
PAS2060

Datasheets for QES supporting
declaration of commitment to carbon
neutrality



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1.0 Introduction

In 2021, on the back of a change of branding and refreshed website and reflecting the increased influence sustainability now has on our business direction and service provision, Focus Consultants made the decision to target operational Net Zero Carbon for their firm in a challenging 5-year timescale. We are determined that our post COVID 'new normal' should be an improvement on where we had been before, and we feel our clients and business partners expect this of our company against a backdrop of Government and local regulations, targets and initiatives encouraging green practice in our industry.

The below documents our commitment in line with PAS 2060:2014 requirements, addressing each QES check-listed item for declaration against Table B.1 of the BSI PAS document for this standard.

2.0 Checklist Items – Table B1: Checklist of Commitment

2.1 Table B1 PAS 2060 data collation responses

1) Identify the individual responsible for the evaluation and provision of data necessary for the substantiation of the declaration including that of preparing, substantiating, communicating and maintaining the declaration.

Sonja Greenhow

2) Identify the entity responsible for making the declaration.

Focus Consultants 2010 LLP (Partnership No OC357628.)

3) Identify the subject of the declaration.

Focus Consultants 2010 LLP (Partnership No OC357628) – full company operations. Throughout this document, to be referred to as 'Focus'.

Baseline years	2021-22, 2022-23
Industry	Construction / Consultancy
Headcount	53
Office premises owned	0
Office premises leased	3
Company vehicles (leased)	1

4) Explain the rationale for the selection of the subject. (The selection of the subject should ideally be based on a broader understanding of the entire carbon footprint of the entity so that the carbon footprint of the selected subject can be seen in context; entities need to be able to demonstrate that they are not intentionally excluding their most significant GHG emissions (or alternatively, can explain why they have done so)).

We have chosen to limit our parameters as little as possible to best reflect the impact of our whole business operations and as such will not restrict the boundaries of Focus, except with respect to embodied carbon associated with our premises, which we do not own.

We exclude our sister company Midlands Energy Solutions as only part owned by Focus Consultants, which falls under a separate legal entity and company number.

We seek to avoid greenwash and to make an inclusive, accurate and meaningful measurement of Carbon Footprint as an exemplar in sustainable SME business practice, and to prioritise actual reduction - including a plan for regular iterative improvements - over necessary offsetting.

5) Define the boundaries of the subject.

We have opted to measure our journey to Net Zero Carbon in 2 stages: firstly, to encompass the impact of Scopes 1 and 2 and achieve net zero on these specifically by 2025, then to redeclare and achieve Net Zero across all scopes by the end of 2026.

Our assessment covers all regions and activities under scopes 1-2 for this declaration, excluding embodied carbon, any documented items deemed 'de minimis' in accordance with PAS definition – i.e., representing less than 1% of our total CO₂e emissions, or where we cannot access meaningful data.

The subject, therefore, will start by concentrating on operational carbon emissions under Scopes 1 and 2 items, as set out in item 7 below. This is deemed as the best way to expedite reducing those emissions over which we have most influence.

The tables set out in section 13 itemise the relevant areas of emissions capture.

6) Identify all characteristics (purposes, objectives, or functionality) inherent to that subject.

Focus Consultants is a Construction Consultancy SME, practicing from 3 offices based in Nottingham, Leicester, and London. It does not own any of its office buildings, and all are shared occupancy. As consultants, most of our operations are office-based, however the nature of our business means we necessarily visit site in person to fulfil our contractual obligations.

Our main business activities are described at Appendix 1.

7) Identify and take into consideration all activities material to the fulfilment, achievement or delivery of the purposes, objectives, or functionality of the subject.

Scope 1 (Direct)

- Natural Gas-powered boilers in offices over which we have control of utilities (Head Office)
- Fugitive emissions of refrigerant gas from air conditioning and office refrigerators (domestic).

Scope 2 (Indirect)

- Purchased electricity: *Eon for yr. April-Oct 2021-22, Opus Nov-Mar 2022-3*

Scope 3 – set aside for later assessment.

8) Select which of the 3 options within PAS 2060 you intend to follow.

Focus has in-house sustainability experts and will self-certify achievement of PAS 2060 against the selected scopes in accordance with clause 10.3.4. Any excluded items will be declared, and reasons given for non-inclusion.

9) Identify the date by which the entity plans to achieve the status of "carbon neutrality" of the subject and specify the period for which the entity intends to maintain that status.

Our target date is to complete actions and declare achievement against Scopes 1 and 2 by the end of the 2025 financial year. During this time, we will continue data interrogation to enable the extension of this to encompass Scope 3 by our ultimate 2026 target. Ultimately, we hope to maintain Zero Carbon status indefinitely.

10) Select an appropriate standard and methodology for defining the subject, the GHG emissions associated with that subject and the calculation of the carbon footprint for the defined subject.

Focus will be following guidance documented in the WRI GHG Protocols 'A Corporate Accounting and Reporting Standard (Revised Edition)' and the UK Government's publication 'Environmental Reporting Guidelines: Including streamlined energy and carbon reporting guidance' March 2019. These are referred to in PAS 2060 guidance Table C.1 *Examples of documents providing methodologies appropriate for use in the quantification and reduction of GHG emissions* as suitable methodologies.

