



## Briggs & Forrester Group Carbon Reduction Plan

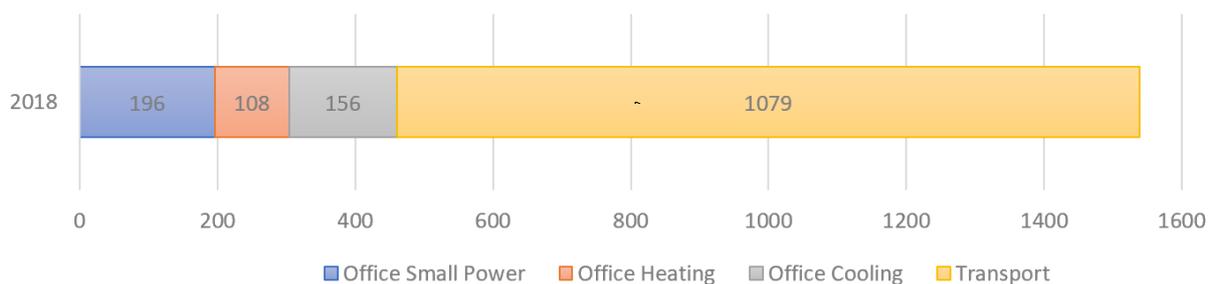
In 2019 Briggs & Forrester Group Ltd completed a companywide Energy and Carbon audit to better understand its Carbon impact. The audit was designed to function as the basis of an ongoing improvement programme to get Briggs & Forrester on track with the UK Government's Net Zero Carbon by 2050 target.

When the results of the audit were published it became apparent that there were significant financial benefits (energy savings = Carbon savings = £GBP savings) that came with many of the improvement measures. This served to solidify Briggs & Forrester's already strong commitment to reducing Carbon.

It also became apparent from the audit that even with excellent management of resources, switching company vehicles to all-electric, introducing solar PV charging points in carparks, significant upgrades to office HVAC and lighting, Briggs & Forrester would be unable to meet the Net Zero Carbon by 2050 target without investing in Carbon Offset Schemes.

The 2019 Carbon audit was completed by a certified independent Energy Savings Opportunities Scheme (ESOS) Assessor from Low Energy Consultancy Ltd and included the total energy consumption from buildings, transport and industrial activities. The audit covered a continuous twelve month period from 1<sup>st</sup> January 2018 to 31<sup>st</sup> December 2018. The audit included metered energy consumption for buildings and mileage reports for vehicles. The results of the audit were reported to the Environment Agency as required under the ESOS regulations.

Briggs & Forrester 2018 ESOS Audit: Total Annual Tonnes CO<sub>2</sub>



A staggering 78% of the Total Annual CO<sub>2</sub> emissions were from transport activities which immediately prompted a more detailed study into how company vehicles are used and the publication of an Environmental Transport Policy.



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The Environmental Transport Policy covers measures such as Working From Home, Driver Training, Hybrid/Electric Vehicle use, Route Management, Monitoring & Targeting and the Reporting of Private Mileage.

The Briggs & Forrester Environmental Transport Policy stipulates that all new company vehicles (from 2020 onwards) have a maximum emissions threshold of 100g/km. The result has been a significant uptake in all-electric vehicles across the entire fleet.

The combined benefit of the Environmental Transport Policy measures and the popularity of the all-electric vehicles available to staff is expected to yield a 60% reduction in annual Transport CO<sub>2</sub> by 2022. This will be reflected in Phase 3 of the 2023 independent ESOS audit.

Energy and Sustainability Managers have been appointed in each office and given additional training to enable them to monitor and report office energy consumption and Carbon footprinting each month. Additional submetering has been installed where needed to allow a meaningful comparison of end use office energy consumption for items such as heating, cooling, lighting, ventilation and small power.

The key role of the Energy and Sustainability Manager is to reduce energy consumption by raising energy awareness. Consumption data is reported and compared against Group targets and the data from previous years. The Energy and Sustainability Manager is responsible for the six office Energy Saving Opportunities which were identified in the ESOS 2019 Report. Each of the eleven Briggs & Forrester offices has been independently assessed. By way of example, the six office Energy Saving Opportunities with their calculated Carbon benefit and cost payback for the Northampton office are shown below:

	Saving Opportunity	Assessed Annual Savings			Cost	Payback
		kWh	£GBP	tCO <sub>2</sub>	£GBP	Years
1	Reduce energy through awareness	50,318	3,717	19	5,000	1.3
2	Reduce energy use from office equipment	17,753	1,775	9.2	4,000	2.3
3	Review office equipment procurement	3,551	355	1.8	0	0



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<b>4</b>	Optimise HVAC controls	62,897	4,646	24	10,000	2.2
<b>5</b>	Montotiring & Targeting of energy use	88,056	6,505	34	25,000	3.8
<b>6</b>	Review energy contract/cost	0	2,323	0	0	0

As part of the wider Briggs & Forrester Net Zero Carbon by 2050 Plan, the function of the office is set to change. Conventional offices are 80% independent workspace and 20% meeting rooms, the Briggs & Forrester Office of The Future intends to flip that ratio making the office prodominantly a collaborative workspace and encouraging all independent working to be done from home where possible. The impact of this measure is significant reduction in commuter traffic and pollution and the physical size of the office can be much smaller. Smaller offices equate to smaller heating, cooling, lighting, ventialtion and small power energy consumption and associated Carbon emissions.

