

Annual Carbon Reporting Webinar

September 2026



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What is an annual carbon report?

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Who is this for?

Successfully completed (or partially-completed*) projects by Mar 2026

- England's Public Sector Decarbonisation Scheme Phases 3a, 3b, and 3c-single year
- Scotland's Public Sector Heat Decarbonisation Fund Phase 1

* Partial completions: Where any measure is complete, even if the rest are not

Annual carbon reporting

Decarbonisation

- Programme success
- Pinpoint any recurring issues
- Understand the process of bedding in new low-carbon and energy efficiency technologies

Grant Offer Letter criteria: measure and report to Salix energy figures for three years post-completion.

ACR: measurement & verification

Aims:

- Improve the quality and accuracy of reported carbon savings
- Be able to account for variations in energy demand

What is measurement & verification?

A process to isolate a saving from other factors that affect energy use.

Purposes:

- Attribute savings to discrete energy saving actions or interventions.
- In energy performance contracts – measure the savings and compare them to the guarantee
- Ultimately reduce uncertainty in project outcomes.



The benefits of good measurement & verification

Performance

- Improve savings
- Identify equipment issues
- Pinpoint areas to improve operations

Knowledge

- Educate about energy use
- Understand variances in utility data

Enabling

- Introduces accountability
- Reduces uncertainty via transparency

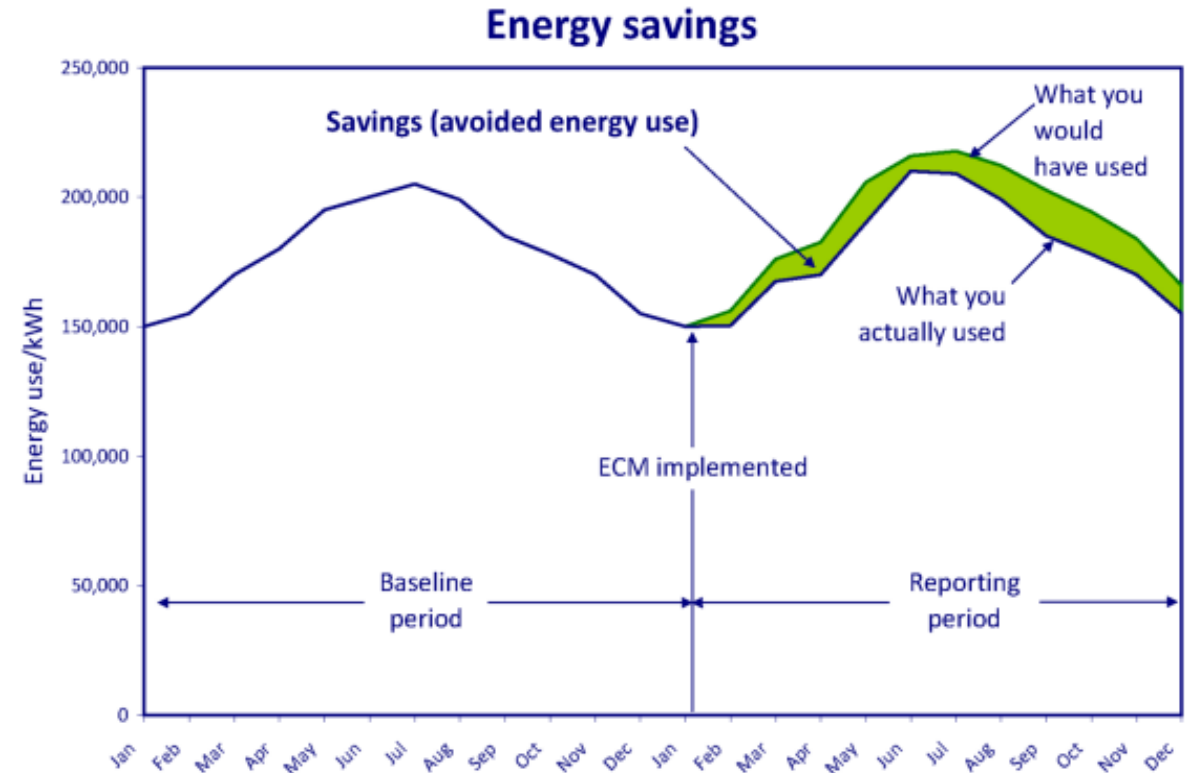
Allows for the evaluation of funded programmes

