

## **CARBON REDUCTION PLAN GUIDANCE**

### **Notes for Completion**

Where an In-Scope Organisation has determined that the measure applies to the procurement, suppliers wishing to bid for that contract are required at the selection stage to submit a Carbon Reduction Plan which details their organisational carbon footprint and confirms their commitment to achieving Net Zero by 2050.

Carbon Reduction Plans are to be completed by the bidding supplier entity and must meet the reporting requirements set out in supporting guidance and include the supplier's current carbon footprint and its commitment to reducing emissions to achieve Net Zero emissions by 2050.

The Carbon Reduction Plan should be updated regularly (at least annually) and published and clearly signposted on the supplier's UK website. It should be approved by a director (or equivalent senior leadership) within the supplier's organisation to demonstrate a clear commitment to emissions reduction at the highest level. Suppliers may wish to adopt the key objectives of the Carbon Reduction Plan within their strategic plans.

A template for the Carbon Reduction Plan is set out below. Please complete and publish your Carbon Reduction Plan in accordance with the reporting standard published alongside this PPN.

# Carbon Reduction Plan Template

Supplier name: Live Group

Publication date: 16.11.2022

## Commitment to achieving Net Zero

Live Group is committed to achieving Net Zero emissions by 2050.

## 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:** 2019 (1<sup>st</sup> April 2019 – 31<sup>st</sup> March 2020)

### **Additional Details relating to the Baseline Emissions calculations.**

- We did our first carbon report for the financial year 2019-2020, as although we previously have considered our sustainability, we decided we would drive forward with renewed ambition and commitment to the cause.
- Our carbon report covered: purchased electricity; purchased heat; purchased goods and services (water use and company website); business travel (travel and hotel stays); and employee commuting.
- It did not cover three of the five Scope 3 subset of categories requested - upstream transportation and distribution; downstream transportation and distribution and waste generated in operations; this is due to the below:
  - We did not have data available on these categories, as we had done these reports before we received this request.
  - As a company we decided that we would like to start making improvements to our sustainability as soon as possible and so we began with the data we already have available. We are striving to continually improve our data collection and accuracy progressively each year.
- We are using the CBN Expert Dashboard to calculate our emissions which accredits us to the Future Net Zero Standard.
- Please note we endeavour to work with our clients to measure and deliver more sustainable and carbon efficient events, the footprint of the events would be recorded on their own carbon reports and in future we will begin recording their event emissions ourselves.

**Baseline year emissions:**

EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	<b>17.68</b> <ul style="list-style-type: none"> <li>Purchased heat - we collect this data from our meter readings/invoices</li> </ul>
Scope 2	<b>2.99</b> <ul style="list-style-type: none"> <li>Purchased electricity - we collect this data from our meter readings/invoices</li> </ul>
<b>Scope 3</b> (Included Sources)	<b>133.53</b> The scope 3 categories we have included in this figure are below: <ul style="list-style-type: none"> <li>Purchased goods and services – 0.26 <ul style="list-style-type: none"> <li>Includes our water usage - with data collected from our meter readings/invoices</li> <li>It also includes use of our company website – to calculate this we use a website recommended by the Future Net Zero team - <a href="http://www.websitecarbon.com">www.websitecarbon.com</a></li> </ul> </li> <li>Fuel- and energy- related activities not included in Scope 1 or Scope 2 – 19.75</li> <li>Includes transmission and distribution (T&amp;D) and Well-to-tank (WTT) fuels</li> </ul> 6. Business travel – 86.12 <ul style="list-style-type: none"> <li>Includes business related travel and hotel stays – we collect this data through our expenses</li> <li>Employee commuting – 27.40</li> <li>We collect this data through an employee survey</li> </ul> Note: We are not yet able to collect data on our upstream or downstream transport and distribution or waste generated in operations, for reasons stated below: <ul style="list-style-type: none"> <li>We recognise that our product is our events, and therefore for us the upstream and downstream transportation and distribution is associated with anything we buy for our clients and take to and from an event. <ul style="list-style-type: none"> <li>We have recently invested in an event carbon reporting tool to enable us to collect this data in future reports.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ We have been using this tool since September 2022, we therefore will be able to provide an estimate of our transport and distribution from the end of our current reporting year (March 31<sup>st</sup> 2023) when we have 6 months of data collected and so can double this to create an estimate for a full year of our event transport and distribution.</li> <li>• Our waste generated in operations is collected in a communal bin shared with other offices, so we did not have an accurate way of collecting this data. <ul style="list-style-type: none"> <li>○ For this current reporting year (2022-2023) we are collating our office waste bins and weighing them each working day for a portion of the year to calculate a full year estimation.</li> <li>○ We are currently looking for a more efficient and accurate way of collecting this data.</li> </ul> </li> </ul> <p>Please note: Our figures are rounded from the verified dashboard provided by our carbon reporting consultants at Pause Zero.</p>
<b>Total Emissions</b>	<b>154.2</b>

