

# POWERING

SAVING ENERGY ACROSS  
NORTH NORTHAMPTONSHIRE



# CHANGE

SUPPORT FOR BUSINESS AND COMMUNITY  
ORGANISATIONS TO SAVE ENERGY AND CUT CARBON



Funded by  
UK Government



Urban  
Foresight



North  
Northamptonshire  
Council



Smart  
Carbon

# HOUSEKEEPING



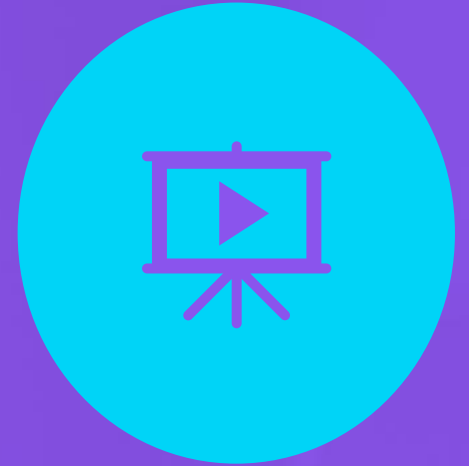
All attendees  
are muted



Introduce yourself in  
the chat window



Post questions to our  
presenters in the chat  
window



The event is being  
recorded and will be  
made available

**WELCOME!**

**NORTH**

**NORTHAMPTONSHIRE**

**POWERING**

**CHANGE PART 3**



# AGENDA

**11:00** Powering Change: what's on offer

**11:10** Recap on carbon footprint boundary and collecting data

**11:15** How to enter data into the SmartCarbon platform

**11:30** How to generate baseline report

**11:35** Review meeting

**11:40** What is a Carbon Reduction Plan?

**11:45** Carbon Reduction Plan meeting

**11:50:** Next steps in the support programme

# POWERING CHANGE

## Creating your carbon footprint and Carbon Reduction Plan

Powering Change is a new programme of support to cut carbon for business and community groups in North Northamptonshire, funded by UKSPF – a UK government programme that provides local investment funding to improve pride in place and increase life chances, focusing on communities and place, local businesses, and people and skills



# WHO WE ARE



**Urban Foresight** is the UK's leading place-based innovation consultancy. We work around the world on projects that improve lives, protect the environment, and create new economic opportunities.

**CLAIRE COLQUHOUN, CONSULTANT**



**SmartCarbon** has supported around 1,000 clients to measure, report and reduce their carbon emissions since 2019, working to bring organisations 'on TRACC' for net zero by 2050 (or sooner).

**MOLLY WOODS, NET ZERO PROJECT MANAGER**

**What is on offer**

# POWERING CHANGE

**For business and  
community  
organisations in North  
Northamptonshire**

**Free programme** of support to understand your energy use and create your own Carbon Reduction Plan.

## **WHAT IS ON OFFER**

- A series of educational webinars
- One-on-one support to help you understand your carbon footprint and energy use
- Access to a free tool to develop a tailored Carbon Reduction Plan for your organisation

# WHEN?

13 Nov

Jan 2026



Webinar:  
SmartCarbon  
platform

Final opportunity to  
complete Carbon  
Reduction Plans



**Full, open and free access to the platform**



**One-to-one support to develop your Plan**

# Why?



# CARBON REDUCTION PLANS

## Free support until January 2026

Calculating your carbon footprint and creating a Carbon Reduction Plan can help you:

- Set a net zero target and demonstrate your ambitions
- Access funding for decarbonisation projects in future
- Compete for public sector contracts – PPN 006 now means some tenders *require* a Carbon Reduction Plan



# Introduction to the SmartCarbon Platform



WITH

**MOLLY WOODS**,  
NET ZERO PROJECT MANAGER

[m.woods@smartcarboncalculator.com](mailto:m.woods@smartcarboncalculator.com)



