

# Business Certification

**P&S Timbrell Decorators**

*YEAR 1*

1 April 2019 to 31 March 2020

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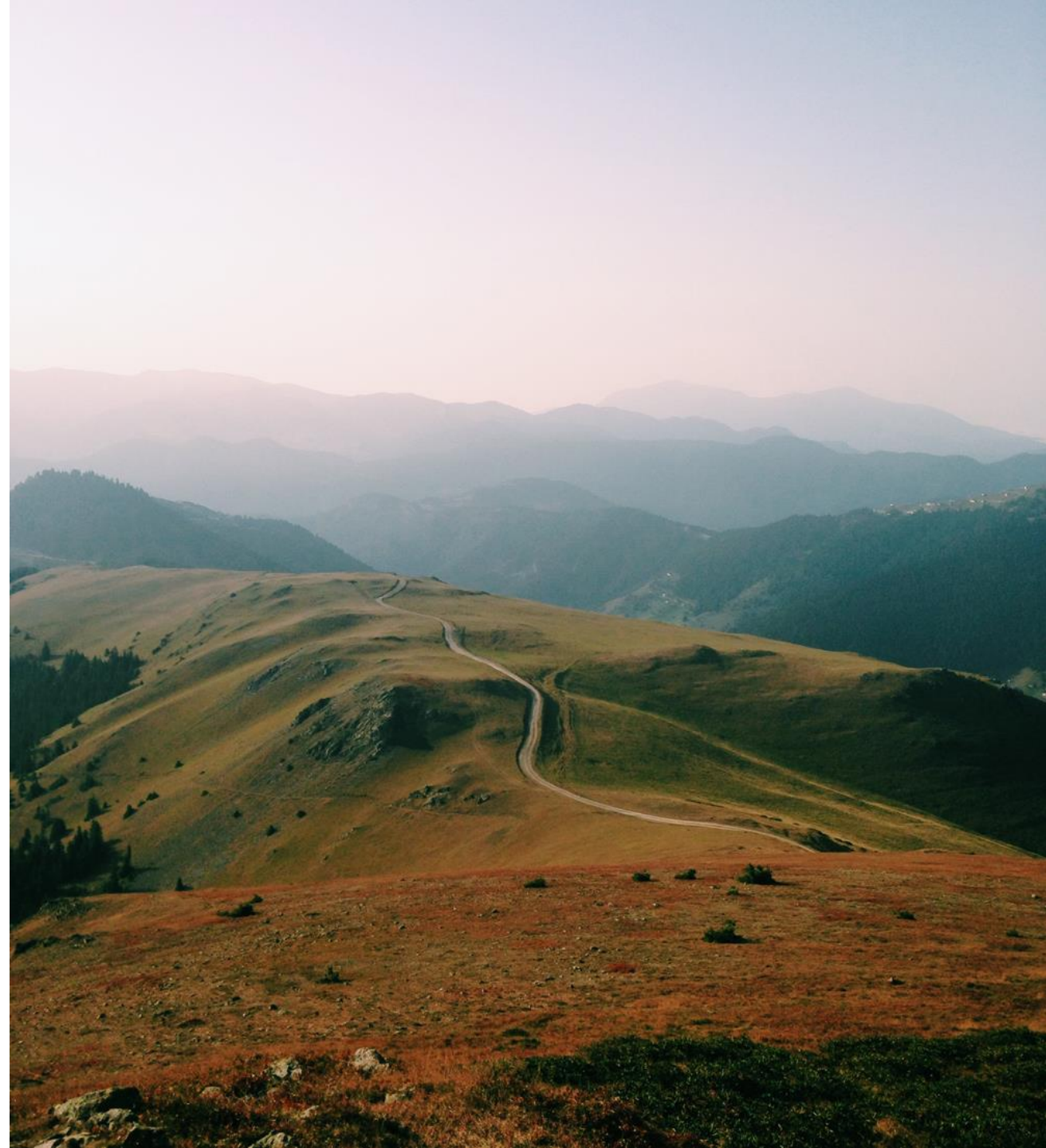
Measure



Engage



Communicate





# Total carbon EMISSIONS

8.3 tCO<sub>2</sub>e total emissions      Total emissions equivalent to 7 flights from London to New York      1.7 tCO<sub>2</sub>e per employee



**Building**  
1.1 tCO<sub>2</sub>e

Used enough electricity to power 0.2 UK homes for one year



**Travel**  
7.2 tCO<sub>2</sub>e

Travelled 0.01 time around the world.



**Waste**  
N/A



**Water**  
N/A



**Procurement**  
0.005 tCO<sub>2</sub>e

2 sheets of paper used per day.



