

# Business Certification

**Astute Group**

*YEAR 1*

01 January 2022 to 31 December 2022

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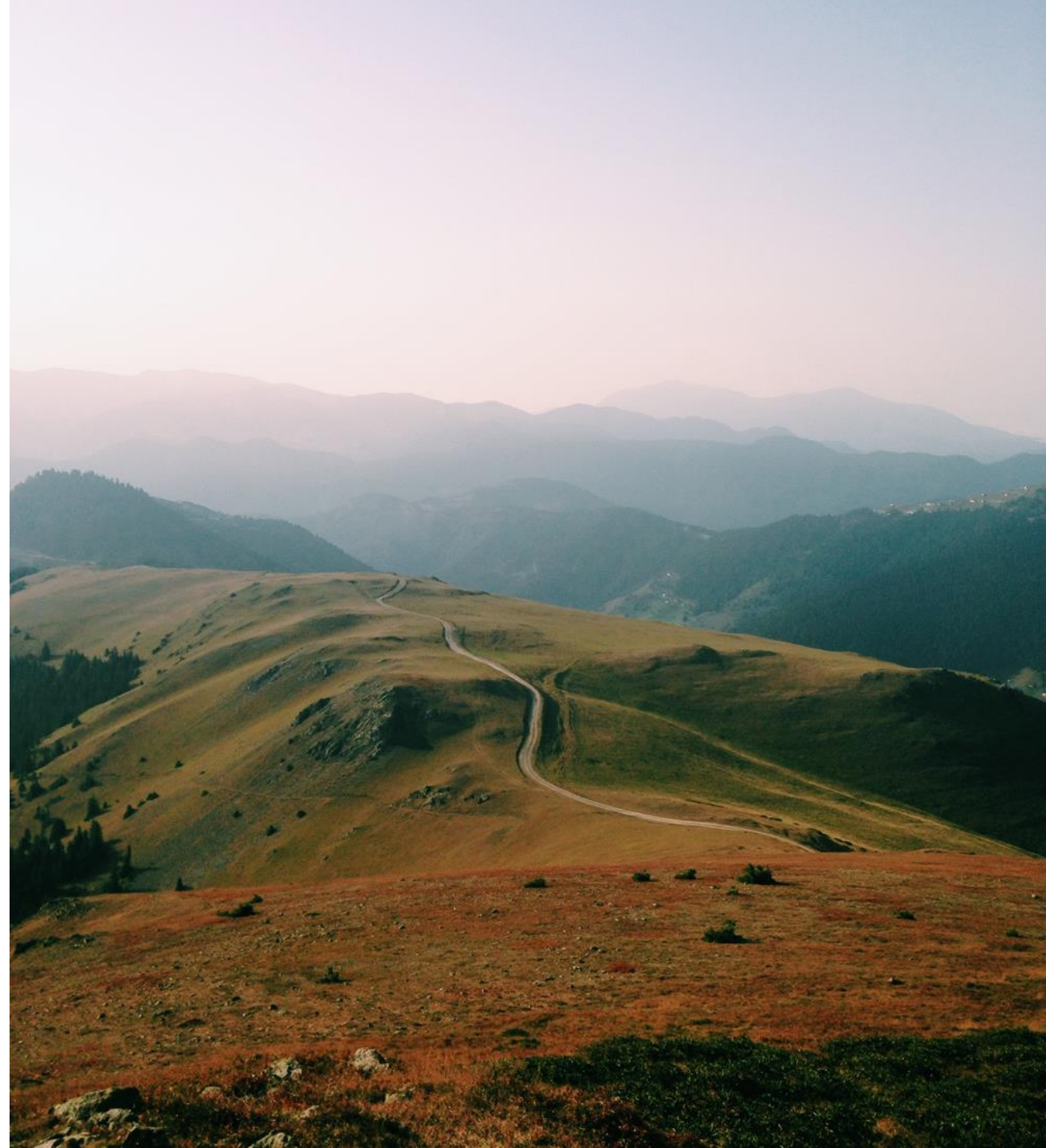
Measure



Engage



Communicate





# Total carbon EMISSIONS

**234.6**  
tCO<sub>2</sub>e total emissions

**Total emissions equivalent to**  
**207 flights from London to New York**

**1.4**  
tCO<sub>2</sub>e per employee



## Buildings

173.5 tCO<sub>2</sub>e

Used enough electricity to power **118** UK homes for one year



## Travel

59.9 tCO<sub>2</sub>e

Travelled **10** times around the world



## Waste

0.5 tCO<sub>2</sub>e

Produced waste that weighs the same as **2** London buses



## Water

0.0001 tCO<sub>2</sub>e

**0.01** litres per employee per day



## Procurement

0.7 tCO<sub>2</sub>e

**647** sheets of paper used per day



## Homeworking

4.3 tCO<sub>2</sub>e

Used enough energy to power **1** UK home for one year



# Step one.

# MEASURE





# Total carbon footprint.

## Location *BASED*

### Reporting year:

01 January 2022 to 31 December 2022

### Reporting Boundary:

Head Office (Astute House, Rutherford Close, Stevenage, SG1 2EF)

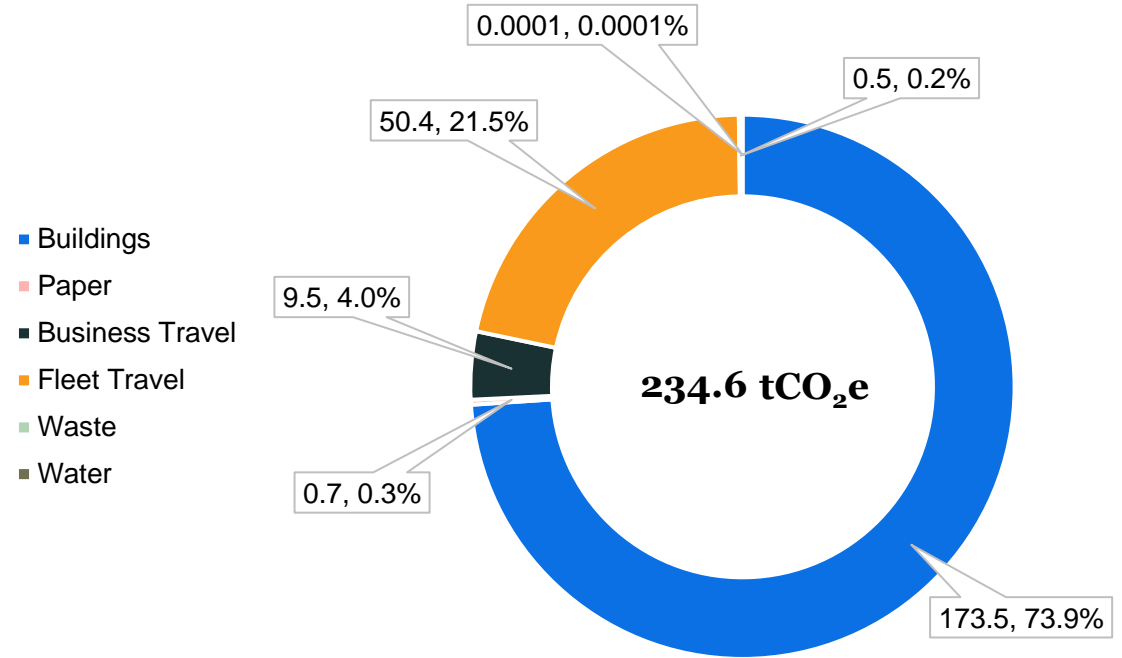
### Emissions measured:

Electricity, T&D Losses, Natural Gas, Water, Waste, Fleet, Business Travel, Paper, Homeworking (excluded from footprint)

### Highlights:

Carbon footprint (tCO<sub>2</sub>e): **234.6**  
Per employee (tCO<sub>2</sub>e): **1.4**  
Next reduction target: **5%**  
Data quality score: **14 out of 16**

Carbon footprint by emission source for year ending 2022, tCO<sub>2</sub>e



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).



