

Public

# Littlefish Carbon Reduction Plan: 2024-2025

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# 1. Executive Summary

Littlefish UK Ltd. (Littlefish) is committed to achieving Net Zero emissions by 2040 at the latest.

Reducing our Greenhouse Gas (GHG) emissions brings significant benefits for us, our customers, suppliers and wider community. It is also a moral and ethical imperative that we must not ignore, if wishing to act responsibly as a company.

This Carbon Reduction Plan (CRP) will cover Littlefish's baseline year information (2023), setting some clear targets for reducing GHG emissions over key timeframes and planned actions to achieve Carbon Net Zero by 2040 at the latest. These will eventually align with global efforts to mitigate climate change, such as the Science Based Targets Initiative.

This CRP is the first iteration since completing total carbon emission footprinting of the business operations in late Q3 2024. As such, this plan will be updated over the coming months to reflect a maturation of the reduction strategies planned.

Targets set out in this CRP will be achieved through behavioural change, improved monitoring and auditing processes, and technological solutions. Capital projects may play a role in later iterations but are currently in consideration only.

As a Services provider, with no vehicle fleet, and hybrid working, over 95% of our footprint is Scope 3. Indeed, almost 75% of our emissions can be attributed to Purchased Goods and Services. Therefore, initiatives will focus on our supply chain and staff behaviours as a priority, including more accurate footprinting of these activities.

These planned actions will see gradual reductions in GHG emissions in line with our Net Zero 2040 target, and we shall remain transparent and honest about progress towards these goals in annual updates of this CRP.

To find out more about our ESG commitments and download a copy of our "ESG Handbook" visit <https://www.littlefish.co.uk/environment-social-and-governance-esg/>

## 2. Meeting the reporting requirements

This CRP complies with PPN 06/21 as published by the Cabinet Office in June 2021. This document will be reviewed and updated annually in line with the Littlefish ESG Handbook and Accounts.

## 3. Commitment to achieving Net Zero

Littlefish is committed to achieving 'Net Zero' carbon emissions by 2040 at the latest. We recognise the urgent need to rapidly decarbonise, along with the whole of UK industry and global emissions, and the moral and ethical obligation that we must meet for current and future generations. We commit to act honestly and transparently regarding our CRP at all times.

## 4. Carbon Emissions Footprint

### 4.1 Baseline Year: CY 1<sup>st</sup> Jan 2023 to 31<sup>st</sup> Dec 2023

Littlefish has 3 office sites (three units in one building in Nottingham [Price House], two units in another building in Nottingham [Broadway House] and one unit in Sheffield [Steel City House]).

All sites are reported on.

Baseline Year: 2023	
Additional Details relating to the Baseline Emissions calculations.	
This baseline data replaces the 2022 baseline that was submitted in the CRP dated 21 <sup>st</sup> August 2023, due to our expansion of the reporting to include complete Scope 1, 2 and 3 carbon emissions, as opposed to Scope 3 emissions calculated from only the well-to-tank and fleet emissions from Scopes 1 and 2.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	1.267
Scope 2	54.006
Scope 3	2640.901
Total Emissions	2696.174

This baseline will be used in all future target setting and publicly available sustainability and carbon footprint reports released by Littlefish, overriding the 2022 CRP due to a greatly improved scope and accuracy.

## 4.2 Current Emissions Reporting

Reporting Year: 2023	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	1.267
Scope 2	54.006
Scope 3	2640.901
<b>Total Emissions</b>	<b>2696.174</b>

See figure 1. for visual summary of the GHG Protocol categories reported on. This represents over 98% of our total potential carbon footprint.

