SMT
Cefnogi Cymunedau Diogel a Hyderus
Supporting Safe and Confident Communities

Carbon Reduction Plan

Supplier name: Safer Merthyr Tydfil (SMT)

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Reporting year: 2025/26

Completed in accordance with PPN 006 / WPPN 006 and associated guidance.

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This plan sets out SMT's current carbon baseline, the present boundaries of available emissions data, and the practical steps we are taking to improve reporting and reduce environmental impact over time. It provides a transparent, proportionate and credible account of SMT's decarbonisation approach as a Wales based charity delivering essential frontline services.

1.Commitment to achieving Net Zero

Safer Merthyr Tydfil (SMT) is committed to achieving Net Zero greenhouse gas emissions by 2050. This commitment is aligned to Welsh Government policy, the Net Zero Wales pathway and the wider expectation that organisations demonstrate credible carbon reduction planning, good governance, and continuous improvement.

SMT is a Wales based charity delivering community-based support services. Our carbon reduction approach is practical and proportionate, recognising that service continuity, safeguarding and accessibility must remain central to delivery while we strengthen environmental performance over time.

This commitment is embedded within SMT's environmental policy statement and is monitored through senior management oversight, with trustee review and annual reporting.

This plan has been prepared with regard to WPPN 006 and supports the Well-being of Future Generations (Wales) Act 2015, particularly the goals of a prosperous, resilient, and globally responsible Wales.

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2. Baseline emissions footprint

Baseline emissions are the greenhouse gas emissions recorded for the year used as SMT's reference point for measuring future progress in reducing emissions.

Baseline year: 2025/26

Additional details relating to the baseline emissions calculations

2025/26 is SMT's first formal year of carbon monitoring and reporting and therefore establishes the organisation's baseline position. In this plan, the baseline year and the reporting year are the same, providing the starting point for future year-on-year comparison and target-setting.

This plan covers the parts of SMT's operations where we have sufficient operational control and reliable activity data for the reporting year. SMT's registered office at 89-90 Pontmorlais, Merthyr Tydfil (VAMT) and Cardiff Quakers at Charles Street, Cardiff, are leased accommodation and key building services at those locations, including utilities and waste collection, are managed by landlords. Those leased-site emissions are therefore excluded from this baseline unless itemised data becomes available. Teulu, at 47-48 Pontmorlais, Merthyr Tydfil, is SMT's owned Domestic Abuse One Stop Shop, and therefore, the only site included for direct utilities within this reporting period, alongside those Scope 3 categories where evidence is currently available.

As this is our first reporting cycle, SMT has adopted a transparent and evidence-led methodology consistent with the Carbon Reduction Plan approach under PPN 006 and WPPN 006. Where emissions fall outside SMT's direct operational control, or where supporting records are not yet sufficiently robust, they have been excluded rather than overstated through unsupported assumptions. The 2025/26 baseline therefore remains partial, but it is now supported by additional expenditure evidence across several relevant Scope 3 categories, providing a stronger and more defensible starting point for annual improvement and future target-setting.

If more robust or complete source data for 2025/26 becomes available, SMT will refine this baseline in future updates so that year-on-year comparisons are based on the strongest available evidence.

During 2026/27, SMT will prioritise fuller quantification of relevant Scope 3 categories, including business travel, employee commuting, waste, water and purchased office supplies, so that future annual updates provide a broader and more comparable organisational footprint.

Emission conversion factors used are the UK Government greenhouse gas conversion factors (2025).