# Total carbon footprint.

Market *BASED*

## Reporting year:

01 January 2022 to 31 December 2022

## Reporting Boundary:

Head Office (Astute House, Rutherford Close, Stevenage, SG1 2EF)

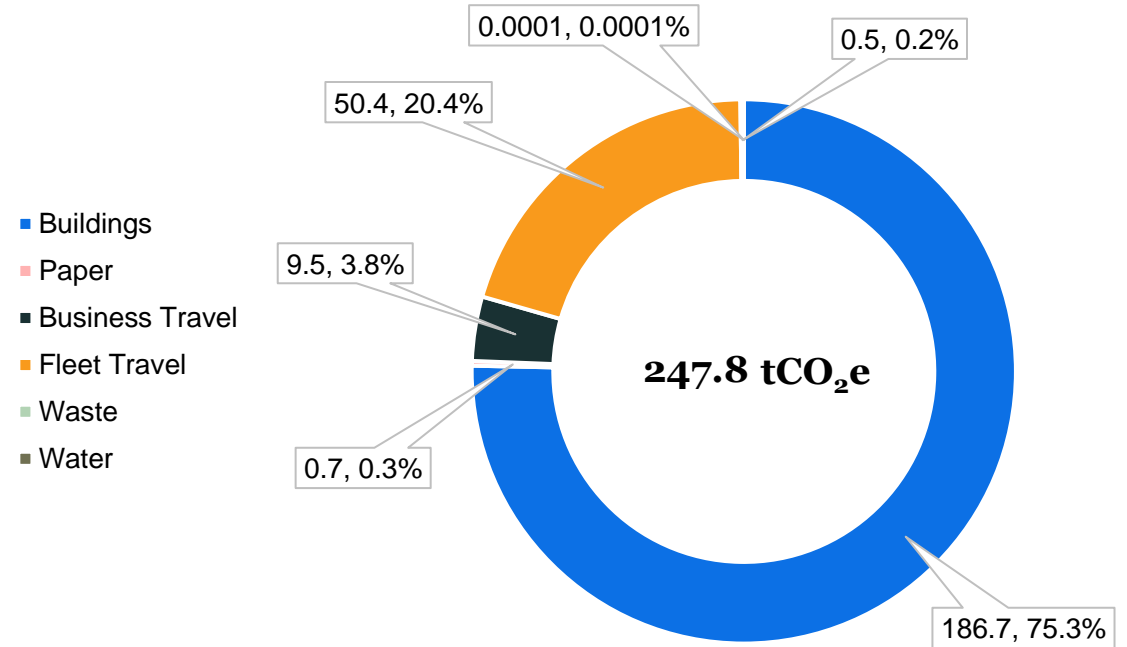
## Emissions measured:

Electricity, T&D Losses, Natural Gas, Water, Waste, Fleet, Business Travel, Paper, Homeworking (excluded from footprint)

## Highlights:

Carbon footprint (tCO<sub>2</sub>e): **247.8**  
Per employee (tCO<sub>2</sub>e): **1.5**  
Next reduction target: **5%**  
Data quality score: **14 out of 16**

Carbon footprint by emission source for year ending 2022, tCO<sub>2</sub>e



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).

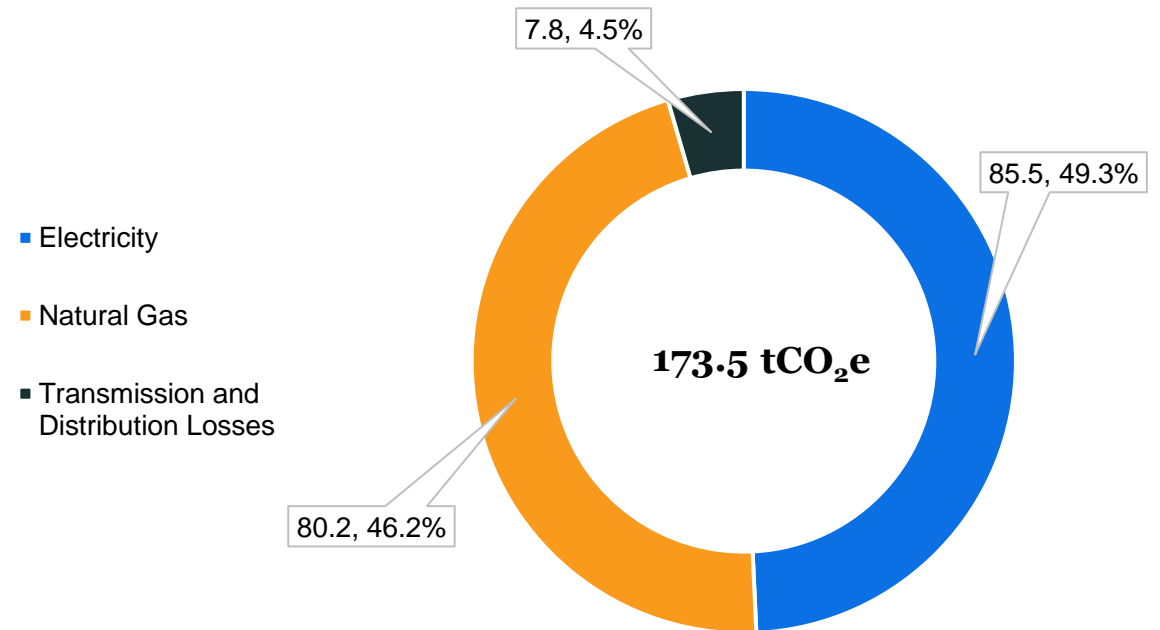


# Carbon footprint.

## BUILDINGS

Buildings	tCO <sub>2</sub> e	%
Electricity	85.5	49.3
Natural Gas	80.2	46.2
Transmission and Distribution Losses	7.8	4.5
<b>Total</b>	<b>173.5</b>	<b>100.0</b>

