



Cabinet Office

Carbon Reduction Plan

Supplier name: Alexander Mann Solutions Limited

Original Publication date: November 2021

Revised: January 2024

Commitment to achieving Net Zero

Alexander Mann Solutions Limited (AMS) is committed to achieving UK Net Zero emissions by 2050.

Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured in the UK.

Baseline Year: 1st January 2020 – 31st December 2020

Additional Details relating to the Baseline Emissions calculations.

AMS had previous emissions data relating to 1st November 2018 to 31st October 2019. This has been removed as it does not align with our calendar year reporting and did not equate to a full 12 months of data. AMS have therefore moved the baseline to year to 2020 as this is the first full year of reporting.

Scope 1

AMS do not own any company vehicles and do not own any office space. A calculation was made for gas and electricity used whilst AMS employees worked from home in 2020. This was calculated using the average data method produced by EcoAct in partnership with Lloyds Banking Group and NatWest Group¹. The Carbon Trust Footprint Calculator² was then used to calculate the emissions.

A report was produced from the AMS HR System, Workday. All UK employees who are on a Mobile contract or a Homeworking contract were considered in the calculation for 2020. In addition, all other contract types (AMS personnel working from Client sites or in an AMS office)

were included in the calculation from Q2 through to Q4 2020, because they were all asked to work from home because of the COVID-19 pandemic. The calculation was made assuming that all personnel worked full time, 8 hours a day, 240 days of the year. The calculation did not take into consideration those who were furloughed during 2020.

Scope 2

For electricity the data source used was the 2020 (January until December) Utility Company Billing for Belfast and the Landlords Billing for Bracknell and London. The total electricity consumption was 458305 kWh.

London 7441 kWh

Bracknell 160065 kWh

Belfast 290799 kWh

Total 458305 kWh

Gas consumption was deemed immaterial by the Landlord at each location. The Carbon Trust Footprint Calculator² was then used to calculate the emissions.

Scope 3

Employee commuting was calculated using the average data method documented in the Greenhouse Gas Protocol, Technical Guidance for Calculating Scope 3 Emissions³. The calculation was made for Q1 2020 whilst our UK offices were still open. All offices then shut for the remaining of 2020 because of the Covid-19 pandemic.

Business Travel for Hotels, Air & Rail was calculated and provided via Egencia an AMS supplier for business travel.

Road Business Travel was calculated using the appropriate DEFRA conversion factor tables contained in the document '2019_UK Government GHG Conversion Factors for Company Reporting' for diesel and petrol vehicles⁴.

Calculations were made on all business travel that was booked via the Egencia platform and all expenses claimed by AMS employees on road business for 2020.

Due to the nature of business performed by AMS, there are no Upstream transportation and distribution and Downstream transportation and distribution.

Waste generated in operation is deemed out of Scope as AMS do not have Financial or Operational control because this is dealt with by the Landlord.

Baseline year emissions:

| EMISSIONS | TOTAL (tCO ₂ e) |
|-----------|----------------------------|
| Scope 1 | 858.77 tCO ₂ e |

| | |
|---------------------------------------|--|
| Scope 2 | 106.85 tCO₂e |
| Scope 3 (Included Sources) | 459.25 tCO₂e (Due to the nature of business performed by AMS, there are no Upstream transportation and distribution and Downstream transportation and distribution. Waste generated in operation is deemed out of Scope as AMS do not have Financial or Operational control because this is dealt with by the Landlord.) |
| Total Emissions | 1424.87 tCO₂e |

¹ <https://info.eco-act.com/hubfs/0%20-%20Downloads/Homeworking%20emissions%20whitepaper/Homeworking%20Emissions%20Whitepaper%2020.pdf>

² <https://www.carbontrust.com/resources/sme-carbon-footprint-calculator>

³ [Scope3 Calculation Guidance 0.pdf \(ghgprotocol.org\)](#)

⁴ [2019 Government greenhouse gas conversion factors for company reporting: Methodology paper \(publishing.service.gov.uk\)](#)

Previous Emissions Reporting 1st January – 31st December 2021

Our carbon emissions in Scope 1 have increased due to the growth of our business in terms of additional headcount from 2020 to 2021. Our Scope 3 emissions have also increased due to the reintroduction of business travel post Covid-19 restrictions. There has been an increase in Scope 2 emissions due to one office location supplying green energy and due to a reduction of energy use from 2020 to 2021.

