Carbon Reduction Plan

January 2023 to December 2023

Co Wheels Carbon Reduction Plan 2023

Supplier name: Co Wheels Car Club CIC Ltd

Publication date: 31 July 2024

Commitment to achieving Net Zero

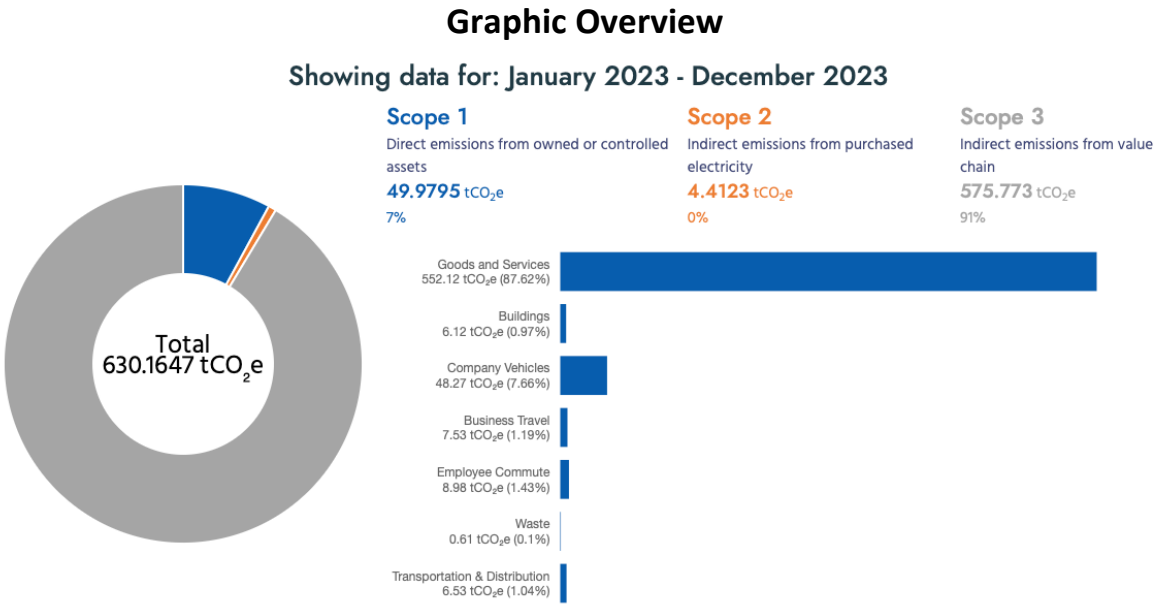
Co Wheels is committed to achieving Net Zero emissions by 2050, but once sufficient data has been compiled this date will be reviewed and brought forward if possible.

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.	
Note – Co Wheels established its baseline as 2022 using the data from last year's report as it was produced with an enhanced carbon calculator which gives more accurate data on Scope 1 and 2 emissions and for the first time includes an estimate of all our Scope 3 emissions using an industry standard intensity metric for goods and services purchases. This increased the scale of our Scope 3 emissions and reduced our Scope 1 and 2 emissions due to greater accuracy of reporting, so it made most sense to calibrating our progress against this to keep the data consistent.	
Baseline year emissions: 2022	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	**52.8435 tCO_2e**
Scope 2	**2.5825 tCO_2e**
Scope 3	**589.4883 tCO_2e**
Total Emissions	**644.9144 tCO_2e**

Current Emissions Reporting



Co Wheels Car Club CIC Ltd emitted 630.16 tCO_2e (tonnes of carbon dioxide equivalent) of greenhouse gases across its Scope 1, 2 and 3 during the reporting period. These emissions can be presented as intensity indicator of 24.24 tCO_2e per total full-time equivalent employee (FTE) and 131.67 tCO_2e per million GBP £.

