



Energy. Managed.

Carbon Reduction Strategy

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Prepared for: Feligrace Limited

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1 Document Control

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1.1 Revision History

Date	Version	Description	Author
21/02/2022	1.0	Final Report	Tom McLeish

1.2 Contact Information

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2 Summary

This document outlines Feligrace Limited's strategy to reduce carbon emissions associated with their business operations and align with UK government targets to be Net Zero by 2050. This strategy includes baseline and current emissions, plus recommended carbon saving measures from TEAM to meet a Net Zero target. The format of the report has been designed to align with UK Government PPN-0621, including the template in Appendix

Feligrace Limited has been designing and delivering training and education programmes for a number of years, with the aim to educate and empower people to move into employment, further education or setting up their own business. Feligrace Limited currently has two full-time employees, and also employs freelance contractors for training delivery.

They occupy one building in the UK, located within Barking, London. The building has one main incoming electricity and gas supply, although no gas has been provided since at least 2019.

3 Scope of Carbon Reduction Strategy for Feligrace Limited

This CRS report will cover:

1. Scope 1 – All Direct Emissions from the activities of Feligrace Limited or under their control. Including fuel combustion on site such as gas boilers, fleet vehicles and air-conditioning leaks.
2. Scope 2 – Indirect Emissions from electricity purchased and used by Feligrace Limited. Also included are the generation or consumption of heat or steam. Emissions are created during the production of the energy and eventually used by Feligrace Limited.
3. Scope 3 – Other indirect emissions, such as the extraction and production of purchased materials and fuels, transport-related activities in vehicles not owned or controlled by the reporting entity, electricity-related activities not covered in Scope 2, outsourced activities, waste disposal, etc.
4. All buildings
5. UK

Feligrace Limited has set an organisational boundary using an Operational Control approach. The following activities are **within scope** of their CRS.

Scope 1

- Natural Gas

Scope 2

- Electricity

Scope 3

- Employee Commuting
- Waste in Operations – twice per month waste collections
- Capital Goods – IT equipment purchases
- Fuel/Other Energy – transmission & distribution losses attributed to electricity.

The following activities are **out of scope** in the CRS:

Scope 3

- Purchased Goods & Services – freelance employees (trainers)' travel to the Barking office is not currently measured and outside of Feligrace Limited's control. The purchasing of office supplies such as stationery and paper is also not currently measured.

4 Baseline Emissions

Feligrace Limited has opted to use a baseline period of 01/12/2018 – 30/11/2019, to mirror their 2019 financial year. This is the most recent historic year with good quality data, that reflects typical business operation.

During the baseline period, Feligrace is estimated to have been responsible for 7.8 tonnes of CO₂e. The majority of this is from Scope 2 emissions relating to electricity consumed at their Barking office (see Figure 1).

Tonnes of CO₂e emitted per scope

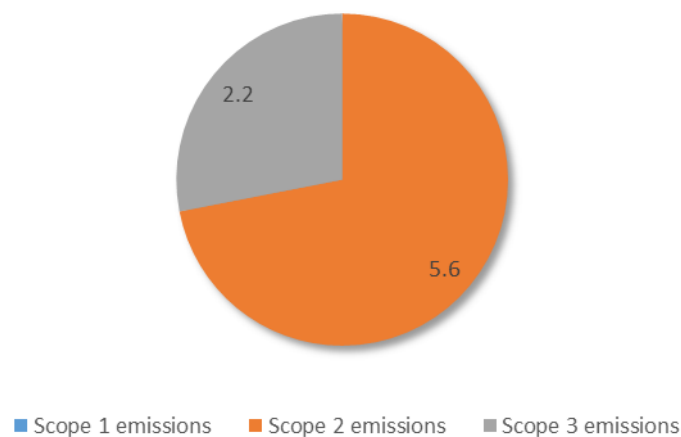


Figure 1: Breakdown of Feligrace Scope 1, 2, and 3 emissions during 2018-19 financial year

The following is a breakdown of each emission activity within the baseline period.

EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0
Scope 2	5.6
Scope 3	2.2
Total Emissions	7.8

Table 1: Breakdown of Feligrace Scope 1, 2, and 3 emissions during 2018-19 financial year

5 Carbon Reduction Targets

In the latest financial year, 2020-21, Feligrace Limited were responsible for 5.1 tCO₂e (see Figure 2). This is a reduction of 10% compared to the baseline period.