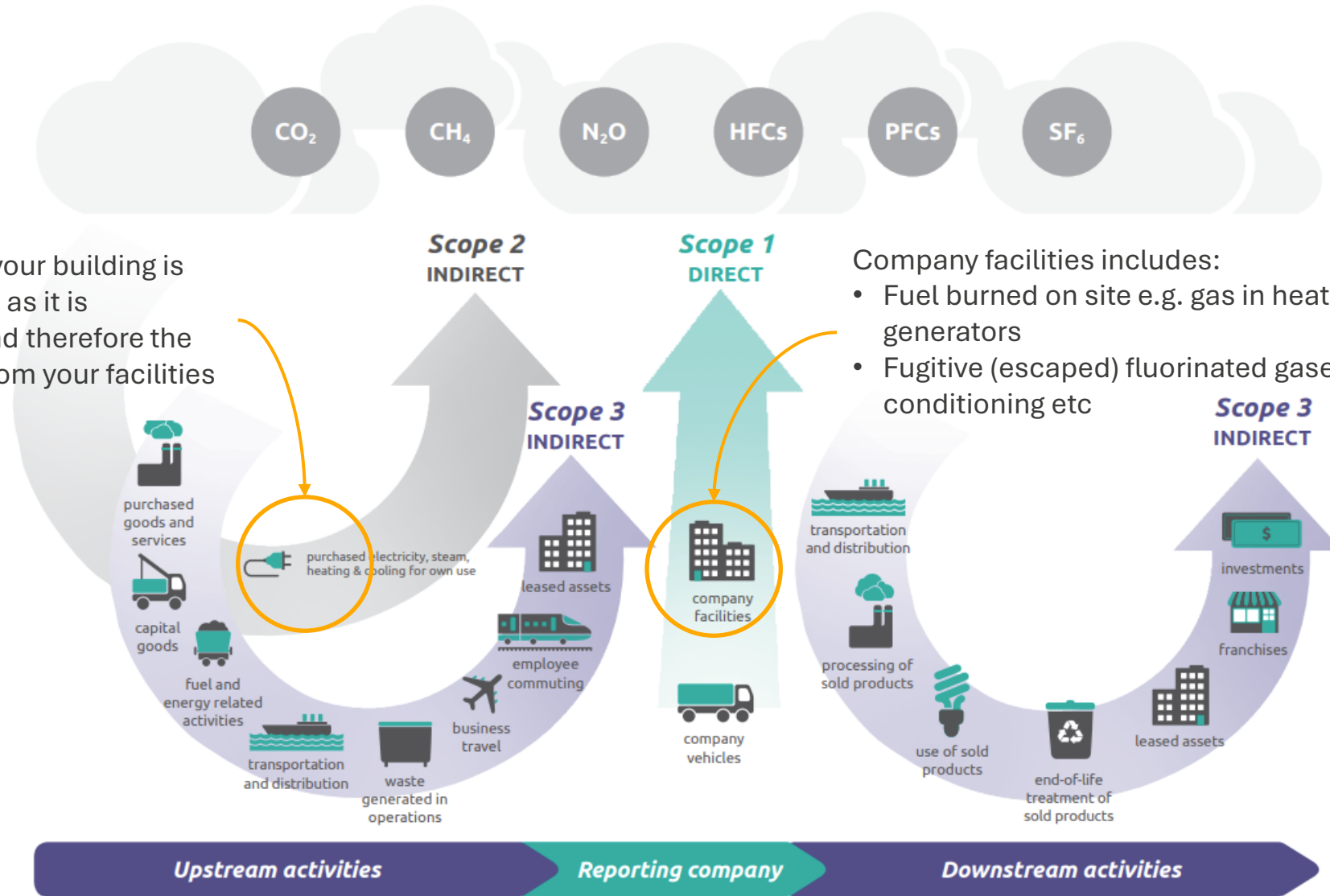
Figure [1.1] Overview of GHG Protocol scopes and emissions across the value chain

# SCOPES

Electricity usage in your building is included in scope 2, as it is generated off site and therefore the emissions are not from your facilities

Company facilities includes:

- Fuel burned on site e.g. gas in heating, or diesel in generators
- Fugitive (escaped) fluorinated gases from air conditioning etc



Source: Greenhouse Gas Protocol: Corporate Value Chain (Scope 3) Accounting and Reporting Standard

# WHAT TO INCLUDE?

## Your 'organisational boundary':

→ Operational control approach, which is defined as:

*“A company has operational control over an operation if the former or one of its subsidiaries has the full authority to introduce and implement its operating policies at the operation.”*

→ Energy use associated with everything that your organisation has operational control of is measured as part of your scope 1 and 2 emissions

For example:

→ Rented building, control over use, including (some) control over energy consumption, and you pay energy bills – INCLUDE in energy emissions in scope 1 and 2

→ Serviced building, no control over energy consumption and you do not pay energy bills – EXCLUDE energy emissions from scope 1 and 2, but include in scope 3 upstream leased assets.