Buildings emissions for year ending 2022, tCO<sub>2</sub>e



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

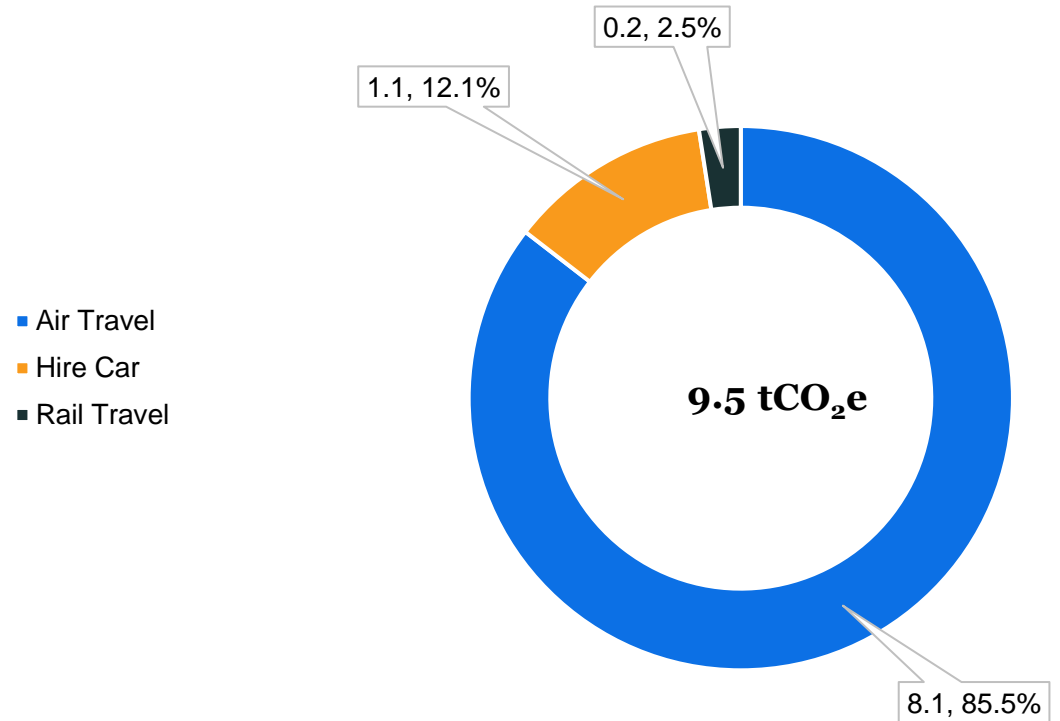


# Carbon footprint.

## Business TRAVEL

Business Travel	tCO <sub>2</sub> e	%
Air Travel	8.1	85.5
Hire Car	1.1	12.1
Rail Travel	0.2	2.5
<b>Total</b>	<b>9.5</b>	<b>100.0</b>

Business travel emissions for year ending 2022, tCO<sub>2</sub>e



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

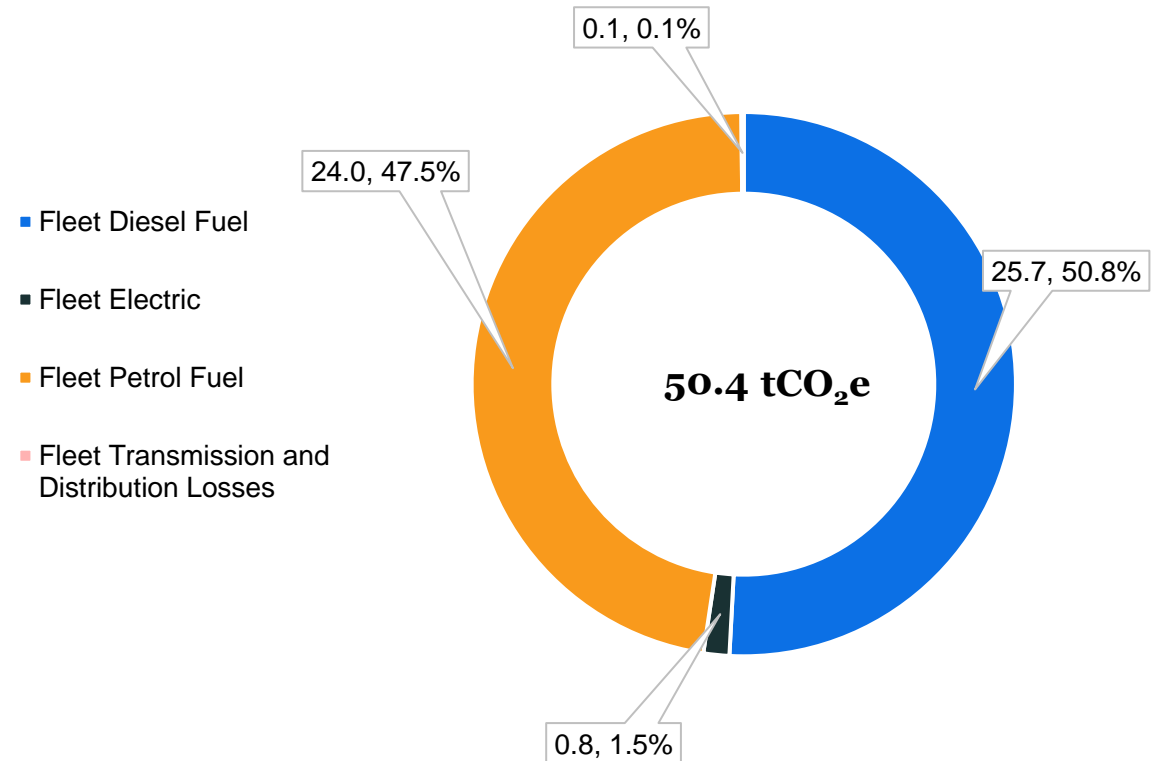


# Carbon footprint.

## Fleet TRAVEL

Fleet Travel	tCO <sub>2</sub> e	%
Fleet Diesel Fuel	25.7	50.8
Fleet Electric	0.8	1.5
Fleet Petrol Fuel	24.0	47.5
Fleet Transmission and Distribution Losses	0.1	0.1
<b>Total</b>	<b>50.4</b>	<b>100.0</b>

Fleet travel emissions for year ending 2022, tCO<sub>2</sub>e



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



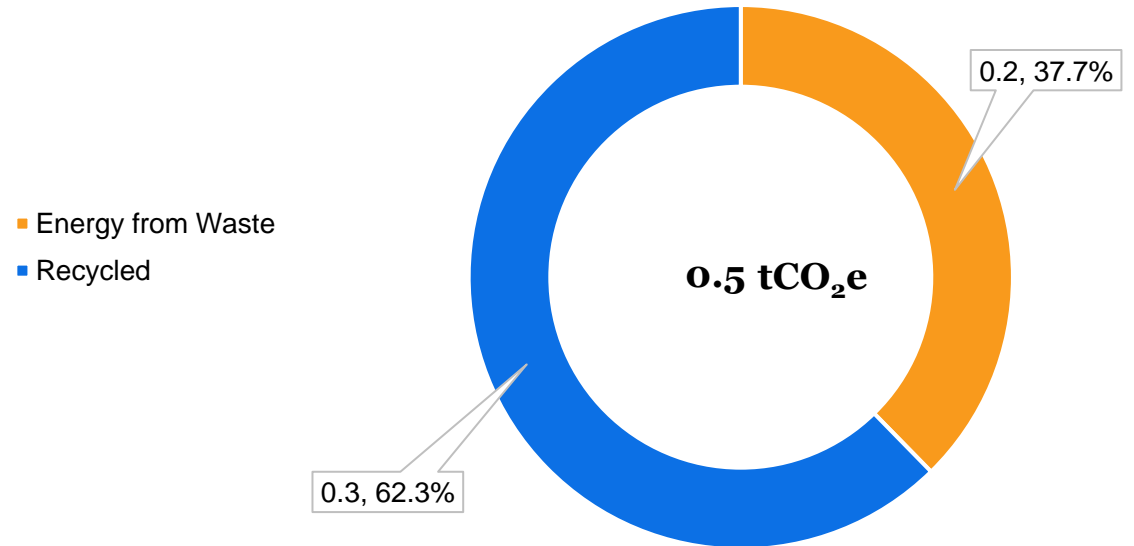


# Carbon footprint.

WASTE

Waste	tCO <sub>2</sub> e	%
Energy from Waste	0.2	37.7
Recycled	0.3	62.3
<b>Total</b>	<b>0.5</b>	<b>100.0</b>

