



# Solo Service Group Carbon Reduction Plan

Publication date: .....31/10/2023.....

This plan outlines Solo Service Group Ltd.’s compliance with PPN 06/21

## Commitment to achieving Net Zero

Solo Service Group is committed to achieving Net Zero emissions by 2030. **Solo Service Group Limited** recognises the importance of reducing our contribution to global warming by minimising the greenhouse gas (GHG) emissions associated with our organisation. In order to contribute to the national goal of net zero emissions by 2050, we are committed to reducing our scope 1,2 & 3 emissions to net zero by 2030. We will continually reduce the GHG emissions associated with our organisation by measuring our baseline emissions, planning, and discussing potential actions towards reducing our contribution to GHG emissions and proactively implementing effective measures to reduce emissions before reporting the efficacy of any actions taken.

**Solo Service Group uses an Environmental Management System that is accredited with BS EN 14001:2015 certification.** All Solo Service Group employees, suppliers and contractors have a role to play in implementing and continually developing our carbon management objectives across the organisation directly, at customer locations and within local communities.

## Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that are associated with the organisations activities 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 monitoring and reduction can be measured. In accordance with the GHG protocol’s corporate standard, the carbon footprint recorded in this reduction plan will account for emissions within our operational boundary using the following methodology:

*Operational Control- The supplier reports on all sources of carbon emissions over which it has operational control. The supplier is deemed to have operational control over a service if it has full authority to introduce and implement its operating policies.*

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The Baseline emissions calculation presented below will be the first year of scope 1,2&3 emissions recording for the use in a published carbon reduction plan for Solo Service Group Ltd. As a cleaning services provider operating across the UK, the primary source of emissions associated with the organisation are related to the vehicle fleet. Calculations relating to scope 3 emissions are reliant on the provision of accurate data from our third party suppliers and partners. Ongoing collaboration with our partners to simultaneously meet our environmental targets will facilitate the acquisition of more detailed and accurate data sets relating to the scope 3 emissions of the business activities moving forwards.

**Baseline Year:** FY 2021/2022 (01/08/2021) to (31/07/2022)

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

This is a baseline recording using the best available historic data. Following the first reporting year, provisions will be put in place to gradually improve the availability and accuracy of data relating to company emissions, particularly in the form of scope 3 emissions as this was not actively recorded during the baseline year in question. Following the baseline year, additional sources of company emissions data recording will be utilised. As a result of an increase in the number of emissions sources recorded following the baseline year, company emissions recorded may increase, however this is not because of worsened performance, rather a result of increased emissions recording accuracy. The baseline year was also affected by the covid-19 pandemic, therefore employee commuting, office energy consumption etc. was reduced due to home working. For the next financial year, scope 3 emissions related to purchased goods will be published following the collection of relevant data from suppliers.

**Baseline year emissions:**

EMISSIONS	TOTAL (tCO <sub>2</sub> e)
<b>Scope 1</b>	(emissions recorded from the ALD Profleet 2 vehicle tracker) By recording the total volume of diesel and petrol purchased for all vehicles on the Solo Service Group fleet from weekly fuel card invoices, the appropriate figures were then multiplied by the emissions intensity factor (kg CO <sub>2</sub> e per litre) presented by the 2022 UK government greenhouse gas conversion factors for company reporting. The figures calculated were as follows:  Diesel: 89,558.13 litres x 2.56= 229,269 kgCO <sub>2</sub> e,  Petrol: 80,386.37 litres x 2.16= 173,635 kgCO <sub>2</sub> e  Total emissions= <b>402.904 tonnes of CO<sub>2</sub>e</b>
<b>Scope 2</b>	<b>34.3 tonnes of CO<sub>2</sub>e</b> (emissions recorded by applying emissions intensity factors from the 2022 UK government greenhouse gas conversion

