



Business Impact assessment Carbon footprint reduction Plan

Business impact assessment completed as first stage

Scope 1

Company Facilities: we are tenants in buildings managed by the CP Holdings Ltd , this data will be reported by the Landlord in their annual reports and will be excluded from this to avoid double reporting. (Attached Latest report from Landlord)

Company Vehicles: we do not have any company vehicles, so there are no emissions from this category included in our emissions data

Scope 2

Purchased electricity, steam, heating, and cooling for own use: we do not purchase any of the energy needed for our buildings as they are all leased and are covered by the landlord.

Scope 3

Category 4 and 9 upstream and downstream distribution

As Phoenix resourcing services Ltd is an administration-based business, we do not purchase or sell any goods, so we cannot report any figures against categories 4 and 9.

Category 5 waste generated in operations

We do not have specific data on the waste generated as an organisation as this is managed through the lease arrangements as part of the building operations, but we do generate waste through employee printing and other materials. Waste includes plastic non-recyclable cups and can even include lunch-time related rubbish. We plan to address these areas through behaviour changes in the Strategies for Carbon Reduction.

Category 6 business travel

Business travel is not measured we use Teams and webinars to communicate due to the nature of the business and the changes made to operating process during the covid-19 lockdown

CO2 Greenhouse gas (GHG) emissions: official business travel expenditure on official business travel Not currently Measured



Category 7 employee commuting

For the base year of 2021/2022, we do not have any firm data on how employees were travelling into their office. To calculate an estimated figure for the financial year 2021, we have taken the number of employees, their working pattern such as part time or full time and taken account of annual leave and bank holidays.

For employees, there are 261 working days per year which reduces to an average of 228 working days per full time employee when accounting for annual leave and Bank Holidays. We calculated this figure for the average [UK commute of a return trip being 16.8 miles](#). The average UK car emissions [are approximately 196.94 grams per mile](#). This brings in a total estimated figure of 578.791 tCO₂e.

It is accepted that this does not include travel to offices by train, tube, bus, or other forms of transport. Detailed below in the section 'Strategies for Carbon Reduction' are plans for how we can monitor commuting emissions and report an accurate figure in future years.

Baseline year emissions: FY 2021/2022

Emissions	Total (tCO ₂ e)
Scope 1	Zero, rationale detailed
Scope 2	Zero, rationale detailed
Scope 3 (Included sources)	Category 4 Zero, rationale detailed above
	Category 5 Zero, rationale detailed above


Emissions
Total (tCO₂e)

 Category 6 Zero, rationale detailed

 Category 7 578.791

 Category 9 Zero, rationale detailed above

Total emissions

 578.791

3.6 Current year: FY 2021/2022
Additional details about the baseline emissions calculations

For 2020/21, the global Covid-19 pandemic meant that almost all of our staff worked from home for the entire financial year. The next reporting year of 2021/22 will also show a slight change, but we believe that 2022/23 data will be more accurate in how our emissions reduction journey will continue.

For the current reporting year FY 2021/22 Scopes 1, 2 and 3 will be the same as the baseline year reporting.

Additional information is for Category 6 and 7 of Scope 3 as detailed below to cover business changes brought on from the pandemic.



Category 6 business travel

Business travel isn't tracked. We recognise that this year's footprint is an anomaly and does not represent standard business as usual activity.

CO2 Greenhouse gas (GHG) emissions: official business travel expenditure on official business travel:

Type of travel	Tonnes CO2e
Official travel: Road	1
Official travel: Rail	0
Official travel: Air	0
Total GHG emissions	1

Category 7 employee commuting

For the current reporting year of 2021/22, we have no firm data on how employees were travelling into their office. With the onset of lockdown from March 2020 and the reduced return to the offices, calculating the employee commute figures is still affected due to the current situation of home working. It has been estimated that only 10 employees did visit an office, so for this section on the report we have calculated 10 employees for 20 days each in total for the year.

We then calculated this figure with the average UK commute of a return trip 16.8 miles and the average UK car emissions of 196.94 grams per mile to bring in a total estimated figure of



0.661 tCO₂e, this figure is unnaturally lower than the base year due to the unique working environment caused by the pandemic lockdown.

4. Strategies for carbon reduction

The carbon reduction opportunities in this plan, once fully implemented, will reduce PRS GHG emissions each year in line to achieve net zero emissions by 2050.

The areas for concentrated reduction strategies are as follows:

4.1 Business travel

Evaluate and, where possible, adopt means of reducing business travel, including continued use of video conferencing, to achieve sustainable long-term reduction of emissions that will be reported annually.

4.2 Employee commuting

We will continue to maintain a Smarter Working culture for all employees to reduce the amount of business travel and commuting for our colleagues, helping to reduce our CO₂ emissions.

From 2021/22

"Smarter Working supported by the Home working Strategy will future proof PRS offices whilst enabling our employees to make the right decisions about where and how they work whilst making the best use of our workplaces and technology. It improves productivity through a focus on outputs rather than presenteeism and supports the reduction of our carbon footprint by reducing unnecessary travel".

4.3 Communication

We will work with key partners and other stakeholders to achieve a better understanding of our emission contributions in the energy usage and waste emission categories. Even with these categories being out of our direct control, we will apply pressure to the contracting authorities to push towards emission reductions, including directly with our building landlords.

4.4 Employee learning and behaviour change

A program will be created over the next 12 months to raise the environmental awareness for all PRS employees, contractors, and interns.

Working with all employees, we will encourage better energy use and reduced waste. During the pandemic for example, while the majority of employees were working from home, it highlighted how printing is not as essential as previously thought to our business operations



as part of our daily work lives, and we will aim to maintain this as a goal for a more paperless office.

Since April 2020, the PRS team has taken considerable steps to reduce the amount of paper-based literature used at both internal and external correspondence this include using Teams Web applications with a shared drive for paper storage.

4.5 Leadership

The Board of PRS has given, and will continue to give, its full support to this carbon reduction programme and the team required to achieve PRS Net Zero ambitions.

The Board will lead by example, by modelling best practice behaviours in carbon reduction wherever possible, by helping to push for and then implementing changes, along with arranging for specific sub-project funding if and when needed.

4.6 Declaration and sign off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standards for Carbon Reduction Plans.

Emissions have been recorded in accordance with the standard for Carbon Reduction Plans GHG Protocol corporate standard and uses the appropriate government emission conversion factors for greenhouse gas company reporting.

Scope 1 and Scope 2 emissions have been recorded.

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

Name: Mr. Richard Snarey

Position: Director

Signed: A blue DocuSigned signature box containing the handwritten name 'Kik Snarey' and the alphanumeric string 'A0D028AFA183443...' below it.

Date: 21st November 2022

Signed on behalf of Phoenix Resourcing Services Ltd: