



Carbon Reduction Plan

Supplier name: City of York Trading Ltd t/a WorkwithSchools

Publication date: 30th September 2022.

Commitment to achieving Net Zero

City of York Trading Ltd t/a WorkwithSchools 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

Additional Details relating to the Baseline Emissions calculations.

This is the first year of emissions to be reported by the company and is also used as the current emissions year – it relates to the last complete financial year.

In 2021 the Company was based in a serviced office at Kings Court, York which was part of a larger business centre type building. Scope 1 emissions do not apply to this office as the landlord controlled all boilers and recharged costs as part of the rent/service charge.

However, staff also worked from home during the year, and a staff survey was conducted to establish both scope 1, 2 and 3 emissions.

Of 18 staff surveyed, 3 used gas central heating whilst working from home – scope 1 emissions have been calculated using an average of three days working from home each week and using gas heating for an average six hours per day for four months of the year (137).

The company owns no vehicles.

Electricity was separately metered, so Scope 2 emissions have been calculated for Kings Court (706) from bills received, and also for staff working from home, 2 of whom used electrical heaters an average of three days working from home each week, for an average six hours per day for 16 weeks of the year (183) and all of whom used IT equipment running/lighting costs for an average of three days working from home each week, and for an average seven and a half hours per day for 46 weeks of the year (396) .

Scope 3 emissions relate entirely to staff travel to work (as a recruiter, we do not produce or transport good, or generate waste other than standard rubbish)– in 2021 staff travelled to work an average of 2 days each week. From the staff survey, 6 staff either walked or cycled to work



(with zero emissions), two worked permanently a home (zero) and the other ten arrived by a mix of bus (0.66), train (0.71) and car (4.68)

As a small recruiter (with a staff team of just 18) we have used the Carbon Trust SME Carbon Footprint Calculator to work out emissions related to gas and electricity and calculator.carbonfootprint.com to calculate those relating to transport for commuting.

Baseline year emissions:

EMISSIONS	TOTAL (tCO₂e)
Scope 1	137
Scope 2	1285
Scope 3 (Included Sources)	Employee commuting 6.05
Total Emissions	1428.05

Current Emissions Reporting

Reporting Year: 2021	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	137
Scope 2	1285
Scope 3 (Included Sources)	Employee commuting 6.05
Total Emissions	1428.05



Emissions reduction targets

In the short term our carbon emissions are likely to increase, as in the summer of 2022, the company relocated from our serviced office at Kings Court, to a whole refurbished building at 29 Castlegate, York. Staff are also now working in the office 3 days rather than just two on average each week (with working from home days 2 on average). Once we have been able to measure emissions from this new working arrangement, we will be able to adopt targets based on this new setting.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2021 baseline:

The Castlegate building to which we have recently relocated has:-

- LED lighting throughout
- a new gas boiler and thermostatic radiator valves
- new energy efficient fridges
- replacement windows have meant insulation of a higher standard than at Kings Court.

To date we have not received a bill for this property so are not able to quantify the effect of these measures

We have provided staff with fleeces/hoodies in corporate colours, so they can wear these at work instead of turning on the heating on autumn/spring days

In the future we hope to implement further measures such as:

- We are exploring a salary sacrifice cycle to work scheme
- We have ordered a mains fed chilled water dispenser to reduce single use plastic bottles
- We plan to explore tree planting schemes, working with partners, clients and the wider community



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 standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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) Standard³.

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:

A handwritten signature in black ink, appearing to read 'K Bull', with a horizontal line extending to the right.

Karen Bull, Managing Director, City of York Trading Ltd

Date: 30th September 2022