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	factors for company reporting by the kWh of electricity usage of company facilities)
<p><b>Scope 3</b> (Included Sources)</p>	<ul style="list-style-type: none"> <li>• <b>Category 1:</b> Purchased goods and services</li> </ul> <p>The spend-based method as outlined by the greenhouse gas protocol was used to estimate the CO2e emissions associated with the production of purchased goods over a 12-month period. Company expenditure was separated by product category before applying the relevant emissions intensity factor from the Office for National Statistics by standard Industrial Classification. <i>*This figure was amended in 2023 in response to the amendments and consequential advice as per the ONS adjustments to scope 3 Category 1 emissions intensity factors.</i> The total scope 3 emissions calculated for the Financial year July 2021 to July 2022 was:</p> <p><b>811.753 tonnes of CO2e</b></p> <ul style="list-style-type: none"> <li>• <b>Category 4:</b> Upstream transportation and distribution (not relevant)</li> </ul> <p><b>Explanation-</b> As a cleaning services provider, we do not sell or produce any goods, we do however purchase a large volume of cleaning chemicals and related products etc. As we do not have any tier 1 suppliers as a services provider, emissions associated with our purchased goods and services would be covered under category 1.</p> <ul style="list-style-type: none"> <li>• <b>Category 5:</b> Waste generated in operations</li> </ul> <p>Due to the impact of the Covid-19 pandemic during this period, physical recording of waste streams leaving company owned facilities was abandoned. As a result of this, there are no records kept of waste generated by the company during this period.</p> <ul style="list-style-type: none"> <li>• <b>Category 6:</b> Business travel (not relevant)</li> </ul> <p><b>Explanation-</b> At Solo Service Group all business travel of employees is conducted using the fleet vehicles, this source of emissions is recorded under the Scope 1 emissions recording. No air, rail, or taxi travel was used for business purposes by employees over the 12 months recorded in the baseline year.</p> <ul style="list-style-type: none"> <li>• <b>Category 7:</b> Employee commuting-</li> </ul> <p>The distance-based method as outlined by the Greenhouse Gas Protocol was utilised, following the collection of data from an employee commuting survey in June 2022. 490 responses were analysed to calculate the total annual emissions of employee commuting by applying the average emissions intensity factors (kgCO2e/mile/passenger) of each mode of transport as published by the Department for Business, Energy &amp; Industrial Strategy, to the total distance covered over a 12 month period. The results of the survey will be applied to both this FY 2020-2021 calculation and the approaching FY 2021-2022 calculation as</p>

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	<p>the total emissions calculated will be amended by a factor determined by the total number of employees recorded in the given period.</p> <p>Total employee commuting emissions: <b>1383.829 tonnes of CO2e</b></p> <ul style="list-style-type: none"> <li>• <b>Category 9:</b> Downstream transportation and distribution (Not relevant)</li> </ul> <p><b>Explanation-</b> Solo Service Group is a cleaning services provider. Due to the nature of our business we provide a service to our clients rather than physical goods, as a result the transportation and distribution of sold goods is not a relevant measure for us.</p>
<b>Total Emissions</b>	<b>2632.786 tCO2e</b>

## Current Emissions Reporting

<b>Reporting Year: FY 2022-2023 (01/08/2022) to (31/07/2023)</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e) <i>This section includes improved emissions recording methodologies compared to the previous year</i></b>
<b>Scope 1</b>	<p>By recording the total volume of diesel and petrol purchased for all vehicles on the Solo Service Group fleet from weekly fuel card invoices, the appropriate figures were then multiplied by the emissions intensity factor (kg CO<sub>2</sub>e per litre) presented by the 2023 UK government greenhouse gas conversion factors for company reporting. The figures calculated were as follows:</p> <p>Diesel: 95,998 litres x = 2.51 kgCO<sub>2</sub>e,          Petrol: 80,703 litres x = 2.10 kgCO<sub>2</sub>e</p> <p>Total emissions= <b>410.431 tonnes of CO2e</b></p>
<b>Scope 2</b>	<b>0 tonnes of CO2e</b> (emissions recorded by applying market based emissions of our zero carbon electricity supply from British Gas and SSE across the reporting period by the kWh of electricity usage of company facilities.)
<b>Scope 3 (Included Sources)</b>	<ul style="list-style-type: none"> <li>• <b>Category 1:</b> Purchased goods and services</li> </ul> <p>The spend-based method as outlined by the greenhouse gas protocol was used to estimate the CO<sub>2</sub>e emissions associated with the production of purchased goods over a 12-month period. Company expenditure was separated by product</p>

