



Carbon Footprint Baseline



June 2021



TABLE OF CONTENTS

<i>Executive Summary</i>	3
<i>Introduction</i>	4
<i>Glossary & Terminology</i>	6
<i>Context</i>	7
<i>Carbon Footprint Baseline Methodology</i>	10
<i>Carbon Footprint boundaries: stakeholder feedback</i>	11
<i>Carbon Footprint Scope</i>	15
<i>Carbon footprint Baseline</i>	17
<i>Benchmarks</i>	24
<i>Recommendations</i>	27
<i>Next Steps</i>	30
<i>Appendices</i>	30

EXECUTIVE SUMMARY

Prospect's National Executive Committee acknowledged the climate emergency in 2019 and committed to an action plan to raise awareness among members, support workplace change, and reduce the union's own carbon footprint. In March 2021, Prospect commissioned Adecoe to undertake a Carbon Benchmark exercise. This report outlines Phase one of this that outlines Prospects Carbon Footprint.

The Climate Change Act 2008 set a UK target of reducing net greenhouse gas emissions by at least 80 per cent below their 1990 levels by 2050. This was updated in June 2019 with the new target of a 100 per cent reduction in the UK's emissions. Internationally the UK is a signatory to the 2015 Paris Agreement, committed us to keeping emissions in line with the goal of a 1.5°C limit on global temperature rise. To achieve this, the government has committed to a 68 per cent reduction below the 1990 level by 2030 . A new stepping stone of 78% reduction was announced in 2021.

The trade union movement has a unique role to play on the zero carbon agenda. They are primarily member organisations and but they also actively engaged in different sectors that their members work in.

Prospect's Carbon footprint baseline has been produced using a five-stage methodology to establish the carbon footprint. In 2019:

- 80.5% of the carbon footprint comes from office energy consumption (electricity and gas)
- 19.3% of the carbon footprint comes from travel (grey fleet mileage)

In 2020

- 59.9% of the carbon footprint comes from office energy consumption (electricity and gas)
- 36.2% of the carbon footprint is due to home working (enforced by the COVID pandemic)
- 5% of the carbon footprint comes from travel (grey fleet mileage)

All carbon emissions sources showed significant reductions in relation to office energy consumption (gas and electricity) and transport (grey fleet mileage, public transport) between 2019 and 2020. These reductions were largely offset by the inclusion of the 'displaced carbon emissions' of home working.

Adecoe recommends two organisational benchmarks for Prospect to manage its carbon footprint:

- Tonnes of Carbon Dioxide equivalent per Full Time Employee (FTE)
- Tonnes of Carbon Dioxide equivalent per £1m turnover

BECTU Clapham is performing significantly poorly compared to benchmarks for both 2019 and 2020. NPH is performing well against benchmarks, sitting below both the typical and best practice figures.

The report makes a number of recommendations around reporting, carbon reduction , environmental improvement and data.



INTRODUCTION

Prospect’s National Executive Committee acknowledged the climate emergency in 2019 and committed to an action plan to raise awareness among members, support workplace change, and reduce the union’s own carbon footprint.

In March 2021, Prospect commissioned Adecoe to undertake a Carbon Benchmark exercise, including engagement of key stakeholders such as senior staff members, National Executive Committee (NEC) members and members of the Scientific Energy and Sustainability Advisory Committee (SESAC).

This report is the culmination of phase one of this work and is accompanied by two workshop overview reports previously submitted to Prospect. Phase one includes:

Stage one	Detailed Actions
Establish scope and organisational boundaries	<ul style="list-style-type: none"> Establish what will and what will not be included in Prospect’s carbon footprint baseline Create a scope decision-making matrix for inclusion, exclusion or inclusion at a future date
Data gathering and analysis	<ul style="list-style-type: none"> Identify key carbon emission sources in each of the three emission scopes. This will likely include utilities consumption in buildings, fleet and travel information as well as purchased goods. Gather and analyse data
Initial stakeholder engagement	<ul style="list-style-type: none"> Begin process of stakeholder engagement via workshop to agree and understand methodology, scope and boundaries. Sessions with: <ul style="list-style-type: none"> National Executive Committee Members Key organisational staff
Data gap analysis	<ul style="list-style-type: none"> Assess current data sources for consistency and quality Identify any data gaps Agree on approach for managing short and medium term data gaps (such as use of proxy data or benchmarks) sources. Create an action plan for addressing any data issues.

Creation of baseline carbon footprint	<ul style="list-style-type: none"> • Convert Prospects data sources into carbon emissions using government emission conversion factors and Green House Gas protocol methodology
Benchmark	<ul style="list-style-type: none"> • Identify relevant sector or building benchmarks for key Prospect emission sources

Phase two will look at developing the strategy going forward once Prospect has engage further with its the membership and representatives. Phase two will be reviewed at this point but will look to include:

Stage two	Detailed Actions
Review organisational drivers, values, vision and interdependencies	<ul style="list-style-type: none"> • Develop key principles for strategy development • Align and integrate Net Zero Carbon Strategy with long-term organisational strategy and approach. • Map, integrate and align organisational policy interdependencies (e.g. Future of the estate, Remote Working Policies etc.)
Deeper stakeholder engagement	<ul style="list-style-type: none"> • Staff workshop to gain insights and feedback for strategy development • Workshop with key NEC volunteer member leads • Optional additional workshops for: <ul style="list-style-type: none"> ○ Key contractors ○ All staff ○ Wider membership
Strategy development	<ul style="list-style-type: none"> • Develop the Prospect Net Zero Carbon Strategy
Detailed site audits for key sites	<ul style="list-style-type: none"> • Visits to key buildings to identify detailed carbon reduction opportunities
Create 10 Year Action Plan and pathway to Net Zero Carbon	<ul style="list-style-type: none"> • Prioritise actions and key decisions • Develop milestones • Headline cost and resource analysis to establish budget required to achieve net zero

GLOSSARY & TERMINOLOGY

Carbon dioxide equivalent (CO₂e): a metric used to compare the relative global warming potential of different greenhouse gases. For example, methane is 21 times more potent than CO₂ -making 1 tonne of methane equal to 21 tCO₂e.

Carbon footprint: the total greenhouse gas emissions from an organisation or activity, expressed in tCO₂e (see below).

Carbon neutral: the state achieved by balancing of carbon emissions against carbon offsetting with the net result being 'neutrality' e.g. an organisation that emits 100 tCO₂e can be carbon neutral if they purchase and retire 100 tCO₂e of carbon credits from outside their organisation-.

Carbon offsetting: The process by which emissions from one source are matched against carbon credits derived elsewhere.

