph (figure 3) we have seen a large increase in our reported emissions for 2023 compared to 2022. The key contributing factor to the Somerford published increased emissions for reporting year 2023 is the carbon reduction statistics published by our largest source of emissions, our partner Splunk who have now included Scope 3 category 1. purchased Goods and Services in their calculations which was not previously reported. Somerford emissions also increased although slightly due to an increase in air travel as Business meetings in person resumed such as partner Kickoff in the United States of America.

Although we have seen a large increase in the emissions calculated per £1M revenue shows we are still able to hold our commitment to be net zero by 2050.

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

We project that carbon emissions per annum will decrease to **115 tCO₂e** by 2030. This is a reduction of a further **17%** per annum, year-on-year, when accounting for the anticipated growth of the organisation.

To show our commitment to achieving net carbon of zero by 2050, the baseline has been projected out and a reduction of 17% is required year on year to achieve net carbon rounding to zero in 2050. It is acknowledged that as Somerford Associates grows, more carbon would be produced, so a normalised figure based on projected growth is used to calculate the rate of reduction required. The ratio of metric tonne of carbon per £1m of revenue is used to normalise against this growth (see figure 3). Between some years, the actual carbon emissions may grow but as long as we are on track to reduce to net zero based on the normalised figure we are targeting to be able to account for this growth and reach net zero by the 2050 deadline.

Any unnormalised quantity of emissions at 2050 we commit to offset to reach zero equivalence.

Carbon Reduction Projects

The following Carbon Reduction Initiatives have been implemented.

Number	Mitigation Action	
1	Track %time away for the delivery team with an aim to decrease it from the pre-COVID baseline thereby reducing travel	In Place Already
2	Track travel costs with the aim to reduce unnecessary business travel	In Place Already
3	Paperless office	In Place Already
4	Paperless contracts, quotes and reports	In Place Already
5	Hotdesking to reduce space required in office	In Place Already
6	Homeworking and flexi working to reduce travel and office energy consumption	In Place Already
7	Shared offices to reduce duplication in shared services (e.g. lobby energy costs or kitchen running costs)	In Place Already
8	powering off devices when not in use,	In Place Already
9	Using cloud based IT services in preference to hosting systems on-site,	In Place Already
10	Avoiding unnecessarily heating and cooling the office space,	In Place Already
11	Choosing biodegradable materials and consumables in preference to plastic based products,	In Place Already
12	Reusing and recycling wherever possible	In Place Already
13	Avoiding the purchase and use of fleet vehicles;	In Place Already
14	Making use of public transport where available and cost-effective in preference to use of private vehicles;	In Place Already
15	Encouraging vehicle sharing for business trips wherever possible.	In Place Already
16	Where paper documents are received, these are scanned and the paper copies disposed of through paper recycling	In Place Already
17	Recycling bins are available in common areas such as the kitchen so that food, paper and non-recyclable waste can be stored separately and disposed of appropriately	In Place Already
18	Electronic trading methods	In Place Already
19	Delivery of software licenses is made electronically	In Place Already
20	Product documentation such as installation manuals and operational guides are made available electronically	In Place Already
21	Managed Offices with 100% renewable	In Place Already
22	Ask each partner for their carbon reduction plan and take their carbon impact into consideration when partnering with them	In place Yr 2022
23	Track the % travel by air:car:rail/bus with the aim to reduce the percentage on high carbon means like the air and cars	In place Yr 2022
24	Liaise with rented Offices to influence their electricity useage and carbon impact choices	In place Yr 2022
25	Encouraging the most effective form of travel to reduce emissions and cost	In place Yr 2022
26	Liaise with Rented Offices to try to have electric car charging points	In place Yr 2022
27	Renewable energy sources in cloud providers	In place Yr 2022
28	Installing energy efficient lighting (LED),	In place Yr 2023
29	Choosing energy efficient electronic devices	In place Yr 2023
30	Choosing Partners and suppliers with solid energy credentials and carbon reduction plans	In place Yr 2023

These have been completed and their carbon reductions recorded in the reporting year 2023 calculations.

In the future we plan to implement further carbon reduction initiatives as follows:

31	Incentivise greener travel choices through internal non-financial "green awards" system	next phase
32	Incentivise electric car choice through internal non-financial "green awards" system	next phase
33	Liaise with partners through the channel and their ESG or equivalent to influence positive change in their carbon impact	next phase
34	Shut down remote machines running in servers in the office or in the cloud overnight where possible	next phase
35	Explore containerised infrastructure supporting auto scaling of volumes of servers	next phase
36	Explore archiving of old data to reduce volumes stored in more expensive forms -	next phase

Mitigation actions build on the mitigation actions that are already in place and through monitoring and engagement with our suppliers we would aim to reduce the carbon impact further.

Further details of these actions are provided in our [Carbon Reduction Policy and Plan](#).

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standards 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 standard⁴ and uses the appropriate [Government emission conversion factors for greenhouse gas company reporting](#)⁵.

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) Standard⁶.

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:



Andy Davies, Director

Andy Davies Director

Date: 18 September 2024