



Taylor Airey Limited
Carbon Reduction Plan (CRP)



June 2022

TABLE OF CONTENTS	
1	COMMITMENT TO ACHIEVING NET ZERO.....2
2	BASELINE EMISSIONS FOOTPRINT2
2.1	ADDITIONAL DETAILS RELATING TO THE BASELINE EMISSIONS CALCULATION2
2.1.1	Scope 1 Emission Calculation2
2.1.2	Scope 2 Emission Calculation2
2.1.3	Scope 3 Emission Calculation3
2.2	BASELINE YEAR EMISSIONS 2019.....4
3	CURRENT EMISSIONS REPORTING4
3.1	CURRENT EMISSIONS REPORTING 2021.....4
4	EMISSIONS REDUCTION TARGETS5
5	CARBON REDUCTION PROJECTS5
5.1	COMPLETED CARBON REDUCTION INITIATIVES5
5.2	PLANNED CARBON REDUCTION MEASURES5
6	DECLARATION AND SIGN OFF5

©Copyright Statement

This document, its contents and the ideas and intellectual property within are the ©Copyright of Taylor Airey Limited. This document must not be copied, replicated or reproduced in any format including electronic transmission, or passed on to third parties without the express written permission of Taylor Airey Limited.

1 COMMITMENT TO ACHIEVING NET ZERO

Taylor Airey is committed to achieving Net Zero emissions by 2050.

2 BASELINE EMISSIONS FOOTPRINT

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.

The baseline emission calculations are based on the following scope definitions as set out in the Technical standard for the Completion of Carbon Reduction Plans¹

- Scope 1 (direct) emissions: incurred directly (e.g. company owned vehicles, industrial equipment, etc.)
- Scope 2 (indirect) emissions: emissions associated with consumption of purchased electricity, heating, and cooling. These are indirect emissions that are a consequence of Taylor Airey's activities, but which occur at sources that Taylor Airey does not own or control.
- Scope 3 (consequential) emissions: emissions that are a consequence of Taylor Airey's actions, which occur at sources that Taylor Airey does not own or control. For the purposes of this assessment, we understand that Scope 3 emissions include:
 - Category 4 - Upstream transportation and distribution
 - Category 5 - Waste generated in operations
 - Category 6 – Business Travel
 - Category 7 – Employee Commuting
 - Category 9 – Downstream transportation and distribution

The calculation utilises the 'Greenhouse gas reporting: conversion factors 2019' published by the UK Government.²

2.1 Additional Details relating to the Baseline Emissions Calculation

Taylor Airey is a professional services firm operating no machinery, with our main business premises located in a fully serviced office building in central London, which the company does not own or operate. Our staff either work from our serviced office, client sites or from home. The calendar year 2019 has been selected as the year for the baseline emissions footprint, as business travel and employee commuting in subsequent years were significantly impacted by the restrictions put in place during the Covid-19 pandemic.

2.1.1 Scope 1 Emission Calculation

Taylor Airey does not have any company owned vehicles, machinery, or industrial equipment therefore its emissions under the definition of Scope 1 is zero.

2.1.2 Scope 2 Emission Calculation

Taylor Airey operates from fully serviced offices in central London. Our energy requirements are in line with the heating and lighting associated with office work and the use of office equipment (printers, laptops and monitors).

Our calculation is based on the following input values:

- Floor area of our offices; and

¹

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991625/PPN_0621_Technical_standard_for_the_Completion_of_Carbon_Reduction_Plans__2_.pdf

² <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

- Energy requirement per square meter for a typical office building, in line with methodology published by WSP and the relevant conversion factor.

2.1.3 Scope 3 Emission Calculation

Category 4 - Upstream transportation and distribution

Transportation and distribution services purchased by Taylor Airey in the reporting year, including inbound/outbound logistics (in vehicles not owned or controlled by Taylor Airey). Our calculation considers the occasional use of third-party couriers to transport IT equipment between our office and employee's homes using DHL's carbon calculator³.

Category 5 - Waste generated in operations

Disposal and treatment of waste generated by Taylor Airey's operations in the reporting year (in facilities not owned or controlled by Taylor Airey).

Our calculation considers

- Taylor Airey's contribution to the total waste generated by our serviced office buildings (including trade waste and recycling), based on Waste Transfer Note records. This calculation is based on a proportional equity share (i.e. our share of the emissions arising from the waste generated in operations from the fully serviced office block where our main business premises are located);
- The amount of shredding and printer cartridge waste material generated by Taylor Airey; and
- The average proportion of waste disposed in the UK via recycling, incineration, and landfill and their associated conversion factors.

Category 6 – Business Travel

Transportation of employees for business related activities during the reporting year (in vehicles not owned or operated by the reporting company), including the direct and indirect emissions of the transport vehicles used.