Tonnes of CO₂e emitted per scope

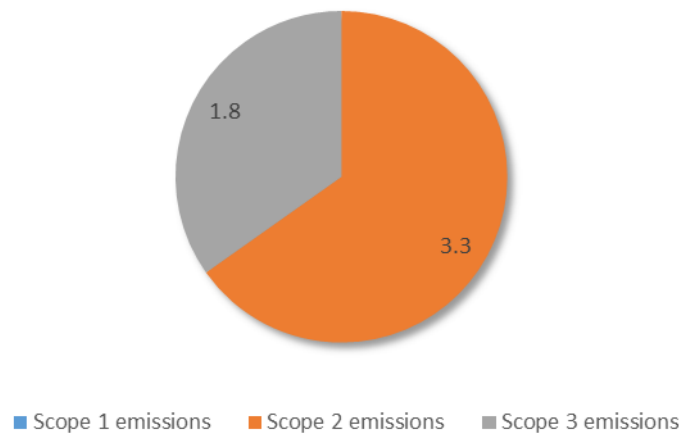


Figure 2: Breakdown of Feligrace Scope 1, 2, and 3 emissions during 2020-21 financial year

Feligrace Limited can commit to meeting the UK Government's aims to be Net Zero by 2050. This can be done by conducting the following reduction measures.

- Employee commuting reductions by switching to public transport or more energy efficient vehicles
- Purchasing of only refurbished or locally-manufactured capital goods (IT equipment) – IT equipment is currently purchased from a local IT services shop, which is within walking distance of Feligrace Limited's office. Purchasing refurbished laptops or UK-produced IT equipment will significantly reduce the carbon footprint related to the material processing and transport of capital goods received by Feligrace.
- Utilising waste recycling – sending more waste to recycling rather than landfill
- Improving energy efficiency in the office – as the UK National Grid decarbonises, carbon emissions from the electricity used in the office are expected to decrease year-on-year. Simultaneously, electricity consumption can be reduced by undertaking a building energy survey to determine energy wastage and ensure effective energy management principles are in place. This could identify energy savings through improvements to the building fabric, behaviour change of building users, or the install of more efficient heating, lighting, or cooling equipment.
- Renewable electricity generation – if possible, install solar PV on roof space or enter into a Power Purchase Agreement to purchase 100% renewable electricity.

6 Methodology

Using the appropriate figures provided by The Department for Business, Energy and Industrial Strategy (BEIS) and The Department for Environment, Food and Rural Affairs (DEFRA), TEAM were able to convert the usable data into Tonnes of Carbon Dioxide equivalent (tonnes of CO₂e).



In line with the aforementioned scope of the CRS report, the data from the sources listed previously were categorised into Scope 1, Scope 2 and Scope 3 emissions.

As we were unable to obtain data covering the entirety of either the baseline or most recent financial year period, estimations have been made to apportion the provided data. These estimations were made for each emission scope, and method can be followed within separate backing data *Feligrace – CRS Emissions Calculations 2021* Excel workbook.

7 Appendix

7.1 PPN-0621 Template

Carbon Reduction Plan Template

Supplier name: Feligrace Limited

Publication date: 21/02/2022

- **Commitment to achieving Net Zero**
- **Feligrace Limited** is committed to achieving Net Zero emissions by 2050.
- **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.

Baseline Year: FY 2019 (01/12/2018 – 30/11/2019)	
Additional Details relating to the Baseline Emissions calculations.	
<i>This is Feligrace Limited's first year of calculating baseline emissions</i>	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0
Scope 2	5.6
Scope 3 (Included Sources)	2.2
Total Emissions	7.8

Current Emissions Reporting

Reporting Year: FY 2021 (01/12/2020 – 30/11/2021)	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0
Scope 2	3.3
Scope 3 (Included Sources)	1.8
Total Emissions	5.1

● Emissions reduction targets

● Feligrace Limited has begun its carbon reduction strategy in 2022 and will put in place the following targets to ultimately achieve Net Zero.

● We project that carbon emissions will decrease over the next five years to **3.4** tCO₂e by 2027. This is a reduction of **56%** to baseline.

