

# Carbon Reduction Plan

Norfolk and Waveney Mind

Publication date: January 2026

## Commitment to achieving Net Zero

Norfolk & Waveney Mind (N&WM) is committed to achieving Net Zero emissions by 2040 for emissions scopes 1, 2 and 3.

Our aspiration is to achieve Net Zero ahead of this date, and we will record and track our emissions so that we can reduce our footprint year on year.

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.

<b>Baseline Year: 2024</b>
<b>Additional Details relating to the Baseline Emissions calculations.</b>
<p>As a Charity partially funded by public funds, we have a moral obligation to operate in a positive way, bringing added value to our services and operations.</p> <p>We have developed this Carbon Reduction Plan as climate change worries and human environmental Impact has been cited as a cause of poor mental health and anxiety. We are committed to ensuring the efficient use of our buildings and resources across all services to minimise our impact on the communities we serve</p> <p>As an organisation a baseline for our emissions is required. We have recently submitted an Energy Savings Opportunity Scheme (ESOS) report and as such have developed this plan using findings and information from our energy audits.</p> <p>We have broken down our Targets into the following scopes in line with guidance</p> <p><b>Scope 1</b></p> <p>Refers to primary fuel sources combusted at a site, heating or cooling.</p> <p>For NWM the only scope 1 emissions relate to the natural gas boilers across all sites used for heating and hot water.</p> <p><b>Scope 2</b></p> <p>Refers to indirect emissions from electricity which NWM purchases.</p> <p>This includes Head office, REST Hubs, operational spaces and Accommodation based services</p> <p><b>Scope 3</b></p> <p>Refers to other emissions from our value chain</p>

- Waste generated by services i.e. the costs of waste disposal
- Direct emissions from vehicles or fuel use which is measured in relation to the business mileage undertaken by staff.

As a charity primarily delivering face to face support, we do not generate products. As such we would not report on areas such as Transport and Distribution (up-stream or down-stream), nor do we generate waste from direct operations (other than that listed in scope 2)

#### Baseline year emissions:2024

<b>EMISSIONS</b>	<p>Scopes 1,2 and Waste in Scope 3 calculated using Activity based method</p> <p><b>Emissions (tCO<sub>2</sub>e) = Activity Data × Emission Factor</b></p> <p>Scope three, Transport calculated using Spend based method</p> <p><b>Emissions (tCO<sub>2</sub>e) = Spend × Emission Factor (kg CO<sub>2</sub>e/£)</b></p> <p>Emission factors taken from Green House Gases Conversion Factors 2024 supplied by Gov.uk</p> <p>Please see notes in appendix 1</p>
<b>Scope 1</b>	<p>Primary fuel sources combusted at a site, heating or cooling</p> <p>420,133 kWh = <b>76.69 tCO<sub>2</sub>e</b></p>
<b>Scope 2</b>	<p>Indirect emissions resulting from bought electricity</p> <p>207,902 kWh = <b>42.61 tCO<sub>2</sub>e</b></p>
<b>Scope 3</b> (Included Sources)	<p>Indirect emissions that occur in instances listed below:</p> <ul style="list-style-type: none"> <li>• Transportation of employees for business related activities during the reporting year (in staff members personal vehicles)</li> </ul> <p>360,679 for Transport</p> <ul style="list-style-type: none"> <li>• petrol corresponds to approximately <b>60.61 tCO<sub>2</sub>e</b></li> <li>• diesel corresponds to approximately <b>35.40 tCO<sub>2</sub>e</b></li> </ul> <p>Spend based method applied</p> <ul style="list-style-type: none"> <li>• Waste Disposal and treatment of waste generated in the reporting company's operations in the reporting year</li> </ul> <p><b>Landfill Waste</b></p> <p>0.285 Tonnes x 520.3342=<b>0.148 tCO<sub>2</sub>e</b></p> <p><b>WEEE Waste</b></p> <p>0.184 Tonnes x 6.41061= <b>0.001 tCO<sub>2</sub>e</b></p> <p><b>Scope 3 total = 96.15 tCO<sub>2</sub>e</b></p>
<b>Total Emissions</b>	<b>215.45 tCO<sub>2</sub>e</b>

