

# CARBON FOOTPRINT REPORT FOR LICENCE CHECK LIMITED

December 2021 to November 2022

**Client:** Licence Check Ltd

**Date:** Aug 2023

**Prepared for:**

**Prepared by:**

Colin Brown, Rick Wilson and Keith Allen

Phil Bennett



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**Auditel's Credentials – Verification Bodies**



## Company Information

Company Details	
<b>Entity Details:</b>	<b>Licence Check Ltd</b> Registered address: Wootton Business Park, Besselsleigh Road, Wootton, OX13 6FD Head office address: 1 St James Ct, Friar Gate, Derby DE1 1BT
<b>Company Number:</b>	06725900
<b>Subject:</b>	Licence Check Limited
Contacts – Licence Check	
<b>Colin Brown – Chief Operations Officer</b>	T: 0330 660 7102 E: <a href="mailto:colin@licencecheck.co.uk">colin@licencecheck.co.uk</a>
Contacts - Auditel	
<b>Phil Bennett – Carbon Lead:</b>	T: 0113 8876 542 E: <a href="mailto:phil.bennett@auditel.co.uk">phil.bennett@auditel.co.uk</a>
<b>Kim Farrow – Internal Verifier:</b>	T: 0161 706 1240 E: <a href="mailto:kim.farrow@auditel.co.uk">kim.farrow@auditel.co.uk</a>

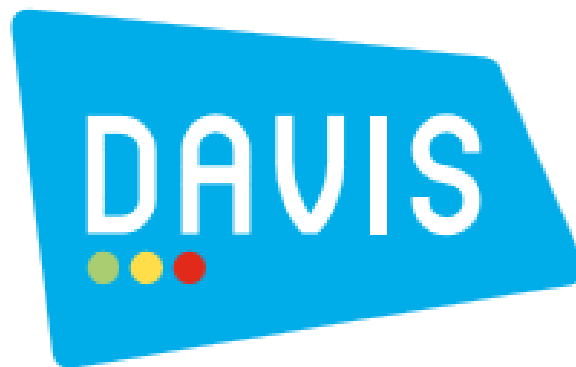
## Summary of the Organisation

Licence Check is a UK based company who specialise in risk management within the automotive sector. Their talented team provide a cloud-based software solution for companies across the UK to give them access to high quality data on their drivers, compliance and grey fleet.

In conjunction with Auditel, Licence Check have previously created a carbon footprint report with a baseline reporting year of 2019. Following this they adopted goals for reducing their carbon footprint within a Carbon Reduction Plan, published October 2022.

This carbon footprint measures Licence Check's financial year, **December 2021 to November 2022**, and aims to demonstrate the progress Licence Check have made in their journey to carbon neutrality and subsequently identify areas where carbon reductions can still be made.

Following this report, Licence Check plan to offset any remaining emissions and move to carbon neutrality. In subsequent years, they will continue to measure and reduce their emissions within the internationally recognised specification for carbon neutrality, PAS 2060.



## Methodology

This report follows the GHG (Greenhouse Gas) Protocol Corporate Accounting and Reporting Standard methodology.

As with financial accounting and reporting, generally accepted GHG accounting principles are intended to underpin and guide GHG accounting and reporting to ensure that the reported information represents a faithful, true, and fair account of a company's GHG emissions.

GHG accounting and reporting practices are evolving and are new to many businesses; however, the principles listed below are derived in part from generally accepted financial accounting and reporting principles. They also reflect the outcome of a collaborative process involving stakeholders from a wide range of technical, environmental, and accounting disciplines.

Carbon Footprint and reporting shall be based on the following principles:

### Relevance

Ensure the Carbon Footprint appropriately reflects the GHG emissions of the company and serves the decision-making needs of users – both internal and external to the company.

### Completeness

Account for and report on all GHG emission sources and activities within the chosen boundary. Disclose and justify any specific exclusions.

### Consistency

Use consistent methodologies to allow for meaningful comparisons of emissions over time. Transparently document any changes to the data, inventory boundary, methods, or any other relevant factors in the time series.

### Transparency

Address all relevant issues in a factual and coherent manner, based on a clear audit trail. Disclose any relevant assumptions and make appropriate references to the accounting and calculation methodologies and data sources used.

### Accuracy

Ensure that the quantification of GHG emissions is systematically neither over nor under actual emissions, as far as can be judged, and that uncertainties are reduced as far as practicable. Achieve sufficient accuracy to enable users to make decisions with reasonable assurance as to the integrity of the reported information.

# Executive Summary

## Background

- The need for taking immediate and bold action on climate change is being increasingly recognised by businesses, government, and the general population.
- The amount of action that needs to be taken, and the speed at which this must be done has been recognised by the UK through its ratification of the Paris climate agreement – to limit global temperature rise to below 2°C.
- Consequently, the UK has declared a climate emergency, and the independent committee on climate change has laid out what action is needed for the UK to become net-zero carbon by 2050.
- Licence Check Ltd has acknowledged their role in the need to act and have themselves decided to develop a strategy to achieve net zero carbon emissions.

## Drivers

### Climate Change Act

- This act commits the UK government to reducing emissions by at least 80% in 2050 compared to 1990 levels. The 80% target includes GHG emissions from the devolved administrations, which currently accounts for around 20% of the UK's total emissions.

### Leadership

- Taking strategic action towards reducing carbon emissions will ensure that Licence Check Ltd can lead the way in developing effective mechanisms to tackle climate change. This will help stimulate low carbon transitions throughout their supply chain.

### Cost Savings

- With increasing pressure on all businesses to cut costs, reducing the amount spent on energy bills is a key driver for lowering energy consumption.

### Reputation

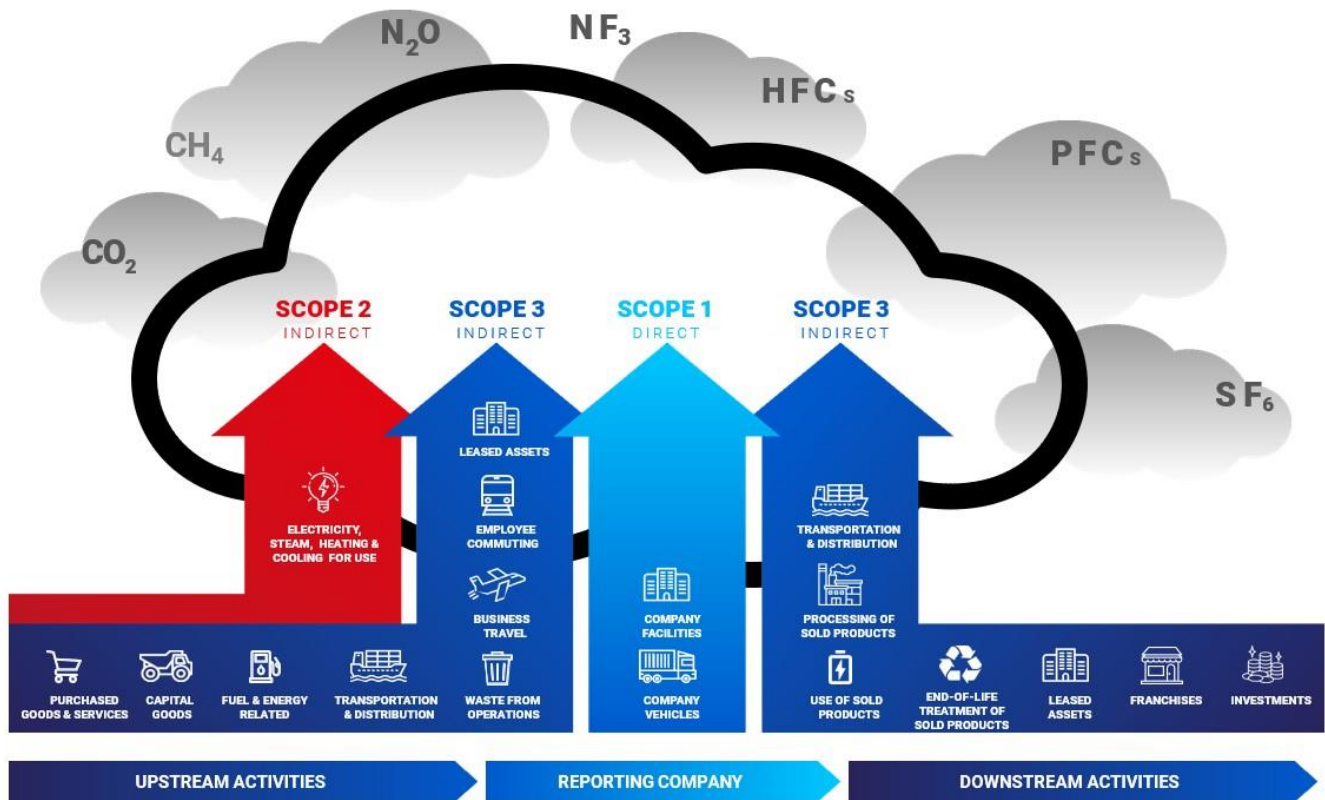
- There is increasing pressure on businesses to play their part in climate change action. This pressure comes from customers, employees and the wider public. Failure to act could lead to reputational risks and adversely affect the company's public image.

## Overview

- Licence Check began reducing carbon emissions in 2019 and this year was selected as the baseline for their first footprint, created August 2022. This was followed by a Carbon Reduction Plan in October 2022 detailing the measures being taken to reduce emissions from 2019 to 2023.
- A core part of the plan is for Licence Check to move to carbon neutrality by the end of 2023, with offsets likely to be purchased in 2023.
- This footprint shows a 57% reduction in Licence Check's carbon emissions from 2019 to 2022.

# GHG Protocol & Boundary

## GHG Protocol



⚠ This Carbon Footprint has been calculated in line with the Greenhouse Gas (GHG) Protocol emission Scopes; these are set out as follows:

⚠ **Scope 1:** Direct emissions from combustion of gas and other fuels.