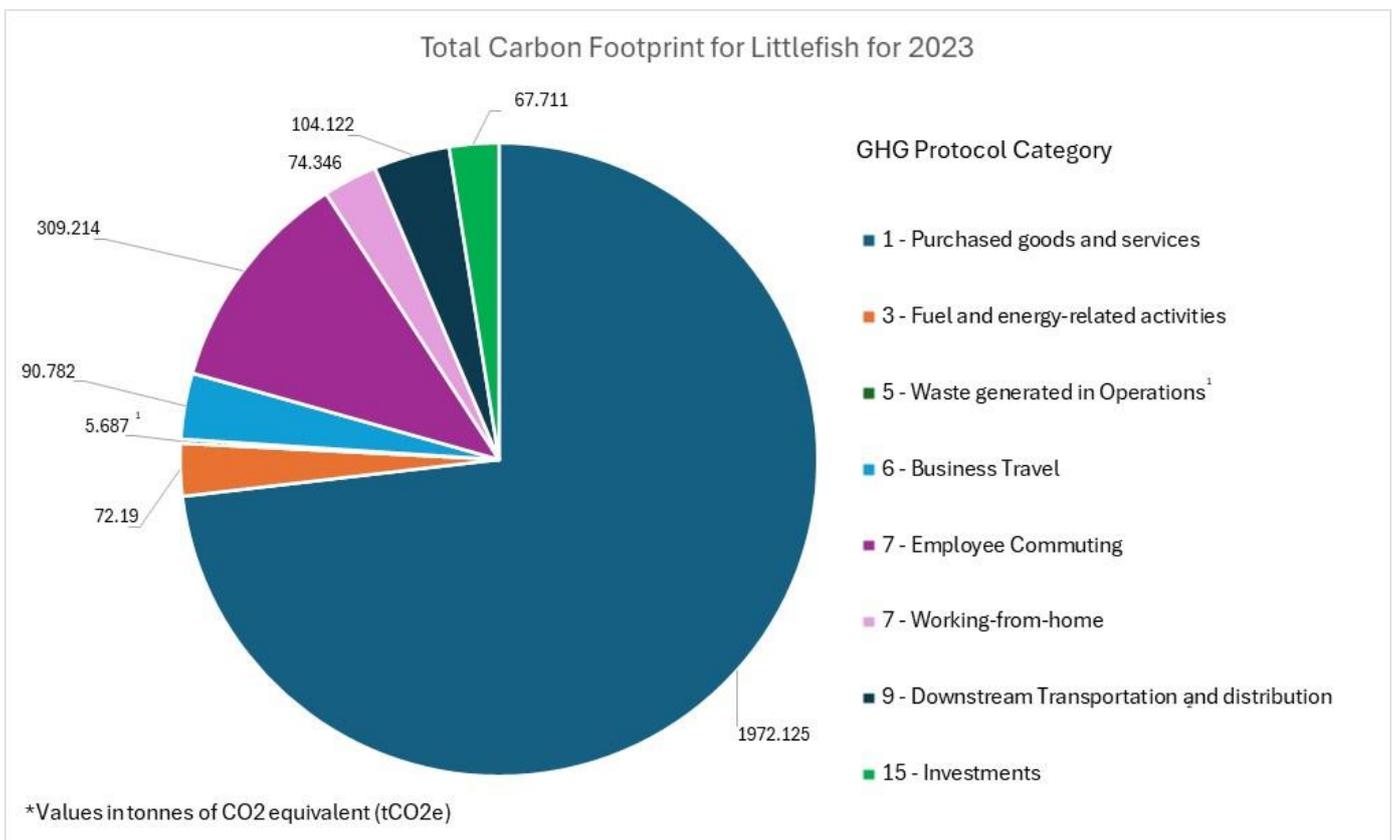


Figure 1. Breakdown of Littlefish Scope 1,2 and 3 carbon footprint by GHG Protocol category (as understood at time of publication).

As noted in the above figure, our Scope 3 reporting also includes typically “non-reportable” data, specifically working-from-home emissions. This is to give a more holistic and comprehensive understanding of our total emissions.

## 5. Emissions reduction targets

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets – see figure 2.