Measuring your carbon

~~(Energy/carbon) savings~~ ❌

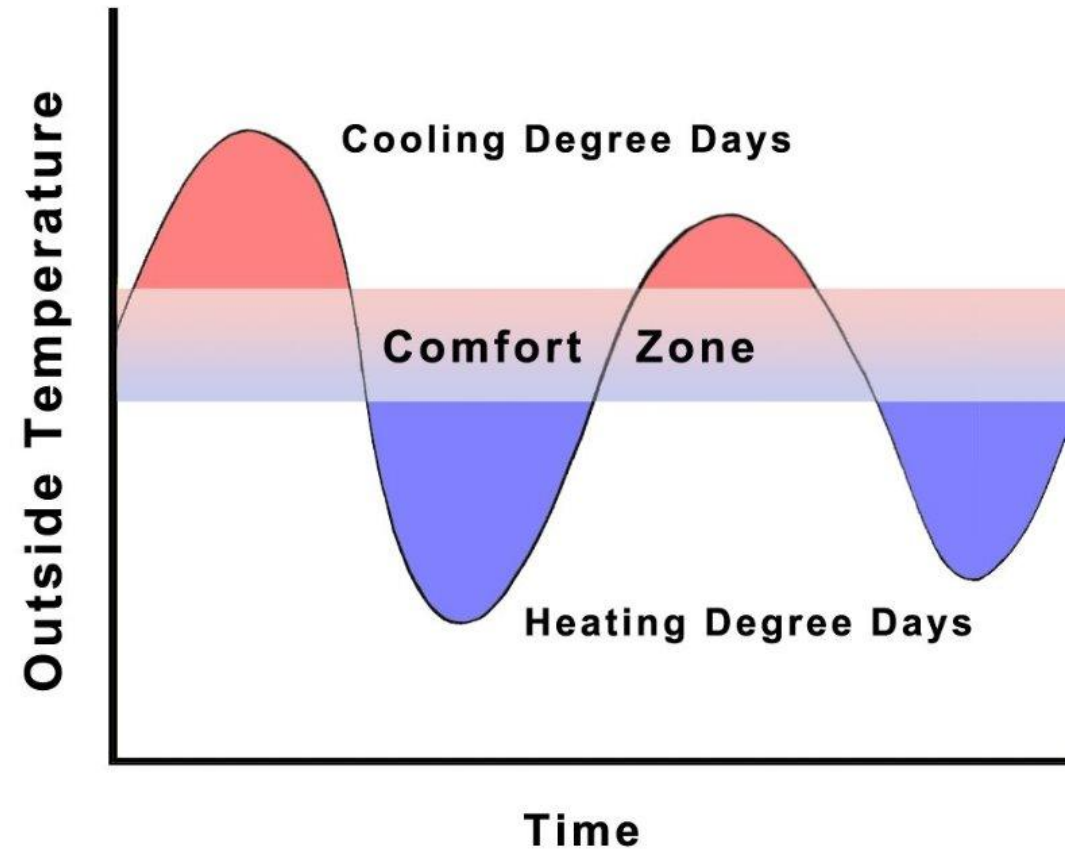
Avoided (energy/carbon) ✅

- We measure the difference between energy in:
- Weather-adjusted baseline
- Current reporting period (financial year)



ACR form: weather-adjustment regression

- What if certain years are colder or hotter than usual?
- Cold years = more heating = less carbon saved than expected
- We can account for this using 'degree days'



ACR form: introduction

Submission ID	Grant Recipient Organisation



Enter your submission ID and organisation name

ACR submission date	Region	Do you have an M&V plan?	Do you have half-hourly data?



Then add your region, whether you have an M&V plan or half-hourly data, and submission date

Person Responsible for this ACR (This should be a representative from the Grant Recipient Organisation)		Calculated Total Avoided Emissions (tCO ₂ e)
Name	John Smith	1479.6
Role	Building energy manager	



Add your name and role

Bespoke Carbon Factor 1 (kg/kWh)	Bespoke Carbon Factor 2 (kg/kWh)



If you have a bespoke carbon factor, enter it here

ACR form: energy usage

Building data

Building number	UPRN	Building Name	Building type	Fuel/energy type	On-site Generation Impact	Date all measures commissioned by
Example Building 1		Example building name	Other	Fuel oil	Affected by CHP	01/01/2023
Example Building 1		Example building name	Other	Electricity	Not Affected	01/01/2023