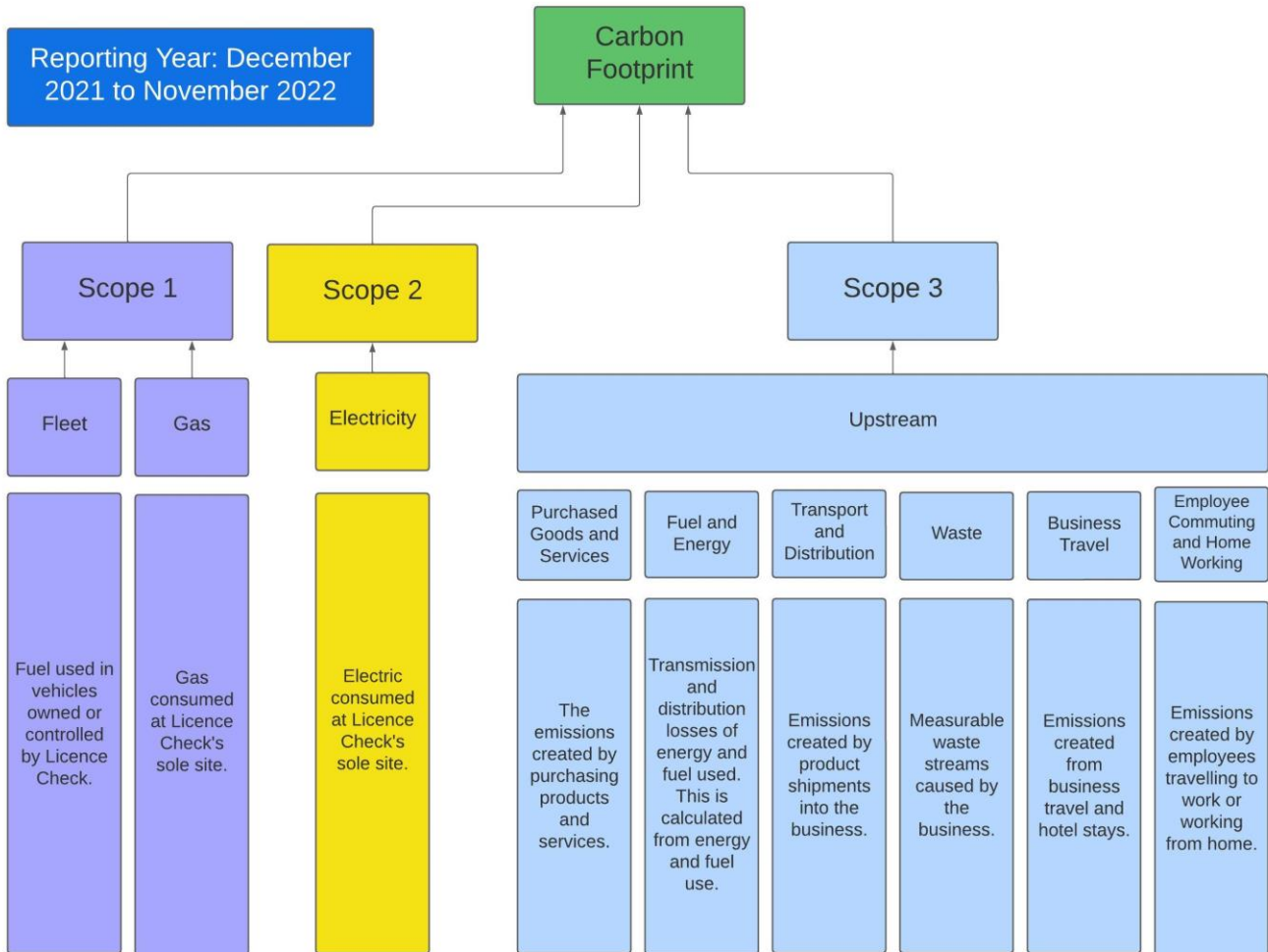
⚠ **Scope 2:** Emissions resulting from the generation of electricity and other energy purchased (but generated elsewhere).

⚠ **Scope 3:** Emissions made by third parties in connection with operational activities.

⚠ All activities within this report have been undertaken by the criteria set out by the British Standards Institute PAS2060:2014, in line with the Greenhouse Gas Protocol.



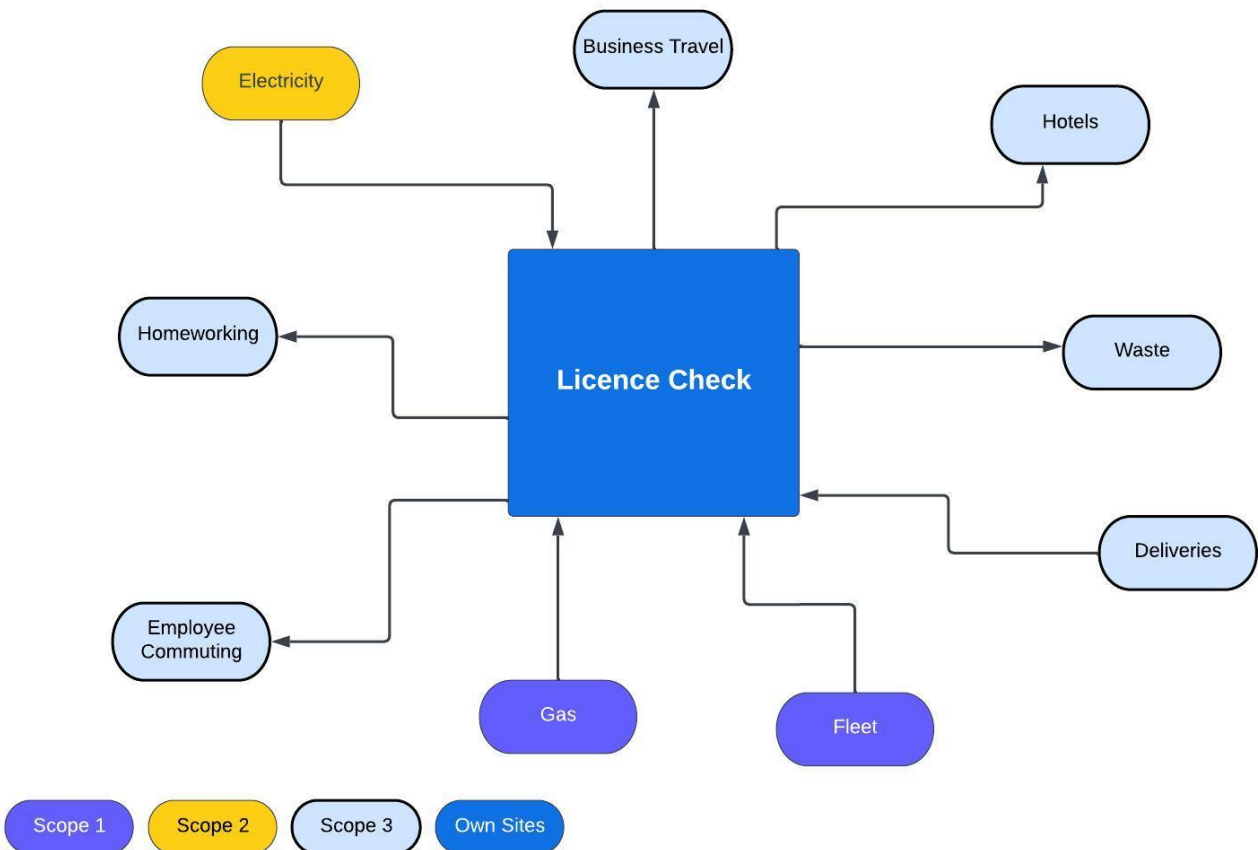
### Emissions Boundary



### Entity & Subject

<b>Entity</b>	Licence Check Limited
<b>Subject</b>	Licence Check's sole office in Derby, plus associated Scope 3 emissions.
<b>Description of Subject</b>	Licence Check Ltd helps organisations to improve their driver risk processes via licence checking, vehicle compliance checks, e-learning and training. Licence Check's primary software application, DAVIS, enables businesses to manage occupational road risk from a single platform. They operate from a single leased office in Derby.
<b>Rationale for selection of subject</b>	The subject reflects emissions that Licence Check has operational control over, and a subset of related scope 3 emissions. This enables Licence Check to have direct influence over the reduction of emissions and take necessary steps to achieving carbon neutrality.
<b>Control Method</b>	Operational Control

### Value Chain Map



## Emission Sources

Table of Included Emissions

Scope	Category	Source
1	Fleet	Fuel card invoices and backup spreadsheet for fuel purchased. Plus, accounts data summarising mileage in company owned vehicles.
	Gas	Gas usage data from energy supplier invoices.
2	Electricity	Electricity usage data from energy supplier invoices.
3	Purchased Goods & Services	Paper deliveries from supplier invoices. Transport included in upstream transport & distribution.
	Fuel and Energy Related Activities	Transmission and Distribution (T&D) electricity losses and Well-To-Tank (WTT) fuel emissions.
	Upstream Transport & Distribution	Invoices for incoming deliveries.
	Waste from Operations	Waste usage data from invoices and certificates of destruction.
	Business Travel	Accounts transactions data detailing business travel by transport mode and mileage in employee-owned vehicles. Also, additional data from supplier invoices on hotel stays.
	Employee Commuting & Homeworking	Employee survey.

Table of Excluded Emissions

Scope	Category	Reason for exclusion
1	HVAC	No HVAC on site.
3	Capital goods	No capital goods purchased.
	Upstream leased assets	No upstream leased assets.
	Downstream leased assets	No downstream leased assets.
	Waste from Operations	General waste and water are not included as Licence Check are the lessee at their sole property and these services are included as part of the tenancy agreement with no data made available by the landlord. Emissions from general waste and water are likely to be immaterial as there are no waste streams created from operations aside from paper, for which waste emissions have been calculated and included within the footprint total.
	Processing of sold products	No applicable emissions due to the intangible nature of product.
	Use of sold products	This is outside of the boundary as it would require quantifying customer power use for Licence Check's software which is not feasible due to the data requirements.
	End-of-life treatment of sold products	No applicable emissions due to the intangible nature of product.
	Franchises	No franchises to quantify.
Investments	No investments to quantify.	
	Downstream Transport & Distribution	No downstream transport.