Greenhouse Gas emissions (GHG): any of the atmospheric gases that contribute to the greenhouse effect by absorbing infrared radiation produced by solar warming of the Earth's surface. Each GHG has a different Global Warming Potential (see above).

Grey fleet: any employee owned/leased vehicle used for making work-related journeys (also sometimes referred to as business mileage)

ISO 14064-1: a standard first issued in 2006 by the International Organisation for Standards (ISO); provides guidance for quantifying and reporting greenhouse gas emissions at the organisational level and is based on the WRI/GHG Protocol for measuring organisational carbon footprints.

Net-zero carbon: the balancing of carbon emissions against carbon offsetting with the net result being zero

Tonnes of Carbon Dioxide Equivalent (TnCO₂e):

TnCO₂e: tonnes of carbon dioxide equivalent (see above)

Zero carbon: the reduction of carbon emissions to zero, without considering offsetting

CONTEXT

The Climate Change Act 2008 set a UK target of reducing net greenhouse gas emissions by at least 80 per cent below their 1990 levels by 2050. This was updated in June 2019 with the new target of a 100 per cent reduction in the UK's emissions. Since 2008, the government has adopted five-year climate targets, now called 'carbon budgets', set by the Climate Change Committee (CCC). The CCC also sets out targets for the devolved administrations: the net-zero target for Scotland is earlier, 2045, the Welsh target is to reduce emissions by 95 per cent by 2050 or to achieve net-zero if possible and for Northern Ireland a target of 82 per cent reduction by 2050.

Internationally the UK is a signatory to the 2015 Paris Agreement, committed us to keeping emissions in line with the goal of a 1.5°C limit on global temperature rise.

To achieve this, the government has committed to a 68 per cent reduction below the 1990 level by 2030. A new stepping stone of 78% reduction was announced in 2021. The next UN Climate Summit (COP26), taking place in November 2021 in Glasgow, is likely to lead to further policy, regulation and funding announcements.

In 2019, the UK along with the devolved Welsh and Scottish governments declared a Climate Emergency. In addition, 300 out of 404 (74%) of District, County, Unitary & Metropolitan Councils have declared a Climate Emergency to date, along with 8 Combined Authorities/City Regions.

In terms of trade unions, Adecoe has also reviewed the publicly available information about the main UK trade unions with the summary information in the table below:

Trade Union	Declared a Climate Emergency?	Commitment to zero or net zero carbon?	Further details
GMB Union	N	N	N/A
National Education Union (NEU)	N	N	N/A
Nation Union of Journalists (NUJ)	N	N	N/A
Trade Unions Congress (TUC)	N	N	N/A
Unite	N	N	N/A
Unison	N	N	N/A

This shows that Prospect is the only large trade union to have publicly declared a Climate emergency and begun its zero carbon journey. Prospect are early adopters in the sector, driven by their engaged membership within the climate and energy sectors and there is an opportunity to show leadership and ambition.



The trade union movement has a unique role to play on the zero carbon agenda. They are primarily member organisations and but they also actively engaged in different sectors that their members work in. Some of this is already reflected in the action being taken by Prospect in supporting members and campaigning in different industries. In one sense this creates a more complex picture but with the growing development of the climate change agenda it also provides a new opportunity. In simple terms the climate agenda will impact on Prospect in a number of different ways:

- The performance of the organisations – how it is run and its impacts on carbon emissions.
- How Prospect reports on this performance to its members, the industries they work in and more widely in the movement and society as a whole.
- How Prospect can support individual members in the work place and homes through advice and training.
- The role of Prospect in advocating on climate change and policy in different sectors to protect members and their jobs.
- The response of the wider union movement and any leadership or engagement that Prospect may want to play.

This report only focuses on the first of these roles but there is clearly a much bigger debate to be had, that is not unique to Prospect, about what the climate change agenda means for them.

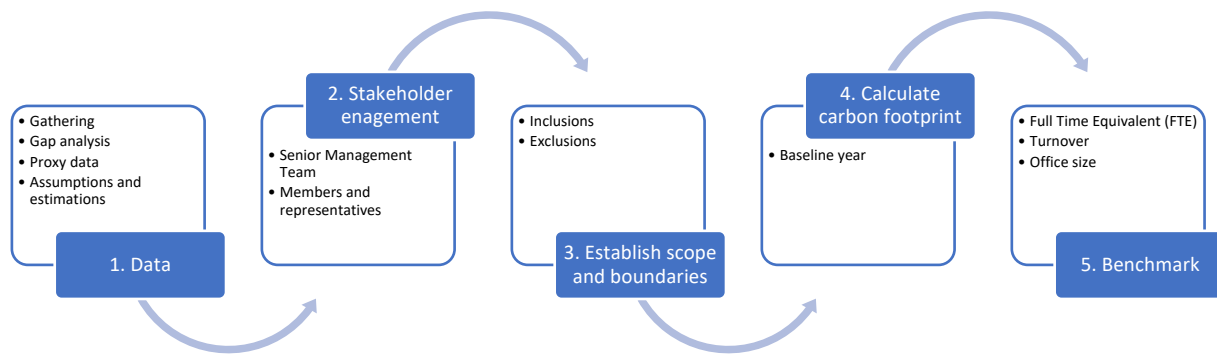
PROSPECT STRATEGIC OBJECTIVES – FOOTPRINT MAPPING

The development of an any approach to zero carbon should reflect the culture, aims and objectives of the organisation – otherwise it simply remains a stand-alone issue that never truly embeds itself and delivers real change. Whilst phase one of this project is focused on setting the baseline we have mapped across some of the potential impacts against the current Prospect Strategic Objectives underline its cross cutting nature and to help inform the wider debate.

