

# Climate Springboard

## Climate Action Plan Worksheet

**Name:**

**Business:**

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**Vision Statement:**

*Complete this section at the end of Workshop 3 once we have run through all the necessary sections of your climate action plan*

**About your business:**

Sector:

Size:

*Use this section to provide an overview of your business activities*

## Vision Activity

*Draw, write or doodle what you think Net Zero will look like for your business. Are operations the same? How do staff get to work? What does the office look like?*

## Drivers for action

*Use this space to describe **why** your organisation is taking the time and effort to develop a plan of action. Are there personal causes? Company and stakeholder pressures? Regulatory drivers? Or wider targets that have been set that you want to align to?*

**Scope 1**

Direct emissions that are owned and controlled by the organisation. It **must** be included in your company footprint (GHG protocol). For most SMEs, Scope 1 will refer to gas boilers, heating fuel and owned fleet.

| Emission Source                                  | Definition, Insights & Examples                                                                                                                                                                                                                                                                                                                                                                                                 | Your Emission Sources | What Data is Needed? |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------|
| <b>Combustion of fuels in stationary sources</b> | <p>For on-site generation of heat, steam or electricity.</p> <p><b>E.g.</b> For <b>most</b> SMEs, Scope 1 will refer to gas boilers, heating fuel and owned fleet.</p>                                                                                                                                                                                                                                                          |                       |                      |
| <b>Combustion of fuels in company vehicles</b>   | <p>Think of this as the fuel you are purchasing for onsite equipment.</p> <p><b>E.g.</b> Private cars, vans, forklift trucks.</p>                                                                                                                                                                                                                                                                                               |                       |                      |
| <b>Physical or chemical processing</b>           | <p>The manufacture or processing of chemicals and materials.</p> <p><b>E.g.</b> Cement, aluminium, and waste processing. Not typically found in the SME sector but there are exceptions, especially around waste processing.</p>                                                                                                                                                                                                |                       |                      |
| <b>Fugitive emissions</b>                        | <p>Only relevant if you regularly top up refrigerant gas to industrial fridges or air conditioning units you will need to include these.</p> <p>If you get the units serviced, it will state on the service record how much has been used. Fugitive emission disclosure is unlikely to be relevant for companies with domestic fridges.</p> <p><b>E.g.</b> Refrigeration, Air conditioning, Laboratories, Fire suppressants</p> |                       |                      |

## Scope 2

Indirect emissions associated with the consumption of purchased electricity, heat or cooling.

It **must** be included in your company footprint (GHG protocol).

For most SMEs, Scope 2 will refer to their purchased electricity.

| Emission Source                                   | Definition, Insights & Examples                                                                                                                                                                                                      | Your Emission Sources | What Data is Needed? |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------|
| <b>Generation of purchased grid electricity</b>   | <p>Emissions resulting from the generation of electricity by another organisation.</p> <p><b>E.g.</b> Electricity purchased from the 'National Grid'</p> <p>! This is most relevant for SMEs</p>                                     |                       |                      |
| <b>Generation of purchased steam/heat/cooling</b> | <p>Emissions resulting from the generation of steam or heat by another organisation.</p> <p>✗ Not relevant for many SMEs.</p>                                                                                                        |                       |                      |
| <b>District heating/cooling</b>                   | <p>Emissions resulting from the provision of district heating/cooling by another organisation.</p> <p><b>E.g.</b> if your business was connected to a heat network. Unlikely to be relevant for most businesses at present time.</p> |                       |                      |

### Scope 1 & 2 Carbon Footprint:

|                      | Data (kWh or £ or litres) | Emissions (tCO <sub>2</sub> e) |
|----------------------|---------------------------|--------------------------------|
| Scope 1: Heating     |                           |                                |
| Scope 1: Fleet       |                           |                                |
| Scope 2: Electricity |                           |                                |
| Total                |                           |                                |

### Scope 3

All other indirect emissions that are not produced by the company and not caused by the assets controlled by them.

You choose what to include of Scope 3 based on how 'reasonable' and 'relevant' it is to your business.

#### Factors to consider

- Has someone requested I include it?  
E.g. a funder
- Is it significant to my organisation and likely my footprint. E.g. do we fly our staff around the world regularly?
- Can I access the data?
- Do I have influence over it?  
E.g. is there any way of reducing it?

