



Reporting Guidance



Context – why we report

Sustainability Data Manager:

- Manage the Environment Reporting Process (PMU5 data) & Sustainability Tool
- ⑩ Gemma Bailey-Smith

Sustainability Tool:

- Web-platform developed by *Action Sustainability*
- Collect Environment (monthly) and Social data (quarterly) from EKFB Supply Chain
- Sustainability tool team: Env team + Social (Equality, Diversity, Inclusion) team + Supply Chain Team



I. Context: Requirements & Performance measure

Contractual requirement

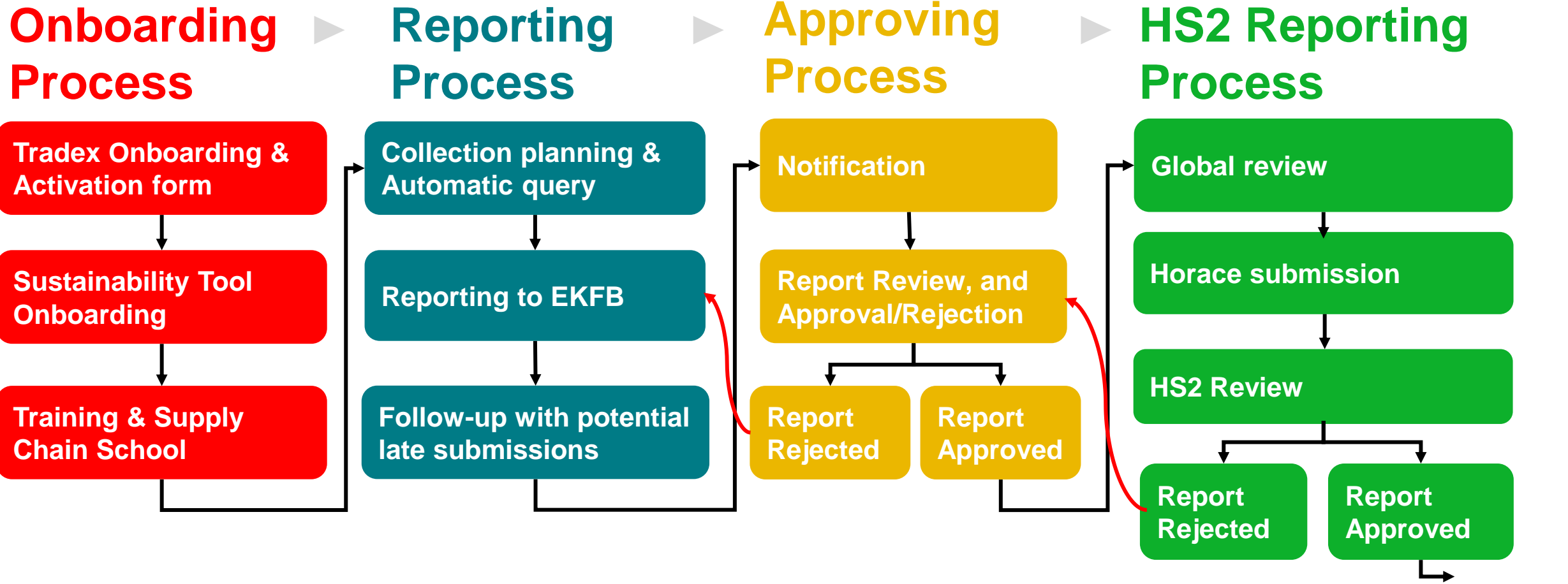
- **Assurance we are doing our jobs**
Client; Parent Companies; EA;
Other stakeholders
- **Monitor progress to EKFB commitments (tender, plans, strategies etc.)**
- **Client commitments**
HS2 commitment to UK government (HS2 Act); U&A's; Benefits Management (economic and social value: Engine for Growth); etc.
- **Compliance with other requirements**
Legal: ESOS; Waste etc.

Performance Monitoring

- **Measure performance**
- **Continuous improvement**
Always looking to improve
- **Parent companies**
Sustainability Strategies; Carbon commitments; etc.