# REPORTING PRINCIPLES AND DATA COLLECTION

## Transparency

- Record any assumptions and estimations if there are data gaps

## Relevance

- If a category is not relevant, enter '0' rather than remove category (demonstrates that is it not relevant, rather than not considered, especially for PPN 006 compliance)

## Accuracy

- Platform configured for balance of more accurate primary data (e.g. litres of fuel) and less accurate, but easier to obtain, secondary data (e.g. travel expense claims)

## Completeness

- Platform will be configured to include these categories and tailored to your specific activity
- Try to obtain data if not immediately available

## Consistency

- Collect and store data in an organised way to support consistency of reporting in subsequent years
- Data Tracker template can be used if considered helpful

# DATA COLLECTION GUIDANCE

In previous webinar, we provided guidance for each scope and each scope 3 category:

- Data type and units to be collected for each activity, e.g. kWh of gas used
- Typical data sources – where you might find the data, e.g. energy bills
- Extra guidance – e.g. what to include in capital goods (scope 3 category 2) rather than in purchased goods (scope 3 category 1)

# BEFORE ENTERING DATA – CHECK IT

## Especially:

- Check the units, e.g. kg or tonnes? miles or km?
- Check the period matches, e.g. Jan 24 to Dec 24 or Apr 24 to Mar 25?
- Check your adding up / check formulae on Excel if using to summarise

# PLATFORM DEMO



# DATA ENTRY STEPS

- Click on active reporting period (baseline year dates in blue) – *now in 'Period'*
- Click on your facility – *now in '[Your facility] Period View'*
- Click on the activity name – *now in 'Usage'*
- Click on blue *'Add [activity] Details'* button at the bottom
- Add in the activity/usage information EITHER for the whole year (it will then be split equally across 12 months) OR for each individual month – use 'from' and 'to' months, selecting that single month.
- While still in *'Usage'*, click *'Add New Attachment'* button at the bottom and browse to upload your evidence file e.g. summary of utility bills and/or the bills themselves.
- Made a mistake? Click on the activity name to get to *'Usage'* and at the bottom of the screen, select data line(s) with errors and click Delete.

# COMPLETING YOUR REPORT

- In '*[Your facility] Period Overview*', all activity lines where you have activity should have green ticks in every box
- Under '*[Your facility] Period Overview*', click on the green '*Actions*' button in the top right
- Select '*Mark this period as complete*'
- Add FTE (number of Full Time Equivalent staff) and Area in m<sup>2</sup> – this will then give you intensity metrics
- Click '*Mark as complete*'
- Made a mistake? Click '*Reopen this period*' in the green bar at the top.

# COMPLETING YOUR REPORT

- Navigate back to '*Period*'
- Click on the green '*Actions*' button in the top right
- Select '*Generate Report*'
- Click on '*Carbon Footprint Report*' button and this will download the report onto your computer
- The report will summarise the data you have entered into the platform by scope and category
- Under '*Estimations*', add description of any estimated or assumed data, or enter '*none*'
- Under '*Exclusions*', add justification for anything you have excluded, or enter '*none*'
- Email completed report to [supportPC@smartcarboncalculator.com](mailto:supportPC@smartcarboncalculator.com)

# REVIEW MEETING

## Book an on-line review meeting with us once you have:

- Begun collecting your data
- Begun entering data into the platform

## How to book:

- We will email you a link so you can choose your appointment

## Purpose of meeting:

- Answer queries on data collection
- Answer queries on entering data into the platform
- Sense check data entry so far, including sense check against your organisation information submitted via the online form

# CARBON REDUCTION PLAN

## UK government standard template for Carbon Reduction Plan covers:

- Commitment to achieving Net Zero
- Baseline emissions footprint
- Current emissions reporting
- Emissions reductions targets
- Carbon reduction projects – completed and future
- Declaration and sign off

Guidance

## PPN 006: Taking account of Carbon Reduction Plans (HTML)

Updated 10 July 2025

Contents

1. Issue
2. Dissemination and scope
3. Timing
4. Action
5. Background
6. Carbon Reduction Plan guidance
7. Carbon Reduction Plan template
8. Annex – Guidance notes

[PPN 006: Taking account of Carbon Reduction Plans \(HTML\) - GOV.UK](#)