## Scope 3

| Emission Source                        | Definition, Insights & Examples                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Your Emission Sources | What Data is Needed? |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------|
| ★ <b>Business travel</b>               | <p>Focus on the most carbon intensive modes of transport.</p> <p><b>E.g.</b> Private vehicles (e.g. taxis), air travel (domestic and international). If staff are taking steps to use public transport, we are not too concerned.</p> <p> <a href="#">Access our business travel data collection guide here.</a></p>                                                                                                                                                                                                                                                                                                                                |                       |                      |
| ★ <b>Waste generated in operations</b> | <p>Disposal and treatment of waste generated by the organisation's operations. Cost-saving opportunities can be enhanced when combined with monitoring purchased goods.</p> <p><b>E.g.</b> Commercial and industrial waste, separated and mixed recycling.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                       |                      |
| ★ <b>Purchased goods and services</b>  | <p>Extraction, production, and transportation of goods and services purchased or acquired by the reporting company in the reporting year.</p> <p><b>E.g.</b> Raw materials, packaging, food, cleaning supplies, furniture etc.</p> <p>Insurance, HR, internet, consultancy, internet etc.</p> <p>Focus on 3 to 5 categories first.<br/>E.g. what do you spend the most on per year.</p>                                                                                                                                                                                                                                                                                                                                              |                       |                      |
| <b>Employee commuting</b>              | <p>Transportation of employees between home and workplace.</p> <p><b>E.g.</b> Many businesses are interested in how their employees get to work. In terms of carbon emissions we are more concerned about privately owned vehicles. If staff are commuting on public transport or using active travel modes we can be reassured as they are relatively low carbon.</p> <p><b>Key point:</b> The control you have over how your employees get to work is relatively minimal and can be very personal to the individual. You may wish to take steps to encourage better practice (e.g. cycle to work schemes), but not report on this within your footprint but discuss and share your success stories elsewhere in your strategy.</p> |                       |                      |

★ The starred emission sources are useful places to start for many SMEs. Data collection can be relatively straightforward and by reducing these emission sources there are several cost saving and carbon saving opportunities available.

## Scope 3

| Emission source                                   | Definition, Insights & Examples                                                                                                                                                                                                                                                                                                                                                                                                                                  | Your Emission Sources | What Data is Needed? |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------|
| <b>Capital goods</b>                              | <p>A key point to consider when making decisions can be: 'will this purchase feed into my Scope 1 and 2 emissions in years to come?' E.g. the fuel/energy efficiency of a car or industrial oven you purchase.</p> <p><b>E.g.</b> Durable goods used in production of goods or services: fleet vehicles, renewable energy equipment, buildings etc</p>                                                                                                           |                       |                      |
| <b>Upstream transportation and distribution</b>   | <p>Transportation and distribution services purchased from a third party to bring goods and services to your site.</p> <p><b>E.g.</b> Transport of purchased goods to your business. E.g. apples to your warehouse.</p> <p><b>Tip:</b> This is where you can identify the potential for more efficient couriers or routes E.g. less frequent deliveries required.</p>                                                                                            |                       |                      |
| <b>Downstream transportation and distribution</b> | <p>Transportation and distribution services purchased from a third party to take goods and service from your site to an organisation in the supply chain.</p> <p><b>E.g.</b> Transport and distribution of goods and services from the organisation to end consumers. E.g. apple pies to the retailer.</p> <p><b>Tip:</b> Depending on the size of your product, this is where alternative modes of transport (cargo bikes, smaller electric vans) may work.</p> |                       |                      |
| <b>Downstream leased assets</b>                   | <p>The operation of assets that are owned by the organisation (acting as lessor) and leased to other entities.</p> <p>Think about your influence as a landlord. How is your tenant's energy reported? Can you help them improve the energy efficiency of the property?</p> <p><b>E.g.</b> Includes energy and other emission sources from properties leased out.</p>                                                                                             |                       |                      |

## Scope 3

| Emission Source                               | Definition, Insights & Examples                                                                                                                                                                                      | Your Emission Sources | What Data is Needed? |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------|
| <b>Use of sold products</b>                   | <p>End-use of goods and services sold by the reporting company in the reporting year.</p> <p><b>E.g.</b> Refers mainly to products that use energy during use phase.</p>                                             |                       |                      |
| <b>Processing of sold products</b>            | <p>Processing of intermediate products sold on to third parties.</p> <p><b>E.g.</b> Sold timber that will be processed further into wood products.</p>                                                               |                       |                      |
| <b>End-of-life treatment of sold products</b> | <p>Emissions from the waste disposal and treatment of products sold by the organisation.</p> <p><b>E.g.</b> Disposal of sold products.</p>                                                                           |                       |                      |
| <b>Investments</b>                            | <p>Emissions resulting from investments.</p> <p><b>E.g.</b> Designed for if you are investing in other entities as an organisation (e.g. acquisitions, institutional investors).</p>                                 |                       |                      |
| <b>Franchises</b>                             | <p>Operation of franchises in the reporting year, not included in Scope 1 and Scope 2.</p> <p><b>E.g.</b> Emissions from operation of franchises.</p>                                                                |                       |                      |
| <b>Fuel and energy-related activities</b>     | <p>Extraction, production, and transportation of fuels and energy purchased.</p> <p><b>E.g.</b> Transmission and distribution losses from electricity, Well To Tank factors for purchased fuels and electricity.</p> |                       |                      |

