



## INCHMEAD ACCOUNTANTS LIMITED

# Carbon Reduction Plan

Company number [UK] **05977454**

### Registered office address

Inchmead Accountants Limited, 100 Berkshire Place, Winnersh, Wokingham, United Kingdom, RG41 5RD

Website: [Best Certified Accountants | Inchmead | Woodley, Reading \(inchmeadaccountants.com\)](https://www.inchmeadaccountants.com)

## Introduction

Established in 1994 and headquartered in Reading, Inchmead Accountants has built a strong reputation for delivering trusted professional accounting services to individuals and businesses, both large and small, across the UK and internationally. With a diverse client base ranging from SMEs to multi-national corporations, we pride ourselves on our tailored, end-to-end solutions and innovative approach.

As part of our ongoing commitment to corporate responsibility, we are preparing our first Carbon Reduction Plan. This plan reflects our recognition of the increasing importance of environmental sustainability in today's business landscape. While we specialise in numbers and business strategies, we also acknowledge the critical role we must play in reducing our carbon footprint and contributing to a sustainable future.

This Carbon Reduction Plan will set a baseline for our current emissions and outline our strategy for monitoring and reducing them in the coming years. As an agile and forward-thinking organisation, we are committed to adopting best practices in line with recognised sustainability frameworks. This includes reviewing our energy usage, minimising business travel, and exploring further opportunities to reduce our environmental impact.

Through this plan, Inchmead Accountants aims to ensure that, alongside delivering value to our clients, we are also actively working towards a more sustainable future for the communities and industries we serve.

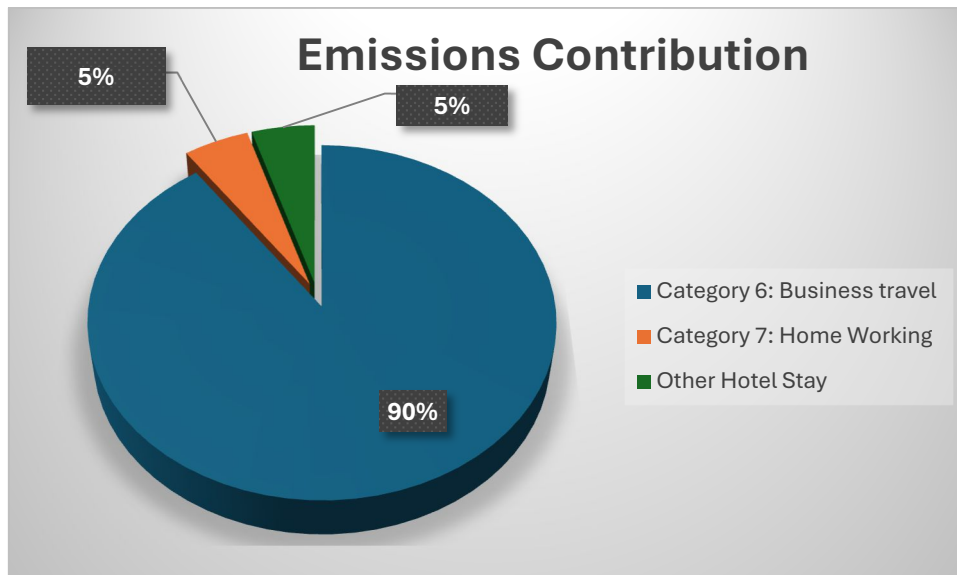
## Commitment to achieving Net Zero by 2040

Inchmead Accountants is fully committed to achieving net zero carbon emissions by 2040. We recognise the urgent need for businesses to play a role in addressing climate change and are dedicated to reducing our environmental impact across all areas of our operations. Our approach includes improving energy efficiency, minimising business travel, and adopting sustainable practices throughout our supply chain. We will continuously monitor and refine our strategies to ensure we

stay on track, while collaborating with clients and partners to promote sustainability within our industry and beyond.

### Baseline Emissions Footprint 1<sup>st</sup> Aug 2023 – 31<sup>st</sup> Jul 2024

Scopes and categories	Metric tons CO <sub>2</sub> e
<b>Scope 1:</b> Direct emissions from owned/controlled operations	0.00
<b>Scope 2:</b> Indirect emissions from the use of purchased electricity, steam, heating, and cooling	0.00
<b>Scope 3:</b> emissions	
Category 1: Purchased goods and services	0.00
Category 2: Capital goods	0.00
Category 3: Fuel- and energy-related activities (not included in scope 1 or scope 2)	0.00
Category 4: Upstream transportation and distribution	0.00
Category 5: Waste generated in operations	0.00
Category 6: Business travel	1.3033
Category 7: Employee commuting	0.00
Category 7: Home Working	0.0721
Category 8: Upstream leased assets	0.00
Other Hotel Stay	0.0693
Category 9: Downstream transportation and distribution	0.00
<b>Total</b>	<b>1.4447</b>



### Zero Emissions reasons

**Scope 1: Direct Emissions** – Due to the restrictive nature of our business processes, Inchmead Accountants does not generate direct emissions from owned or controlled operations, resulting in zero emissions in this category.

**Scope 2: Indirect Emissions** – Our energy usage is included within our rental agreement. However, we have requested details from the landlord regarding green energy sourcing, and this will be reflected in future iterations of our Carbon Reduction Plan (CRP).

**Scope 3 (Categories 1-4)** – Our business processes are restrictive, with no significant contributions to emissions from purchased goods, capital goods, or upstream distribution.