# Carbon Footprint Breakdown

## December 2021 to November 2022 Emissions

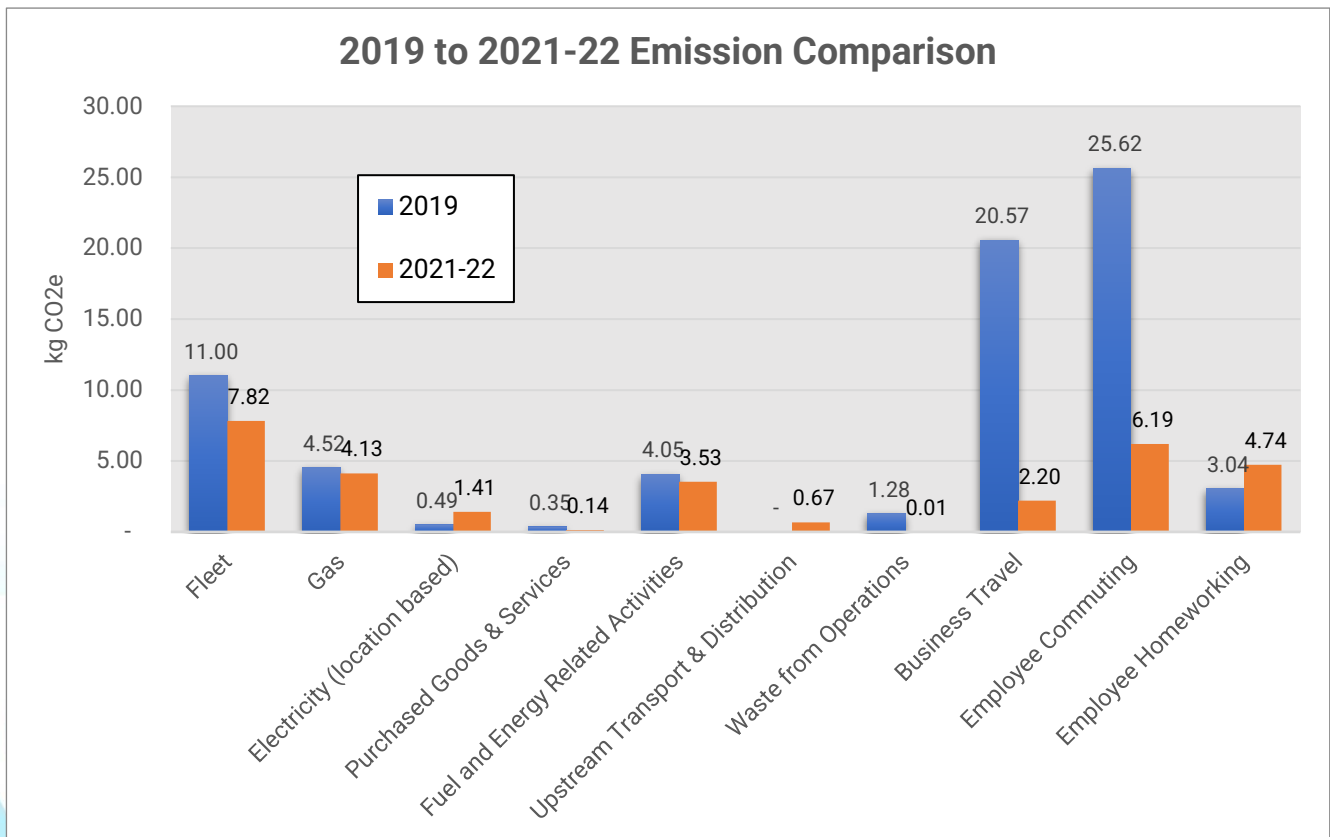
The total greenhouse gas emissions for Licence Check Ltd in the financial year Dec 2021 to Nov 2022, according to the data provided and the use of UK Government conversion factors, are:

# 30.83

## tonnes carbon dioxide equivalent (tCO<sub>2</sub>e)




### 2019 vs 2021/22 Comparison

- Since 2019 there has been marked reduction in transport use; Fleet, Business Travel & Employee Commuting have all fallen substantially (more so the last two). This suggests Licence Check’s decision to reduce business travel and commuting has had a significant impact on emissions.
- More detailed data – particularly for mileage reimbursed, homeworking and commuting – has allowed emissions to be calculated more accurately.
- Upstream Transport & Distribution emissions were not quantified (due to lack of data) for the 2019 baseline but have been added here. This doesn’t contribute significantly to the emissions total but helps to maximise transparency.



### Intensity Metrics – 2019 vs 2021/22

The metrics show the marked reduction in emissions from 2019 to 2022.

-  Tonnes of CO<sub>2</sub>e has fallen by over 3 tonnes per employee.
-  Tonnes of CO<sub>2</sub>e has fallen by over 29 tonnes per million £ turnover.
-  Emission have fallen by 57%, whilst turnover has grown by 68%.

	2019	2021-22	Change	%
<b>tCO<sub>2</sub>e per employee</b>	5.5	2.2	-3.3	-60%
<b>tCO<sub>2</sub>e per mil turnover</b>	39.5	10.2	-29.3	-74%
<b>Emissions (tCO<sub>2</sub>e)</b>	70.9	30.8	-40.1	-57%
<b>Employees</b>	13	14	1	8%
<b>Turnover (million)</b>	£1.8M	£3.0M	£1.2M	68%

### Emissions by Individual Scope Category

Scope Category	tCO <sub>2</sub> e	% of Footprint
Fleet	7.82	25.4%
Gas	4.13	13.4%
Electricity (location based)	1.41	4.6%
Purchased Goods & Services	0.14	0.4%
Fuel and Energy Related Activities	3.53	11.5%
Upstream Transport & Distribution	0.67	2.2%
Waste from Operations	0.01	0.0%
Business Travel	2.20	7.1%
Employee Commuting & Homeworking	10.93	35.4%
<b>Total gross emissions (location based)</b>	<b>30.83</b>	<b>100%</b>

### Emissions by Scope

Scope Category	tCO <sub>2</sub> e	% of Footprint
1	11.94	39%
2	1.41	5%
3	17.47	57%
<b>Total</b>	<b>30.83</b>	<b>100</b>

### Outside of Scopes

Scope Category	tCO <sub>2</sub> e	%
Fleet	0.32	26.4%
Grey Fleet Mileage	0.05	3.8%
Electricity	0.84	69.8%
<b>Total Outside of Scopes emissions</b>	<b>1.21</b>	<b>100%</b>

Outside of scopes is included because all fuels with biogenic content (such as petrol and diesel) and all electricity consumption should have the biogenic CO<sub>2</sub> emissions reported to ensure a complete picture of an organisation's emissions. These emissions account for the direct carbon dioxide (CO<sub>2</sub>) impact of burning biomass and biofuels. It is 'outside of scopes' because the Scope 1 impact has been determined to be a net '0' (since the fuel source itself absorbs an equivalent amount of CO<sub>2</sub> during the growth phase as the amount of CO<sub>2</sub> released through combustion).

## Emissions by Gas Type

The Greenhouse Gas Protocol Corporate Standard requires a breakdown of scope 1 and 2 emissions by gas type. This is shown below.

Energy Use	Scope	Emissions (tons)						
		CO2e	CO2	CH4	N2O	HFCs	PFCs	SF6
Diesel	1	3.69	3.64	0.00	0.05	-	-	-
Petrol		1.13	1.12	0.00	0.00	-	-	-
Mileage (diesel)		0.05	0.05	0.00	0.00	-	-	-
Mileage (petrol)		2.94	2.93	0.01	0.01	-	-	-
Gas		4.13	4.12	0.01	0.00	-	-	-
Electricity	2	1.41	1.40	0.01	0.01	-	-	-
<b>Totals</b>		<b>13.36</b>	<b>13.25</b>	<b>0.03</b>	<b>0.08</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Market Based Emissions

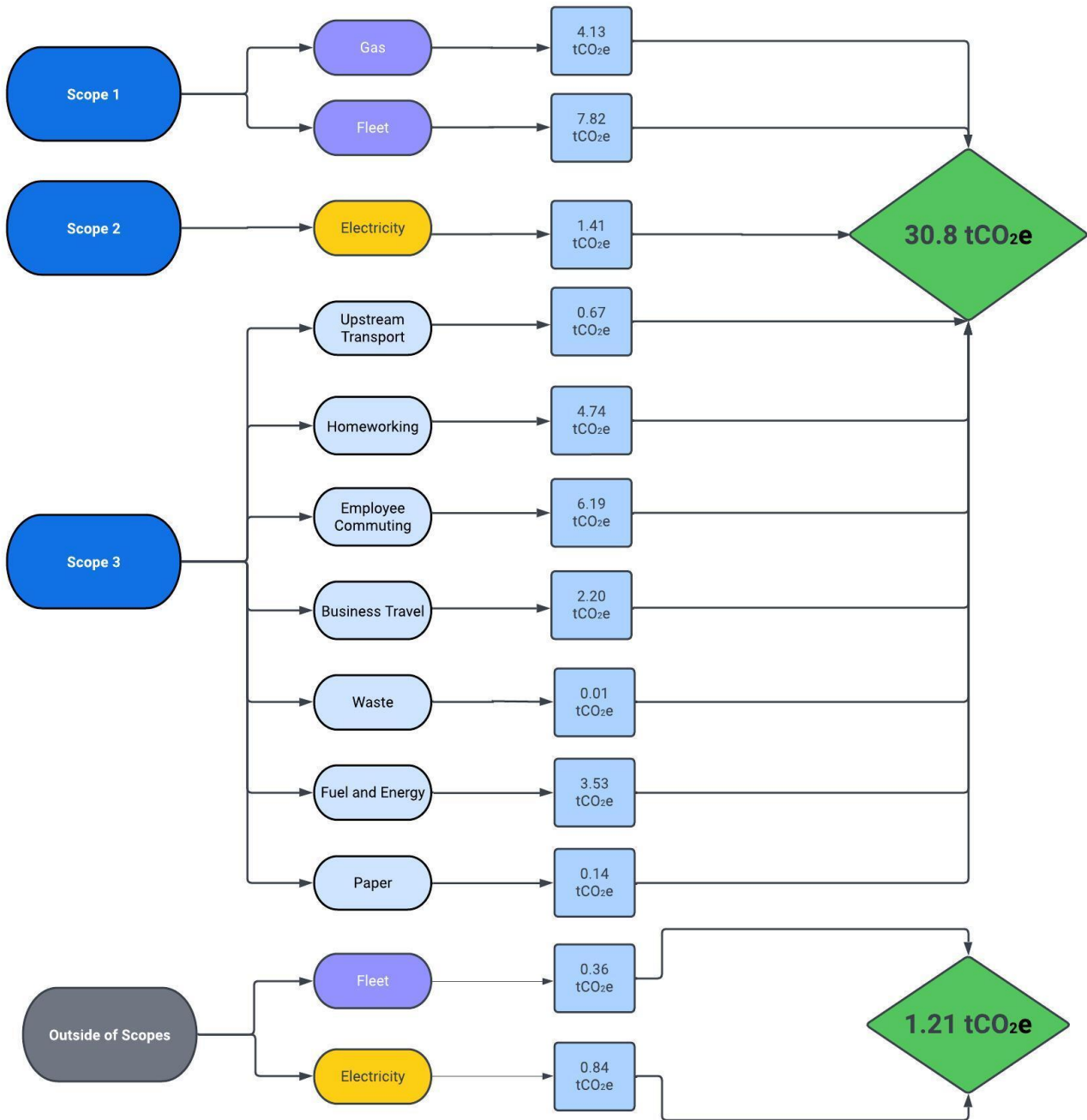
Market-based emissions are an alternative method for calculating Scope 2 emissions. They are based on the contractual agreement of your purchased electricity. This means that purchasing decisions, such as contracting renewable power, can reduce your Scope 2 electric emissions. However, for transparency, calculations showing both location-based (i.e., UK average) *and* market-based emissions should be included.