## Emissions reduction targets

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

- Establishment of Baseline by August 2025
- Commitment to decrease incrementally from 01/09/2025 by 35% over the next five years
  - 2025** 215 tCO<sub>2</sub>e
  - 2026** 200 tCO<sub>2</sub>e
  - 2027** 185 tCO<sub>2</sub>e
  - 2028** 170 tCO<sub>2</sub>e
  - 2029** 155 tCO<sub>2</sub>e
  - 2030** 140 tCO<sub>2</sub>e

## Carbon Reduction Projects

Projects scheduled for 2025/26 include:

- **Improvements to staff training and awareness**
  - We have added into the charities mandatory training by including modules on Environment and Sustainability, expanding knowledge of the impact that each individual staff member can make.
  - By raising staff awareness, we can encourage staff to combine travel, turn lights off when rooms aren't in use and use energy responsibly.
  - Additional signage will be installed across all sites to improve recycling rates and encourage efficient energy usage. These serve as reminders for site users that they have a duty to manage energy for the charity in an efficient way reducing our costs and therefore emissions
- **More efficient heating system**
  - We will replace the old boiler at our Sale Road HQ with a more efficient new boiler
  - We will review building energy efficiency issues at regular site audits
- **More efficient lighting**
  - As existing light fittings fail, we are replacing with modern LED fittings. When bulbs fail these are replaced with LED equivalents.
  - This provides a reduction in power consumption across sites reducing the cost of core facilities
  - Where possible lighting in communal areas across the estate is to be replaced with PIR (Passive Infra-Red) lighting. Automating lights in shared areas reduces consumption when not needed.
- **Targeted reduction in transport use**
  - We have developed a process to encourage collaboration across departments. Our Site visits shared outlook calendar has enabled colleagues to see when different departments are heading to areas. This reduces fuel consumption ensuring no journey is wasted.

- We will continue to promote a salary sacrifice scheme for Cycle to Work and explore a similar scheme for greener vehicles
- When commissioning new buildings we ensure that they are near public transport routes to support accessibility
- **Waste management projects**
  - We have introduced waste sorting stations across all sites to promote recycling, diverting more waste from landfill.
  - Increase re-use and recycling of redundant IT equipment, including donations to organisations that support individuals in digital poverty, to reduce our [Waste from Electrical and Electronic Equipment \(WEEE waste\)](#)

## 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>.

Our Director of Finance & Corporate Resources is the CRP lead for the organisation, supported by the Head of Estates & Facilities, and will report compliance to the Executive Leadership Team and trustees.

### Signed on behalf of Norfolk and Waveney Mind:



Sonja Chilvers, Chief Executive Officer

Date: 02/02/2026

<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>

## Appendix 1

Figures for our baseline emissions were calculated using Data from our ESOS (Energy Savings Opportunity Scheme) assessment using the Activity Data method for scopes 1 & 2 and waste management in scope 3. Transportation in scope 3 was established using the spend based method

The supplier specific method of calculation relies on detailed specific data from suppliers and provides us with the most accurate emission factors for operations

The spend based method uses financial expenditure data to estimate emissions and relies on a broader assumption about the relationship between spending and emissions

The calculation for this is **(tCO<sub>2</sub>e) = Spend/Activity × Emission Factor (kg CO<sub>2</sub>e/£)**

2024						
Description	Amount	Units	Emission Factor (DEFRA)	Conversion factor (kg CO <sub>2</sub> e of CO <sub>2</sub> per unit)	kgCO <sub>2</sub> e	tCO <sub>2</sub> e
<b>Scope 1</b>						
Gas (Heating)	420,133	kWh	Natural gas	0.18253	76,687	76.69
<b>Scope 2</b>						
Electricity	207,902	kWh	UK Grid	0.20493	42,605	42.61
<b>Scope 3</b>						
Transportation (Petrol)	229,883	miles	Average car	0.26364	60,606	60.61
Transportation (Diesel)	130,796	miles	Average car	0.27064	35,399	35.40
Waste Disposal	0.285	tonnes	Commercial waste to landfill	520.33420	148	0.15
WEEE Waste Disposal	0.184	tonnes	WEEE waste	6.41061	1	0.00
<b>TOTAL</b>						<b>215.45</b>

These conversion factors are from the Department of Energy Security who annually publish Green House Gas emissions conversion set (Condensed version) which provides valuable information to support business reporting on their carbon emissions.

**(Source: Department for Energy 2024 GHG Conversion Factors)**