Strategic Objective	Carbon Footprint Mapping
Sound finance	<ul style="list-style-type: none"> • Remote/Homeworking • Office costs including energy • Supply chain management • Procurement policy • Travel Policy/Expenses • Car policy
Process improvement and digital delivery 'Align our climate/environmental obligations with digital delivery to reduce our carbon footprint and to make better use of resources'	<ul style="list-style-type: none"> • Low carbon data strategy • Office energy data/remote working • Car emissions • Expenses management
Winning for members	<ul style="list-style-type: none"> • Training and support for members on low carbon • Industry support and lobbying • Promotion of footprint to young people • Promotion of Prospect Carbon strategy
Enabling members	<ul style="list-style-type: none"> • Training and support for members on low carbon • Supporting representatives – training, travel, remote working etc. • Car policy • Expenses
Enabling staff	<ul style="list-style-type: none"> • Training and support for staff on low carbon • Supporting reps – training, travel, remote working etc. • Car policy • Expenses

CARBON FOOTPRINT BASELINE METHODOLOGY

Prospect's Carbon footprint baseline has been produced using a five-stage methodology, as outlined in the diagram below:



1. Utilities consumption, travel, suppliers and other background data were provided by Prospect to be analysed by Adecoe.
2. Two workshops were held to begin the process of establishing Prospect's carbon footprint scope and boundaries and to develop principles for the net-zero carbon pathway. The reports from these two workshops have been included in Appendices A and B.
3. Prospect's carbon footprint boundaries and emission scopes were established
4. Prospect's carbon footprint was calculated using the following parameters:
 - Methodology: based on principles from ISO 14064-1 and GHG protocol
 - Baseline year: 2019 (2020 also calculated but treated as non-regular year due to significant changes in Prospect's working practices due to the COVID pandemic)
 - Reporting period: January-December to align with financial year
 - Conversion Factors:
 - 2019: [UK Greenhouse Gas reporting: conversion factors 2019 \(condensed set\)](#)
 - 2020: [UK Greenhouse Gas reporting: conversion factors 2020 \(condensed set\)](#)
5. Prospect's Carbon Footprint has been benchmarked against a number of parameters including turnover, staff numbers and office area.

CARBON FOOTPRINT BOUNDARIES: STAKEHOLDER FEEDBACK

Based on the discussions at the two stakeholder engagement workshops, the following carbon emission boundaries were proposed.

Emissions Category	Emissions Source	Include	Exclude	Further investigation	Discussion points
Energy	Owned offices gas consumption	Y			
	Owned offices electricity consumption	Y			
	Leased offices gas consumption			Y	Establish data availability with landlords
	Leased offices electricity consumption			Y	Establish data availability with landlords
	Remote working: gas & electricity			Y	Look to include as more of an impact since Covid pandemic
Travel	Company car mileage	Y			
	Grey fleet mileage	Y			
	Public transport	Y			
	Representative travel	Y			Include where costs are reclaimed from Prospect. Exclude where paid for by representative's organisation.
	Staff commuting			Y	Look to include as links with home/remote working
Other utilities	Water	Y			
	Waste	Y			
Purchasing	Purchased goods			Y	Potential for inclusion based on spend levels
	Other procurement: contracts & services			Y	Potential for inclusion based on spend levels

	Conferences & events			Y	A subset of purchased goods and travel but could be reported separately for large-scale events
Financial holdings	Investments			Y	
	Pension fund			Y	

DATA AVAILABILITY ANALYSIS

The table below outlines the data availability, quality and potential proxy or estimate data that can be used as a viable alternative in creating Prospect’s carbon footprint.

Emissions Source	Data available	Details	Data quality	Proxy data or estimates available
Owned offices: gas consumption	Y	Utilities bills/meter readings	Good	N/A
Owned offices: electricity consumption	Y	Utilities bills/meter readings	Good	N/A
Company car mileage	Y	Vehicle size and emissions data. No mileage information.	Medium	N/A
Water	N	N/A	N/A	Y – estimate consumption
Waste	N	N/A	N/A	Y – estimate consumption
Leased offices: gas consumption	N	N/A	N/A	Y
Leased offices: electricity consumption	N	N/A		Y
Grey fleet mileage	Y	Expense claims	Medium	No vehicle size or emission details
Public transport	Y	Financial spend data available. No disaggregation of different types of public transport (e.g. train, bus, air, taxi etc.)	Poor	Y – conversion of financial to carbon
Representative travel	Y	Financial spend data available	Poor	Y – conversion of financial to carbon



Purchased goods	Y	Financial spend data		Y
Other procurement: contracts & services	Y	Financial spend data		Y
Conferences & events	N	N/A	N/A	Y
Investments	N	N/A	N/A	Y
Pension fund	N	N/A	N/A	Y
Staff commuting	N	N/A	N/A	N
Remote working: gas & electricity	N	No information		Y- Ecoact methodology and estimates

EMISSIONS SOURCE INCLUSION ANALYSIS MATRIX

To help the decision making process on whether to include an emissions source in Prospect’s initial Carbon Footprint baseline, the matrix below analyses data availability against likely impact on carbon footprint.

Emissions Source	A: Ease of obtaining actual data score (1-5)	B: Likely impact on Carbon Footprint (1-5)	C: Total score (A x B)	Carbon Footprint baseline action
Owned offices: gas consumption	5	5	25	Include
Owned offices: electricity consumption	5	5	25	Include
Company car mileage	5	4	20	Include
Water	3	1	3	Use proxy data
Waste	3	1	3	Use proxy data
Leased offices: gas consumption	3	1	3	Use proxy data
Leased offices: electricity consumption	3	1	3	Use proxy data
Grey fleet mileage	3	2	6	Use existing data
Public transport	4	2	8	Use proxy data
Representative travel	4	2	8	Use proxy data

