Carbon footprint report for Main Office
01 April 2023 to 31 March 2024

Main Office emitted 3,628 kgCO_2e (Kilogrammes of carbon dioxide equivalent) for 2023/24 (across scope 1 and 2). This can be presented as 4 tCO_2e (tonnes of carbon dioxide equivalent) with an intensity indicator of 0.37 tCO_2e per total full-time equivalent employee (FTE) and 0 tCO_2e per million GBP £.

When Scope 3 is added, this brings the total to 11 tCO_2e.

Table 1. UK GHG emissions and energy use data for period 01 April 2023 to 31 March 2024

Emissions source	Units	kWh	Carbon (kgCO_2e)	Carbon (tCO_2e)
Scope 1				
Natural gas	12,022 kWh	12,022	2,199.17	2.20
Total Scope 1			**2,199**	**2**
Scope 2				
UK National Grid electricity	6,900 kWh	6,900	1,428.81	1.43
Total Scope 1 & 2			**3,628**	**4**
Total tCO_2e per *FTE on gross scope 1 & 2				**0.37**
Total tCO_2e per *£m Turnover on gross scope 1 & 2				**0**

Emissions source	Units	kWh	Carbon (kgCO_2e)	Carbon (tCO_2e)
Scope 3				
Cat 01 - Purchased Goods & Services				
Material use (BEIS) - Paper - Paper and board (mixed) - Closed loop source (recycled)	440 kg		316.17	0.32
Cat 06 - Business Travel				
By mileage - Cars (by size) - Battery Electric - Average	2,197 mile		193.77	0.19
By mileage - Cars (by size) - Unknown fuel - Average	2,255 mile	2,494.19	605.11	0.61
By mileage - Public transport - Average local bus	6 mile		0.99	0.00
By mileage - Public transport - National rail	1,496 mile		85.37	0.09
Cat 07 - Employee Commuting				
Cars (by size) - Battery Electric - Average	2,384 mile		210.24	0.21
Cars (by size) - Hybrid - Average	2,048 mile		392.15	0.39
Cars (by size) - Unknown fuel - Average	19,626 mile		5,266.48	5.27
Total Scope 3			**7,231**	**7**
Total Scope 1, 2 & 3			**10,859**	**11**
TotaltCO2e per*FTE on gross scope 1, 2 & 3				**1.11**
TotaltCO2e per*£m Turnover on gross scope 1, 2 & 3				**0**

Adjustments

*Notes: For 01 April 2023 to 31 March 2024 the number of Full-time equivalent employees (FTE) was 10 and the Turnover was GBP UNKNOWN

Energy efficiency measures taken

- We have implemented a 9 day working fortnight alongside the hybrid working policy to reduce the number of commuting days. The office is also closed every Friday, reducing the consumption if energy by 20%.

Energy efficiency planned

Continue to review operations and identify any further opportunities. Implement a car lease scheme providing electric vehicles at a more affordable cost to employees.

Notes about methodology:

- Main Office has adopted an operational control approach to establishing the boundary. The methodology adopted in line with the Greenhouse Gas Protocol[1] and the BEIS Environmental Reporting Guidelines[2]. The calculations were completed on the SmartCarbon™ Calculator[3] using the UK Government emissions factors[4].
- CO_2e is the universal unit of measurement to indicate the global warming potential (GWP) of Greenhouse Gases (GHGs), expressed in terms of the GWP of one unit of carbon dioxide. There are seven main GHGs that contribute to climate change, as covered by the Kyoto Protocol: carbon dioxide (CO_2), methane (CH_4), nitrous oxide (N_2O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulphur hexafluoride (SF_6) and nitrogen trifluoride (NF_3). Different activities emit different gases. Using CO_2e allows all greenhouse gases to be measured on a like-for-like basis.
- For National grid electricity consumption, THE ORGANISATION has included factors for the transmission and distribution of electricity (T&D) losses, which occur between the power station and site(s). The emissions from T&D has been accounted for in Scope 3. As with other Scope 3 impacts, reporting T&D is voluntary but is recommended standard practice by UK Government[2].

Definitions:

Carbon footprint - The total set of greenhouse gas emissions (GHG) caused directly and indirectly by an individual event, organisation, or product expressed as Carbon Dioxide Equivalent (CO2e). (Source: Greenhouse Gas Protocol).

Scope 1 (direct emissions) emissions are those from activities owned or controlled by your organisation. Examples of Scope 1 emissions include emissions from combustion in owned or controlled boilers, furnaces and vehicles; and emissions from chemical production in owned or controlled process equipment.

Scope 2 (energy indirect) emissions are those released into the atmosphere that are associated with your consumption of purchased electricity, heat, steam and cooling. These indirect emissions are a consequence of your organisation's energy use, but occur at sources you do not own or control.

Scope 3 (other indirect) emissions are a consequence of your actions that occur at sources you do not own or control and are not classed as Scope 2 emissions. Examples of Scope 3 emissions are business travel by means not owned or controlled by your organisation, waste disposal, materials or fuels your organisation purchases. Deciding if emissions from a vehicle, office or factory that you use are Scope 1 or Scope 3 may depend on how you define your operational boundaries. Scope 3 emissions can be from activities that are upstream or downstream of your organisation. More information on Scope 3 and other aspects of reporting can be found in the Greenhouse Gas Protocol Corporate Standard.

References:

1. The GHG Protocol Corporate Accounting and Reporting Standard. Revised Edition (2015) World Resource Institute and World Business Council for Sustainable Development.

2. Environmental Reporting Guidelines: Including streamlined energy and carbon reporting guidance (March 2019) UK Government Department for Business, Environment and Industrial Strategy.

3. SmartCarbon Calculator: https://www.smartcarboncalculator.com/

4. Greenhouse gas reporting: conversion factors - Full set (for advanced users). More at this link: https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting