



# Carbon Reduction Plan Harlow Consulting

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# Our Commitment

Harlow Consulting is committed to achieving Net Zero emissions by 2045.

Our near-term targets\*:

- Maintain zero scope 1 and scope 2 emissions to 2030.
- Reduce Scope 3 emissions by 42% per FTE by 2030.

Our long-term targets\*:

- Reduce our total market-based emissions (scope 1, 2 and 3) by at least 90% per FTE by 2045.
- Neutralise any residual emissions using verified carbon offsets.

\*Targets will be reviewed every five years and with the release of any sector-specific Science-based Target initiative guidance.

## What emissions are covered by our targets?

All scope 1, scope 2 and scope 3 emissions are Included In our measurement and covered by our targets.

- Scope 1 emissions: direct greenhouse gas emissions that occur from sources owned or controlled by a company, such as emissions from the combustion of fuels in on-site boilers, furnaces, or vehicles.
- Scope 2 emissions\*: indirect greenhouse gas emissions that result from the generation of purchased electricity, steam or other forms of energy consumed by a company.
- Scope 3 emissions: all other indirect greenhouse gas emissions that occur in an organisation's value chain, including emissions from upstream and downstream activities.

\*Purchased electricity can be measured in two ways. A location-based method reflects the average emissions intensity of grids on which energy consumption occurs (using mostly grid-average emission factor data). A market-based method reflects emissions from the electricity that companies have purposefully chosen (or their lack of choice). A market-based method therefore considers the purchase of electricity via a verified renewable energy tariff. We have chosen to base our Net Zero target on a market-based methodology.

# Our Carbon Footprint

## Baseline & Current Emissions

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced before the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured. We have chosen to set our baseline year as the 1<sup>st</sup> of November 2022 to the 31<sup>st</sup> of October 2023\*.

Baseline & Current Year: 2022 - 2023	
All scope 1, scope 2, and scope 3 (both upstream and downstream) activities were measured using the operational control approach. Office gas, refrigerant gas leak (from air conditioning) and electricity emissions were all categorised as scope 3, upstream leased asset, emissions as the reporting organisation is not named on contracts, does not pay for these directly and cannot introduce any operating policies. As the reporting organisation does also not have any company cars, there are no scope 1 or 2 emissions to report.	
Emissions	Total (tonnes CO <sub>2</sub> e)
Scope 1	0.0
Scope 2	Market-based: 0.0 Location-based: 0.0
Scope 3	29.4
<b>Total Emissions</b>	<b>Market-based: 29.4 Location-based: 29.4</b>

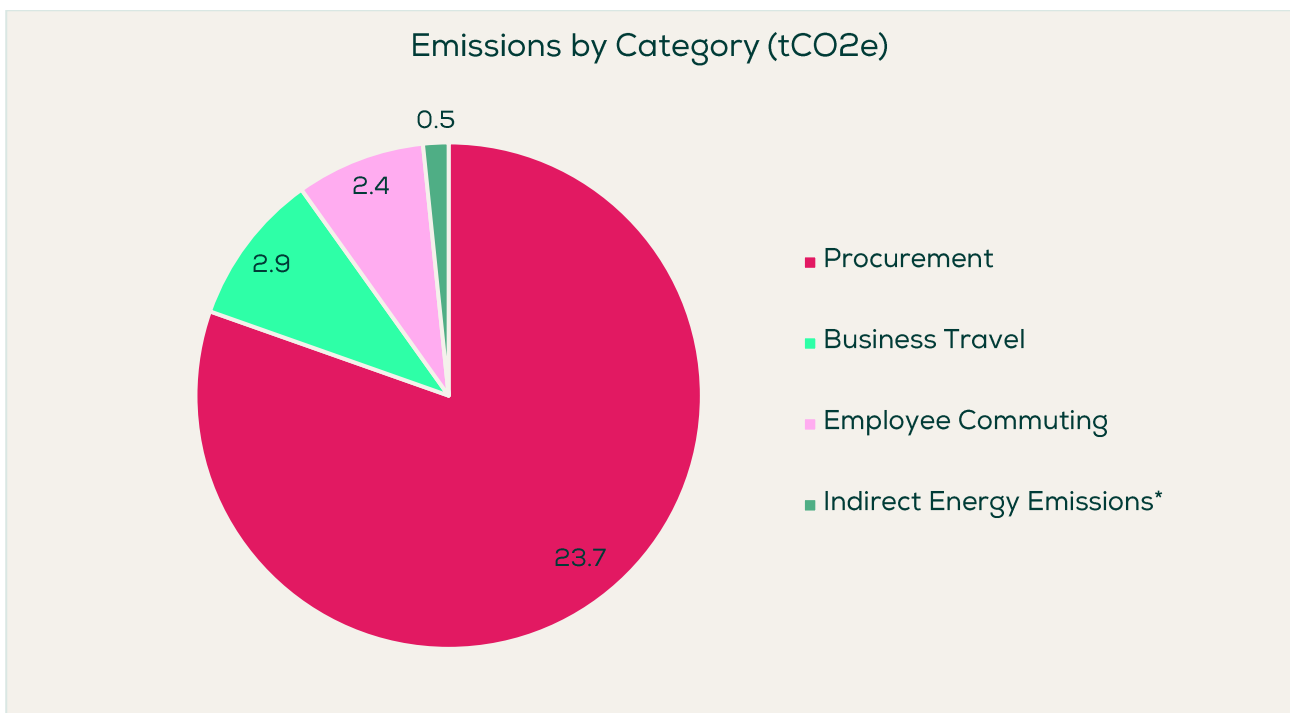
\*We have previously measured and reported figures for the 1<sup>st</sup> of November 2020 to the 31<sup>st</sup> of October 2021 and the 1<sup>st</sup> of November 2021 to the 31<sup>st</sup> of October 2022. We have decided not to use either of these measurement periods as our baseline due to the effect of COVID-19 restrictions on our operations. Our business has also grown considerably across these periods and updates have also been made to the measurement methodology. We will therefore be using the current measurement period as the baseline going forward, and have set intensity-based targets as more growth is expected.

