

Business Certification

Sharpe Pritchard LLP

YEAR 2

01 April 2022 to 31 March 2023



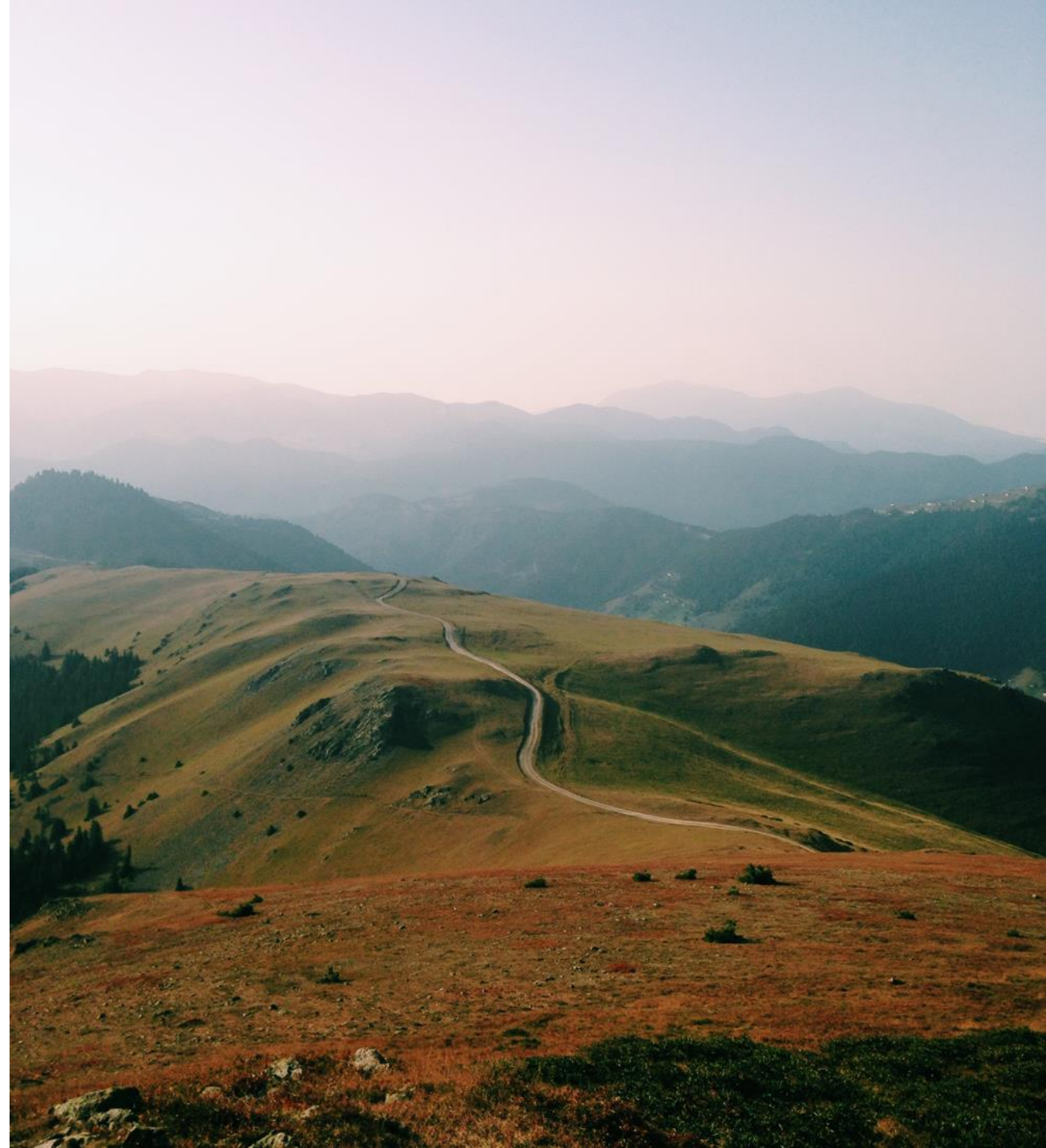
Measure



Engage



Communicate





Measured carbon EMISSIONS

15.4
tCO₂e measured emissions

Measured emissions equivalent to
14 flights from London to New York

0.2
tCO₂e per employee



Buildings

9.9 tCO₂e

Used enough electricity to power **13** UK homes for one year



Travel

1.7 tCO₂e

Travelled **0.5** times around the world



Waste

1.0 tCO₂e

Produced waste that weighs the same as **4** London buses



Water

0.7 tCO₂e

70 litres per employee per day



Procurement

2.1 tCO₂e

378 sheets of paper used per day



Homeworking

45.1 tCO₂e

Used enough energy to power **14** UK homes for one year



Step one.

MEASURE





Measured carbon footprint.

Location *BASED*

Reporting year:

01 April 2022 to 31 March 2023

Reporting Boundary:

London Office (Elm Yard, 10-16 Elm St, London WC1X 0BJ)

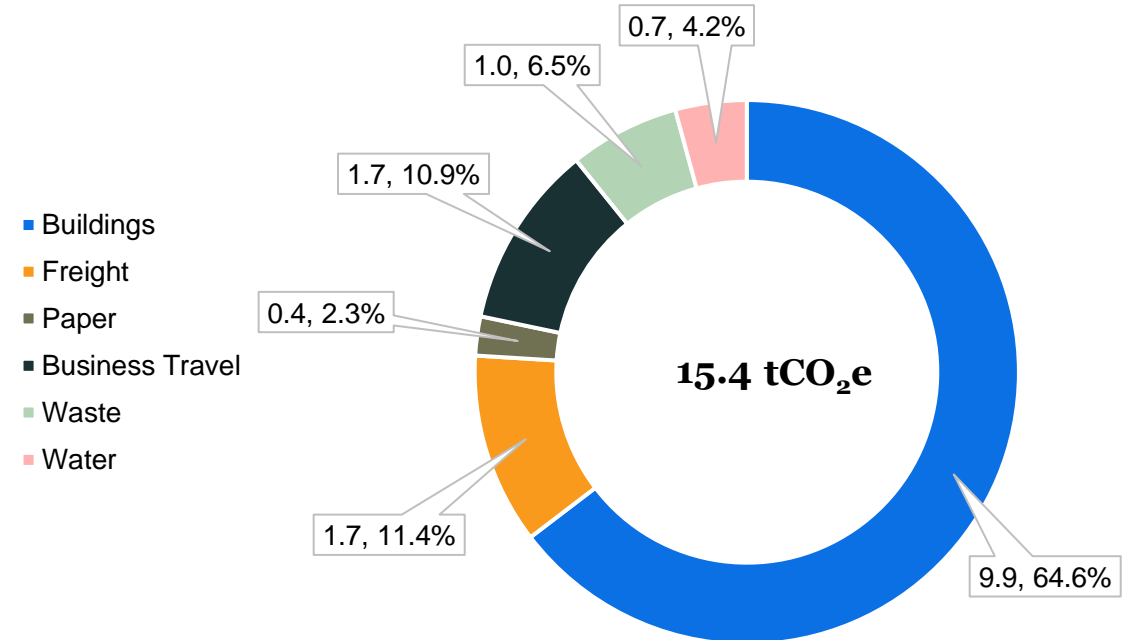
Emissions measured:

Electricity, T&D Losses, Water, Business Travel, Waste, Paper, Freight, Homeworking (not included in total footprint)

Highlights:

Carbon footprint (tCO₂e): **15.4**
Per employee (tCO₂e): **0.2**
Next reduction target: **5%**
Data quality score: **18 out of 20**

Carbon footprint by emission source for year ending 2023, tCO₂e



Note: Your carbon footprint is reported two ways; one is using the location based method of calculating Scope 2 electricity emissions and the other the market based method. 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 electricity that companies have purposefully chosen (or their lack of choice).



Measured carbon footprint.

Market *BASED*

Reporting year:

01 April 2022 to 31 March 2023

Reporting Boundary:

London Office (Elm Yard, 10-16 Elm St, London WC1X 0BJ)

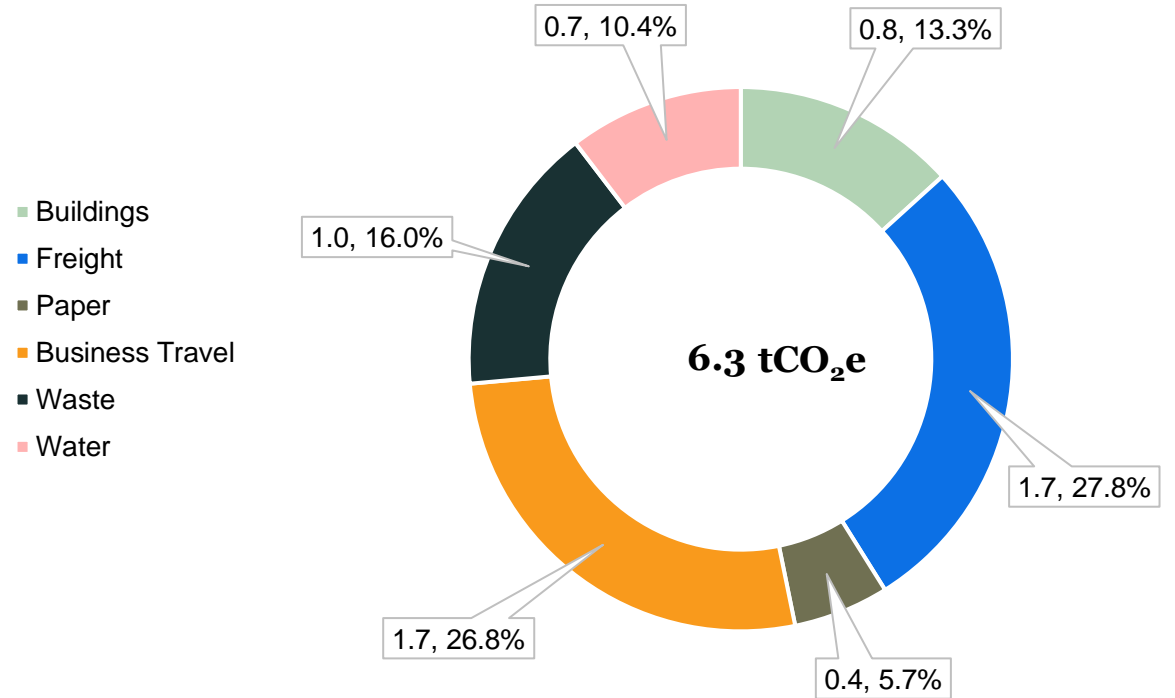
Emissions measured:

Electricity, T&D Losses, Water, Business Travel, Waste, Paper, Freight, Homeworking (not included in total footprint)

Highlights:

Carbon footprint (tCO₂e): **6.3**
Per employee (tCO₂e): **0.1**
Next reduction target: **5%**
Data quality score: **18 out of 20**

Carbon footprint by emission source for year ending 2023, tCO₂e



Note: Your carbon footprint is reported two ways; one is using the location based method of calculating Scope 2 electricity emissions and the other the market based method. 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 electricity that companies have purposefully chosen (or their lack of choice).