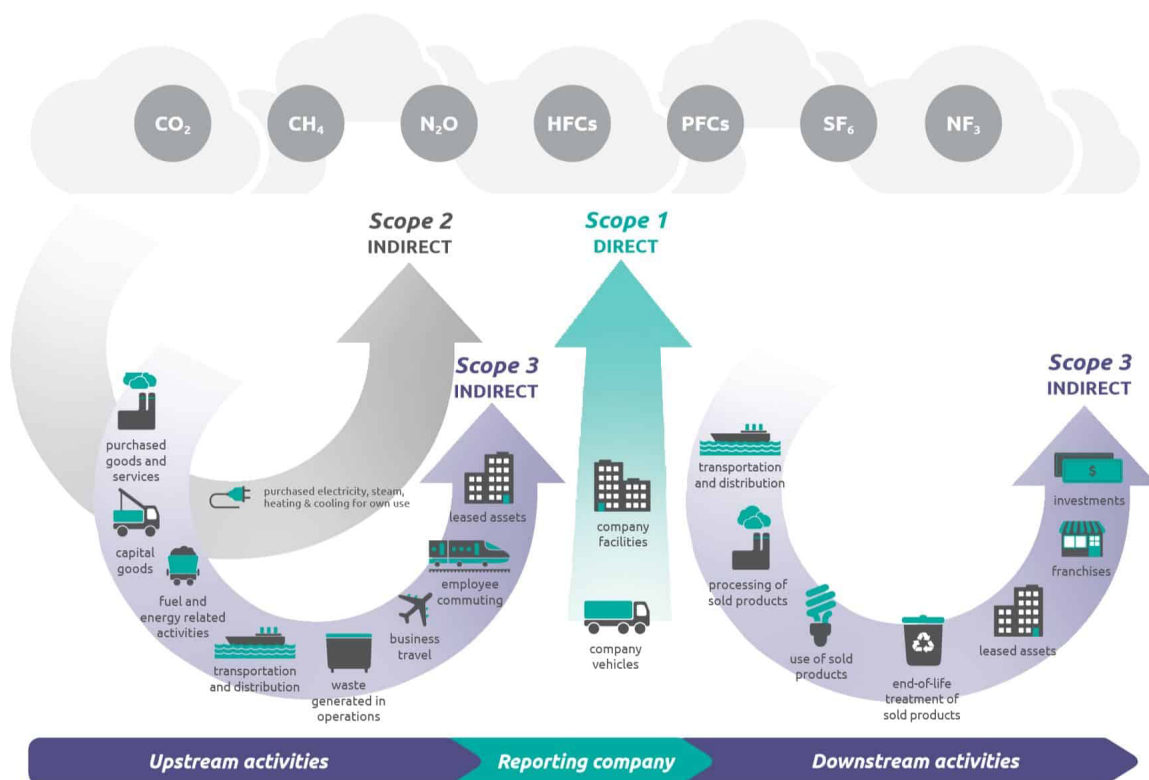
Purchased goods	3	5	15	Exclude for now – investigate further
Other procurement: contracts & services	3	3	9	Exclude for now – investigate further
Conferences & events	3	3	9	Exclude for now – investigate further
Investments	2	5	10	Exclude for now – investigate further
Pension fund	2	5	10	Exclude for now – investigate further
Staff commuting	4	3	12	Exclude for now – investigate further
Remote working: gas & electricity	4	3	12	Exclude for now – investigate further

CARBON FOOTPRINT SCOPE

Both the ISO 14064-1 and the GHG protocol carbon footprint reporting standards divide carbon emission sources into three scopes:

- **Scope 1:** Direct emissions resulting from sources directly owned or operated by the organisation. For example, company vehicles which use petrol or diesel.
- **Scope 2:** indirect emissions from the generation of purchased energy. Most common example is the purchase of electricity.
- **Scope 3:** Indirect emissions (not included in scope 2) that occur in the value chain of the reporting organisation, including both upstream and downstream emissions

This is visualised in the diagram in below:





Translating the boundaries established above, these are translated into the scope matrix below:

Emissions Source	Scope 1	Scope 2	Scope 3
Energy use	Owned offices: gas consumption	Owned offices: electricity consumption	Leased offices: gas consumption Leased offices: electricity consumption Remote/home working
Transport	Fleet/company car mileage		Grey fleet mileage
Other			Water Waste

CARBON FOOTPRINT BASELINE

2019 CARBON FOOTPRINT BASELINE

The table and graph below shows Prospect's 2019 Carbon Footprint baseline, split by carbon emissions source.

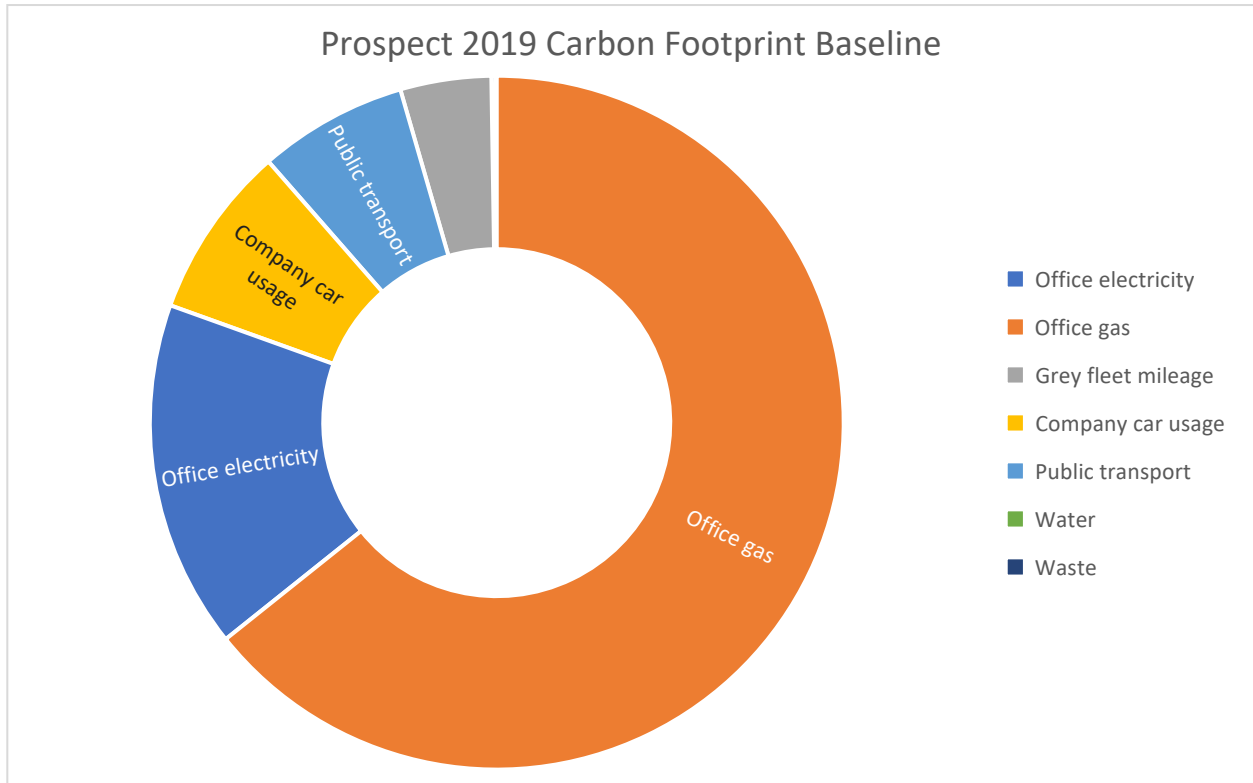
2019 Carbon Footprint	tnCO ₂ e	Percentage
Office electricity	262.4	16.2%
Office gas	1039.6	64.3%
Grey fleet mileage*	68.5	4.2%
Company car usage	130.6	8.1%
Public transport*	112.4	7.0%
Water	1.0	0.1%
Waste	3.0	0.2%
Total tnCO₂e	1617.6	100.0%

Key	
	Actual data
	Estimate data
	Proxy data

* Grey mileage and public transport includes all travel sources claimed through Prospect: staff, NEC, branches and groups

Key points to note:

- 80.5% of the carbon footprint comes from office energy consumption (electricity and gas)
- 19.3% of the carbon footprint comes from travel (grey fleet mileage)



2019 TOP TEN CARBON EMISSION SOURCES

The table below shows Prospect's top ten carbon emission sources for 2019 that account for 99.6% of the total carbon footprint baseline.

