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# Carbon Reduction Plan 2024

Public

## Document Control

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## Document History

Version	Date	Author	Summary of Changes	Approval
1.0	Sept 2022	Hazel Berry	Creation	Chris Matthews, Chief Information Officer Chief Information Security Officer
2.0	Oct 2022	Hazel Berry	Breakdown of scope 3 – 5 categories. Explanation of nil scope 1 and signature box	Vic Mansbridge Head of bid management
3.0	Dec 2022	Hazel Berry	Changed carbon neutral to net zero	Vic Mansbridge Head of bid management
4.0	Dec 2023	Chris Matthews	Annual update	Vic Mansbridge Head of bid management
5.0	Sept 2024	Hazel Berry	Annual update and split for RS and TCC.	Chris Matthews, Chief Information Officer Chief Information Security Officer

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# 1 INTRODUCTION

## 1.1 Environmental Policy

TCC and Recordsure operate an Environmental Management System which includes the Environment Policy detailing the valuation of environmental impacts and environmental objectives.

One of the key objectives is becoming net zero by 2030 and this Carbon Reduction Plan details the progress towards this.

The environmental management system is part of the Integrated Management System (IMS) which includes the IMS Policy statement signed by the Chief Executive Officer. This includes TCC and Recordsure's approach to environmental management.

The types of emissions are:

1. Scope 1 (direct emissions) emissions are those from activities owned or controlled by our organisation.

Examples of Scope 1 emissions include emissions from combustion in owned or controlled boilers, furnaces and vehicles; and emissions from chemical production in owned or controlled process equipment.

2. Scope 2 (energy indirect) emissions are those released into the atmosphere that are associated with our consumption of purchased electricity, heat, steam and cooling. These indirect emissions are a consequence of our company's energy use but occur at sources we do not own or control.

3. Scope 3 (other indirect) emissions are a consequence of our actions that occur at sources not owned or controlled and that are not classed as Scope 2 emissions.

Examples of Scope 3 emissions are business travel by means not owned or controlled by our company, waste disposal, materials or fuels your organisation purchases.

Deciding if emissions from a vehicle, office or factory that we use are Scope 1 or Scope 3 may depend on how we define our operational boundaries. Scope 3 emissions can be from activities that are upstream or downstream of our organisation.

## 2 EMISSIONS

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.

### 2.1 Emissions Register

The Emissions Register quantifies the consumption of materials by TCC and Recordsure which are split into the three scope categories:

- Scope 1: either direct (scope 1) which are directly caused by the company;
- Scope 2: indirect which are directly controlled by the company or
- Scope 3: indirect which are out of control of the company by assessing the upstream and downstream processes of TCC and Recordsure operations.

Scope 1 includes:

- Company car usage

Scope 2 includes:

- Electricity use in the offices.
- Water usage for the offices.

Scope 3 includes:

- Upstream transportation and distribution.
- Waste generated in operations.
- Business Travel.
- Employee commuting.
- Downstream transportation and distribution.
- Purchased goods and services.
- Fuel and energy-related activities.
- Capital goods.

The level of use is ascertained for each category and then an emissions factor is applied to ascertain the amount of carbon equivalent in tonnes rounded to the nearest tonne.

The emission factor is the ratio between the amount of pollution generated and the amount of a given raw material processed. The term may also refer to the ratio between the emissions generated and the outputs of production processes.

The Emissions Log details for each type of emission the assumptions and sources used for both consumption and the emission factor. Where possible government emission factors are used:

<https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2024>

## 2.2 The Baseline Year 2022 Emissions Reporting

Baseline Year: July 21 – June 22			
<p>Additional details relating to the baseline emissions calculations:</p> <p>The level of scope 1 emissions was calculated as 0 as TCC and RS had immaterial direct emissions as the company offices were leased.</p> <p>Total company CO<sub>2</sub>e is then split 35% RecordSure and 65% TCC.</p>			
EMISSIONS ( tCO <sub>2</sub> e)	TOTAL	TCC	Recordsure
<b>Scope 1</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Scope 2</b>	<b>4,325</b>	<b>2,811</b>	<b>1,514</b>
<b>Scope 3</b> Breakdown for the following 5 key categories:	<b>14,067</b>	<b>9,144</b>	<b>4,923</b>
Upstream transportation and distribution	7	5	2
Waste generated in operations	293	190	103
Business Travel	6235	4,053	2,182
Employee commuting:	104	68	36
Downstream transportation and distribution:	3460	2,249	1,211
<b>Total Emissions</b>	<b>18,392</b>	<b>11,955</b>	<b>6,437</b>

### 2.3 Year 1 2023 Emissions Reporting

<b>Reporting Year: July 2022 to June 2023</b>			
<p>Additional details relating to the Year 1 2023 emissions calculations:</p> <p>The level of scope 1 emissions was calculated as 0 as TCC and RS had immaterial direct emissions as the company offices were leased.</p> <p>In October 2022 the office size in Leeds was reduced from 105 desks to 18 desks.</p> <p>Total company CO2e is then split 35% RecordSure and 65% TCC.</p>			
<b>EMISSIONS (tCO2e)</b>	<b>TOTAL</b>	<b>TCC</b>	<b>Recordsure</b>
<b>Scope 1</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Scope 2</b>	<b>741</b>	<b>482</b>	<b>259</b>
<b>Scope 3</b> Breakdown for the following 5 key categories:	<b>14,067</b>	<b>9,144</b>	<b>4,923</b>
Upstream transportation and distribution	7	5	2
Waste generated in operations	293	190	103
Business Travel	6235	4,053	2,182
Employee commuting:	104	68	36
Downstream transportation and distribution:	3460	2,249	1,211
<b>Total Emissions</b>	<b>14,808</b>	<b>9,625</b>	<b>5,183</b>

## 2.4 Year 2 2024 Current Emissions Reporting

<b>Reporting Year: July 2023 to June 2024</b>			
Additional Details relating to the Year 2 2024 emissions calculations:			
The level of scope 1 emissions was calculated using expense figures for the two company cars. The carbon in tonnes was quantified as 0 as there is only a small number of journeys are for company use.			
Offices: In December 2023 the London office lease was terminated and January 2024 the Leeds office was reduced from 18 desks to 9 desks.			
No scope 2 emissions as the offices were fully serviced for the duration of the reporting period.			
Where possible exact figures were used for TCC and RecordSure, however where this is not available this was split 35% RecordSure and 65% TCC.			
<b>EMISSIONS (tCO2e)</b>	<b>TOTAL</b>	<b>TCC</b>	<b>Recordsure</b>
<b>Scope 1</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Scope 2</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Scope 3</b>	<b>183</b>	<b>105</b>	<b>78</b>
Breakdown for the following 8 key scope 3 categories:			
Upstream transportation and distribution	0	0	0
Waste generated in operations	0	0	0
Business Travel	9	5	4
Employee commuting:	2	1	1
Downstream transportation and distribution:	0	0	0
Purchased goods and services	103	58	45
Fuel and energy-related activities	64	41	23
Capital goods	5	0	5
<b>Total Emissions</b>	<b>183</b>	<b>105</b>	<b>78</b>



### 3 Emissions Reduction Targets

In order to continue our progress to achieving Net Zero, we initially had a target to decrease to 11,495 tCO<sub>2</sub>e by 2027 which was a reduction of 62.5% from our baseline. However, since the 2024 emission are calculated at 183 tCO<sub>2</sub>e which is a reduction of 99%, the target has changed to 100% or NetZero by 2030.

### 4 Carbon Reduction Projects

#### 4.1 Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since June 2022:

1. Downsize the office in Leeds from 105 desks in October 2022 to 18 desks, and then reduced further to 9 desks in January 2024.
2. Changing from being supplied water and electricity directly to being supplied indirectly by the landlord as part of the lease agreement and therefore eliminating scope 2 emissions.
3. Eliminated London office in its entirety in December 2023.
4. Fully monitor our supply chain to accurately determine scope 3 emissions.

#### 4.2 Future Carbon Reduction Initiatives

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

1. Introduce an IT procurement and asset management system with a focus on carbon efficient management.
2. Considered offsetting options for the remaining emissions.

Signed on behalf of **The Consulting Consortium Limited & Record Sure Limited**  
by:

.....Victoria Mansbridge..... (Name)



(Signature)

...Head of Bid Management..... (Position)

.....17th September 2024..... (Date)

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