Waste emissions for year ending 2022, tCO<sub>2</sub>e



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

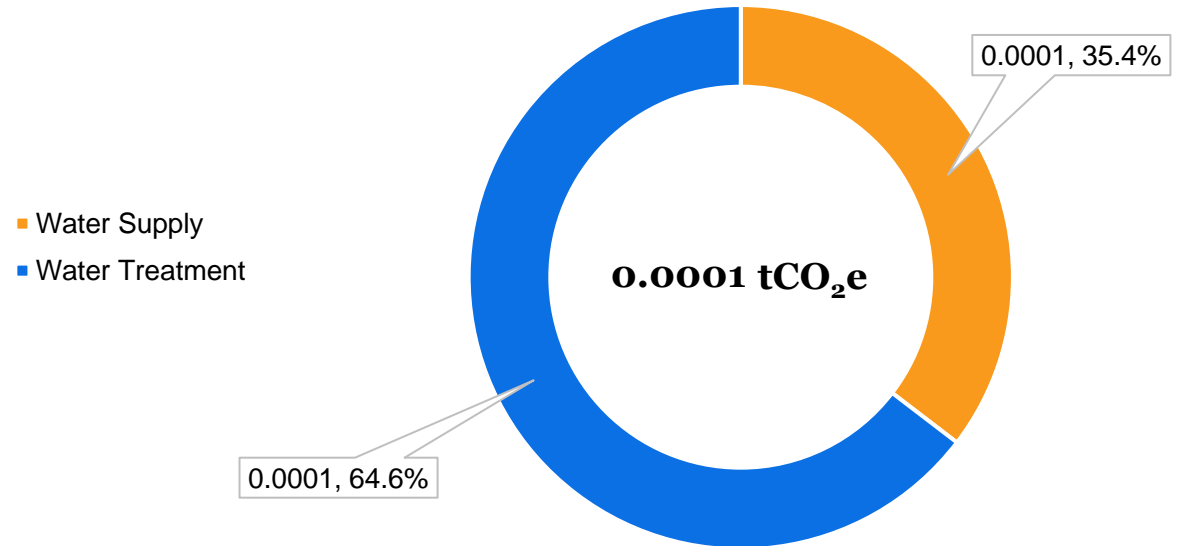


# Carbon footprint.

WATER

Water	tCO <sub>2</sub> e	%
Water Supply	0.0001	35.4
Water Treatment	0.0001	64.6
<b>Total</b>	<b>0.0001</b>	<b>100.0</b>

Water emissions for year ending 2022, tCO<sub>2</sub>e



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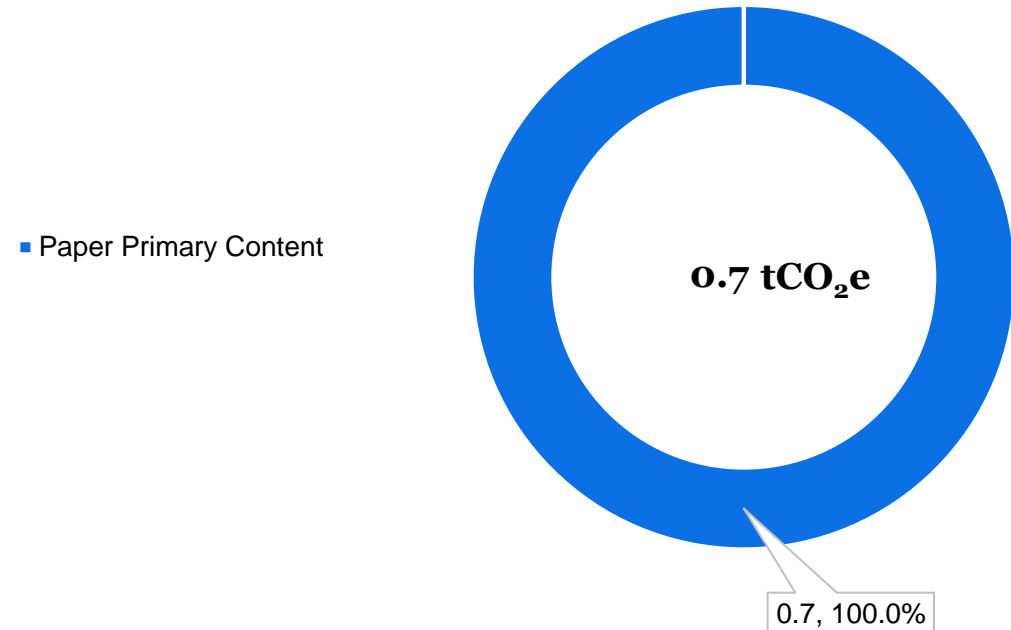


# Carbon footprint.

## PROCUREMENT

Paper	tCO <sub>2</sub> e	%
Paper Primary Content	0.7	100.0
<b>Total</b>	<b>0.7</b>	<b>100.0</b>