Measured carbon footprint.

Yearly *COMPARISON*

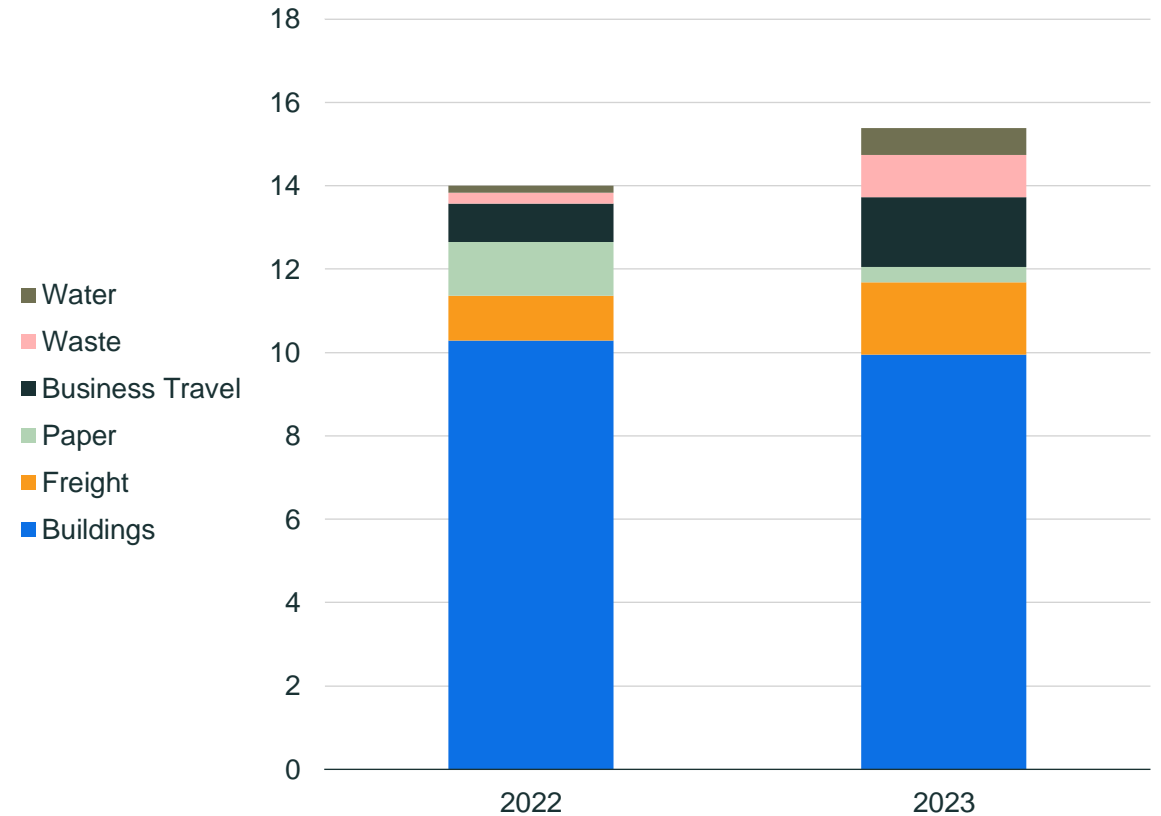
There has been an increase in absolute emissions across the business by 10% which is predominantly related to an increase in freight and business travel.

Emissions per employee reduced by 13%

Source Category	2022	2023
Buildings	10.3	9.9
Freight	1.1	1.7
Paper	1.3	0.4
Business Travel	0.9	1.7
Waste	0.3	1.0
Water	0.2	0.7
Total	14.0	15.4

All rows and tables are rounded to one decimal place. This may lead to slight discrepancies in totals within the report.

Carbon footprint by emission source for year ending 2022 and 2023, tCO₂e





Carbon footprint.

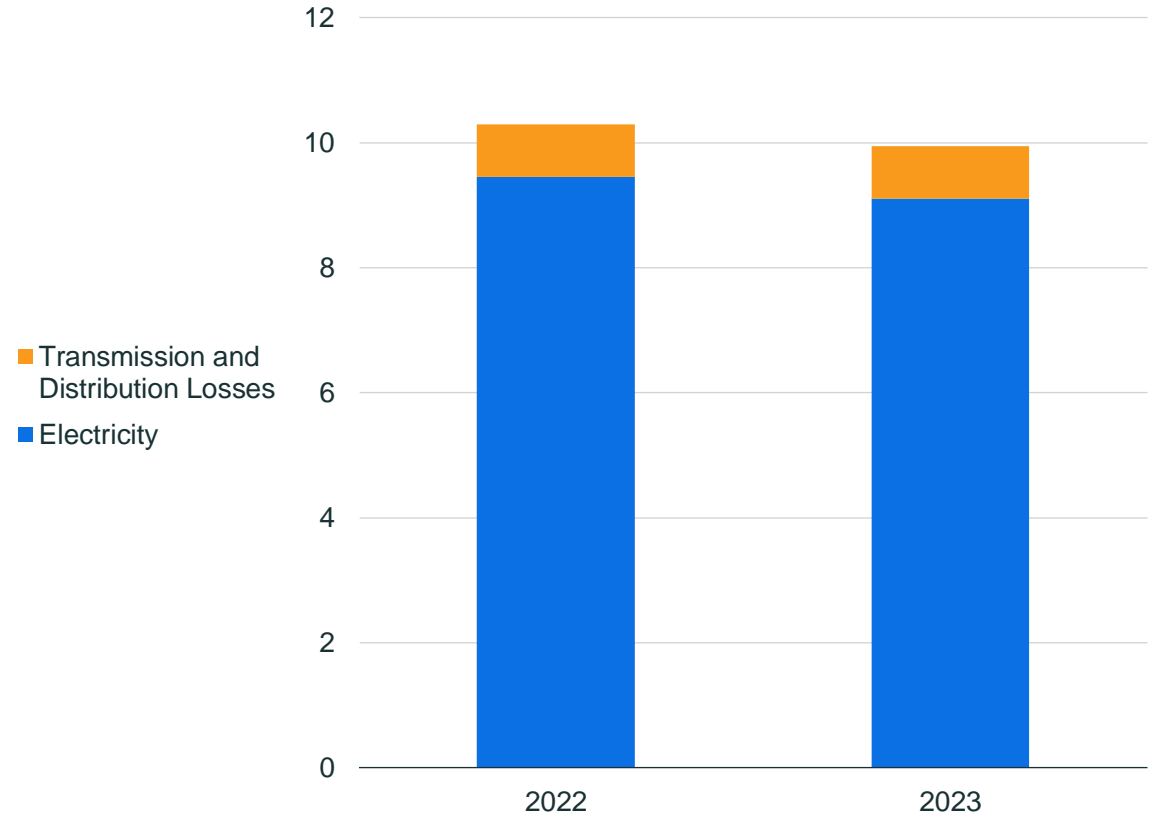
BUILDINGS

Emissions from electricity (buildings) decreased by 4% due to the greening of the UK grid, even though there was a slight increase in actual electricity consumption.

No natural gas is used on site.

Buildings	2022	2023
Electricity	9.5	9.1
Transmission and Distribution Losses	0.8	0.8
Total	10.3	9.9

Buildings emissions for year ending 2022 and 2023, tCO₂e



All rows and tables are rounded to one decimal place. This may lead to slight discrepancies in totals within the report.



Carbon footprint.