The first stage of implementing the Briggs & Forrester Office of The Future concept has already begun, that is encouraging all staff (where practicably possible) to work from home. This has been well received and currently circa 65% of office staff are working from home at least three days each week. Those staff who split their time between office and home working no longer have a set workspace within the office, instead they work from one of our hot-desking suites.

The hot-desking suites are also available to our suppliers in an attempt to help to reduce their Carbon footprint associated running a larger office and in many cases to avoid excess travel.

Unlike the benefit of moving to an electric vehicle fleet, the true benefit of the Office of The Future concept won't be seen for a number of years. For this reason it has been included in the 2022-2030 Carbon projection.

**Period Brief Summary of Additional Carbon Reduction Measures**

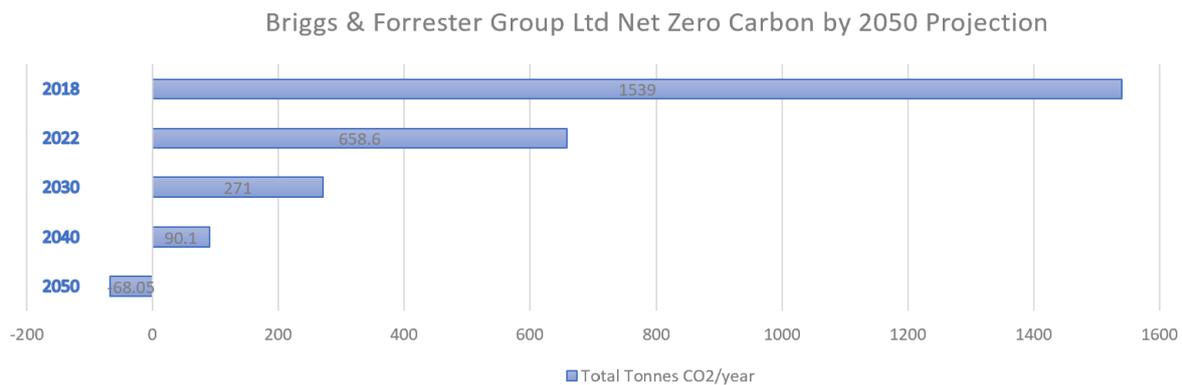
<b>2018-2022</b>	Electric/Hybrid Fleet Environmental Transport Policy Energy and Sustainability Managers Working From Home
<b>2022-2030</b>	Maximum Fleet Vehicle Emissions Threshold Reduced to 40g/km Improvements to Existing Building Stock



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	Briggs & Forrester Office of The Future Rollout
2030-2040	Source 100% 'green energy' supplier Investment in Independently Verified Community Carbon Offsets (100 tCO <sub>2</sub> )
2040-2050	Investment in Independently Verified Community Carbon Offsets (200 tCO <sub>2</sub> )

The implementation of the Carbon reduction measures outlined above will allow Briggs & Forrester to reach Net Zero Carbon by 2050. To ensure the Carbon footprint targets are met a formal Carbon audit will be completed each year and reviewed by an independent ESOS Lead Assessor. The annual audits are in addition to the four yearly ESOS assessment and are designed to show continuous yearly improvement and to encourage the scheduled implementation of Carbon reduction measures.



The Carbon footprint associated with supplier activities has also been considered and is currently under formal review. Briggs & Forrester have committed to sourcing local products and labour, not only in an attempt to reduce transport Carbon but also to baluster communities local to the projects.

Part of the Supplier Carbon Footprint Review has considered the benefit of prefabrication of buildings or parts thereof. One case study looked at a conventional office and the travel Carbon cost to bring skilled labour and materials to a remote site over a period of months, compared to having the building prefabricated off-site, delivered as “flat-pack” and assembled on site in a matter of weeks. The Carbon savings were remarkable.



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### **Streamlined Energy and Carbon Reporting**

In the year to 31 October 2020 the Group used 6,526,063 KWH of energy, comprising 686,881 KWH of electricity, 547,833 KWH of natural gas and 5,291,349 KWH of transport fuel. The Group's energy usage equates to 1,798 tonnes of CO<sub>2</sub>e, or 8.1 tonnes per million of turnover. The tonnes of CO<sub>2</sub>e has been calculated based on multiplying the usage in KWH by the relevant conversion factors as published in the GHG Reporting Protocol – Corporate Standard.

Electricity and Gas figures are based on actual data from our energy providers for the year, whilst transport fuel figures are estimated based on business mileage data and average fuel consumption.

A handwritten signature in black ink, appearing to read 'Paul Burton', with a long horizontal line extending to the left.

**Paul Burton**  
**Chief Executive**