| Reporting Year: 1st January – 31st December 2021 | |
|---|---------------------------------|
| EMISSIONS | TOTAL (tCO₂e) |
| Scope 1 | 2066.82 tCO₂e |

| | |
|--------------------------------------|---|
| Scope 2 | Gross: 72.83 tCO₂e Net: 39.41 tCO₂e (energy supplied in our Belfast office for 2021 came from a green energy supplier which is why AMS has provided the gross and the net figure) |
| Scope 3 (Included Sources) | 89.99 tCO₂e (Due to the nature of business performed by AMS, there are no Upstream transportation and distribution and Downstream transportation and distribution. Waste generated in operation is deemed out of Scope as AMS do not have Financial or Operational control because this is dealt with by the Landlord.) |
| Total Emissions | Gross: 2229.64 tCO₂e Net: 2196.22 tCO₂e |

Previous 1st January – 31st December 2021 Emissions Reporting Background Information

Scope 1

AMS do not own any company vehicles and do not own any office space. A calculation was made for gas and electricity used whilst AMS employees worked from home in 2021. This was calculated using the average data method produced by EcoAct in partnership with Lloyds Banking Group and NatWest Group¹. The Carbon Trust Footprint Calculator² was then used to calculate the emissions.

A report was produced from the AMS HR System, Workday. 2214 UK AMS workers were identified as of December 31st 2021. Another report was run from the AMS Office Sign In application called Sign In App. It was identified that for the UK 3,914 visits to an AMS Office (Bracknell, London or Belfast) took place in 2021 equating to 31,312 hours worked in an office. This number was then divided by the working hours per year (1920) equalling 16.308333. This was rounded down to 16 people and removed from the total number of UK AMS workers in order to account for those who worked at home. The calculation for homeworking was made against 2,198 UK AMS homeworkers.

All calculations were made assuming that all personnel worked full time, 8 hours a day, 240 days of the year. Those who work on client sites were classed as homeworkers for these calculations.

Scope 2

For electricity the data source used was the 2021 (January until December) Utility Company Billing for Belfast. AMS changed office locations in Bracknell and was unable to obtain the

electricity usage from the original Bracknell office. 2020 data was used in its absence with the additional month of December 2021 data taken from the new Bracknell Office. For London, data was taken from the Landlords billing for 2021.

The total electricity consumption was 342980.13 kWh.

London 10362 kWh

Bracknell 179208.13 kWh

Belfast 153410 kWh (green energy)

Total 342980.13 kWh

Gas consumption was deemed immaterial by the Landlord at each location. The Carbon Trust Footprint Calculator² was then used to calculate the emissions.

Scope 3

Employee commuting was calculated using the average data method documented in the Greenhouse Gas Protocol, Technical Guidance for Calculating Scope 3 Emissions³. The calculation was made per the 16 commuters identified when calculating Scope 1 emissions.

Business Travel for Hotels, Air & Rail was calculated and provided via Egencia an AMS supplier for business travel.

Road Business Travel was calculated using the appropriate DEFRA conversion factor tables contained in the document 'Conversion factors 2021: condensed set (for most users) – revised January 2022⁴.

Calculations were made on all business travel that was booked via the Egencia platform and all expenses claimed by AMS employees on road business for 2021.

Due to the nature of business performed by AMS, there are no Upstream transportation and distribution and Downstream transportation and distribution.

Waste generated in operation is deemed out of Scope as AMS do not have Financial or Operational control because this is dealt with by the Landlord.

Additional Sources

¹ <https://info.eco-act.com/hubfs/0%20-%20Downloads/Homeworking%20emissions%20whitepaper/Homeworking%20Emissions%20Whitepaper%2020.pdf>

² <https://www.carbontrust.com/resources/sme-carbon-footprint-calculator>

³ [Scope3 Calculation Guidance 0.pdf \(ghgprotocol.org\)](#)

⁴ <https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2021>

Previous Emissions Reporting 1st January – 31st December 2022

Our carbon emissions in Scope 1 have decrease due to the amount of identified Homeworkers in 2022. During previous reporting, AMS used the headcount total at the end of 2021. For the current emission reporting data AMS have taken an average number of employees at AMS across 2022 to provide a more accurate reflection on our emissions.