2019 Top ten emission sources			
	Emissions source	TnCo2e	Percentage of total
1	BECTU Clapham gas	1015.7	62.8%
2	NPH electricity	173.5	10.7%
3	Company car usage	130.6	8.1%
4	Public transport	112.4	7.0%
5	Grey mileage	68.5	4.2%
6	BECTU Clapham electricity	57.5	3.6%
7	NPH gas	25.8	1.6%
8	BECTU Glasgow electricity	16.5	1.0%
9	Lutterworth electricity	7.7	0.5%
10	Edinburgh electricity	3.0	0.2%
Total		1611.3	99.6%

2020 CARBON FOOTPRINT BASELINE

The table and graph below shows Prospect's 2020 Carbon Footprint baseline, split by carbon emissions source.

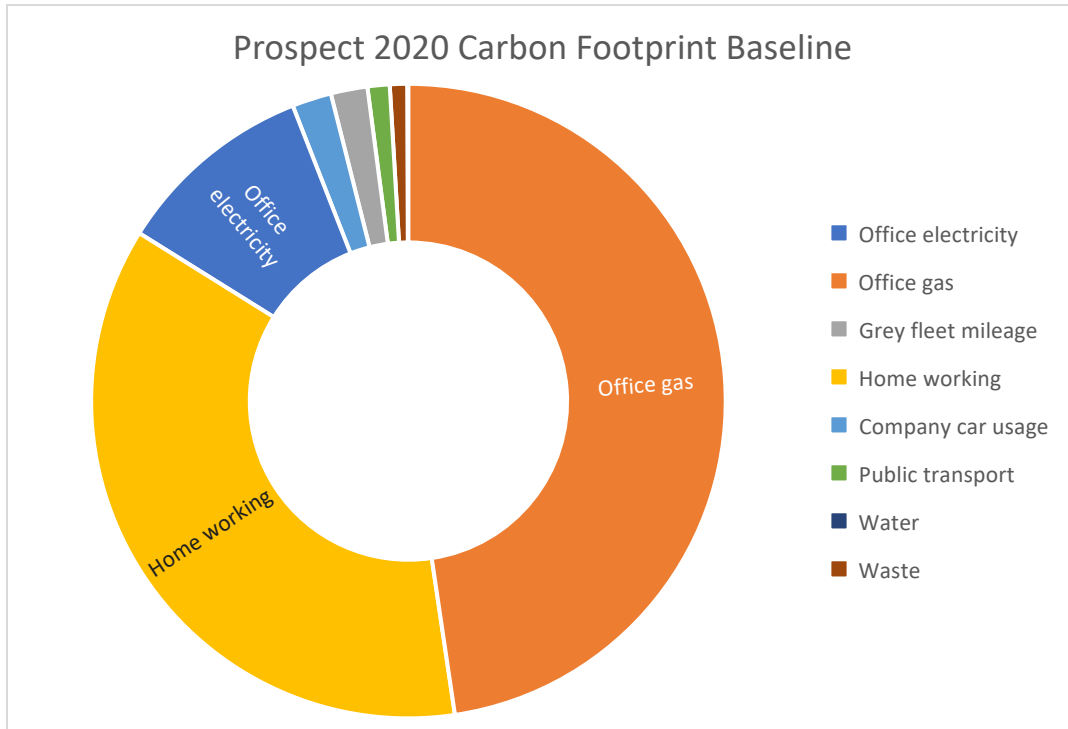
2020 Carbon Footprint	tnCO2e	Percentage
Office electricity	161.0	10.2%
Office gas	753.9	47.7%
Grey fleet mileage*	29.6	1.9%
Home working	573.1	36.2%
Company car usage	31.7	2.0%
Public transport*	17.8	1.1%
Water	1.0	0.1%
Waste	13.9	0.9%
Total tnCO2e	1582.0	100.0%

Key	
	Actual data
	Estimate data
	Proxy data

* Grey mileage and public transport includes all travel sources claimed through Prospect: staff, NEC, branches and groups

Key points to note:

- 59.9% of the carbon footprint comes from office energy consumption (electricity and gas)
- 36.2% of the carbon footprint is due to home working (enforced by the COVID pandemic)
- 5% of the carbon footprint comes from travel (grey fleet mileage)



2020 TOP TEN CARBON EMISSION SOURCES

The table below shows Prospect’s top ten carbon emission sources for 2020 that account for 99.0% of the total carbon footprint baseline.

2020 Top ten emission sources			
	Emissions source	TnCo2e	Percentage of total
1	BECTU Clapham gas	732.9	46.3%
2	Home working	573.1	36.2%
3	NPH electricity	113.4	7.2%
4	BECTU Clapham electricity	37.1	2.3%
5	Company car usage	31.7	2.0%
6	Grey mileage	29.6	1.9%
7	Public transport	17.8	1.1%
8	NPH gas	22.5	1.4%
9	Liverpool electricity	5.7	0.4%
10	IOM	2.9	0.2%
	Total	1566.6	99.0%

2019 TO 2020 CARBON FOOTPRINT BASELINE COMPARISON

The tables below compares Prospect's 2019 Carbon Footprint baseline, with Prospect's 2020 Carbon Footprint baseline, split by carbon emissions source. There are two versions, one with an inclusion for home working in 2020 to account for changing work practices due to the COVID pandemic and therefore the 'displacement' of carbon emissions from offices to employees homes (in terms of electricity and gas consumption). The first table does not include home working to show absolute difference between the two years.

