

Carbon Reduction Plan

Financial Year 2022/23

Client: Inenco Group Ltd

Date: July 2024



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Better Business Greener World

Quality Review and Approval Record

Inenco Group is committed to delivering the highest possible standard of service and operates a Quality Management System certified to ISO 9001: 2015.

As part of this process, your deliverable has been checked and authorised for issue, as evidenced by the approval record below.

Role	Name	Signature	Date
Analysis	Ayomide Dada		28/03/2024
	Zachery Garsia		05/04/2024
Developers	Crina Pricop		05/04/2024
	Dr. Kiron C. Neale		30/04/2024
Technical Approval	Simon Chiva		24/05/2024

Carbon Reduction Commitment

2.0

This Carbon Reduction Plan (CRP) is a strategic document outlining specific actions and goals Inenco will undertake to reduce its carbon emissions.

The organisation is committed to achieving Net Zero emissions by 2035 for Scope 1 and Scope 2. Against this commitment Inenco is achieving Net Zero for Scope 1 and 2 emissions, and a limited number of Scope 3 emission, since the base year 2019-20.

To demonstrate progress in our emissions reduction this CRP includes the carbon emissions for our base year and from the most recent reporting period 2022-23 for comparison purposes. This illustrates a reduction in our market based or 'net' zero emissions by 61% and a reduction in our location based emissions for the reported scope items by 47% .

	Base Year Emissions 2019-2020 (tCO2e)	2022-2023 (tCO2e)	Percentage Change
Location-based emissions	612	327	-47%
Market-based emissions	372	144	-61%

This CRP also details the measures set out to reduce the emissions associated with the Company's activities, how we achieved Net Zero for Scope 1 and 2, and how we intend to approach future carbon reduction. Actions for the coming year will focus upon; education and encouraging behavioural change amongst Inenco's people, closer liaison and joint initiatives with the landlord and further deepening of available data.

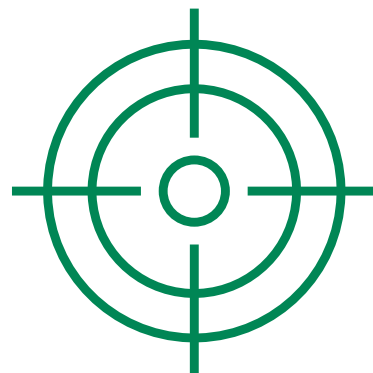
Carbon Reduction Projects

Inenco is committed to achieving Net Zero emissions by 2035 for Scope 1 and Scope 2.

Since the base year 2019-2020, the business has benefited from low carbon electricity tariffs and has deployed a policy of ‘carbon offsetting’, to achieve Net Zero for Scope 1 and 2 emissions, and a limited number of Scope 3 emissions, under the market-based reporting methodology. Inenco believe investment in offsets supports social, ethical, and environmental improvement in the regions associated with the investment that result from our purchase of carbon offsets.

Our policy also reflects the status of Inenco as a tenant in a building operated by a landlord, and our limited influence over emissions reduction for the premises.

Alongside the carbon offset policy, we have implemented energy reduction activities to reduce our location-based emissions, these activities are detailed in this CRP.



Source and Scope of Carbon Emissions

Table 1 shows the scope of emissions included in the reporting section of this CRP. The table outlines the mandated reporting requirements for both SECR and PPN06/21, against the emissions reported by Inenco.

Emissions Sources	Scope of Emissions	Compliance Reporting Requirements		Inenco's Reporting	
		SECR	CRP PPN06/21	Base year 2019-20	2022-23
Natural Gas (Combustion)	1	✓	✓	✓	✓
Company owned/leased vehicles	1	✓	✓	✓	✓
Generated electricity	2	✓	✓	✓	✓
Business travel – private vehicles used for business	3	✓	✓	✓	✓
Electricity transmissions and distribution losses	3	✗	✓	✓	✓
Waste – electrical and electronic equipment, office waste and water	3	✗	✓	✓	✓
Employee commuting	3	✗	✓	✓	✓
Electricity - Homeworkers	3	✗	✗	✓	✓
Natural Gas - Homeworkers	3	✗	✗	✓	✓
Energy well-to-tank (Transport)	3	✗	✗	✓	✓
Hotel Stays	3	✗	✗	✓	✓

Table 1: Comparative Emissions Coverage of Inenco's Emissions against the Minimum SECR & CRP Requirements

Carbon Emissions Footprint

4.0

Our location-based emissions for our recalculated base year May 2019 to April 2020 were 612 tCO₂e and our market-based emissions were 372 tCO₂e, as shown in Table 2.