AMS' gross Scope 2 emissions increased due to the increased utilisation of the AMS offices from employees, resulting in a higher energy usage. The net Scope 2 emissions have decreased. This is because AMS moved office locations in Bracknell and the new office provided green energy. AMS' Scope 3 emissions have also increased due to an increase in business travel and employee commuting post Covid-19 restrictions.

This has resulted in an overall gross reduction of 172.63 tCO₂e and net reduction of 183.58 tCO₂e in 2022 from the 2021 figure.

| Year | 2020 | 2021 | 2022 |
|--------------|---------|---------|---------|
| Gross Figure | 1424.87 | 2229.64 | 2057.01 |
| Net Figure | 1424.87 | 2196.22 | 2012.64 |

| Reporting Year: 1 st January – 31 st December 2022 | |
|--|---|
| EMISSIONS | TOTAL (tCO ₂ e) |
| Scope 1 | 1281.34 tCO ₂ e |
| Scope 2 | <p>Gross: 50.02 tCO₂e</p> <p>Net: 5.65 tCO₂e (energy supplied in our Belfast and Bracknell office for 2022 came from a green energy supplier which is why AMS has provided the gross and the net figure)</p> |
| Scope 3 (Included Sources) | <p>725.65 tCO₂e</p> <p>(Due to the nature of business performed by AMS, there are no Upstream transportation and distribution and Downstream transportation and distribution.</p> <p>Waste generated in operation is deemed out of Scope as AMS do not have Financial or Operational control because this is dealt with by the Landlord.)</p> |
| Total Emissions | <p>Gross: 2057.01 tCO₂e</p> <p>Net: 2012.64 tCO₂e</p> |

Previous Emissions Reporting Background Information

Scope 1

AMS do not own any company vehicles and do not own any office space. A calculation was made for gas and electricity used whilst AMS employees worked from home in 2022. This was calculated using the average data method produced by EcoAct in partnership with Lloyds Banking Group and NatWest Group¹. The UK Government GHG Conversion Factors for Company Reporting² total tCO₂e per unit for Office Equipment and Heating was applied.

A report was produced from the AMS HR System, Workday. On 1st January 2022, 1384 UK AMS workers were identified and as of 31st December 2022, 2667 AMS workers were identified resulting in an average of 2025.5 AMS workers in 2022.

Another report was run from the AMS Office Sign In application called Sign In App. It was identified that for the UK 15,564 visits to an AMS Office (Bracknell, London or Belfast) took place in 2022 equating to 66.22979 working days (235) in an office. This was rounded up to 67 people and removed from the total average number of UK AMS workers in order to account for those who worked at home. The calculation for homeworking was made against 1958.5 UK AMS homeworkers.

All calculations were made assuming that all personnel worked full time, 8 hours a day, 235 days of the year.

Scope 2

For electricity the data source used was the 2022 (January until December) Utility Company Billing for Belfast. For London and Bracknell, data was taken from the Landlords billing for 2021.

The total electricity consumption was 342980.13 kWh.

London 26613 kWh

Bracknell 40391.27 kWh (green energy)

Belfast 168561 kWh (green energy)

Total 235565.27 kWh

Gas consumption was deemed immaterial by the Landlord at each location. The Carbon Trust Footprint Calculator³ was then used to calculate the emissions.

Scope 3

Employee commuting was calculated using the average data method documented in the Greenhouse Gas Protocol, Technical Guidance for Calculating Scope 3 Emissions⁴. The average commuting methods were taken from the UK Government Modal Comparisons (TSGB01)⁵. The calculation was made per the 67 commuters identified when calculating Scope 1 emissions.

Calculations were made on all business travel (Hotels, Air & Rail) that was booked via the Egencia (an AMS supplier for business travel) platform and all expenses claimed by AMS employees on road business travel in 2022.

Road business travel was calculated using the appropriate UK Government Greenhouse Gas Reporting Conversion Factors 2022². The fuel type and size of car was not always known so the unknown conversion factor was applied to all car expenses made in 2022.

It is worth noting that employees that commuted and booked rail travel or made a road expense to a Bracknell, London or Belfast office will be included in both employee commuting and business travel. This is because at present, AMS are relying on an average data method for commuting.

Due to the nature of business performed by AMS, there are no Upstream transportation and distribution and Downstream transportation and distribution.