**Category 5: Waste** – Waste management services are provided by our landlord, and we currently lack specific data. We are working to obtain this information, which will be included in future CRP updates.

**Category 7: Employee Commuting** – At present, we do not have data on emissions from employee commuting, but we are taking steps to gather this information for future reporting.

**Categories 8-9: Upstream and Downstream Leased Assets and Distribution** – Due to the limitations of our business processes, there are no emissions contributions in these categories.

## Methodology & References

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard and uses the appropriate Government emission conversion factors for greenhouse gas company reporting.

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.

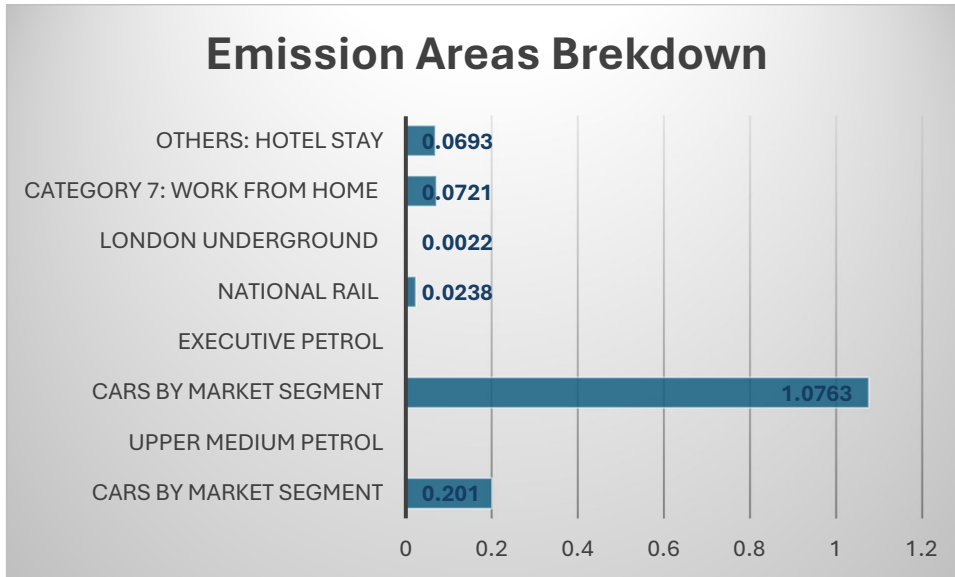
<https://ghgprotocol.org/corporate-standard>

<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

<https://ghgprotocol.org/standards/scope-3-standard>

Scope and category	Description of the types and sources of data used to calculate emissions	Description of the data quality of reported emissions	Description of the methodologies, allocation methods, and assumptions used to calculate emissions
Category 6: Business travel			
Cars by market segment Upper Medium Petrol	Actual data	Journey refund slips	0.2010
Cars by market segment Executive Petrol	Actual data	Journey refund slips	1.0763
National Rail	Averaged for first year	Journey refund	0.0238
London Underground	Averaged for first year	Journey refund	0.0022

Category 7: Work From Home	Averaged for first year		0.0721
Others: Hotel Stay	Averaged for first year		0.0693
		<b>Total</b>	<b>1.4447</b>



## Current Emissions Reporting 1<sup>st</sup> Aug 2023 – 31<sup>st</sup> Jul 2024

As this is the first time Inchmead Accountants is reporting its emissions in this Carbon Reduction Plan (CRP), the baseline and current emissions are the same. Our initial assessment indicates zero emissions across most categories, with limited data available for areas such as employee commuting and waste management. Moving forward, we will continue to refine our data collection and monitoring processes to provide a more comprehensive picture of our environmental impact.

## Emissions reduction targets

As an SME with currently nominal emissions, Inchmead Accountants is dedicated to reducing our carbon footprint further. Although our initial emissions are minimal, we recognise the importance of ongoing monitoring to identify areas for improvement. Over the next few years, we will implement a robust monitoring framework to track our emissions more accurately and pinpoint opportunities for further reduction. Our targets include enhancing energy efficiency, minimising business travel, and refining waste management practices. By continually assessing and adjusting our strategies, we aim to further lower our emissions and support our commitment to sustainability.

## Carbon Reduction Initiatives

Inchmead Accountants is committed to implementing effective carbon reduction initiatives to support our sustainability goals. Despite our current minimal emissions, we recognise the need for ongoing improvements and proactive measures. Our initiatives include:

1. **Energy Efficiency:** We will work with our landlord to confirm the use of green energy sources and explore opportunities to optimise energy consumption within our rented premises.

2. **Business Travel:** To reduce emissions from business travel, we will promote virtual meetings and encourage the use of public transport or carpooling when travel is necessary.
3. **Waste Management:** Although waste services are provided by our landlord, we are actively seeking detailed information on waste management practices. We will collaborate with our landlord to ensure responsible and sustainable waste handling.
4. **Data Collection:** We are establishing systems to gather and monitor data on employee commuting and other potential sources of emissions. This will allow us to identify trends and implement targeted reduction strategies.
5. **Supply Chain Management:** We will engage with our suppliers to encourage sustainable practices and evaluate their environmental impact, integrating these considerations into our procurement processes.
6. **Employee Training:** We will provide training for employees on sustainability practices and energy conservation to foster a culture of environmental responsibility within the organisation.
7. **Ongoing Monitoring:** We will review and update our carbon reduction strategies annually, adapting our approach based on the latest data and industry best practices.

## 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 INCHMEAD ACCOUNTANTS LIMITED:*



Name: Graham Arnott

Position: Director

Date: 17 September 2024

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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>