

January 2024



Carbon reduction plan PPN06/21

**Browne
Jacobson**



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Carbon reduction plan

Supplier name: Browne Jacobson LLP

Publication date: 1 January 2024

Commitment to achieving Net Zero

Browne Jacobson LLP is committed to achieving Net Zero emissions by **2035**.

Baseline emissions footprint Baseline year: 1 January 2020 to 31 December 2020

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.

Additional details relating to the baseline emissions calculations:

In Summer 2021 we instructed a consultancy, RSK, to undertake a GHG assessment, assessing scopes 1 and 2 plus certain scope 3 emissions with a view to identifying carbon hotspots and carbon management potential.

This used data for the previous calendar year. The assessment was carried out in accordance with the reporting standards of the 'Greenhouse Gas Protocol – Corporate Accounting and Reporting Standard' (GHG Protocol, 2011) developed in partnership by the World Business Council for Sustainable Development (WBCSD) and the World Resource Institute (WRI).

The following data shows emissions for two reporting periods (baseline and current).

Baseline year emissions: 1 January 2020 to 31 December 2020	
Emissions	TOTAL (tCO ₂ e)
Scope 1	20.0 tCO ₂ e (Location Method) Natural Gas and BioGas
Scope 2	384.7 tCO ₂ e (Location Method) Electricity (298.8 tCO ₂ e) and District Heating (85.9 tCO ₂ e)
Scope 3 (included sources)	172.1 tCO ₂ e (Location Method) Included sources: <ul style="list-style-type: none">• Category 4 – Upstream transportation and distribution 0 tCO₂e (Location Method) Please Note: recorded as 'ZERO' as firm is a legal services provider only.• Category 5 – Waste generated in operations 63.1 tCO₂e (Location Method)• Category 6 – Business travel 109 tCO₂e (Location Method)• Category 7 – Employee Commuting 0 tCO₂e (Location Method) Please Note: recorded as 'ZERO' as data not collected at this time. See explanatory note.*• Category 9 – Downstream transportation and distribution 0 tCO₂e (Location Method) Please Note: recorded as 'ZERO' as firm is a legal services provider only.
Total emissions	576.8 tCO ₂ e (Location Method)

* Category 7 – employee commuting

In the 2023 calendar year, most employees remained working in a hybrid way as we continued a return to the 'new post covid normal' and people's own confidence to begin integrating in person further increased. Continued analysis by the firm meant it made the decision for hybrid working to remain.

The policy has an expectation of two-days per week in-office on average (unless otherwise agreed or the role dictates otherwise). A further year on, and with increasing data, this remains the policy and it therefore feels appropriate to engage with the 2023 workforce to establish reliable commuting emissions for future inclusion and publication.

576.8

tCO₂e total emissions in the baseline period reporting.

731.33

tCO₂e total emissions in the current period reporting.



Current emissions reporting

Current emissions reporting: 1 January 2023 to 31 December 2023	
Emissions	TOTAL (tCO ₂ e)
Scope 1	14.1 tCO ₂ e (Location Method) Natural Gas and BioGas
Scope 2	381 tCO ₂ e (Location Method) Electricity (226) and District Heating (155)
Scope 3 (included sources)	336 tCO ₂ e Included sources: <ul style="list-style-type: none"> • Category 4 – Upstream transportation and distribution 0 tCO₂e (Location Method) Please Note: recorded as 'ZERO' as firm is a legal services provider only. • Category 5 – Waste generated in operations 62 tCO₂e (Location Method) • Category 6 – Business travel 274.2 tCO₂e (Location Method) • Category 7 – Employee Commuting 0 tCO₂e (Location Method) Please Note: recorded as 'ZERO' as data not collected at this time. See explanatory note.* • Category 9 – Downstream transportation and distribution 0 tCO₂e (Location Method) Please Note: recorded as 'ZERO' as firm is a legal services provider only.
Total emissions	731.33 tCO ₂ e (Location Method)

* **Category 7 – employee commuting**
In the 2023 calendar year, most employees remained working in a hybrid way as we continued a return to the 'new post covid normal' and people's own confidence to begin integrating in person further increased. Continued analysis by the firm meant it made the decision for hybrid working to remain.

The policy has an expectation of two-days per week in-office on average (unless otherwise agreed or the role dictates otherwise). A further year on, and with increasing data, this remains the policy and it therefore feels appropriate to engage with the 2023 workforce to establish reliable commuting emissions for future inclusion and publication.

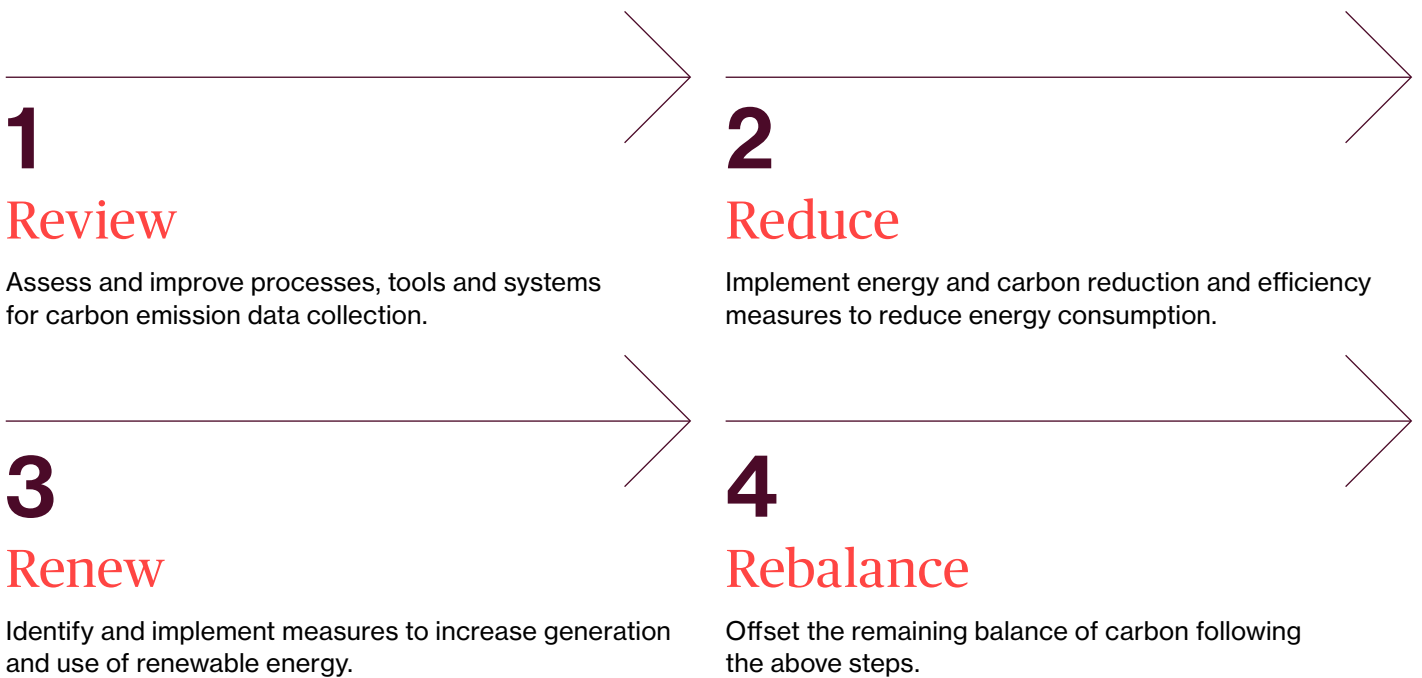
Emissions reduction targets

Our approach to achieving net zero follows a four step, iterative, process:

We project* that carbon emissions will decrease over the next five years to **443 tCO₂e by 31 December 2028**.

This is a reduction of

-24%



* Naturally, this projection is subject to several variables, some of which may be uncontrollable in the short, medium or long term by the firm. There will of course be Category 7 data to add, so figures will understandably need further adjustment.

Carbon reduction initiatives

+26.8% -50%

like for like increase of our carbon emissions from the baseline year to the current year.

water usage since replacing the tap heads across our head-office handwashing facilities with adaptors.

The following environmental management measures and projects have been completed or implemented since the 2020 baseline year. We have seen a like for like **increase** of our carbon emissions of **+154.3 tCO₂e** from the baseline year to current, an **increase of 26.8%**, but this was always anticipated by the impact of COVID-19 giving us an adverse baseline year.

Calendar year 2023 undoubtedly saw a welcomed return to pre-COVID-19 work activity, so we can be confident our initiatives in that period demonstrate a positive performance (despite the minor increase). Going forward we can anticipate the predicted reductions in future publications when adjustments can be made for additional data entry.