# Step one.

## MEASURE





# Total carbon footprint.



**Reporting year:**

1 April 2019 – 31 March 2020.

**Reporting Boundary:**

Home office operations (Deanfield, New Road, North Nibley, Glos, GL11 6DR)

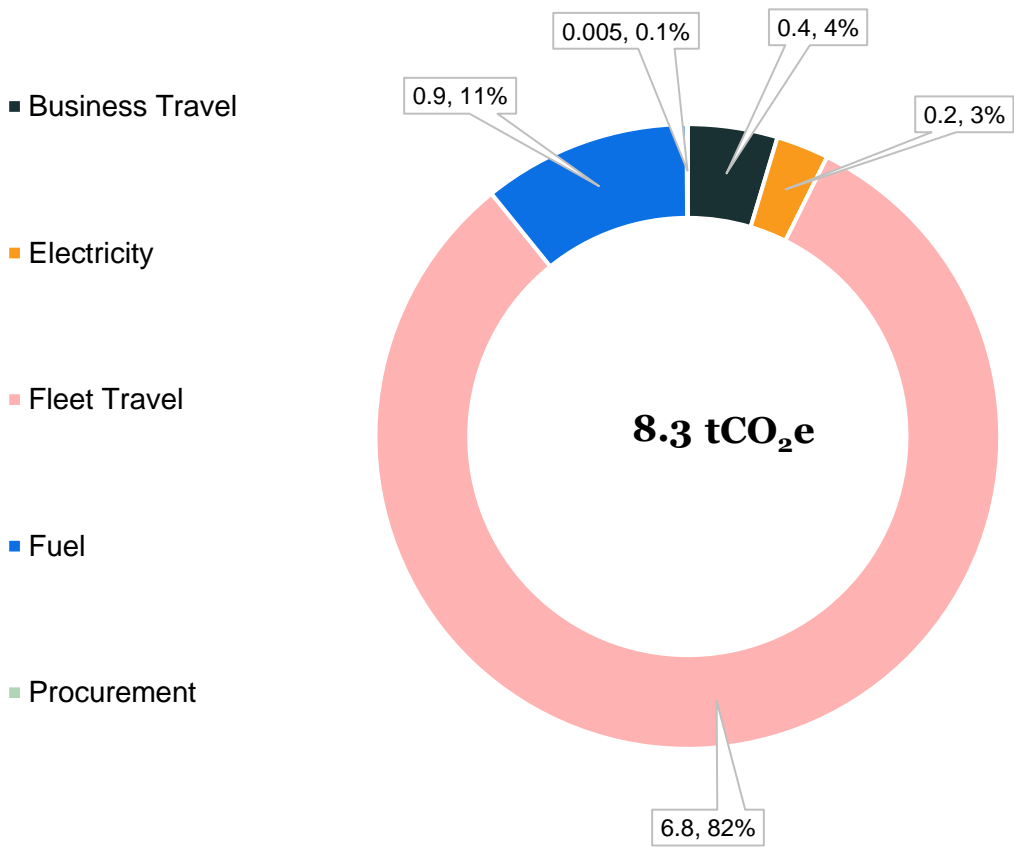
**Emissions measured:**

Electricity, T&D losses, natural gas, fleet, business travel, paper.

**Highlights:**

- Carbon footprint (tCO<sub>2</sub>e) - 8.3
- Per employee (tCO<sub>2</sub>e) - 1.7
- Next reduction target - 5%
- Data quality score - 56%

Carbon footprint by emission source for year ending 2020, tCO<sub>2</sub>e





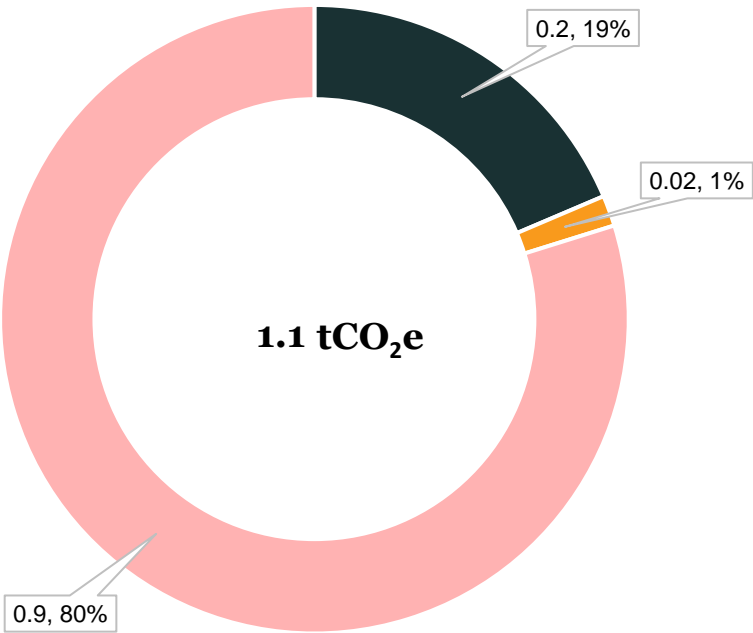
# Carbon footprint.