## Carbon Intensity Metrics

Baseline & Current Year: 2022 - 2023	Carbon Intensity (CO <sub>2</sub> e per unit)
Tonnes of CO <sub>2</sub> e per FTE	4.9
Kilograms of CO <sub>2</sub> e per £1 of Revenue	0.041

Carbon intensity metrics have been calculated using total market-based results.

## Carbon Emissions Breakdown



\*Indirect energy emissions are emissions that occur upstream of energy use. In other energy use categories, we account for the emissions that occur during combustion or as a result of the generation of the electricity used. Here, we are accounting for all of the other emissions that occur, so well-to-tank emissions for fuel (e.g. those that occur as a result of mining, processing, and transportation) and generation emissions for electricity that is lost in the transmission and distribution system. These emissions have been included for all scope 1, scope 2 and upstream scope 3 energy use activities.

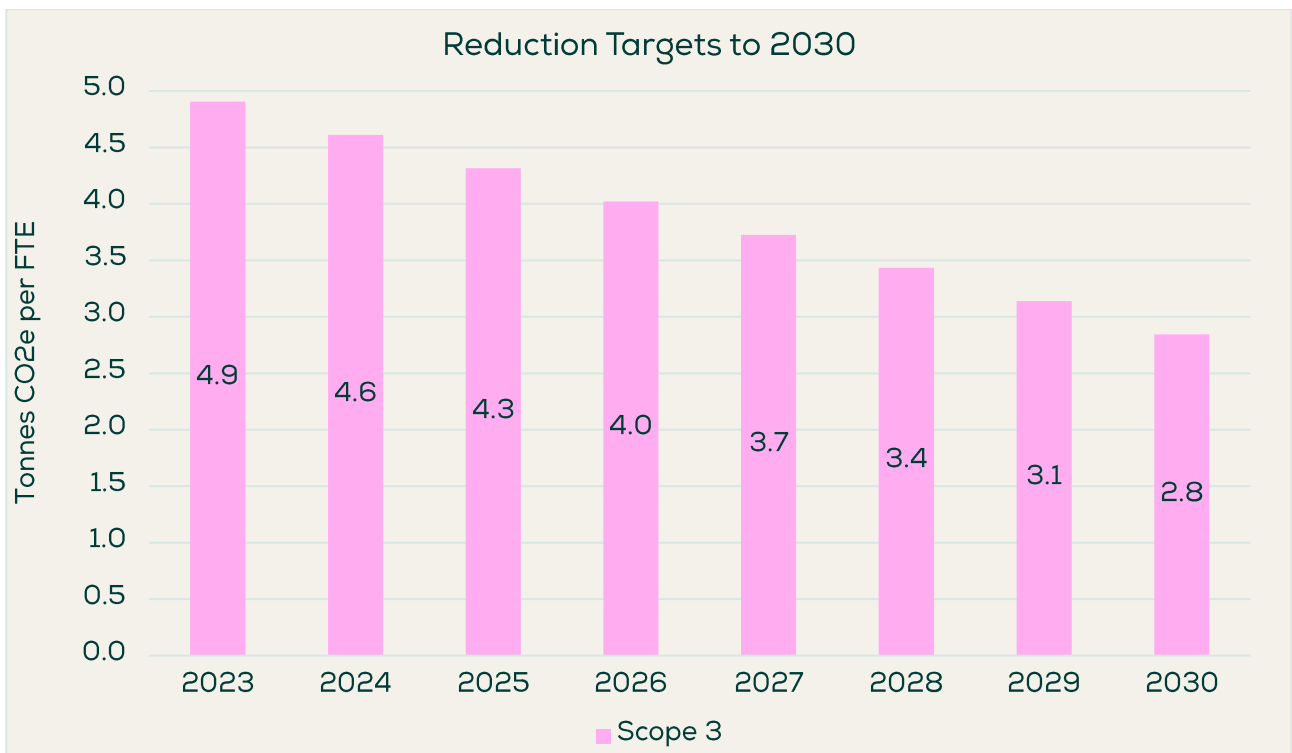
# Carbon Reduction

## Our Net Zero targets

Harlow Consulting is committed to achieving Net Zero by 2045. We have also set some near-term targets against which we will monitor our progress:

- Maintain zero scope 1 and scope 2 emissions to 2030.
- Reduce Scope 3 emissions by 42% per FTE by 2030.

To reach our scope 3 target, we will be aiming to reduce emissions per FTE by 6% each year. If revenue were to remain constant, this would be a reduction of 1.8 tCO<sub>2</sub>e each year to 2030.



## Progress

There have been no measurements completed after our set baseline year against which to compare progress.

Comparisons have not been made against the previous year's measurements due to the impact of COVID-19 on operations and changes to the measurement methodology between the years measured.

## Completed Carbon Reduction Initiatives

The following emissions management measures and projects have been completed or implemented.

Activity	Completion Date	Scope
Measure the carbon impacts of business activities each year. Use results to create a carbon reduction plan that includes priority actions for the year ahead. and reduction targets against which progress can be tracked.	2021	1, 2 & 3
Support employees to work from home to reduce commuting emissions and office utility emissions.	2021	1, 2 & 3
Create and implement an environmental policy.	2022	1, 2 & 3
Provide Carbon Literacy training for the current workforce and as part of the onboarding process for any new staff members.	2023	1, 2 & 3
Take part in research for the creation of/ sign up for the Market Research Society's Climate Pledge, committing to the four pillars of Climate Action outlined in the framework; tracking, reduction, transparency and collaboration.	2023	1, 2 & 3