We intend as far as possible to use primary data and will clearly document and explain reasons for using and estimated, standard or assumed data. Our chosen main source of emissions factors is the prevailing DEFRA/DBEIS data sheets: *UK Government GHG Conversion Factors for Company Reporting*, updated for each new data set as published).

11) Provide justification for the selection of the methodology chosen. (The methodology employed shall minimize uncertainty and yield accurate, consistent, and reproducible results.)

We find this is a transparent and consistent approach to apply both to primary data such as meter readings but also as a coherent method for estimating the CO₂e attributable to sources where we can only obtain secondary/estimated data. The HM Government methodology is published in the public domain, is clear and methodical and emulates the GHG Protocols; a widely accepted route and specified within the PAS 2060 guidance as compliant.

The DEFRA emissions factors data are readily available as they are published online and will enable third parties to compare us directly in line with other entities who use the same emissions factors. These are updated regularly, and Focus has used these in our ISO14001 process for CO₂ monitoring for several years.

Specifically for refrigerant gases, we have adopted the BRE BREEAM POL1 calculation method owing to the perceived inaccuracy of the data sets within the Government guidance, which offers

banded ranges for items such as charge capacity as wide as 0.5-100, making results near meaningless.

The calculation for this provides emissions in terms of life cycle CO₂e, therefore annual emissions should be annualised from the assumed 15-year lifespan this calculation generates. The annual figure has been pro-rated for our share of proportional usage.

12) Confirm that the selected methodology was applied in accordance with its provisions and the principles set out in PAS 2060.

We have applied these provisions in accordance with PAS as described above using sources cited as 'assumed to comply' within the PAS 2060 document Appendices. The BRE calculations under POL1 are globally accepted measure of emissions and are also deemed a suitable and more accurate measure than other estimated means available to us. We expect that this estimation may overstate related emissions, in line with PAS 2060's stance on avoiding any underestimation.

13) Describe the actual types of GHG emissions, classification of emissions (Scope 1, 2 or 3) and size of carbon footprint of the subject exclusive of any purchases of carbon offsets.

- a) All greenhouse gases shall be included and converted into tCO₂e.
- b) 100% Scope 1 (direct) emissions relevant to the subject shall be included
- c) 100% Scope 2 (indirect) emissions relevant to the subject shall be included
- d) Where estimates of GHG emissions are used in the quantification of the subject carbon footprint (particularly when associated with scope 3 emissions) these shall be determined in a manner that precludes underestimation.
- e) Scope 1, 2 or 3 emission sources estimated to be more than 1 % of the total carbon footprint shall be taken into consideration unless evidence can be provided to demonstrate that such quantification would not be technically feasible or cost effective. (Emission sources estimated to constitute less than 1 % may be excluded on that basis alone.)
- f) The quantified carbon footprint shall cover at least 95% of the emissions from the subject.
- g) Where a single source contributes more than 50% of the total emissions, the 95% threshold applies to the remaining sources of emissions.
- h) Any exclusion and the reason for that exclusion shall be documented.

Scopes 1 and 2 included as fully as possible. This currently does not include our proportion of electric use for satellite offices which are leased with utilities provided, and fall under scope 3.

The below tables demonstrate the split of emissions per scope based on data available for the baseline years 2021-22 and 2022-23. This includes percentages as measured proportionally against Focus' estimated emissions for *all* scopes, although this is merely to demonstrate the 'de minimis' nature of certain emissions – that is, falling under 1% of our total footprint. The scope 1 and 2 values have been calculated as described elsewhere in this document as we are targeting these specifically in our initial next zero target for 2025. The scope 3 estimate cited at this stage will be an estimate based on available data only; likely to represent a significant understatement as we have not yet started to gather full supply chain data and will naturally increase as these are captured.