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	<p>category before applying the relevant emissions intensity factor from the Office for National Statistics by standard Industrial Classification. The total scope 3 emissions calculated for the Financial year 1<sup>st</sup> of August 2022 to 31<sup>st</sup> of July 2023 for this category was:</p> <p style="text-align: center;"><b>801.926 tonnes of CO2e</b></p> <ul style="list-style-type: none"> <li>• <b>Category 4:</b> Upstream transportation and distribution (not relevant)</li> </ul> <p><b>Explanation-</b> As a cleaning services provider, we do not sell or produce any goods, we do however purchase a large volume of cleaning chemicals and related products etc. As we do not have any tier 1 suppliers as a services provider, emissions associated with our purchased goods and services would be covered under category 1.</p> <ul style="list-style-type: none"> <li>• <b>Category 5:</b> Waste generated in operations</li> </ul> <p>Due to the impact of the Covid-19 pandemic during this period, physical recording of waste streams leaving company owned facilities was abandoned. As a result of this, there are no records kept of waste generated by the company during this period. Following the completion of an ongoing office refurbishment project, waste recording will recommence.</p> <ul style="list-style-type: none"> <li>• <b>Category 6:</b> Business travel (not relevant)</li> </ul> <p><b>Explanation-</b> At Solo Service Group all business travel of employees is conducted using the fleet vehicles, this source of emissions is recorded under the Scope 1 emissions recording. No air, rail, or taxi travel was used for business purposes by employees over the 12 months recorded in the baseline year.</p> <ul style="list-style-type: none"> <li>• <b>Category 7:</b> Employee commuting-</li> </ul> <p>The distance-based method as outlined by the Greenhouse Gas Protocol was utilised, following the collection of data from an employee commuting survey in June 2022. 490 responses were analysed to calculate the total annual emissions of employee commuting by applying the average emissions intensity factors (kgCO2e/mile/passenger) of each mode of transport as published by the Department for Business, Energy &amp; Industrial Strategy, to the total distance covered over a 12 month period. The results of the survey will be applied to both the baseline FY 2020-2021 calculation and the FY 2021-2022 calculation as the total emissions calculated can be amended by a factor determined by the total number of employees recorded in a given period.</p> <p>Total employee commuting emissions: <b>1383.829 tonnes of CO2e</b></p> <ul style="list-style-type: none"> <li>• <b>Category 9:</b> Downstream transportation and distribution (Not relevant)</li> </ul> <p><b>Explanation-</b> Solo Service Group is a cleaning services provider. Due to the nature of our business we provide a service to our clients rather than physical goods, as</p>
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	a result the transportation and distribution of sold goods is not a relevant measure for us.
<b>Total Emissions</b>	<b>2,596.186 tCO2e</b>

## Emissions reduction targets

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

### Reduction of scope 1 emissions:

At Solo Service Group the vehicle fleet is responsible for the majority of direct company emissions. All vehicles within the fleet are already euro 6 compliant and positive progress is already underway towards electrification of the fleet. 10 operational managers are already using Fully electric vehicles, with 10 PHEV's used by contract Managers. 10 PHEVs and 18 mild hybrid vehicles are to be used as a stop gap over the next 12-24 months before viable fully electric replacements are available to cover the range/cost requirements of the contract managers. Currently 2 fully electric LCVs (one Vauxhall Combo and one Vauxhall Vivaro van) are on trial, however the scope of fully electric commercial vehicles within the fleet are planned to expand in line with greater availability and increased range of models on the market. In light of the UK governments commitment to prohibit the sale of purely internal combustion engine vehicles by 2030, Solo Service Group predicts that the availability of suitable vehicles/supporting infrastructure will improve significantly over the next 5 years, facilitating widespread adoption of zero emissions vehicles within the fleet.

