

## Environmental report

**Period:** 1<sup>st</sup> May 2014 – 30<sup>th</sup> April 2015

**Author:** Jemma Mae De Leon, Communications Manager

## At a glance

Table 1.1 Summary of Aldersgate Group emissions

<b>Aldersgate Group emissions<sup>1</sup></b>	<b>2011-2012 Kg CO<sub>2</sub>e</b>	<b>2012-2013 Kg CO<sub>2</sub>e<sup>2</sup></b>	<b>2013-2014 Kg CO<sub>2</sub>e</b>	<b>2014-2015 Kg CO<sub>2</sub>e</b>
Scope 1	357.18	N/A	2,070.48 <sup>3</sup>	1,036.84
Scope 2	966.95	N/A	1,072.98	507.99
Scope 3	675.17	N/A	1,559.98	3,452.40
<b>Total</b>	<b>1,999.30</b>	<b>N/A</b>	<b>4,703.44</b>	<b>4,997.23</b>

## Background

The Aldersgate Group is an alliance of leaders from business, politics and civil society that drives action for a sustainable economy. Formed in 2006, the Group now has 76 members and a permanent Secretariat of three. Its principle activities are:

- Secretariat services for members
- Hosting public and private events
- Writing reports
- Meeting with stakeholders and influencers

Principal areas of responsibility to be reported are:

- Emissions associated with the Secretariat's work (office space, commuting)
- Business travel by Secretariat and Board
- Paper use through production of reports
- Database storage for electronic files

## Methodology

### Adopted Methodology

This report was written in accordance with the Department for Environment, Food and Rural Affairs' (Defra) guidance for compliance with greenhouse gas reporting regulation, which took effect from 1<sup>st</sup> October 2013<sup>4</sup>.

### Conversion factors

All calculations requiring conversion factors were made using Defra's Greenhouse Gas Conversion Factor Repository<sup>5</sup>. The conversion factors used are valid for UK based organisations until 31<sup>st</sup> May 2016.

<sup>1</sup> All totals in this report represent net emissions, discounting offsets for pre-booked taxis and computer server emissions, unless otherwise stated. See individual sections for gross figures.

<sup>2</sup> Data for fiscal year 2012-2013 was not available as building services were unable to provide the energy bills, which represent the bulk of Aldersgate Group emissions.

<sup>3</sup> This number has been amended from last year's calculation. See the section on Scope 1 for more details.

<sup>4</sup> Department for Environment, Food and Rural Affairs (October 2013) *Environmental Reporting Guidelines: Including mandatory greenhouse gas emissions reporting guidance* <http://bit.ly/1cUDUtF>

<sup>5</sup> <http://www.ukconversionfactorscarbonsmart.co.uk/>

### Office space

The Aldersgate Group is based in Hub Westminster, which is an open plan hot desking space that comprises the entirety of the first floor of New Zealand House. Energy bills are provided for the whole building and building management has advised that Hub Westminster is responsible for 13.617% of the building's total.

The Aldersgate Group's responsibility for the energy bills has been calculated as a portion of the Hub Westminster's total responsibility, based upon the number of days the Secretariat works in the office in relation to the total number of days available (average number of people in the office x total working days in the year). This has estimated the Aldersgate Group's responsibility for energy bills in Hub Westminster to be 1.81%.

### Staff

During this period, there were several changes of staff, for which there are now three permanent members: Executive Director, Policy Manager and Communications Manager. A remunerated Director position was also in place until February 2015. One Executive Director stood down in September 2014 and was replaced the following month. The Policy Manager and Communications Manager remained unchanged. Travel emissions have been captured for all staff members.

A Director has also taken on a lead role in an external Aldersgate Group project. His travel emissions for project activities have also been captured.

### Commuting

Distances have been calculated by postcode for each employee. All employees live within England.

### Business travel

Expenses incurred through business travel are itemised over the course of the year. Associated carbon emissions were also calculated using conversion factors from Defra's Greenhouse Gas Conversion Factor Repository.

## Calculations

### Scope 1

The Aldersgate Group office is heated by gas. Energy bills from Gazprom for the building were procured from New Zealand House.

Hub Westminster has shared its most recent energy bills with the Secretariat for this report. Bills were only available for the months of June-August 2014, October-December 2014 and February 2015. Usage was calculated based on an average over the seven months and extrapolated for the fiscal year.

Given the large discrepancy between usage in 2013-2014 and 2014-2015 that suggested a 500.93% rise in Scope 1 emissions, the calculations for last year's report were revisited. Upon review, the figures used for 2013-2014 were representative of only November 2013 rather than a full calendar year. This figure was extrapolated to now cover the full fiscal year though 2014-2015 and will provide a more accurate picture of

usage. The new calculation now shows a net decrease. The figures for 2014-2015 are likely to be more accurate given the wider range of data available.

Table 1.2 Summary of Scope 1 emissions

Gas	2013-2014		2014-2015	
	KwH	Kg CO <sub>2</sub> e	KwH	Kg CO <sub>2</sub> e
New Zealand House	4,096,464.00	860,257.44	2,285,429.14	420,678.94
<b>Aldersgate Group</b>	<b>10,096.46</b>	<b>2,070.48</b>	<b>5,632.84</b>	<b>1,036.84</b>

## Scope 2

Electricity meters were installed in Hub Westminster in January 2014. The meters automatically log usage into an online platform, EnergyDeck<sup>6</sup>, which generates the associated carbon emissions values.

There is a large discrepancy in the usage between the two most recent fiscal years, reflecting a decrease of 55.44% in reported kilowatt-hours. The introduction of electricity meters has provided a more accurate reflection of usage for 2014-2015.

Table 1.3 Summary of Scope 2 emissions

Electricity	2013-2014		2014-2015	
	KwH	Kg CO <sub>2</sub> e	KwH	Kg CO <sub>2</sub> e
Hub Westminster	120,980.76	59,280.57	53,911.69	28,054.03
<b>Aldersgate Group</b>	<b>2,189.75</b>	<b>1,072.98</b>	<b>976.21</b>	<b>507.99</b>

## Scope 3

The table below summarises Scope 3 emissions for the Aldersgate Group.

Table 1.4 Summary of Scope 3 emissions

Scope 3	2013-2014 Kg CO <sub>2</sub> e	2014-2015 Kg CO <sub>2</sub> e
Commuting	1,232.83	2,444.70
Business travel	272.46	593.24
Paper	54.34	409.01
Couriers	0.35	5.45
Computer servers	0.00	0.00
<b>Total</b>	<b>1,559.98</b>	<b>3,452.40</b>

## Commuting

Staff commutes were all undertaken within England by train, tube, bus, cycling and walking.

The Secretariat is comprised of three permanent staff, though included four between May 2014 and February 2015. The average commute distance taken by the Secretariat for each day worked decreased from 36.13 miles in 2013-2014 to 32.07 miles in 2014-2015. Overall distance travelled also decreased by 7.91%. Despite the absolute reduction in staff commutes, emissions increased by 109.55%.

<sup>6</sup> <https://www.energydeck.com/about/company/>

The discrepancy in fallen miles travelled paired with increased emissions is a reflection of the change in methodology used. In previous years, associated carbon emissions were calculated by Travelfootprint<sup>7</sup>, which closed at the end of August 2014.

Travelfootprint calculations took into account the occupancy of each mode of travel. Staff members primarily commute during peak periods when occupancy is highest and therefore per person emissions were lowest. Occupancy is not accounted for in the adopted methodology, which applies Defra's conversion factors.

Table 1.5 Summary of Commute-related emissions

Commuting	2013-2014		2014-2015	
	Miles	Kg CO <sub>2</sub> e	Miles	Kg CO <sub>2</sub> e
Train	34,613.20	1,198.15	31,883.08	2,298.72
Bus	216.00	21.24	1,064.88	134.72
Tube	798.00	13.44	125.28	11.26
Cycling or walking	3,460.90	0.00	2,921.28	0.00
<b>Total</b>	<b>39,088.10</b>	<b>1,232.83</b>	<b>35,994.52</b>	<b>2,444.70</b>

### Business travel

Staff made business trips on behalf of the Group, by train, car and taxi.

Total miles travelled increased by 32.16% and emissions more than doubled with an increase of 111.75%. The rise in business travel mileage is a reflection of the Group's decision to be more proactive on relevant European policy developments, allowing for travel by train to Europe when necessary and included one staff member taking one trip to both Brussels and Paris. There has also been increased activity overall with more public events<sup>8</sup> held in the recent fiscal year and progress in an external project that is reaching its dissemination phase<sup>9</sup>.

Pre-booked taxis are listed separately below, as carbon emissions data is provided directly by the supplier. The pre-booked taxi fleet consists of hybrid cars that emit up to 162g/km less than black cabs<sup>10</sup>. The supplier also engages in carbon offsetting<sup>11</sup> for 100% of their emissions through the Carbon Trade Exchange, accounting for the zero net emissions attributed to this form of business travel.

Table 1.6 Summary of emissions from business travel

Business travel	2013-2014			2014-2015		
	Miles	Kg CO <sub>2</sub> e (gross)	Kg CO <sub>2</sub> e (net)	Miles	Kg CO <sub>2</sub> e (gross)	Kg CO <sub>2</sub> e (net)
Train	4,278.20	118.94	118.94	6,106.80	336.78	336.78
Car	574.00	146.04	146.04	735.00	213.59	213.59
Taxi	15.40	7.48	7.48	40.40	14.15	14.15
Pre-booked taxi	28.30	4.08	0.00	52.20	7.63	0.00

<sup>7</sup> Travelfootprint.org was run by Camden and Clear Zones and funded by Transport for London and Defra.

<sup>8</sup> The Aldersgate Group hosted 20 events in 2014-2015 and 9 events in 2013-2014.

<sup>9</sup> In 2013, the Aldersgate Group began work as a partner on Project REBus, an EU LIFE+ funded project that provides businesses with the opportunity to develop their own resource efficient business models via the project's provision of technical expertise.

<sup>10</sup> <https://www.climatecars.com/environment/how-our-emissions-compare/>

<sup>11</sup> <https://www.climatecars.com/environment/carbon-offsetting/>

<b>Total</b>	<b>4,895.90</b>	<b>276.54</b>	<b>272.46</b>	<b>6,934.40</b>	<b>572.15</b>	<b>564.52</b>
--------------	-----------------	---------------	---------------	-----------------	---------------	---------------

### Paper

The Aldersgate Group has a paperless office with an emphasis on keeping electronic files, rather than hard copies. Staff seek to print only when strictly necessary.

The large increase in paper emissions is attributed to six new reports published. Other professional print jobs were limited to business cards for new staff.

Table 1.7 Summary of emissions from paper usage

Paper	2013-2014		2014-2015	
	Weight (tonnes)	Kg CO <sub>2</sub> e	Weight (tonnes)	Kg CO <sub>2</sub> e
Business cards	0.003	2.49	0.001	1.00
Office print outs	0.054	51.85	0.066	61.70
Reports	-	-	0.379	346.30
<b>Total</b>	<b>0.057</b>	<b>54.34</b>	<b>0.446</b>	<b>409.01</b>

### Couriers

The Aldersgate Group required eight couriers during the financial year, which transported event supplies between the Hub Westminster office and event venues.

Table 1.8 Summary of emissions from couriers

	2013-2014		2014-2015	
	Miles	Kg CO <sub>2</sub> e	Miles	Kg CO <sub>2</sub> e
Couriers	1.30	0.35	23.60	5.45

### Computer servers

UKFast provides all hosting services for the Aldersgate Group. It has PAS 2060<sup>12</sup> certification, which demonstrates carbon neutrality, due to their contributions to a number of hydropower renewable energy schemes<sup>13</sup>. The decrease in required storage capacity is due to staff members re-organising their email inboxes and discarding of unnecessary emails.