2021-22

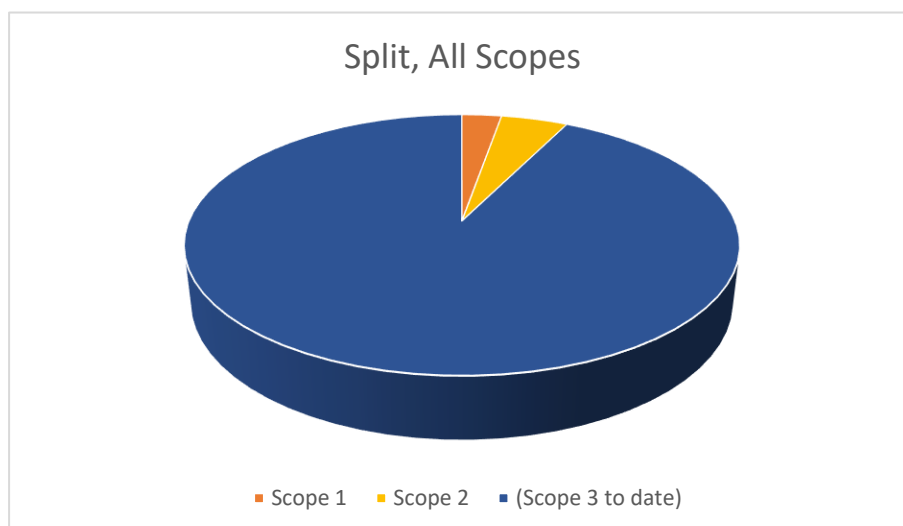
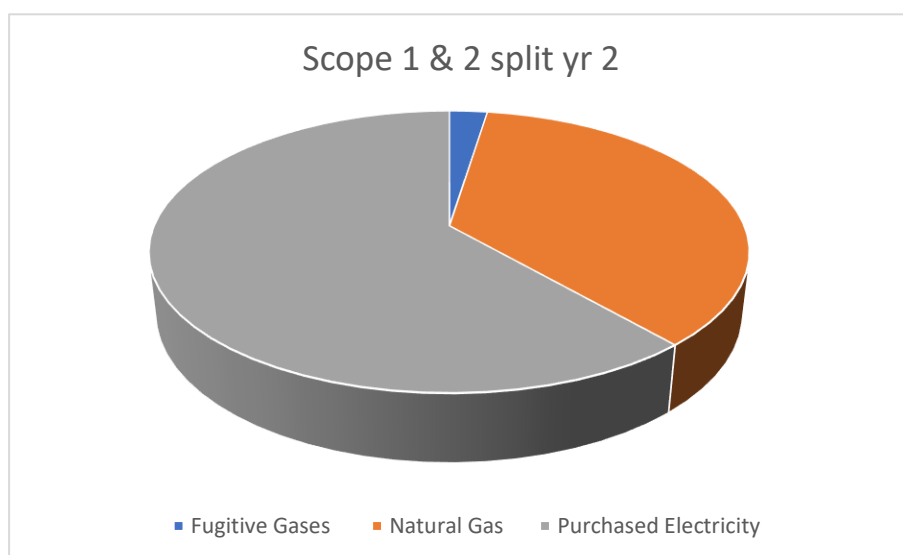
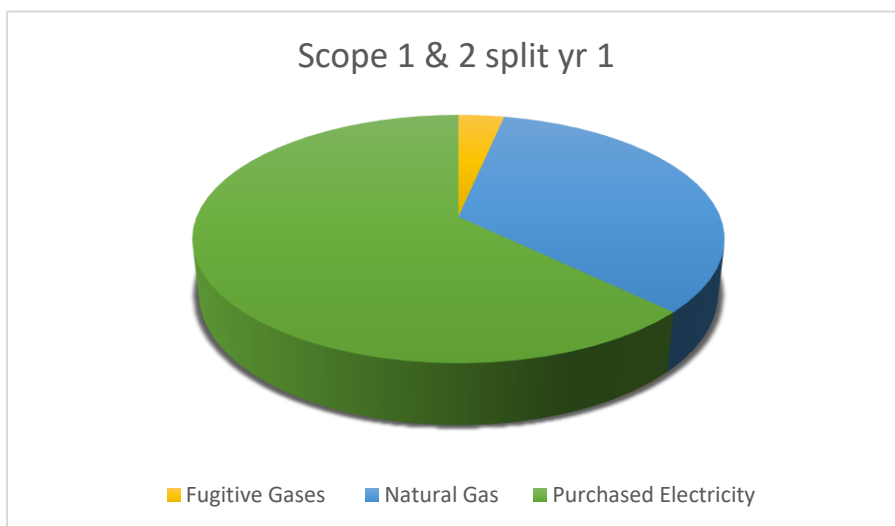
Scope	GHG Descriptor	Emissions Source	CO2e Kg	% CO2e
1	Fugitive Gases	Refrigerators, air conditioning	160.51	0.26
1	Natural Gas	Boiler: Stationery Combustion Source (Notts)	1,653.5	2.66
2	Purchased Electricity	Office Power via Grid	2944.03	4.74
Sub Total	Scopes 1 & 2 emissions	Combined items above	4,758.04	7.66
TOTAL	Emissions: all scopes (incomplete data)	Other business travel, estimated commute and home working utilities	62,148	100

2022-23

Scope	GHG Descriptor	Emissions Source	CO2e Kg	% CO2e
1	Fugitive Gases	Refrigerators, air conditioning	160.51	0.23
1	Natural Gas	Boiler: Stationery Combustion Source (Notts)	2,395.15	3.41
2	Purchased Electricity	Office Power via Grid	4,070.28	5.80
Sub Total	Scopes 1 & 2 emissions	Combined items above	6,625.94	9.44
TOTAL	Emissions: all scopes (incomplete data)	Other business travel, estimated commute and home working utilities	70,184	100.00

As is clear from the pie charts below depicting this data, even the limited Scope 3 items we have captured to date dwarf the Scopes 1 and 2 emissions that are the subject of the declaration; of which by far the most impactful are attributable to utilities.

Refrigerant gases contribution is deemed de minimis and will be subject to exclusion for further calculations and data capture.



In terms of purchased electricity, our supplier prior to renewal in November 2022 published their fuel mix as required by the Electricity (Fuel Mix Disclosure) Regulations 2005. The current available online data bases this breakdown on the period 1 April 2020 – 31 March 2021.

For corporate customers this comprises 27.7% renewable energy sources, whilst for domestic use and small businesses (like ours) this rises to 81.9% (E.ON Energy Solutions Limited) [Fuel mix | E.ON \(eonenergy.com\)](#) giving an overall average of 43.7% renewable sources across the board.