To demonstrate those initiatives the firm implemented PIR office lighting and a programme of LED tube replacement. HVAC controls are centralised via BMS or zonal controls. The firm has an all-laptop estate that uses significantly less energy than equivalent desktops and has virtualised a large percentage of the server estate meaning less computing hardware in the firm's data centre and a resulting reduction in electricity and cooling requirements. We have also made incremental behavioural changes such as monitoring switch-off policies and implementing DocuSign to minimise the need for paper.

Furthermore, we've taken the opportunity to consolidate office premises, move to buildings with greater energy efficiency and/or a smaller footprint, refurbished or repurposed existing hard and soft surfaces. This has saved carbon emissions as we've not increased our embedded carbon usage by purchasing new furniture. We have offered an EV procurement benefit to employees and revised procurement policies to include environmental considerations. Recently we replaced the tap heads across our head-office handwashing facilities with adaptors which can use 50% less water and 30% less energy. We have also installed living moss walls in five of our seven offices with plans to install in the remainder in due course. Moss walls cool the office environment, acts as an insulator, stabilises humidity and absorbs CO₂ and particulate matter.

We have removed single use plastic from all our offices and introduced segregated waste and recycling processes. Even coffee grounds at head-office are packaged and used for composting.

We've donated surplus sundry items to local charities and schools such as furniture, stationery, linen and excess catering equipment.

We've implemented Power1 notebooks to all new starter welcome packs through our stationery partner. These are produced from mixed paper-offcuts.

We've centralised all our travel arrangements with a single supplier who can measure and display the carbon footprint of each journey made and provide employees with alternative lower carbon travel solutions. At the same time, we implemented a sustainable travel policy encouraging staff to consider the necessity of their travel and to use more sustainable modes of travel for essential journeys.

We have provided secure lockable bicycle storage at our head office to encourage more cycling to work. We also implemented a green travel plan through Modeshift Stars as part of the firm's move to a grade A, BREEAM 'Excellent', office in Birmingham.

We've established our own internal Sustainability Group, drawn from employees at all levels and across all teams. We launched a Brainwave app to gather ideas, in particular ideas which help the environment, and an internal Green Network on our Viva Engage communications platform.

We have introduced a flexible working policy which allows employees to work from home for up to three days per week. Our data collection and measurement around staff commuting will reflect this in due course. We also launched a hybrid approach to Board and Executive meetings, meaning less travel for our operational governance.



For the past three years, the firm has continually maintained medal-worthy recognition to the EcoVadis platform, an annual independent assessment of the firm's Environmental, Social and Governance profile. The firm's EcoVadis scorecard is available on request.

In the future we intend to implement the following further reduction measures:

- Examine potential photovoltaic (PV) panel schemes for installation at Head Office (subject to landlord's permission and other consents).
- Install LED lighting across remaining offices, the next phase of which is our two floors in London, confirmed in early 2024.
- Increase education and opportunity to engage our workforce in environmentally focussed events. Our future work with Green Guardians in Nottingham will be a strong platform for this.
- Continue to influence our landlord-controlled buildings to commence or maintain procurement of gas and electric from sustainable and renewable sources.
- Include more stringent 'green' requirements within our own procurement processes when choosing new premises or renegotiating the existing portfolio.
- Motivate greater sustainable procurement to ensure our own purchases embed a culture focussed on environmental protection.
- Introduce 'environmental considerations' within the planning stages of events management.
- Gain certification to Environmental Management System ISO 14001:2015.
- Implement a self-serve taxi booking option where 'greener' alternatives are offered (EV or hybrid for instance) and carbon data is captured for improved reporting.
- Invest in data collection and analysis tools to establish employee commuting in line with the firm's hybrid working policy.

The new landlord of our Head Office in Nottingham is the University of Nottingham. The University has committed to creating a biodiverse and edible campus and constructing a pedestrianised green space where cars are discouraged. In 2024 it also hopes to move to a REGO electric account at contract renewal, something we've encouraged from the outset.

The firm's current carbon reduction targets focus on understanding the environmental impacts on the business as the current calendar year brings fresh working patterns and trends. This focus will influence our decision making over premises, procurement and policy.

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 emission conversion factors for greenhouse gas company reporting².

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 Browne Jacobson:



1 January 2024



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

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

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



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