II. Environment Reporting Process: 4 sub-processes



People involved

- | | | | |
|---|---|--|--|
| <ul style="list-style-type: none">Supply Chain TeamSubcontractor/supplierSustainability Data Manager | <ul style="list-style-type: none">Subcontractor/supplierSustainability Data Manager | <ul style="list-style-type: none">Subcontractor/supplierSection Environment team (approvers)Sustainability Data Manager | <ul style="list-style-type: none">Sustainability Data ManagerHS2 Environment team |
|---|---|--|--|
- Data sent to internal reports (Dashboard, etc.) and parent companies*

III. How do we collect our data? Report structure

3 categories of contractors

2 types of reports	Supplier*	Subcontractor	Supplier-subcontractor
Routewide report <i>Checked by Sustainability Data Manager</i>	<div>Materials</div> <div>Employees</div> <div>EMS</div>	<div>Employees</div> <div>EMS</div>	<div>Materials</div> <div>Employees</div> <div>EMS</div>
Section report <i>Checked by Section Environment team (approvers)</i>	N/A	<div>Waste</div> <div>Carbon & Energy</div> <div>Water</div>	<div>Waste</div> <div>Carbon & Energy</div> <div>Water</div>

*Some Fuel and Water suppliers are unable to report at a section level, so an exception has been made for them to report their data in a Routewide report

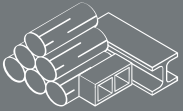


IV. What environment data do we collect on the tool?

Route wide Report

Checked by Sustainability Data Manager

Materials



- Amount of concrete, timber, steel, and aggregates (“other”) **delivered**
 - Steel cost from UK sources
 - Responsible sourcing certificates
 - Material Location (asset and activity ID)
- ☐ >25% of Aggregates responsibly sourced
 - ☐ 100% of Timber responsibly sourced
 - ☐ 100% of Concrete responsibly sourced
 - ☐ 100% of Steel responsibly sourced
 - ☐ 100% of Steel price coming from UK sources

EMS



- Number of best practice, good news, innovations
- ☐ N/A

Employees



- Number of Full time and part time employees]
 - Number of hours worked
- ☐ N/A

Section Report

Checked by Section Env team (approvers)

Waste



- Amount of waste **managed** (if waste management is pending, not reported)
 - Waste route, waste type and waste categories (construction, demolition, timber, excavation)
 - WTN, WCN, when applicable
- ☐ 95% of Construction waste diverted from landfill
 - ☐ 95% of Demolition waste diverted from landfill
 - ☐ 95% of Excavation waste diverted from landfill
 - ☐ 95% of Timber waste beneficially reused

Water



- Amount of water **delivered**
 - Water source (abstracted, raw or potable)
- ☐ N/A (but minimise the use of potable water for the works)

Carbon & Energy



- Amount of fuel and electricity **supplied (or self-supplied)**
- ☐ N/A

• Metric ☐ Target

V. Roles & Responsibilities matrix

Section Report

Role	Responsible	Responsibilities
Data Reporter	Subcontractor or Supplier	<ul style="list-style-type: none">• Data, Submitting report, Comply with reporting deadline• Answer Data approver queries
Data Approver	Section Environment team	<ul style="list-style-type: none">• Approving report, Comply with reviewing deadline• Data consistency and quality (evidence checking)• Raise any identified inconsistencies to Data Administrator (Email or internal report)
Data Administrator	Sustainability Data Manager	<ul style="list-style-type: none">• Ensure Sustainability Tool runs properly• Onboard Reporter and approver on the tool• Support approver in their strategy to review reports• Follow-up late submissions or answered queries



V. Roles & Responsibilities matrix

Route wide Report

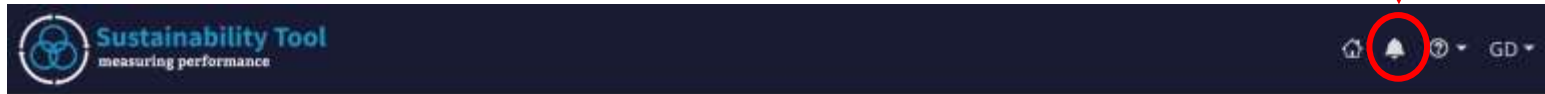
Role	Responsible	Responsibilities
Data Reporter	Subcontractor or Supplier	<ul style="list-style-type: none">• Data, Data submission, Compliance with reporting deadline• Answer Data approver queries
Data Approver	Sustainability Data Manager	<ul style="list-style-type: none">• Data approving, Compliance with reviewing deadline• Data consistency, and quality (evidence)
Data Administrator	Sustainability Data Manager	<ul style="list-style-type: none">• Ensure Sustainability Tool runs properly• Onboard Reporter and approver on the tool• Assist approver in their strategy to review reports



VII. "How To"

Main page: Notification page

This page displays all the “non-approved” reports, and allows you to access them quickly



My notifications

This page lists Projects and Companies that you are a member of as well as Reports that you have assigned responsibility for.