Table 1. GHG emissions data

Emissions source	**Base year 2022**	**Previous year 2022**	**Current Year 2023**	**Change from Base Year**
	Carbon (tCO_2e)	**Carbon (tCO_2e)**	**Carbon (tCO_2e)**	**%**
Scope 1				
Facilities	5.88	5.88	3.73	
Vehicles	46.97	46.97	46.25	
Total Scope 1	**52.84**	**52.84**	**49.98**	**5.42**
Scope 2				
Purchased Electricity	2.58	2.58	4.41	
Total Scope 2	**2.58**	**2.58**	**4.41**	**-70.86**
Total Scope 1 & 2	**55.43**	**55.43**	**54.39**	**1.87**
Total tCO_2e per *FTE on gross scope 1 & 2	**2.13**	**2.13**	**2.09**	**1.87**
Total tCO_2e per *£m Turnover on gross scope 1 & 2	**12.35**	**12.35**	**11.36**	**7.97**
Scope 3				
Cat 01 - Purchased Goods & Services	560.48	560.48	552.12	
Cat 04 - Upstream transportation & distribution	6.12	6.12	6.53	

Cat 05 - Waste disposal	0.52	0.52	0.61	
Cat 06 - Business Travel	13.19	13.19	7.53	
Cat 07 - Employee Commuting	9.17	9.17	8.98	
Total Scope 3	589.49	589.49	575.77	2.33
Total Scope 1, 2 & 3	**644.91**	**644.91**	**630.16**	**2.29**
Total tCO_2e per *FTE on gross scope 1, 2 & 3	**24.80**	**24.80**	**24.24**	**2.29**
Total tCO_2e per *£m Turnover on gross scope 1, 2 & 3	**143.69**	**143.69**	**131.67**	**8.37**

*Notes: For 01 January 2023 to 31 December 2023 the number of Full-time equivalent employees (FTE) was 26.00 and the Turnover was GBP £4,785,996.00.

Notes about Reporting methodology and exclusions:
Co Wheels Car Club CIC Ltd has adopted Operational Control approach to establishing the boundary. The methodology adopted in line with the Greenhouse Gas Protocol.
We do not have air conditioner or heat pump in its buildings.
We reported emissions from company owned or operated vehicles by mileage.
We have reported emissions from business travel undertaken in employee vehicles by mileage claimed.
We have reported emissions from other business travel by expenditure.
We have reported emissions from employee commute using national transport statistics and number of full-time equivalent employees.
We have reported emissions from working from home.
We have reported emissions from waste to report by quantity.
We have reported emissions from upstream transportation and distribution by expenditure.
We reported emissions from purchased goods and services by expenses.

Notes about calculation methodology:

- This methodology has included Scope 1, Scope 2 and limited number of Scope 3 emissions. There could be emissions in other categories of Scope 1 and Scope 3 which are not included here.
- This methodology exceeds the minimum requirements set out in Public Procurement Notice (PPN 06/21)[6], i.e., Scope 1&2, Scope 3 category 4, 5, 6, 7 and 9. In addition, the Scope 3 category 1 purchased goods and services is included as it is likely to be one of the significant sources of Scope 3 emissions.
- The calculations were completed on the SmartCarbon™ Calculator[3] using the UK Government emissions factors[4] and ONS Atmospheric emissions: greenhouse gas emissions intensity by industry[5].
- CO_2e is the universal unit of measurement to indicate the global warming potential (GWP) of Greenhouse Gases (GHGs), expressed in terms of the GWP of one unit of carbon dioxide. There are seven main GHGs that contribute to climate change, as covered by the Kyoto Protocol: carbon dioxide (CO_2), methane (CH_4), nitrous oxide (N_2O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulphur hexafluoride (SF_6) and nitrogen trifluoride (NF_3). Different activities emit different gases. Using CO_2e allows all greenhouse gases to be measured on a like-for-like basis.