### Procurement emissions for year ending 2022, tCO<sub>2</sub>e



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

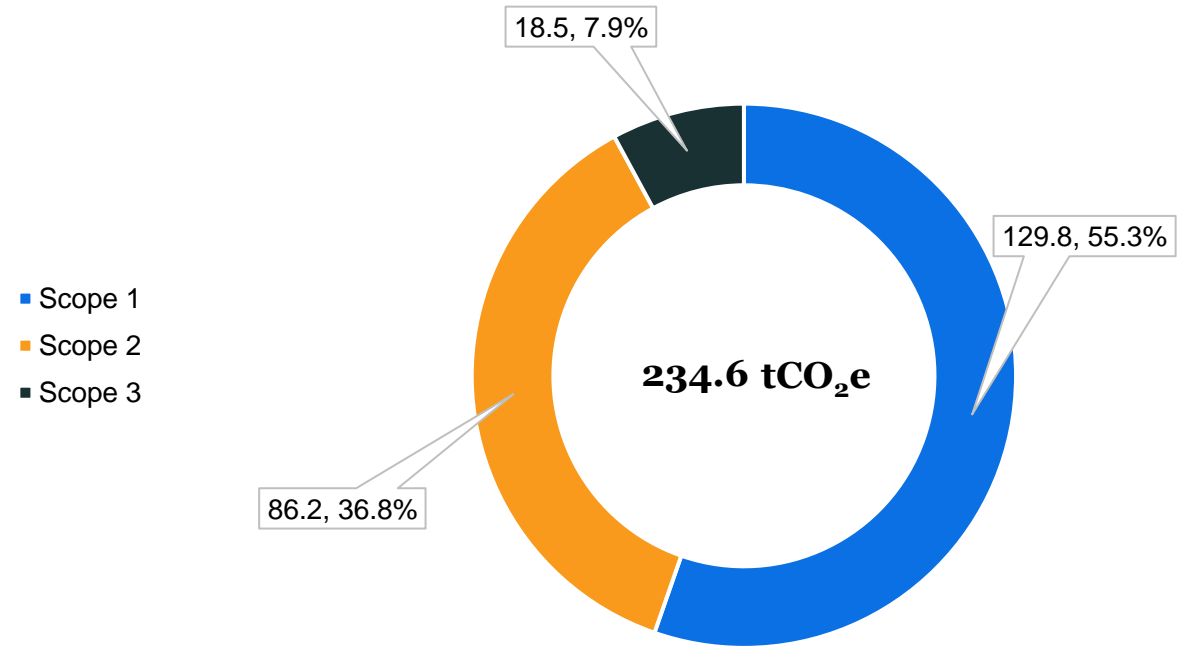


# Total carbon footprint.

BY SCOPE

Scope	tCO <sub>2</sub> e	%
Scope 1	129.8	55.3
Scope 2	86.2	36.8
Scope 3	18.5	7.9
<b>Total</b>	<b>234.6</b>	<b>100.0</b>

Total carbon emissions by scope for year ending 2022, tCO<sub>2</sub>e



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



# Carbon footprint.

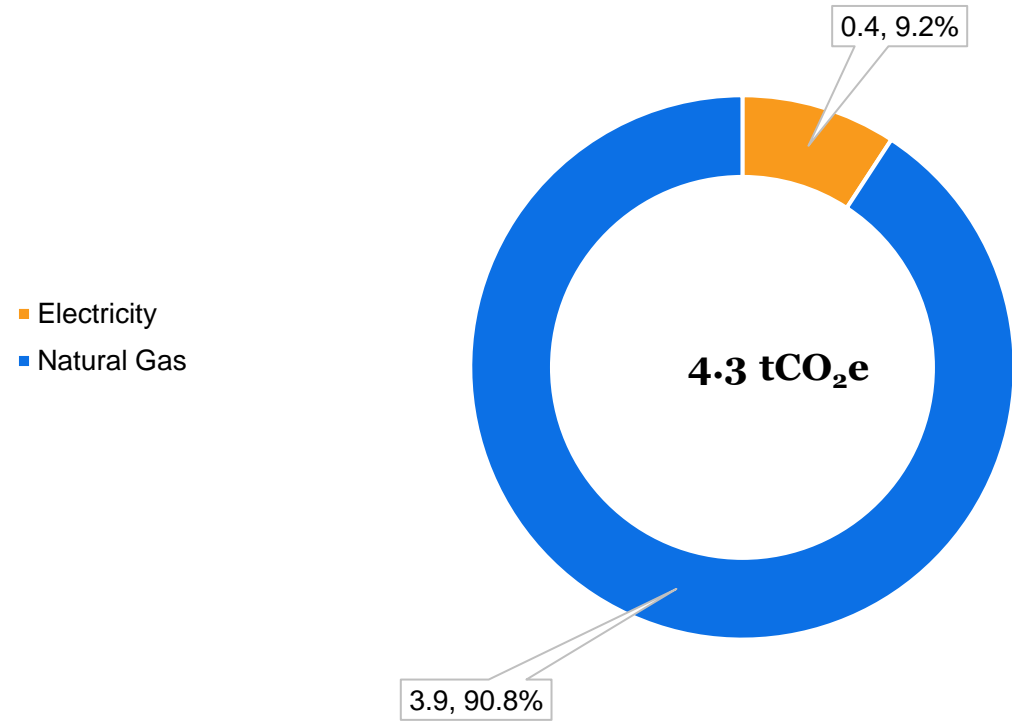
HOME OFFICE

## Notes:

- Due to the uncertainties surrounding Home Office 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 <sub>2</sub> e	%
Electricity	0.4	9.2
Natural Gas	3.9	90.8
<b>Total</b>	<b>4.3</b>	<b>100.0</b>

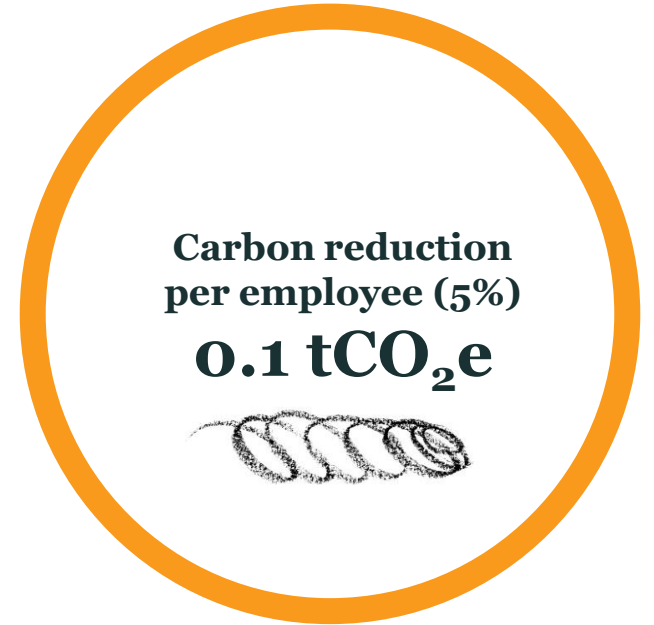
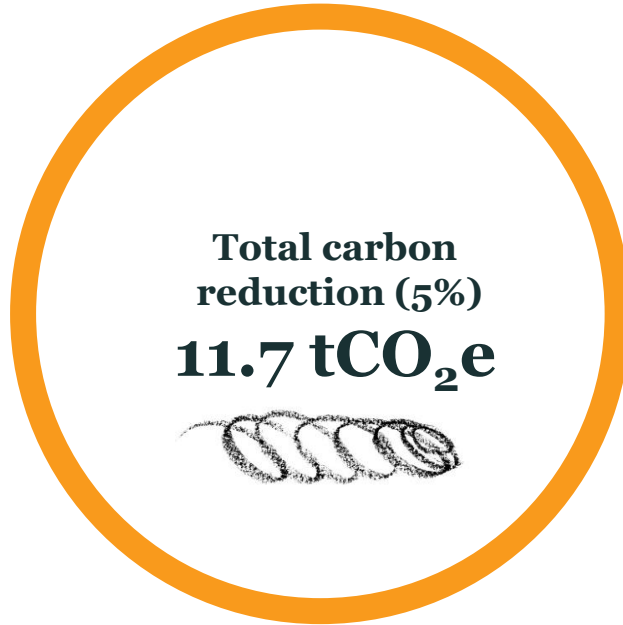
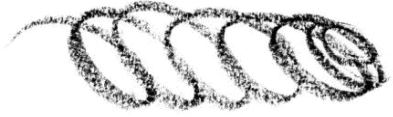
## Homeworking emissions for year ending 2022, tCO<sub>2</sub>e