*BUILDINGS*

Buildings	tCO <sub>2</sub> e
Electricity Generation	0.2
Electricity Transmission & Distribution	0.02
Fuel - Natural Gas	0.9
Total	1.1

Building emissions for year ending 2020, tCO<sub>2</sub>e

- Electricity Generation
- Electricity Transmission & Distribution
- Fuel - Natural Gas



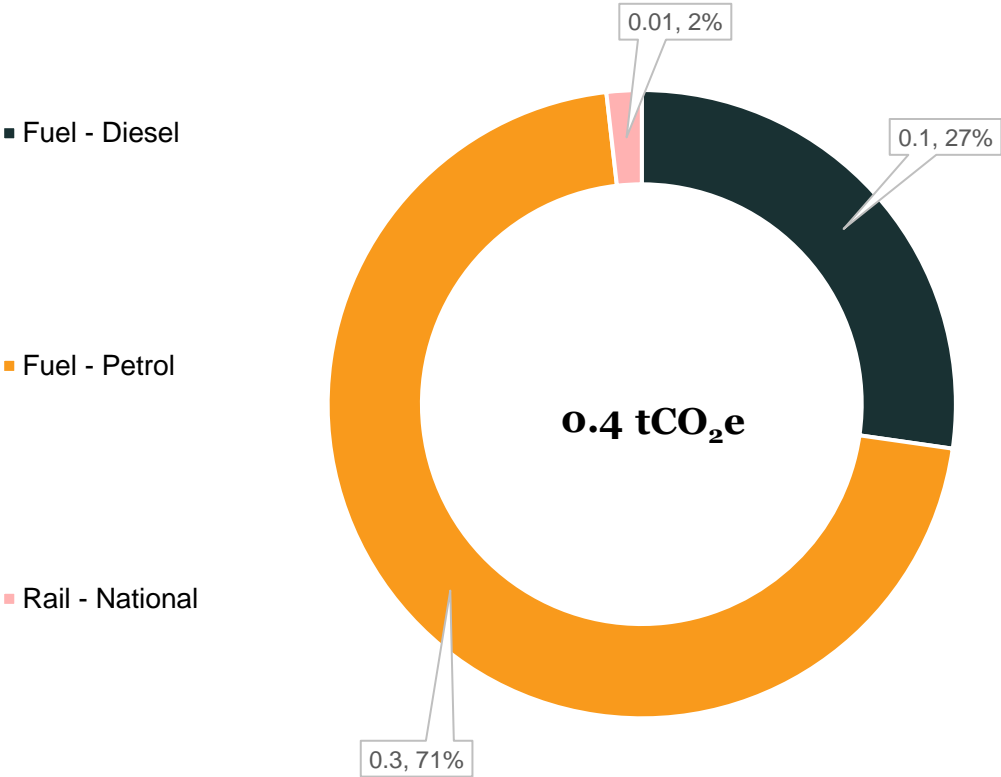


# Carbon footprint.

## Business *TRAVEL*

Business Travel	tCO <sub>2</sub> e
Fuel - Diesel	0.1
Fuel - Petrol	0.3
Rail - National	0.01
<b>Total</b>	<b>0.4</b>

Business travel emissions for year ending 2020, tCO<sub>2</sub>e





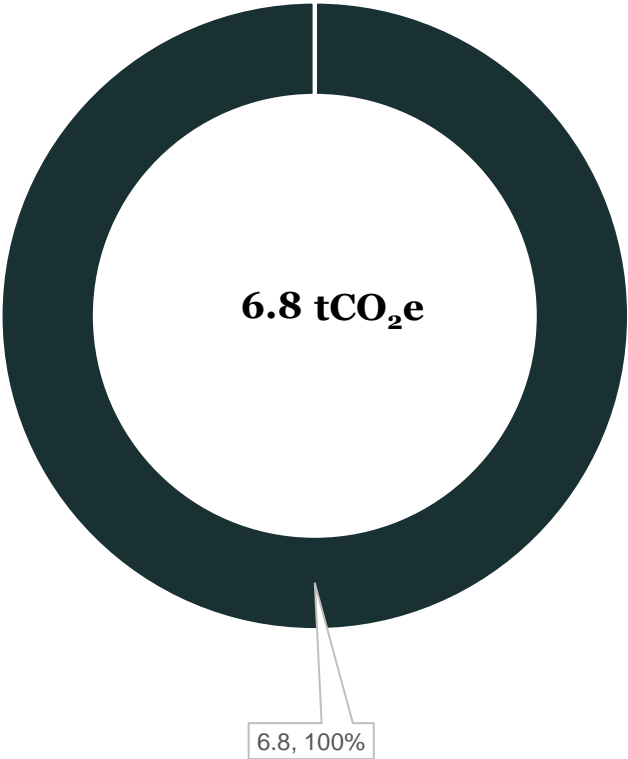
# Carbon footprint.

