

Carbon Reduction Plan Template

Supplier name: Permanent Futures Limited

Publication date: 28/11/2024

Commitment to achieving Net Zero

Permanent Futures Limited recognises the importance of addressing climate change and is steadfast in our commitment to achieving Net Zero emissions by 2050. This document outlines our progress, current emissions, and future plans to ensure sustainable operations aligned with environmental best practices.

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

Baseline Emissions Footprint

Our baseline emissions provide a foundation for measuring progress and implementing targeted reductions. While calculated during an atypical year due to COVID-19, these metrics remain crucial in shaping our long-term strategy. Moving forward, we anticipate a more representative trend as operations normalise.

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: 1 August 2020 to 31 July 2021

Additional Details relating to the Baseline Emissions calculations.

Our baseline was calculated in the year mostly effected by Covid-19 and therefore the majority of work was done remotely and the majority of staff were furlough for a part of the year, therefore it is hard to show an accurate representation of our standard emissions and we will expect this number to rise in the following years due to being back in the office.

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 consumed in electricity/heating and the size of our facilities.

Our energy consumed 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 world-wide average for the different industries is used. In order to be consistent with the spend-based methodology, the activities not 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 doesn't include these aspects.

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

Category 7 employee commuting was 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 the 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 multiple this number by 46 as that is the average amount of weeks our employees work in a year.

Baseline year emissions:

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

Current Emissions Reporting

Reporting Year: 2023 – 2024	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0

Scope 2	41.1
Scope 3 (Included Sources)	139 <p>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.</p> <p>In the calculations, the world-wide average for the different industries is used. In order to be consistent with the spend-based methodology, the activities not 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).</p> <p>Category 6 was calculated using the method described above.</p> <p>Category 4 is not included as it is not applicable to the business, our service and business model doesn't include these aspects.</p> <p>Category 5 and category 9 are also not applicable. We don't operate in the logistics/supply of goods space & have a very small supplier base.</p> <p>Category 7 employee commuting was 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 the miles covered by 211.2 (the average CO₂ emissions per car in the UK per mile in grams according to the Department for Transport 2023) and 140 for bus use (Defra) we used this to find out the total in tonnes. We then multiple this number by 46 as that is the average amount of weeks our employees work in a year.</p>
Total Emissions	180.1

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. Due to our baseline being recorded during a period of time where general emissions were down due to the impact of Covid-19 our baseline doesn't provide a true representation of our baseline emissions prior to Covid-19. Therefore our emissions are expected to raise slightly before reducing again due to all employees returning to the office. In addition to this we are also expanding as a company and as the number of employees increases, as will our expenses on

electricity and commuting emissions. Although we are putting measures in to mitigate these increases.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

In addition to the outlined initiatives, we have introduced the following improvements:

- Enhanced office energy efficiency with automated lighting and heating systems to minimise wastage.
- Conducted an annual audit of our supply chain to ensure alignment with sustainability goals.
- Any car available through our work car scheme is now fully electric, demonstrating our commitment to reducing transportation-related emissions.

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. including We have created a sustainable travel plan from 2021 – 2025 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 of 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 to 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. As we are also a member of the Cycle to Work Scheme, with staff benefiting from this recently.

In 2022 we installed 6 electric charge points in our car park, this was supported by partial funding from the Governments Workplace Charging Scheme. Our company car policy prioritises e-vehicle usage and we have introduced a salary sacrifice scheme for electric cars. Since introducing these policies we have had twelve employees move to an e-vehicle, this has reduced the emissions related to staff commuting by almost half a tonne.

In 2021, 2022, 2023 and 2024, 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 into 2025.

We've invested in new CRM/HR and accounting 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.

In the future we hope to implement further measures such as:

- Develop a comprehensive carbon management system to monitor real-time emissions data.
- Establish partnerships with local environmental organisations for community-focused projects.
- Regularly review and update our sustainable travel plan to incorporate emerging technologies and trends.
- Commit to procuring 100% renewable energy for all owned and managed properties by 2026.

- We have agreed to install solar panels at the one building that Futures owns in 2024 which should generate 39,130 Kwh a year of green energy and reduce our carbon emissions by 10.54 tonne of CO2
- Continue to promote sustainable travel amongst staff, ensuring figures for those using sustainable modes of transport remain at a minimum of 65% by 2024.
- Requiring our suppliers to confirm their commitment to achieving Net Zero by 2050.
- Identifying compliance gaps with the ISO14001 standard and use as a framework going forward
- Review our cycle to work scheme, to ensure the offer reflects the current government priorities and appeals to employee requirements.
- Increase the number of cycle parking spaces on site to meet demand.
- Review the condition/improve cycle shelters as well as showers/changing facilities as necessary.
- Promote the use of mixed mode commuting amongst staff, for example rail and walk or park and cycle to alleviate congestion along key routes into the office.
- Maintain active and participatory membership in the WY Travel Plan Network to collaborate and share best practice with other organisations across the region.
- Utilise membership with the Travel Plan Network to provide and promote discounted public transport season tickets for staff.
- Participate in events and promote campaigns/ awareness raising schemes such as Workwise Week, Walk to Work Day, Green Transport Week, Bike Week and European Mobility Week.
- Prioritising environmental responsibility throughout the design and execution of future office refurbishments.

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:



Date: 27/11/24

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>