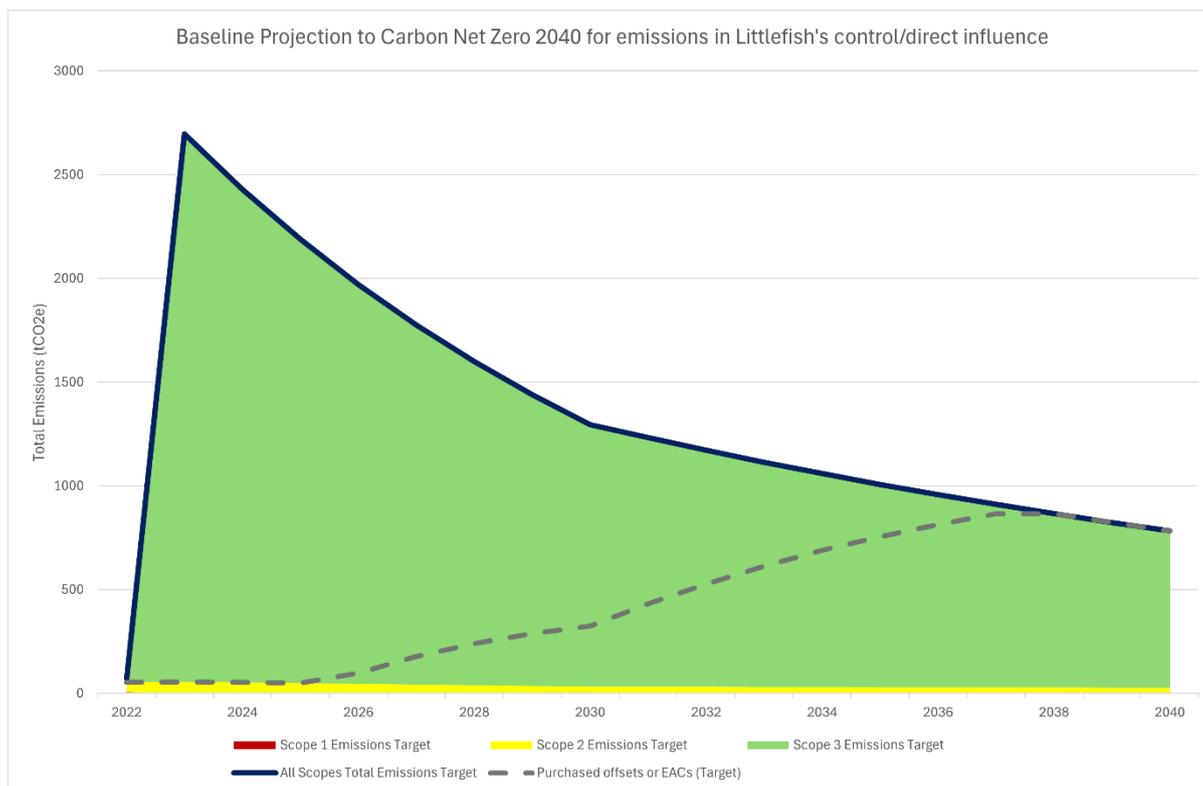


Figure 2. Emissions reduction forecast, resulting in “Net Zero” emissions by 2040. Notably, this forecast relies on high quality carbon offsetting, through removal projects such as CCS, due to the difficulties in achieving a 90% reduction in absolute emissions as a heavily Scope 3-weighted company.

This carbon reduction forecast set targets as follows:

Marginal reduction in Scope 1 emissions annually - predominantly due to the minimal role of Scope 1 in current operations.

- A 6% annual reduction in Scope 2 emissions from the baseline year through to 2030. This will bring reductions in line with SBTi near-term targets of 42% absolute reduction by 2030.
- A 10% annual reduction in Scope 3 emissions from 2023 baseline through to 2030, as reporting accuracy and “quick wins” in the supply chain are identified.
- A 5% annual reduction in Scope 3 emissions from 2031 through to 2040, reflecting the increased difficulty in finding additional reduction opportunities.
- The combined reductions will bring absolute Scope 3 emissions down by 70% of baseline 2023 levels.

This forecast assumes an absolute residual Scope 3 footprint of approximately 30% of 2023 levels, due to the restrictions of current energy grid infrastructure and supply chain constraints. Future CRPs will re-forecast

based on regional and national changes to these barriers – for example, significant changes to energy infrastructure, and the evolution of carbon offsetting schemes and carbon capture and storage technologies.