As Licence Check purchase electric indirectly via their landlord purchasing is out of their control. However, the below table shows emissions calculated from the supplier's carbon intensity (shown on invoices and at <https://www.britishgas.co.uk/business/about-us/fuel-mix>). There is no certification, such as REGOs, to show a contractual agreement for this and so **it is shown only for information and does not impact the footprint total**.

Also shown are the market-based emissions for homeworking. Again, as no contractual evidence is available, this cannot be factored into the overall footprint but is included for information.

Scope Category	tCO <sub>2</sub> e
Electricity (market based) - office	0.85
Electricity (market based) - homeworking	0.17
<b>Market based emissions</b>	<b>1.02</b>

# Emissions Map





## Subject Calculations

Source	Scope	Total Units	Units	Conversion Factor	Unit Factor	kgCO <sub>2</sub> e	tCO <sub>2</sub> e	tCO <sub>2</sub> e	Total (tCO <sub>2</sub> e)	
<b>CARBON FOOTPRINT CALCULATIONS</b>										
<b>Buildings</b>										
Gas		22,607	kWh	0.183	kgCO <sub>2</sub> e/kWh	4,127	4.13	4.13	4.13	
<b>Fleet</b>										
Company Car Diesel 1601-2000cc	1	184	miles	0.270	kgCO <sub>2</sub> e/mile	50	0.05	7.82	4.18	
Company Car Petrol < 1400cc		8,458	miles	0.236	kgCO <sub>2</sub> e/mile	1,994	1.99		6.17	
Company Car Petrol 1401-2000cc		3,197	miles	0.297	kgCO <sub>2</sub> e/mile	950	0.95		7.12	
Diesel purchased		1,444	litres	2.558	kgCO <sub>2</sub> e/litre	3,693	3.69		10.81	
Petrol purchased		522	litres	2.162	kgCO <sub>2</sub> e/litre	1,128	1.13		11.94	
<b>Electric</b>										
Electric (location based factor)	2	7,312	kWh	0.193	kgCO <sub>2</sub> e/kWh	1,414	1.41	1.41	13.36	
<b>Purchased Goods &amp; Services</b>										
Paper		0.15	tonnes	919.396	kgCO <sub>2</sub> e/tonne	138	0.14	0.14	13.49	
<b>Fuel and Energy Related Activities</b>										
Well to Tank - Gas		22,607	kWh	0.031	kgCO <sub>2</sub> e/kWh	703	0.70	3.53	14.20	
Well to Tank - Diesel		1,444	litres	0.610	kgCO <sub>2</sub> e/litre	880	0.88		15.08	
Well to Tank - Petrol		522	litres	0.613	kgCO <sub>2</sub> e/litre	320	0.32		15.40	
Well to Tank - Diesel medium car		184	miles	0.065	kgCO <sub>2</sub> e/mile	12	0.01		15.41	
Well to Tank - Petrol small car		8,458	miles	0.067	kgCO <sub>2</sub> e/mile	570	0.57		15.98	
Well to Tank - Petrol medium car		3,197	miles	0.085	kgCO <sub>2</sub> e/mile	271	0.27		16.25	
Transmission & Distribution - Electricity		7,312	kWh	0.018	kgCO <sub>2</sub> e/kWh	129	0.13		16.38	
Well to Tank - Electricity		7,312	kWh	0.046	kgCO <sub>2</sub> e/kWh	338	0.34		16.72	
Well to Tank - Electric transport & distribution		7,312	kWh	0.004	kgCO <sub>2</sub> e/kWh	31	0.03		16.75	
Well to Tank - Upstream Transport		2,910	km	0.059	kgCO <sub>2</sub> e/km	172	0.17		16.92	
Well to Tank - Bus travel		29	km	0.025	kgCO <sub>2</sub> e/km	1	0.00		16.92	
Well to Tank - Air travel		3,722	km	0.027	kgCO <sub>2</sub> e/km	100	0.10		17.02	
Well to Tank - Taxis		95	km	0.036	kgCO <sub>2</sub> e/km	3	0.00		17.02	
<b>Upstream Transport &amp; Distribution</b>										
Viking		198	km	0.231	kgCO <sub>2</sub> e/km	46	0.05		0.67	17.07
POS Hardware		1,137	km	0.231	kgCO <sub>2</sub> e/km	263	0.26			17.33
Thales		1,575	km	0.231	kgCO <sub>2</sub> e/km	364	0.36			17.70
<b>Waste from Operations</b>										
Waste		0.29	tonne	21.280	kgCO <sub>2</sub> e/tonne	6	0.01	0.01	17.70	
<b>Business Travel</b>										
Hotels (UK)	3	12	Nights	10.400	kgCO <sub>2</sub> e/night	125	0.12	2.20	17.83	
Flights		3,722	km	0.246	kgCO <sub>2</sub> e/km	915	0.92		18.74	
Bus		29	km	0.108	kgCO <sub>2</sub> e/km	3	0.00		18.75	
Taxi		95	km	0.208	kgCO <sub>2</sub> e/km	20	0.02		18.77	
Grey Fleet Private Diesel > 2000cc		1,474	miles	0.337	kgCO <sub>2</sub> e/mile	497	0.50		19.26	
Grey Fleet Private Diesel 1601-2000cc		658	miles	0.270	kgCO <sub>2</sub> e/mile	178	0.18		19.44	
Grey Fleet Private Electric		225	miles	0.083	kgCO <sub>2</sub> e/mile	19	0.02		19.46	
Grey Fleet Private Petrol < 1400cc		230	miles	0.236	kgCO <sub>2</sub> e/mile	54	0.05		19.51	
Grey Fleet Private Petrol 1401-2000cc		1,296	miles	0.297	kgCO <sub>2</sub> e/mile	385	0.39		19.90	
<b>Employee Commuting</b>										
Small Car Petrol		6,867	miles	0.236	kgCO <sub>2</sub> e/mile	1,619	1.62	6.19	21.52	
Medium Car Petrol		5,252	miles	0.297	kgCO <sub>2</sub> e/mile	1,561	1.56		23.08	
Small Car Diesel		2,877	miles	0.225	kgCO <sub>2</sub> e/mile	648	0.65		23.73	
Medium Car Diesel		711	miles	0.270	kgCO <sub>2</sub> e/mile	192	0.19		23.92	
Large Car Diesel		1,856	miles	0.337	kgCO <sub>2</sub> e/mile	626	0.63		24.54	
Small Car Plug in Hybrid		7,192	miles	0.085	kgCO <sub>2</sub> e/mile	608	0.61		25.15	
Medium Car Plug in Hybrid		1,856	miles	0.138	kgCO <sub>2</sub> e/mile	257	0.26		25.41	
Large Car Plug in Hybrid		1,856	miles	0.163	kgCO <sub>2</sub> e/mile	303	0.30		25.71	
Medium Car Hybrid		2,134	miles	0.177	kgCO <sub>2</sub> e/mile	378	0.38		26.09	
<b>Homeworking</b>										
Gas		20,336	kWh	0.1825	kgCO <sub>2</sub> e/kWh	3,712	3.71	4.74	29.80	
LPG		438	kWh	0.2145	kgCO <sub>2</sub> e/kWh	94	0.09		29.90	
Electric (location based factor)		4,805	kWh	0.193	kgCO <sub>2</sub> e/kWh	929	0.93		30.83	
									<b>30.83</b>	

Source	Scope	Total Units	Units Used	Conversion Factor	Unit Factor	kgCO <sub>2</sub> e	tCO <sub>2</sub> e	tCO <sub>2</sub> e	Total (tCO <sub>2</sub> e)
<b>OUTSIDE OF SCOPES</b>									
<b>Fleet</b>									
Company Car Diesel	0	194	kWh	0.011	kgCO <sub>2</sub> e/kWh	2	0.00	0.36	0.00
Company Car Petrol		12,315	kWh	0.009	kgCO <sub>2</sub> e/kWh	113	0.11		0.12
Private Car Diesel		2,647	kWh	0.011	kgCO <sub>2</sub> e/kWh	29	0.03		0.14
Private Car Petrol		1,838	kWh	0.009	kgCO <sub>2</sub> e/kWh	17	0.02		0.16
Diesel purchased		1,444	litres	0.110	kgCO <sub>2</sub> e/litre	159	0.16		0.32
Petrol purchased		522	litres	0.083	kgCO <sub>2</sub> e/litre	43	0.04		0.36
<b>Electric</b>									
Electric (location based factor)		7,312	kWh	0.115	kgCO <sub>2</sub> e/kWh	841	0.84	0.84	1.21
									1.21

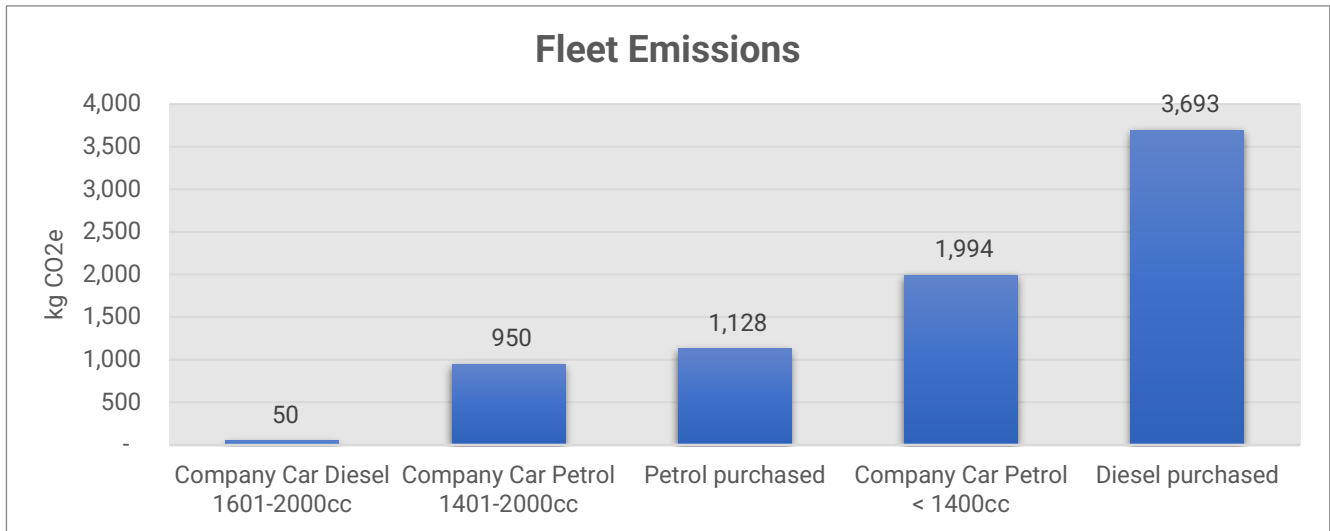
Source	Scope	Total Units	Units Used	Conversion Factor	Unit Factor	kgCO <sub>2</sub> e	tCO <sub>2</sub> e	tCO <sub>2</sub> e	Total (tCO <sub>2</sub> e)
<b>MARKET BASED EMISSIONS</b>									
<b>Electric</b>									
Electric (market based factor)	2	7,312	kWh	0.116	kgCO <sub>2</sub> e/kWh	848	0.85	0.85	0.85
<b>Homeworking</b>									
Electric (market based factor)	3	1,315	kWh	0.116	kgCO <sub>2</sub> e/kWh	153	0.15	0.17	1.00
		3,438	kWh	0.000	kgCO <sub>2</sub> e/kWh	0	0.00		1.00
		52	kWh	0.261	kgCO <sub>2</sub> e/kWh	14	0.01		1.01
									1.01