Waste generated in operation is deemed out of Scope as AMS do not have Financial or Operational control because this is dealt with by the Landlord.

Additional Sources

¹ <https://info.eco-act.com/hubfs/0%20-%20Downloads/Homeworking%20emissions%20whitepaper/Homeworking%20Emissions%20Whitepaper%2020.pdf>

² <https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2022>

³ <https://www.carbontrust.com/resources/sme-carbon-footprint-calculator>

⁴ [Scope3 Calculation Guidance 0.pdf \(ghgprotocol.org\)](#)

⁵ <https://www.gov.uk/government/statistical-data-sets/tsgb01-modal-comparisons#travel-to-work%20TSGB0108%20year%20filter%202021%20-%20Usual%20method%20of%20travel>

Current Emissions Reporting 1st January – 31st December 2023

Our carbon emissions in Scope 1 have increased due to the amount of identified Homeworkers in 2023. AMS' Scope 2 emissions decreased due to the Bracknell office closing at the end of 2022. AMS' Scope 3 emissions have increased due to an increase in business travel post Covid-19 restrictions.

This has resulted in an overall gross increase of 333.07 tCO₂e in 2023 from the 2022 figure.

| Year | 2020 | 2021 | 2022 | 2023 |
|---------------------------------|---------|---------|---------|---------|
| Gross tCO ₂ e Figure | 1424.87 | 2229.64 | 2057.01 | 2390.08 |
| Net tCO ₂ e Figure | 1424.87 | 2196.22 | 2012.64 | 2357.25 |

| Reporting Year: 1 st January – 31 st December 2023 | |
|--|---|
| EMISSIONS | TOTAL (tCO ₂ e) |
| Scope 1 | 1487.75 tCO ₂ e |
| Scope 2 | Gross: 36.50 tCO ₂ e Net: 3.76 tCO ₂ e (energy supplied in our Belfast office for 2023 came from a green energy supplier which is why AMS has provided the gross and the net figure) |

| | |
|---|--|
| Scope 3 (Included Sources - Business Travel, Employee Commuting) | 865.83 tCO₂e (Due to the nature of business performed by AMS, there are no Upstream transportation and distribution and Downstream transportation and distribution. Waste generated in operation is deemed out of Scope as AMS do not have Financial or Operational control because this is dealt with by the Landlord.) |
| Total Emissions | Gross: 2390.08 tCO₂e Net: 2357.25 tCO₂e |

Current Emissions Reporting Background Information

Scope 1

AMS do not own any company vehicles and do not own any office space. A calculation was made for gas and electricity used whilst AMS employees worked from home in 2023. This was calculated using the average data method produced by EcoAct in partnership with Lloyds Banking Group and NatWest Group¹. The UK Government GHG Conversion Factors for Company Reporting² total tCO₂e per unit for Office Equipment and Heating was applied.

A report was produced from the AMS HR System, Workday. On 1st January 2023, 2667 UK AMS workers were identified and as of 31st December 2023, 2094 AMS workers were identified resulting in an average of 2380.5 AMS workers in 2023. This is up from an average of 2025.5 AMS workers in 2022.

The Bracknell Office shut down at the end of 2022. Another report was run from the AMS Office Sign In application, called Sign In App. It was identified that for the UK 13,789 visits to an AMS Office (London and Belfast) took place in 2023, equating to an equivalent of 58.6766 workers based at an AMS office. This was calculated by taking the number of visits made in a year divided by the number of working days (235). This was rounded up to 59 people and removed from the total average number of UK AMS workers in order to account for those who worked at home. The calculation for homeworking was made against 2321.5 UK AMS homeworkers.

All calculations were made assuming that all personnel worked full time, 8 hours a day, 235 days of the year.

Scope 2

For electricity the data source used was the 2023 (January until December) Utility Company Billing for Belfast. For London, data was taken from the Landlords billing for 2023.

London 18954 kWh

Belfast 169807.25 kWh (green energy)

Total 188761.25 kWh

Gas consumption was deemed immaterial by the Landlord at each location. The Carbon Trust Footprint Calculator³ was then used to calculate the emissions. It should be noted at the time this report was produced the Carbon Trust Footprint Calculator did not have a 2023 reporting period available. Therefore the calculation was made with a 2022 reporting period.

