

Carbon Reduction Plan

Supplier Name: Pro:Public

Publication date: 01.02.2024

Commitment to achieving Net Zero

Permanent Futures Limited is committed to achieving Net Zero emissions by 2050.

Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

Baseline Year: To 21 July 2021
Additional Details relating to the Baseline Emissions calculations
Our baseline was calculated in the year mostly affected by Covid-19, therefore a significant percentage of our work and services were completely remote and the majority of staff were furloughed for a part of the year.

The effect of the pandemic provides a quantitative indication of the potential limits that extreme measures deliver with the current energy mix (for example, a higher rate of home working or reduced consumption).

Consequently, it is difficult to show an accurate representation of our standard emissions and we will expect this number to rise in the following year due to most staff being back in the office.

However, the pandemic has made us deliver services differently. The environmental benefits seen of moving to a partially hybrid office, electric charge points and prioritising online meetings to limit non-essential business travel highlight the importance of thinking beyond reverting to 'business as usual' – instead deliberately retaining changes, which benefit the current and future health of our business and community.

Scope 1 is not relevant to us as a business, as we don't control or own any sources that produce emissions.

We calculated Scope 2 using our energy consumer in electricity/heating and the size of our facilities.

Our energy consumer in kWh was paired with an England-specific emissions factor.

The electricity usage was paired with the residual mix emission factor in England.

Heating was calculated in a similar manner, from energy consumption, heating is under the operational control of the company, thus that the emissions from heating fall under Scope 2.

For spend-based calculations, EXIOBASE Multi-Regional Environmentally Extended Input Output (EEIO) Model is used to calculate upstream emissions from expenditure data.

The multi-regional EEIO emission factors contain the average 'cradle to gate' greenhouse gas emissions generated by purchasing a specific product or service, based on the industry. In the calculations, the worldwide average for the different industries is used. In order to be consistent with the spend-based methodology, the activities covered by EXIOBASE were addressed by coupling emission factors per unit of activity (e.g. kgCO₂-eq/kWh), taken from the British ministerial department DEFRA (Department for Environment Food and Rural Affairs), with their respective cost per unit of activity (e.g. EUR/kWh) taken from relevant sources (e.g. EUROSTAT, the statistical office of the European Union).

Category 6 was calculated using the method described above.

Category 4 is not included as it is not applicable to the business, our service and business model do not include these aspects.

Category 5 and category 9 are also not applicable. We don't operate in the logistics/supply of goods space and have a very small local supplier base.

Category 7 employee commuting is calculated by working out the commuting pattern of each employee on a specific week and calculating the average weekly commute.

For all employees driving, we multiplied in miles covered by 221.4 (the average CO2 emissions per car in the UK per mile in grams according to the Department for Transport) and 140 for bus use (Defra) we used this to find out the total in tonnes. We then multiply this number by 46 as that is the average amount of weeks our employees work in a year.

Baseline year emissions:

EMISSIONS	TOTAL (tCO2e)
Scope 1	0
Scope 2	16.1
Scope 3 (Included Sources)	66.2
Total Emissions	82.3

Current Emissions Reporting

Reporting Year 2021 - 2022

EMISSIONS	TOTAL (tCO2e)
SCOPE 1	0
Scope 2	17.2
Scope 3 (Included Sources)	82.1 For spend-based calculations, EXIOBASE Multi-Regional Environmentally Extended Input Output (EEIO) Model is used to calculate upstream emissions from expenditure data. The multi-regional EEIO emission factors contain the average 'cradle-to-gate' greenhouse gas emissions generated by purchasing a specific product or service, based on the industry. In the calculations, the worldwide average for the different industries is used. In order to be consistent with the spend-based methodology, the activities covered by EXIOBASE were addressed by coupling emission factors per unit of activity (e.g. kgCO2-eq/kWh), taken from the British ministerial department DEFRA (Department for Environment Food and Rural Affairs), with their respective cost per unit of activity (e.g. EUR/kWh) taken from relevant sources (e.g. EUROSTAT, the statistical office of the European Union).

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Total Emissions	99.3
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Emissions Reduction Targets

We will reduce our carbon emissions from Scope 2 and 3 emissions to achieve NetZero by 2050 and will put in place interim targets to ensure sufficient progress is made.

Lockdowns around the world have undoubtedly reduced emissions. Due to our baseline figures being recorded during a period of time when general emissions were lower due to the baseline data does provide a true representation of our emissions prior to the Covid-19 pandemic.

Therefore our emissions are expected to raise slightly before reducing again following the implementation of our action plan due to all employees returning to the office.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2021 baseline.