- **2023:** continue trial of electric vans and review the benefits of hybrid vehicles for contract managers.
- Following the distribution of new Ford commercial vehicles, develop a strategy for determining the feasibility of electric vans where appropriate on a contract by contract basis.
- **By 2025:** over 75% of all managers should have a fully electric or hybrid vehicle pending supply shortages, more widespread rollout of fully electric commercial vehicles should be underway with at least 25% of commercial vehicles being fully electric. It is anticipated that full conversion to fully electric or hybrid commercial vehicles will lag behind that of passenger vehicles due to the slower rate of development in this sector of the automotive industry in addition on-call mobile operatives requiring the flexibility that ICE vehicles provide.

According to the Fuel card consumption data, total fleet emissions for the year 2022-2023 amounted to 410,431 kg. If fully electric vehicles are considered as zero emissions, by the end of 2025 if a 75% replacement within contract managers and 25% within commercial vehicles is achieved in addition to inclusion of PHEVs, a total fleet emissions of < 100,000kg should be targeted before 2030.

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- Following more widespread trials of fully electric vans, a push towards 75% of commercial vehicles being fully electric and 100% of passenger vehicles by 2030 should be targeted. This will bring overall fleet emissions close to zero. Ideally all fleet vehicles will be zero emissions, however this is unlikely to be achieved considering the limitations of electric vans in relation to emergency call outs and the limitations in electric vehicle charging infrastructure discovered in various parts of the country.

**Reduction of scope 2 emissions:**

The other source of direct emissions for Solo Service group is from the emissions associated with the energy consumption of both the Swansea head office and Oldbury regional office. This source of emissions will be eradicated using the following strategy:

- **2023:** Zero carbon electricity supply backed by a Renewable Energy Guarantee of Origin (REGO) was procured from our previous supplier (SSE) and our current supplier (British Gas) for the reporting period, as a result the market-based emissions associated with this energy consumption can be considered 0.
- However, to demonstrate commitment to demonstrating sustainable business practices and achieving protection from volatile energy markets, the feasibility of onsite renewable energy generation at the Swansea head office has been evaluated and a solar PV installation proposal has been obtained. Due to the significant financial investment associated with such a scheme this may be considered a long-term goal, however implementation by 2025 would be ideally suited to meeting the 2030 net zero target and would demonstrate a commitment to support and invest in renewable.

**Reduction of scope 3 emissions:**

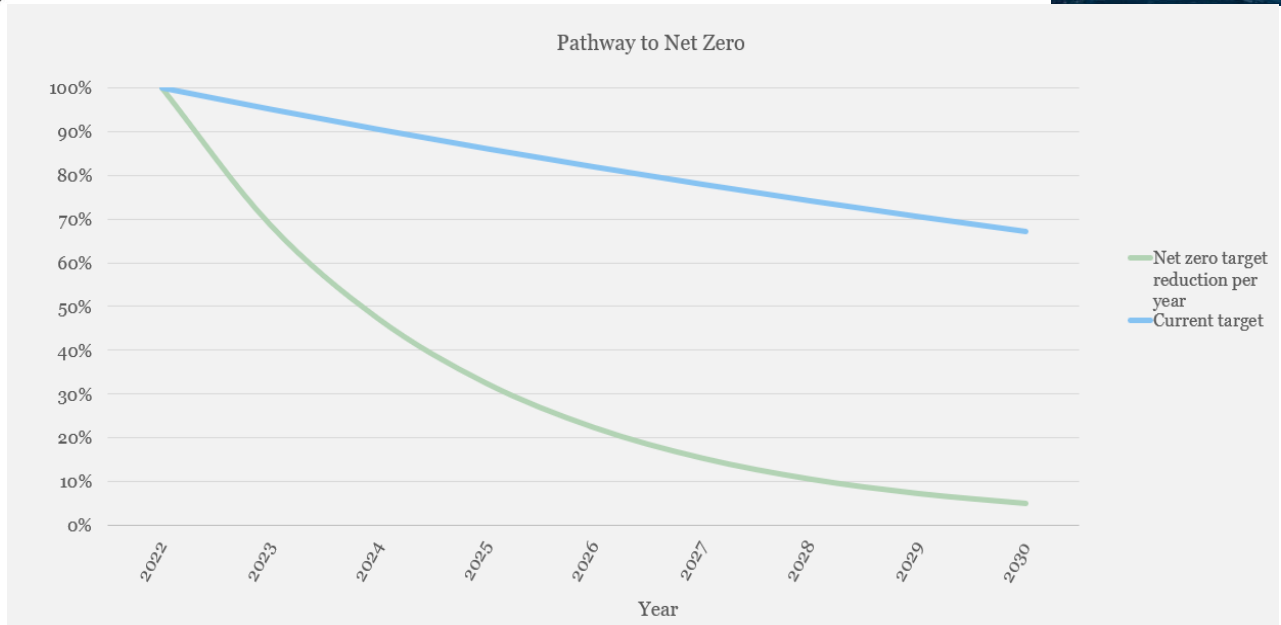
Recording and evaluation of scope 3 emissions began in July 2022, starting with an analysis of company commuting emissions. As scope 3 encompasses indirect emissions of which Solo Service Group may have no direct control, reduction of scope 3 emissions near to zero will require both collaborative efforts with suppliers and the potential requirement to change suppliers where necessary if efforts to meet net zero targets are not being reciprocated.

We project that scope 1,2 and 3 (category 7) carbon emissions will decrease over the next five years to **363** tCO<sub>2</sub>e by **2027**. This is a reduction of **80%**

Projected progress towards these targets can be seen in the graph below:

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## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2020-2021 FY baseline.

In April 2022 Solo Service Group LTD became a member of the Planet Mark sustainability certification organisation. As a result of this, the emissions records published from the 2021-2022 FY will be independently verified, leading to enhanced accuracy and accountability for all emissions data published by Solo Service Group. Additionally, electrification of the vehicle fleet has expanded with the aim of reducing the emissions intensity related to fleet vehicles, with managers based from the Swansea Head Office being supplied with Tesla Model 3's. A Smart meter installation was completed in March 2022, followed by a full LED lighting conversion for the Swansea Head Office in August 2022. this facilitated more accurate recording of scope 2 emissions associated with the energy consumption of the Swansea Head Office and a reduction in overall electricity consumption by 30%. Additionally, a zero carbon electricity supply backed by a Renewable Energy Guarantee of Origin (REGO) was procured. 10 PHEV vehicles were delivered to contract managers in 2022 with a further 18 mild hybrid vehicles being delivered to contract managers in October 2023. As a demonstration of our commitment to support environmental causes and to mitigate our contribution to the climate change crisis, we have offset our direct emissions in line with the PAS 2060 Standard with Ecologi and Planet Mark to become Carbon Neutral.

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In the next calendar year we hope to implement further decarbonisation measures including but not limited to:

- Evaluate and implement the most effective method of acquiring supplier/product specific supply chain emissions to more accurately quantify our supply chain related scope 3 emissions and to further inform and promote the benefits of procuring more sustainable products.
- Installing a solar PV system at the head office to reduce the reliance on grid electricity.
- Evaluate further the practicalities of increasing the number of electric commercial vehicles on the fleet.
- Revisit the potential to reduce employee commuting emissions.
- Further implementation of paperless technology, including a move towards fleet and other company policy signatures being captured digitally.
- Increase efforts to work with suppliers to source and promote carbon neutral products to our clients.

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## 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:

**Caroline Cooper**  
**Managing Director**



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Date: .....31/10/2023.....

<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>

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