# Scope Data Breakdown

## Scope 1

### Fleet

Fuel card invoices and recorded mileage data were used to calculate litres of petrol and diesel used in company vehicles. Milage claims were recorded by vehicle size and fuel type which allowed the use of relevant conversion factors to calculate the carbon emissions.



### Gas

- On-site gas usage is shown in Figure 1 and follows an expected seasonal pattern where gas is used for space heating.
- The emissions associated with the gas usage are for natural gas received through the gas mains grid network in the UK containing a limited biogas content.

Month	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22
kWh	4,362	4,197	3,754	3,151	2,338	1144.44	146	0	0	0	1,489	1,923
Kg CO2e	796	766	685	575	427	209	27	0	0	0	272	351

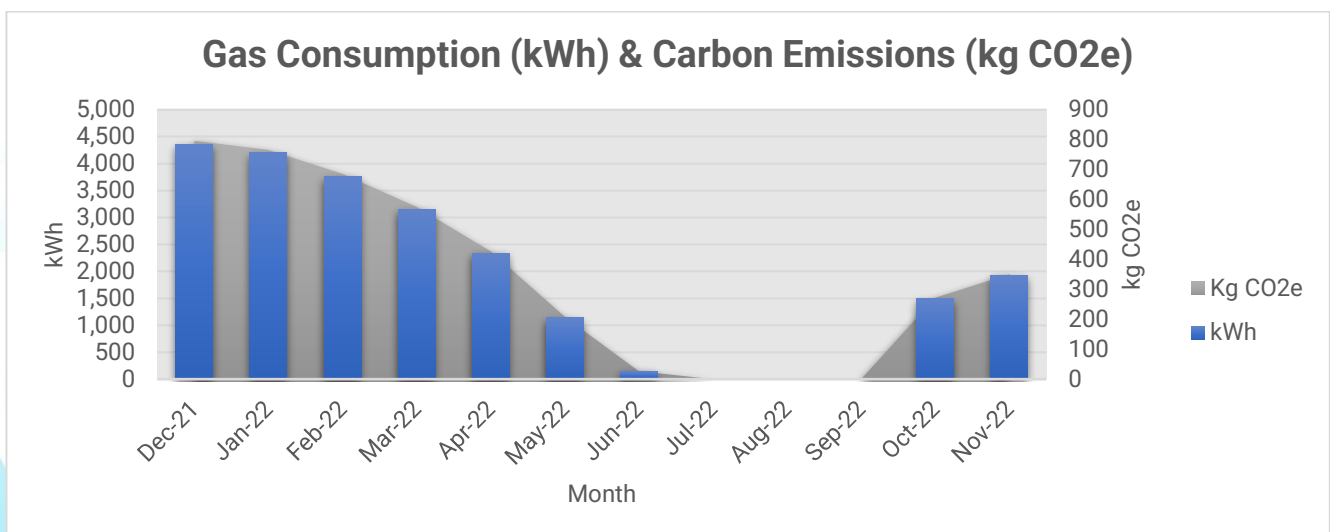


Figure 1: Gas Usage

## Scope 2

### Electricity

The emissions associated with the electricity usage include:

- ❏ Emissions associated with the generation of electricity at a power station, not including transmission and distribution.
- ❏ For full transparency, emissions are shown as location based (UK average emissions) with a net figure also shown with generation emissions deducted, based on market-based emissions. This is because electricity is supplied via zero emission generation; British Gas's "Zero Carbon" generation product as shown on the invoices.
- ❏ Electric consumption reduces for the second half of the measured period; this was likely due to more people working from home and Licence Check reducing their number of onsite servers.

Month	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22
kWh	829	712	862	703	701	690	502	465	466	474	429	479
Kg CO2e	160	138	167	136	136	133	97	90	90	92	83	93

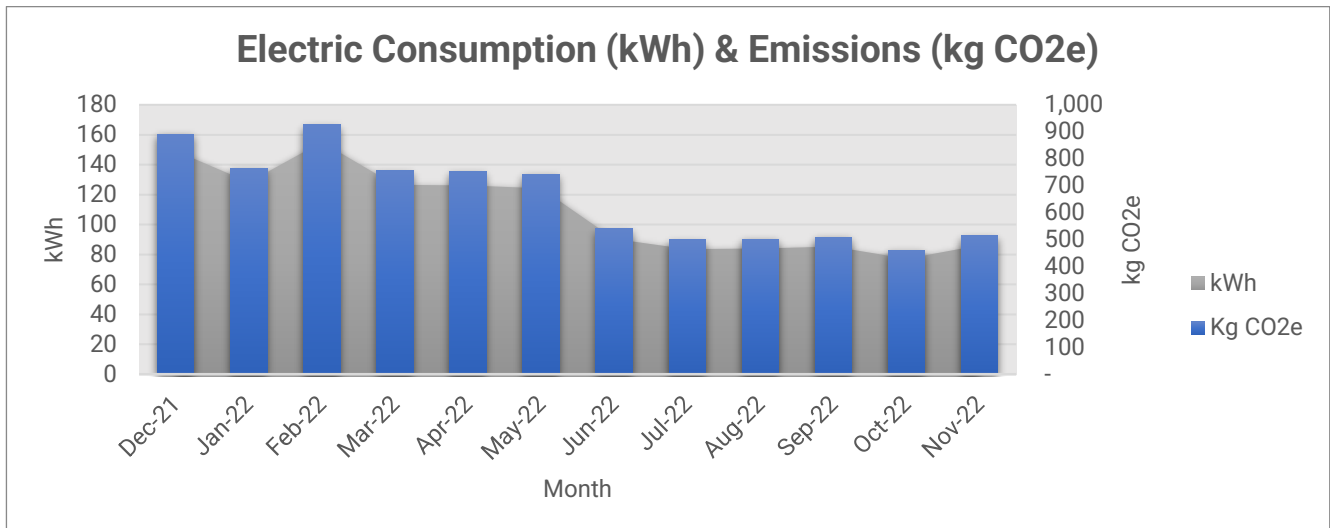


Figure 2: Electricity Usage

## Scope 3

### Upstream Transport & Distribution - Deliveries

Due to the nature of their operations, Licence Check do not have many deliveries, however any deliveries of physical goods, recorded in the measured period, have been accounted for in the footprint.

Delivery data was collected from invoices. As the delivery vehicle data is not available "Average Van" and "Unknown Fuel Type" were used to calculate delivery emissions along with distance from supplier to office. Deliveries account for just over 2% of the overall footprint, however this is likely to be an overestimation as it doesn't account for deliveries made to other customers on the same route.

### Fuel and Energy Related Activities

This category accounts for emissions from:

- The transmission and distribution of the electricity in the UK.

- For electric, the extraction, refining and transportation of primary fuels before their use in the generation of electricity.
- For gas and vehicle fuel, the extraction, refining and transportation of the raw fuel sources to an organisation’s site (or asset), prior to combustion (Well to Tank).

Data used for the calculation of gas, electric and vehicle fuel/mileage emissions was used for this category.

### Waste

Paper shredding invoices and Certificates of Destruction were used to estimate the weight of recyclable waste. However, in most cases, the exact weight of the waste was not shown and so an average weight of 9.2kg was estimated using the average of stated weight. Emissions constitute less than 0.01 tonnes of CO<sub>2</sub>e.

General waste is managed via the landlord and data is not made available for this. Emissions are unlikely to be significant due to the nature of operations.

### Business Travel

Business travel was responsible for a total of 2.2 tCO<sub>2</sub>e in the measured period. The largest proportion coming from grey fleet (employee mileage claims for business use of personal vehicles), as seen in Figure 3. This data was provided for each employee who claimed back mileage, by distance travelled (km) and date. Licence Check have improved their data collection since the 2019 baseline and vehicle size and fuel type were recorded to allow more accurate emission calculations.

Other emissions from business travel were those created from travel to trade shows, exhibitions, and visiting customers and clients. This involved air, rail, bus, and taxi journeys plus hotel stays.