Energy baseline

Baseline year Start date	Baseline year End date	Month 1 Energy usage (kWh)	Month 2 Energy usage (kWh)	Month 3 Energy usage (kWh)
01/04/2019	31/03/2020	100,000	100,000	100,000
01/04/2019	31/03/2020	50,000	50,000	50,000



Add monthly data from your baseline year

Energy usage

25-26 year Start date	25-26 year End date	April Energy usage (kWh)	May Energy usage (kWh)	June Energy usage (kWh)
01/04/2025	31/03/2026	10,000	10,000	10,000
01/04/2025	31/03/2026	100,000	100,000	100,000



Add monthly data from 2025/26

ACR form: non-routine changes

Building name	Building Number	Fuel/energy type	From	To	Non-routine change (select)	% Impact on energy usage (estimated)	Commentary
Example Building 1	Building 1	Fuel/oil	08/11/2025		Occupancy/usage change	-20.00%	Working from home one day a week introduced.
Example Building 1	Building 1	Electricity	08/11/2025		Occupancy/usage change	-20.00%	Working from home one day a week introduced.

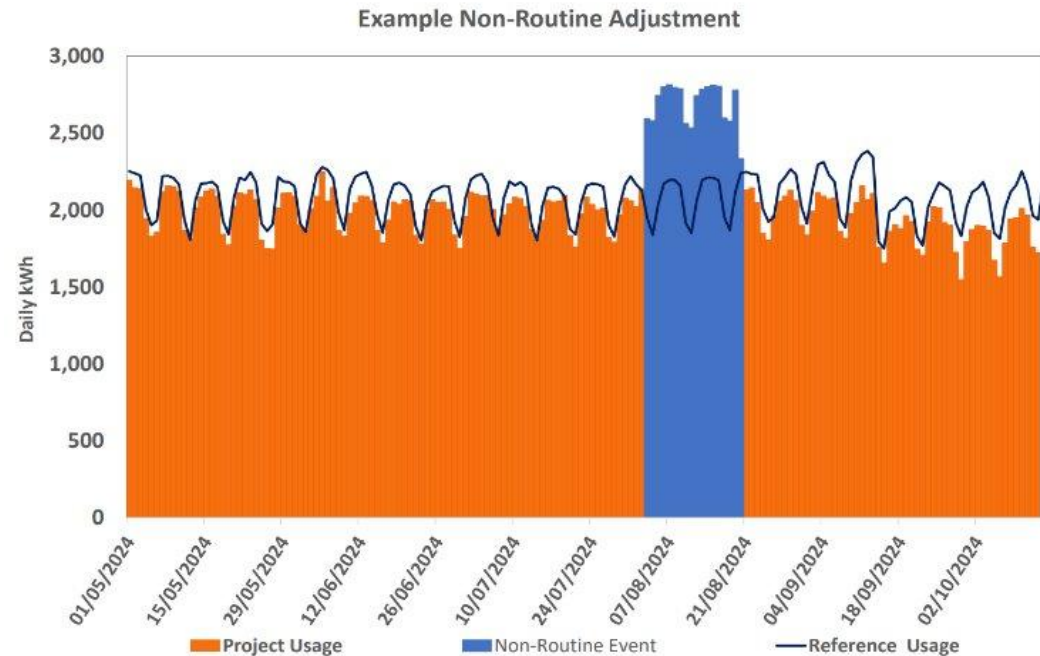
Tell us about changes to your buildings that impact your energy use.

We want to isolate the savings achieved by your measures

Non-routine change (select)	% Impact on energy usage (estimated)
Occupancy/usage change	-20.00%
Occupancy/usage change	-20.00%
Floor area (heated) change	-33.00%
Equipment non-functional	
Floor area (heated) change	
Occupancy/usage change	
Operating hours change	
PSDS-project plant or equipment changes	
Set point temperature change	
Site closure or disposal	
Unrelated works - additional improvements	
Unrelated works - maintenance or repair	
Other (specify in commentary)	

Non-routine changes visualised

- Anything that changes beyond your baseline conditions
- Could be temporary or permanent
- Please estimate its impact on your measured energy use.