2019 vs 2020 Carbon Footprint baseline comparison (excluding home working)			
Carbon Footprint	2020	2019	Annual Change
Office electricity	161.0	262.4	-38.6%
Office gas	753.9	1039.6	-27.5%
Grey fleet mileage	29.6	68.5	-56.9%
Company car usage	31.7	130.6	-0.8
Public transport	17.8	112.4	-84.1%
Water	1.0	1.0	0.0%
Waste	13.9	3.0	359.3%
Total tnCO₂e	1009.0	1617.6	-37.6%

2019 vs 2020 Carbon Footprint baseline comparison (including home working)			
Carbon Footprint	2020	2019	Annual Change
Office electricity	161.0	262.4	-38.6%
Office gas	753.9	1039.6	-27.5%
Grey fleet mileage	29.6	68.5	-56.9%
Home working	573.1	0.0	N/A
Company car usage	31.7	130.6	-0.8
Public transport	17.8	112.4	-84.1%
Water	1.0	1.0	0.0%
Waste	13.9	3.0	359.3%
Total tnCO₂e	1582.0	1617.6	-2.2%

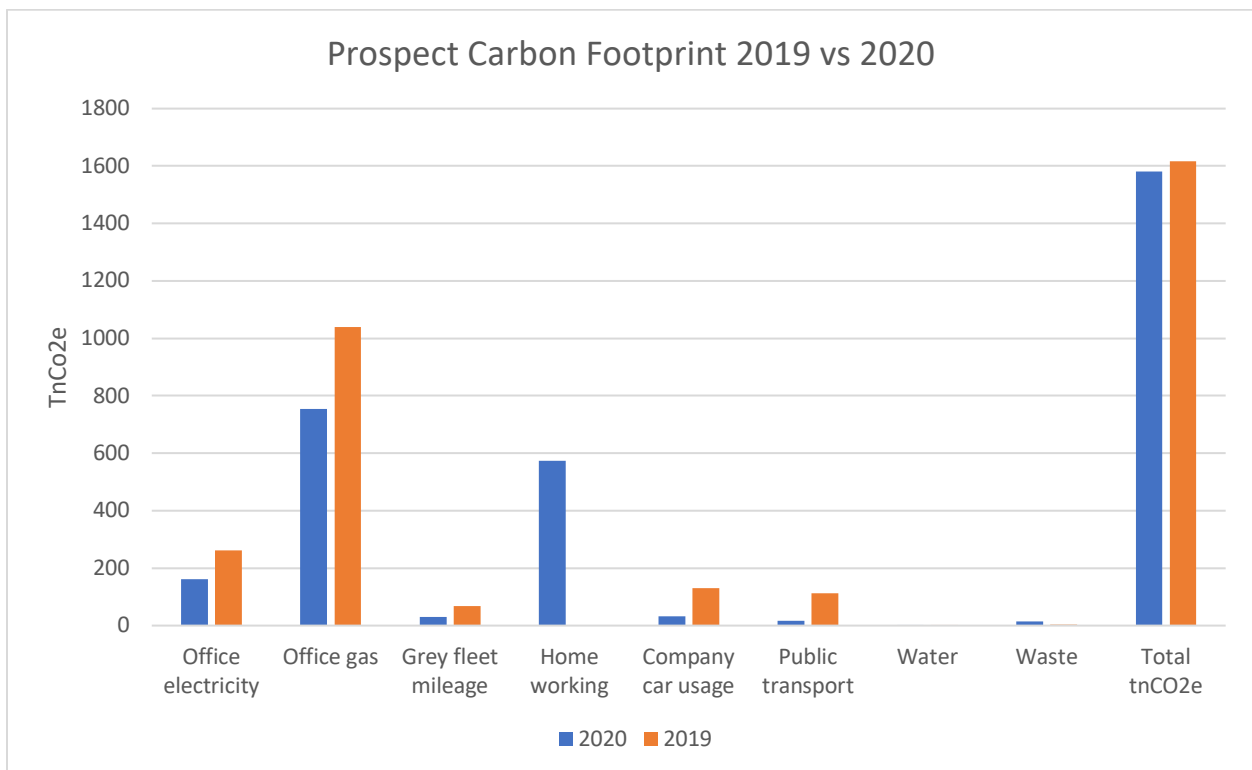
* 2020 Carbon Baseline includes home working (9 out of 12 months) to account for changing work practices due to the COVID pandemic. However, there was no inclusion for home working in 2019, which may need to be accounted for if any employees did work from home during this time period.

Key	
	Actual data
	Estimate data
	Proxy data

Key points to note:

- In a like-for-like comparison, there is a reduction of carbon footprint of 37.6% from 2019 to 2020
- There is a reduction of 2.2% from 2019 to 2020 in total carbon footprint
- Water usage stayed the same as this was assumed to be ‘displaced’ from office use to home use
- Waste consumption stayed the same as this was assumed to be ‘displaced’ from office to home; however, the increase in waste carbon emissions from 2019 to 2020 was due to a change in carbon conversion methodology

The graph below show a breakdown of Prospect’s different carbon emission sources from 2019 to 2020.





Key points to note:

- All carbon emissions sources showed significant reductions in relation to office energy consumption (gas and electricity) and transport (grey fleet mileage, public transport) between 2019 and 2020. This is not surprising given changing work practices.
- These reductions were largely offset by the inclusion of the 'displaced carbon emissions' of home working.

BENCHMARKS

Benchmarking is a useful tool to assist with carbon emissions monitoring and management as well as to help prioritise and focus carbon reduction activities.

OVERALL CARBON FOOTPRINT BENCHMARKING

Adecoe recommends two organisational benchmarks for Prospect to manage its carbon footprint:

- Tonnes of Carbon Dioxide equivalent per Full Time Employee (FTE)
- Tonnes of Carbon Dioxide equivalent per £1m turnover

It is recommended that these Benchmarks are produced every year, along with the production of the Carbon Footprint to help monitor progress.

The table below outlines the figures for these two benchmarks for both 2019 and 2020.

Benchmark	2019 figures	2019 Benchmarks	2020 figures	2020 Benchmarks	Percentage change
Per employee	233.75 FTE	6.9 TnCO ₂ e/FFTE	233.75 FTE	6.8 TnCO ₂ e/FFTE	-2.2%
Turnover	£23.15m	69.9 TnCO ₂ e/£1m turnover	£24.18m	65.4 TnCO ₂ e/£1m turnover	-6.8%