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Baseline year emissions:

Emissions	Total (tCO_2e)
Scope 1 (direct emissions: gas heating and hot water)	0.000
Scope 2 (indirect emissions: purchased electricity – Teulu only)	0.274
Scope 3 (other indirect emissions)	Partial baseline supported by expenditure evidence
Cat 4: Upstream transport and distribution	Evidenced through expenditure data; not yet converted to tCO_2e
Cat 5: Waste generated in operations	Evidenced through expenditure data; not yet converted to tCO_2e
Cat 6: Business travel	Evidenced through expenditure data; not yet converted to tCO_2e
Cat 7: Employee commuting	Relevant category; to be quantified through future staff travel survey data
Cat 9: Downstream transport and distribution	Not applicable / 0.00
Scope 3 subtotal	Partial baseline supported by expenditure evidence
Total emissions	Minimum quantified total 0.274 tCO_2e, with additional Scope 3 categories evidenced through expenditure data

Utilities activity data (kWh)

Site	Gas (kWh)	Electricity (kWh)
SMT (VAMT) (Registered Office)	Excluded – landlord-controlled	Excluded – landlord-controlled
Teulu (Domestic Abuse One Stop Shop)	0	4,724.8
Quakers (Office Space)	Excluded – landlord-controlled	Excluded – landlord-controlled

Note: Gas kWh feeds into Scope 1 and electricity kWh feeds into Scope 2. For 2025/26, only Teulu is included within the direct utilities boundary because VAMT and Quakers are leased sites where utilities are landlord-controlled and itemised consumption data is not held by SMT. Teulu electricity is based on an approximate quarterly usage figure of 1,181.20 kWh, annualised to 4,724.8 kWh. UK Government GHG reporting factors (2025) have been applied.

2025/26 baseline expenditure evidence	Total cost (£)
Staff travel	20,276
Printing, postage, and stationery	8,271
Water	1,636
Room hire / lease costs	4,320
Refuse / recycling	891
Personal hygiene bins	317
Storage hire	3,168
Mobile phones	6,947
Telephone and internet	20,824
IT consumables	9,876

Note: These costs provide additional 2025/26 baseline evidence for relevant indirect emissions categories. At this stage, they strengthen the baseline and help identify material Scope 3 sources. They will support future conversion into quantified tCO_2e where a robust methodology and sufficient activity data are available.

Commentary on usage

2025/26 represents SMT's first formal carbon reporting year and should be understood as a partial, evidence-based baseline. Scope 1 is recorded as zero because SMT does not have evidenced gas consumption within the current direct reporting boundary, and Scope 2 currently reflects electricity use at Teulu only. VAMT and Quakers are leased premises with landlord-managed building services, so those utilities are excluded unless supporting data becomes available. Scope 3 emissions remain only partly quantified, but SMT now holds additional expenditure evidence across relevant categories including staff travel, printing and stationery, water, waste, communications, and IT consumables, which strengthens the baseline and helps identify priority areas for future quantification.

As SMT moves beyond the baseline year, our immediate priority is to improve the completeness and consistency of the data we hold while continuing practical low-carbon ways of working. This includes maintaining hybrid working where roles allow, keeping meetings remote where appropriate, improving utility monitoring at Teulu, and strengthening records for waste, water, stationery, and staff travel across a workforce of around 60 staff. Future annual updates will provide a more complete emissions picture as our evidence base improves.

Scope 3 data sources and methods

Cat 4 (Upstream transport and distribution): This category is relevant to SMT's office-based operations, including printing, postage, stationery, and general supplies. For 2025/26, SMT holds expenditure data for these costs, which provides a stronger baseline evidence position, but this category has not yet been converted into quantified tCO_2e because a more granular activity-based breakdown is not yet available.

Cat 5 (Waste generated in operations): SMT has general waste and recycling arrangements in place, including a 500-litre bin collection each month at Teulu, and now also holds expenditure data for refuse, recycling, and personal hygiene bin services. However, emissions for this category have not yet been quantified because weight-based data and contractor reporting are not currently available, and landlord-managed waste arrangements at leased sites sit outside the present reporting boundary.

Cat 6 (Business travel): Business travel is a relevant emissions category for SMT because staff incur travel expenses across service delivery and operational activity. SMT now holds 2025/26 expenditure data for staff travel, which strengthens the baseline evidence position. This category has not yet been converted into quantified tCO_2e because a complete mileage-based dataset has not yet been extracted and verified. This will be addressed in future reporting through expense claims analysis.