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



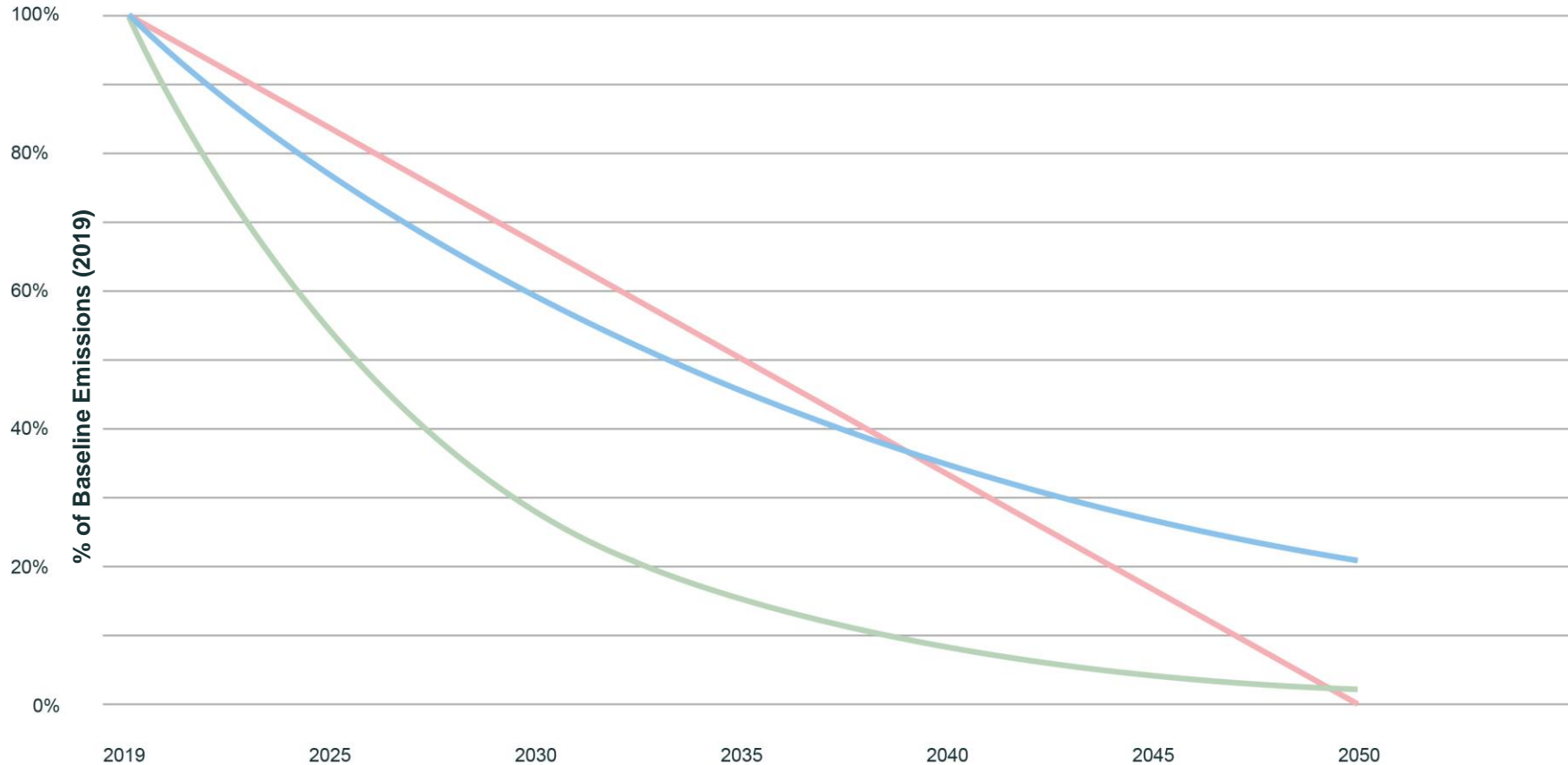
# Looking ahead Targets for next year.





# 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

**% turnover**  
**0.04 %**

**Total Social Value**  
**£ 72,748**

**Social Value**  
**per employee**  
**£ 447**



**Your people**  
**£ 30,766**



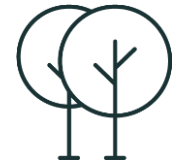
**Community & volunteering**  
**£ 1,556**



**Donations**  
**£ 8,467**



**Procurement**  
**N/A**



**Environmental impacts**  
**£ 31,959**





# Social Value – Breakdown (i).

Theme	Ref	Measures (select the ones that apply to your business)	Units	Your amount
People	NT4	No. of full time equivalent employees (FTE) hired on the contract who are NOT in Employment, Education, or Training (NEETs)	No. people FTE	2
Community & Volunteering	NT13	Meaningful work placements that pay Minimum or National Living wage according to eligibility - 6 weeks or more (internships)	No. weeks	8
Environmental	NT83	Commitment to measure and disclose Scope 1, 2 and 3 carbon emissions	Yes, commitment to measure Scope 1, 2 and 3 emissions	Yes
Environmental	TPM1	Avoided Commute due to working from home	No. of commuting hours saved in the year	2,929.3
Donations	NT16	Equipment or resources donated to VCSEs (£ equivalent value)	£	8,467

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# Step two.

## ENGAGE

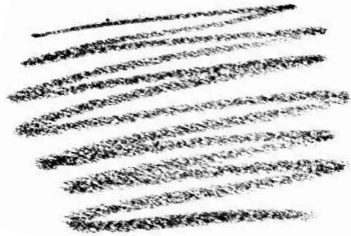




# Workshops.

Our engagement experts will help unlock your employees' passion to innovate and take ownership of their environmental impacts.

Together, we celebrate every commitment and champion every success, providing positive reassurance to help you drive change from within.



Workshop	Description
<b>Sustainability Energiser</b>	A 1 hour session for everyone in the business. It raises awareness about sustainability, the business case for acting on climate change and the carbon footprint of the company. Includes brainstorm session inviting participants to come up with solutions.
<b>Sustainability Plan Workshop</b>	A 3 hour session which lifts the lid on operational carbon emissions, supporting a brainstorming sessions 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.
<b>Business Sustainability Essentials Training</b>	A 3 hour session covering the basics of business sustainability and the role your employees can adopt in driving change from within. Offered as both public and private event.
<b>Stakeholder Engagement Workshop</b>	A 30min-1 hour session, focussing on the member's sustainability journey to date, ambitions ahead with the view to encourage their suppliers/customers to join. Q&As, networking opportunity.





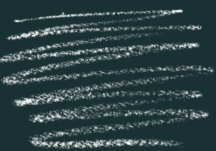
# The Eden Project

## *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.
- We have protected one acre of Peruvian rainforest in your company name.