Going forward we have appointed a supplier with an advertised 100% renewably sourced supply. This new contract was agreed in November 2022.

We are aware of the difficulties with accepting at face value energy suppliers' claims of 100% renewable energy being delivered, given that all purchased power comes via the grid, which does not all come via renewable means – however, given the trend for consumers like ourselves selecting these 'renewable based' tariffs and demanding carbon reductions in this area, grid emissions factors are reducing as production moves towards lower carbon sources, and this is represented in Government's published predictions for forthcoming years. Therefore, although many would 'greenwash' and represent the Scope 2 reduction as diminished to zero, we do not feel this is a true representation and will not record a nil return for our energy but rely on Defra emissions factors, which will reduce as more renewables contribute to the overall grid power delivered.

14) Where the subject is an organization/company or part thereof, ensure that:

- a) Boundaries are a true and fair representation of the organization's GHG emissions (i.e. shall include all GHG emissions relating to core operations including subsidiaries owned and operated by the organization). It will be important to ensure claims are credible - so if an entity chooses a very narrow subject and excludes its carbon intensive activities or if it outsources its carbon intensive activities, then this needs to be documented.
- b) Either the equity share or control approach has been used to define which GHG emissions are included. Under the equity share approach, the entity accounts for GHG emissions from the subject according to its share of equity in the subject. Under the control approach, the entity shall account for 100% of the GHG emissions over which it has financial and/or operational control.

Our organisational boundary has been selected on a control basis – only including those items over which Focus Consultants has full operational control; however, we will include our services and corporate operations in their entirety as far as practicable. Focus is an SME with no complex company structure or wholly owned subsidiaries.

Any interests under its Partners' ownership external to Focus Consultants 2010 LLP legal entity are not within scope for assessment.

15) Identify if the subject is part of an organization or a specific site or location, and treat as a discrete operation with its own purpose, objectives and functionality.

Full organisation activities included.

16) Where the subject is a product or service, include all Scope 3 emissions (as the lifecycle of the product/service needs to be taken into consideration).

n/a – full range of activities

17) Describe the actual methods used to quantify GHG emissions (e.g., use of primary or secondary data), the measurement unit(s) applied, the period of application and the size of the resulting carbon footprint. (The carbon footprint shall be based as far as possible on primary activity data.)

Where quantification is based on calculations (e.g., GHG activity data multiplied by greenhouse gas emission factors or the use of mass balance lifecycle models) then GHG emissions shall be calculated using emission factors from national (Government) publications. Where such factors are not available, international or industry guidelines shall be used. In all cases the sources of such data shall be identified.

Methodology by Source:		
Emission Source	Data Source	Emission Factors
Fugitive Gases: (assumed to be R600A as per unit literature)	Estimates based on secondary data – tables within HM Gov. <i>Environmental Reporting Guidelines: Including streamlined energy and carbon reporting guidance</i> March 2019 Annex C, and DEFRA Emissions Factors 2022. Charge capacity x Annual leak rate x Global Warming Potential, multiplied by no. of units, proportionally applied where a shared unit in communal areas.	0.22 charge capacity 0.3% leak rate 3 GWP (kg)
Fugitive Gases: (assumed to be R410A for air con)	Estimates based on secondary data – tables within HM Gov. <i>Environmental Reporting Guidelines: Including streamlined energy and carbon reporting guidance</i> March 2019 Annex C, and DEFRA Emissions Factors 2022. Calculations using POL1 BREEAM methodology, pro rata per Govt guidance for proportion of our annual use.	2.5 charge capacity 15% leak rate 2088 GWP (kg)
Natural Gas	Measured on site (metered) to obtain primary data, multiplied by DEFRA Emissions factor per unit	2.022 / 2.03 per m ³ (2021-2 & 2022-3)
Purchased Electricity	Metered for Nottingham Head offices for primary data collection; DEFRA emissions factors applied per unit consumed.	0.23314/ 0.19121 per KWh (2021-2 & 2022-3)

Refrigerant gas data is noted as unavoidably inaccurate as it is based on assumptions that domestic refrigerators typically use R600A (we have confirmation of this for just 1 unit) and modern air conditioning typically uses R410A (a reasonable assumption). Furthermore, other than one air conditioning unit for our shared server room, which will be apportioned accordingly, we only have control over a single air-conditioning unit in a small meeting room - used only in extreme summer conditions when not otherwise manageable by natural ventilation (this is rare; used for an unmeasured small proportion of the day on approximately 6 occasions all year).

The time/cost burden in obtaining this accurately on a regular basis for such a small proportion of emissions is not reasonable, particularly as the outcome is unlikely to be very accurate.

18) Provide details of, and explanation for, the exclusion of any Scope 3 emissions.

We do not have a baseline year of data for all emissions under Scope 3 at this stage, although we have started collation; therefore, in the interest of expediency in managing and reducing our emissions we have opted to concentrate on the 'quick wins' under our control, i.e., scopes 1-2, for the current declaration.

19) Document all assumptions and calculations made in quantifying GHG emissions and in the selection or development of greenhouse gas emission factors. (Emission factors used shall be appropriate to the activity concerned and current at the time of quantification.)

