

## Supplier name:

Capita Business Services Ltd

Publication date:

02/10/2024

## Commitment to achieving Net Zero

Capita Business Services Ltd

Has committed to achieving Net Zero emissions by 2045.

## Baseline Emissions Footprint

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

## Baseline year emissions

EMISSIONS	TOTAL Tonnes CO2e
Scope 1	7,286
Scope 2 Market Based	10,625
<b>Scope 3</b>	
Business travel	11,882
Upstream transportation and distribution	1,164
Downstream transportation and distribution	9,722
Commuting	5,879
Waste generated in operations	31
<b>Total Scope 3</b>	28,678
<b>Total Emissions</b>	46,588

Reporting Year: 2020

EMISSIONS	TOTAL Tonnes CO2e
Scope 1	7,988
Scope 2 Market Based	9,902
<b>Scope 3</b>	0
Business travel	3,293
Upstream transportation and distribution	1,218
Downstream transportation and distribution	15,328
Commuting	4,299
Waste generated in operations	24
<b>Total Scope 3</b>	24,162
<b>Total Emissions</b>	42,052

Reporting Year: 2021

EMISSIONS	TOTAL Tonnes CO2e
Scope 1	6,282
Scope 2 Market Based	4,319
<b>Scope 3</b>	
Business travel	1,862
Upstream transportation and distribution	0
Downstream transportation and distribution	11,819
Commuting	10,119
Waste generated in operations	19
<b>Total Scope 3</b>	23,818
<b>Total Emissions</b>	34,420

Reporting Year: 2022

EMISSIONS	TOTAL Tonnes CO2e
Scope 1	5,387
Scope 2 Market Based	1,825
<b>Scope 3</b>	
Business travel	3,455
Upstream transportation and distribution	12,335
Downstream transportation and distribution	2,501
Commuting	12,740
Waste generated in operations	91
<b>Total Scope 3</b>	31,122
<b>Total Emissions</b>	38,334

## Current Emissions Reporting

Reporting Year: 2023	
EMISSIONS	TOTAL Tonnes CO2e
Scope 1	6,193
Scope 2 Market Based	1,797
<b>Scope 3</b>	
Business travel	3,792
Upstream transportation and distribution	20,189
Downstream transportation and distribution	6,906
Commuting	10,933
Waste generated in operations	112
<b>Total Scope 3</b>	41,931
<b>Total Emissions</b>	49,920

## 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

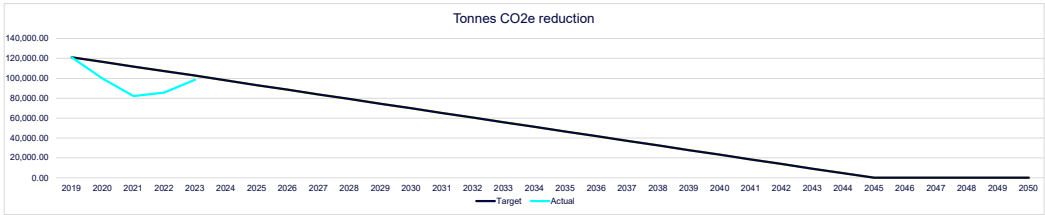
Net zero carbon by 2045

Tonnes CO2e

We project that carbon emissions will decrease over the next five years by 35% against base year ahead of our 1.5C GHG science based targets to:-

24,917

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



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The calculation method we use is based on a proportionate representation of Capita plc's turnover and the turnover of its subsidiary, Capita Business Services Limited (CBSL). This method ensures that our emissions data accurately reflects the scale of our operations. However, it also means that any fluctuations in turnover can impact the reported emissions.

When Capita plc's turnover decreases slightly and CBSL's turnover increases, the proportion of emissions attributed to each entity changes accordingly. This doesn't mean actual emissions have increased, but rather that CBSL's larger financial footprint is now more prominent in the calculation. The carbon emission reduction achieved by Capita plc (for the Scopes included in this Carbon Reduction Plan) equate to a 18.57% reduction against the 2019 baseline.

The following environmental management measures and projects have been completed or implemented since the 2019 baseline.

We invested in energy-efficiency measures across our estate in 2023:

- Replacement of LED lighting
- Replacement of chillers and air conditioning units
- Replacement of heating plant
- Updated building management controls:
- Installation of sub-metering

In addition to these measures, we have:

- Installed 34 Electric vehicle chargers across seven locations in 2023, with further installations planned for 2024.
- Identified further initiatives for energy reductions through Energy Savings Opportunity Scheme (ESOS) surveys:
- Linked Net zero targets to incentive plans: Functions and divisions set targets in 2023 to drive progress against net zero milestones.
- Move to virtual meetings using Microsoft Teams
- Where work circumstances allow, employees given options for flexible working model to reduce accommodation requirements

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:  
Date:

*M W Lansdown*  
Michael Lansdown, Director  
01/10/2024

<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>