Scope 3

Employee commuting was calculated using the average data method documented in the Greenhouse Gas Protocol, Technical Guidance for Calculating Scope 3 Emissions⁴. The average commuting methods were taken from the UK Government Modal Comparisons (TSGB01)⁵ and the Average distance travelled by purpose and main mode (miles per person per year) (NTS049b)⁶. The calculation used the data provided from 2022 as the 2023 data was not available at the time of updating this plan. The calculation was made per the 59 commuters identified when calculating Scope 1 emissions.

Calculations were made on all business travel (Hotels, Air & Rail) that was booked via the Egencia (an AMS supplier for business travel) platform and all expenses claimed by AMS employees on road business travel in 2023.

Road business travel was calculated using the appropriate UK Government Greenhouse Gas Reporting Conversion Factors 2023². The fuel type and size of car was not known so the unknown conversion factor was applied to all average car expenses made in 2023.

It is worth noting that employees that commuted and booked rail travel or made a road expense to London or Belfast office will be included in both employee commuting and business travel. This is because at present, AMS are relying on an average data method for commuting. In H2 2023 AMS implemented a new control to track how workers are commuting to the office and this will result in a more accurate change of methodology for Employee commuting in 2024. It should also be noted that these calculations include travel and hotel stays outside of The United Kingdom but undertaken by employees who are aligned to The United Kingdom

Due to the nature of business performed by AMS, there are no Upstream transportation and distribution and Downstream transportation and distribution.

Waste generated in operation is deemed out of Scope as AMS do not have Financial or Operational control because this is dealt with by the Landlord.

Additional Sources

¹ <https://info.eco-act.com/hubfs/0%20-%20Downloads/Homeworking%20emissions%20whitepaper/Homeworking%20Emissions%20Whitepaper%2020.pdf>

² <https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2022>

³ <https://www.carbontrust.com/resources/sme-carbon-footprint-calculator>

⁴ [Scope3 Calculation Guidance 0.pdf \(ghgprotocol.org\)](#)

⁵ <https://www.gov.uk/government/statistical-data-sets/tsgb01-modal-comparisons#travel-to-work%20TSGB0108%20year%20filter%202021%20-%20Usual%20method%20of%20travel>

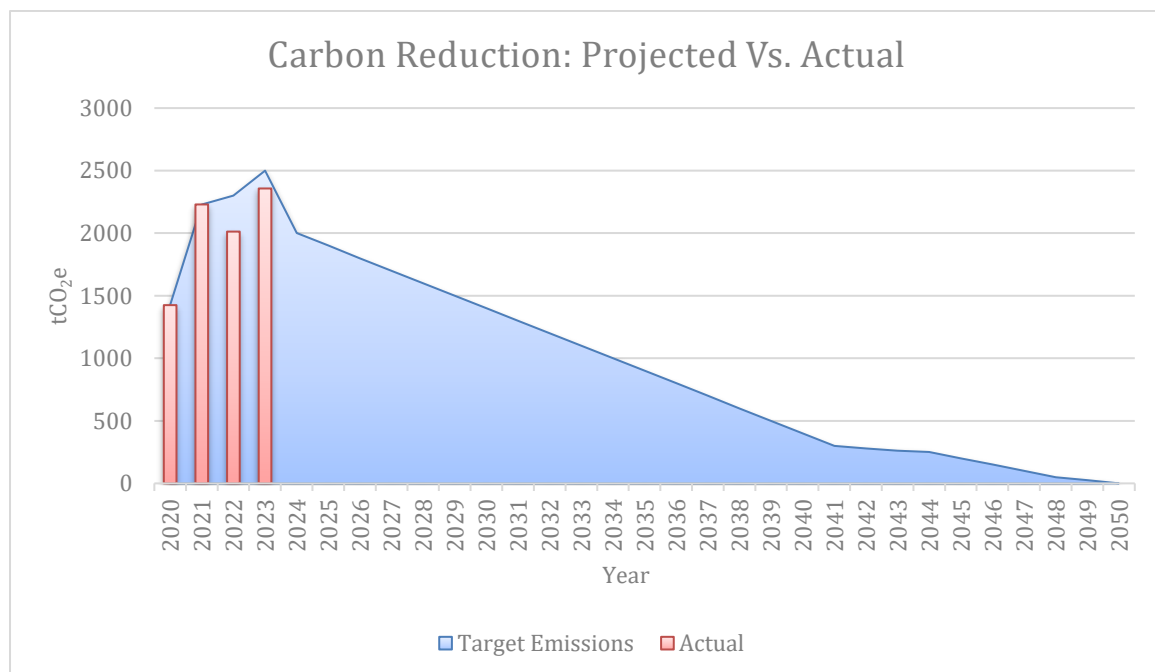
Original 2021 Emissions reduction targets

In order to progress to achieving UK Net Zero, we have adopted the following carbon reduction targets.