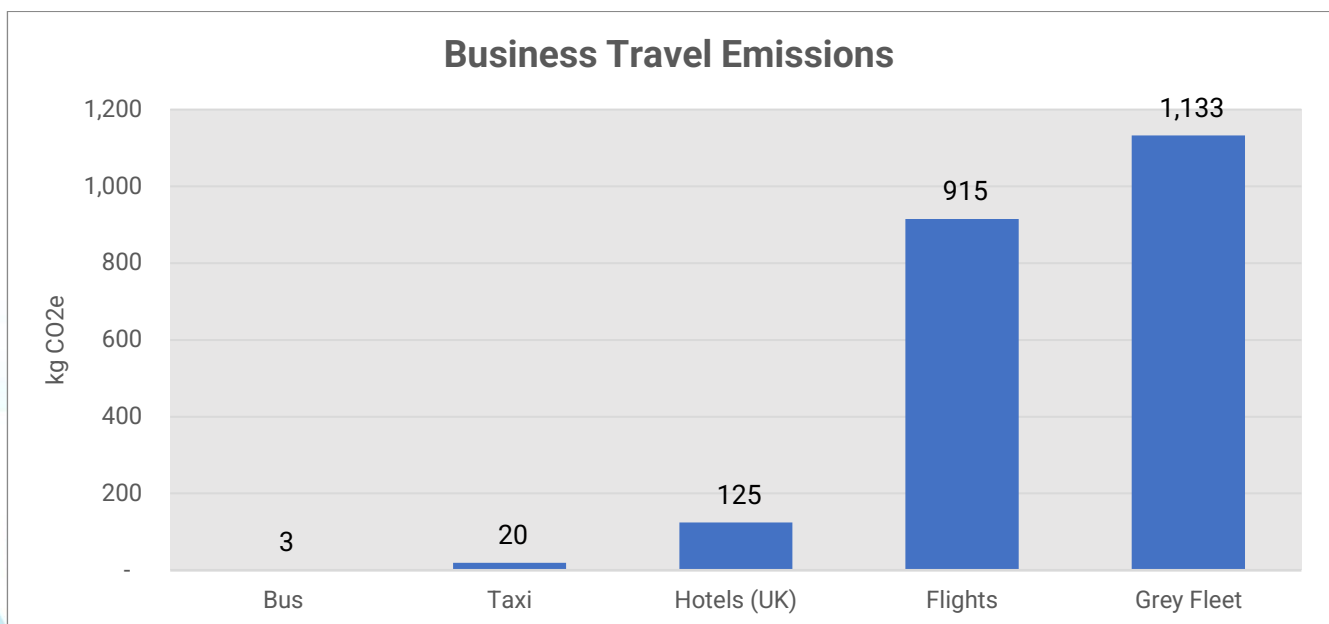
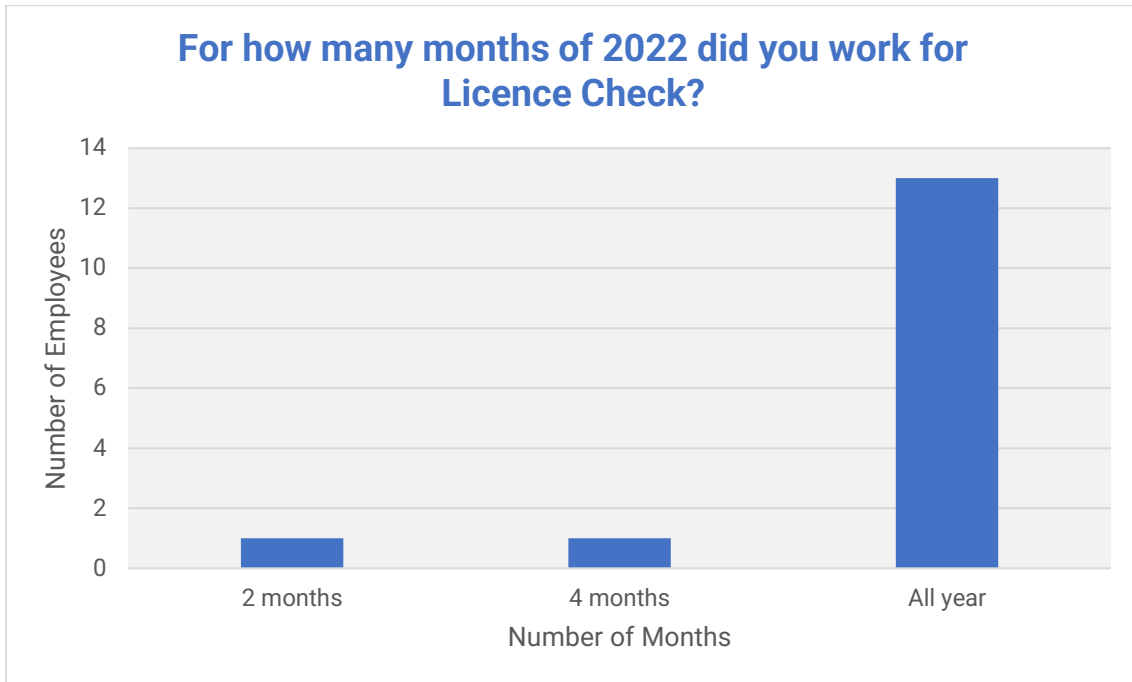


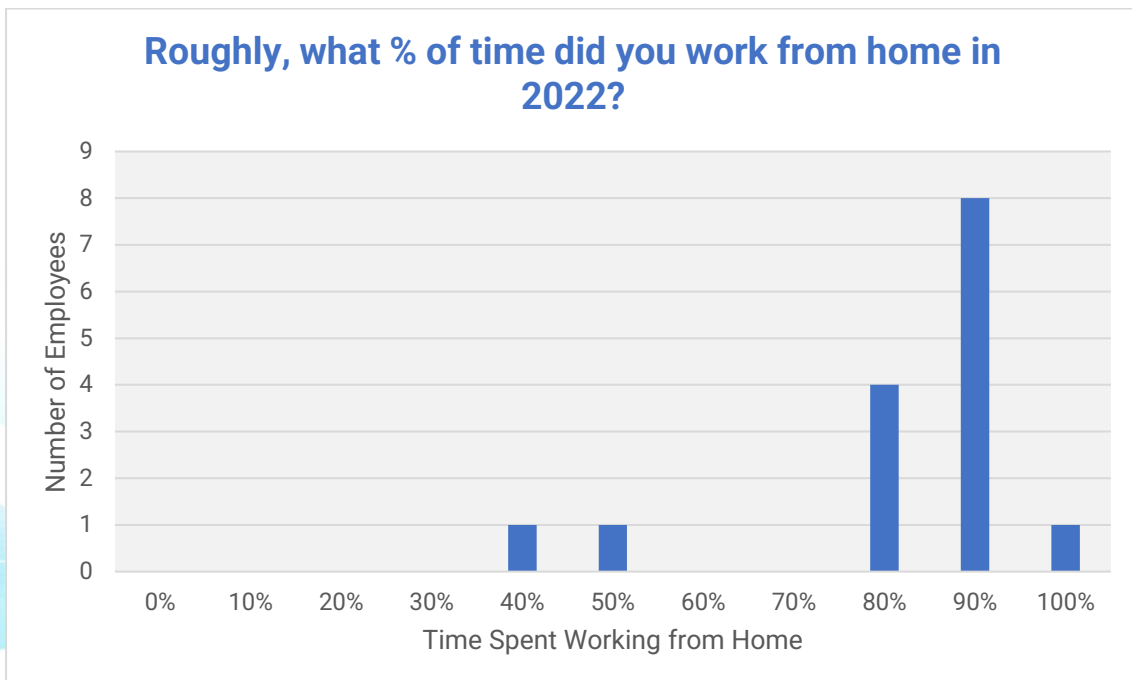
Figure 3: Business Travel Summary

### Employee Commuting & Homeworking

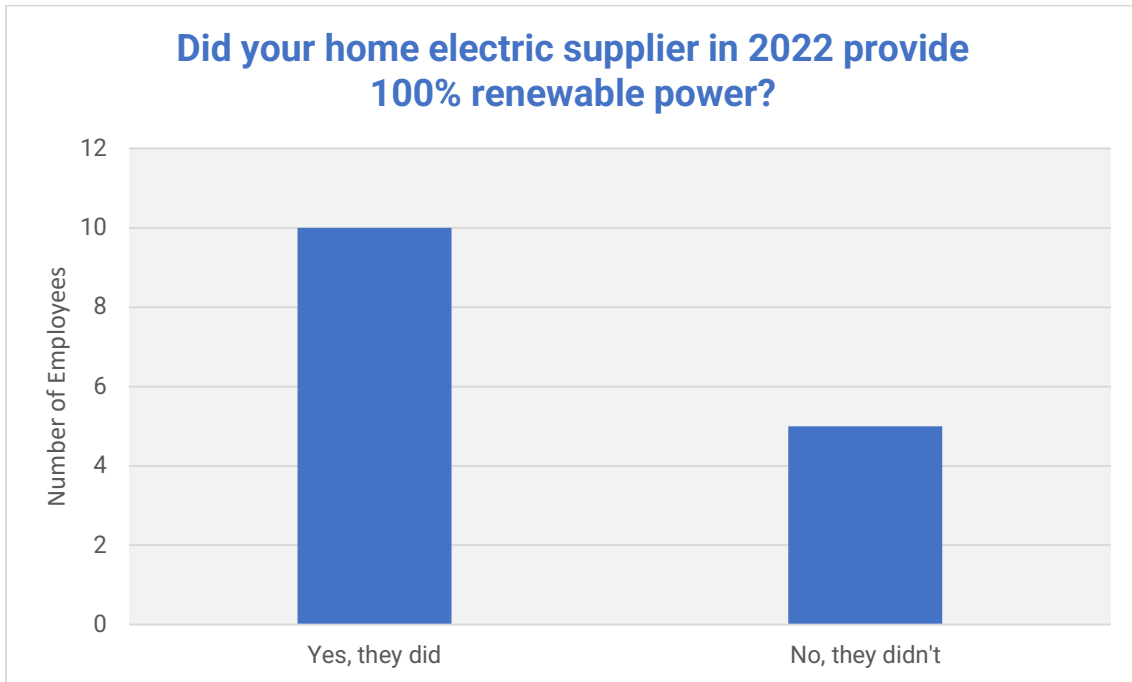
15 employees responded to employee survey but not all worked for Licence Check through the entirety of the measured period. There was an average of 14 employees in the period measured, and so this was factored into emission calculations.