Cat 7 (Employee commuting): Employee commuting is relevant across SMT's workforce of approximately 60 staff. SMT operates on a hybrid basis and seeks to keep meetings remote where possible, which helps reduce avoidable travel. This category has not yet been quantified for the baseline year because a direct staff commuting dataset is not yet in place. Future reporting will use a staff travel survey or other evidence-based method to calculate this category more accurately.

Other relevant indirect emissions sources: SMT also now holds 2025/26 expenditure data relating to water, room hire and lease costs, storage hire, mobile phones, telephone and internet, and IT consumables. These records help identify additional relevant indirect emissions sources within the baseline and will support more complete future reporting as methodology and coding continue to improve.

Cat 9 (Downstream transport and distribution): SMT is a service delivery organisation rather than a manufacturer or distributor of physical goods to end users. As a result, Category 9 is not currently applicable to our operations and is recorded as 0.00.

3. Current emissions reporting

Reporting year: 2025/26

Because 2025/26 is SMT's first formal year of carbon reporting, the figures set out in Section 2 also represent SMT's current emissions position. They provide a credible first-year picture of the emissions currently quantified and evidenced, with a clear plan in place to improve completeness, comparability, and reduction activity in future reporting cycles.

4. Emissions reduction targets

To support steady progress towards Net Zero, SMT has set a first phase of realistic and measurable carbon reduction priorities. These focus on the emissions sources we can influence most directly, while also improving the quality of the data needed to support more ambitious reduction milestones over time.

Our immediate priorities are practical, proportionate, and deliverable within a frontline service context. They focus on strengthening the evidence base for relevant emissions categories while building on measures already embedded in day-to-day operations, including hybrid working, remote meetings where appropriate and proportionate management of utilities at Teulu.

Our Year 1 priorities combine immediate operational actions with stronger monitoring arrangements. The aim is to reduce avoidable emissions where possible, while also improving the evidence base needed to set more ambitious future targets with confidence.

By the 2026/27 reporting cycle, SMT aims to move from a partial baseline to a more complete quantified position across all relevant and evidenced emissions categories, enabling stronger interim reduction milestones to be set thereafter.

Target 1: Renewable electricity procurement. SMT will seek to move eligible sites onto renewable electricity tariffs at the point of contract renewal. Where utility arrangements are controlled by landlords or third parties, we will explore available green supply options and record progress through our annual reporting.

Target 2: Utilities monitoring (monthly). We will maintain a monthly electricity log for Teulu, review consumption trends routinely, and use this information to identify unusual use patterns and support proportionate reduction measures. We will also continue to seek clearer utility information for any leased sites where this becomes available through landlord or premises arrangements.

Target 3: Indirect emissions data improvement (quarterly). We will maintain quarterly records for travel, delivery charges, courier and postage costs, third-party transport services, and other relevant expenditure categories, supported by improved finance coding so that these sources can be tracked more consistently and evidenced more clearly year on year.

During 2026/27, SMT will use improved expenditure records alongside more detailed activity data to convert relevant indirect cost categories into quantified emissions where a robust methodology is available.

Target 4: Waste recording and reduction (quarterly). We will strengthen waste recording for Teulu and any other sites where SMT directly controls or can evidence collections, covering general waste, recycling, and other operational streams. This will improve reporting quality, support better segregation, and enable more informed reduction activity over time.

Target 5: Digital meetings and paper-light working. We will strengthen digital-first ways of working for internal and partnership meetings, using approved platforms and safe practice. We will maintain paperless meeting packs and digital approvals as standard.

Target 6: Agile working to reduce commuting. We will continue agile working for suitable roles, recognising the benefits for service delivery, staff wellbeing and reduced environmental impact. Client access and public opening times remain protected.