- Work with our office Landlords to aim to source 100% renewable electricity for the buildings AMS occupy
- Work with our office Landlords to assess if tCO₂e Waste generated in operations can be measured
- Continue encouraging business travel reduction and ensure business travel only takes place when deemed essential
- Encourage larger suppliers to adopt a science-based carbon reduction target by 2050
- Invest in certified, offsetting solutions for emissions we are unable to eliminate (a tree planting scheme is already under review)
- Implement improved reporting on employee commuting and employees working from home to then re-baseline using data from 2023 to ensure accuracy of reporting data

We project that carbon emissions will increase in the short term due to the impact of the pandemic on our business and post pandemic business growth but then will decrease over the next 30 years to 0 tCO₂e by 2050 as AMS work towards achieving UK Net Zero. This is a reduction of 100%.

Progress against these targets can be seen in the graph below:



Carbon Reduction Projects

Carbon Reduction Initiatives

2021 initiatives:

The following environmental management measures and projects have been completed or implemented since the 2020 baseline:

- Encourage business travel reduction and ensure business travel only takes place when deemed essential
- Implemented Microsoft Teams and other online solutions to maximise online meetings rather than face to face, reducing the need for travel
- Conducted an ERM External Review to validate AMS' roadmap and strategy
- Implemented an Sustainability (ESG) Steering Committee

It is anticipated that our emissions will increase as our headcount increases in line with business growth, our emissions will then start to reduce as we work to drive down our carbon emissions through collaboration with our Landlords and our Travel provider.

In 2021 AMS also:

- Invested in Plant for the Planet (tree planting scheme) which is a certified, offsetting solutions for emissions we are unable to eliminate. With an aim to start offsetting in 2022
- Provided internal communications to AMS personnel to support them on becoming more aware of the impact that AMS has on the environment and what they can do to 'think green'
- Liaised with office Landlords to understand their energy supplier usage. It was identified that Belfast and the new Bracknell office location are using a green energy supplier. The London office are using a supplier that has aimed to be carbon net zero by 2025. This will support AMS in our own commitments

In 2022 AMS:

- Implemented improved reporting on employee commuting and employees working from home by updating the employee commuting average methods in line with data available from the Gov.UK website
- Set a commitment with Science Based Targets to set targets Reviewed and updated the AMS Travel Policy
- Moved Bracknell office location to a different location which was providing green energy
- Worked with our AMS personnel to raise awareness around sustainability

In 2023 AMS:

- Achieved CarbonNeutral® division certification in the UK, in accordance with The [CarbonNeutral Protocol](#), the leading global framework for carbon neutrality Implemented improved reporting on employee commuting to track their commuting method
- Continue to work with our AMS personnel to raise awareness around sustainability
- Aim to become UK Carbon Neutral in 2023

2024 Objectives include:

- Assess and Report on Carbon Footprint in other core locations, outside of the UK, in which AMS operate
- Rebase line our UK Carbon Emissions once updated data for 2023 is available to ensure that AMS have a baseline that reflects business as usual operations. (Our current baseline is skewed by the impact of Covid-19)
- Move our London Head Office to a more energy efficient location
- Work with Science Based Targets to validate targets set by AMS (AMS are committed as of April 2022)
- Implement improved reporting on employee commuting to bring into Scope employees commuting to on-demand workspaces and by surveying employees on the distance they travel during their commute

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard¹ and uses the appropriate Government Greenhouse Gas Reporting Conversion Factors².

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard³.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of the Supplier:



Gordon Bull – Group Managing Director | Legal, Compliance & Risk

Original Date: 1st Nov 2021

Updated: January 2024

¹ <https://ghgprotocol.org/corporate-standard>

² [Greenhouse gas reporting: conversion factors 2022 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2022)

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