



Taylor Airey Limited
Carbon Reduction Plan (CRP)
Financial Year 2023/24



Published: 30 September 2024

| TABLE OF CONTENTS | |
|--------------------------|---|
| 1 | COMMITMENT TO ACHIEVING NET ZERO.....2 |
| 2 | BASELINE EMISSIONS FOOTPRINT2 |
| 2.1 | ADDITIONAL DETAILS RELATING TO THE BASELINE EMISSIONS CALCULATION.....2 |
| 2.2 | BASELINE YEAR EMISSIONS 2019.....4 |
| 3 | CURRENT EMISSIONS REPORTING5 |
| 3.1 | CURRENT EMISSIONS REPORTING 2021.....5 |
| 4 | EMISSIONS REDUCTION TARGETS5 |
| 5 | CARBON REDUCTION PROJECTS6 |
| 5.1 | COMPLETED CARBON REDUCTION INITIATIVES6 |
| 5.2 | PLANNED CARBON REDUCTION MEASURES6 |
| 6 | DECLARATION AND SIGN OFF7 |

©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, Scope 3 emissions include the following categories:
 - 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' for the relevant year, as 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 financial year running from 1 April 2019 to 31 March 2020 (FY2019/20) 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.

We had previously considered the 2019 calendar year as our baseline year. We have taken the decision to report our emissions on a financial year to align with other company reporting activity. We have assumed that the change from calendar year to financial year has had no impact on the equivalent carbon emissions for our baseline year (i.e. our emissions for calendar year 2019 are assumed to be the same as those for FY2019/20).

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.

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>

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
- Energy requirement per square meter using the buildings Energy Performance Certificate³.

This methodology used to calculate our baseline (and subsequent) emissions differs from that used in previous reports. It uses data specific to the premises we occupy rather than an 'average office building'.

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 a distance-based method.

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 uses the average-data method and considers the following:

- 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 confidential paper waste material generated by Taylor Airey, for which we directly contract out waste management services; and
- A consideration of whether waste is likely to be disposed via recycling, incineration, or landfill.

Category 6 – Business Travel

The category considers 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.

Our calculations for this category use the distance-based method. Emissions reporting for each year uses expenses data to determine the distance covered by employees for different modes of transport. The relevant UK Government conversion factors have then been used to estimate emissions levels for each year. In comparison to the methodology used for previous reports, we have improved the way in which we process company expenses data to estimate our business travel. This has resulted in a significant change to the emissions we report for this category.

Category 7 – Employee Commuting

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

³ <https://find-energy-certificate.service.gov.uk/energy-certificate/2943-2582-5883-6756-6582>

Our calculations for this category use the distance-based method. We have estimated the distance covered by employees using different modes of transport for each year, based on employee surveys. We have then used the relevant UK Government conversion factors to estimate emissions levels.

Category 9 – Downstream transportation and distribution

This category considers transportation and distribution of products sold by Taylor Airey to our clients.

Taylor Airey produces no physical products; we provide professional services. The services we provide for our client include the creation of reports, analyses, and other documents that are distributed electronically (e.g. the delivery of a report via email). As such, the emissions associated with the transportation and distribution of products sold by Taylor Airey is zero.

2.2 Baseline Year Emissions 2019/20

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 financial year 2019/20.

| Baseline Year Emissions FY2019/20 | Total (tCO ₂ e) |
|-----------------------------------|---|
| Scope 1 | 0 [Zero] (tCO ₂ e) |
| Scope 2 | 6.978 (tCO ₂ e) |
| Scope 3 (Included Sources) | 7.736 (tCO ₂ e) <i>Comprising:</i> <i>Category 4 - 0.001 (tCO₂e)</i> <i>Category 5 - 0.044 (tCO₂e)</i> <i>Category 6 - 5.342 (tCO₂e)</i> <i>Category 7 - 2.350 (tCO₂e)</i> <i>Category 9 - 0 [Zero] (tCO₂e)</i> |
| Total Emissions | 14.714 (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