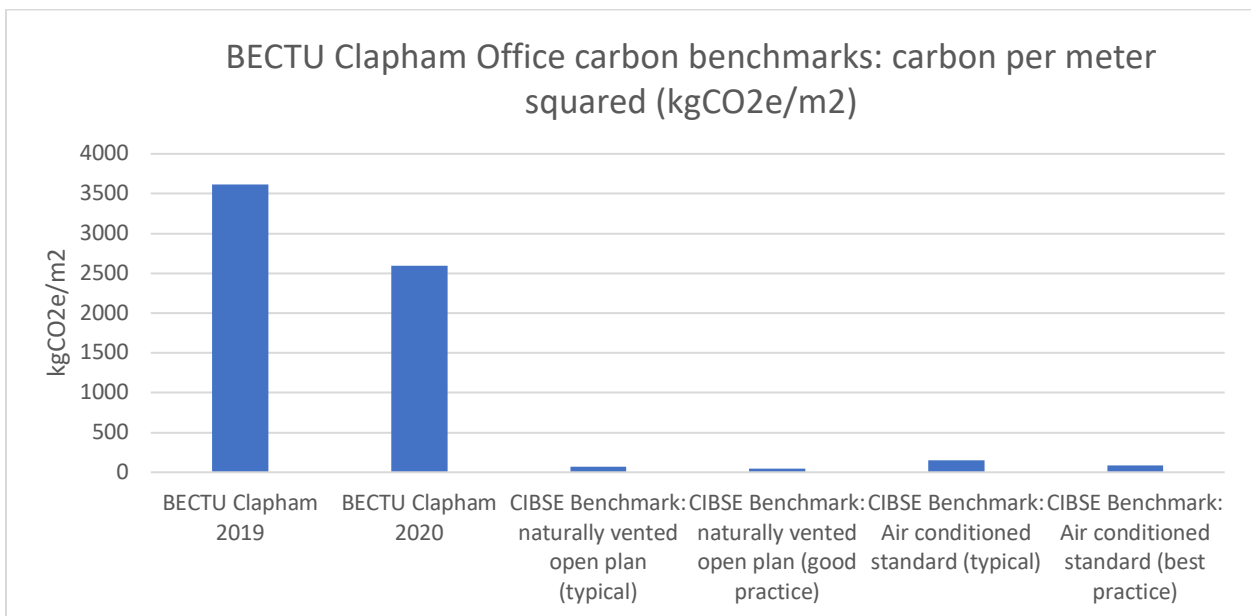
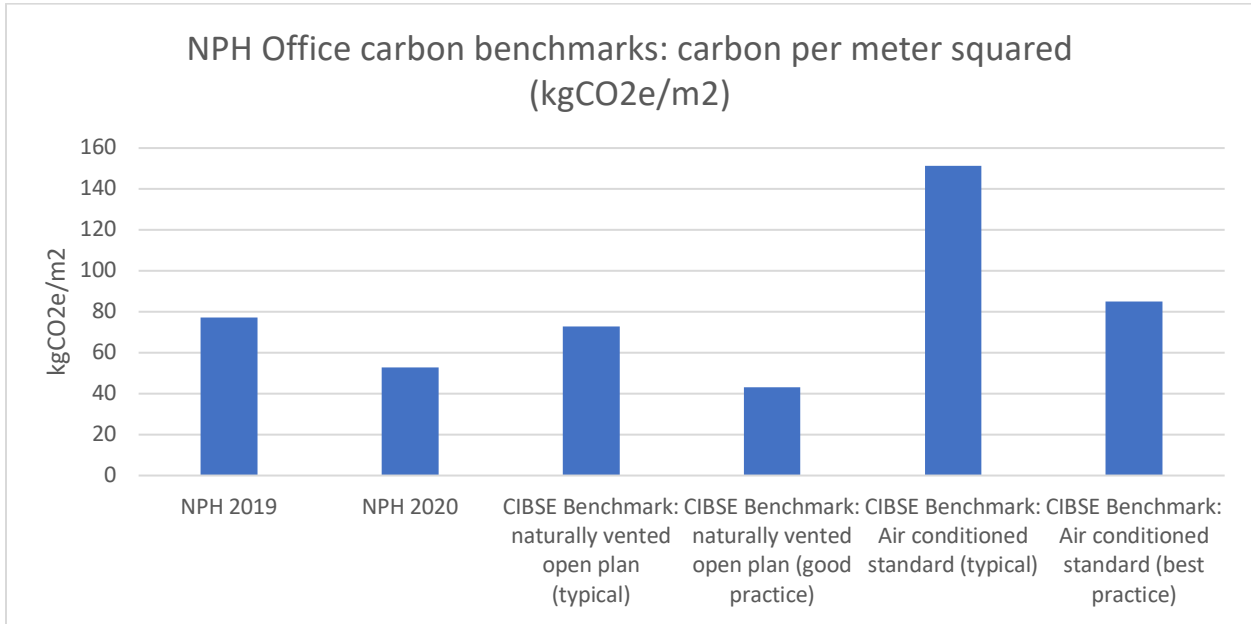
OFFICE CARBON BENCHMARKING

To help with carbon management of the office estate, Adecoe has benchmarked carbon footprint per square metre of office space.

Office	Area (square metres)	2019 Carbon footprint (TnCO ₂ e)	2019 Benchmark carbon (kgCO ₂ /m ² /year)	2020 Carbon footprint	2020 Benchmark carbon (kgCO ₂ /m ² /year)
BECTU Birmingham	TBC	0.48	TBC	0.47	TBC
BECTU Clapham	297	1,073.12	3613.2	769.96	2592.5
BECTU Glasgow	TBC	16.55	TBC	0.01	TBC
Edinburgh	TBC	3.03	TBC	1.19	TBC
IOM	TBC	2.02	TBC	1.80	TBC
Liverpool	TBC	3.02	TBC	2.87	TBC

Lutterworth	TBC	7.66		5.72	
NPH	2578	199.38	77.34	135.86	52.7

The graphs below shows these figures for visual comparison purposes, along with the CIBSE comparison benchmarks for both naturally vented and air conditioned offices.



Key points to note:

- NPH is performing well (for 2019 and 2020) against the CIBSE air-conditioned standard office carbon benchmarks, sitting below both the typical and best practice figures.
- BECTU Clapham is performing significantly poorly (35-50 times more, compared to typical) compared to the CIBSE naturally ventilated open plan carbon benchmarks for both 2019 and 2020.

OFFICE ENERGY SPEND BENCHMARKING

To help link carbon footprint management to financial management, it can be a useful exercise to benchmark the annual operational energy spend per square metre of office space as per the table below.