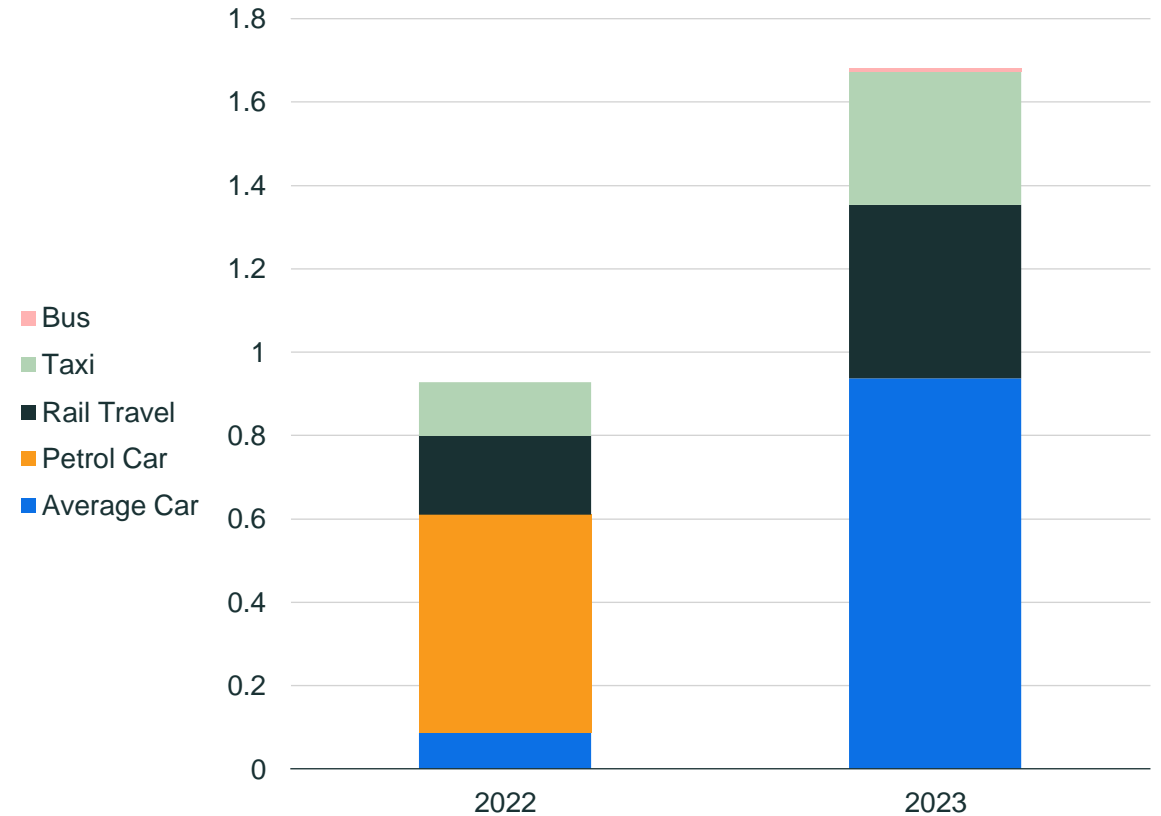
Business TRAVEL

There has been an increase in business travel compared to the previous year due to the relaxation of travel restrictions due to the COVID pandemic.

The largest increase of 0.8 tCO₂e is due to employees travelling in their own cars for business purposes.

Business Travel	2022	2023
Average Car	0.1	0.9
Petrol Car	0.5	-
Rail Travel	0.2	0.4
Taxi	0.1	0.3
Bus	-	0.01
Total	0.9	1.7

Business travel emissions for year ending 2022 and 2023, tCO₂e



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Carbon footprint.

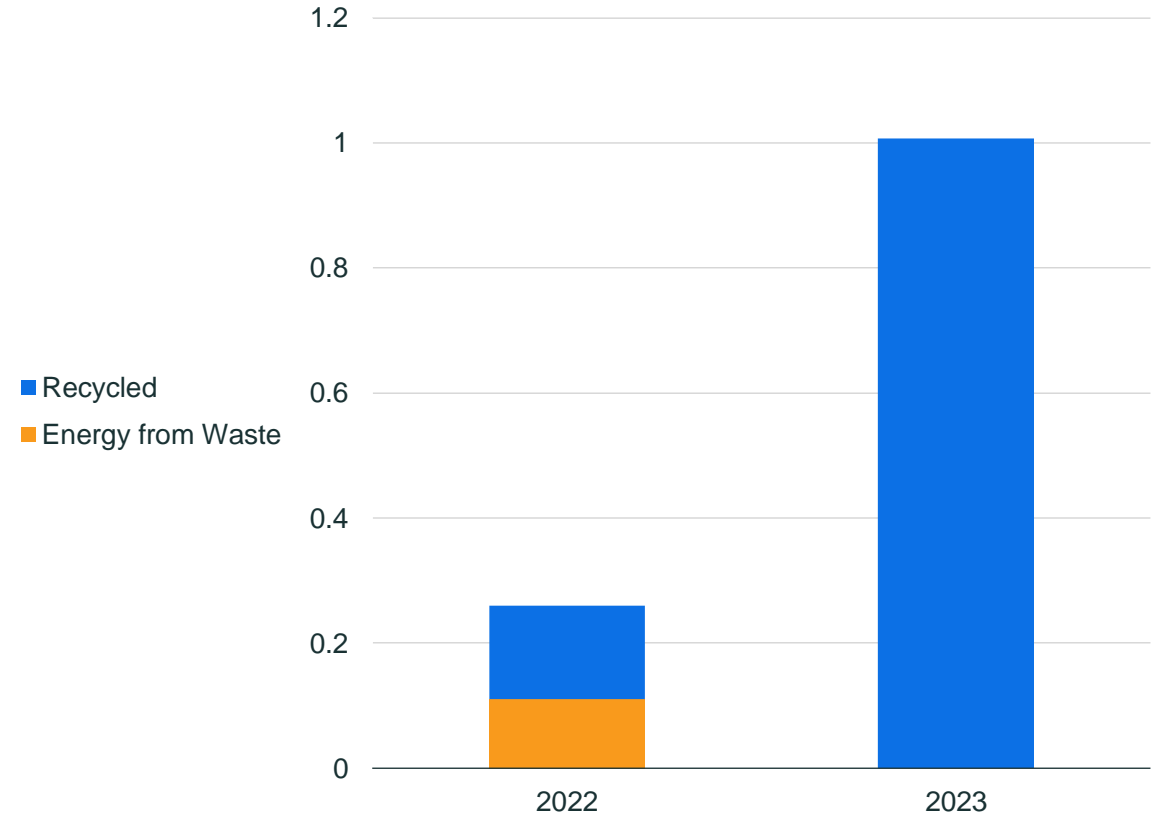
WASTE

Waste has seen a small increase from the previous year and contributes to 6% of the total carbon footprint.

The total amount of waste has increased from 12 tonnes to 47 tonnes this year due to more accurate data being submitted this year. Planet Mark recommends monitoring this waste consumption more closely over the next year to ensure it is accurately being reported.

Waste	2022	2023
Energy from Waste	0.1	-
Recycled	0.1	1.0
Total	0.3	1.0

Waste emissions for year ending 2022 and 2023, tCO₂e



All rows and tables are rounded to one decimal place. This may lead to slight discrepancies in totals within the report.



Carbon footprint.

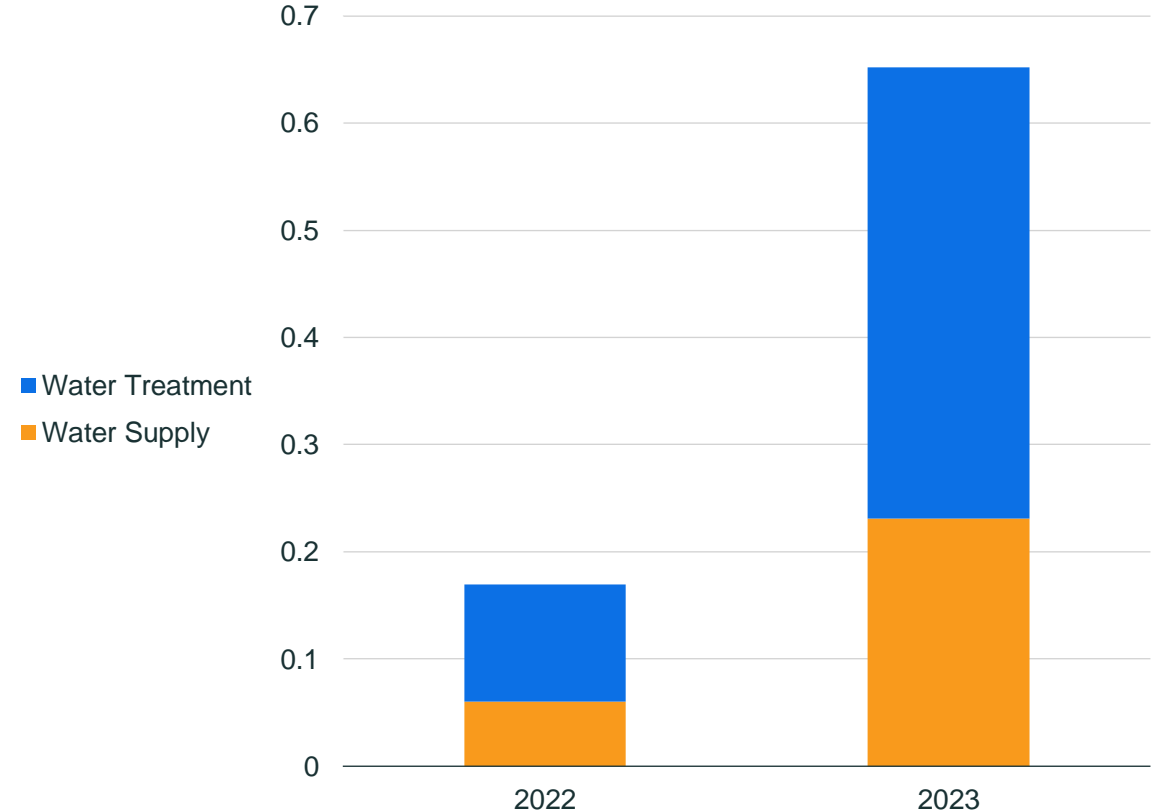
WATER

Water consumption has seen a small increase compared to the previous year and the actual amount of water consumption has increased by 284%.

Whilst water only makes up 4.2% of the total carbon footprint, Planet Mark recommends keeping a close eye on this during the reporting period. Collect accurate water sewerage rates as well as consumption data to ensure this is captured accurately.

Water	2022	2023
Water Supply	0.1	0.2
Water Treatment	0.1	0.4
Total	0.2	0.7

Water emissions for year ending 2022 and 2023, tCO₂e



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Carbon footprint.

PROCUREMENT

The emissions associated with paper procurement for the current year has reduced by 0.9 tCO₂e.

