



# Cycle**to**Work

Carbon Reduction Plan

2023

## Carbon Reduction Plan

Supplier name: Cycle Solutions (Cycle to Work) Limited (*incorporating Starbill Ltd*)

Publication date: 3<sup>rd</sup> January 2023

### Commitment to achieving Net Zero

Cycle Solutions (Cycle to Work) Limited (*and it's parent company, Starbill Ltd*) is committed to achieving Net Zero emissions by 2050.

### 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: 2021-2022**

**Additional Details relating to the Baseline Emissions calculations.**

#### **Electricity and Natural Gas**

Cycle Solutions main use of energy is electricity and natural gas used in buildings across the organisation's estate. There are 4 buildings across the estate, and these are supplied with electricity and gas via 4no main electricity incomers and 4no main gas incomers. Energy consumption data for electricity and gas was collated from monthly supplier invoices from Eon, Scottish Power and Swalec.

Emissions generated from the burning of natural gas on site are considered Scope 1 (direct combustion), while emissions generated off-site from the provision of grid electricity are considered Scope 2 (indirect energy from generating electricity). Reporting of emissions resulting from the use of grid electricity and natural gas were calculated using the UK Government GHG Conversion Factors for Company Reporting.

#### **Transport Fuel**

Cycle Solutions also uses a significant amount of energy for transport fuel. Fuel is used both for business travel in company owned (or hired) vans and cars (Scope 1 direct emissions), or by employees commuting (Scope 3 indirect emissions). Fuel consumption data for business travel was calculated from a combination of staff expenses claims, company fuel card usage, and for miles travelled (using standard £/mile factors).

Fuel expenses figures are converted into energy and carbon by applying average UK diesel cost figures for the year to work out the volume (in litres) of fuel purchased, and then this figure is converted into carbon using the 2021 UK Government GHG Conversion Factor for kgCO<sub>2</sub>e/litre (average biofuel blend). The total miles travelled based on mileage expense claims are converted into energy and carbon using the UK Government GHG Conversion Factor for kgCO<sub>2</sub>e/mile (based on an 'Executive' car type). These are then converted into kWh using the kgCO<sub>2</sub>e/kWh (Gross CV) factor from the UK Government GHG Conversion Factors.

Annual energy consumption and associated carbon emissions for Cycle Solutions over the period September 2021 to August 2022 (the baseline year) are the most recent data.

Where historical Scope 3 emissions have not been measured; estimates are based on guidance that up to 80% of organisations emissions are scope 3 from: PRN\_0621\_Technical Standard\_for\_the\_Completion\_of\_Carbon\_Reduction\_Plans\_2.pdf. There are plans to expand our data capture to improve the accuracy of our Scope 3 emissions reporting in future.

**Baseline year emissions:**

<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>5.94</b>
<b>Scope 2</b>	<b>21.89</b>
<b>Scope 3 (Included Sources)</b>	<b>225.20</b> <i>Waste generated in operations – 18.90</i> <i>Business Travel – 0.07</i> <i>Employee Commuting – 9.55</i> <i>Upstream &amp; Downstream transportation and distribution (estimated) – 225.20</i>
<b>Total Emissions</b>	<b>281.55</b>

## Current Emissions Reporting

Reporting Year: 2022 - 2023

<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>TBC</b>
<b>Scope 2</b>	<b>TBC</b>
<b>Scope 3</b> (Included Sources)	<b>TBC</b>
<b>Total Emissions</b>	<b>TBC</b>

## Emissions reduction targets

In order 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 253.4 tCO<sub>2</sub>e by 2027. This is a reduction of 10%.

## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2022 baseline.

Most of these focus on:

- Reducing the consumption of electricity and natural gas
- Reducing fuel consumption associated with company travel for external meetings and site visits
- Reducing commuter journeys by car

<b>Facility and Building</b>	<b>Project</b>	<b>Goals</b>
Unit 6 Europa Way	LED lighting upgrade in offices and all common areas	Reduce electricity consumption
Unit 6 Europa Way	Boiler replacement (Workshop and Warehouse)	Reduce gas consumption

Unit 6 Europa Way	Central heating installation	Reduce gas and electricity consumption
Unit 6 Europa Way	Installation of PIR lighting controls	Reduce electricity consumption
Unit 6 Europa Way	Upgrade to shower and locker facilities	Reduce commuter journeys by motor vehicle – and fuel consumption
Unit 6 Europa Way	Introduction of web meetings and online roadshow events	Reduction in company travel
Unit 6 Europa Way	Partial electrification of company fleet vehicles	Reduction in fuel consumption
Unit 10 Europa Way	Installation of PIR lighting controls in warehouse	Reduce electricity consumption
Unit 10 Europa Way	Boiler replacement	Reduce gas consumption
Unit 10 Europa Way	LED lighting upgrade in offices and all common areas	Reduce electricity consumption
Dura Park Bynea	LED lighting upgrade in warehouse	Reduce electricity consumption
Dura Park Bynea	Rooftop PV system	Reduce electricity consumption
Dura Park Bynea	Installation of PIR lighting controls in offices and common areas	Reduce electricity consumption

In the future we hope to implement further measures including:

<b>Facility and Building</b>	<b>Project</b>	<b>Goals</b>
Unit 6 Europa Way	Rooftop PV system	Reduce electricity consumption
Unit 6 Europa Way	Further Installation of PIR lighting controls	Reduce electricity consumption
Unit 6 Europa Way	Further electrification of company fleet vehicles	Reduction in fuel consumption
Unit 10 Europa Way	Upgrade to shower and locker facilities	Reduce commuter journeys by motor vehicle – and fuel consumption
Unit 10 Europa Way	LED lighting upgrade in offices and all common areas	Reduce electricity consumption
Cycle Solutions Uplands	Move location to premises with rooftop PV system	Reduce electricity consumption

## Further initiatives

As a leading provider of the Cycle to Work scheme our mission is to increase the number of journeys made by bicycle across the UK. In addition to the continued promotion of the Cycle to Work scheme, Cycle Solutions is actively involved in initiatives aimed at increasing cycle usage by businesses and employers, and organisations at a national level.

We will conduct a staff survey on commuting transport methods and days working from home and onsite, with the aim of reducing the number of journeys made to and from the workplace.

## 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:***



Managing Director

Date: 03 January 2023

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<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>