We have assumed in using Scope 2 electric power emissions factors published by Defra, that these are appropriate to the fuel mix (where relevant) declared by our providers for the baseline years, and fairly reflect the CO₂ equivalent of the energy supply we have been using. We appreciate this fuel mix may vary and the proportions cited by the provider may fluctuate.

We have also assumed that it is acceptable to pro rate the emissions attributable to refrigerant gases on estimated usage, since we understand published figures for leakage rates are calculated on a per annum basis. We have further assumed that leakage rates provided for our calculation method are based on appliance usage and that the same rate of leakage is not to be expected by a unit which is not in use.

20) Document your assessments of uncertainty and variability associated with defining boundaries and quantifying GHG emissions including the positive tolerances adopted in association with emission estimates. (The statement could take the form of a qualitative description regarding the uncertainty of the results, or a quantitative assessment of uncertainty if available (e.g., carbon footprint based on 95% of likely greenhouse gas emissions; primary sources are subject to variation over time; footprint is best estimate based on reasonable costs of evaluation)).

Assumptions surrounding refrigerant fugitive gas emissions have been made based on available data as we have no access to accurate data for all units in operation as described above, nor for hours of use per annum (meeting room air conditioning specifically) attributable to our part of the building. For the air conditioning cooling the server room, we feel a reasonable apportionment is 50/50 for our shared use of the space with the other tenant. We have no influence over the usage by the other occupiers.

Power use of leased buildings is difficult to ascertain accurately, however, since we have no control over the purchase of power at our regional offices (Leicester and London). These fall under scope 3 and are excluded from our figures and current declaration.

We do have utilities data in full for head office, where communal utilities consumption has been included proportionally in the scope 1 and 2 utilities figures, split between ourselves and the only other tenant based on estimated split by approximate headcount and floor area.

21) Document carbon footprint management plan:

- a) Make a statement of commitment to carbon neutrality for the defined subject.
- b) Set timescales for achieving carbon neutrality for the defined subject.

- c) Specify targets for GHG reduction for the defined subject appropriate to the timescale for achieving carbon neutrality including the baseline date, the first qualification date and the first application period.
- d) Document the planned means of achieving and maintaining GHG emissions reductions including assumptions made and any justification of the techniques and measures to be employed to reduce GHG emissions.
- e) Specify the offset strategy including an estimate of the quantity of GHG emissions to be offset, the nature of the offsets and the likely number and type of credits.

See Part 3

22) Implement a process for undertaking periodic assessments of performance against the Plan and for implementing corrective action to ensure targets are achieved. The frequency of assessing performance against the Plan should be commensurate with the timescale for achieving carbon neutrality.

We plan to monitor alongside our existing ISO 14001 plan, which is scheduled to have quarterly monitoring interventions with feedback to board level and action points for working group members. Data capture for regular items will be monthly, from travel expenses and meter readings in the near term, to feed into our ongoing website ticker for our carbon footprint.

23) Where the subject is a non-recurring event such as weddings or concert, identify ways of reducing GHG emissions to the maximum extent commensurate with enabling the event to meet its intended objectives before the event takes place and include post event review to determine whether or not the expected minimisation in emissions has been achieved.

n/a – not a one-off event

24) For any reductions in the GHG emissions from the defined subject delivered in the period immediately prior to the baseline date and not otherwise taken into account in any GHG emissions quantification (historic reductions), confirm:

- the period from which these reductions are to be included;
- that the required data is available and that calculations have been undertaken using the same methodology throughout;
- that assessment of historic reduction has been made in accordance with this PAS, reporting the quantity of historic reductions claimed in parallel with the report of total reduction.

Focus has determined that our 2-year baseline period started as of 1 April 2021, since as data was collected and interpreted during 2021-2, it became apparent that it may not be a truly representative year as a standalone and that extending to encompass 2022-3 would help temper results affected by transitional COVID measures before we moved to a formalised hybrid working model with regular attendance. We determined that 2020-1 'business as usual' was still affected by pandemic restrictions and some of the savings attributable to atypical travel and premises occupation would not have happened had we been operating as usual: we elected to delay data gathering to exclude that year.

We note the uptick in premises electricity usage affecting our scope 2 figures between the two years selected is near compensated by a corresponding drop in scope 3 work from home estimated emissions.

The overall figure has increased slightly but given our 20% increase in turnover in the same period is actually an emissions intensity reduction. The overall all scopes' total would have increased by circa 12,220kg to keep track with income generation growth, whereas the increase was calculated to be nearer 2298kg.

In line with PAS 2060 requirements, any material changes in method or other relevant factor will be declared and, as necessary, a redeclaration of commitment made. We will need to establish another baseline for Scope 3 following investigation into emissions throughout our supply chain.

In terms of prior reductions, we have logged our office utilities (and selected Scope 3 consumables and travel information) for ISO14001 for over 5 years and note significant reductions achieved; in some areas approximately 85% reduction. However, we have elected not to include this data and select an earlier baseline to correspond with our full reduction journey as we cannot substantiate data fully for all offices over the timescale to satisfy PAS 2060 methodology compliance since only our Midlands operations were ISO14001 certified for this period.

25) Record the number of times that the declaration of commitment has been renewed without declaration of achievement.

This is the first declaration of commitment made by Focus Consultants.

26) Specify the type of conformity assessment:

- a) independent third-party certification;
- b) other party validation;
- c) self-validation.