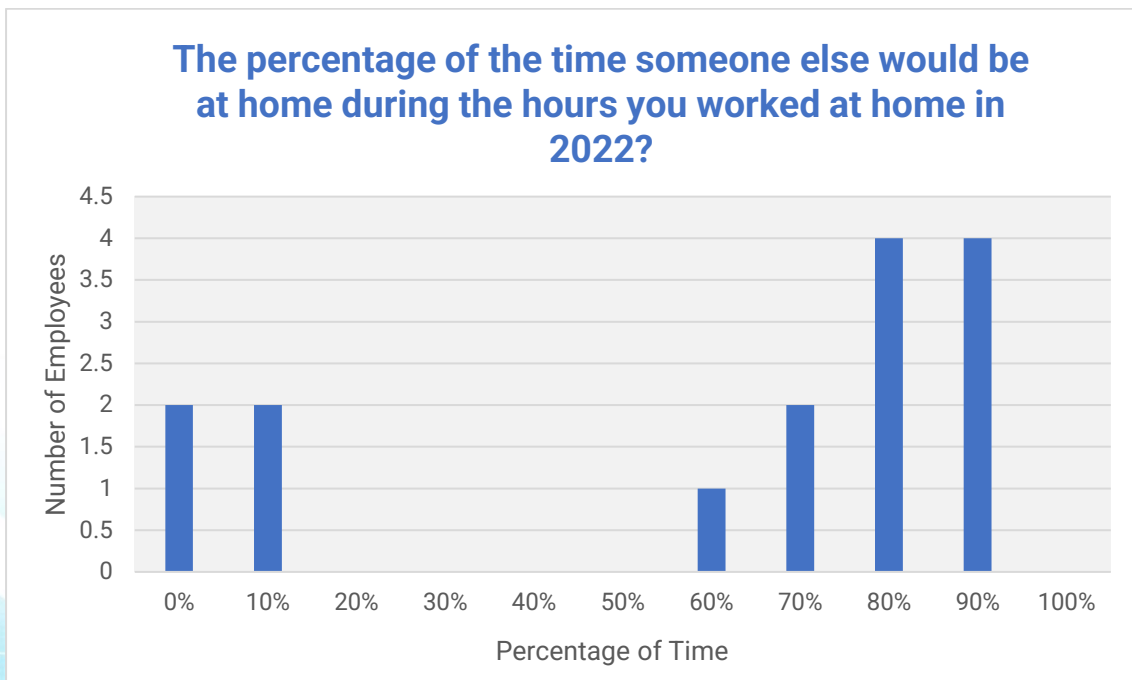
Our commuting and homeworking survey showed that during the period a high % of work was done from home. There were two different working habits; some employees worked solely at home and some a hybrid between the office and home. No-one worked solely in the office. The amount of time spent working from home by each employee is shown below.



Employees were asked if their electricity supplier at home provided renewable power, this was to calculate the emissions<sup>1</sup> associated with homeworking electricity usage i.e., a workstation consisting of a PC/laptop and some lighting. EcoAct's *Homeworking Emissions Whitepaper* was used as the methodology for this, with a base case of 150 watts per desk.

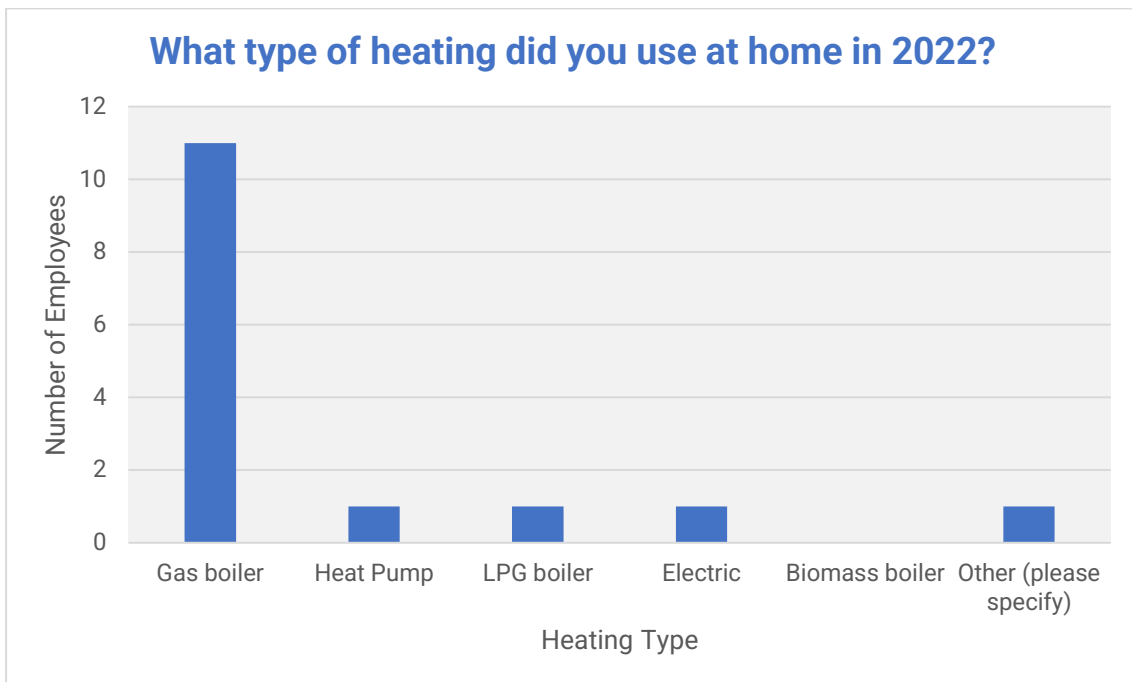


The likelihood another person would be at home was also collected. This is to determine if the heating would already be in use if the employee was not working at home.



<sup>1</sup> Homeworking electric emissions were calculated to location-based factors for the footprint total. The supplier information was used to estimate market-based emissions only for information purposes.

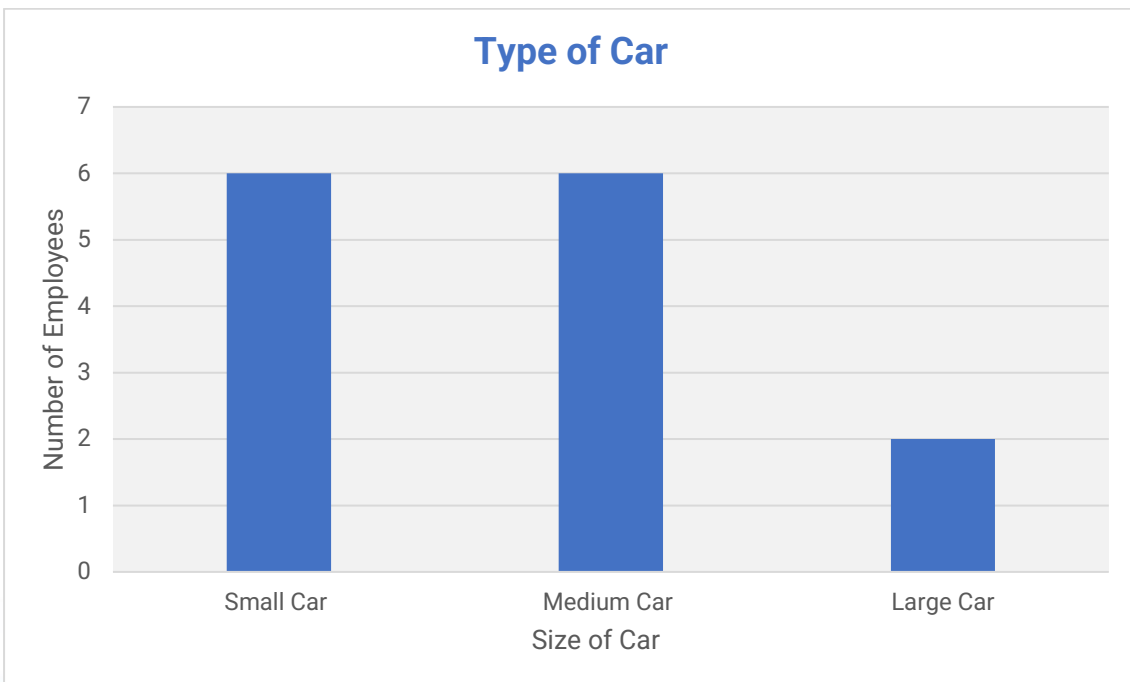
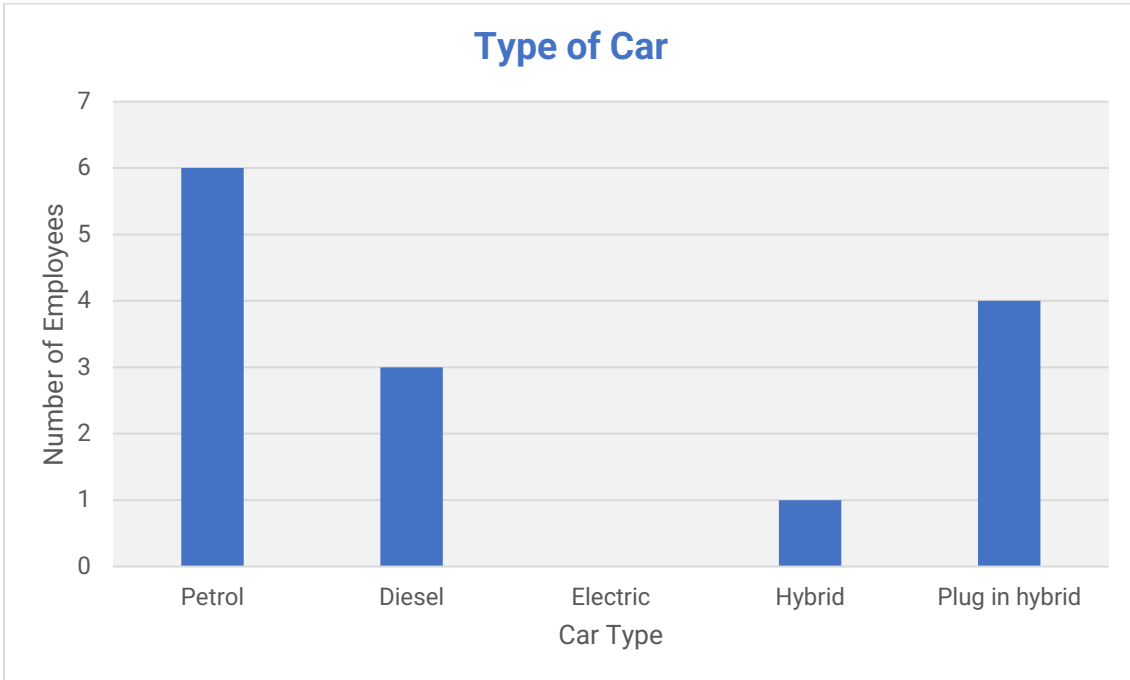
The type of heating that employees used for at home was collected to estimate the likely gas or electric consumption and calculate the emissions. Again, EcoAct's Homeworking Emissions Whitepaper was used as the methodology, with a base case of 5,077 watts for as gas boiler during the heating season. This was adapted to different heating methods based on average efficiencies; for example, using the Department for Energy Security and Net Zero (DESNZ), the *Electrification of Heat Demonstration Project*, to estimate an average efficiency for heat pump use. As above, the likelihood of another person being at home and using the heating system was also factored in, using the data collected in the survey.



(NB. For the one 'Other' response, no heating method was specified and so a gas boiler was assumed).



All employees commuted by car; car types are shown below.



The employees were asked to estimate the distance of their commute (in one direction) to work:

Average One-Way Commute (miles)	Number of Employees
2	1
7	1
10	1
16	1
20	1
22	1
23	1

	35	1
	40	1
	40	1
	62	1
	92	1
	120	2

An annual commuting distance was calculated for each employee using the responses provided on distance and days worked in the office.