## 6. Carbon Reduction Projects

The carbon reduction opportunities in this section, once fully implemented, will support a reduction in GHG emissions each year in line with achieving Net Zero emissions by 2040, broadly in line with the forecast set out in figure 2.

The next CRP will set more granular targets, aligned with milestone dates.

In order to achieve Net Zero, Littlefish will be required to reduce across its Scope 1, 2 and 3 emissions – with the order of focus being first on Scope 3, then on Scope 2, and finally on Scope 1.

## 7. Scope 1 Actions (Direct)

- Littlefish retired its only fleet vehicle this year, and so has removed all Scope 1 emissions related to fleet operation.
- Littlefish office sites are predominantly heated by electric Air Conditioning systems, and use boiling water taps for kitchens. As such, they utilise very little gas heating, excepting the hot taps in the toilets – this generates relatively minute Scope 1 emissions. We will continue to encourage judicious use of hot water. The boilers are not under the direct control of Littlefish and so no capital solutions can currently be considered.
- Given the high reliance on A/C for heating and cooling, we will continue to maintain the units annually to mitigate risks of refrigerant gas leaks – a potent source of Scope 1 emissions. HVAC optimisation strategies will reduce load on the systems and prevent malfunction. HVAC upgrades will be considered as part of Scope 2 reductions (see below), and to reduce risk of leaks.
- Continue to offset the residual tCO<sub>2</sub>e through the purchase of carbon emissions credits from an International Carbon Reduction & Offset Alliance (ICROA) provider (namely CO<sub>2</sub>Balance – approved and recently audited).

## 8. Scope 2 Actions (Indirect)

- Implement all available technical solutions, including hardware and software building and energy management systems – this may include energy saving devices for HVAC units (saving 10-20% per annum on electricity).
- HVAC upgrade (capital project) and optimisation (operational project) strategies should reduce emissions further – including smarter heating and cooling schedules and occupancy audits to mitigate wasted HVAC operation time.
- Continue to ensure we have power management policies in place for hardware such as laptops / PC / Printers etc. and optimise current digital estate – for example, auto-shutdown routines, right-sizing Virtual Machine and Development Environments, reducing Cloud storage.
- Encourage behaviour change by sharing the annual carbon footprint report and providing relatable advice on how staff can impact the footprint – disaggregating to office sites where insightful.

- Littlefish already maximise the purchase of renewable-backed energy tariffs, sourcing 100% renewable electricity for its Price House site where it has direct control of the tariff. We shall continue to encourage landlords and building management to consider low carbon or renewable options in future contract purchases (current sites see a minimum of 95% low carbon and renewables in it's energy mix.

Continue to offset the residual tCO<sub>2</sub>e through the purchase of carbon emissions credits from an International Carbon Reduction & Offset Alliance (ICROA) provider (namely CO2Balance – approved and recently audited).

## 9. Scope 3 Actions (Indirect)

This Scope is by far the biggest in terms of our carbon emissions, and so will require a multi-faceted and long-term series of actions to see significant reductions. As such, initiatives will target the various topics, as below:

### 9.1 Business Travel

- Encourage the continued use of virtual meeting platforms and update our Travel Policy with a clear travel hierarchy.
- Continue to encourage the use of public transport, in particular trains and trams.
- Explore the potential of car share schemes.
- Investigate the feasibility of a “personal carbon footprint” project and application of travel limits should staff exceed expected mileage *etc.*
- Provide transparency for staff on travel purpose and expenditure across the organisation,
- Conduct mileage claim audits to ensure staff are conducting appropriate business travel and reporting accurate mileage.

### 9.2 Employee commuting

An annual survey currently captures staff commuting habits, and the results are extrapolated to estimate commuting emissions for the entire business.