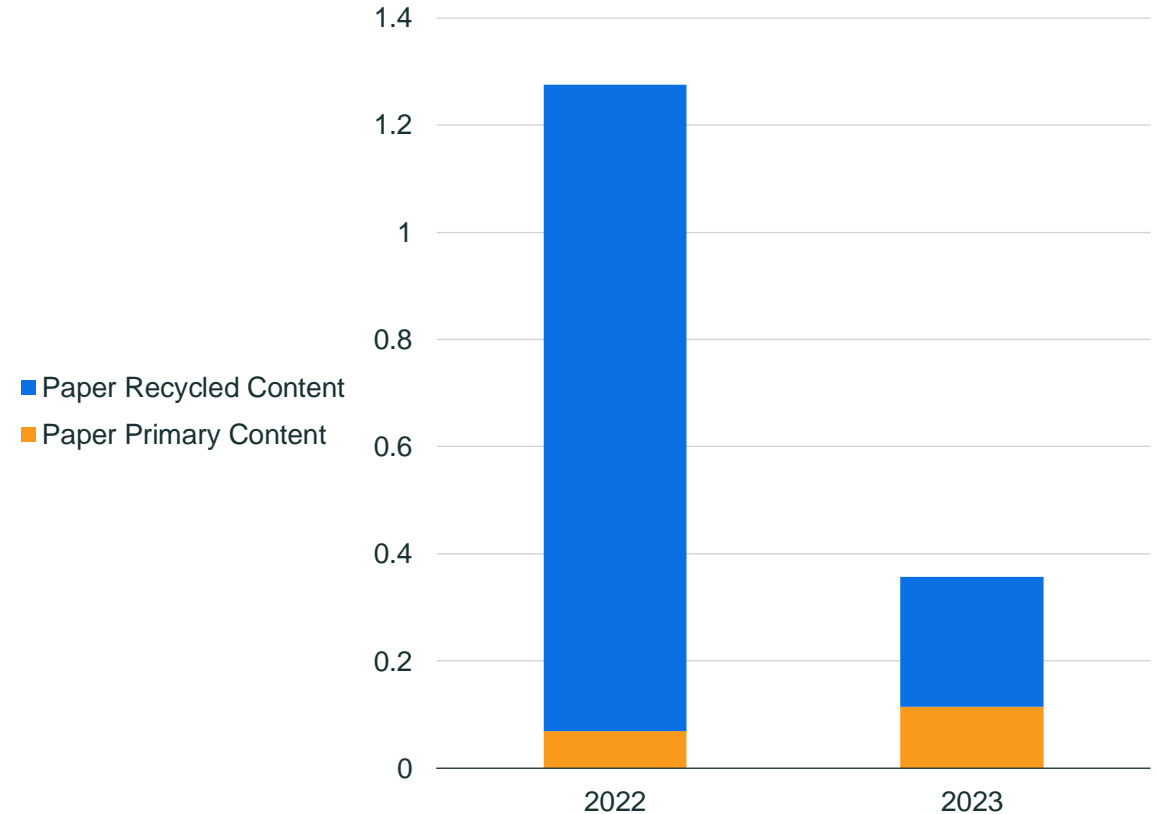
This is due to a large reduction in the total amount of paper procured this reporting period. There has been an 80% reduction in the amount of recycled paper procured.

Paper	2022	2023
Paper Primary Content	0.1	0.1
Paper Recycled Content	1.2	0.2
Total	1.3	0.4



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Procurement emissions for year ending 2022 and 2023, tCO₂e





Carbon footprint.

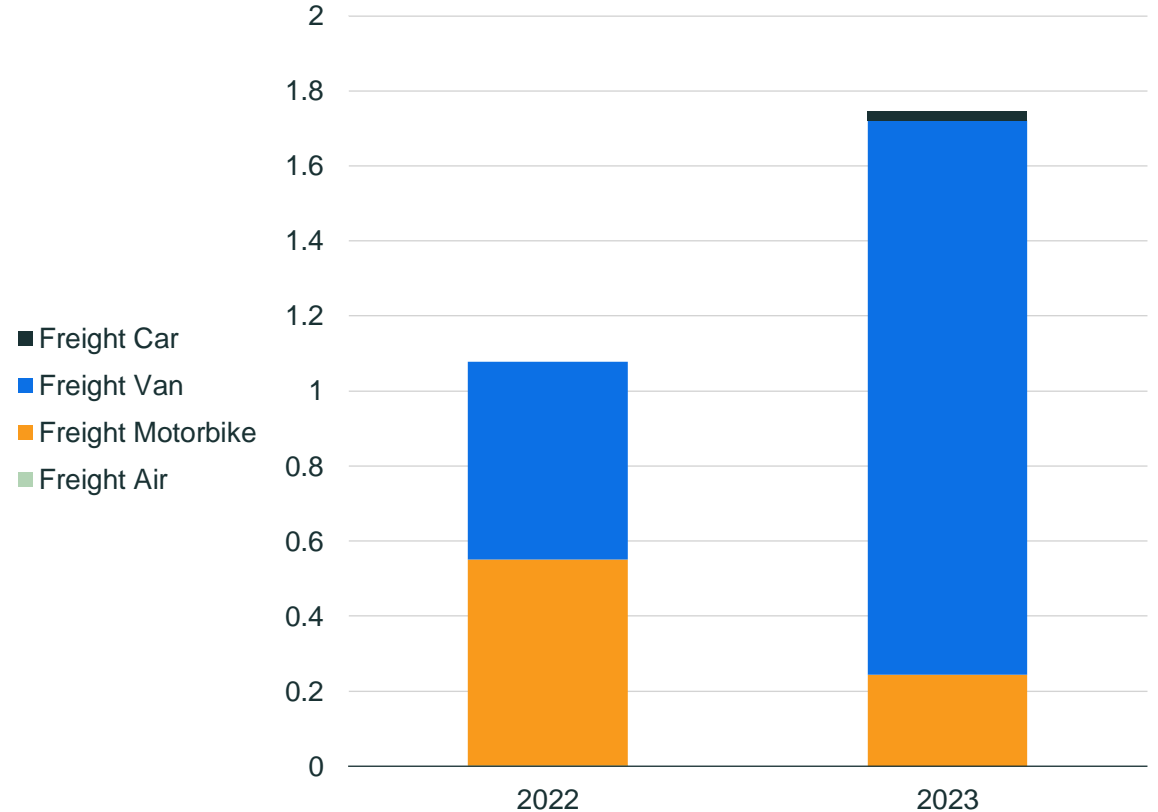
Courier *FREIGHT*

Whilst there has been no recorded air freight this reporting period emissions from courier freight has increased by 0.6 tCO₂e.

The largest increase is due to freighting goods within vans, this makes up 10% of the total carbon footprint.

Freight	2022	2023
Freight Air	0.001	-
Freight Motorbike	0.6	0.2
Freight Van	0.5	1.5
Freight Car	-	0.03
Total	1.1	1.7

Courier freight emissions for year ending 2022 and 2023, tCO₂e



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Measured carbon footprint.

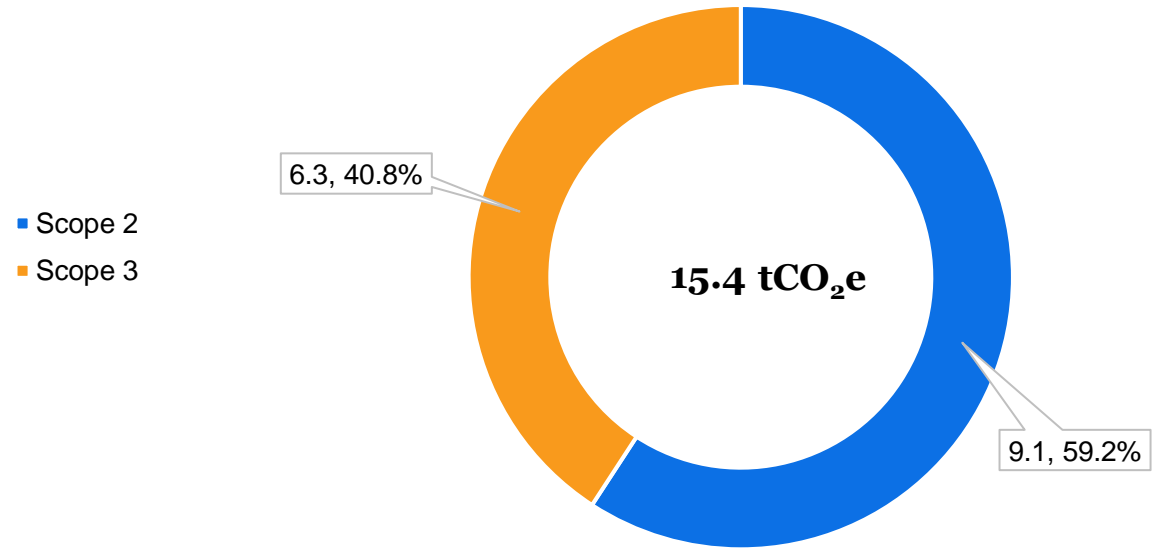
BY SCOPE

There are no scope 1 emissions associated with Sharpe Pritchard LLP as they do not have any fleet vehicles and do not use natural gas or other fuels.

Scope 2 emissions make up 59% of the so far measured operational carbon footprint and this is due to the electricity they procure for the office.

Scope	tCO ₂ e	%
Scope 2	9.1	59.2
Scope 3	6.3	40.8
Total	15.4	100.0

Measured carbon emissions by scope for year ending 2023, tCO₂e



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Carbon footprint.

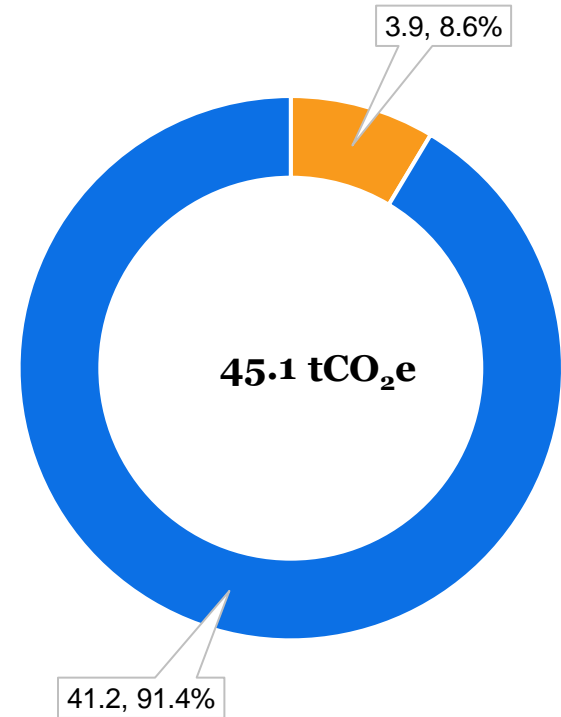
HOME OFFICE

Due to the uncertainties surrounding homeworking emissions, and the fact that commuting emissions have not been calculated as part of your footprint, these figures are provided for information only in order to give an indication of the scale of the impact associated with home office energy consumption. They have not been included in your carbon footprint total.