In total, employee commuting was responsible for 6.19 tonnes of CO<sub>2</sub>e during 2022. In total, employees worked an estimated 23,090 hours at home during 2022, equating to 4.74 tonnes of CO<sub>2</sub>e.

## Monitoring & Reporting

One of the most fundamental follow-on activities for an organisation that has completed a carbon footprint is monitoring and reporting.

It is imperative that an organisation aims to complete a carbon footprint at regular intervals to demonstrate progress in carbon reduction. Auditel recommend an annual report.

As an organisation becomes increasingly familiar with the process required to complete a carbon footprint and can demonstrate a strong data collection framework, they can begin to look to expand their footprint to cover further emission sources and revisit existing sources to make them more accurate and less reliant on proxies.

Moving forward we will aim to collect even more accurate and granular data and add more scope 3 emissions where possible. Unless there is a change in the boundary, we will continue to compare total emissions and intensity performance against the 2019 baseline.

## Conclusion

- ✎ In its 2021-22 financial year, Licence Check Limited's total carbon footprint was 30.83 tonnes of carbon dioxide equivalent.
- ✎ The company's largest source of carbon emissions was employee homeworking and commuting which accounted for 35% of the total footprint; 20% from commuting and 15% from homeworking.
- ✎ The second largest source of carbon emissions was the company's vehicle fleet at 25%.
- ✎ Emissions from gas usage at the company's main office were also significant at 13%.
- ✎ The quality of data used to build this carbon footprint is higher than in 2019 with more granular data obtained on, for example, homeworking and grey fleet. Some assumptions or estimates did have to be made, for example:
  - There is no sub meter for onsite energy use and so it is estimated based on floor space. Therefore, changes in consumption are impacted by other tenants within the shared building.
  - Only a small number of waste collections showed the weight collected on the certificates of destruction, therefore estimates had to be made for most collections. Waste appears to be immaterial to the footprint, but it's important that the detail of data is improved into the future.
  - Delivery emissions are almost certainly over estimated as they do not factor in the likelihood that the supplier had other deliveries on the same route. As these emissions make up a tiny proportion of Licence Check's emissions, time spent on data gathering has to be weighed against the significance of the emission in the overall footprint.
- ✎ In the future, Licence Check Ltd should continue to improve the quality of data collected from employees and suppliers.

## About Auditel

### The Cost, Procurement & Carbon Solutions Company

Auditel is a leading Cost, Procurement & Carbon Solutions Company. We help organisations reduce their carbon emissions whilst also reducing their costs. In the current challenging economic climate, organisations are battling with the desire to drive growth and profitability, whilst investing in low carbon emitting technologies to reduce their carbon footprint and speed up their journey to achieving Net Zero.

Since 1994, we've built a strong network of over 100 procurement and carbon specialists. Our specialists come from a broad range of professions and industries, giving our clients access to an unrivalled level of knowledge and expertise in procurement and decarbonisation. Using Auditel's simple 4 step process, we can deliver solutions that will enable your organisation to achieve independent verification of carbon neutrality in the short-term.

Auditel provide a comprehensive procurement service, covering over 100 cost areas across all sectors. When engaged at the right time, such as when negotiating prices and contracts with suppliers, independent external help that works alongside your existing operational teams, can level the playing field thereby ensuring you receive value for money from your suppliers.

Due to this procurement expertise, we can potentially self-fund your net zero journey, or even make it more profitable through cost removal and cost transformation. By blending Auditel's carbon solutions with our cost management and procurement expertise, you can feel confident that you are helping save the planet as well as making your business fit for the age of net zero.

At Auditel we believe passionately that effective procurement can save your organisation thousands of pounds and make you more competitive. We also know that being Carbon Neutral doesn't need to COST the EARTH

With a strong presence in the energy field, we have been producing SECR and ESOS reporting for our clients for many years, this led us into Carbon Neutrality and Net Zero, with a wealth of experience in our Carbon division it seemed like the next sensible step in how our business evolves. In 2021 we became partners to The British Standards Institute and train our Carbon Consultants to BSI Associate Consultant status, this enables us to take clients through BSI PAS2060:2014 in line with ISO14064 and ISAE3000.



#### CARBON SOLUTIONS

- Carbon Footprint Reporting
- BSI Carbon Neutral Certification
- Carbon Reduction Planning
- Offset Purchasing Sourcing



#### PROCUREMENT SOLUTIONS

- Spend Analysis
- Tender Management
- Supplier Selection
- Implementation



#### COST SOLUTIONS

- Cost Reduction
- Cost Management
- Cost Transformation
- Cost Removal

## Cost, Procurement & Carbon Solutions

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# Licence Check Limited Summary Carbon Footprint Report

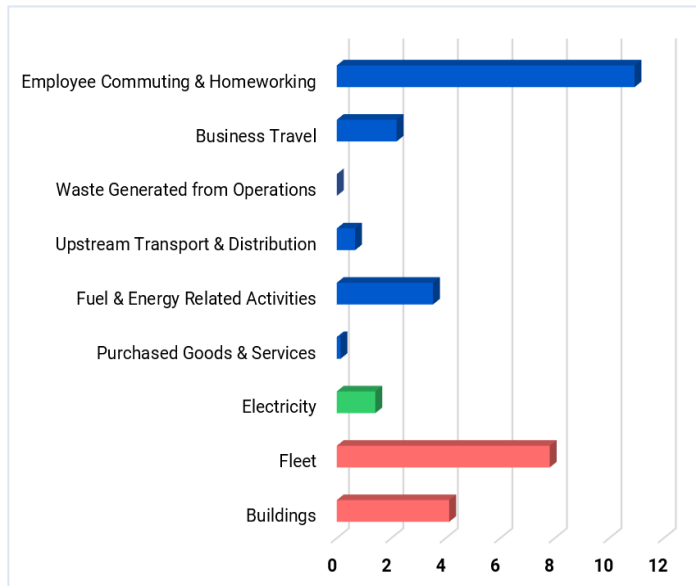
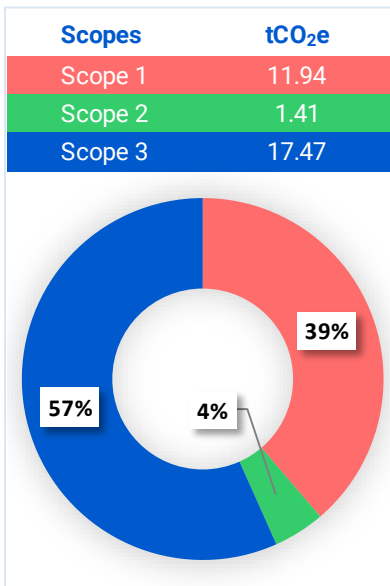


This is a summary of the Carbon Inventory and subsequent Footprint Report produced on behalf of Licence Check Limited by Auditel for the reporting period of 01/012/21 to 30/11/22. The inventory work and reporting was carried out in line with the GHG Protocol Corporate Accounting and Reporting Standard and represents a faithful, true, and fair account of Licence Check Limited GHG emissions from the data available. The full report should be considered when reading the summary and can be obtained at: [hello@licencecheck.co.uk](mailto:hello@licencecheck.co.uk)

## TOTAL EMISSIONS AND INTENSITY METRICS

<b>30.83</b>	<b>10.21</b>	<b>2.20</b>
Total tCO <sub>2</sub> e	tCO <sub>2</sub> e Per 1M Turnover	tCO <sub>2</sub> e Per Employee

## TOTAL EMISSIONS BY SCOPE



	Source	Scope	tCO <sub>2</sub> e
EMISSIONS	Buildings	1	4.13
	Fleet	1	7.82
	Electricity	2	1.41
	Purchased Steam, Heat & Cooling	2	No applicable emissions
	Purchased Goods & Services	3	0.14
	Capital Goods	3	No applicable emissions
	Fuel & Energy Related Activities	3	3.53
	Upstream Transport & Distribution	3	0.67
	Waste Generated from Operations	3	0.01
	Business Travel	3	2.20
	Employee Commuting & Homeworking	3	10.93
	Upstream Leased Assets	3	Included in Scope 1 and 2
	Downstream Transport & Distribution	3	Excluded: No applicable emissions due to nature of organisation
	Processing of Sold Products	3	Excluded: No applicable emissions due to nature of organisation
	Use of Sold Products	3	Insufficient data to quantify/Outside of boundary
	End of Life Treatment of Sold Products	3	Excluded: No applicable emissions due to nature of organisation
	Downstream Leased Assets	3	Excluded: no downstream leased assets
	Franchises	3	Excluded: no franchises operated
	Investments	3	Excluded: no investments operated

## Verifiers Statement

Auditel is a management consultant that is suitably qualified in carbon emissions measurement and verification. The verification is conducted using the accepted methodology, by approved verifiers. Those approved to conduct verifications are recorded by Auditel (UK) Limited. This process is transparent and is guided by the requirements of ISO14064 -3: 2019 Specification with guidance for the verification and validation of greenhouse gas statements.

Auditel has been appointed to measure and evaluate carbon emissions from 1/12/21 to 30/11/22 and to prepare a Carbon Footprint Report for:

Licence Check Limited  
1 St James Court  
Friar Gate  
Derby  
England  
DE1 1BT

Auditel is also retained to verify the report against the criteria for such words as set out in PAS2060(2014) "Specification for the demonstration of carbon neutrality".

The disclosures made in this report, Carbon Footprint for Licence Check Limited, dated August 2023 conform with the requirements of PAS2060:2014 Recommended Carbon Footprint contents, and they should be read with the following comments.

The following Reporting Principles have been met - Transparency, Completeness, Accuracy, Consistency, Relevance.

The verified GHG emissions are:

Scope 1 – 11.94 tCO<sub>2</sub>e  
Scope 2 – 1.41 tCO<sub>2</sub>e  
Scope 3 – 17.47 tCO<sub>2</sub>e

This statement is issued on 31 August 2023 and is valid for this report only and does not cover any changes to the reporting or organisation boundary after this date.

The transparent use of uncertainty grading is used by this report, and this is acceptable. Data included as other than low uncertainty are not verified. Also excluded from the verification are any statements that are identified as rough estimates. **See below if any qualifying statements.**

- **Gas and Electricity** usage have been apportioned by the landlord to the tenants sharing the building using an acceptable methodology in the absence of a separately metered supplies.
- **Shredded Document Waste** weight has been estimated based on known weights for some collections, but the potential impact on the overall footprint is not material.
- **Water/Wastewater & General Waste Collection** are provided by the landlord and not split out for the tenants and therefore are not included in the verified emission totals.

Signed



Name: P Bennett  
Report Author - Auditel

Signed



Name: KW Farrow  
Independent Verifier