## Future Carbon Reduction Plans

We are committing to action the following emissions management measures and projects in line with our Net Zero targets.

Activity No.	Activity	Target Date	Category
1	As our business grows each year, our spend with our suppliers also increases and our procurement emissions, which include the emissions associated with the production of any physical products purchased, but more commonly, the emissions that occur during the delivery of services we purchase, make up the largest part of our footprint. To reduce these	2025	Purchased Goods & Services

	<p>emissions, we need to prioritise suppliers who are also on their reduction journey, buying from other organisations that have a similar Net Zero target to our own where possible.</p> <p>The first step will be to undertake a supply chain review, we will put together a list of suppliers and send them a sustainability survey asking if they have set a Net Zero target if they have measured emissions and if they have any reduction plans in place. We can find this information online for very large organisations (e.g. Amazon, Microsoft) but will need to survey any smaller organisations.</p> <p>We will be able to use this information to inform procurement decisions and set targets for our suppliers.</p>		
2	We will revise our procurement policy and introduce an environmental aspect, outlining a preference for suppliers who have set targets, measured emissions and are working to reduce emissions.	2025	Purchased Goods & Services
3	We will review our current process for tracking travel spend and expenses and introduce steps for the collection of high-quality data for future measurements. We are currently measuring business travel emissions using spend but will aim to collect mode and distance for travel and location and the number of nights/rooms for hotel stays.	2025	Business Travel
4	We will keep and maintain an asset list that can be submitted to Positive Planet to support the capital goods calculation. Life cycle assessment data exists for many laptops and desktops and can be used to calculate emissions rather than using the spend.	2025	Capital Goods
5	We will look to communicate our commitment to sustainability via a section on our website, where we will display our emissions results and carbon reduction plan.	2025	Outside of scope

# 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 Management Plan has been reviewed and approved by the Harlow Consulting Executive Team.

**Signed on behalf of Harlow Consulting:**

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**Name:**



**Position:** Director

**Date:** 1st July 2024

1. <https://ghgprotocol.org/corporate-standard>
2. <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>
3. <https://ghgprotocol.org/standards/scope-3-standard>