



## Actica Carbon Reduction Plan

ACTICA/OV009D075-2.0

Ellie Fradgley

21 November 2022

## List of Contents

<b>1</b>	<b>Carbon Reduction Plan</b>	<b>3</b>
<b>2</b>	<b>Commitment to achieving Net Zero</b>	<b>3</b>
<b>3</b>	<b>Baseline Emissions Footprint</b>	<b>3</b>
<b>4</b>	<b>Current Emissions Reporting</b>	<b>4</b>
<b>5</b>	<b>Emissions reduction targets</b>	<b>5</b>
<b>6</b>	<b>Carbon Reduction Projects</b>	<b>6</b>
<b>7</b>	<b>Declaration and Sign Off</b>	<b>7</b>

---

## Release Version

Release No	Author	Date Issued	Reason
1.0	NJH	15/11/2021	First Issue
1.1	ELF	21/11/2022	Draft: Updated for period 30 June 2021 – 1 July 2022
2.0	ELF	25/11/2022	Updated for period 30 June 2021 – 1 July 2022

---

## 1 Carbon Reduction Plan

1.1 Supplier name : Actica Consulting Ltd.

1.2 Publication date : 21 November 2022

## 2 Commitment to achieving Net Zero

2.1 Actica Consulting Ltd is committed to achieving Net Zero emissions no later than 2030.

## 3 Baseline Emissions Footprint

3.1 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.

3.2 Our Baseline includes all seven greenhouse gases named by the Kyoto Protocol:

- a. Carbon Dioxide (CO<sub>2</sub>)
- b. Hydrofluorocarbons (HFCs)
- c. Methane (CH<sub>4</sub>)
- d. Nitrous Oxide (N<sub>2</sub>O)
- e. Nitrogen Trifluoride (NF<sub>3</sub>)
- f. Perfluorocarbons (PFCs)
- g. Sulphur Hexafluoride (SF<sub>6</sub>)

3.3 Our emissions are calculated in Tonnes of carbon dioxide equivalent (CO<sub>2</sub>e) using the appropriate conversion factors published by BEIS<sup>1</sup> for the relevant years.

---

<sup>1</sup> <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

3.4 Actica’s GHG emissions reporting is aligned to our financial year, which is July to June.

Baseline Year: 2018/2019	
Additional Details relating to the Baseline Emissions calculations:  Our baseline year is set to 2018/19. Our emissions inventory covers all measurable Scope 1 and 2 emissions together with the Scope 3 categories 4,5,6,7 and 9.  Baseline year emissions:	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	0.75tCO <sub>2</sub> e
Scope 2	10.64tCO <sub>2</sub> e
Scope 3 [Categories 4,5,6,7 and 9]	Upstream transportation and distribution: 1.05 tCO <sub>2</sub> e. Waste generated in operations: 0.17 tCO <sub>2</sub> e. Business travel: 69.37 tCO <sub>2</sub> e. Employee commuting: 29.20 tCO <sub>2</sub> e. Downstream transportation and distribution: 0.00 tCO <sub>2</sub> e.  TOTAL Scope 3: 99.79tCO <sub>2</sub> e
Total Emissions	111.18tCO <sub>2</sub> e (Average number of employees 85)

## 4 Current Emissions Reporting

Reporting Year: 2021/2022 (July 2021 to June 2022)	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	0.75tCO <sub>2</sub> e
Scope 2	6.60tCO <sub>2</sub> e

Scope 3 [Categories 4,5,6,7 and 9]	Upstream transportation and distribution: 0.10tCO2e. Waste generated in operations: 0.08tCO2e. Business travel (expenses): 64.96tCO2e. Business travel (additional): 21.76tCO2e. Employee commuting: 9.57tCO2e. Downstream transportation and distribution: 0.00tCO2e.  TOTAL Scope 3: 96.47tCO2e
Total Emissions	103.82tCO2e (Average number of employees 140)

## 5 Emissions reduction targets

5.1 In order to continue our progress to achieving Net Zero by 2030, we have set a target for reducing our carbon footprint from 2018/19 to 2023/24. That target is to reduce the net emissions from the 2018/2019 baseline by 40% by 2024. We project that carbon emissions will therefore decrease over the five years to 2023/24 to 64.86tCO2e.

5.2 Progress against this target can be seen in the graph below. Years relate to company FYs which are 6 months out of phase with calendar years. Note that the Covid 19 pandemic caused a decrease in emissions for 2019/2020 and 2020/2021 as WFH was enforced by both Actica and clients.

