

Topscale UK Ltd t/a Sircle

Publication date: 22/11/2023

Commitment to achieving Net Zero

Topscale UK Ltd t/a Sircle is committed to achieving Net Zero emissions by 2040.

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: 2022

Additional Details relating to the Baseline Emissions calculations.

Topscale UK Ltd t/a Sircle has not previously assessed or reported on emissions. As such, the year 2022 has been selected both as the baseline year, and as the first reporting period.

Baseline emission figures for Scope 1 and 2 Scope emissions were calculated based on the Head Office's Electricity and Gas consumption during the year 2022. Sircle's supplier is EDF, Britain's biggest generator of zero carbon electricity ¹.

These figures were calculated using the Carbon Trust's website (<https://www.carbontrust.com/our-work-and-impact/guides-reports-and-tools/sme-carbon-footprint-calculator>).

Scope 3 emissions were based on data gathered in 2022 for the following categories:

- **Category 4 - Upstream transportation and distribution (spend-based method)**
 - *We have considered delivery of recycling containers, stationary equipment, and hired survey equipment, and the collection of materials to be recycled (paper waste, media, electronic waste), and the return of hired survey equipment. The majority of hired survey equipment is shipped directly to the surveyors home, and occasionally to the client's site. As many surveyors are geographically distributed across the UK, this minimises distances covered by the delivery and collection of equipment, i.e., by not having it sent to the Head Office in Bournemouth. An available approach to reduce reliance on delivery and collection of hired survey equipment is for Sircle to invest in purchasing the survey equipment which is more heavily relied upon for project work.*
 - *Calculated as per the methodology in GHG Protocol Technical Guidance for calculating Scope 3 Emissions, page 65/66. Kg CO₂e/£ figures used for delivery methods are taken from 2023_03_21_Defra_results_England_rev.ods which is available through the webpage <https://www.gov.uk/government/statistics/uks-carbon-footprint>.*
- **Category 5 - Waste generated in operations (average-data method)**
 - *The weight of all paper and electronic waste, together with an estimation of waste created daily by staff in the Head Office was considered. Sircle will suggest to staff that reusable containers are used when purchasing beverages and food from local businesses to reduce waste.*
 - *Calculated as per the methodology in GHG Protocol Technical Guidance for calculating Scope 3 Emissions, page 76/77.*
- **Category 6 - Business travel – spend-based method (spend-based method)**
 - *We considered expenses incurred through road (i.e. motor cars, taxis, private hire, and bus), rail (including tube), and air travel. A high percentage of the services Sircle provides relies on surveyors travelling to client sites. While in terms of mileage this is more likely to increase than decrease, improvements can be achieved through continuing to hire geographically, continually upgrading the company fleet with vehicles producing lower emissions, and promoting public transport where feasible.*
 - *Calculated as per the methodology in GHG Protocol Technical Guidance for calculating Scope 3 Emissions, page 86, which refer to calculations on page 65/66 if using the spend-based method. Kg*



CO2e/E figures used are from 2023_03_21_Defra_results_England_rev.ods, available through <https://www.gov.uk/government/statistics/uks-carbon-footprint>.

- **Category 7 - Employee commuting (average-data method)**
 - *We have considered 13 members of staff as commuting to the office, with an average distance of 3.24 miles/5.21 km covered on foot, by bus, or by motor car. We feel that the estimate used represents the spectrum of modes of transport in use, particularly considering that some members of staff are on hybrid work and visit the office regularly, but not every day.*
 - *Calculated as per the methodology in GHG Protocol Technical Guidance for calculating Scope 3 Emissions, page 89, with figures for vehicle emissions retrieved from spreadsheet ghg-conversion-factors-2022-condensed-set-update.xlsx, which is available through the webpage <https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2022>*
- **Category 9 - Downstream transportation and distribution (not applicable to Sircle)**
 - *No downstream transport and distribution charges are applicable. Occasional delivery of materials to a client (e.g., scanned documents and/or accompanying media) will occur as part of a client visit, and using either company vehicles or vehicles rented for the occasion, placing them under the control of the reporting company. This is accounted for in Category 6 - Business Travel.*

This follows the requirements set in PPN 06/21 – Technical Standard for Completion of Carbon Reduction Plans.