Base Year: 2019-2020	
The 2019-2020 reporting year is the earliest period for which reliable base year data is available. The emissions in this period were representative of typical pre-pandemic business operations. Therefore, it is considered a reliable year upon which to measure performance against our targets in subsequent years.	
Scope of Emissions (Emissions Sources)	Total (tCO ₂ e)
Scope 1 (Location-based)	146.34
Scope 2 (Location-based)	86.60
Scope 3 (Location-based)	378.99
Total Emissions (Location-based*)	611.93
Scope 1 (Market-based)	0
Scope 2 (Market-based)	0
Scope 3 (Market-based)	372.20
Total Emissions (Market-based*)	372.20

Table 2: Base Year Carbon Emissions Summary

*Please see pg.13 for explanation of the location and market based reporting

Current Carbon Emissions Reporting

Carbon Emissions (2022-2023)

5.0

Our location-based emissions for the current reporting period May 2022 to April 2023 were 327 tCO₂e and our market-based emissions were 144 tCO₂e.

Scope Emissions (Emissions Sources)	Total (tCO ₂ e)
Scope 1 (Location-based)	33.93
Scope 2 (Location-based)	28.69
Scope 3 (Location-based)	264.78
Total Emissions (Location-based)	327.39
Scope 1 (Market-based)	0
Scope 2 (Market-based)	0
Scope 3 (Market-based)	143.82
Total Emissions (Market-based)	143.82

Table 3: Current Reporting Year Carbon Emissions Summary

Carbon Reduction Projects

6.0

Completed Carbon Reduction Initiatives (2019-2023)



Committed to achieve Net Zero Carbon emissions by 2035 (Scope 1 and Scope 2).



Consistently achieved recertification of ISO 14001 Environmental Management System.



Developed and launched an Environmental Awareness and Sustainability eLearning Course, which is mandatory for all staff to take upon induction into the company.



Offset our Scope 1 & 2 emissions by supporting “Gold Standard” projects aligned to UN sustainability goals.



Use of a zero-carbon emissions tariff for the Lytham (‘blue’) and Liverpool (‘green’) offices.



Embraced a new model of hybrid and home-working and greater use of video meetings in a post-covid world.



Reduced the physical footplate by closing our Liverpool office and reducing the office space in Lytham by one third.



Ended the use of company leased vehicles.



Improved the business’ expense system so that emissions from vehicle usage can be tracked more effectively.



Convened and formalised a Sustainability Working Group to guide and advise on sustainability within the business.

Recent Carbon Reduction Initiatives (2023 -2024)

Focus on improving the data and associated reporting to inform the journey to Net Zero, including:



GHG Inventory of all Scope 3 emissions.



Completion of a waste management audit at the business' main Ribble House premises.



Undertook an 'Energy Saving Opportunity Scheme' (ESOS) audit to identify areas to improve energy efficiency and ultimately, reduce carbon emissions.



Conducted a Scope 3 materiality assessment to guide Science Based Target initiative (SCTi) target setting for all Scope items.



Promotion of a cycle to work and public transport scheme with local buses in Lytham to offer attractive alternative travel options for commuting staff.



Trialing an electronic stamping process for one of our largest clients' invoicing which replaces the need for physically stamping invoices, and reduces the energy required for printing.



Installed LED lighting across the occupied floors of the head office at Ribble House.



Implementation of in-office PC overnight switch-off campaign whereby the IT team monitors the active overnight PC count and issues specific reminder notifications to shutdown PCs.



Introduction of a 'Wake on LAN' system to enable the switch on/off of in-office PCs remotely (which was previously not possible).



Recycling of all information technology equipment once they have reached their end-of-life.