Self-validation, c) will be undertaken. Focus has in-house sustainability experts and will self-certify achievement of PAS 2060 in accordance with clause 10.3.4. Any excluded items will be declared, and reasons given for non-inclusion.

27) Include statements of validation where declarations of commitment to carbon neutrality are validated by a third-party certifier or second party organizations.

n/a

28) Date the QES and have it signed by the senior representative of the entity concerned (e.g., CEO of a corporation; Divisional Director, where the subject is a division of a larger entity; the Chairman of a town council or the head of the household for a family group).

See 'Contact information' panel p1 with sign off.

29) Make QES publicly available and provide a reference to any freely accessible information upon which substantiation depends (e.g., via websites).

Added to our Corporate Responsibility Pages of our website.

30) Update the QES to reflect changes and actions that could affect the validity of the declaration of commitment to carbon neutrality.

We appreciate that there are certain changes that are deemed material in the declaration to commitment to carbon neutrality, creating a 'significance threshold'; a breach of which would trigger a redeclaration of baseline year. For Focus, we would suggest these might include:

1. Changes in configuration of buildings owned / leased assets occupied by our business.
2. Significant variation in staff headcount
3. Structural transformation (bringing services in house, purchase of a firm, outsourcing previous in-house activities or moving into a new discipline like manufacturing where producing/selling of goods)
4. Discovery of significant errors, or improvements to methodology/emissions factors applied that substantially impact the data outputs of the baseline period.

Focus commits to redeclaration should any material event impact the validity of the baseline year figures declared, as described in the GHG Protocol standard.

3.0 Conclusion /Carbon Management Plan

Focus' intention is to seek Net Zero Carbon by 2026 via a reduction in key contributing CO₂ emissions, starting with those over which we have most control – i.e., Scopes 1 and 2 - by 2025. These scopes therefore are the subject of this declaration.

These aims will be attempted by focusing primarily on the areas below:

- Continue to measure, improve, and categorise the enhanced data collection for calculating emissions, started during the year 2021-2.
- Continue improved Carbon Emissions data visibility for stakeholders via content on website and other external/internal communication channels to communicate lessons learned and celebrate successful reduction initiatives and understand unwanted increases.
- Electricity during baseline period was moved between providers in November 2022. We now have a supplier offering us energy advertised as '100% renewably sourced', but we will continue to investigate alternative green energy providers for future renewals to ensure the validity of the energy sourcing long-term.
- We will work to ascertain power usage efficiency gains via Powersave (technology aimed at reducing usage); plus determine PV contribution to power used.
- Investigate alternatives for current gas boiler at head office and prioritise efficiency of use in current form: factor in lower carbon heating alongside improved insulation. This will require

landlord engagement and buy in to what we aim to achieve – we note landlord requirements brought about in law for leased asset performance.

- Utilising natural ventilation systems within the office as the first means of comfort cooling in lieu of any active cooling system and engage air conditioning maintenance company about re-gassing options with lower Global Warming Potential than gas currently used.
- Prioritise sustainability of heating/cooling/efficiency solutions in any future office premises' selection between now and 2025 alongside travel planning to any prospective premises to support lower emission travel options.
- To offer awareness training and enable the upskilling of Focus staff / other operatives who work on our behalf to understand and contribute optimally to the desired behavioural changes (e.g., reduced energy consumption) and reliable capture of data.

In anticipation of planning for Scope 3 data management ahead of assessing a baseline year for all emissions, we will also plan for:

- Continuing to have discussions with our respective landlords on how we can obtain more accurate data on utilities usage and take up practical solutions to minimise energy use.
- To engage our supply chain and help them to support us in relevant emissions capture for their services provided to us.
- Continuing to employ flexible, hybrid working and encouraging remote meetings in lieu of face-to-face contact where possible, as a means of reducing mileage and thereby our carbon impact; with particular emphasis on client meetings requiring travel outside of routes where good public transport exists. This may include team penalties for a failure to minimise travel.
- Offer suitable incentives to encourage car sharing, cycle and public transport use to promote low carbon options for business travel. This may comprise team incentives for hitting pre-set reduction targets to minimise travel, given job location / distance. We anticipate staff consultation will ascertain the incentives most likely to encourage modified behaviour.
- To develop current consideration of geographical location for Focus events and socials for ease of sourcing lower carbon transit.
- To consider our current fleet strategy and the potential for roll out of low emissions vehicles to operatives with the largest travel burden for business, e.g., surveyors, site testers. This may include preferential mileage rates for staff using lower emissions vehicles.
- To hold regular workshops to investigate, discuss and target subcategories of Scope 3 emissions sources, for bite size roll out of capture and reduction initiatives from now to 2026 internal deadline.
- To implement enhanced data capture, and add to supply chain feedback, to determine where emissions savings could be made:

- a. in meeting/event catering (waste avoidance, local source, low food chain choices)
- b. in waste reduction and recycling
- c. in subconsultant selection – especially geographically
- d. in wider areas such as company investments
- e. surrounding non-car mileage - e.g., on public transport (not currently captured)

Our target of switching energy supplier at Head Office to one offering 100% renewable energy was completed on 17th November 2022. We have highlighted the difficulties with assessing this a zero-emissions energy source at item 13, but feel it is important for consumers to 'vote with their feet' to drive the move towards preferential use of renewable sources.