No outstanding Company Invites

No outstanding Project Invites

My Projects and Reports			
BAM Ritchies GI			
BAM Ritchies GI Reporting - CA	Pending Input	Due: 5th Apr 22 (29 days)	Go to Report
BAM Ritchies GI Reporting - CA	Pending Approval	1st Feb 22 to 28th Feb 22	Go to Report
BCGL			
BCGL Reporting - CA	Pending Input	Due: 5th Apr 22 (29 days)	Go to Report
BCGL Reporting - CA	Pending Approval	1st Jan 22 to 31st Jan 22	Go to Report
CA Blackwell Limited			
CA Blackwell Limited Reporting - CA	Pending Input	Due: 5th Apr 22 (29 days)	Go to Report
CA Blackwell Limited Reporting - CA	Pending Approval	1st Nov 21 to 30th Nov 21	Go to Report
CA Blackwell Limited Reporting - CA	Pending Approval	1st Dec 21 to 31st Dec 21	Go to Report
CA Blackwell Limited Reporting - CA	Pending Approval	1st Jan 22 to 31st Jan 22	Go to Report
CA Blackwell Limited Reporting - CA	Pending Approval	1st Feb 22 to 28th Feb 22	Go to Report
ENVA England Ltd			
ENVA Reporting - CA	Pending Input	Due: 5th Mar 22 (overdue 1 days)	Go to Report

5 colour codes:

Pending Input: Late pending submission

Pending Input: Pending submission, deadline in less than a week

Pending Input: Pending submission, but in a more than a week

Pending Approval: Submission done, ready to be reviewed

Requires Revision: Submission done, but rejected. Pending re-submission with amendments



VII. "How To"

Report page

This page shows the data submitted and allows you to approve or reject the report

1

BAM Ritchies GI			
BAM Ritchies GI Reporting - CA	Pending Input	Due: 5th Apr 22 (29 days)	Go to Report
BAM Ritchies GI Reporting - CA	Pending Approval	1st Feb 22 to 28th Feb 22	Go to Report
BCGL			
BCGL Reporting - CA	Pending Input	Due: 5th Apr 22 (29 days)	Go to Report
BCGL Reporting - CA	Pending Approval	1st Jan 22 to 31st Jan 22	Go to Report
CA Blackwell Limited			
CA Blackwell Limited Reporting - CA	Pending Input	Due: 5th Apr 22 (29 days)	Go to Report

2

Subcontractor

Report date

Report Submitted

CA Subcontractors → BCGL → BCGL Reporting - CA

Input form for the reporting period 1st Jan 22 to 31st Jan 22

Carbon & Energy ✓ Waste ✓

Metric	Units	Value	Comments	N/A
1) Total construction waste	Tonnes	1.04	Calculated from sub-metrics	
a) Total non-hazardous construction waste	Tonnes		Calculated from sub-metrics	
• i) Non-hazardous construction waste reused or recycled onsite	Tonnes		Include a waste description (EWC code, etc.)	
Upload	No file			
• ii) Non-hazardous construction waste reused offsite	Tonnes		Include a waste description (EWC code, etc.)	
Upload	No file			
• iii) Non-hazardous construction waste recycled offsite	Tonnes		Include a waste description (EWC code, etc.)	
Upload	No file			
• iv) Non-hazardous construction waste recovered - energy recovery	Tonnes		Include a waste description (EWC code, etc.)	
Upload	No file			
• v) Non-hazardous construction waste - incinerated without energy recovery	Tonnes		Include a waste description (EWC code, etc.)	

Bottom right of the report

3

Mark section as complete

Next >>

Reject Approve

4

Changing status to **REJECT** for reporting period 1st Feb 22 to 28th Feb 22. Please provide a comment.

Please submit a Waste transfer and containment notes for construction waste send to landfill

Close

Submit

5

Automatic email sent to the reporter with both the comment and a direct link to the report

VII. "How To"

“Submitted Reports” page

This page displays all the submitted report so far

1

BAM Ritchies GI			
BAM Ritchies GI Reporting - CA	Pending Input	Due: 5th Apr 22 (29 days)	Go to Report
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CA Blackwell Limited			
CA Blackwell Limited Reporting - CA	Pending Input	Due: 5th Apr 22 (29 days)	Go to Report