Table 1.9 Summary of emissions from computer servers

	2013-2014		2014-2015	
	Storage	Kg CO <sub>2</sub> e (net)	Storage	Kg CO <sub>2</sub> e (net)
Computer servers <sup>14</sup>	4GB	0.00	2GB	0.00

## Assessment

### Gas usage

The calculations for gas usage are likely to be more accurate for 2014-2015 given the greater availability of data from the procured invoices. The amended number for 2013-

<sup>12</sup> <http://www.bsigroup.co.uk/en-GB/PAS-2060-Carbon-Neutrality/>

<sup>13</sup> <http://www.ukfast.co.uk/carbon-neutral-hosting.html>

<sup>14</sup> Data was not available to account for the amount of emissions directly related to the Aldersgate Group's computer server usage. As a result, net versus gross emissions cannot be provided.

2014 is likely to be an overestimated due to the sample month being November when usage is typically higher.

### **Paper**

Similar to last year, it is expected that data for these activities is overestimated as the office printer counts double sided printing as two pages rather than one page for charging purposes.

### **Commutes**

Overall, our emissions have increased by 6.25% compared with the last financial year. This is principally due to changes within Scope 3, emissions for which have more than doubled from the last report. The increase is a reflection of the growth of associated emissions with staff commutes though overall mileage has decreased, suggesting that the increase is attributed to the change in methodology rather than emissions.

### **Reduction strategy**

In the last report, we set targets for reducing our carbon emissions:

**1. Investigate how to report our IT emissions for cloud hosting.** The Aldersgate Group stores all its data in a cloud hosting service, Dropbox. It has continued to be a challenge in how to best estimate the carbon emissions related to such services because Dropbox does not provide this data. The Group will continue to investigate how these activities can be added to these annual calculations.

**Outcome:** further work required

**2. Capture an accurate picture of electricity and paper usage.** The installation of six electricity monitors within Hub Westminster provides accurate hourly reports on electricity usage and has greatly improved the accuracy of this data. Paper usage is well recorded via the new Paper Cut programme that tracks jobs that are sent to the office printer.

**Outcome:** success

**3. Increase the proportion of low carbon taxis used versus black cabs.** In the past financial year, the Aldersgate Group has been responsible for 19 trips by low carbon taxis and 7 black cabs. It was last reported in 2013-2014 that the Aldersgate Group had been responsible for 8 low carbon taxis and 4 black cabs. This shows an improvement in the proportion of low carbon taxis used, though is a significant increase in the use of taxis overall. This is a reflection of the increase in public events held requiring more visits to the Kennington storage unit for supplies as well as transport of those supplies to venues.

**Outcome:** success

### **Next steps**

The Aldersgate Group was one of the leading campaign organisations that made the case for mandatory carbon reporting for all companies listed on the London Stock Exchange and played a key role in drafting the amendments to the Climate Change Act and developing the reporting guidance for business. Following these successes, the Group elected to report its own emissions into order to inform our campaigning, including a potential call for the extension of mandatory reporting to smaller businesses.

The AG produced reports on the environmental impacts of its operations between 2011/12 and 2014/15. The accuracy of these reports was restricted due to the inability of key suppliers (e.g. of office accommodation) to provide necessary information (e.g. on energy consumption). The limited accuracy of these reports means that they do not justify the ongoing effort to generate them. Nevertheless the reports have enhanced our understanding of the Group's environmental impacts. We understand the key factors influencing our impacts are:

- Number of staff employed.
- Energy efficiency of office accommodation and facilities.
- Number of reports and other materials printed.
- Transport required for external activities
- Opportunities to compensate for impacts (such as carbon offsets provided at point of purchase for some services)

Our approach going forward is therefore to:

1. Inform key suppliers (e.g. of office accommodation, virtual file storage services) of our desire for more accurate information on the environmental impacts of using their services.
2. Consider alternative suppliers that better monitor and manage their environmental impacts, provided this does not increase costs significantly.
3. Monitor the key factors influencing our environmental impacts (listed above) as part of our annual reporting process.

The board will continue to review our environmental impacts against current practice and the likely information available to produce an environmental report. The Group will also continue to employ carbon reduction strategies throughout its activities.