- Aim to increase the response rate on the commuting survey, from 50% of staff, to 75%, to facilitate more accurate commuting emissions estimates.
- Continue to promote, support and encourage hybrid working (currently increased to a 3 day per week home working pattern from last year.
- Continue to promote Green Travel through our bike to work scheme, free bike parking and discounted bus and tram passes – work to expand the schemes and make them financially viable for more staff.
- Continue to explore EV salary sacrifice schemes.
- Eco-driving training for staff who comprise the top 10% of mileage claims.

### 9.3 Working from Home

- Aim to increase the response rate on the working from home survey, from 50% of staff, to 75%, to facilitate more accurate WFH emissions estimates and focus awareness initiatives.
- The Littlefootprint (Green champions) team shall continue to publish information and events relating to working from home and the reduction of home energy use – such as an Energy Month.

## 9.4 Purchased Goods and Services – sustainable procurement and supplier management

- Improve Sustainable Procurement processes, for example implementing a Supplier Code of Conduct and Sustainable Procurement Policy.
- Improve supplier management through platforms such as Risk Ledger, to ensure accountability and transparency and initiate dialogue throughout the supply chain.
- Offer knowledge sharing and best practice sessions to key suppliers and engage with suppliers who hold similar events.

## 9.5 Waste

- Improved IT Hardware lifecycle policy and enhanced monitoring and processes for internal use and refurbishment of ICT assets.
- Improved ICT Asset management systems.
- Investigate food waste streams for office sites.

## 9.6 Employee learning and behaviour change

As a services-based business, our staff behaviours will be key to continuous reductions in carbon emissions. Initiatives will focus on improving understanding of key sustainability issues, and encouraging small to medium actions that all staff can take to reduce their impact on the environment. This will be driven primarily by the Littlefootprint Green Champions group, with support from the Executive level sponsor and key senior stakeholders.

Actions will mostly impact Scope 3 emissions, but also Scope 2 to a degree.

- An Events subgroup of Littlefootprint will coordinate larger quarterly events as opposed to *ad hoc* announcements through internal messaging platforms (which will be pared back but still continue), ensuring maximum engagement on key sustainability topics – for example, an Energy Month campaign.
- The ESG Lead is now a Carbon Literacy facilitator and shall continue to raise awareness of climate change throughout the business, delivering training firstly to the Littlefootprint Green Champions, followed by key internal stakeholders (such as the Executive Board), and finally to cohorts of employees (and clients if requested).
- The annual carbon emission report and key ISO14001 audit outcomes will be shared with the workforce to increase transparency and accountability, allowing staff to comment on the activities planned / completed. Progress updates may be uploaded to our HR Hub for review by staff.
- An annual Staff Green Health survey will be continued and iterated on, to gather feedback on current attitudes towards sustainability of the staff, but also of their opinion of the business' stated aims and ambitions (and perceived efforts).

## 9.7 Cloud Migration

- A shifting of our datacentres and resources, from co-located or small-scale data centres, to larger Cloud based providers such as Microsoft, will allow better monitoring of Cloud emissions and organically reduce our Scope 3 footprint as these larger providers improve the energy efficiency and sustainability of their operations over the coming years.

## 9.8 Carbon reporting

- Develop and implement a carbon data improvement plan over the next 1-36 months, ensuring that data accuracy is continually improved – facilitating greater understanding of our true carbon footprint and helping to focus initiatives.

# 10. Leadership

The Executive Board of Littlefish has given, and will continue to give, its full support to this Carbon Reduction programme and the team required to achieve Net Zero ambitions.

The Board will continue to receive and review monthly updates from the ESG Lead on Carbon Reduction progress.

An Executive Sponsor will continue to support ground level initiatives and be an active member of the Green Champions (Littlefootprint) team to ensure active dialogue on sustainability at all levels of the business.

A budget has been pre-approved for certain actions relating to ESG, and the ESG Lead and Executive Sponsor will ensure this is utilised to its fullest on carbon reduction projects.

## Declaration and Sign Off

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

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard<sup>1</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>2</sup>.

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

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

### Approved and signed by

Chloe Fellows

CPO

Date: 18/12/24

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

<sup>2</sup><https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

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