## Emissions Boundary

Fill out the boundary diagram for your baseline carbon footprint. If you can, add a justification as to why you have made the decision.

### Applicable and included

E.g. Business Travel. Our organisation conducts a significant amount of business travel and we have the data to hand.

### Not included

E.g. Purchased goods and services. Due to unavailability of data we are excluding purchased goods and services from our baseline. We are taking action to start recording this data and will look to include our top 3 purchases in year 3.

### Not relevant/not currently applicable

E.g. Fleet. The business has no owned fleet.

### Scope 3 Carbon Footprint:

|          | Data | Emissions (tCO <sub>2</sub> e) |
|----------|------|--------------------------------|
| Scope 3: |      |                                |
| Scope 3: |      |                                |
| Scope 3: |      |                                |
| Total    |      |                                |

### Total Carbon Footprint:

|          | Data | Emissions (tCO <sub>2</sub> e) |
|----------|------|--------------------------------|
| Scope 1: |      |                                |
| Scope 2: |      |                                |
| Scope 3: |      |                                |
| Total    |      |                                |

Write the highest component of carbon footprint here:

Consider a carbon footprint metric or intensity factor:  
(i.e., CO<sub>2</sub>e per employee)

## Net Zero Targets

TODAY

MID-TERM

2045



### Long-term target:

I.e. 2045 Alignment with the Scottish Government

### Mid-term target:

I.e. Next five years or 2030

### Year 1 Reduction Target:

## Actions (Scopes 1 & 2)

### Scope 1: Gas or heating fuel

| Action       | Deadline | Responsibility |
|--------------|----------|----------------|
| Short term:  |          |                |
| Medium term: |          |                |
| Long term:   |          |                |

### Scope 1: Fleet

| Action | Deadline | Responsibility |
|--------|----------|----------------|
|--------|----------|----------------|

Short term:

Medium term:

Long term:

### Scope 2: Electricity

| Action | Deadline | Responsibility |
|--------|----------|----------------|
|--------|----------|----------------|

Short term:

Medium term:

Long term:

**Actions (Scopes 3)**

**Scope 3 Category & Action**

| Action | Deadline | Responsibility |
|--------|----------|----------------|
|        |          |                |
|        |          |                |
|        |          |                |
|        |          |                |
|        |          |                |
|        |          |                |

## Climate Risk

Many Scottish business operations have already been affected by extreme weather. For example, delays in travel and tours due to storms, closing the office as it's too warm. Look at the [Climate Adaptation SME Checklist](#) and identify what actions you can take to build climate resilience.

| Climate Risk                                                                                       | Resilience Action | Completed (Date) |
|----------------------------------------------------------------------------------------------------|-------------------|------------------|
| <b>People</b><br><br><i>(Think about your staff, customers, stakeholders...)</i>                   |                   |                  |
| <b>Products and Services</b><br><br><i>(Think about your staff, customers, stakeholders...)</i>    |                   |                  |
| <b>Premises</b><br><br><i>(The physical assets or buildings associated with your organisation)</i> |                   |                  |
| <b>Processes</b><br><br><i>(Which processes or equipment is most vulnerable)</i>                   |                   |                  |
| <b>Place</b><br><br><i>(The wider community and what you can do to support)</i>                    |                   |                  |

## Incorporating More in Our Plan: Other Actions

It's not all about carbon. Taking action to assess your businesses impacts on the wider environment and society can bring about a multitude of wider benefits. Consider exploring further actions you could take guided by the themes below:

| Theme | Action | Deadline | Responsibility |
|-------|--------|----------|----------------|
|-------|--------|----------|----------------|

### Circular Economy Actions

Visit [Zero Waste Scotland](#) for Circular Support

### Biodiversity Actions

Visit [NatureScot](#) for biodiversity tips and support

### Community Engagement Actions

Visit [Scottish Communities Climate Action Network](#) for more information

### Other