¹ <https://www.edfenergy.com/helping-build-net-zero-future-our-customers>

Baseline year emissions: 2022

EMISSIONS	TOTAL (tCO2e)	
Scope 1	2.5 t CO2e	
Scope 2	2.4 t CO2e	
Scope 3 (Included Sources)	Category 4 - Upstream transportation and distribution	1.4 t CO2e
	Category 5 - Waste generated in operations	0.8 t CO2e
	Category 6 - Business travel	16.7 t CO2e
	Category 7 - Employee commuting	3.1 t CO2e
	Category 9 - Downstream transportation and distribution	N/A
Total Emissions	26.9 t CO2e	

Current Emissions Reporting

Reporting Year: 2022		
EMISSIONS	TOTAL (tCO2e)	
Scope 1	2.5 t CO2e	
Scope 2	2.4 t CO2e	
Scope 3 (Included Sources)	Category 4 - Upstream transportation and distribution	1.4 t CO2e
	Category 5 - Waste generated in operations	0.8 t CO2e
	Category 6 - Business travel	16.7 t CO2e
	Category 7 - Employee commuting	3.1 t CO2e
	Category 9 - Downstream transportation and distribution	N/A
Total Emissions	26.9 t CO2e	

Emissions reduction targets

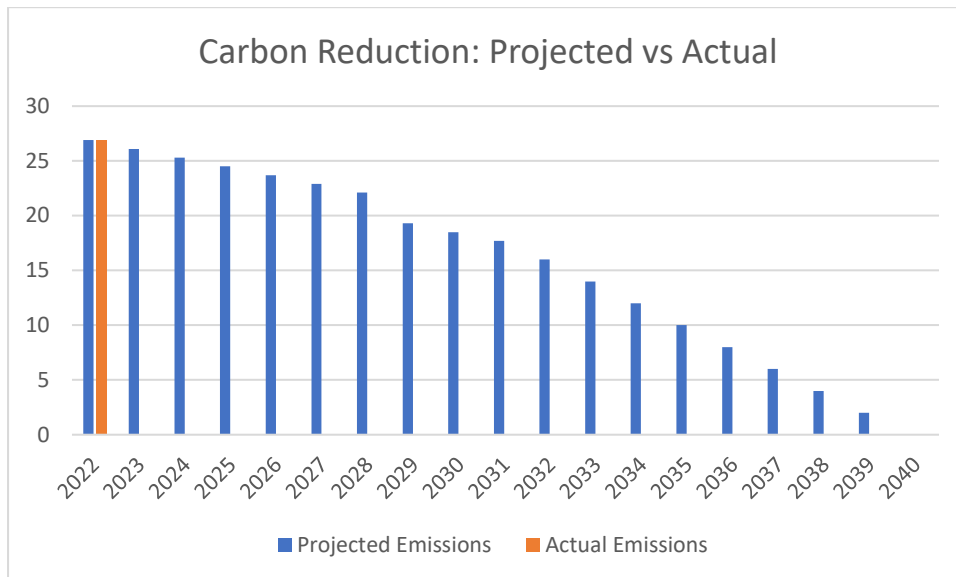
In order to continue our progress to achieving Net Zero by 2040, we have adopted the following carbon reduction targets.

Carbon Reduction Plan

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We project that carbon emissions will decrease over the next five years to 22.9 t CO₂e by 2027. This is a reduction of 15%.

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



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2022 baseline. The carbon emission reduction achieved by these schemes will be evaluated when the Carbon Emissions are calculated for 2023.

Since 2022, the baseline year for this Carbon Reduction Plan, Sircle has developed and implemented an Environmental Management System to BS EN ISO 14001:2015 standard certified externally by the British Assessment Bureau. Specific measures taken to improve Sircle's Environmental Performance include:

- Introduction of LED lighting across the whole of the Head Office.
- Continued update of the company fleet, with an ever increasing ratio of Hybrid, PHEV, and Electric Vehicles versus Internal Combustion Engine vehicles.
- Introduction of mobile phone SIM Cards made from 100% recyclable plastic.
- Continued promotion of Remote/Hybrid working.
- Continued promotion of Cyclescheme.
- Emphasis on hiring staff considering their geographical location so as to minimise travel to site.
- Consideration of packaging used when purchasing equipment (e.g., IT equipment).
- Promotion of prolonging life of electronic equipment, with trading in and replacing with Grade A refurbished equipment an option.
- Replacement of Fire Extinguishers in the Head Office with P50 type models lasting 10 years, thus reducing maintenance costs and associated Environmental impact of that activity.
- Emphasising switching off PCs/Laptops when not in use.

- Introduction of iPads to reduce reliance on paper.

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

- Rolling out e-sim cards to more mobile phone users, reducing the use of physical sim cards.
- Purchasing equipment to avoid incurring delivery/collections for equipment when hiring it.
- Encouraging staff to use long life cups and containers for getting beverages and food, instead of using disposable packaging.
- Continuing to hire geographically, with staff having to travel less from their base to site.
- Continually upgrading the company fleet with vehicles producing lower emissions.
- Promoting public transport where feasible.
- Continuing to promote Cyclescheme.

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 standard and uses the appropriate Government emission conversion factors for greenhouse gas company reporting.

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.

This Carbon Reduction Plan has been reviewed and signed off by the Managing Director on behalf of the Board of Directors.

Julia Kemp

A handwritten signature in blue ink, appearing to read 'Julia Kemp', is written over a yellow rectangular highlight.

Managing Director

Date: 22/11/2023