Office	Area (square metres)	2019 Total energy spend (£)	2019 Benchmark energy spend (£/m2/year)	2020 Total energy spend (£)	2020 Benchmark energy spend (£/m2/year)
BECTU Birmingham	TBC	£396.93	TBC	£499.04	TBC
BECTU Clapham	297	£34,855.74	£117.36	£22,724.20	£76.51
BECTU Glasgow	TBC	£16,081.10	TBC	£99.89	TBC
Edinburgh	TBC	£2,246.95	TBC	£837.78	TBC
IOM	TBC	£1,222.18	TBC	£1,089.02	TBC
Liverpool	TBC	£2,164.81	TBC	£1253.12	TBC
Lutterworth	TBC	£5,965.36	TBC	£4,881.31	TBC
NPH	2578	£88,291.22	£34.25	£73,032.41	£28.33

RECOMMENDATIONS

REPORTING

	Recommendation	Timescale
1	Produce annual Carbon Footprint	Annually: Jan>April
2	Publish the annual Carbon Footprint in the Prospect Annual Review, including: <ol style="list-style-type: none"> 1. Progress versus the year before 2. Any amendments to scope 3. Narrative on progress over the year, including reasons for any changes (either up or down) in the carbon footprint 4. Action plan key points for the next financial year 	Annually: April
3	For communications purposes and consistency of house style/brand, create a 'Prospect branded' version of the 2019 and 2020 carbon footprint visuals and information using the Prospect house communications style/brand.	Jun>Dec 2021
4	Create a website page with details of Prospect's carbon footprint and associated documents & materials to help engage members in the zero carbon journey	Jun>Dec 2021

CARBON REDUCTION

The recommendations listed below are some initial, headline actions identified as part of the Carbon Footprint baseline analysis; this is not comprehensive or detailed as this will form part of phase two of the zero carbon pathway work.

	Recommendation
1	Undertake carbon reduction site audits for owned offices with a particular priority on BECTU Clapham, to identify carbon reduction opportunities to include: <ul style="list-style-type: none"> - Heating, cooling & ventilation - Building management system/control strategy - Lighting - Appliances - Renewable energy generation opportunities (e.g. Solar PV)
2	Update car, travel and expense policies to reflect zero carbon ambitions, for example: <ul style="list-style-type: none"> - Car carbon emission standards - Transport use hierarchy and guidance (to include working/meeting remotely)

3	Develop guidance on representative travel to reflect zero carbon ambitions
4	Investigate any infrastructure required to support zero carbon travel ambitions such as installing Electric Vehicle Charging points

ENVIRONMENTAL MANAGEMENT

In addition to the carbon reduction activities for the items included in Prospect's scope and boundaries, it is also important to develop environmental management approaches to items that do not currently or will never be included in Prospect's carbon footprint scope. The table below identifies a number of headline actions identified as part of phase one of this work – again this is only, initial and headline and will be developed as part of phase two of this project.

	Area	Recommendation
1	Conferences & events	<p>Establish a conference/events environmental standards policy to align with Prospect's values and standards. For example:</p> <ul style="list-style-type: none"> - Using venues that have declared a climate emergency and have a carbon reduction strategy - Sourcing event organisers and suppliers with environmental and zero carbon policies - Other minimum environmental standards around energy, transport accessibility, sustainable sourcing and waste minimisation
2	Products	Develop sustainability procurement policy with minimum standards for key products, based on environmental impact and spend.
3	Services	Develop sustainability procurement policy with minimum standards for key services, based on environmental impact and spend.
4	Investment & pensions	<p>Establish the carbon and environmental performance of the investment and pension portfolio and develop standards on:</p> <ul style="list-style-type: none"> - Negative screening: which high carbon emissions or environmental damaging activities or sectors that Prospect wishes to exclude from its investments and pensions portfolio - Positive screening: which zero carbon or environmentally positive sectors should Prospect be looking to invest in
5	Staff training & engagement	Develop a staff engagement programme for both zero carbon and environmental management to include training, communication as well as any input and feedback into any policies

DATA IMPROVEMENT RECOMMENDATIONS

Emissions Source	Recommendation	Timescale
Owned offices: gas consumption	Investigate availability of half-hourly data from utilities provider to facilitate detailed consumption analysis	Jun>Oct 2021
Owned offices: electricity consumption	Investigate availability of half-hourly data from utilities provider to facilitate detailed consumption analysis	Jun>Oct 2021
Company car mileage	N/A	N/A
Water	Schedule monthly/quarterly reads from water meter or take actual reads from water bills	Jun>Oct 2021
Waste	Request reports to provider kg of waste by different waste sources (or find alternative waste contractor that can provide this detail)	Jun>Oct 2021
Leased offices: gas consumption	Investigate practical and cost feasibility of installation of sub-metering	Jun>Dec 2021
Leased offices: electricity consumption	Investigate practical and cost feasibility of installation of sub-metering	Jun>Dec 2021
Grey fleet mileage	Investigate practical and cost feasibility of installation of sub-metering	Jun>Dec 2021
Public transport	Update expense system to separate out different modes of public transport	Jun>Dec 2021
Representative travel	Update expense system to separate out different modes of public transport	Jun>Dec 2021
Purchased goods	Undertake a spend and impact analysis to identify priority contracts for inclusion	Jun>Dec 2021
Other procurement: contracts & services	Undertake a spend and impact analysis to identify priority contracts for inclusion	Jun>Dec 2021
Conferences & events	Address in alternative way – e.g. through development of sustainability procurement standards for venues and event organisers. Include travel in expense claims (if not already).	N/A
Investments	Continue discussions with investment providers to establish impact	Jun>Dec 2021
Pension fund	Continue discussions with investment providers to establish impact	Jun>Dec 2021
Staff commuting	Undertake staff survey to collect information (with potential to include questions to collect exact information for remote/home working to improve on current estimated data used in Ecoact methodology).	Jun>Oct 2021
Remote working: gas & electricity	N/A – see potential improvement options above	Jun>Oct 2021

NEXT STEPS

	Area	Recommendation
1	Create carbon reduction action Plan and pathway to zero carbon	<ol style="list-style-type: none"> 1. Developing and agreeing the principles based on discussions at the stakeholder engagement workshops 2. Define the role that Prospect wishes to take on climate change i.e. supporting members, training, sector and climate policy development, external reporting and union movement leadership/engagement 3. Site visits to high consuming offices to develop key reduction activities 4. Update policy and procedures accordingly to create framework for reduction such as remote working, car, travel, purchasing so that there is a coherent climate change thread that eliminates unnecessary inconsistencies and maximises impacts. 5. Develop alternative environmental management approaches to activities or emissions sources excluded from the carbon footprint baseline including conferences and events, Investments and Pension Funds 6. Agree target date and milestones
2	Stakeholder engagement	Continue to engage the members and representatives from phase 1 of the work in developing the action plan. Potential to widen the scope of stakeholders engaged to tap into pockets of sector or operational expertise.
3	Key decisions/policies changes	Take any key decisions or policy change suggestions to NEC or conference to get membership buy into the difficult decisions that will need to be taken
4	Strategy Development	The setting of the baseline in a wider Prospect Zero Carbon strategy sets out the vision and ambition for Prospect and defines roles, actions and the journey through to 2050.

APPENDICES

A: Carbon Footprint - SMT workshop report

B: Carbon Footprint - Stakeholders workshop report

C: Carbon Footprint Baseline Analysis