Monitoring cadence: Monthly logging of Teulu electricity use. Quarterly review of evidenced delivery, transport, and waste records. Annual publication of an updated Carbon Reduction Plan with refreshed totals, updated methodology, a revised limitations statement and a clear progress review against SMT's Net Zero commitment and Welsh procurement expectations.

5. Carbon reduction projects

Completed carbon reduction initiatives

SMT has already introduced a range of practical measures that support lower-carbon working and provide a sound foundation for further improvement. As this is our first formal reporting year, quantified savings will be incorporated into future updates once a comparable reporting period is available.

Baseline reporting and monitoring: We have established a first-year carbon reporting structure and identified the current reporting boundary for direct utilities and relevant operational emissions categories.

Digital-first meetings: Internal team meetings, supervision and most partnership meetings are delivered via secure digital platforms as standard, reducing travel.

Agile and hybrid working: Hybrid working is embedded across suitable roles, helping to reduce unnecessary commuting while maintaining effective service delivery and team coordination.

Paper-light operations: Meeting packs, governance papers, HR processes, and approvals are digital by default. Printing is used only where necessary.

Lighting efficiency: We have started improving lighting efficiency by replacing failed bulbs with LED equivalents where compatible, switching off non-essential lighting out of hours, and making better use of natural light through simple layout changes. We will build this into routine premises checks, so savings are maintained.

Improved accounts coding: We are strengthening the way travel, delivery, utilities-related services, and other operational costs are coded within finance records so that future Scope 3 reporting can move from broad expenditure evidence towards clearer activity-based reporting where available.

Future carbon reduction initiatives

Over the next reporting periods, SMT will build on the baseline year by taking forward the following improvements:

Renewable electricity: Moving to a verified renewable electricity tariff at contract renewal for sites where we hold the energy contract.

Monthly utilities logging: Embedding monthly (rather than quarterly) utilities logging to enable faster identification of unusual consumption patterns.

LED upgrades and lighting controls: Undertaking a simple lighting audit across in-scope sites and moving remaining fittings to LED as replacements are needed or as budgets allow. Where safe and appropriate, we will introduce low-cost controls such as occupancy sensors in low-use areas (storerooms, corridors, and toilets) and timer settings for external/security lighting, to reduce unnecessary electricity use while maintaining safeguarding and safety.

Waste weight data: Replacing estimated waste tonnages with supplier-provided weight data from waste contractors and shredding providers.

Commuting data improvement: Refining commuting estimates with direct staff survey data on travel mode and distance.

Water and office supplies data improvement: We will improve annual record-keeping for water usage, stationery, and other general office supplies so these categories can be assessed more consistently in future reporting periods.

Finance coding improvements: Continuing to strengthen the coding of travel, delivery, and other relevant indirect cost lines so that future Scope 3 reporting can be supported by more consistent records and stronger methodology over time.

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6. Declaration and sign-off

This Carbon Reduction Plan has been prepared in line with PPN 006, WPPN 006 and the associated technical guidance for supplier carbon reporting. It reflects SMT's commitment to support Welsh Government decarbonisation ambitions through proportionate, evidence-based action and ongoing improvement in a way that is appropriate to our role as a frontline charity provider.

Emissions have been calculated and recorded in accordance with the published Carbon Reduction Plan reporting standard, the GHG Protocol Corporate Standard, and the relevant UK Government greenhouse gas conversion factors for company reporting.

Scope 1 and Scope 2 emissions have been reported in line with the required standard, and relevant Scope 3 categories have been considered and included on an evidence-led basis within the current reporting boundary.

This Carbon Reduction Plan has been reviewed and signed off by SMT's Board of Trustees.

The plan will be reviewed annually so that SMT can improve reporting completeness, track progress over time and update priorities in line with Welsh procurement requirements and the evidence available.

Signed on behalf of Safer Merthyr Tydfil:

Signature:

Name: Chair of Trustees, Safer Merthyr Tydfil

Date: 28th April 2026