



Carbon Reduction Plan

Supplier name: Valuation Office Agency (VOA)

Publication date: April 2025

Commitment to achieving Net Zero

Valuation Office Agency is committed to achieving Net Zero emissions by 2040. We recognise the urgent need to rapidly decarbonise the UK public sector, along with the whole of UK industry and global emissions.

Carbon Footprint Information

The VOA carbon footprint is centred on our operational model being largely administration-based and that third parties control our directly leased premises. VOA is primarily an administrative entity, we do not own a fleet of vehicles, nor do we have much land to use or develop on. Whilst our overall carbon footprint is relatively small, by taking action we can have an impact. To avoid double counting, we have excluded data related to offices where we are minor occupiers to other government departments.

Baseline Emissions Footprint

Baseline emissions are the reference point against which emissions reduction can be measured.

Baseline Year:
April 2017- March 2018
Additional Details relating to the Baseline Emissions calculations.
<p>The 2017/18 baseline year aligns with our obligations under the Greening Government Commitments (GGCs).</p> <p>The GGCs set out the actions UK government departments and their partner organisations will take to reduce their impacts on the environment. The current target framework is set for the period between April 2021 to March 2025.</p> <p>The commitments apply to the office and non-office estate of central government departments and their executive agencies (EAs), non-ministerial departments (NMDs) and executive non-departmental public bodies (NDPBs)</p>

Baseline year emissions: 2017-18			
EMISSIONS	TOTAL (tCO ₂ e)		
Scope 1	351		
Scope 2	967		
Scope 3 (Included Sources)	Source	TOTAL (tCO ₂ e)	Comments
	Upstream transportation and distribution	Nil	The VOA plans to identify those scope 1 and scope 2 emissions from transportation and distribution providers occurring during use of supplier vehicles between VOA sites. We anticipate this data will be available March 2026
	Waste Generated in Operations	4	
	Business Travel	1412	
	Employee Commuting	Nil	The VOA plans to collate data on employee commuting in line with the 2025-2030 GGC requirement that every organisation will have a strategy to improve the sustainability of its business travel and commuting to 2030. We anticipate commuting data will be available by September 2026
	Downstream Transportation and distribution	Nil	The VOA plans to identify those scope 1 and scope 2 emissions from transportation and distribution providers occurring during use of supplier vehicles between VOA sites. We anticipate this data will be available March 2026
Total Emissions	2734		

Current Emissions Reporting

Reporting Year: April 2023- March 2024			
EMISSIONS	TOTAL (tCO ₂ e)		
Scope 1	129		
Scope 2	190		
Scope 3 (Included Sources)	Source	TOTAL (tCO ₂ e)	Comments
	Upstream transportation and distribution	Nil	The VOA plans to identify those scope 1 and scope 2 emissions from transportation and distribution providers occurring during use of supplier vehicles between VOA sites. We anticipate this data will be available March 2026.
	Waste Generated in Operations	0.5	
	Business Travel	539	
	Employee Commuting	Nil	The VOA plans to collate data on employee commuting in line with the 2025-2030 GGC requirement that every organisation will have a strategy to improve the sustainability of its business travel and commuting to 2030. We anticipate commuting data will be available by September 2026.
	Downstream Transportation and distribution	Nil	The VOA plans to identify those scope 1 and scope 2 emissions from transportation and distribution providers occurring during use of supplier vehicles between VOA sites. We anticipate this data will be available March 2026
Total Emissions	858.5		

Emissions reduction targets

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets, established against a 2017-18 baseline as per the 2021-25 GGC's.

Reduce overall (Scope 1 & 2) tCO₂e from estate by 60%

Reduce direct (Scope 1) tCO₂e by 40%

Reduce overall (Scope 3) tCO₂e from operations by 60%

Over the next 4 years we expect to see our carbon emissions reach 990 tCO₂e by 2029. This is a reduction of 1744 tCO₂e from the 2017-18 baseline.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2017-18 baseline. The carbon emission reduction achieved by these schemes equate to 1876 tCO₂e, a 69% reduction against the 2017-18 baseline.

- We monitor the energy efficiency of our sites and continue to invest in energy measures such as LED lighting.
- We are reducing the overall carbon footprint by moving into fewer, modern, energy and resource efficient premises.
- We introduced ISO 14001 for the estate including working to improve the energy efficiency plus commissioning premise designs that are more sustainable.
- We refreshed our travel and expenses policies reminding colleagues to make environmentally friendly travel decisions and arrangements where possible.
- We have promoted the use of public transport and encouraged colleagues to make use of our digital infrastructure reducing the need to travel for meetings.
- We have a hire car contract with a supplier, which includes the availability of ultra-low emissions vehicles and electric vehicles.

In the future we anticipate being able to implement further measures such as:

- Decarbonisation Audits, which will focus on the carbon emissions our buildings are producing with accompanying plans to reduce them.
- Optimising the efficiency of Building Management Systems
- Reviewing TM44 Air Conditioning Inspections, to help to ensure air conditioning systems are working as efficiently as possible.
- Education programmes aiming to encourage colleagues to reduce their carbon footprint in the workplace.

- Introduce a strategy to improve the sustainability of its business travel and commuting to 2030 - Options we will explore include walk to work schemes, encouraging use of park and ride where available, and car clubs.

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 standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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) Standard³.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of the Supplier:

Toby Nerval – Chief Finance and Information Officer Valuation Office Agency



Date: 7th April 2025

¹<https://ghgprotocol.org/corporate-standard>

²<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

³<https://ghgprotocol.org/standards/scope-3-standard>