Reporting Year: 2023	
EMISSIONS	**TOTAL (tCO_2e)** Note – See detailed breakdown in Table 1 GHG emissions above
Scope 1 Emissions from sources owned or controlled by Co Wheels. e.g. service vehicles.	The main area in this scope is our maintenance fleet of 6 vehicles and staff who clean, safety check and maintain our fleet of shared vehicles to keep them on the road. During 2023 the remaining vehicles were switched to petrol-based SUVs to replace vans left on the fleet. Also included in this figure is delivery or moving of our vehicles to locations, maintenance or servicing and business travel by staff using our own vehicles. This is the most significant element of our Scope 1 Emissions and therefore offers the biggest opportunity for reduction. Detailed breakdowns of the vehicles used are set out in the tables below and this shows that even though our overall mileage increased, we were still able to reduce the overall CO2 output because more efficient Hybrid petrol electrics (and EVs in Scope 2 below) were used and as more of these are brough on fleet to replace petrol vehicles we will look to improve this in future years. Gas use was reduced considerably as working with our landlord, the ageing boiler was replaced with a newer, more efficient model. **Total emissions were 49.98 tCO2e**
Scope 2 Indirect emissions associated with purchased energy, including electricity, steam, heat and cooling.	The main areas in the scope are: • Heat and lighting for our main office premises • Heat and lighting for employees who work from home The next biggest and easiest to accurately assess contribution to our carbon footprint is the energy consumed by our head office. Electricity went up as this was the actual use for the year and not a three-year average as used last year, which included much of the period in Covid Lockdown when most staff were furloughed and the office unused. However, the biggest factor in increased electricity purchase was the wider use of our EVs for work use so this is a positive as it has reduced the use of fossil fuel vehicles, so we would expect this figure to rise in future years as more of the fleet is changed to EV. Many staff are remotely based, most notably our fleet maintenance staff, but as they do not spend any significant time at a home base the bulk of their emissions are covered by the vehicle output in Scope 1. Other staff are only home-based part of the time, so we have calculated it on a proportion of their home costs for the days or shifts they work from home. **Total emissions were 4.41 tCO2e**
Scope 3 Includes purchased goods and services, business travel, employee commuting, waste disposal,	Our main areas in this scope we can report on are: • Employees' commute into the workplace • Business travel by staff • Waste disposal

transportation and distribution, investments, leased assets and franchises.	• Transport of goods Out based staff are mainly the fleet maintenance staff whose emissions are listed in Scope 1 as travel is part of their work, but the remainder of staff are based in our city centre office in Newcastle which is ideally located for public transport by the central train station and Metro. As a result, our staff survey found that 50% of all staff travel is by public transport, or a combination of active travel and public transport, with a relatively low level of staff who relied on only car transport to get to work. The low level of on-site car parking offered, combined with the high costs of city centre car parking, also contributed to this. Staff travel increased in 2023 with more face-to-face meetings and resulting travel than in previous years after lockdown, however we eliminated all air travel this year and overall were able to bring our figure for Scope 3 down on 2022. We will look to refine our assessment of purchased goods and services in future years to make this figure more accurate and enable us to identify and tackle the individual elements generating the most emissions including Cat 4 & 9 deliveries. **Total emissions were 575.77 tCO2e**
Total Emissions	**630.16 tCO2e**

Emissions Detailed Breakdown

Table 2. GHG emissions detailed data for period 01 January 2023 to 31 December 2023

Emissions source	**Units**	**Carbon ($kgCO_2e$)**	**Carbon (tCO_2e)**	**Comments**
Scope 1				
Facilities				
Fuels - Gaseous - Natural gas (kWhs)	20,405 kWh	3,732.66	3.73	Actual in year use not 3-year average of previous report
Vehicles				
By mileage - Vans - Unknown fuel - Average Van (up to 3.5 tonnes)	0 km	0.00	0.00	None used for business travel
By mileage - Cars (by size) - Hybrid - Average	20,381 miles	3,902.55	3.90	Mainly Toyota Yaris & Corolla full hybrids. Includes transfers to new locations
By mileage - Cars (by size) - Diesel - Average	0 km	0.00	0.00	None on fleet
By mileage - Cars (by size) - Petrol - Average	160,524 miles	42,344.24	42.34	Mix of sizes, mainly Hyundai i10, MG3 and MG ZS. Includes transfers to new locations
Total Scope 1		**49,979**	**49.98**	
Scope 2				
Purchased Electricity				

