

Pennington Choices

Greenhouse Gases Inventory Report

November 2022

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Version Control

Date	Version	Description
18/07/2022	V0.1	JB Draft Report
03/11/2022	V1.0	JB Final Report

1. Introduction

1.1. Organisational Overview

1.1.1. Pennington Choices provides property surveying and consultancy services to organisations nationwide. We have a wealth of experience working with more than 500 public and private sector organisations across social housing, NHS, education, retail, rail, police, and local authorities over the past 21 years. Our breadth of services is unique and provides a cost and time-effective solution to our clients.

1.1.2. The services we provide are summarised below and are a mix of consulting, professional, service delivery, and outsourced activities.

- Professional building and quantity surveying services
- Asbestos surveying, monitoring and laboratory analysis
- Property asset and facilities management, project, and procurement management
- Energy efficiency, energy performance assessments
- Fire risk assessment and consultancy
- Property compliance services including gas and electrical auditing
- Expert training

1.1.3. We develop lasting professional relationships and partnerships with all our clients. We do this by helping them to meet their strategic objectives by adding real value to organisations and projects. Many of our long-term clients are contractors, social housing organisations, local authorities, health and social care organisations, private landlords, homeowners, and education providers.

1.1.4. Pennington Choices employs circa 130 employees currently (accurate at the time of writing) with a turnover of £10,755,472 for the period of this report, 2021-2022.

1.2. Organisational Objectives and Goals

1.2.1. Pennington Choices objectives in estimating its operational greenhouse gas emissions inventory are:

- **Organisationally** - Define our Greenhouse Gases emissions and the impact we have on the environment.
- **Environmental** – Reduce our impact on the environment.
- **Climate Change** – Reduce our operational emissions today, and as part of our long-term growth strategy.
- **Emissions** – Identify efficient measures to reduce our Greenhouse Gas emissions which are sustainable and manageable.
- **Carbon offset** – To inform decisions on how and to what level we will offset carbon emissions to achieve carbon neutrality.

1.2.2. As an organisation Pennington Choices has made the commitment to reduce its current Greenhouse Gas (GHG) emissions and set a challenging but achievable target of becoming Carbon Neutral by 2030. This will serve as a bases for Pennington Choices to then work towards NetZero and look at progressing to positively impacting our environment (Climate positive).

1.2.3. The purpose of this commitment supports our wider business goals in adopting the United Nations 17 Sustainable Development Goals (SDGs) which is a blueprint for peace and prosperity for people and the planet, now and into the future.

1.2.4. This planning document acts as our first step to become Carbon Neutral by ensuring we understand our current environmental impact as an organisation. Undertaking the ISO 14064 GHG Verification will provide us with a level of assurance around what we calculate our GHG emissions to be and allow us to set meaningful targets and objectives during 2022/23 and beyond.

1.2.5. The 2021/2022 financial year acts as our baseline year for the purposes of GHG Emission reporting and will serve as our data source for any future GHG strategies and policies moving forward.

1.2.6. Following the successful ISO 14064 verification the baseline data will be used to inform and develop the Pennington Choices Environmental Strategy.

1.3. Roles & Responsibilities

1.3.1. The following table outlines the roles and responsibilities that have been assigned in the calculation of Pennington Choices GHG Emissions, as well as the production of the GHG Emissions Inventory. Note that multiple people or a group can be responsible for a single role and that a single person can be responsible for more than one role.

Responsible Person / Role	Responsibilities
Becky Edwards / Business Support Manager	Collation and formatting of base data from the various sources across the organisation. This includes but not limited to, information from landlords, internal staff, associates, and utility companies.
Tom Wilkinson / Consultant	Undertaking of the GHG calculation in line with UK Emission Factors and in line with the GHG Protocol. Production of the GHG Emissions for the organisation.
Jordan Brown / Senior Consultant	Organisational lead on GHG, providing operational support to the collation of data, as well as the GHG calculation. Responsibility to produce the GHG Planning Report and GHG Emission Inventory Report for Pennington Choices. Operational point of contact for the ISO 14064 verification.
Becky Crook / Corporate Services Director	Senior Director acting as project sponsor and operational support in coordinating data collection and strategic direction.
Board	Organisational leadership providing support and oversight. Final sign-off on GHG Planning Document and GHG Emissions Inventory Report. Organisational decision makers on strategy and direction.