● By 2030, we project that carbon emissions will decrease to **1.5** tCO₂e, following improvements to waste disposal, building energy efficiency, and capital goods purchasing. A Power Purchase Agreement or owned renewable electricity generation source is expected to reduce electricity-related emissions further. This is a reduction of **80%** to baseline.

● We project that carbon emissions will decrease to near **0** tCO₂e by 2034, following expected Transport for London public transport decarbonisation targets.

● Progress against these targets can be seen in the graph below:

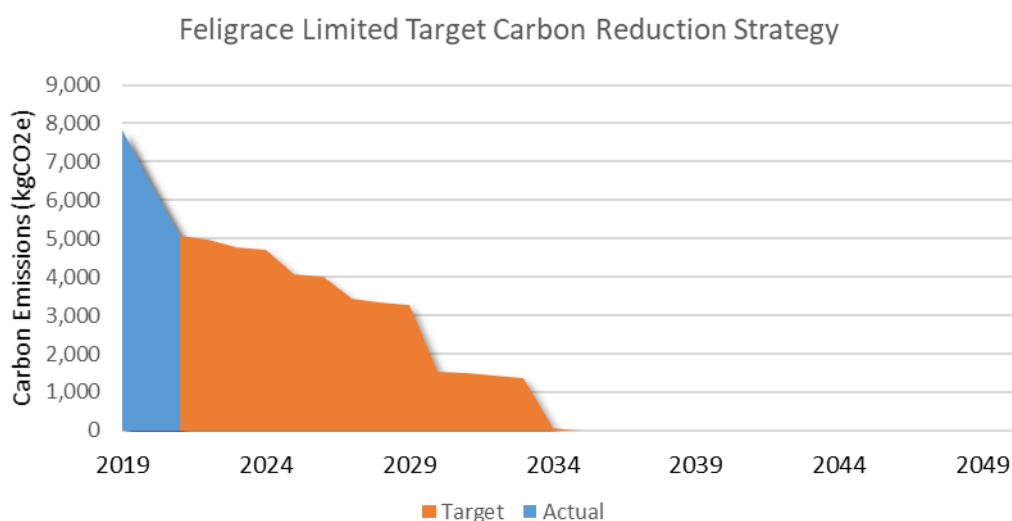


Figure 3: Feligrace Target Carbon Reduction Strategy performance

- **Carbon Reduction Projects**

- **Completed Carbon Reduction Initiatives**

The main environmental management measure implemented since the 2019 baseline is the reduction to office occupancy due to the COVID-19 pandemic, and a continued hybrid approach since working from home restrictions have been lifted. This has resulted in a decrease in electricity-related emissions since March 2020.

The carbon emission reduction achieved by this measure equates to **2.7tCO₂e**, a **35%** reduction against the 2019 baseline.

In the future we hope to implement further measures such as:

- *Employee commuting reductions by switching to public transport or more energy efficient vehicles*
- *Purchasing of only refurbished or locally-manufactured capital goods (IT equipment)*
- *Implementing waste recycling*
- *Improving energy efficiency in the office*
- *Renewable electricity generation/Power Purchase Agreement.*

- **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 standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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) Standard³.

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

- **Signed on behalf of the Supplier:**

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Date:

¹ <https://ghgprotocol.org/corporate-standard>

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

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

7.2 Data tables

FY 2019 backing data is as follows:

Scope 2 kWh		Electricity (kWh)	Scope 2 CO ₂ e		kgs	tonnes
Month 1	Dec-18		Month 1	Dec-18		
Month 2	Jan-19		Month 2	Jan-19		
Month 3	Feb-19		Month 3	Feb-19		
Month 4	Mar-19		Month 4	Mar-19		
Month 5	Apr-19		Month 5	Apr-19		
Month 6	May-19		Month 6	May-19		
Month 7	Jun-19		Month 7	Jun-19		
Month 8	Jul-19		Month 8	Jul-19		
Month 9	Aug-19		Month 9	Aug-19		
Month 10	Sep-19		Month 10	Sep-19		
Month 11	Oct-19		Month 11	Oct-19		
Month 12	Nov-19		Month 12	Nov-19		
Total		21,997	Total		5,622.3	5.6

Scope 3 capital goods		spend	Scope 3 CO ₂ e		kgs	tonnes
Month 1	Dec-18		Month 1	Dec-18		
Month 2	Jan-19		Month 2	Jan-19		
Month 3	Feb-19		Month 3	Feb-19		
Month 4	Mar-19		Month 4	Mar-19		
Month 5	Apr-19		Month 5	Apr-19		
Month 6	May-19		Month 6	May-19		
Month 7	Jun-19		Month 7	Jun-19		
Month 8	Jul-19		Month 8	Jul-19		
Month 9	Aug-19		Month 9	Aug-19		
Month 10	Sep-19		Month 10	Sep-19		
Month 11	Oct-19		Month 11	Oct-19		
Month 12	Nov-19		Month 12	Nov-19		
Total		250	Total		0.7	0.0007

Scope 3 employee commuting		miles	Scope 3 CO ₂ e		kgs	tonnes
Month 1	Dec-18		Month 1	Dec-18		
Month 2	Jan-19		Month 2	Jan-19		
Month 3	Feb-19		Month 3	Feb-19		
Month 4	Mar-19		Month 4	Mar-19		
Month 5	Apr-19		Month 5	Apr-19		
Month 6	May-19		Month 6	May-19		
Month 7	Jun-19		Month 7	Jun-19		
Month 8	Jul-19		Month 8	Jul-19		
Month 9	Aug-19		Month 9	Aug-19		
Month 10	Sep-19		Month 10	Sep-19		
Month 11	Oct-19		Month 11	Oct-19		
Month 12	Nov-19		Month 12	Nov-19		
Total		5,040	Total		1,680.7	1.7

Scope 3 transmission & distrib		kWh	Scope 3 CO ₂ e		kgs	tonnes
Month 1	Dec-18		Month 1	Dec-18		
Month 2	Jan-19		Month 2	Jan-19		
Month 3	Feb-19		Month 3	Feb-19		
Month 4	Mar-19		Month 4	Mar-19		
Month 5	Apr-19		Month 5	Apr-19		
Month 6	May-19		Month 6	May-19		
Month 7	Jun-19		Month 7	Jun-19		
Month 8	Jul-19		Month 8	Jul-19		
Month 9	Aug-19		Month 9	Aug-19		
Month 10	Sep-19		Month 10	Sep-19		
Month 11	Oct-19		Month 11	Oct-19		
Month 12	Nov-19		Month 12	Nov-19		
Total		21,997	Total		477.3	0.5

Scope 3 waste in operations		tonnes	Scope 3 CO ₂ e		kgs	tonnes
Month 1	Dec-18	0.03	Month 1	Dec-18	3.0	0.0
Month 2	Jan-19	0.03	Month 2	Jan-19	3.0	0.0
Month 3	Feb-19	0.03	Month 3	Feb-19	3.0	0.0
Month 4	Mar-19	0.03	Month 4	Mar-19	3.0	0.0
Month 5	Apr-19	0.03	Month 5	Apr-19	3.0	0.0
Month 6	May-19	0.03	Month 6	May-19	3.0	0.0
Month 7	Jun-19	0.03	Month 7	Jun-19	3.0	0.0
Month 8	Jul-19	0.03	Month 8	Jul-19	3.0	0.0
Month 9	Aug-19	0.03	Month 9	Aug-19	3.0	0.0
Month 10	Sep-19	0.03	Month 10	Sep-19	3.0	0.0
Month 11	Oct-19	0.03	Month 11	Oct-19	3.0	0.0
Month 12	Nov-19	0.03	Month 12	Nov-19	3.0	0.0
Total		0.36	Total		35.9	0.036

Table 2: Breakdown by emissions source of Feligrace Scope 1, 2, and 3 emissions during 2018-19 financial year

FY2021 backing data is as follows:

Scope 2 kWh		Electricity (kWh)	Scope 2 CO ₂ e	kgs	tonnes
Month 1	Dec-20		Month 1	Dec-20	
Month 2	Jan-21		Month 2	Jan-21	
Month 3	Feb-21		Month 3	Feb-21	
Month 4	Mar-21		Month 4	Mar-21	
Month 5	Apr-21		Month 5	Apr-21	
Month 6	May-21		Month 6	May-21	
Month 7	Jun-21		Month 7	Jun-21	
Month 8	Jul-21		Month 8	Jul-21	
Month 9	Aug-21		Month 9	Aug-21	
Month 10	Sep-21		Month 10	Sep-21	
Month 11	Oct-21		Month 11	Oct-21	
Month 12	Nov-21		Month 12	Nov-21	
Total		15,573	Total	3,306.6	3.3

Scope 3 capital goods	spend	Scope 3 CO ₂ e	kgs	tonnes	
Month 1	Dec-20		Month 1	Dec-20	
Month 2	Jan-21		Month 2	Jan-21	
Month 3	Feb-21		Month 3	Feb-21	
Month 4	Mar-21		Month 4	Mar-21	
Month 5	Apr-21		Month 5	Apr-21	
Month 6	May-21		Month 6	May-21	
Month 7	Jun-21		Month 7	Jun-21	
Month 8	Jul-21		Month 8	Jul-21	
Month 9	Aug-21		Month 9	Aug-21	
Month 10	Sep-21		Month 10	Sep-21	
Month 11	Oct-21		Month 11	Oct-21	
Month 12	Nov-21		Month 12	Nov-21	
Total		250	Total	0.5	0.0005

Scope 3 employee commuting	miles	Scope 3 CO ₂ e	kgs	tonnes	
Month 1	Dec-20		Month 1	Dec-20	
Month 2	Jan-21		Month 2	Jan-21	
Month 3	Feb-21		Month 3	Feb-21	
Month 4	Mar-21		Month 4	Mar-21	
Month 5	Apr-21		Month 5	Apr-21	
Month 6	May-21		Month 6	May-21	
Month 7	Jun-21		Month 7	Jun-21	
Month 8	Jul-21		Month 8	Jul-21	
Month 9	Aug-21		Month 9	Aug-21	
Month 10	Sep-21		Month 10	Sep-21	
Month 11	Oct-21		Month 11	Oct-21	
Month 12	Nov-21		Month 12	Nov-21	
Total		7,084	Total	1,303.5	1.3

Scope 3 transmission & distribution	kWh	Scope 3 CO ₂ e	kgs	tonnes	
Month 1	Dec-20		Month 1	Dec-20	
Month 2	Jan-21		Month 2	Jan-21	
Month 3	Feb-21		Month 3	Feb-21	
Month 4	Mar-21		Month 4	Mar-21	
Month 5	Apr-21		Month 5	Apr-21	
Month 6	May-21		Month 6	May-21	
Month 7	Jun-21		Month 7	Jun-21	
Month 8	Jul-21		Month 8	Jul-21	
Month 9	Aug-21		Month 9	Aug-21	
Month 10	Sep-21		Month 10	Sep-21	
Month 11	Oct-21		Month 11	Oct-21	
Month 12	Nov-21		Month 12	Nov-21	
Total		15,573	Total	292.6	0.3

Scope 3 waste in operations	tonnes	Scope 3 CO ₂ e	kgs	tonnes		
Month 1	Dec-20	0.03	Month 1	Dec-20	14.0	0.0
Month 2	Jan-21	0.03	Month 2	Jan-21	14.0	0.0
Month 3	Feb-21	0.03	Month 3	Feb-21	14.0	0.0
Month 4	Mar-21	0.03	Month 4	Mar-21	14.0	0.0
Month 5	Apr-21	0.03	Month 5	Apr-21	14.0	0.0
Month 6	May-21	0.03	Month 6	May-21	14.0	0.0
Month 7	Jun-21	0.03	Month 7	Jun-21	14.0	0.0
Month 8	Jul-21	0.03	Month 8	Jul-21	14.0	0.0
Month 9	Aug-21	0.03	Month 9	Aug-21	14.0	0.0
Month 10	Sep-21	0.03	Month 10	Sep-21	14.0	0.0
Month 11	Oct-21	0.03	Month 11	Oct-21	14.0	0.0
Month 12	Nov-21	0.03	Month 12	Nov-21	14.0	0.0
Total		0.36	Total		168.1	0.168

Table 3: Breakdown by emissions source of Feligrace Scope 1, 2, and 3 emissions during 2020-21 financial year