Table 2 provides a breakdown of the current reporting year emissions for the financial year 2023-24.

| Reporting Year Emissions FY 2023-24 | Total (tCO ₂ e) |
|--|---|
| Scope 1 | 0 [Zero] (tCO ₂ e) |
| Scope 2 | 5.653 (tCO ₂ e) |
| Scope 3 (Included Sources) | 8.439 (tCO ₂ e) <i>Comprising:</i> <i>Category 4 - 0.001 (tCO₂e)</i> <i>Category 5 - 0.052 (tCO₂e)</i> <i>Category 6 - 7.167 (tCO₂e)</i> <i>Category 7 - 1.218 (tCO₂e)</i> <i>Category 9 - 0 [Zero] (tCO₂e)</i> |
| Total Emissions | 14.092 (tCO₂e) |

Table 2 Summary of Current Reporting Financial Year 2023-24

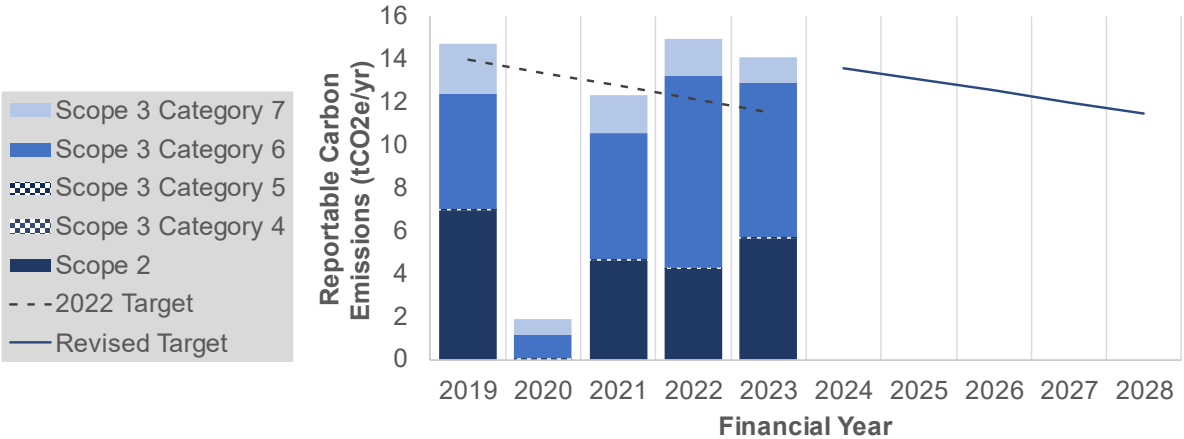
4 EMISSIONS REDUCTION TARGETS

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

- We projected that carbon emissions would decrease by 2.45 tCO₂e over the five-year period from 13.98 tCO₂e in 2019 to 11.53 tCO₂e by 2024 – a reduction of 17.5% (figures adjusted to account for re-baselining). Since setting this target, we have secured a higher proportion of work that requires domestic air business travel (e.g. to Northern Ireland), which has meant our emissions have not fallen as we would have hoped.
- We project that carbon emissions will decrease by 2.6 tCO₂e over the five-year period from 14.1 tCO₂e in 2024 to 11.5 tCO₂e by 2029 – a reduction of 18.5%.

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).

Our actual and projected carbon emissions from FY2019/20 to FY2028/29 are shown below.



We do not have employee commuting survey data for FY2022/23 and so have estimated the corresponding (Scope 3 Category 7) tCO₂e emissions for this year. We have assumed commuting travel during FY2022/23 to be the same as for FY2021/22.

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; and
- Update of our expenses system to better track the emissions associated with business travel.

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 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.

Signed on behalf of the Taylor Airey Limited

James Airey
Director
30 September 2024

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

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

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