## Fleet *TRAVEL*

Fleet Travel	tCO <sub>2</sub> e
Fleet - Diesel	6.8
<b>Total</b>	<b>6.8</b>

Fleet travel emissions for year ending 2020, tCO<sub>2</sub>e

■ Fleet - Diesel



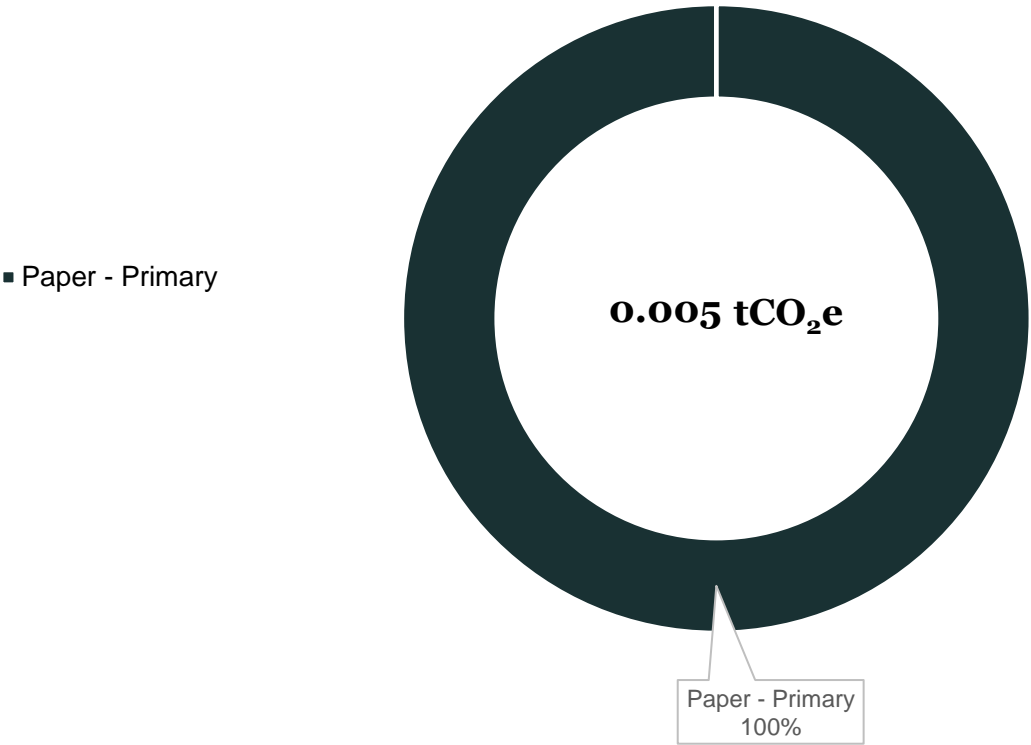


# Carbon footprint.

PROCUREMENT

Procurement	tCO <sub>2</sub> e
Paper - Primary	0.005
Total	0.005

Procurement emissions for year ending 2020, tCO<sub>2</sub>e





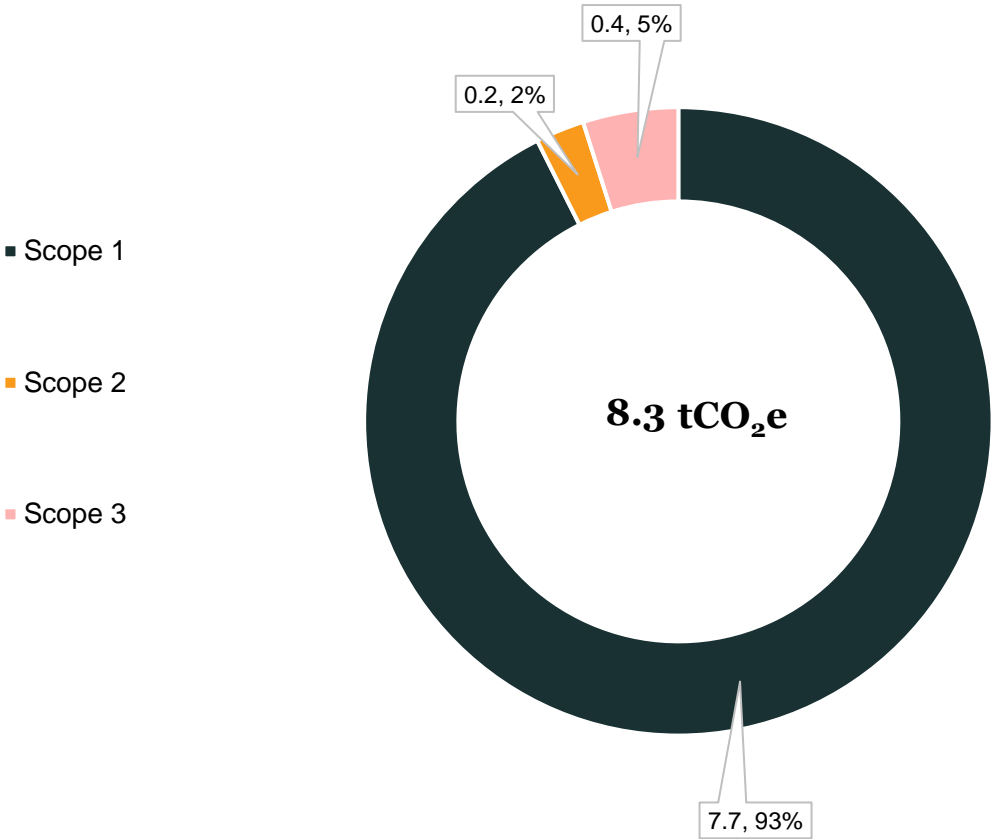


# Total carbon footprint.

BY SCOPE

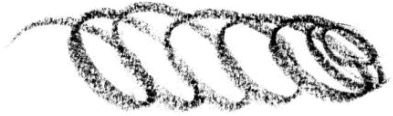
Scope	tCO <sub>2</sub> e	%
Scope 1	7.7	92.6%
Scope 2	0.2	2.5%
Scope 3	0.4	4.9%
Total	8.3	100.0%

Total carbon emissions by Scope for year ending 2020, tCO<sub>2</sub>e





## Looking ahead. Targets for next year.



Total carbon  
footprint  
**8.3 tCO<sub>2</sub>e**



Total carbon reduction  
**0.4 tCO<sub>2</sub>e**



Carbon reduction per  
employee  
