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COMMUNITY ACCORD

Carbon Reduction Plan

Roadmap to Net Zero by 2040

Updated: October 2026 | Review cycle: Annual



1. Commitment to Carbon Reduction

Community Accord recognises the importance of addressing climate change and its responsibility to reduce the environmental impact of its activities. The organisation is committed to working towards net zero carbon emissions by 2040, ten years ahead of the UK Government's 2050 target.

Community Accord will take a practical, proportionate and continuous-improvement approach to reducing emissions. Actions will reflect the organisation's size, resources and operating arrangements, and progress will be reviewed regularly.

2. Working Arrangements

All Community Accord staff work remotely from home. This arrangement reduces the need for daily commuting and limits the organisation's reliance on dedicated office space. Meetings and mediation sessions are conducted virtually wherever appropriate, helping to reduce travel-related emissions while maintaining an accessible and effective service for families.

Community Accord recognises that home working and digital services may still contribute to its carbon footprint through household energy use, internet connectivity, electronic equipment and other related activities. These factors will be considered when estimating emissions, where relevant data is available.

3. Policy Principles

Community Accord will seek to reduce emissions and embed sustainability into its day-to-day activities by:

- reduce unnecessary travel and using virtual meetings where appropriate;
- maintaining a digital first approach and minimising paper use;

- encouraging responsible use of energy and resources during home working;
- reducing waste and making use of recycling arrangements where available;
- considering environmental impact when purchasing goods, equipment and services; and
- measuring emissions as accurately as reasonably practicable and reviewing progress annually.

4. Carbon Reduction Measures

Remote working and energy efficiency: Staff will be encouraged to use energy efficiently while working from home, including switching off equipment when not in use and avoiding unnecessary energy consumption where practical. Any estimate of emissions associated with home working will use a consistent method and will be documented.

Travel and transport: Community Accord will prioritise virtual meetings and mediation where appropriate. Where in-person meetings, mediation or other work-related journeys are necessary, staff will be encouraged to consider public transport, walking, cycling, car sharing or lower-emission vehicles where practical. Business travel and mileage information will be recorded where available.

Digital working and paper reduction: Community Accord will continue to use electronic communication and secure digital record-keeping through its digital systems. Paper will be used only when necessary. Where printing is required, staff will be encouraged to avoid unnecessary printing and use paper efficiently.

Equipment and digital services: When purchasing or replacing computers, phones and other equipment, Community Accord will consider durability, energy efficiency, repair and responsible recycling where practical. The organisation will also consider relevant environmental

information about its digital service providers when available and proportionate.

Waste and recycling: Community Accord will seek to minimise waste and use available recycling facilities. Staff will be encouraged to dispose of electrical equipment and other materials responsibly in line with applicable local arrangements.

Procurement and administration: Where practical, environmental considerations will inform purchasing decisions, including product durability, packaging, delivery arrangements and the potential to reduce unnecessary consumption. Electronic payments and administration will continue to be used where appropriate.

5. Carbon Reduction Targets and Roadmap

Community Accord's long-term ambition is to achieve net zero carbon emissions by 2040. To monitor progress credibly, the organisation will first establish a baseline year, define the emissions sources included in its calculations and identify the activity data available.

The previous plan proposed a reduction of 25% every five years. This is retained as a proposed interim ambition, subject to review once the baseline and calculation method have been established. It will not be treated as a verified reduction target until it has been assessed against the baseline and confirmed by the organisation.

6. Implementation Plan

Immediate: Confirm who is responsible for coordinating the Carbon Reduction Plan and gathering relevant information.

Within six months: Identify a suitable baseline year and collect available data on business travel, mileage and transport modes, relevant purchases, IT equipment and digital services, and any premises-related energy or waste information that applies to Community Accord.

Annually: Estimate and record emissions using a consistent approach, review progress against the baseline and identify further practical reduction measures.

Ongoing: Maintain remote working and digital-first practices; reduce unnecessary travel, printing and waste; and consider environmental factors when purchasing goods and services.

Every five years: Review the reduction pathway and interim milestones, assess progress and update the plan where necessary while retaining the ambition of net zero by 2040.

7. Measuring, Monitoring and Reporting

Once a baseline has been established, Community Accord will aim to calculate and review its carbon emissions annually. The record will identify the reporting period, emissions sources included, calculation method, assumptions, estimates and any significant gaps in available data.

Where relevant and proportionate, the organisation will consider the following emissions categories:

- Scope 1: direct emissions from sources owned or controlled by the organisation, if any;
- Scope 2: indirect emissions from purchased electricity, heat, steam or cooling, if applicable; and
- Scope 3: other indirect emissions, potentially including business travel, commuting, home working, purchased goods and services, IT equipment and digital services, where relevant and data is available.

Recognised greenhouse-gas conversion factors appropriate to the reporting year will be used where applicable. Estimates and assumptions will be documented, and the same method will be applied consistently wherever possible to support meaningful year-on-year comparison.

8. Responsibilities and Governance

The Senior Management Team will oversee implementation of this plan, review progress annually and agree proportionate actions. Trustees will receive updates on progress and any significant changes to the organisation's approach. Staff will be encouraged to contribute practical suggestions and follow relevant guidance on energy use, travel, digital working, purchasing and waste.

9. Review and Continuous Improvement

This plan will be reviewed at least annually and updated when necessary to reflect changes in Community Accord's activities, working arrangements, available emissions data or relevant reporting requirements. Reviews will consider progress against actions, improvements in data quality and opportunities to reduce emissions without compromising the accessibility or quality of services for families.

10. Conclusion

Community Accord is committed to reducing the environmental impact of its activities and working towards net zero carbon emissions by 2040. As all staff work remotely from home, the organisation will continue to use virtual meetings and digital-first processes wherever appropriate, while recognising the need to consider home energy use, digital services, necessary travel and procurement. Through practical action, improved measurement and annual review, Community Accord will work towards measurable and transparent carbon reduction.