Our recent plan for moving away from company leased vehicles has been completed, replacing the final unit in service with a car allowance at the close of the financial year 2022-23. This item remains under Scope 3 but no longer falls under a different subcategory to other staff business miles.

We expect that we will achieve an absolute reduction of no less than **10%** of the declared average level of Scope 1 & 2 emissions: representing approximately 570kg CO₂e by the end of 2025 – the point of our planned first Declaration of Achievement.

For any residual CO₂e produced by 2025 that we have not successfully reduced via the above actions, we will utilise offsetting schemes to compensate for these remaining emissions:

We anticipate the quantity of emissions requiring offset across scopes 1 and 2 to be no more than **90%** of the whole of those measured in the baseline year, that is 5,123.23kg CO₂e at the point of our first Declaration of Achievement.

We are committed to using the Oxford Offsetting Principles in our selection of any offsetting solution(s). We will select from a shortlist of preferred robust and trusted international schemes such as the Gold Standard and the Verra Verified Carbon Standard. The nature of the offsets under our chosen schemes is a combination of carbon avoidance and carbon removal (from the atmosphere). We furthermore feel it is important for us to direct at least some of our carbon offsetting to UK based schemes such the Woodland Carbon Code, or the Peatland Code. The Saltmarsh Code is in pilot phase right now so not available but will be explored also. The exact proportion of carbon emissions offset under each of these shortlisted schemes is yet to be determined.

Given offsets are sold per tonne, we anticipate the likely number of credits will be 1 allowing for fluctuation of usage and impact of new mitigation measures not yet definable (such as Powersave technology), which has recently been installed.

To cover out entire measured footprint to date would equate to 7 tonnes of credits assuming successful 10% reductions.



Appendix A

Focus Services Flyer

THE FOCUS GROUP



Focus are committed to a sustainable future for the Built Environment. We provide a single point of service for our clients, delivering excellence in economic development, construction, and sustainability. **Create. Deliver. Assess.**

Create.

Funding

Funding strategies
Bid writing
Project Development Bid project management

Business Planning

Green Book Business Cases
Heritage services including business and activity planning
Business plans
Governance Reviews
Options appraisals
Transitional planning

Economic Development

Project Appraisal
Masterplanning
Investment Plans
Feasibility studies and options appraisals
Economic and Social Impact Assessment
Public Contract
Regulations-compliant procurement

Research & Evaluation

Project and Programme Evaluations and Summative Assessments
Market research
Stakeholder engagement
Consultation
Analysis
Evaluation Plans
Project due diligence
Brief testing

Deliver.

Project Management
Risk Management Project
Team Assembly
Management and Control Procedures
Project Execution Strategies
Design Process
Management
Design Management and Co-ordination
Value Management / Engineering
Procurement Management (Public Contracts
Regulations compliant where necessary)

Contract Administration / Employers Agent
Overseeing Construction
Client Representative
Project Monitoring
Project Audits and Recovery
Project Due Diligence
Project Management
Training and Toolkits

Building Surveying

Project Management
Employers Agent
Contract Administration
Lead Designer
Asset Management
Stock Condition
Surveys
Dilapidations and Landlord and Tenant Advice

Principal Designer
Fire Risk Assessment and Management
Party Wall Surveys
Quality Monitoring
Retrofit Co-Ordinator
Retrofit Assessor

Quantity Surveying

Budget Planning
Feasibility Studies
Options Appraisal
Retailed Project Cost Planning
Bills of Quantities
Post Contract
Cost Management
Final Accounts Resolution
Contract Claims
Advice Pricing Schedules

Value Management / Engineering
Cashflow Forecasting
Exhibition / Interpretation
Cost Specialist
Public Procurement Specialist
Independent Project Audits
M&E Quantity Surveying
Lift Cycle Costing
Capital Allowance Calculations

Assess.

Sustainability & Environment Services

Energy and Sustainability Strategies
Net Zero Carbon Pathway Advice
Local Policy support and validation
Life Cycle Assessment (LCA) and Circular Economy Assessments
Passivhaus
Environmental Assessment Methods (Bespoke, BREEAM, DREAM, Fitwell, LEED, WELL, Ceequal)
Environmental Performance Declaration (EPD) generation
Wellbeing and Healthy Spaces
CO2 Footprint and Offsetting Advice
Post Occupancy Evaluation (POE)

Carbon

Whole Life Carbon Assessments
Embodied Carbon Assessments
Environmental Performance Declarations (EPD)
Corporate Policy on GHG Emissions
Net Zero Carbon Pathway Advice
Carbon Footprinting
Carbon Offsetting Advice
Industry Insights

Building Physics Services

Dynamic Simulation - Thermal Model Analysis
Predicated Building Energy Modelling
Overheating/Comfort Assessments TM59/TM52
Thermographic Surveys
Condensation Analysis (BS5250, BS EN ISO 13788, Wufi)
Thermal Bridge Calculations (PSI Value)

U Value Calculations (BR443)
Kappa Calculations
Existing Building Energy Efficiency Advice.