**0.08 tCO<sub>2</sub>e**





# About this report.

## Data Quality.

### Data quality score

The data quality score is based on the 'Data Quality Matrix' in the Planet Mark Code of Practice and provides an indication of data assurance when using information in this report in your business.

1 January – 31 December 2020		Definition
Relevance of boundary	3	Boundary accurately reflects the majority of the business carbon footprint for studied period.
Relevance of boundary	2	Less than 12 months of data provided but all GHG emission sources within the boundary accounted for.
Relevance of boundary	2	Data collection procedure insufficiently disclosed, partial disclosure of assumptions.
Relevance of boundary	2	Qualified estimate, few efforts to reduce uncertainties. Some estimated meter readings and sampled/estimated data.
Total score		9 / 16

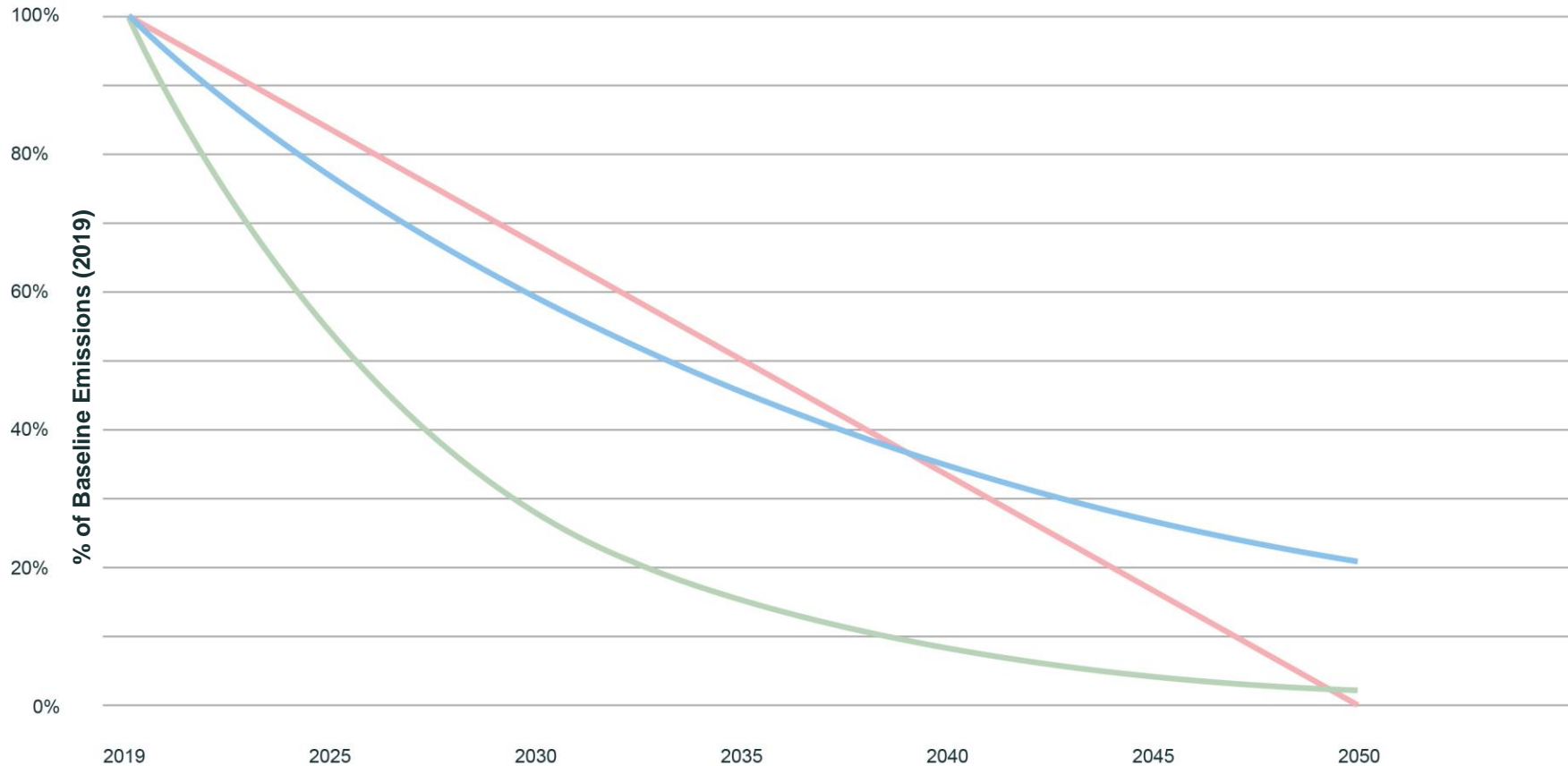
**As a way to improve your data quality score for future reports, it is recommended:**