Homeworking	tCO ₂ e	%
Electricity	3.9	8.6
Natural Gas	41.2	91.4
Total	45.1	100.0

Homeworking emissions for year ending 2023, tCO₂e

- Electricity
- Natural Gas



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Benchmarking Percentage reduction.

% reduction in carbon per employee by Planet Mark Members (Year 2021)*

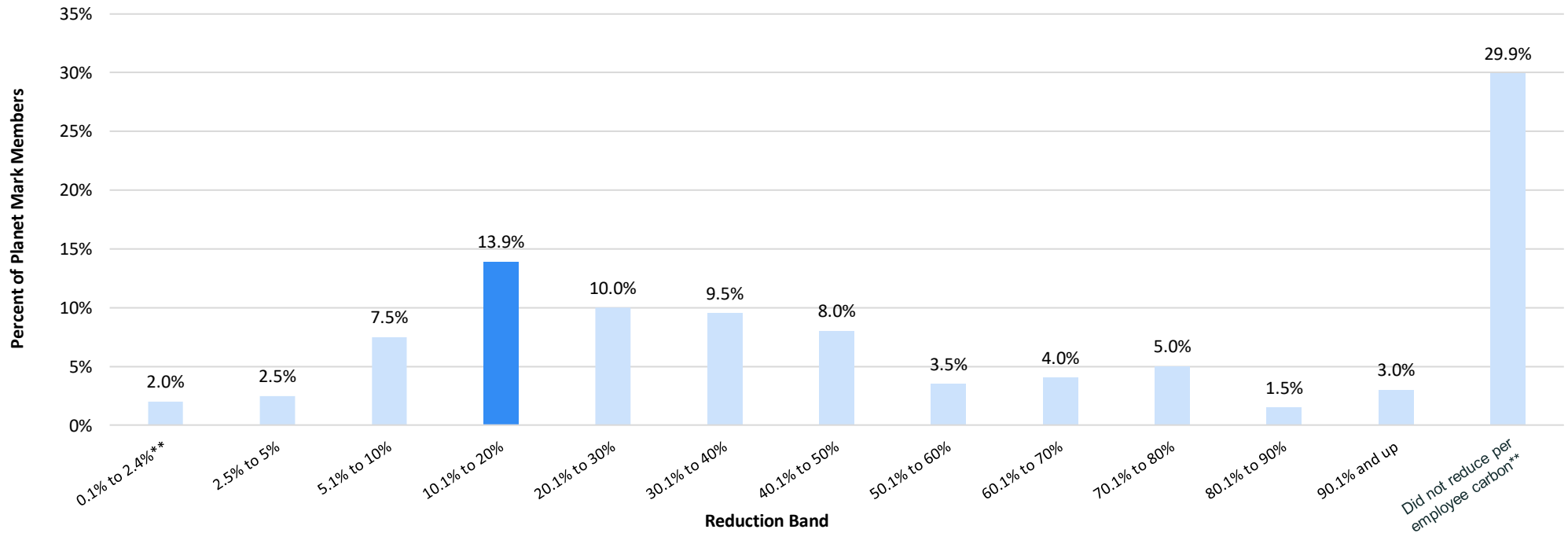
Per employee carbon reduction achieved:

-13.0%



Your reduction band is highlighted on the graph.

Sharpe Pritchard LLP reduced its measured carbon per employee by 13.0% from the previous year. 13.9% of Planet Mark Members also achieved a 10.1% to 20% reduction in their measured carbon per employee.

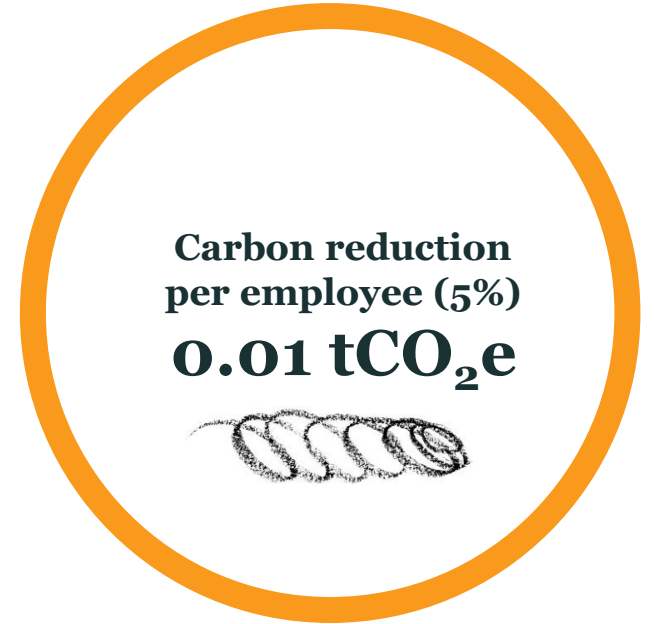
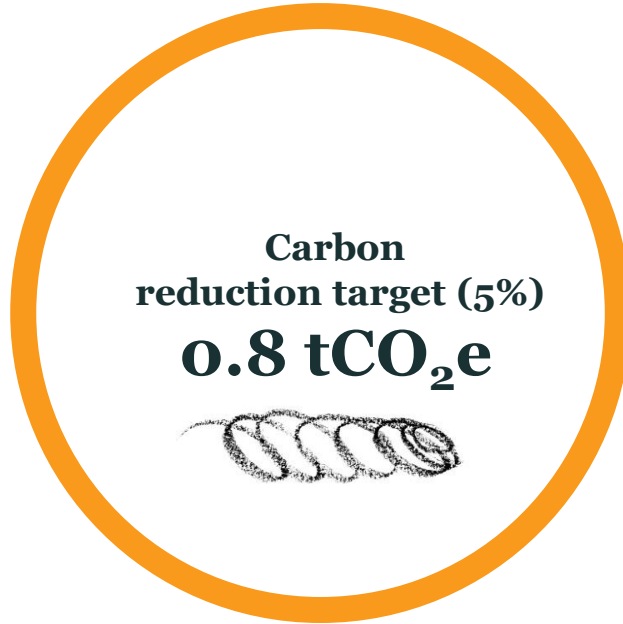
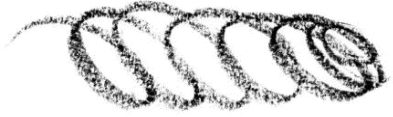


*The benchmarking data above is based on YE2021 reporting period and a sample of 352 Members. It excludes Members in their first year of carbon measurement as historic comparison is not possible.

**Certified using another qualifying metric.



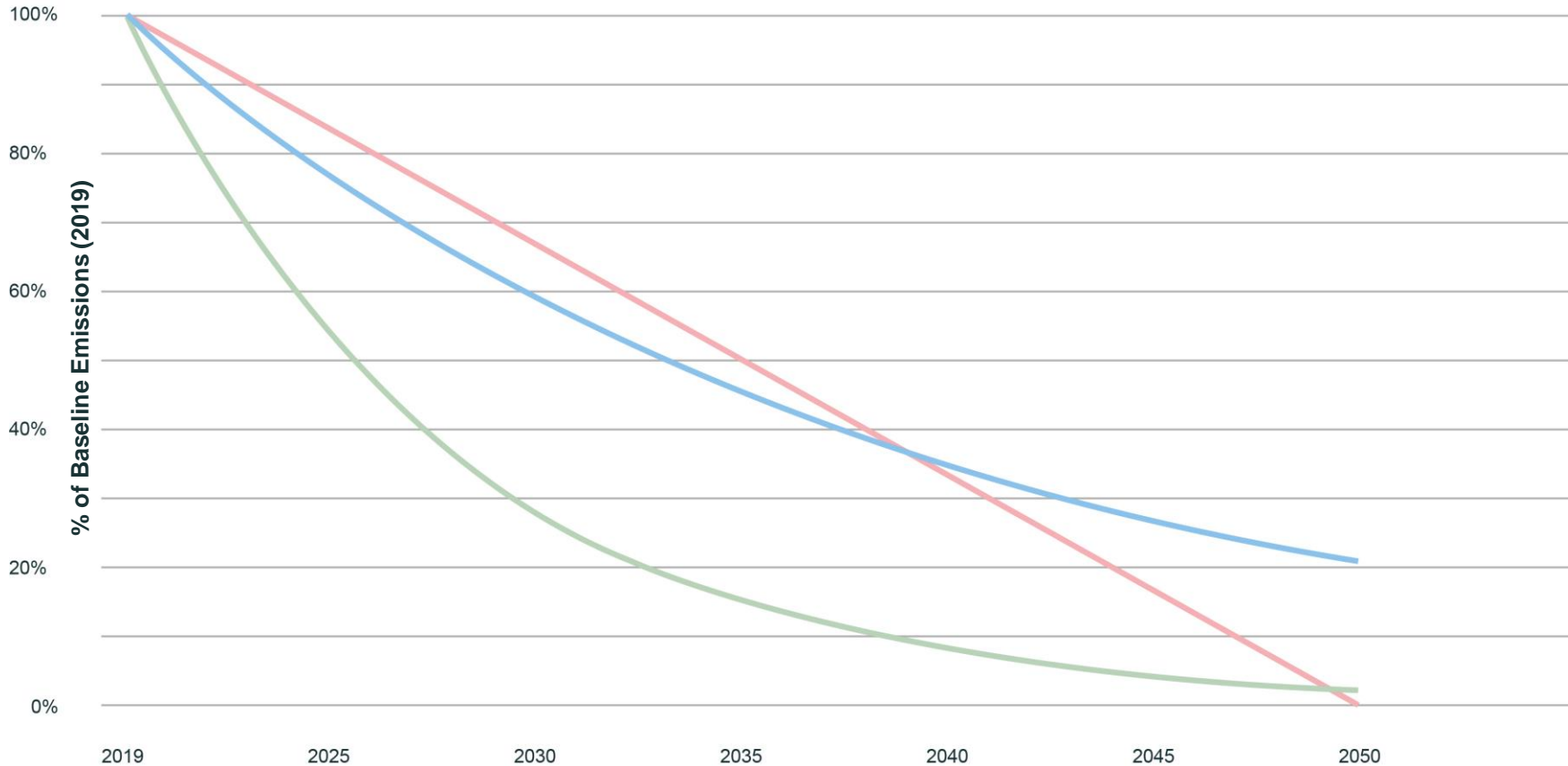
Looking ahead. Targets for next year.





Target setting.

A Decade of Action: Pathways to Net Zero through varying emissions reduction trajectories



Planet Mark 5% annual reduction

- 5% year on year reduction is the minimum annual reduction recommended by the Planet Mark.

Planet Mark 12% annual reduction

- 12% year on year reduction is based on the mean average reduction achieved by the Planet Mark holders in Ye2019.
- A 12% year on year reduction from a 2019 baseline will set you on track to meet the UK target Net Zero by 2050.

Net Zero 2050



Social value.

CONTRIBUTION

Total Social Value
£ **436,419**

Social Value
per employee
£ **4,576**



Your people
£ 214,358



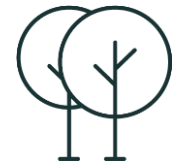
Community & volunteering
£ 10,526



Donations
N/A



Procurement
£ 1,016



Environmental impacts
£ 210,519



Social Value – Breakdown (i).

Theme	Ref	Measures	Units	Your amount
People	NT6	No. of full time equivalent disabled employees (FTE) hired on the contract	No. people FTE	9
People	NT10	No. of weeks of apprenticeships or T-Levels (Level 2,3, or 4) provided on the contract (completed or supported by the organisation)	No. weeks	87
People	NT20	No. of employees on the contract that have been provided access for at least 12 months to comprehensive and multidimensional wellbeing programmes	No. employees provided access	95.4
People	NT21	Equality, diversity and inclusion training provided both for staff and supply chain staff	No. hrs (total session duration)*no. attendees	194
People	NT39	Mental Health campaigns for staff on the contract to create community of acceptance, remove stigma around mental health	£ invested including staff time	10,784.08
People	NT40	Number and type of initiatives to be put in place to reduce the gender pay gap for staff employed in relation to the contract (describe and document initiatives)	£ invested including staff time	199
Community & Volunteering	NT8	No. of staff hours spent on local school and college visits supporting pupils e.g. delivering career talks, curriculum support, literacy support, safety talks (including preparation time)	No. staff hours	169

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Social Value – Breakdown (ii).

Theme	Ref	Measures	Units	Your amount
Community & Volunteering	NT11	No. of hours of 'support into work' assistance provided to unemployed people through career mentoring, including mock interviews, CV advice, and careers guidance	No. hrs (total session duration)*no. attendees	46
Community & Volunteering	NT12	No. of weeks spent on meaningful work placements or pre-employment course; 1-6 weeks student placements (unpaid)	No. weeks	1
Community & Volunteering	NT13	Meaningful work placements that pay Minimum or National Living wage according to eligibility - 6 weeks or more (internships)	No. weeks	8
Community & Volunteering	NT17	Number of voluntary hours donated to support VCSEs (excludes expert business advice)	No. staff volunteering hours	6
Community & Volunteering	NT29	No. of hours volunteering time provided to support local community projects	No. staff volunteering hours	56.5
Environmental	NT44	Commitment to carbon emissions savings to achieve net zero carbon before 2050	Yes, Net zero before or by 2050	yes
Environmental	TPM1	Avoided Commute due to working from home	No. of commuting hours saved in the year	19,296
Procurement	NT43	Initiatives taken throughout the local and global supply chain to strengthen the identification, monitoring and reduction of risks of modern slavery and unethical work practices occurring in relation to the contract (i.e. supply chain mapping, staff training, contract management)	£ invested including staff time	1,015.8

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Step two.

ENGAGE





Workshops.

At Planet Mark we believe each day is an opportunity to create change. Our engagement experts will help unlock your employees' passion and help embed sustainability within your organisation.

Our workshops seek to inform, inspire and empower participants to become part of your business' net zero journey.

One virtual 1h sustainability workshop is included with your Certification.

Book a call with us [here](#) to explore how we can help upskill, build confidence and participation among your team and wider stakeholders.



Workshop	Description
Sustainability Plan Workshop	A three-hour session which lifts the lid on operational carbon emissions, supporting a brainstorming session to understand impacts and consider actions that can make a material difference. Participants leave with a one-year Sustainability Plan with SMART targets, roles and responsibilities.
Net Zero Carbon Essentials	A three-hour CPD accredited workshop which introduces the fundamentals of net zero carbon and what it means for a business to embark on a Net Zero journey.
Net Zero Masterclass	Designed for senior leaders and board members, this short workshop covers the Net Zero terminology, legislation and frameworks and presents an opportunity for leaders to discuss the company's net zero journey.
Business Sustainability Essentials	A three-hour CPD accredited workshop covering the basics of business sustainability and the role your employees can adopt in driving change from within.
Supplier Engagement workshop	Invite your suppliers to learn about and get involved with your sustainability journey and net zero ambitions. We facilitate and build content particularly around Scope 3 emissions.



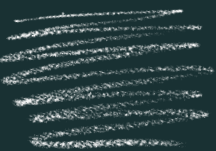
The Eden Project

PARTNERSHIP

At Planet Mark, we recognise that that we need nature to address the greatest challenges of our time.

The Eden Project, an educational charity, connects us with each other and the living world, exploring how we can work towards a better future.

As part of your certification with the Planet Mark, a number of tickets have been assigned to your organisation so you can visit the Eden Project for free – please get in touch to arrange your Eden Project visit and inspire and encourage positive action.





Cool Earth

PARTNERSHIP

Protecting our rainforests is one of our best lines of defence against climate change.

- Cool Earth is helping rainforest communities to protect nearly 100,000 hectares of biodiversity rich rainforest across three continents.
- Behind this huge milestone are thousands of families whose futures have been transformed.

COOL EARTH





Step three.

COMMUNICATE





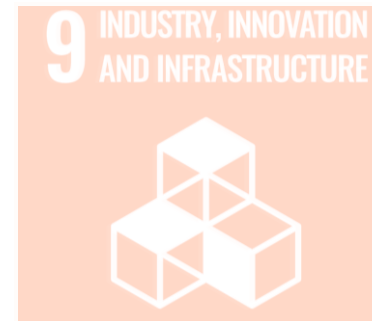
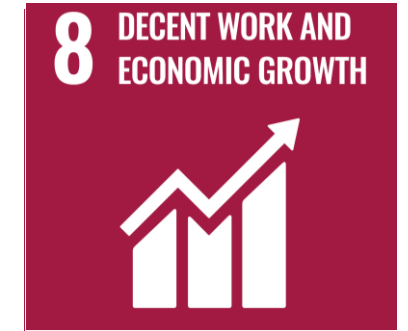
Communicating your international influence.

The Sustainable Development Goals (SDGs), also known as the Global Goals, are a collection of 17 interrelated goals set by the United Nations. They cover a broad range of social and economic development issues. These include poverty, hunger, health, education, climate change, gender, equality, water, sanitation, energy.

By measuring and reducing your carbon footprint with the Planet Mark, you can directly and measurably contribute to up to 9 SDGs addressing 14 SDG targets.

Contributing towards

7 SDGs





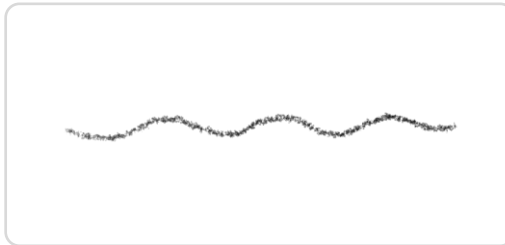
SDG alignment.



6 CLEAN WATER AND SANITATION

6.3 - 100% of water treated

9 INDUSTRY, INNOVATION AND INFRASTRUCTURE



13 CLIMATE ACTION

13.3 - Donation to the Eden Project

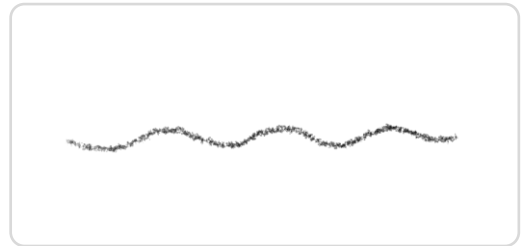
7 AFFORDABLE AND CLEAN ENERGY

7.2 - 100% of energy demand met by renewable energy

11 SUSTAINABLE CITIES AND COMMUNITIES

11.6 - Measured carbon emissions
11.6 - 100% of waste recycled and composted
11.4 - Donation to the Eden Project

14 LIFE BELOW WATER



8 DECENT WORK AND ECONOMIC GROWTH

8.4 - Reduction in carbon emissions per intensity

12 RESPONSIBLE CONSUMPTION AND PRODUCTION

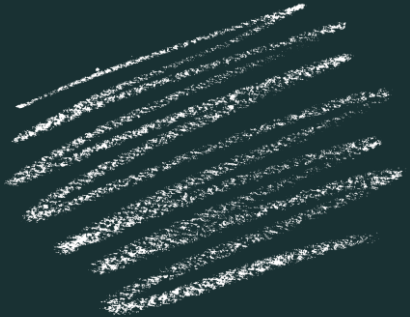
12.6 - Measured carbon emissions
12.5 - 100% of waste recycled and composted

15 LIFE ON LAND

15.2 - Reduction in paper use
15.2 - 26% of paper FSC/PEFC certified



5 ways to accelerate your sustainability journey.



1. Review our recommendations

Guidance for general best practice: See the Appendix of this report for recommendations to do with Data Collection & Quality, Building, Waste, Travel, Paper, Staff Engagement and Supplier Engagement.