# COOL EARTH



# Step three.

# COMMUNICATE





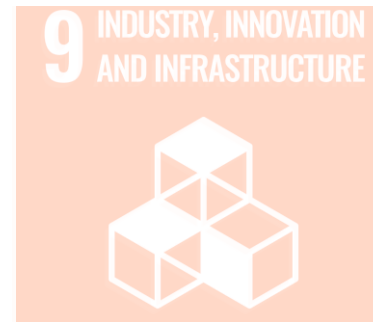
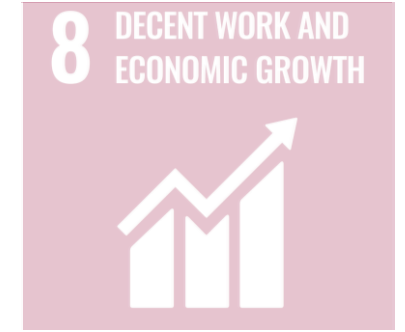
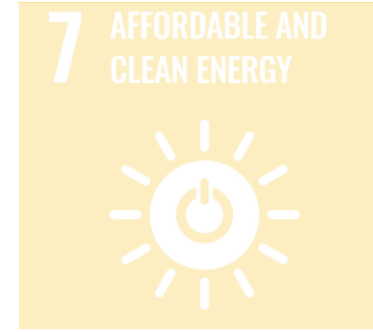
# Communicating your international influence.

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 18 SDG targets.

Contributing towards

# 5 SDGs





# SDG alignment.



**6** CLEAN WATER AND SANITATION

6.3 - 100% of water treated  
6.6 - Acre of rainforest protected

**9** INDUSTRY, INNOVATION AND INFRASTRUCTURE

**13** CLIMATE ACTION

13.3 - Acre of rainforest protected, storing 260 tCO<sub>2</sub>  
13.3 - Donation to the Eden Project

**7** AFFORDABLE AND CLEAN ENERGY

**11** SUSTAINABLE CITIES AND COMMUNITIES

11.6 - Measured carbon emissions  
11.6 - 62% of waste recycled and composted  
11.4 - Donation to the Eden Project  
11.4 - Acre of rainforest protected

**14** LIFE BELOW WATER

**8** DECENT WORK AND ECONOMIC GROWTH

**12** RESPONSIBLE CONSUMPTION AND PRODUCTION

12.6 - Measured carbon emissions  
12.5 - 62% of waste recycled and composted

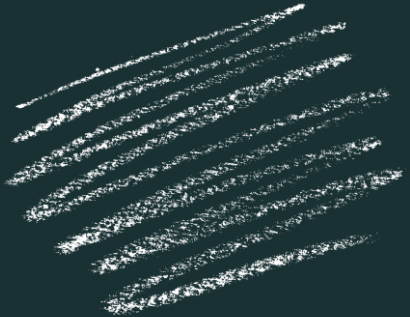
**15** LIFE ON LAND

15.2 - Acre of rainforest protected, storing 260 tCO<sub>2</sub>





# 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	Current		
			01 January 2022 to 31 December 2022		
			Amount	tCO <sub>2</sub> e	% total carbon footprint
<b>Buildings</b>					
Electricity (location based)	2	kWh	441,896.5	85.5	36%
Electricity (market based)	2	kWh	441,896.5	98.7	-
Natural Gas	1	kWh	439,279.6	80.2	34%
Transmission and Distribution Losses	3	kWh	441,896.5	7.8	3%
<b>Procurement</b>					
Paper Primary Content	3	tonnes	0.7	0.7	0.3%
<b>Travel</b>					
Fleet Diesel Fuel	1	litres	10,028.2	25.7	11%
Fleet Petrol Fuel	1	litres	11,079.6	24.0	10%
Fleet Electric	2	kWh	4,011.7	0.8	0.3%
Air Travel	3	passenger.km	60,077.6	8.1	3%
Fleet Transmission and Distribution Losses	3	kWh	4,011.7	0.1	0.03%
Hire Car	3	km	6,696.9	1.1	0.5%
Rail Travel	3	passenger.km	7,792.1	0.2	0.1%
<b>Waste</b>					
Energy from Waste	3	tonnes	8.8	0.2	0.1%
Recycled	3	tonnes	14.6	0.3	0.1%
<b>Water</b>					
Water Supply	3	cubic metres	0.3	0.0001	0.01%
Water Treatment	3	cubic metres	0.3	0.0001	0.01%
<b>Location Based</b>					
<b>Total</b>		tCO <sub>2</sub> e		<b>234.6</b>	
No. employees		Number		162.6	
<b>Total per employee</b>		tCO <sub>2</sub> e		<b>1.4</b>	
Turnover £m		£m		185.0	
<b>Total per £m</b>		tCO <sub>2</sub> e		<b>1.3</b>	
<b>Market Based</b>					
<b>Total</b>		tCO <sub>2</sub> e		<b>247.8</b>	
No. employees		Number		162.6	
<b>Total per employee</b>		tCO <sub>2</sub> e		<b>1.5</b>	
Turnover £m		£m		185.0	
<b>Total per £m</b>		tCO <sub>2</sub> e		<b>1.3</b>	

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# About this report – General.

<b>Company Name</b>	Astute Group
<b>Sector</b>	Other
<b>Reporting Period</b>	01 January 2022 to 31 December 2022
<b>Year Of Certification</b>	1st
<b>Reporting Boundary</b>	Head Office (Astute House, Rutherford Close, Stevenage, SG1 2EF)
<b>Emission sources included</b>	Electricity, T&D Losses, Natural Gas, Water, Waste, Fleet, Business Travel, Paper, Homeworking (excluded from footprint)
<b>Total FTE Employees (annual average no.)</b>	163
<b>Data Collection Lead</b>	Nicola Everest, <a href="mailto:Nicola.Everest@astutegroup.com">Nicola.Everest@astutegroup.com</a>
<b>Significant reporting changes</b>	Many of our customers still had COVID restrictions on work travel in 2022, so please note our Business Travel and Fleet Travel are both lower than they would have been before the pandemic and are expected to increase this year.
<b>Current Conversion Factor</b>	Carbon: BEIS 2022, Social Value: The National TOMS 2022
<b>Methodology</b>	We follow the GHG Protocol for Corporate Emission Reporting and The National TOMs Framework for Social Value Reporting. Refer to Planet Mark Code of Practice for detailed information on the methodology and standards used in the preparation of this report
<b>Community Project</b>	Contributions to the Eden Project and to Cool Earth's Asháninka community rainforest project have been made as part of Planet Mark Certification
<b>Prepared by</b>	Alice Szuszkewicz, Data Analyst, Planet Mark
<b>Checked by</b>	Jamie Beevor, Head of Technical, Planet Mark Rima Trofimovaite, Head of Measurement, Planet Mark
<b>Date</b>	15 February 2023



# About this report – Caveats (i).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
<b>Electricity</b>	2 and 3	kWh	Primary source - invoices	Actual meter reads	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). Your scope 2 electricity emissions are reported in two ways; using the location-based method and the market-based method. Location-based electricity emissions have been calculated using carbon emission factors for average national or sub-national grid electricity and market-based electricity emissions have been calculated using carbon emission factors for your specific electricity supply fuel mix as published on your supplier's website for electricity supplied in the period April 2021 to March 2022.	Head Office (Astute House, Rutherford Close, Stevenage, SG1 2EF)
<b>Natural Gas</b>	1	kWh	Primary source - invoices	Actual meter reads	None	Head Office (Astute House, Rutherford Close, Stevenage, SG1 2EF)
<b>Water Supply &amp; Treatment</b>	3	m <sup>3</sup>	Primary source - invoices	Actual and estimated meter reads with some interpolation to match reporting period	Please refer to the omissions and estimations slide for data interpolation and or extrapolation details.	Head Office (Astute House, Rutherford Close, Stevenage, SG1 2EF)
<b>Homeworking Energy</b>	3	kWh	Secondary source - Planet Mark homeworking energy calculation tool	Estimated	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. Where the business has a physical office, homeworking utility emissions are calculated but not included in the Total Carbon Footprint figure.	Head Office (Astute House, Rutherford Close, Stevenage, SG1 2EF)