## Current Emissions Reporting

Reporting Year: 2021-2022 (1 <sup>st</sup> April 2021 – 31 <sup>st</sup> March 2022)	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
<b>Scope 1</b>	<b>0.45</b> <ul style="list-style-type: none"> <li>• Purchased heat - we collect this data from our meter readings/invoices</li> </ul>
<b>Scope 2</b>	<b>1.78</b> <ul style="list-style-type: none"> <li>• Purchased electricity - we collect this data from our meter readings/invoices</li> </ul>
<b>Scope 3</b> (Included Sources)	<b>23.33</b> <p>The scope 3 categories we have included in this figure are below:</p> <ul style="list-style-type: none"> <li>• Purchased goods and services – 0.24</li> <li>• Includes our water usage - with data collected from our meter readings and invoices</li> </ul>

- It also includes use of our company website – to calculate this we use a website recommended by the Future Net Zero team - [www.websitecarbon.com](http://www.websitecarbon.com)
- Fuel- and energy- related activities not included in Scope 1 or Scope 2 – 3.11
- Includes transmission and distribution (T&D) and Well-to-tank (WTT) fuels

#### 6. Business travel – 15.71

- Includes business related travel and hotel stays – we collect this data through our expenses and an employee reporting system on Monday.com
- Employee commuting – 4.27
- We collect this data through an employee survey and desk booking system

Note: We are not yet able to collect data on our upstream or downstream transport and distribution or waste generated in operations, for reasons stated below:

- We recognise that our product is our events, and therefore for us the upstream and downstream transportation and distribution is associated with anything we buy for our clients and take to and from an event.
  - We have recently invested in an event carbon reporting tool to enable us to collect this data in future reports.
  - We have been using this tool since September 2022, we therefore will be able to provide an estimate of our transport and distribution from the end of our current reporting year (March 31<sup>st</sup> 2023) when we have 6 months of data collected and so can double this to create an estimate for a full year of our event transport and distribution.
- Our waste generated in operations is collected in a communal bin shared with other offices, so we did not have an accurate way of collecting this data.
  - For this current reporting year (2022-2023) we are collating our office waste bins and weighing them each working day for a portion of the year to calculate a full year estimation.
  - We are currently looking for a more efficient and accurate way of collecting this data.

Please note: Our figures are rounded from the verified dashboard provided by our carbon reporting consultants at Pause Zero.

<b>Total Emissions</b>	<b>25.6</b>
------------------------	-------------

## Emissions reduction targets

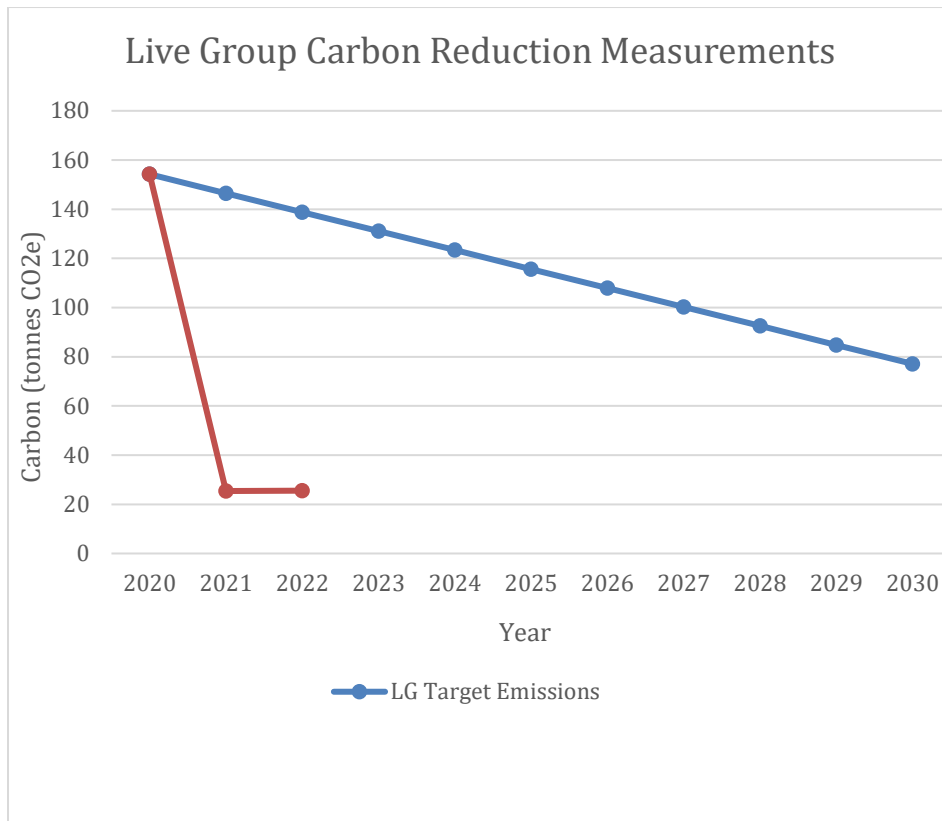
In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

From our baseline emissions of 154.2 we project that our carbon emissions will decrease over the next five years to 115.7tCO<sub>2</sub>e by 2027. This is a reduction of 35%.

We have estimated this based on our baseline emissions as this is pre-pandemic and therefore more representative of our usual business activity at Live Group. The pandemic significantly affected the events industry as many events could not take place and those that could all had to be virtual, all of our travel (business travel and commuting) no longer took place. We therefore predict that our emissions will climb as we return to some office working, in person meetings and some in person events, however, we are aiming to minimise this returning to pre-pandemic levels.

- From our baseline year 2019-2020, to our first reduction target of 2029-2030 is 10 years.
- If we are to reduce our emissions by 50% in 10 years, we need to make a 5% reduction per year, which would be equivalent to 7.71 tCO<sub>2</sub>e.
- Over 5 years that would be 25% which is equivalent to 38.55 tCO<sub>2</sub>e from our baseline year.
- We believe this is achievable and realistic given that we are striving *not* to return fully to pre-pandemic ways, with sustainability in mind, and we have also already seen impacts made in the last year from measures such as switching to renewable energy.

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 2019 baseline. The carbon emission reduction achieved by these schemes equates to 128.6tCO<sub>2</sub>e, an 83.4% reduction against the 2019 baseline and the measures will be in effect when performing the contract.

We have implemented various reduction initiatives, however, we do recognise the dramatic reduction level is in part due to the huge impacts of Covid on the event industry and our ways of working, so we expect our emissions to increase in future reports. Please see the below actions we have taken so far to reduce our emissions:

- Launched a team which meets regularly to work on improving our sustainability
- Offer a consultative approach to our clients, urging them to consider the carbon footprint of in-person vs virtual vs hybrid meetings.
- Switched our office energy supply to 100% renewable energy (gas and electricity)
- Implemented the Cycle to Work scheme to encourage employees to give up their cars and use bikes to get to the office
- Implemented the payment of employees' railcards to encourage rail travel for employees business travel and commuting

- Introduced a flexible working policy so employees aren't required to travel into the office every day and can travel at times which allow use of public transport over car
- Minimised our long-distance travel with virtual comms technology
- Became a member of [Isla](#), an independent industry body which supports the events sector to transition to a sustainable future
- Invested in 'Trace', an event specific carbon reporting tool produced by Isla and implementing its use in projects - it is currently being trialled in few projects.
- Committed to the Race to Zero, the UN-backed global campaign committing us to reduce our emissions in line with the Paris Agreement
- Using our voice in the industry to help other event agencies to move on the journey with us to a more sustainable event industry, including speaking fixtures at events
- Ran a workshop with our sustainability team employees to improve their understanding of sustainability
- Introduced all new employees to our sustainability missions so that it is a valued priority within the business
- Introduced communications to employees which have sustainability themes i.e. in our weekly newsletter we give out sustainability tips, and initiatives such as giving out seeds to each employee on World Earth Day
- Organised a volunteering session for employees at the local nature reserve in business hours to help employees engage and give back to the local environment
- Introduced a volunteering policy for employees so they can apply to have additional annual leave to use on volunteering projects which align with our CSR goals
- Ensured there are considerations on sustainability in our office purchasing, for example, we have more eco-friendly cleaning products, gifts to employees are either vouchers or bought from sustainable companies with eco-friendly packaging and products
- Use local and ethical catering companies for business/office food consumption

In the future we plan to implement further measures such as:

- Reporting on the emissions of all our events that we manage for clients as standard practice to ensure they are aware of the emissions created, facilitating more sustainable choices in their event planning
- With the event carbon reports we will provide carbon reduction suggestions and we are creating an event sustainability guide to share our knowledge and recommendations on ways our clients can reduce their event carbon footprint, which will work hand-in-hand with the carbon reports we create
- We will work with our clients to offset carbon emissions from their events, using a verified carbon offsetting provider.
- We will encourage our clients to have at least one of their event KPI's associated with the carbon footprint of the event
- We are introducing a company-wide travel hierarchy as part of our policy to encourage travel by public transport
- With our event carbon reporting we will be able to include further scope 3 emissions in our office emissions reporting
- We will begin offsetting our own office emissions



- We will carry out regular sustainability workshops with stakeholders - we believe education is empowering and this is an early step which will integrate sustainability into every decision made across the company
- We are creating sustainability questionnaires to be filled in by our suppliers to ensure they are aware that their sustainability policies are a determining factor in our selection process

## Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard 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 standard<sup>1</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>2</sup>.

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<sup>3</sup>.

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:



Pippa Leicester  
Designer and Sustainability Lead  
Date: 16.12.22



Marcus Naef  
Commercial Director and Board Member  
Date: 16.12.22

---

<sup>1</sup> <https://ghgprotocol.org/corporate-standard>

<sup>2</sup> <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

<sup>3</sup> <https://ghgprotocol.org/standards/scope-3-standard>