1.3.2. Alongside the above roles and responsibilities there is a current GHG Working Group that has helped shape and inform our current position as an organisation and ensure we are capturing all emission sources. This group is made up of staff members across various departments:

- Senior Consultant – Jordan Brown
- Business Support Manager – Becky Edwards
- Consultant – Tom Wilkinson
- Planning and Performance Director – Kerry Kelly
- Head of Projects – Paul Leadbitter
- Framework Coordinator – George Franklin

1.3.3. Within Pennington Choices there is already an established ISO Working Group. This group is responsible for ensuring adherence to ISOs across the organisation and acts as an audit function so that we can evidence how we comply with the relevant ISO's. They also ensure any cross-cutting themes or best practice across the organisation is shared and implemented. Following the successful attainment of ISO 14064 this group will assume the same responsibility for this verification standard.

1.3.4. Ultimately all staff will be responsible for adhering to the guidance and instruction from the organisation, and ensure they record and collate data in a manner that will feed in to the GHG calculation.

1.4. Intended Use

1.4.1. This GHG Inventory Report will serve as our first step to understand what our current environmental impact is, and our level of GHG emissions.

1.4.2. It will work as our base year document to inform the organisations Environmental Strategy, and any future linked services.

1.4.3. The report and its future iterations will serve to hold Pennington Choices accountable for the GHG it produces during its business activities.

1.4.4. It will also serve as our annual review document against our targets / objectives for the year, as well as our base document for setting the following years targets / objectives.

1.4.5. Finally, it will act as a progress document measuring our year-on-year emissions against our base year and overarching Environmental Strategy.

1.5. Intended Users

- 1.5.1. The document is designed to be used and understood by all staff within Pennington Choices.
- 1.5.2. Publication of the document will also be used to help support future tender and procurement exercises and be provided to potential clients and frameworks for review.

1.6. Policy

- 1.6.1. Currently Pennington Choices does not have a policy in relation to GHG, or the reporting of these. This base year assessment and calculation will be used to inform the future direction of the organisation in relation to its GHG and emissions. A future decision following this piece of work is to understand if a policy is required, and if so, this will be developed over the coming 12 months.

1.7. Dissemination of Report

- 1.7.1. This GHG Inventory Report and the GHG Planning Report will be held on our shared drive where there is access for all staff members.
- 1.7.2. Both reports will be shared with our organisations board for agreement and sign-off.
- 1.7.3. Key messages, details and our overall emissions will be shared with staff following the verification. Information will also be included in our weekly all staff newsletter 'Pennington in a Flash'.
- 1.7.4. The report will be used and provided as a part of our key documentation for clients on new contracts, as well as our bid submissions on to key procurement frameworks.
- 1.7.5. We will hold a copy of this report and our commitment to carbon neutrality on our website for the public to observe.

1.8. Reporting

- 1.8.1. Pennington Choices will report annually on our GHG emissions in line with the requirement of ISO 14064-1 and will undertake the steps necessary for third-party verification.
- 1.8.2. The GHG Planning Report & GHG Inventory Report will be reviewed, developed, and produced annually for the organisation. Both documents will be circulated to the Pennington Choices Board for approval and sign-off each year.
- 1.8.3. A timetable of production dates will be created upon successful verification of ISO 14064, this document will fall in line with our financial year and be produced during subsequent months.
- 1.8.4. All other ISO verifications and accreditations that Pennington Choices holds are reviewed annually in November. The intention would be to align this ISO verification to the same timetable to allow for consistency and ensure no duplication of work or effort.
- 1.8.5. Pennington Choices reporting periods will fall in line with our financial year (1st April – 31st March) each year. Any deviation from this must be agreed by the board and the production of a business case outlining the reasons. Any subsequent GHG Planning Report or GHG Inventory Reporting will contain the details of any changes and the reasons why.

1.9. Greenhouse Gases Data & Inclusion

- 1.9.1. As part of ISO 14064-1 Pennington Choices is required to report on its direct emissions and document our process to determine which indirect emissions are included within this Greenhouse Gases Inventory.
- 1.9.2. We have categorised our emissions in line with the GHG inventory categories set out in ISO 14064 and we will be reporting on:
 - (Scope 1) Direct GHG Emissions and Removals
 - (Scope 2) Indirect GHG Emissions from Imported Energy
 - (Scope 3) Indirect GHG Emissions from Transportation
 - (Scope 3) Indirect GHG Emissions from Goods Purchased
 - (Scope 3) Indirect GHG Emissions from Services
 - (Scope 3) Indirect GHG Emissions from Other Sources

- 1.9.3. Pennington Choices operates as a surveying and consultancy provider and as such has few sources of direct GHG emissions. These direct emissions do include a small fleet of operational vehicles, as well as a propane gas heating system at our head office, and natural gas at our other two offices.
- 1.9.4. Our indirect emissions from imported energy relates directly to the 3 office sites we currently operate from. Energy consumption for 2 of these offices has been aggregated due to these being shared buildings and not fully under our control. A breakdown of this methodology can be found in section 3.6.10 and 3.6.11.
- 1.9.5. Through our GHG Working Group we have identified further indirect emission sources that are pertinent to our business operations that have been included within our calculation.
- 1.9.6. Pennington Choices is committed to ensuring all GHG emissions are captured and as part of our ongoing work it is our intention to include all significant indirect GHG emissions for all categories where information is obtainable and accurate. Our definition of significant emissions is anything that forms more than 1% of our total organisational emissions for the reporting period. Anything below the 1% we class as immaterial for the purposes of our calculation.
- 1.9.7. However, as a rule, where data is readily available or can be obtained easily, we will include this as part of our emissions even if classed as immaterial, this is for completeness. If we identify any area where the emissions following the calculation are immaterial, but we still have the data, then these will still be included in our overall calculation.
- 1.9.8. Where we do not currently hold the level of data to allow us to undertake an emissions calculation, we will look at how this information is to be captured moving forward and document the methodology used as required.
- 1.9.9. For areas where the data is estimated, extrapolated, or averaged out we will continue to work on ways to gather data in a more accurate format. Any changes or improvements on how we have approached the data collection within these sections will be detailed in this report each year.
- 1.9.10. As part of the ongoing work around the reduction of our GHG emissions we will review, as a minimum annually, our current identified emissions and their materiality for the purposes of this GHG Inventory. Any further sources identified will be detailed in future years reporting. If a source is found but deemed immaterial to our overall emissions this will be documented within the GHG Inventory Report.

- 1.9.11. For our base year we have identified our main sources of GHG emissions and included these as part of this GHG Inventory Report. A list of these can be found in 1.9.2.

2. Organisational Boundaries

2.1. Pennington Choices

- 2.1.1. Pennington Choices operates as an individual organisation within the United Kingdom and operates out of three offices, Warrington, Sheffield, and Bromley.
- 2.1.2. For the purposes of our GHG Inventory Report we have taken the operational control approach to defining our organisational boundaries.

3. Reporting Boundaries

3.1. Pennington Choices

- 3.1.1. As per the requirements of ISO 14064 Pennington Choices are reporting on all Direct GHG emissions and removals. We have also identified several significant indirect emissions that have also been included as part of the ISO requirement.

3.2. Direct Emissions

- 3.2.1. Pennington Choices operates as a surveying and consultancy provider and as such has few sources of direct GHG emissions. These direct emissions do include a small fleet of operational vehicles and operational mileage for some staff, as well as a propane gas heating system at our Warrington office and natural gas at our Sheffield and Bromley offices.
- 3.2.2. All direct emissions have been reported on and we will continue to review and monitor our operations to ensure any future direct emissions are included within the relevant year calculation.

3.3. Indirect Emissions

- 3.3.1. Pennington Choices operates from 3 locations within England, all offices are leased offices and not owned by the organisations. Our head office in Warrington is for sole use of Pennington Choices staff and therefore all indirect energy emissions are included as part of our emissions calculation.

- 3.3.2. Two of our offices are shared with other organisations and our energy usage for these offices has been aggregated based upon the footprint area of the building that we are currently in use of.
- 3.3.3. As part of our assessment of emissions we have used the GHG Protocol and the GHG Emissions Calculation Tool to help us identify sources of our emissions. As part of this work, we identified several indirect emission sources that have been included within this report.

3.4. Exclusions & Limitations

- 3.4.1. On occasions Pennington Choices may class certain activities/emission as being immaterial. Emissions can only be classed as immaterial on the basis that the emission from a particular activity falls below 1% of our total overall emissions.
- 3.4.2. To ensure our GHG Inventory report and reporting emissions are as accurate as possible, Pennington Choices will review any emissions we class as immaterial on an annual basis. This is to ensure the activity hasn't changed to such a degree that the emissions potentially now should be included. We will detail any reviews and changes each year within this report.
- 3.4.3. During our activity to establish the sources of our GHG emissions for 2021-22 we identified activities that produce emissions however they have not been included within this year's calculation. These are set out below with an explanation for each activity.
- 3.4.4. **Employee Office Commuting** – As an organisation we have moved to a hybrid model of working, this allows staff to work remotely such as at home or come into the office. For the purposes of our GHG Emissions we were unable to accurately determine how frequently individual staff members attended the office, therefore we could not establish a methodology on how to calculate employee commuting to the office.
- 3.4.5. **Rail Travel** – For this reporting period, 2021-22, we currently do not hold specific enough information to be able to calculate our rail travel within the group. Although we have the overall expenditure for the trips, we do not have the start and end destinations. Moving forward we are looking at being able to record this as part of our expenses claim process to allow us to calculate for subsequent years. Although rail travel does occur within the organisation this is generally infrequent and only used by a very small number of employees.

- 3.4.6. **Water Usage, Treatment and Disposal** – Due to the nature of our office arrangements we have been unable to obtain accurate water usage and disposal records for this period for all our offices. We were able to obtain information for our Bromley office and this has been included within the calculation.
- 3.4.7. **Waste Disposal / Recycling** – Currently we have differing arrangements with providers around our waste disposal at each of the 3 offices. For this period, we have been unable to obtain the amount or type of waste created to allow us to undertake a meaningful and accurate calculation around GHG emissions. We do have some information relating to our Warrington office; however, this is currently categorised in litres, and we are unable to convert into Tonnes for the purpose of the GHG calculation.
- 3.4.8. We have engaged with our waste removal contractors and our landlords where applicable to agree how this information can be captured moving forward. Given that outside of general office waste our business activities do not create specific waste, we anticipate that the emissions created by waste disposal / recycling will be minimal. However, as part of our due diligence we intend to collate this data to check if the emissions are immaterial or not.
- 3.4.9. **Material Use** – Where possible we have included all scope 3 elements of material use that would fall within this category. We currently have some limitations in relation to our material use and are looking to improve data within this area moving forward. Where information can be obtained, we have included this in our overall calculation, this currently includes purchased electrical items and paper usage for two of our three offices.
- 3.4.10. **Refrigerant Leaks (Company Vehicles)** – Currently our existing maintenance arrangement does not include for any refrigerant leaks recording within our organisations fleet. For the period that this report covers 2021-22 this data is just not available. Although we suspect this figure to be low and potentially be immaterial, we will continue to work with our servicing contractor to look at recording this data moving forward to allow us to determine if this is the case.
- 3.4.11. **Sheffield Office** – We currently occupy 18.25% of the overall footprint of this site as detailed by the landlord. Energy usage for this site is split out based upon the occupancy footprint and therefore we do not have specific information relating to our usage. For the calculation and where applicable we have used the 18.25% rule on energy usage to provide as an accurate figure as we can to allow the calculation to take place.

3.5. Uncertainty Rating

3.5.1. For each of the detailed and calculated emissions we have allocated an uncertainty rating. These are as follows:

3.5.2. **Low** – We have all the data required to undertake the required calculation, with no information missing. For items categorised as high there are no assumptions, no averages, and no extrapolation of data to carry out the calculation.

3.5.3. **Medium** – We have most if not all the relevant data required to undertake the calculation. There may be some assumptions made with some minor extrapolation of data required. Improvements could potentially be made in data collection moving forward.

3.5.4. **High** – We have some but not all the required data to undertake the GHG calculation. We have potentially made assumptions, averaged out or extrapolated a smaller set of data to provide the overall figures. Data in this area requires future work to reduce the uncertainty level.

3.6. Disclosure

3.6.1. Our GHG inventory and report have been independently (third-party) verified to a reasonable level of assurance and 5% materiality.

4. Greenhouse Gases Inventory

4.1. Emissions

4.1.1. To ensure accuracy of data we have used the UK Governments published Conversion Factors 2021 and its included calculation method(s) to estimate our total emissions.

4.1.2. For each of the emissions we have detailed the calculation method used to obtain the estimated emissions.

4.1.3. Pennington Choices has calculated its total emissions for financial year 2021-2022 to be:

- CO₂e - 368.29 (tonnes)
- CO₂ – 361.93 (tonnes)
- CH₄ – 0.14 (tonnes)
- N₂O – 3.25 (tonnes)

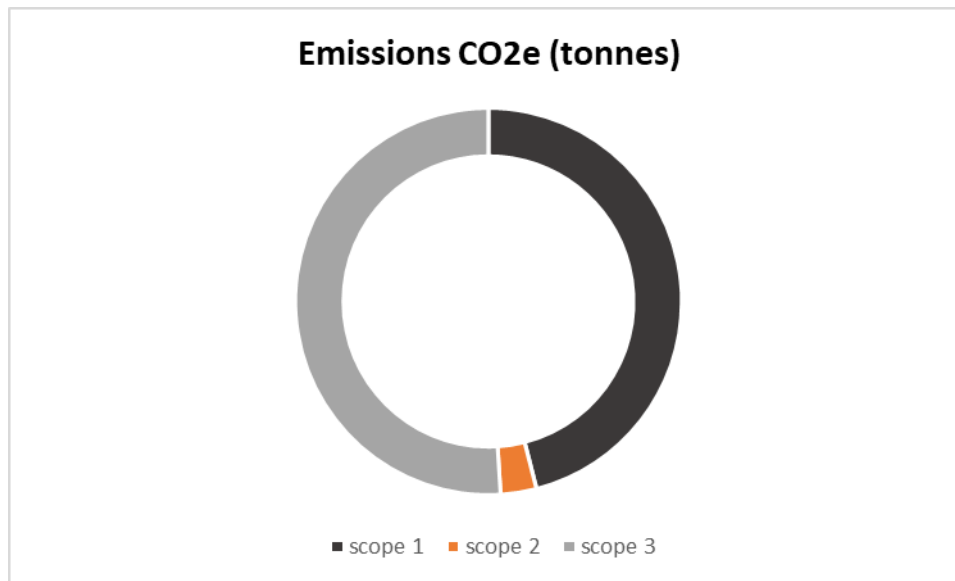
4.1.4. A breakdown of this calculation is below.

ISO 14064 Category	Uncertainty Rating	Scope 1	Total kg CO ₂ e per unit	kg CO ₂ e of CO ₂ per unit	kg CO ₂ e of CH ₄ per unit	kg CO ₂ e of N ₂ O per unit
Direct GHG Emissions - Stationary Combustion	Medium	Fuels	27707.93	27661.80	30.63	15.84
Direct GHG Emissions - Stationary Combustion	Low	Passenger Vehicles	18566.07	18300.12	0.87	265.07
Direct GHG Emissions - Mobile Combustion	Low	Delivery Vehicles	128621.12	127596.32	3.41	1023.52
Scope 2						
Indirect GHG Emissions from Imported Energy	Medium	Purchased Electricity	11445.04	11328.07	43.12	73.85
Scope 3			11445.04	11328.07	43.12	73.85
Indirect GHG Emissions from Imported Energy	Medium	Transmission & Distribution	890.26	881.26	3.32	5.69
Indirect GHG Emissions from Other Sources	High	Water supply	53.64	-----	-----	-----
Indirect GHG Emissions from Other Sources	High	Water treatment	97.92	-----	-----	-----
Indirect Emissions from Goods Purchased	High	Material use	2358.44	-----	-----	-----
Indirect GHG Emissions from Transportation	Medium	Business Travel - Direct Employees	27317.54	27116.59	26.73	174.22
Indirect GHG Emissions from Services	High	Business Travel - Associates	124691.93	123303.66	27.12	1361.15
Indirect GHG Emissions from Transportation	Medium	WTT - Fuels	25691.21	-----	-----	-----
Totals:			367563.66	336309.14	135.65	2920.12
Total in Tonnes:			367.56	336.31	0.14	2.92

4.1.5. The highest impact on our overall emissions is travel associated with the delivery of our services. Whether this be inhouse via our own fleet vehicles (Passenger & Delivery Vehicles 39.08%) or via externally owned vehicles (Business Travel 49.51%).

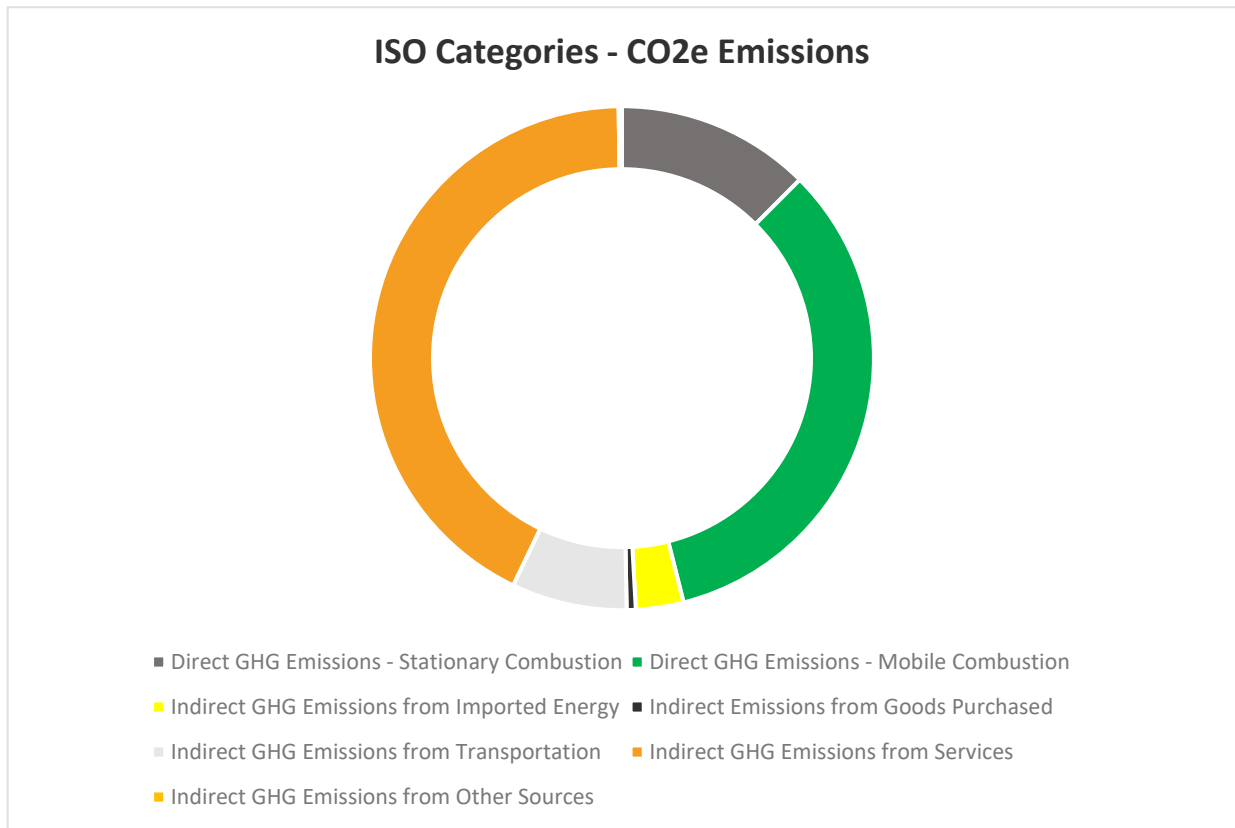
4.1.6. When looking at our split by Scope you can see that 46% of all Pennington Choices emissions are created by scope 1 direct GHG emissions.