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
<b>Fleet Vehicles</b>	1, 2 & 3	Km/kWh	Primary source - expense claims	Actual	Fleet vehicles had cost data and converted mileage data available this year in full. The data was divided between travel which was for personal and business use. Due to it being a fuel card report we have translated these cost amounts into fuel values litres, rather than taking the converted mileage. The cost values have been assumed to have VAT included within them. The cost has been converted to litres of the relevant fuel using the BEIS 2022 cost per fuel values found: <a href="https://www.gov.uk/government/statistical-data-sets/oil-and-petroleum-products-monthly-statistics">https://www.gov.uk/government/statistical-data-sets/oil-and-petroleum-products-monthly-statistics</a> . The apportionment between business travel and personal travel has been determined based on the annual mileage apportionment between the two types of travel for each person. Electric vehicles are charged offsite and have been converted from cost using the ZAP cost per kWh rate for 2022.	Head Office (Astute House, Rutherford Close, Stevenage, SG1 2EF)
<b>Hire cars</b>	3	km	Primary source - expense claims	Actual	Hire cars have had cost converted to mileage assuming £0.45 per mile.	Head Office (Astute House, Rutherford Close, Stevenage, SG1 2EF)
<b>Air Travel</b>	3	pkm	Primary source - expense claims	Actual	The Planet Mark air distance calculator has been taking the locations for the start and end destinations of the air journeys have been taken to determine the distance. Where it is stated to be a return trip, the values have been doubled accordingly.	Head Office (Astute House, Rutherford Close, Stevenage, SG1 2EF)
<b>Rail Travel</b>	3	pkm	Primary source - expense claims	Actual cost, estimated distance	The Planet Mark rail distance calculator has been taking the locations for the start and end destinations of the rail journeys have been taken to determine the distance. Where it is stated to be a return trip, the values have been doubled accordingly.  Eurostar rail travel has been confirmed using the destination codes ( <a href="https://eurostar4agents.com/how-to-book/think-9f-for-eurostar">https://eurostar4agents.com/how-to-book/think-9f-for-eurostar</a> ).	Head Office (Astute House, Rutherford Close, Stevenage, SG1 2EF)

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
<b>Waste Recycling / Energy from Waste</b>	3	tonnes	Primary source - supplier report	Actual	It has been assumed all general waste is sent for Energy from Waste ( <a href="https://www.cawleys.co.uk/services/waste-collection/">https://www.cawleys.co.uk/services/waste-collection/</a> ) and all other waste is recycled.	Head Office (Astute House, Rutherford Close, Stevenage, SG1 2EF)
<b>Procurement - Paper</b>	3	tonnes	Primary source - invoices	Actual	It has been assumed all paper is 80gsm.	Head Office (Astute House, Rutherford Close, Stevenage, SG1 2EF)
<b>Headcount</b>		no.	Primary source - note from HR	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).	Head Office (Astute House, Rutherford Close, Stevenage, SG1 2EF)
<b>Turnover</b>		£m	Primary source - note from finance	Assumed Actual	None	Head Office (Astute House, Rutherford Close, Stevenage, SG1 2EF)

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 Code of Practice and provides an indication of data assurance when using information in this report in your business.

	01 January 2022 to 31 December 2022	Definition
Relevance of boundary	3	Boundary accurately reflects the majority of the business carbon footprint for the studied period.(eg at least 75% of organisational activity included)
Data completeness	4	12 months of data provided for all sources.
Transparency	4	Full disclosure of assumptions and sufficient original evidence provided to support data submission.
Data accuracy	3	Some use of primary data sources and minimal estimated data.
<b>Total score</b>	<b>14 out of 16</b>	

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

- To include litres for fuel purchased/kWh charged for all fleet vehicles
- To ensure all business travel modes of travel are recorded accurately





# About this report – Caveats – Adjusted Data (i).

**Notes:** Data for the periods shown below has been interpolated or extrapolated as indicated in the table.

Emission Source	Scope	Site	Data Source	Data Accuracy	Date From	Date To	No. of Days	Adjusted Date From	Adjusted Date To	Adjusted No. of Days	Comment
Water Supply	3	Head Office	Invoice	Mixed (actual & est)	30-09-2021	17-02-2022	141	01-01-2022	17-02-2022	48	Consumption for the 48 days 01/01/2022 - 17/02/2022 has been interpolated from meter readings covering the 141 days 30/09/2022 - 17/02/2022.
Water Supply	3	Head Office	Invoice	Mixed (actual & est)	02-10-2022	01-04-2023	182	02-10-2022	31-12-2022	91	Consumption for the 91 days 02/10/2022 - 31/12/2022 has been interpolated from an invoice covering the 181 days 02/10/2022 - 01/04/2022.
Water Treatment	3	Head Office	Invoice	Mixed (actual & est)	30-09-2021	17-02-2022	141	01-01-2022	17-02-2022	48	Consumption for the 48 days 01/01/2022 - 17/02/2022 has been interpolated from meter readings covering the 141 days 30/09/2022 - 17/02/2022.
Water Treatment	3	Head Office	Invoice	Mixed (actual & est)	02-10-2022	01-04-2023	182	02-10-2022	31-12-2022	91	Consumption for the 91 days 02/10/2022 - 31/12/2022 has been interpolated from an invoice covering the 181 days 02/10/2022 - 01/04/2022.



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

Theme	Ref	Data source	Data Accuracy	Comments	Organisational boundary
People	NT4	Secondary Source	Actual	There have been 2 people join Astute Group during the reporting period who were both on unemployment benefit/jobseekers allowance prior to joining the company.	Head Office
Community & Volunteering	NT13	Primary Source	Actual	1 person has been enrolled on an 8-week apprenticeship running from the 4th of July to the 2nd of September.	Head Office
Environmental	NT83	Primary Source	Actual	Astute Group are measuring their scope 1, 2 and 3 emissions through Planet Mark.	Head Office
Environmental	TPM1	Primary Source	Actual	Avoided commute has been calculated for each employee who works at least part of the week from home.	Head Office
Donations	NT16	Primary Source	Actual	This includes the costs to run a Charity Golf Day including an auction, drinks and other venue costs.	Head Office



# 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 Code of Practice and provides an indication of data assurance when using information in this report in your business.

	01 January 2022 to 31 December 2022	Definition
<b>Relevance of boundary</b>	3	Boundary accurately reflects the majority of the business social values activities for the studied period.(eg at least 75% of organisational activity included)
<b>Data completeness</b>	4	12 months of data provided for all sources.
<b>Transparency</b>	4	Full disclosure of assumptions and sufficient original evidence provided to support data submission.
<b>Data accuracy</b>	4	Mainly use of primary data sources and minimal estimated data.
<b>Total score</b>	<b>15 out of 16</b>	

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

- To report on a wider variety of measures.



# 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

## Get in touch

info@planetmark.com  
+44 203 751 8108  
planetmark.com

71 – 75 Shelton Street,  
Covent Garden,  
London, WC2H 9JQ