Planned Carbon Reduction Initiatives (2024 – 2025)

The forward work programme will include:

1

Reviewing the 'Energy Saving Opportunity Scheme' (ESOS) audit measures:

- Reinvigorate a behaviour and culture change of in-office staff relative to energy usage at Ribble House through an energy awareness campaign e.g., use of blinds, and windows, computer shutdowns overnight. To reinforce the environmental modules in the online training.
- Engage the landlord on providing training sessions on the use of the heating, ventilation, and air conditioning controls at Ribble House for key senior managers and setting controls to automatic.
- Engaging the landlord on the lighting lux levels and lighting temperature such that the lighting provided at Ribble House is conducive for work as well as responsive to passive infrared and lux level sensors.

2

Improving the data detail captured under Scope 3 for employee-owned vehicles used for company business.

3

Improve staff awareness on the waste hierarchy through training sessions and the provision of adequate and appropriate waste collection signage and receptacles.

4

Collaborating with the landlord to review the potential for sub-metering at the head office in Ribble House enhance the visibility of the electricity and natural gas usage.

Energy and Carbon Reduction action plan

Following on from the previous subsection's highlighting of the initiatives that have been implemented by the Inenco Group, the ISO 14001 action plan will be updated to support Inenco's compliance with ESOS Phase 3, and this will be updated annually leading to ESOS Phase 4. Therefore, both carbon reduction and sustainability initiatives in line with Inenco's ESG Policy and Sustainability Action Plan will be aligned with the compliance requirements of ESOS, as well as SECR and PPN06/21 moving forward.

ESG Policy and Sustainability Action Plan

The energy and carbon reduction action plan and preceding reporting are set within the wider context of the company's Environmental, Social, and Governance (ESG) Policy as well as the 12 commitments of the 2021 Sustainability Action Plan:

1. Achieve true Carbon Net Zero status as an organisation by 2035, for Scope 1 & 2.
2. Embrace flexible working in the long-term to consistently reduce employee commuter-related emissions.
3. Implement a procurement strategy that includes low-carbon emissions, as a key preferred supplier criterion.
4. Collaborate with our landlord and facilities management provider to drive down the carbon impact of our use of our corporate premises through interventions such as the installation of sub-metering and the adoption of recycled paper.
5. Measure the carbon emissions per employee associated with business travel and create an action plan to achieve annual reductions.
6. Actively support any government initiatives to help our people to reduce their personal carbon emission.
7. Continue to support our staging posts to true Net Zero through carbon offsetting in the intervening years.
8. Improve the effectiveness of the Sustainability committee by providing them a clear set of priority actions, in line with these and the above activities.
9. Ensure that our plan is reviewed regularly by our Executive Team to ensure targets are met and corrective action taken where necessary.
10. Be transparent by publishing progress against our targets and ongoing sustainability strategy.
11. Ensure the continuation of our ISO14001 Environmental Management accreditation as the foundation upon which to maintain, improve, and measure our progress.
12. Be conscious of our broader ESG responsibilities by focusing our social value interventions in communities within the lower quartile of socioeconomic performance.

Boundary, Methodology and Exclusions

Operational boundary

An 'operational control' approach has been used to define the Greenhouse Gas emissions boundary.

The Inenco Group Ltd (referred to as Inenco) is an energy management and sustainability consultancy. Its services enable leading organisations across the private and public sectors to optimise utility costs and consumption and chart a path towards carbon Net Zero.

Inenco has an office in Ribble House, Lytham (Ribble House, Ballam Road, Lytham St. Annes, Lancashire, FY8 4TS) and has 301 employees as of May 2024; Inenco has staff based in Ribble House, home workers, and hybrid workers.

The main physical infrastructure of the office space at Ribble House in Lytham, is managed by the landlord, Atos, who engage other organisations such as ISS; to manage spaces within the premises (both operate in the facilities management industry) and have their own environmental targets.

Methodology

This Carbon Reduction Plan (CRP) has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for CRPs.

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 uses the appropriate Government emission conversion factors for greenhouse gas company reporting.

The GHG Protocol has two methodologies for calculating carbon emissions, the location based, and market based. This CRP includes both market based and location-based emissions, in accordance with the requirements of the GHG Protocol to report both approaches.

Location-based methodology reflects what an organisation's emissions are at the point of consumption, of the operations site or business facility i.e., the 'gross' emissions.