- Provide evidence for fleet fuel consumption.
- Provide actual litres of fuel for business travel to avoid cost estimations.
- Provide rail travel evidence.
- Provide evidence for paper procurement.



# Target setting.

## A Decade of Action: Pathways to Net Zero through varying emissions reduction trajectories



**Planet Mark 5% annual reduction**

- 5% year on year reduction is the minimum annual reduction recommended by the Planet Mark.

**Planet Mark 12% annual reduction**

- 12% year on year reduction is based on the mean average reduction achieved by the Planet Mark holders in Ye2019.
- A 12% year on year reduction from a 2019 baseline will set you on track to meet the UK target Net Zero by 2050.

**Net Zero 2050**



# Step two.

## ENGAGE





# Workshops.

Our engagement experts will help unlock your employee's passion to innovate and take ownership of their environmental impacts.

Together, we celebrate every commitment and champion every success, providing positive reassurance to help you drive change from within.



Workshop	Description
<b>Sustainability Energiser</b>	A 1 hour session to raise awareness about sustainability – the big picture and the business case for acting on climate change.
<b>Sustainability Plan Workshop</b>	This workshop will see a senior Planet Mark consultant lift the lid on your operational carbon emissions, supporting a brainstorming session to consider actions that can make a material difference.
<b>Sustainability Essentials Employee Training</b>	This 2-3-hour session covers the basics of business sustainability and the role your employees can adopt in driving change from within.
<b>Stakeholder Engagement Workshop</b>	A 30-minute presentation, questions and answers and networking to tell your sustainability story to your supply chain or customers.



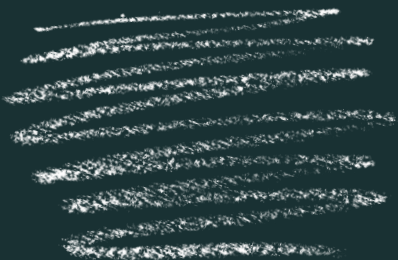


# The Eden Project

## *PARTNERSHIP*

The Eden Project, an educational charity, connects us with each other and the living world, exploring how we can work towards a better future.

- We would like to remind you of the 12 free tickets to The Eden Project which you can use to educate staff, award as prizes, or gift to your customers.







# Cool Earth.

## *PARTNERSHIP*

**Protecting our rainforests is one of our best lines of defence against climate change.**

- Cool Earth is helping rainforest communities to protect nearly 100,000 hectares of biodiversity rich rainforest across three continents.
- Behind this huge milestone are thousands of families whose futures have been transformed.
- We have protected one acre of Peruvian rainforest in your company name.







# Step three.

## COMMUNICATE



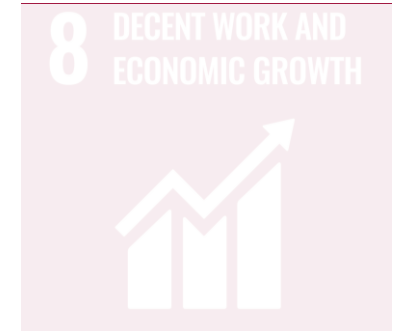
# Communicating your international influence.