# **YOUR CARBON REDUCTION PLAN**

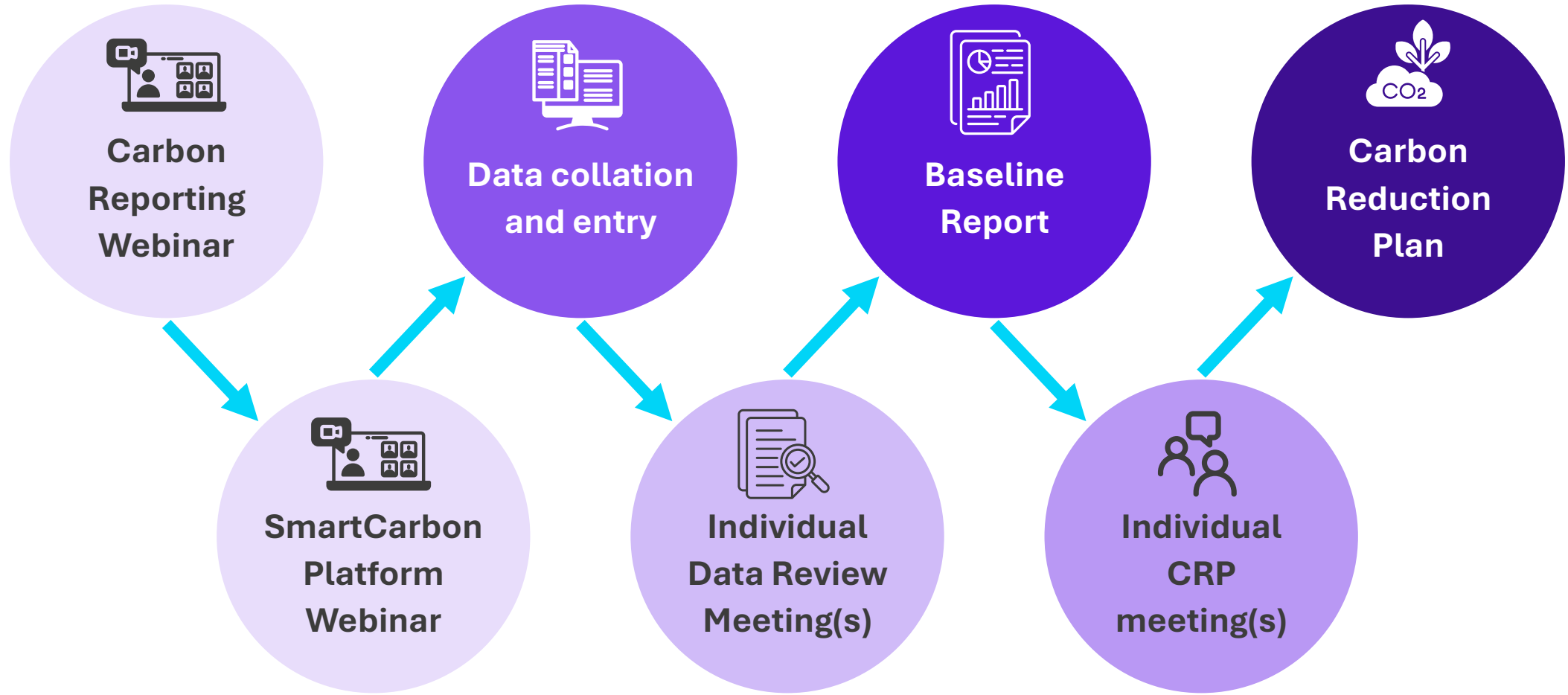
**We will add these sections to your baseline report:**

- Commitment to achieving Net Zero
- Emissions reductions targets
- Carbon reduction projects – completed and future
- Declaration and sign off

**Book an online Carbon Reduction Plan meeting with us to discuss and identify reduction targets and carbon reduction projects**

**Carbon Reduction Plan completed during the meeting.**

# WHAT YOU WILL GET FROM SMARTCARBON



# NEXT STEPS IN THE SUPPORT PROGRAMME

1. Fill in online form with your organisation's details
2. We create SmartCarbon calculator account for you, tailored to your activities
3. You receive log in details and data tracker, and review meeting booking link
4. Begin collecting and entering your data
5. Book review meeting
6. Review meeting
7. Finalise your data entry and mark period as complete.

# NEXT STEPS IN THE SUPPORT PROGRAMME

8. Download report, fill in estimations and exclusions
9. Send complete baseline report to us
10. We add additional sections to report
11. Book Carbon Reduction Plan meeting
12. Carbon Reduction Meeting to discuss target and actions
13. We finalise Carbon Reduction Plan document and send to you

# LEVEL OF SUPPORT

- Empowering you to collate and enter your data accurately (not doing it on your behalf)
- Individual data review meeting(s) – answering questions and sense checking data (not checking accuracy)
- Carbon Reduction Plan – identifying priority decarbonisation actions (not quantifying reduction potential)

**Happy to take on organisations as individual (paying) clients if more in-depth support is required**



# QUESTIONS



# POWERING CHANGE KEY DATES



# WEBINAR / EVENT DATES

SmartCarbon Platform (repeat)

Thu 13<sup>th</sup> Nov

Zoom

**Platform is free and  
support is available until  
31 January 2026**

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