2

Reporting Package

Report Submitted

CA Subcontractors → BAM Ritchies GI → BAM Ritchies GI Reporting - CA

Input form for the reporting period 1st Feb 22 to 28th Feb 22

Carbon & Energy Waste Water

Metric	Units	Value	Comments	N/A
1) Total carbon footprint	tCO2e		Calculated from sub-metrics	
a) Scope 1 carbon emissions	tCO2e		Calculated from sub-metrics	
i) Gas oil (red diesel)	litres		Calculated from sub-metrics	
Red diesel used elsewhere	litres			
Red diesel used in generators & site accommodation	litres			

3

Reporting Package

Dashboard

Report due

Reports Submitted

4

Reports Submitted

CA Subcontractors → BAM Ritchies GI → BAM Ritchies GI Reporting - CA

Reporting Period	Status	Last Updated	Last Update By	Comment
1st Feb 22 to 28th Feb 22	Pending Approval	1st Mar 22 - 08:45	Flora Kupfer	No works done for February
1st Jan 22 to 31st Jan 22	Approved	10th Feb 22 - 17:12	Bekki Lancaster	Approved
1st Dec 21 to 31st Dec 21	Approved	11th Jan 22 - 08:07	Bekki Lancaster	Approved
1st Nov 21 to 30th Nov 21	Approved	9th Dec 21 - 09:05	Bekki Lancaster	Approved
1st Oct 21 to 31st Oct 21	Approved	10th Nov 21 - 13:39	Bekki Lancaster	Approved
1st Sep 21 to 30th Sep 21	Approved	21st Oct 21 - 11:54	Gabriel Desmettre	Thanks. Approved
1st Aug 21 to 31st Aug 21	Approved	29th Sep 21 - 12:48	Bekki Lancaster	approved
1st Jul 21 to 31st Jul 21	Approved	9th Aug 21 - 10:17	Bekki Lancaster	Approved
1st Jun 21 to 30th Jun 21	Approved	16th Jul 21 - 14:16	Kimberley Biggs	Report blank, no data to submit

VII. "How To"

Show history of a report

On the “Submitted Reports” page, you can also see the submission history of a report

1

Reports Submitted

CA Subcontractors → BAM Ritchies GI → BAM Ritchies GI Reporting - CA

Reporting Period	Status	Last Updated	Last Update By	Comment	
1st Feb 22 to 28th Feb 22	Pending Approval	1st Mar 22 - 08:45	Flora Kupfer	No works done for February	⚙️
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1st Jul 21 to 31st Jul 21	Approved	9th Aug 21 - 10:17	Bekki Lancaster	Approved	⚙️
1st Jun 21 to 30th Jun 21	Approved	16th Jul 21 - 14:16	Kimberley Biggs	Report blank, no data to submit	⚙️

2

⚙️ ▼

View

Show History

Approve

Reject

3

1st Jan 22 to 31st Jan 22	Approved	10th Feb 22 - 17:12	Bekki Lancaster	Approved
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Status and comment history for report: 1st Jan 22 to 31st Jan 22

Updated By	Update Time	To Status	Comment
Bekki Lancaster	10th Feb 22 - 17:12	Approved	Approved
Flora Kupfer	4th Feb 22 - 09:45	Pending Approval	No works done for January



VIII. 2022 Calendar

Reporting Month	Subcontractors/supplier deadline (Submission to EKFB)*
January 2022	5 th Jan
February 2022	4 th Feb
March 2022	4 th Mar
April 2022	5 th Apr
May 2022	5 th May
June 2022	3 rd Jun
July 2022	5 th Jul
August 2022	5 th Aug
September 2022	5 th Sep
October 2022	5 th Oct
November 2022	4 th Nov
December 2022**	5 th Dec

* Subcontractors/suppliers submit their data on the **5th of the month**, or the last working day before it

** December deadline being tight every year, specific exceptions can be made to allow enough time for the supply chain to collect their data



X. Troubleshooting

Unfortunately technical issues happen quite often on the tool, please refer to the below if you encounter one

If you're experiencing an issue with the tool, first try to refresh the page or close and re-open your browser.

If the issue persists, inform the Sustainability Reporting Team sustainabilityreporting@ekfb.com so they can send a query to the IT Support team from our subcontractor Action Sustainability

The key information being :

- The report in question you're having issue with
- **A screenshot of your issue**
- A brief description of your issue



Summary

- EKFB Supply Chain submit their reports one the 5th of the month
- The Sustainability Data Manager administrates the Sustainability tool, onboard the subcontractors reporters and submit the final report to HS2 Environment team
- Materials data are reported Route wide ; Waste, Water and Fuel are reported at a section level (with some exception for some fuel and water suppliers)
- Any question: Drop a message to the Sustainability Reporting Team sustainabilityreporting@ekfb.com