The Sustainable Development Goals (SDGs), also known as the Global Goals, are a collection of 17 interrelated goals set by the United Nations. They cover a broad range of social and economic development issues. These include poverty, hunger, health, education, climate change, gender, equality, water, sanitation, energy.

By measuring and reducing your carbon footprint with the Planet Mark, you can directly and measurably contribute to up to 9 SDGs addressing 18 SDG targets.

Contributing towards

5 SDGs

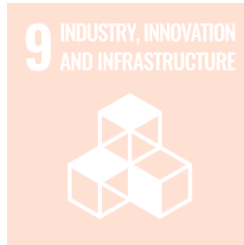
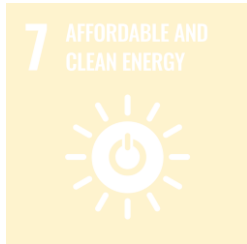




# SDG alignment.



- 6.6 – Acre of rainforest protected



- 11.6 - Measured carbon emissions
- 11.4 - Donation to the Eden Project
- 11.4 - Acre of rainforest protected



- 12.6 - Measured carbon emissions



- 13.3 - Acre of rainforest protected, storing 260 tCO2e
- 13.3 - Donation to the Eden Project



- 15.2 - Acre of rainforest protected, storing 260 tCO2e



# Data Report.

APPENDIX





# Sources.

Source	Scope	Unit	Current		% total carbon footprint
			1st April 2019 to 31st March 2020		
			Amount	tCO <sub>2</sub> e	
Building					
Electricity (location based)	2	kWh	815.8	0.2	3%
Transmission & Distribution losses	3	kWh	815.8	0.02	0.2%
Natural Gas	1	kWh	4867.0	0.9	11%
Travel					
Vehicle - Fleet – Diesel	1	litres	2621.9	6.8	82%
Vehicle - Non Fleet - Diesel	3	litres	40.5	0.1	1%
Vehicle - Non-Fleet - Petrol	3	litres	123.7	0.3	3%
Rail	3	pkm	169.0	0.01	0.1%
Procurement					
Paper - Primary Content	3	tonnes	0.005	0.005	0.1%
Total		tCO <sub>2</sub> e	8.3		
No. employees		Number	5		
Total per employee		tCO <sub>2</sub> e	1.7		
Turnover £m		£m	0.2		
Total per £m		tCO <sub>2</sub> e	36.5		



# About this report – General.

<b>Company Name</b>	P&S Timbrell
<b>Sector</b>	<b>Construction</b>
<b>Reporting Period</b>	1st April 2019 to 31st March 2020
<b>Year Of Certification</b>	1st
<b>Reporting Boundary</b>	Home office operations (Deanfield, New Road, North Nibley, Glos, GL11 6DR)
<b>Emission sources included</b>	Electricity, T&D losses, natural gas, fleet, business travel, paper use
<b>Total FTE Employees (annual average no.)</b>	5
<b>Total Internal Floorspace (m<sup>2</sup>)</b>	348.75
<b>Data Collection Lead</b>	Carolyn Timbrell, Director - timbrelldecorators@gmail.com
<b>Current Conversion Factor</b>	BEIS 2019
<b>Methodology</b>	We follow the GHG Protocol for Corporate Emission Reporting and The National TOMs Framework for Social Value Reporting. Refer to the Planet Mark Code of Practice for detailed information on the methodology and standards used in the preparation of this report
<b>Community Project</b>	Contributions to the Eden Project and to Cool Earth's Asháninka community rainforest project have been made as part of the Planet Mark Certification
<b>Prepared by</b>	Leonardo Fagundes, Data Analyst, Planet Mark
<b>Checked by</b>	Matthew Sumners, Senior Sustainability Consultant, Planet Mark
<b>Date:</b>	17 February 2021