Emissions	Emissions CO2e (tonnes)	% Of total emissions
Scope 1	174.90	48%
Scope 2	11.45	3%
Scope 3	181.10	49%
Total Emissions	367.56	100%



4.1.7. If you break this down by the ISO categories you can see a similar theme as 4.1.5, so the biggest impact on our emissions are from Mobile Combustion (35%) and Services (34%). Both are essentially attributed to the physical travelling required to allow us to deliver our services to clients.

ISO Category	Total CO2e Emissions	% OF Total Emissions
Direct GHG Emissions - Stationary Combustion	46274	13%
Direct GHG Emissions - Mobile Combustion	128621.12	35%
Indirect GHG Emissions from Imported Energy	11445.04	3%
Indirect Emissions from Goods Purchased	2358.44	1%
Indirect GHG Emissions from Transportation	53008.75	14%
Indirect GHG Emissions from Services	124691.93	34%
Indirect GHG Emissions from Other Sources	151.56	0%
Total Emissions	366056.2	100%



Direct GHG Emissions from Stationary Combustion – Fuels **Uncertainty Factor - Medium**

4.1.8. The calculation method used:

$$\text{Emissions} = \text{Fuel Consumption} * \text{Emission Factor (UK emission factors)}$$

4.1.9. The uncertainty factor rating of medium is reflected that for our head office, Warrington, our emissions are based upon the amount of propane that has been used to re-fill our onsite tank during the financial period of 2021 to 2022 not the amount used during this period.

4.1.10. As this is a calculation of the amount of propane delivered and not necessarily used there is a potential for some inaccuracy. Currently this is the only method of calculation we can use to ascertain a semi-accurate view of the amount of propane used.

4.1.11. As time moves on the accuracy of this data over a set number of years will become more accurate and representative of propane used than one year in isolation.

4.1.12. For our Sheffield office, as previously detailed in 3.6.11 our energy use at this site is 18.25% of the overall total site usage. This is in line with our current occupancy footprint which is 18.25% of the overall available site.

4.1.13. We have all the relevant information required for our Bromley office and this has been included.

**Direct GHG Emissions from Mobile Combustion – Passenger & Delivery Vehicles
Uncertainty Factor - Low**

4.1.14. The calculation method used:

*Emissions = Fuel Consumption (miles travelled) * Emission Factor (UK emission factors)*

4.1.15. As this is our own fleet, we have all the relevant information to allow us to calculate the emissions accurately and this is reflected in our uncertainty factor which is low.

**Indirect GHG Emissions from Imported Energy – Office electricity
Uncertainty Factor - Medium**

4.1.16. The calculation method used:

*Emissions = Fuel Consumption * Emission Factor (UK emission factors)*

4.1.17. For our head office in Warrington, we have been provided the electricity usage via our landlord to allow for an accurate calculation. Moving forward this has now been included on our monthly invoices so that we can collate this information throughout the year.

4.1.18. Within our Bromley office we have the electricity bills and usage for this period, this has allowed us to undertake an accurate calculation for this building.

4.1.19. For our Sheffield office as detailed in 3.6.11 this is a shared space and not all the electricity usage is ours. To allow for a meaningful calculation for this year we have taken the percentage of office space we take up (18.25%) and used this as our percentage of the overall bill.

Indirect GHG Emissions from Goods Purchased – Material Use **Uncertainty Factor – High**

4.1.20. The calculation method used:

$$\text{Emissions} = \text{Weight (tonnes)} * \text{Emission Factor (UK emission factors)}$$

4.1.21. Although we do record goods purchased directly by the organisation and have been able to undertake the emissions calculation, individuals are able to purchase additional items, such as secondary screens for home use outside the existing process. Items purchased in this manner were not formally recorded as part of the process. This process has been changed moving forward to allow us to capture this information, however looking at the period this report covers there isn't any data for us to collate.

4.1.22. We are also unable to detail the amount of paper purchased for our office in Bromley as this was not recorded previously. Moving forward again the process has been changed to allow us to capture this level of detail to ensure our calculation is as accurate as possible.

4.1.23. Calculations based upon electrical items has been done by taking the direct weight of the product from the manufacturer's website, or a product description. Links to where this information was sourced from is contained within the calculation tables.

