

Richmond Carers Centre – Carbon Reduction Plan

Date: October 2025

Approved by: Board of Trustees

Location: Twickenham, London

1. Commitment to Achieving Net Zero

Richmond Carers Centre is committed to achieving Net Zero greenhouse gas emissions by 2050 in line with UK Government policy. We recognise our responsibility to minimise our environmental impact and to operate sustainably. We will work to reduce our carbon emissions across all areas of our activity through continuous improvement, efficiency measures, and engagement with staff, volunteers, and partners.

2. Baseline Emissions Footprint

This is our current formal Carbon Reduction Plan, with the 2018–2019 financial year being our baseline year. As a small charity with one office premises and no vehicles, our carbon footprint is primarily from electricity and gas use, staff commuting, and home working energy use.

Emission Scope	Description	Estimated Emissions (tCO ₂ e)	Notes
Scope 1	Direct emissions (fuel use, owned vehicles, on-site heating fuel)	0.0	No vehicles or on-site fuel use
Scope 2	Indirect emissions from purchased electricity and gas	2.15	Electricity supplied under <i>British Gas's</i> 'Zero Carbon Energy for Business' tariff (100% renewable)
Scope 3	Indirect emissions from commuting, home working, waste and procurement	0.9	Estimated using Carbon Trust SME calculator
Total		3.05	

3. Current Emissions Reporting

For the 2018–2019 baseline year, Richmond Carers Centre's total carbon footprint was at 5.4 tonnes of CO₂ equivalent (tCO₂e). We will review and update our calculations annually as data quality improves and as we implement reduction measures.

4. Emissions Reduction Targets

Richmond Carers Centre aims to achieve a 20% reduction in carbon emissions by 2030 compared with our 2018–2019 baseline, through energy efficiency, sustainable procurement, and staff engagement. We will report on progress annually and review targets as part of our organisational planning.

5. Carbon Reduction Measures

Richmond Carers Centre is implementing, or plans to implement, the following measures:

- Renewable Electricity: Our office electricity is supplied under British Gas's 'Zero Carbon Energy for Business' tariff, providing 100% renewable or fully offset electricity. This significantly reduces our Scope 2 emissions.
- Energy efficiency: Ensuring all lighting is LED and reviewing office heating and cooling settings for optimal efficiency.
- Flexible and hybrid working: Reducing travel emissions through home working and virtual meetings.
- Sustainable travel: Encouraging walking, cycling, public transport, or car sharing for essential journeys.
- Waste reduction: Continuing recycling and minimising paper use through digital communication and electronic record keeping.
- Sustainable procurement: Giving preference to local and environmentally responsible suppliers wherever possible.
- Awareness: Including environmental considerations in staff induction and ongoing training
- We will also monitor opportunities for collaboration with local partners and the London Borough of Richmond upon Thames to support wider carbon reduction initiatives.

6. Declaration and Approval

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standards for carbon reduction. It has been reviewed and approved by the Board of Trustees of Richmond Carers Centre.

Signed: *M. Wilks*

Name: Melissa Wilks

Chief Executive, Richmond Carers Centre

Date: 29/10/25

☒ This Carbon Reduction Plan will be published on the Richmond Carers Centre website and reviewed annually.