Electric Vehicles - Cars (by size) - Battery Electric Vehicle - Average car	24,958 miles	2,025.57	2.03	From mix suppliers, controlled by Councils but encourage move to renewable suppliers. Includes transfers to new locations.
National Grid	11,526 kWh	2,386.74	2.39	In year use not 3-year average of previous report
Total Scope 1 & 2		**54,392**	**54.39**	
Total tCO2e per *FTE on gross scope 1 & 2			**2.09**	
Total tCO2e per *£m Turnover on gross scope 1 & 2			**11.36**	
Scope 3				
Cat 01 - Purchased Goods & Services				
By spend - By SIC emissions intensity - Average	£3,443,775	552,119.93	552.12	Uses SmartCarbon Calculator metric for transport sector
Cat 04 - Upstream transportation & distribution				
By spend - H - Transport and storage	£8,605	6,534.89	6.53	Spend on postage, couriers and general deliveries. Does not include vehicle deliveries on fleet these are incorporated into Cat 01 due to calculator used but will aggregate out for 2024
Cat 05 - Waste disposal				
Commercial and industrial waste (Landfill)	1,100 kg	513.71	0.51	Based on WRAP estimates
Commercial and industrial waste (Combustion)	0 tonne	0.00	0.00	None goes to incineration
Commercial and industrial waste (Closed loop)	4,400 kg	93.64	0.09	Based on WRAP estimates
Cat 06 - Business Travel				
By mileage - Cars (by size) - Unknown fuel - Average	4,655 miles	1,248.37	1.25	
By spend - By SIC emissions intensity - Travel - Flights (H-Air transport services)	£0	0.00	0.00	Flights eliminated
By spend - By SIC emissions intensity - Travel - Rail Travel (H - Rail transport)	£8,945	5,727.64	5.73	All rail travel, may include some other public transport, trams and buses.
By spend - By SIC emissions intensity - Travel - Road Travel (H - Land transport services excluding rail transport)	£3,241	553.37	0.55	Taxi expenditure
By mileage - Cars (by size) - Plug-in hybrid electric - Average	0 km	0.00	0.00	Not used for business travel
Cat 07 - Employee Commuting				
By Average data - Commuting employees (FTE)	20	5,136.28	5.14	

Working from Home - Hours Worked Annually	11,520 Hours	3,845.15	3.85	
Cat 09 – Downstream transportation and distribution				
By spend - H - Transport and storage	0	0	0	Vehicle transport off fleet incorporated into Cat 01 due to calculator used but will aggregate out for 2024 data
Total Scope 3		**575,773**	**575.77**	
Total Scope 1, 2 & 3		**630,165**	**630.16**	
Total tCO2e per *FTE on gross scope 1, 2 & 3			**24.24**	
Total tCO2e per *£m Turnover on gross scope 1, 2 & 3			**131.67**	

Definitions:
Carbon footprint - The total set of greenhouse gas emissions (GHG) caused directly and indirectly by an individual event, organisation, or product expressed as Carbon Dioxide Equivalent (CO2e). (Source: Greenhouse Gas Protocol).

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

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

Scope 3 (other indirect) emissions are a consequence of your actions that occur at sources you do not own or control and are not classed as Scope 2 emissions. Examples of Scope 3 emissions are business travel by means not owned or controlled by your organisation, waste disposal, materials or fuels your organisation purchases. Deciding if emissions from a vehicle, office or factory that you use are Scope 1 or Scope 3 may depend on how you define your operational boundaries. Scope 3 emissions can be from activities that are upstream or downstream of your organisation. More information on Scope 3 and other aspects of reporting can be found in the Greenhouse Gas Protocol Corporate Standard.