Indirect GHG Emissions from Transportation – Staff Mileage **Uncertainty Factor - Medium**

4.1.24. The calculation method used:

$$\text{Emissions} = \text{Fuel Consumption (miles travelled)} * \text{Emission Factor (UK emission factors)}$$

4.1.25. Mileage associated with internal staff members was based upon the information we hold via mileage claim forms throughout 2021-2022. This information is accurate, and we hold all the relevant data to allow us to undertake the emissions calculation.

Indirect GHG Emissions from Services – Associate Mileage **Uncertainty Factor – High**

4.1.26. The calculation method used:

*Emissions = Fuel Consumption (miles travelled) * Emission Factor (UK emission factors)*

4.1.27. As an organisation we employ several associates who undertake work on our behalf. Predominately these are for undertaking surveys across our various business streams. For the time this report covers we did not require associates to provide mileage undertaken on our behalf.

4.1.28. To help us obtain some information we undertook an exercise of gathering mileage information directly from our associates at the end of the 2021-2022 period. This exercise showed that not all our associates recorded their mileage or didn't gather it specifically for the work undertaken just for us.

4.1.29. Due to the low level of information available to us, we decided to extrapolate the data we had over the remaining associates who did not or could not provide data to us. This was done by:

*Total mileage = (Total Miles Received ÷ Total No. Associates who returned data) * Total number of associates*

4.1.30. Essentially, we averaged the data from the 32 individuals who could provide their mileage across the remaining 24 associates (56 in total) to provide our total mileage for our associates.

4.1.31. Moving forward associates now provide this information monthly to us. However, the requirement to provide this is not currently a term of their contract with us. Due to this there are several associates who still do not provide their information.

4.1.32. We are working closely with individuals to educate them on the reasons and importance of providing this information and are hopeful that as we move through the years this data will become more accurate.

4.1.33. Looking further into the future the intention is that this data will be required as part of the terms and conditions of delivering work for Pennington Choices and will be a contractual requirement.

Indirect GHG Emissions from Other Sources – Water Supply and Treatment Uncertainty Factor - High

4.1.34. The calculation method used:

*Emissions = Water Consumption (cubic meters) * Emission Factor (UK emission factors)*

4.1.35. As previously highlighted in 3.6.6 due to our office arrangements we have only been able to include within the water calculation our office in Bromley. Moving forward we are working with our landlords to look at ways in which we can obtain this information for our other two offices.

4.2. Sinks and Removals

4.2.1. Currently Pennington Choices does not operate any sink, removals, or offsetting of the emissions we produce. As our base year and following verification to ISO 14064 that we are calculating our GHG Emissions correctly we will look to explore reducing our GHG emissions in the first instance and then evaluate our options in relation to sinks and removals.

5. Reduction & Performance

5.1. Reduction Initiatives

5.1.1. As an organisation Pennington Choices has always been aware of it's GHG emissions and Carbon footprint. We have always looked to improve this when the opportunity arose, such as all our waste is recycled from our head office. This has often been one off pieces of work and following our ISO 14064 verification the intention is to join these types of projects moving forward.

5.1.2. We are currently in the process of designing the refurbishment of all 3 of our offices, as part of this we will be looking at introducing some meaningful measures that help reduce electricity and fuel consumption at all sites.

5.1.3. As well as the working group looking at our GHG emissions we will be further supporting this with an operational group to evaluate practical ways in which we can reduce our GHG emissions day in day out.

5.2. Performance Tracking

- 5.2.1. For the 2022-2023 year we have been looking at how we improve accuracy of our data and remove the level of uncertainty within our calculations. As part of this we have looked at how we will performance track this moving forward.
- 5.2.2. Outside of our annual review on our GHG emissions we currently do not have an agreed approach to performance tracking in year, but this will form part of our action plan to explore and agree.

Mission, vision, and values

Our company brand is an integral part of how and why we do what we do. It is important to us that any 'new recruits' share our values and are onboard with these and our sense of purpose for the organisation which are captured in our:



Our Mission

To have a positive impact on the people who work with us



Our Vision

Your exceptional trusted expert



Our Values

We deliver | Fun | Integrity | Resilient | Collaborative | Brave

We live our values every day at Pennington Choices Ltd; they serve as a compass for our actions and describe our behaviours.