

**Supplier name:**

**Capita Business Services Ltd**

Publication date:

05/08/2023

**Commitment to achieving Net Zero**

Capita Business Services Ltd Has committed to achieving Net Zero emissions by 2035.

**Baseline Emissions Footprint**

Baseline Year:	2019
Additional Details relating to the Baseline Emissions calculations	None

**Baseline year emissions**

EMISSIONS	TOTAL Tonnes CO2e
Scope 1	7,288
Scope 2 Market Based	10,629
<b>Scope 3</b>	
Business travel	11,886
Upstream transportation and distribution	1,164
Downstream transportation and distribution	9,726
Commuting	5,881
Waste generated in operations	31
<b>Total Scope 3</b>	28,688
<b>Total Emissions</b>	46,605

Reporting Year: 2020

EMISSIONS	TOTAL Tonnes CO2e
Scope 1	7,988
Scope 2 Market Based	9,901
<b>Scope 3</b>	0
Business travel	3,293
Upstream transportation and distribution	1,218
Downstream transportation and distribution	15,330
Commuting	4,300
Waste generated in operations	24
<b>Total Scope 3</b>	24,164
<b>Total Emissions</b>	42,053

Reporting Year: 2021

EMISSIONS	TOTAL Tonnes CO2e
Scope 1	6,645
Scope 2 Market Based	4,569
<b>Scope 3</b>	1,969
Business travel	
Upstream transportation and distribution	0
Downstream transportation and distribution	12,503
Commuting	10,704
Waste generated in operations	20
<b>Total Scope 3</b>	25,196
<b>Total Emissions</b>	36,411

**Current Emissions Reporting**

Reporting Year: 2022 0

EMISSIONS	TOTAL Tonnes CO2e
Scope 1	5,388
Scope 2 Market Based	1,826
<b>Scope 3</b>	0
Business travel	3,456
Upstream transportation and distribution	0
Downstream transportation and distribution	2,501
Commuting	12,744
Waste generated in operations	92
<b>Total Scope 3</b>	18,793
<b>Total Emissions</b>	26,006

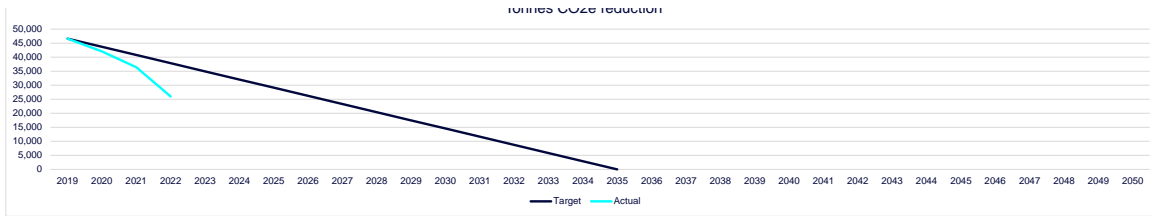
**Emissions reduction targets**

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.  
 1.5C GHG reduction targets verified by SBTi  
 Net zero carbon by 2035

	Tonnes CO2e
We project that carbon emissions will decrease over the next five years by 28% against base year ahead of our 1.5C GHG science based targets to:-	18,724

Progress against our net zero target can be seen in the graph below:





### Carbon Reduction Projects

Completed Carbon Reduction Initiatives

**Tonnes CO2e**

The following environmental management measures and projects have been completed or implemented since the 2019 baseline. The carbon emission reduction achieved by these schemes equate to a 9% reduction against the 2019 baseline and the measures will be in effect when performing the contract which is:-

**4,194**

- Capita has a virtual first working policy, with meetings conducted online where appropriate and possible. This has led to the closure of some properties, and the consolidation of working areas in others. Co-location of similar business units has further facilitated property closures.
- Lighting systems will be upgraded to LED in properties with a medium or long term occupancy strategy.
- Efficiency upgrades to heating, ventilation and air-conditioning systems will be made where possible including upgrading boilers from gas to electricity.
- Energy reduction programmes are in place so equipment is only powered up when needed
- Where possible and practical electric or hybrid vehicles are used for fleet and business miles (circa 33% of all vehicles)

In the future we hope to implement further measures including:

- Migrating multi-tenanted properties we occupy to 100% renewable electricity.
- Improving efficiencies in electricity consumption.
- Ongoing optimisation of building energy use and ensuring longer term strategies for building heating decarbonisation.
- Improving data and reporting to improve accuracy of carbon accounting.
- Reducing business travel emissions by further greening our fleet and optimising the use of online meeting tools. Transport emissions will fall as cars, trains and planes produce less carbon.
- Engaging with the supply chain to ensure suppliers set science-based carbon reduction targets and commit to net zero. Monitor top 200 supplier emissions annually
- Reducing commuting emissions through route planning and driver training.

**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<sup>[1]</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>[2]</sup>.

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>[3]</sup>.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

**Signed on behalf of the Supplier:**



**Name and Job Title:**

Michelle Delices, Chief Operating Officer

**Date:**

05/08/2023

<sup>[1]</sup> <https://ghgprotocol.org/corporate-standard>

<sup>[2]</sup> <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

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