To determine the relevant inputs for the baseline year each employee estimated the number and type of business journeys made during the baseline year of 2019. These journeys were categorised into the relevant transport modes and the relevant conversion factor applied. A future refinement of this estimate is being considered to utilise data contained within our financial expenses system.

Category 7 – Employee Commuting

Transportation of employees between their homes and their worksites during the reporting year (in vehicles not owned or operated by the Taylor Airey), including the direct and indirect emissions of transport vehicles used.

To determine the relevant inputs (i.e.), each employee estimated the number and type of commuter journeys made during the baseline year of 2019. These journeys were categorised into the relevant transport modes and the relevant conversion factor applied.

Category 9 – Downstream transportation and distribution

Transportation and distribution of products sold Taylor Airey between the reporting company's operations and the end consumer (if not paid for by the reporting company), including retail and storage (in vehicles and facilities not owned or controlled by the reporting company).

Taylor Airey's transportation and distribution of downstream products (and services) sold is conducted by electronic means (e.g. the delivery of a report via email), as such the

³ <https://www.dhl-carboncalculator.com/#/home>

emissions associated with the transportation and distribution of products sold by Taylor Airey is zero.

2.2 Baseline Year Emissions 2019

The following emissions have been calculated in accordance with the methodology contained within Section 2.1. Table 1 provides a breakdown of the baseline year emissions for 2019.

Baseline Year Emissions 2019	Total (tCO ₂ e)
Scope 1	0 [Zero] (tCO ₂ e)
Scope 2	5.45 (tCO ₂ e)
Scope 3 (Included Sources)	24.85 (tCO ₂ e) <i>Comprising:</i> <i>Category 4 – 0.01 (tCO₂e)</i> <i>Category 5 - 0.04 (tCO₂e)</i> <i>Category 6 - 23.82 (tCO₂e)</i> <i>Category 7 - 0.98 (tCO₂e)</i> <i>Category 9 - 0 [Zero] (tCO₂e)</i>
Total Emissions	30.3 (tCO₂e)

Table 1 Summary of Baseline Year Emissions 2019

3 CURRENT EMISSIONS REPORTING

The following current emissions have been calculated using the same methodology as the baseline year as defined in Section 2.1.

3.1 Current Emissions Reporting 2021

Table 2 provides a breakdown of the current reporting year emissions for 2021.

Reporting Year Emissions 2021	Total (tCO ₂ e)
Scope 1	0 [Zero] (tCO ₂ e)
Scope 2	5.45 (tCO ₂ e)
Scope 3 (Included Sources)	10.57 (tCO ₂ e) <i>Comprising:</i> <i>Category 4 – 0.01 (tCO₂e)</i> <i>Category 5 - 0.04 (tCO₂e)</i> <i>Category 6 – 10.11 (tCO₂e)</i> <i>Category 7 - 0.41 (tCO₂e)</i> <i>Category 9 - 0 [Zero] (tCO₂e)</i>
Total Emissions	16.02 (tCO₂e)

Table 2 Summary of Current Reporting Year 2021

4 EMISSIONS REDUCTION TARGETS

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets:

- We project that carbon emissions will decrease by 5.3 tCO₂e over the five year period from 30.3 tCO₂e in 2019 to 25 tCO₂e by 2024. This is a reduction of 17.5%.

In line with UK Government guidance, the actual amount of carbon reduction required will need to be recalculated periodically to validate the assumptions used in this calculation (namely energy estimates and emission factors).

5 CARBON REDUCTION PROJECTS

5.1 Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2019 baseline:

- Development and certification of our Environmental Management System to (EMS) ISO 14001

We have not been able to measure the carbon emission reduction achieved by these measures due to the impact that Covid-19 restrictions during the current reporting year have had on the operational business.

5.2 Planned Carbon Reduction Measures

In the future we will implement the following measures:

- Ongoing management of Environmental Impact through our 14001 accredited Environmental Management System;
- Maintaining staff awareness of carbon emission mitigation options and travel policies through regular training and staff meetings;
- Encouraging the use of environmentally friendly office etiquette, including turning off electrical peripherals when not in use, reducing and reusing printing paper and turning off the air conditioning system when leaving the office; and
- Conducting independent audits of the above to ensure ongoing compliance with the above measures; and
- Reinforce compliance with our travel and expenses policy that requires the use of public transport where available. The use of hire cars and private cars will only be authorised when a suitable alternative route by public transport is not available.

6 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 standard⁴ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁵.

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

⁴<https://ghgprotocol.org/corporate-standard>

⁵<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard⁶.

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

Signed on behalf of the Taylor Airey Limited

James Airey

Director

5th June 2022

⁶<https://ghgprotocol.org/standards/scope-3-standard>