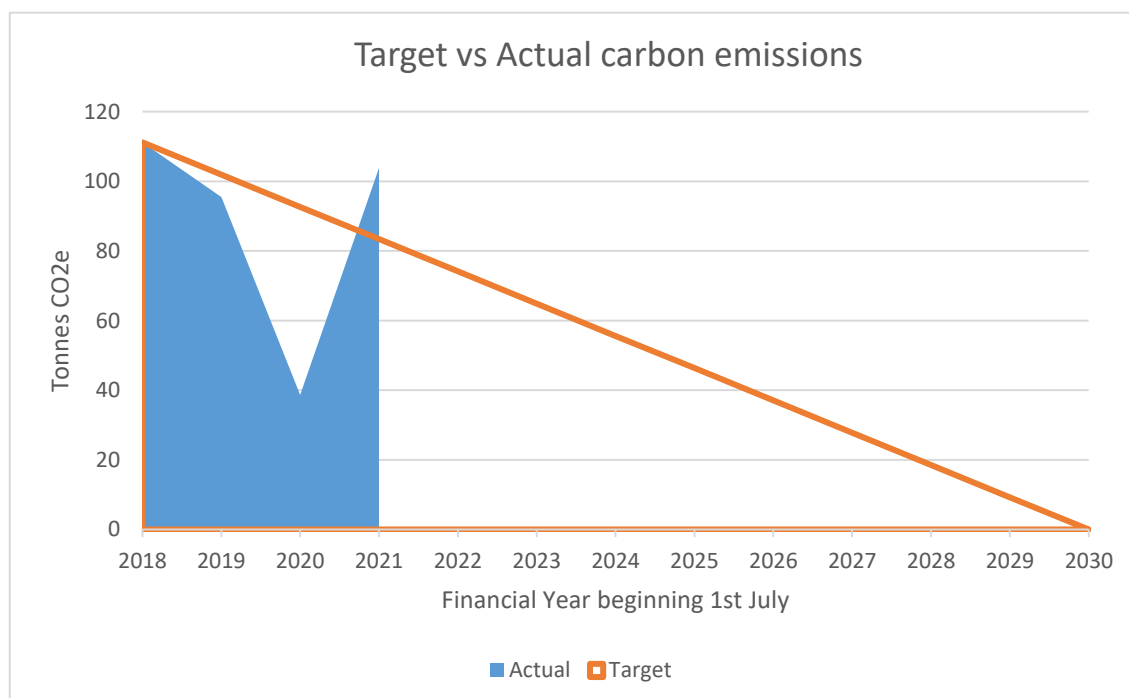


Figure 1 – Estimated emissions.

---

## 6 Carbon Reduction Projects

- 6.1 The following environmental management measures and projects have been completed or implemented since the 2018/19 baseline.
- a. Our environmental management system is UKAS certified to ISO 14001 and is audited annually. It focuses on objectives and actions in the areas that are under the company's control and will have the most significant environmental impact in the short and long term.
  - b. Provided improved remote working IT facilities to reduce the need for commuting and business travel.
  - c. Introduced processes and procedures to allow effective collaborative remote working, including a 'remote where feasible' preference for internal meetings, external training and conferences.
  - d. Offset the carbon emissions for some projects.
  - e. Promoted the use of transport means that have low environmental impact (e.g., provided a cycle-to-work scheme that enables staff to purchase bikes for commuting use).
- 6.2 The carbon emission reduction achieved by these schemes equate to 7.36tCO<sub>2</sub>, a 7% reduction against the 2018/19 baseline. It should be noted that the company has also grown since 2018/19, from an average of 82 in 2018/19 to 122 in 2021/22.
- 6.3 As well as these initiatives the decrease in the baseline position has also been due to reduced travel and low office occupancy during the COVID-19 pandemic. We remain confident, however, that our current and future environmental impact reduction initiatives will enable us to achieve net zero well in advance of 2050.
- 6.4 In the future we will implement further measures which will continue to drive down emissions. These measures include:
- a. Continue to build awareness within the company and our clients of the impact of their decisions on our path to net zero.
  - b. Procuring 100% renewable energy for our offices – switch office energy to a fully renewable tariff in 2024 (when our current contract allows).
  - c. Reducing business travel by air, road and rail by encouraging remote working for company activities where feasible.
  - d. Exploring ways to support employees to switch to electric vehicles, including requesting Surrey Research Park to implement additional electric vehicle charging points, exploring the possibility of salary sacrifice electric car leasing and increasing the limit on our Cycle to Work Scheme to £5000.
  - e. Offsetting emissions from a larger percentage of our projects.
  - f. Working with our suppliers to encourage them to set their own carbon reduction targets.
  - g. Investigate installing a plumbed-in water filter to reduce the use of single-use plastics in the Actica office.

- 
- h. Adopt a 're-use and repair where feasible' preference for office equipment.

## 7 Declaration and Sign Off

- 7.1 This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.
- 7.2 Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard<sup>2</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>3</sup>.
- 7.3 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) Standard<sup>4</sup>.
- 7.4 This Carbon Reduction Plan has been reviewed and signed off by the board of directors.

Signed on behalf of Actica Consulting:

*Michael Murphy*

Managing Director, Actica Consulting Limited

Date: 20/12/2022

---

<sup>2</sup> <https://ghgprotocol.org/corporate-standard>

<sup>3</sup> <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

<sup>4</sup> <https://ghgprotocol.org/standards/scope-3-standard>