References:

1. The GHG Protocol Corporate Accounting and Reporting Standard. Revised Edition (2015) World Resource Institute and World Business Council for Sustainable Development.

2. Environmental Reporting Guidelines: Including streamlined energy and carbon reporting guidance (March 2019) UK Government Department for Business, Environment and Industrial Strategy.

3. SmartCarbon Calculator: https://www.smartcarboncalculator.com/

4. Greenhouse gas reporting: conversion factors - Full set (for advanced users). More at this link: https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting

5. Atmospheric emissions: greenhouse gas emissions intensity by industry. More at this link: https://www.ons.gov.uk/economy/environmentalaccounts/datasets/ukenvironmentalaccountsatmosphericemissionsgreenhousegasemissionsintensitybyeconomicsectorunitedkingdom

6. Procurement Policy Note 06/21: Taking account of Carbon Reduction Plans in the procurement of major government contracts. https://www.gov.uk/government/publications/procurement-policy-note-0621-taking-account-of-carbon-reduction-plans-in-the-procurement-of-major-government-contracts

Emissions reduction targets

To continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets. We project that carbon emissions will decrease over the next five years to 81.92 tCO_2e by 2028. This is a reduction of 13%.

This rate of reduction should ensure we reach net zero by 2050 at the latest. Progress against these targets will be measured and charted in future years' plans to ensure that we keep on track and can reduce the timescale needed to reach Net Zero if possible.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects are in place and are reducing our CO2 and other emissions to get us to the current benchmark and we will continue these initiatives when performing contracts.

Future reports will feedback on the carbon impact of these plus any new initiatives introduced to reduce our impact.

Fleet maintenance

During this benchmark year we started tackling the source of our biggest CO2 output - the efficiency of our maintenance vehicle fleet which covers a significant mileage and business mileage in our own vehicles. There is scope to improve this in future years by ensuring that the vehicles used from our fleet are increasingly hybrids and EVs as the number of these on fleet increase. Longer term we will also need to move our maintenance fleet onto lower emission and eventually zero emission vehicles.

Building efficiency

We are working with our building owners to increase the overall efficiency of our office space, this year a new, more efficient gas boiler replaced the old and inefficient one previously used, complemented by the improved controls fitted last year. We are in discussion with building management with the aim over the next 5 years that solar panels are installed to reduce our Grid electricity consumption and more efficient glazing to further reduce energy use.

Staff travel to work

After our premises, this is one of our largest areas for emissions and one which we can control or manage down by encouraging more sustainable travel to work.
We have already taken several initiatives to encourage sustainable travel including:

- Provision of a refurbished, indoor locked cycle store on the premises with secure cycle storage, showers, changing rooms and lockers
- Encouragement for employees to use the Cycle to Work scheme to buy bikes and e-bikes

- Provision of employee public transport travel passes through salary check off.
- A staff car leasing scheme which enables them to lease electric vehicles at highly competitive rates.

In the future we hope to implement further measures including:

- Increase the use by staff of public transport or active travel as their first choice for travel to work, by expanding the range and take up of employee incentives to purchase public transport passes and bikes to get to work, and a wider range of hybrid and electric available on our staff car lease scheme which currently has a choice of one full Hybrid, two EVs and one PHEV model.
- Restricting the use of flying for business travel, which this year we reduced to none.
- Working with our building owner to introduce more energy efficiency measures to reduce energy consumption in our office space – such as upgrading insulation and fitting lighting with motion sensors to automatically turn off when areas are unoccupied.
- Further investigation of our Scope 3 emissions for employees working from home with more robust data so we do a better comparison of emissions compared to commuting for office working.
- To make employees aware of the most environmentally sustainable pension fund choices, all funds from our pension provider are ESG screened but some have a higher sustainability rating.

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[1] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[2].

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[3].

This Carbon Reduction Plan has been reviewed and signed off by the Co Wheels Management Team.

Signed on behalf of the Supplier:

Richard Falconer, Head of Locations and Business Development
Date: 31 July 2024