Since our base year, we have made a conscious effort to only source ethical, responsible suppliers and are committed to reducing our environmental impact, adopting a 'reduce, reuse, and recycle' approach and investing in green technologies. We also invested £10,000 in a more efficient, environmentally friendly air conditioning unit.

We have created a sustainable travel plan from 2021 – 2023 which is reviewed annually and we're an active member of the UK Business SME Climate Hub. An appointed staff member leads our engagement, seeking guidance, support and undertaking training to learn how we can cut our carbon emissions within the business and service delivery.

We have become a member of the WY Metro Travel Plan Network, allowing staff to access significant discounts on public travel for commuter and business use.

We share this information with staff routinely via email, newsletter, team meetings and our notice board.

All Travel Plan Network member organisations must be committed to promoting sustainable travel within the workplace. All Travel Plan Network member organisations must participate in an annual travel work survey, we have completed this and are working to improve our baseline position by supporting more staff to travel sustainably, by investing in improved cycling facilities. We are also a member of the Cycle to Work Scheme, with staff benefiting from this recently.

In 2021 we mapped the areas we have the greatest level of activity and made a targeted contribution to the woodlands trust to offset our CO2 impact and footprint in these areas. We have so far made donations in London Boroughs and locally. We will continue this practice in 2022/23 and beyond.

In July 2022 we started installing electric charge points in our car park, this has been supported by partial funding from the Government's Workplace Charging Scheme. Our company car policy prioritises e-vehicle usage and we have introduced a salary sacrifice scheme for electric cars.

We've invested in new CRM/HR systems, reducing cost, limiting paper usage and increasing time efficiencies.

We've transitioned to recycled printing paper, adopt a 'digital by default' approach in and bought new software and hardware during Covid-19 to retain a full business-as-usual operation which prioritises hybrid, flexible, low/no cost meeting options for staff and customers. This also has a positive effect on reducing our carbon footprint.

From 2022-25 we intend to implement further measures including, but not limited to:

Installing solar panels at the one building that Futures owns should generate 34,100 Kwh a year of green energy and reduce our carbon emissions by 10.54 tonnes of CO₂.

Continuing to promote sustainable travel amongst staff, ensuring figures for those using sustainable modes of transport remain at a minimum of 65% by 2023.

Requesting our suppliers to confirm their commitment to achieving NetZero by 2050.

Identifying compliance gaps with the ISO14001 standard and use as a framework for good practice.

Review our cycle-to-work scheme, to ensure the offer reflects the current government priorities and appeals to employee requirements. Increasing uptake by 10% workforce annually.

Encouraging lower-carbon transport options for employee commuting.

Increasing the number of cycle parking spaces on-site to meet identified and future demand.

Promoting the use of mixed-mode commuting against staff, for example, rail and work or park and cycle to alleviate congestion along key routes into the office.

Maintaining active and participatory membership in the WY Travel Plan Network to collaborate, learn and share best practices with other organisations across the region.

Promoting and signposting staff to take advantage of our membership with the Travel Plan Network, which offers discounted public transport season tickets for commuter and business travel.

Participating in events and promoting campaigns/awareness-raising schemes such as Workwise Week, WRAP, Walk to Work Day, Green Transport Week, Bike Week, and European Mobility Week.

Prioritise ethical procurement and environmental responsibility. For example, throughout the design and execution of future office refurbishments, we will select energy-efficient buildings when choosing or designing new business premises.

We will limit the use of single-use plastics with a few to become entirely plastic-free by 2030. When contracts with good providers are for renewal we will aim to move towards more durable, recyclable, compostable, renewable, and/or recycled-content packaging with less fossil fuel-derived plastic.

Reducing plastic use is the most effective means of avoiding waste (and the impacts linked to plastic production and use). We will provide reusable bags and bottles to staff to avoid single-use plastics in the office by 2023.

Declaration and Sign Off

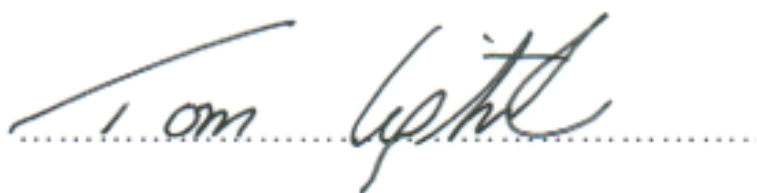
This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standards for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard and use the appropriate Government emission conversion factors for greenhouse Gas Company reporting.

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 Plan and the Corporate Value Chain (Scope 3) Standard.

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:

A handwritten signature in black ink, appearing to read 'Tom Liptrot', written over a horizontal dotted line.

Tom Liptrot

Managing Director

Date: 01.02.2024

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

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

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