## About this report – Caveats (i).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
Electricity	2 & 3	kWh	Primary source - invoices	Actual meter reads with some extrapolation to match reporting period	Please refer to omissions and estimations slide for data interpolation and or extrapolation details. Only second page of invoices provided. Consumption apportioned to reflect an office of 35m2 within a 275m2 building. Your electricity consumption is shown in the carbon footprint as Purchased Electricity emissions (Scope 2 emissions) and Electricity Transmission & Distribution losses (Scope 3 emissions) .	Home office
Natural Gas	1	kWh	Primary source - invoices	Actual meter reads with some extrapolation to match reporting period	Only second page of invoices provided. Consumption apportioned to reflect an office of 35m2 within a 275m2 building.	Home office
Vehicle - Fleet - Diesel	1	litres	Secondary source- data submission form	Estimated	Litres of diesel consumed calculated from cost using 2019 government averages (£1.3148/L), data source: <a href="https://www.gov.uk/government/statistical-data-sets/oil-and-petroleum-products-monthly-statistics">https://www.gov.uk/government/statistical-data-sets/oil-and-petroleum-products-monthly-statistics</a>	Home office
Vehicle - Non-Fleet - Diesel	3	litres	Secondary source- data submission form	Estimated	Litres of diesel consumed calculated from cost using 2019 government averages (£1.3148/L), data source: <a href="https://www.gov.uk/government/statistical-data-sets/oil-and-petroleum-products-monthly-statistics">https://www.gov.uk/government/statistical-data-sets/oil-and-petroleum-products-monthly-statistics</a>	Home office
Vehicle - Non-Fleet - Petrol	3	litres	Secondary source- data submission form	Estimated	Litres of petrol consumed calculated from cost using 2019 government averages (£1.2488/L), data source: <a href="https://www.gov.uk/government/statistical-data-sets/oil-and-petroleum-products-monthly-statistics">https://www.gov.uk/government/statistical-data-sets/oil-and-petroleum-products-monthly-statistics</a>	Home office



## About this report – Caveats (ii).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
Employees		no.	Secondary source-data submission form	Assumed Actual	We have used annual average full time equivalent employees. Part time employees assumed to work 20 hours a week. We assume headcount only includes active employees	Home office
Turnover		£	Secondary source-data submission form	Assumed Actual	None	Home office
Office		m2	Secondary source-data submission form	Assumed Actual	This is a team of decorators and they do not have a primary place of work. Emissions have been apportioned by floorspace for the work space within the home. Their homeworking emissions are already accounted for by calculating their home office.	Home office





# Recommendations.

APPENDIX





# Guidance for general best practice.

## Data collection and quality

**Evidence pack:** Collate all relevant invoices in an electronic evidence pack.

**Utilities:** Take readings of all meters on the last day of the month. Investigate the installation of smart meters.

**Headcount:** Ask HR for a table showing monthly full time equivalent headcount for the whole reporting period.

**Fuel:** Introduce fuel cards.

**Travel:** Ask your travel suppliers to provide you with a report detailing mileage and mode of transport so you can accurately add data to your carbon footprint. For non centrally booked travel record mode of travel, destination/origin and distances travelled in expense claim forms.

## Building

**Energy efficiency:** Regular 'energy audits' will help identify where most energy is being used and potential wastage from equipment, lights and heat loss. Investigate the installation of LED, T5 and sensor lighting and the upgrade of heating controls.

## Waste

**Carry out a waste management audit:** To understand what waste you are producing, where it is coming from and what the best route for it would be. Provide plenty of bins for segregating waste correctly and encouraging recycling.

**Engage your waste management supplier** to help you reduce landfill waste and instead increase the proportion that goes to recycling and to energy from waste.



# Guidance for general best practice.

## Water

**Check your meters at night**, or when water is not in use, to monitor leakage.

**Introduce a water use awareness campaign** in communal kitchen areas.

## Travel

**Record all business travel** and promote public transport options for business meetings.

**Arrange safe and fuel efficient driving training** for all drivers. Plan driver routes to finish at their homes.

**Choose fuel efficient vehicles.** Electric or hybrid cars are exempt from various taxes, and subsidies are available for smallest vehicles for their purpose will reduce fuel consumption, and save money on road tax. Provide incentives for employees to opt for low carbon cars, and limit choices to those which meet sustainability criteria.

**Choose travel management companies**, airlines, taxi companies, couriers and other providers with active sustainability programmes and look for clear progress on improving fuel efficiency and pursuing credible, sustainable solutions for travel.

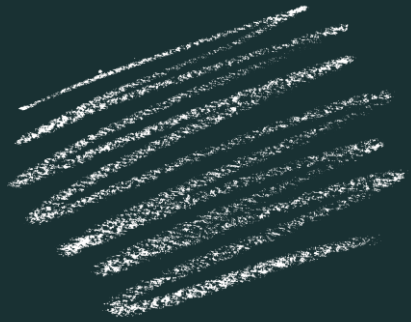
## Paper

**Buy paper from sustainable forests** or recycled content. Ask for FSC or PEFC branded paper as a minimum - ideally with the EU Eco label.

**Choosing recycled content paper**, your carbon emissions from paper use are reduced by 30% but choosing sustainably sourced paper the benefits are more holistic as you support the demand for sustainably managed forests which may otherwise be cut down for a different land use such as agriculture.



# Guidance for general best practice.



## Staff engagement

**Organise annual sustainability workshops.**

Carry out a energy awareness and 'switch off' campaign.

## Supplier engagement

Explore your possibilities and choose consciously.

Check the [Planet Mark website](#) for companies that are currently engaged on reducing their carbon footprint.



# A BRIGHTER future.



# THANK YOU

## Get in touch

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