2. Join our online community

Planet Mark online community platform: If you haven't already, invite your team to join our exclusive member-only community platform, where you can check out inspirational initiatives to implement in your own organisation and collaborate with other Planet Mark Members. Join [here](#).

3. Use our toolkits & resources

Toolkits & Guides: Go to our Members Area on our [website](#) and make use of resources available to Planet Mark members.

4. Connect with us

Social media channels: We're active across social media and would love to help share your sustainability stories across our platform, just connect and tag us please!

5. Need more support?

We can help. We are here to support on your sustainability journey, no matter where you're at. If you're on a path to net zero, we have a suite of Net Zero [Solutions](#) to offer. If you want further stakeholder engagement support, browse our list of workshops [here](#) or just get in touch to discuss.



Data Report.

APPENDIX



Source	Scope	Unit	01 April 2021 to 31 March 2022		01 April 2022 to 31 March 2023		% Change in tCO ₂ e from previous year	% total carbon footprint	% Change in amounts from previous year
			Amount	tCO ₂ e	Amount	tCO ₂ e			
Buildings									
Electricity (location based)	2	kWh	44,524.0	9.5	47,106.1	9.1	-4%	59%	6%
Electricity (market based)	2	kWh	44,524.0	0	47,106.1	0	-	-	6%
Transmission and Distribution Losses	3	kWh	44,524.0	0.8	47,106.1	0.8	-0.4%	5%	6%
Procurement									
Freight Air	3	tonne.km	0.6	0.001	-	-	-	-	-
Freight Car	3	km	-	-	147.9	0.03	-	0.2%	-
Freight Motorbike	3	km	4,843.8	0.6	2,150.1	0.2	-56%	2%	-56%
Freight Van	3	km	2,194.2	0.5	6,395.0	1.5	180%	10%	191%
Paper Primary Content	3	tonnes	0.1	0.1	0.1	0.1	66%	1%	66%
Paper Recycled Content	3	tonnes	1.6	1.2	0.3	0.2	-80%	2%	-80%
Travel									
Average Car	3	km	508.6	0.1	5,488.5	0.9	974%	6%	979%
Bus	3	passenger.km	-	-	93.5	0.01	-	0.1%	-
Petrol Car	3	km	3,000.1	0.5	-	-	-	-	-
Rail Travel	3	passenger.km	5,353.1	0.2	11,979.6	0.4	121%	3%	124%
Taxi	3	km	620.6	0.1	1,533.6	0.3	147%	2%	147%
Waste									
Energy from Waste	3	tonnes	5.2	0.1	-	-	-	-	-
Recycled	3	tonnes	7.0	0.1	47.3	1.0	575%	7%	575%
Water									
Water Supply	3	cubic metres	402.4	0.1	1,549.0	0.2	285%	2%	285%
Water Treatment	3	cubic metres	402.4	0.1	1,549.0	0.4	285%	3%	285%
Location Based									
Total		tCO₂e		14.0		15.4	10%		
No. employees		Number		75.5		95.4			
Total per employee		tCO₂e		0.2		0.2	-13%		
Total floor space		m ²		790.7		790.7			
Building emissions per m²		tCO₂e		0.01		0.01	-3%		
Market Based									
Total		tCO₂e		4.5		6.3	38%		
No. employees		Number		75.5		95.4			
Total per employee		tCO₂e		0.1		0.1	9%		
Total floor space		m ²		790.7		790.7			
Building emissions per m²		tCO₂e		0.001		0.001	-0.4%		

All rows and tables are rounded to one decimal place. This may lead to slight discrepancies in totals within the report.



About this report – General.

Company Name	Sharpe Pritchard LLP
Sector	Legal
Reporting Period	01 April 2022 to 31 March 2023
Year Of Certification	2nd
Reporting Boundary	London Office (Elm Yard, 10-16 Elm St, London WC1X 0BJ)
Emission sources included	Electricity, T&D Losses, Water, Business Travel, Waste, Paper, Freight, Homeworking (not included in total footprint)
Total FTE Employees (annual average no.)	95
Total Internal Floorspace (m²)	790.7
Data Collection Lead	Amanda Davis, Office Manager, adavis@sharpepritchard.co.uk
Significant reporting changes	None
Baseline Conversion Factor	BEIS 2021
Current Conversion Factor	BEIS 2022
Methodology	We follow the GHG Protocol for Corporate Emission Reporting and The National TOMs Framework for Social Value Reporting. Refer to Planet Mark Business Certification Scheme Rules for detailed information on the methodology and standards used in the preparation of this report.
Community Project	Contributions to the Eden Project have been made as part of Planet Mark Certification.
Prepared by	Matthew Sumners, Sustainability Consulting Manager, Planet Mark
Checked by	Jamie Beevor, Head of Technical, Planet Mark Rima Trofimovaite, Head of Measurement, Planet Mark
Date	08 August 2023



About this report – Caveats (i).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
Electricity	2 and 3	kWh	Primary source - landlord report	Actual meter reads with extrapolation	<p>Please refer to the adjusted data slide(s) for details of interpolation and/or extrapolation.</p> <p>Your electricity consumption is shown in the carbon footprint as Purchased Electricity emissions (Scope 2 emissions) and Electricity Transmission and Distribution losses (Scope 3 emissions).</p> <p>Your scope 2 electricity emissions are reported in two ways: location-based and market-based methods. Location-based electricity emissions have been calculated using carbon emission factors for average national or sub-national grid electricity. Market-based electricity emissions have been calculated using carbon emission factors for your specific electricity supply fuel mix which has been stated as renewables.</p>	London Office (Elm Yard, 10-16 Elm St, London WC1X 0BJ)
Natural Gas					Elm Yard has no natural gas supply.	London Office (Elm Yard, 10-16 Elm St, London WC1X 0BJ)

Note: unless otherwise stated in the report all electricity emissions are location based (i.e. calculated using carbon emission factors for average UK national grid electricity). Do let us know if your electricity is from 100% renewable energy and we will provide dual reporting to show both market based and location based electricity emissions.



About this report – Caveats (ii).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
Building Fuel					No other fuels are used at Elm Yard.	London Office (Elm Yard, 10-16 Elm St, London WC1X 0BJ)
Refrigerants					Landlord advised no refrigerant top ups during the reporting period.	London Office (Elm Yard, 10-16 Elm St, London WC1X 0BJ)
Water Supply & Treatment	3	m ³	Primary source - landlord report	Actual meter reads	Water sewerage has been assumed to be the same as water supply for the purpose of calculating emissions for water treatment.	London Office (Elm Yard, 10-16 Elm St, London WC1X 0BJ)
Homeworking Energy	3	kWh	Secondary sources - Planet Mark homeworking energy calculation tool and data submission	Estimated	<p>UK homeworking energy includes additional electricity and gas consumption as a result of each full-time equivalent employee working from home. We base our estimate of energy consumption due to homeworking on the new BEIS 2022 homeworking emission factors. The annualised BEIS emission factors have been converted into monthly estimates of energy consumption in order to better account for seasonal variations. Our estimates are based on a 40h working week and a 6-month heating season (October to March) and take into account annual leave.</p> <p>Where the business has a physical office, homeworking utility emissions are calculated but not included in the Total Carbon Footprint figure.</p>	London Office (Elm Yard, 10-16 Elm St, London WC1X 0BJ)

Note: unless otherwise stated in the report all electricity emissions are location based (i.e. calculated using carbon emission factors for average UK national grid electricity). Do let us know if your electricity is from 100% renewable energy and we will provide dual reporting to show both market based and location based electricity emissions.



About this report – Caveats (iii).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
Fleet Vehicles					Sharpe Prichard LLP do not own or operate any fleet vehicles.	London Office (Elm Yard, 10-16 Elm St, London WC1X 0BJ)
Private Vehicles Used for Business	3	km	Primary source - travel report	Actual	Some distances provided. Where no distance provided Planet Mark has calculated this using the standard £0.45 per mile from cost.	London Office (Elm Yard, 10-16 Elm St, London WC1X 0BJ)
Air Travel					No air travel recorded this reporting year.	London Office (Elm Yard, 10-16 Elm St, London WC1X 0BJ)
Rail Travel	3	pkm	Primary source - travel report	Actual	Where only spend data are available, distance has been estimated using £0.27 per mile for bus travel. Calculations based on an average £2.2B passenger revenue and 7.7B miles travelled by bus in England and London between 2015 and 2019.	London Office (Elm Yard, 10-16 Elm St, London WC1X 0BJ)
Bus Travel	3	pkm	Primary source - travel report	Actual	Where only spend data are available, distance has been estimated using £0.55 per mile for national rail and £0.86 per mile for London underground. Calculations based on 2021 analysis of Planet Mark members' rail journeys.	London Office (Elm Yard, 10-16 Elm St, London WC1X 0BJ)

Note: unless otherwise stated in the report all electricity emissions are location based (i.e. calculated using carbon emission factors for average UK national grid electricity). Do let us know if your electricity is from 100% renewable energy and we will provide dual reporting to show both market based and location based electricity emissions.



About this report – Caveats (iv).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
Taxi Travel	3	km	Primary source - travel report	Actual	Where only spend data are available, distance has been estimated using £2.53 per mile. Calculations are based on a fixed start price of £2.8 per journey, an average cost of £2.02 per mile and an average taxi journey of 5.36 miles. Sources: UK national average taxi costs, Numbeo and 2019 Passenger journeys per person per year - Taxi and Private Hire Vehicle Statistics: England 2021.	London Office (Elm Yard, 10-16 Elm St, London WC1X 0BJ)
Waste	3	tonnes	Primary source - supplier report	Mixed	Actual weights for waste and disposal type has been provided. Converted from kg to tonnes where relevant. All weights assumed to be in kg from the power BI reports. Paper shredded in August was not weighed and therefore an average of the other paper shredding has been taken for that pickup.	London Office (Elm Yard, 10-16 Elm St, London WC1X 0BJ)
Procurement - Paper	3	tonnes	Primary source - supplier report	Actual	Some total sheets per ream adjusted from the data submission due to the evidence stating it was for example a pack of 50. Small adjustment that does not have a material effect on the measured carbon footprint.	London Office (Elm Yard, 10-16 Elm St, London WC1X 0BJ)
Procurement - Courier/Freight	3	tkm	Primary source - invoices	Mixed	Mode of transport and distance are taken from submission sheet when not in evidence. Distances are calculated and checked using Google Maps. Planet Mark has assumed each journey is solely for Sharpe Pritchard LLP and emissions have been calculated using vehicle km. Overnight courier has been assumed to be small van.	London Office (Elm Yard, 10-16 Elm St, London WC1X 0BJ)

Note: unless otherwise stated in the report all electricity emissions are location based (i.e. calculated using carbon emission factors for average UK national grid electricity). Do let us know if your electricity is from 100% renewable energy and we will provide dual reporting to show both market based and location based electricity emissions.



About this report – Caveats (v).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
Headcount		no.	Primary source - note from payroll	Actual	We have used the annual average full-time equivalent employees. Part-time employees are assumed to work 20 hours a week. We assume headcount only includes active employees (i.e. excludes employees on furlough).	London Office (Elm Yard, 10-16 Elm St, London WC1X 0BJ)
Turnover		£m	Primary source - note from finance director	Assumed Actual	None submitted this year	London Office (Elm Yard, 10-16 Elm St, London WC1X 0BJ)
Floor Area		m ²	Secondary source - data submission form	Assumed Actual	None	London Office (Elm Yard, 10-16 Elm St, London WC1X 0BJ)

Note: unless otherwise stated in the report all electricity emissions are location based (i.e. calculated using carbon emission factors for average UK national grid electricity). Do let us know if your electricity is from 100% renewable energy and we will provide dual reporting to show both market based and location based electricity emissions.



About this report.

Data Quality.

Data quality score

The data quality score is based on the 'Data Quality Matrix' in the Planet Mark Business Certification Scheme Rules and provides an indication of data assurance when using information in this report in your business.

	Previous Year	01 April 2022 to 31 March 2023	Definition
Relevance of boundary	4	4	Boundary accurately reflects the entire business carbon footprint for the studied period. (eg 95% of organisational activity included)
Data completeness	4	4	12 months of data provided for all sources.
Transparency	3	4	Full disclosure of assumptions and sufficient original evidence provided to support data submission.
Data accuracy	3	3	Some use of primary data sources and minimal estimated data.
Consistency	-	3	Largely consistent or improved methods, boundary and data completeness with supporting evidence of changes made.
Total score	14 out of 16	18 out of 20	

As a way to improve your data quality score for future reports, it is recommended:

- Provide actual distance for all business travel to reduce the reliance on estimating from cost.
- Provide data where possible to understand the total water sewerage.
- Ensure all submitted data is accompanied by primary evidence.
- Review total paper procured and total paper waste generated to ensure all data is covered during the reporting period.



About this report – Caveats – Social Value (i).

Theme	Ref	Data source	Data Accuracy	Comments	Organisational boundary
People	NT6	Confirmed by HR	Actual	Discussed with member. Confirmed by HR internal evidence provided	London Office (Elm Yard, 10-16 Elm St, London WC1X 0BJ)
People	NT9	Confirmed by HR - Internship offer letter	Actual	Discussed with member. Internal evidence provided. Confirmed by HR	London Office (Elm Yard, 10-16 Elm St, London WC1X 0BJ)
People	NT10	Confirmed by HR	Actual	Level 7 Solicitor Apprenticeship. Sept 2022 - May 2025. Training provider BPP. Confirmed by HR	London Office (Elm Yard, 10-16 Elm St, London WC1X 0BJ)
People	NT20	Confirmed by HR	Estimated	Discussed with member. Confirmed by HR	London Office (Elm Yard, 10-16 Elm St, London WC1X 0BJ)
People	NT21	Confirmed by HR	Estimated	Discussed with member. Confirmed by HR	London Office (Elm Yard, 10-16 Elm St, London WC1X 0BJ)
People	NT39	Confirmed by HR	Estimated	Discussed with member. Confirmed by HR	London Office (Elm Yard, 10-16 Elm St, London WC1X 0BJ)



About this report – Caveats – Social Value (ii).

Theme	Ref	Data source	Data Accuracy	Comments	Organisational boundary
People	NT40	Confirmed by HR	Estimated & Actual	Discussed with member. Internal evidence provided Confirmed by HR	London Office (Elm Yard, 10-16 Elm St, London WC1X 0BJ)
Community & Volunteering	NT8	Confirmed by HR	Estimated & Actual	Discussed with member. Internal evidence provided Confirmed by HR	London Office (Elm Yard, 10-16 Elm St, London WC1X 0BJ)
Community & Volunteering	NT11	Confirmed by HR	Estimated & Actual	Discussed with member. Internal evidence provided Confirmed by HR	London Office (Elm Yard, 10-16 Elm St, London WC1X 0BJ)
Community & Volunteering	NT12	Confirmed by HR	Actual	1 week of 28 hours (12 students)	London Office (Elm Yard, 10-16 Elm St, London WC1X 0BJ)
Community & Volunteering	NT13	Confirmed by HR	Actual	10K BI programme - June/ July 2022. Paid London Living Wage.	London Office (Elm Yard, 10-16 Elm St, London WC1X 0BJ)
Community & Volunteering	NT17	Confirmed by HR	Estimated	Discussed with member. Internal evidence provided Confirmed by HR	London Office (Elm Yard, 10-16 Elm St, London WC1X 0BJ)



About this report – Caveats – Social Value (iii).

Theme	Ref	Data source	Data Accuracy	Comments	Organisational boundary
Community & Volunteering	NT29	Confirmed by HR	Estimated	Discussed with member. Internal evidence provided	Confirmed by HR London Office (Elm Yard, 10-16 Elm St, London WC1X 0BJ)
Environmental	NT44	Confirmed by HR	Actual	Sustainability Committee meetings on a monthly basis to review and discuss new initiatives. Planet Mark net zero action plan. Net zero power point presentation to firm in the firmwide update. Environmental Policy.	London Office (Elm Yard, 10-16 Elm St, London WC1X 0BJ)
Environmental	TPM1	Confirmed by HR	Estimated	Workings reviewed and checked. Based on a 48 working week year.	London Office (Elm Yard, 10-16 Elm St, London WC1X 0BJ)
Procurement	NT43	Confirmed by HR	Estimated	Modern Slavery audit completed in 2022 and questioned in our social value survey which we send annually to all suppliers. All staff received presentation from "Unseen" in October 2022. Presentation evidenced. 80 staff members attending for 45mins each. Confirmed numbers by HR	London Office (Elm Yard, 10-16 Elm St, London WC1X 0BJ)



About this report.

Data Quality – Social Value.

Data quality score

The data quality score is based on the 'Data Quality Matrix' in the Planet Mark Business Certification Scheme Rules and provides an indication of data assurance when using information in this report in your business.

	Previous Year	01 April 2022 to 31 March 2023	Definition
Relevance of boundary	3	3	Boundary accurately reflects the majority of the business social values activities for the studied period.(eg at least 75% of organisational activity included)
Data completeness	3	3	12 months of data provided for most sources.
Transparency	3	3	Majority disclosure of assumptions and/or some original evidence provided.
Data accuracy	3	3	Some use of primary data sources and minimal estimated data.
Consistency	-	3	Largely consistent or improved methods, boundary and data completeness with supporting evidence of changes made.
Total score	12 out of 16	15 out of 20	

As a way to improve your data quality score for future reports, it is recommended:

- Ensure accurate and well documented evidence is proved for all social value measures. Ensure detailed records are kept for all social value measures.
- Review all internal processes to capture all relevant social value measures across the organisation.



Recommendations.

APPENDIX





Guidance for general best practice.

Data collection and quality

Evidence pack: Collate all relevant invoices in an electronic evidence pack.

Utilities: Take readings of all meters on the last day of the month. Investigate the installation of smart meters.

Headcount: Ask HR for a table showing monthly full time equivalent headcount for the whole reporting period.

Fuel: Introduce fuel cards.

Travel: Ask your travel suppliers to provide you with a report detailing mileage and mode of transport so you can accurately add data to your carbon footprint. For non centrally booked travel record mode of travel, destination/origin and distances travelled in expense claim forms.

Building

Energy efficiency: Regular 'energy audits' will help identify where most energy is being used and potential wastage from equipment, lights and heat loss. Investigate the installation of LED, T5 and sensor lighting and the upgrade of heating controls.

Waste

Carry out a waste management audit: To understand what waste you are producing, where it is coming from and what the best route for it would be. Provide plenty of bins for segregating waste correctly and encouraging recycling.

Engage your waste management supplier to help you reduce landfill waste and instead increase the proportion that goes to recycling and to energy from waste.



Guidance for general best practice.

Water

Check your meters at night, or when water is not in use, to monitor leakage.

Introduce a water use awareness campaign in communal kitchen areas.

Travel

Record all business travel and promote public transport options for business meetings.

Arrange safe and fuel efficient driving training for all drivers. Plan driver routes to finish at their homes.

Choose fuel efficient vehicles. Electric or hybrid cars are exempt from various taxes. Subsidies are also available for smallest vehicles. Provide incentives for employees to opt for low carbon cars, and limit choices to those which meet sustainability criteria

Choose travel management companies, airlines, taxi companies, couriers and other providers that are Planet Mark certified, and look for clear progress on improving fuel efficiency and pursuing credible, sustainable solutions for travel.

Paper

Buy paper from sustainable forests or recycled content. Ask for FSC or PEFC branded paper as a minimum - ideally with the EU Eco label.

Choosing recycled content paper, your carbon emissions from paper use are reduced by 30% but choosing sustainably sourced paper the benefits are more holistic as you support the demand for sustainably managed forests which may otherwise be cut down for a different land use such as agriculture.



Guidance for general best practice.

Staff engagement

Organise annual sustainability workshops.
Carry out an energy awareness and 'switch off' campaign.

Supplier engagement

Explore your possibilities and choose consciously. Check the [Planet Mark website](#) for companies that are currently engaged on reducing their carbon footprint.

A BRIGHTER future.



THANK YOU

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