Non-routine change (select)	% Impact on energy usage (estimated)
Occupancy/usage change	-20.00%
Occupancy/usage change	-20.00%
Floor area (heated) change	-33%

Optional additional documents

Measurement and Verification Plan

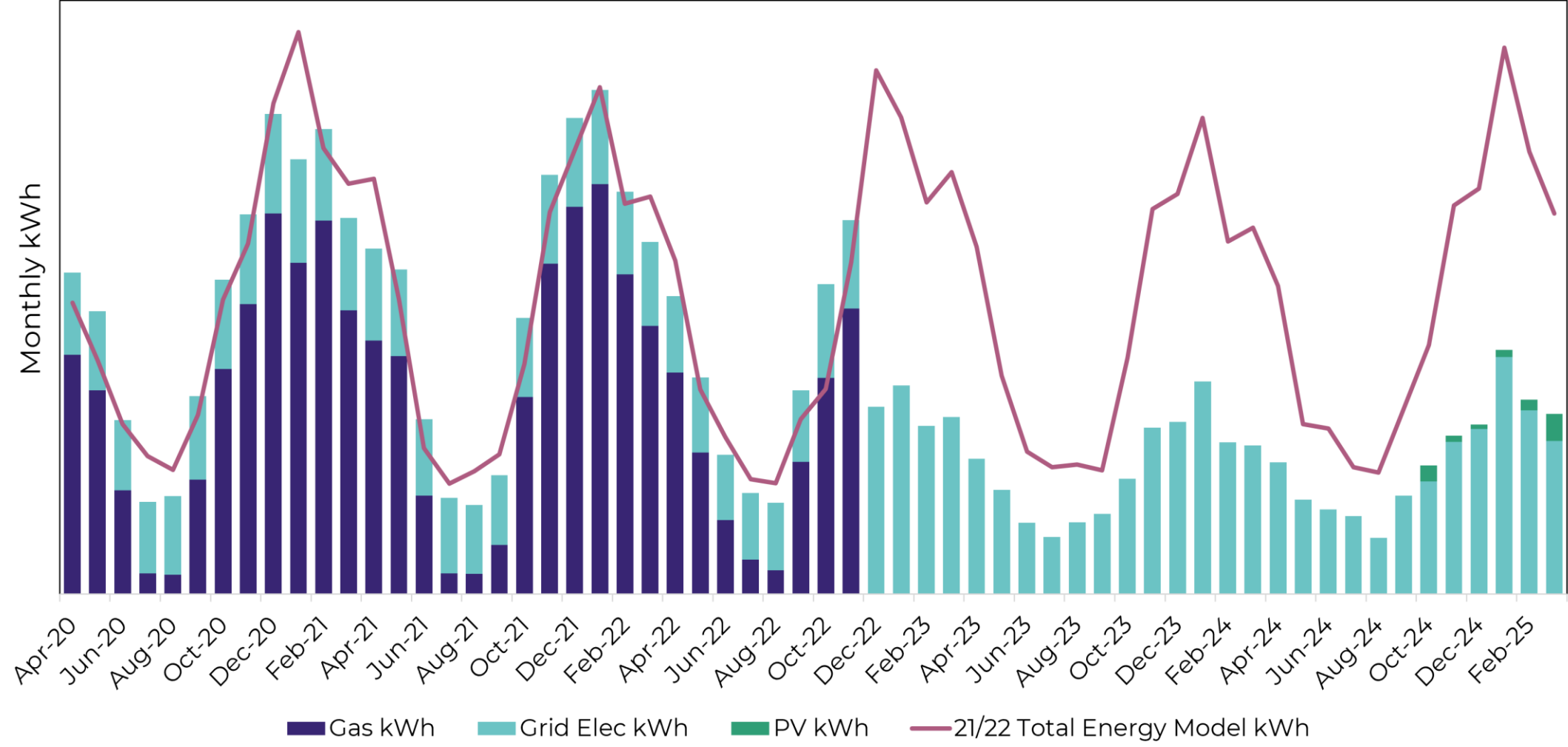
- Document produced before your project to set out how to monitor, report, and verify savings

Do you have an M&V plan?	Do you have half-hourly data?
Yes - I will send this to Salix	Yes - I will send this to Salix

Half-hourly data

- Automated meter readings every half an hour
- Spreadsheet format

Anonymous PSDS Grant Recipient pre- and post-project energy comparison using HHD



Key dates

Please return your ACR forms to us by
Wednesday 14th October 2026

How can we help you

Our website has:

- Guidance on how to reading energy data
- A video run-through of the form
- Frequently asked questions

Email: reporting@salixfinance.co.uk

Time for questions



www.salixfinance.co.uk