Compliance Services

AD Part L1 & L2 Services (SAP & SBEM)
Energy Performance Certificates (EPC)
Low and Zero Carbon Specification Advice
Renewable Technology Evaluation and Performance analysis
Part F Ventilation Services Evaluation
Part G Calculations & Water Efficiency

Planning Support Services

Air Quality Assessment
Energy & Sustainability Statements
Funding and Incentive advice RHI and FIT
Daylight & Sunlight Analysis
Right to Light
Phase 1 Habitat Surveys

Protected Invasive Species Surveys

Performance Testing Services

Air Testing Advice
On-Site Air Testing: Residential & Commercial
Air Quality Testing
Ventilation Testing
Duct Testing
Acoustic Assessment & Advice
Environmental Noise Assessment & Studies
On-Site Acoustic Testing: Residential & Commercial



Appendix B 1

Evidence in Support of Calculations (Scopes 1 & 2)

ITEM		DESCRIPTION
R600A F. Gas		Calculation of emissions from refrigerators
R410A F. Gas		Refrigerant gas calculation (POL1) – Air conditioning
Natural Gas		Heating consumption calculation
Power		Purchased electricity emissions calculated against usage

REFRIGERANT GASES (SCOPE 1)

using UK Govt estimates

refrigerator- isobutane R600a	units	charge capacity (kg)	time (yr)	leak rate %	GWP (kg)	CO2e kg	t CO2e/yr
	2.5	0.22	1	0.3	3	0.495	0.000495

POL1 calculation template used	for air conditioning	charge capacity based on manufacturer literature for unit in head office multiple units; includes shared appliances	2021-2	t CO2e/yr	0.000495
			2022-3	t CO2e/yr	0.000495

System type/name	R-number	Refrigerant charge (kg per kiwi coolth capacity)	System capacity (kW)	Total refrigerant charge (kg)	Operational life (yr)	Refrigerant global warming potential	Annual leakage rate (% refrigerant charge)	Annual purge release factor (% refrigerant charge)	Annual service release (% refrigerant charge)	Probability factor for catastrophic failure (%)	Refrigerant recovery efficiency (%)	Refrigerant loss (operational)	Refrigerant loss (retirement)	Total lifetime refrigerant loss (kg)	CO ₂ equivalent (kg)	Direct emissions life cycle kgCO ₂ equiv/k W coolth capacity
LG E09SQU.UB0 air conditioner Split system	R410A		2.50	0.90	15	2088	15.00%	0.50%	0.25%	1.00%	95.00%	2.26	0.05	2.31	4815.45	1926.18

CO2e kg figures cited over 15 year lifespan

4,815.45 / 15 years321.03 kgCO2e/yr

pro rate for proportional of server rm/meeting rm use	160.51 kg CO2e/yr	2021-2	t CO2e/yr	0.161	assumed constant across each year
		2022-3	t CO2e/yr	0.161	

GAS USE AT PREMISES (SCOPE 1)

Focus proportional use @ 25%

2021/2
meter reading
usage
CO ₂ e (Em. Factor 2.022)

(Mar prev)	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL kg
47782	48222	48462	48462	48462	48462	48462	48666	49299	49718	50265	50679	51053	
	110	60	0	0	0	0	51	158.25	104.75	136.75	103.5	93.5	
	222.42	121.32	0	0	0	0	103.12	319.98	211.80	276.51	209.28	189.06	1653.49

t CO2e/yr1.653

Focus proportional use @ 40%

2022/3
meter reading
usage
CO ₂ e (Em. Factor 2.03 from Q2)

(Mar prev)	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL kg
51053	51293	51360	51386	51386	51386	51449	51470	51935	52608	53155	53601	54004	
	96	26.8	10.4	0	0	25.2	8.4	186	269.2	218.8	178.4	161.2	
	194.112	54.1896	21.0288	0	0	51.156	17.052	377.58	546.476	444.164	362.152	327.236	2395.15

t CO2e/yr2.395

ELEC. USE AT PREMISES (SCOPE 2)

2021/2
meter reading
usage
CO ₂ e (Em. Factor 0.23314)

Focus proportional use @ 25%

(Mar prev)	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL kg
166783	171323	175652	179134	182649	186446	190506	195437	200955	204878	208584	212949	217294	
	1135	1082.25	870.5	878.75	949.25	1015	1232.75	1379.5	980.75	926.5	1091.25	1086.25	
	264.6139	252.315765	202.94837	204.871775	221.308145	236.6371	287.403335	321.61663	228.652055	216.00421	254.414025	253.248325	2944.03

t CO2e/yr 2.944

Focus proportional use @ 40%

2022/3
meter reading
usage
CO ₂ e (Em. Factor 0.19121 from Q2)

(Mar prev)	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL kg
217294	221088	224690	228163	232245	236378	240669	244602	250480	255692	259154	263772	268128	
	1517.6	1440.8	1389.2	1632.8	1653.2	1716.4	1573.2	2351.2	2084.8	1384.8	1847.2	1742.4	
	353.813264	335.908112	323.878088	312.207688	316.108372	328.192844	300.811572	449.572952	398.634608	264.787608	353.203112	333.164304	4070.28

t CO2e/yr 4.070

SCOPES 1 & 2 totals

2021-2	t CO2e/yr	4.759
2022-3	t CO2e/yr	6.626
Avg	t CO2e/yr	5.692