

Environmental report

Period: 1st May 2013 – 30th April 2014

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At a glance

Aldersgate Group emissions ¹	2011-2012 Kg CO ₂ e	2012-2013 Kg CO ₂ e ²	2013-2014 Kg CO ₂ e
Scope 1	357.18	N/A	172.54
Scope 2	966.95	N/A	1,072.98
Scope 3	675.17	N/A	1,559.98
Total	1999.30	N/A	2,805.50

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 80 members and a permanent Secretariat of four. 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 "Environmental Reporting Guidelines: including mandatory greenhouse gas emissions reporting guidance", which took effect on 1st October 2013³.

Conversion factors

All calculations requiring conversion factors were made using the Department for Environment, Food and Rural Affairs' (Defra) Greenhouse Gas Conversion Factor Repository⁴. All conversion factors used are valid for UK based organisations until 31st May 2015.

Office space

The Aldersgate Group is based in Hub Westminster, which is an open plan hot desking space that takes up the first floor of New Zealand House. Energy bills are provided for

¹ 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.

² 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.

³ <https://www.gov.uk/government/publications/environmental-reporting-guidelines-including-mandatory-greenhouse-gas-emissions-reporting-guidance>

⁴ <http://www.ukconversionfactorscarbonsmart.co.uk/>

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 provided a percentage for the Aldersgate Group's responsibility for energy bills in Hub Westminster to be 1.96%. Hub Westminster has shared its most recent energy bills with the Secretariat for this report. The gas bill covered the service year of 2013. The electricity bill covers the service year of 1st July 2012 to 30th June 2013.

Staff

There is a permanent Secretariat of four: Executive Director, Director, Policy Manager and Communications Manager. The Director joined in July 2013, taking the place of a Policy Officer. The Communications Manager joined in October 2013, replacing the previous Communications Manager. The Executive Director and Policy Manager remained unchanged. These personnel changes substantially increased the total commuting distances of the Secretariat body, which have been captured in the data.

During this financial year, temporary support was also provided by a PR consultant and an intern. A Director has also taken on a lead role in an external Aldersgate Group project. Their travel emissions have also been captured.

Commuting

Distances have been calculated by postcode for each employee. All employees live within England and associated carbon emissions were provided by Travelfootprint⁵.

Business travel

Expenses incurred through business travel are itemised over the course of the year. Associated carbon emissions were also calculated using Travelfootprint (see footnote 3).

Calculations

Scope 1

Hub Westminster is heated by gas. Energy bills from Gazprom for the building were procured from New Zealand House.

Gas	Kwh ⁶	Conversion factor	Kg CO ₂ e
New Zealand House	341,372.00	0.21	71,688.12
Aldersgate Group	841.37	0.21	172.54

Scope 2

Hub Westminster's electricity bills are from Jones Lang LaSalle.

Electricity	Kwh	Conversion factor	Kg CO ₂ e
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⁵ Travelfootprint.org is run by Camden and Clear Zones. The online tool is funded by Transport for London and Defra.

⁶ These numbers are reported using net rather than gross calorific value as it is more representative of heat available in practice when fuels are burned.

Hub Westminster	120,980.76	0.49	59,280.57
Aldersgate Group	2189.75	0.49	1,072.98

Scope 3

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

Scope 3	Kg CO ₂ e
Commuting	1,232.83
Business travel	272.46
Paper	54.34
Couriers	0.35
Computer servers	0.00
Total	1,559.98

Commuting

The Secretariat is comprised of four permanent staff, increasing from three in 2012. Staff commutes were all undertaken within England by train, tube, bus and cycling. Temporary employees and interns were also included in these calculations.

Commuting	Miles	Kg CO ₂ e
Train	34,613.20	1,198.15
Bus	216.00	21.24
Tube	798.00	13.44
Cycling	3,460.90	0.00
Total	39,088.10	1,232.83

Business travel

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

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 162 g/km less than black cabs⁷. The supplier also engages in carbon offsetting for 100% of their emissions through the Carbon Trade Exchange, accounting for the zero emissions attributed to this form of business travel.

Business travel	Miles	Kg CO ₂ e (gross)	Kg CO ₂ e (net)
Train	4,278.20	118.94	118.94
Car	574.00	146.04	146.04
Taxi	15.40	7.48	7.48
Pre-booked taxi	28.30	4.08	0.00 ⁸
Total	4,895.90	276.54	272.46

Paper

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

⁷ <https://www.climatecars.com/environment/how-our-emissions-compare/>

⁸ <https://www.climatecars.com/environment/carbon-offsetting/>

No printed reports were released during this financial year. Formal print jobs were limited to business cards for new staff, and replenishing stock for existing staff.

Paper	Weight (tonnes)	Conversion factor	Kg CO ₂ e
Business cards	0.0026	956	2.49
Office print outs	0.0542	956	51.85
Total	0.0568	-	54.34

Couriers

The Aldersgate Group required one courier during the financial year, which transported event supplies from a venue back to the office, Hub Westminster.

	Miles	Kg CO ₂ e
Couriers	1.30	0.35

Computer servers

UKFast provides all hosting services for the Aldersgate Group. It has PAS 2060⁹ certification, which demonstrates carbon neutrality, due to their contributions to a number of hydropower renewable energy schemes¹⁰.

	Storage	Kg CO ₂ e ¹¹
Computer servers	4GB	0.00

Assessment

Scope 1 and 2

The size of gas and electricity usage appears to be quite large when compared to Secretariat members' own at-home usage and unlikely to be accurate. The installation of six electricity monitors within Hub Westminster will provide accurate hourly reports on electricity usage (see 'Next steps' below). Gas, however, will remain untrackable other than through the annual invoice.

Paper

This is the first year that in office printing has been included. 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.

IT

Seeing as much of the Aldersgate Group's daily activities revolve around the use of its cloud hosting service, it will be imperative to continue research into these emissions and include in future reporting.

Improvements on the last report

In the last report we noted that our computer server was SwissHost. They were unable to provide any information on the carbon footprint of the service they provided to us. The

⁹ <http://www.bsigroup.co.uk/en-GB/PAS-2060-Carbon-Neutrality/>

¹⁰ <http://www.ukfast.co.uk/carbon-neutral-hosting.html>

¹¹ 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.

Aldersgate Group took the step of moving to a new provider who could supply this information.

Our last report undertook to increase engagement with Hub Westminster to gauge how much waste is produced. Waste is sorted into recyclables (paper, plastics), food waste and landfill. It has not been possible to secure the figures for the total weight of each type of waste from building management. Furthermore, if this figure were available it would be extremely complex to estimate the percentage of the total for which Aldersgate Group staff are responsible and would involve a level of data capture which is impractical for a staff of this size.

Overall, our emissions have increased by 29.44% compared with our last report. This is principally due to changes within Scope 3, which has more than doubled from the last report. The major increase is tied to the growth of the Secretariat from three to four permanent staff, two of whom do not live within London city limits full time. Whilst the organisation has been able to greatly decrease the amount of emissions associated with business travel, this has been outweighed by the increases in commute emissions resulting from additional staff.

Apart from commuting, Scope 3 emissions is lower by 81.77% due to decreases in business travel and despite the inclusion of in-office printing, which was not accounted for in the previous report.

Reduction strategy

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

1. Pre-book low carbon taxis, instead of hailing black cabs on the street.

In the past financial year, the Aldersgate Group has been responsible for 5 low carbon taxis and 4 black cabs. This shows improvement in emissions generated in this area. It was last reported in 2011-2012 that the Aldersgate Group had been responsible for 34 low carbon taxis and 17 black cabs.

2. Print handouts and briefings for meetings only when necessary

We have implemented our proposal to limit printed handouts and briefings for meetings. This has been assisted by the general trend towards tablet devices, which have made paper print outs less necessary. Our first Environmental report did not report how much was printed on our office printer, so we cannot provide a numerical performance comparison

3. Restrict print copies of reports

The lack of printed reports over this reported year is the result of the Secretariat's focus on a new campaign, An Economy That Works. This was finalised and a report printed immediately after the period captured by this report. The reduced carbon emissions in this period due to a lack of printing reports is therefore due to the variables of the Secretariat's workload and not internal policy.

Next steps

Electricity

Electricity meters were installed in Hub Westminster in January 2014. The meters automatically log usage into an online programme which can generate the associated carbon emissions. This data will be used exclusively in the next report for Scope 2 emissions. It is anticipated that this will increase the accuracy of our reporting and also lower our associated emissions.

Paper

Hub Westminster installed new printers for the office that uses PaperCut in June 2014. This programme automatically tracks all in-office print jobs as well as the resulting carbon emissions. This data will be added to paper-related emissions in next year's environmental report.

IT

The Aldersgate Group stores all its data in a cloud hosting service. There is currently little information that exists on the carbon emissions related to such services. The Group will continue to investigate how these activities can be added to these annual calculations.

Our targets for the year ahead are:

- Investigate how to report our IT emissions for cloud hosting.
- Capture an accurate picture of electricity and paper usage
- Increase the proportion of low carbon taxis used versus black cabs