Market-based methodology reports the emissions reflecting the contractual arrangements that companies/organisations have purposefully chosen to purchase e.g. the purchase of low carbon electricity tariffs, Renewable Energy Guarantees of Origin (REGO), and carbon offsets i.e., the 'Net' emissions.

Declaration and sign off

7.0

This Carbon Reduction Report and Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed of behalf of the Supplier:

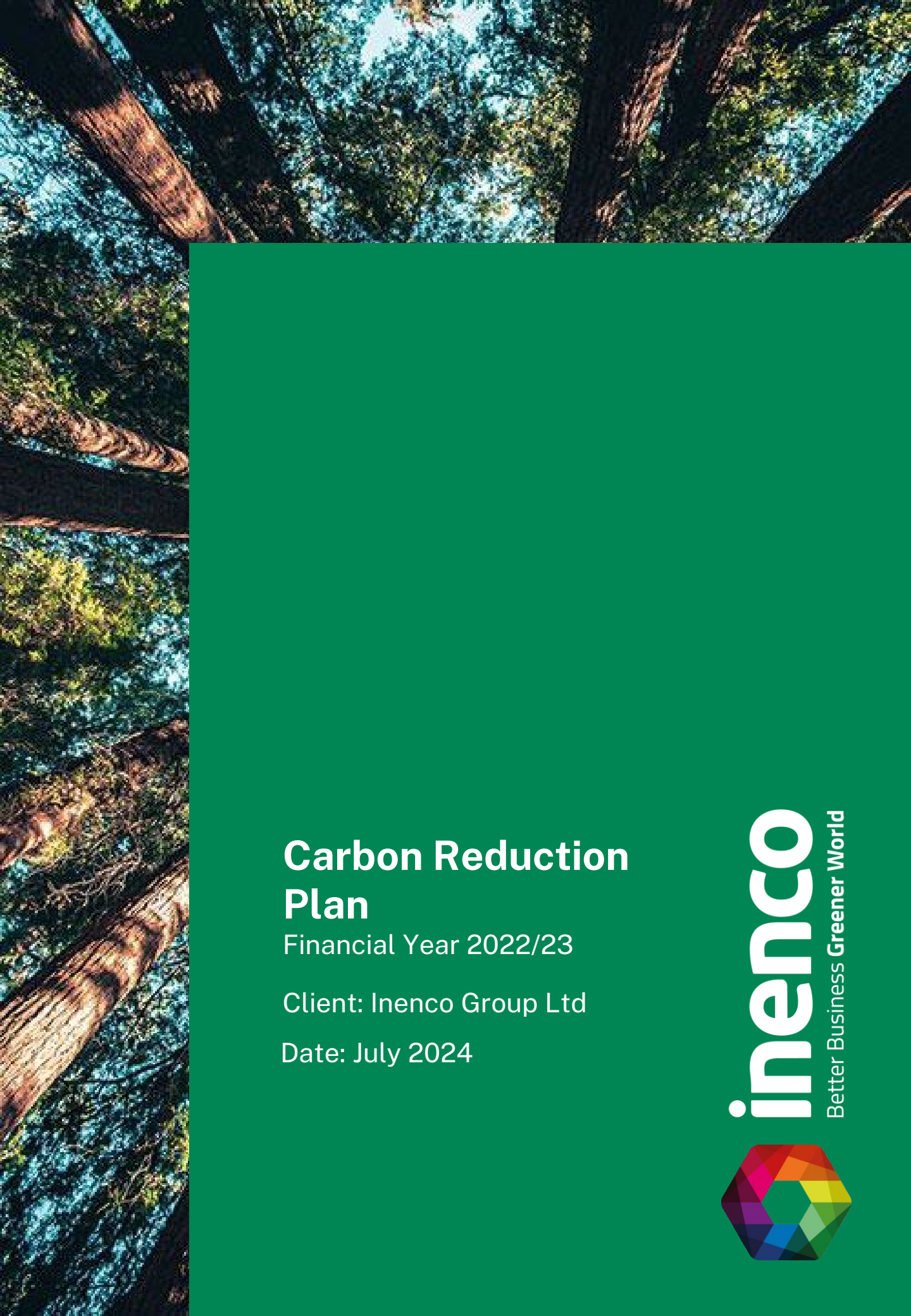


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Ste Cargill, Chief Executive Officer

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>



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