



Carbon Footprint Report for 2021

Prepared By: Sean Connaughton

Date: July 2022

Verified By: Huw Williams & Mark Miller

Client: The Ayrshire Chamber of Commerce and Industry

Baseline Period: 2021

Prepared For: Val Russell - CEO

Contents

| Title | Page |
|--|------|
| Company Information | 2 |
| Summary of the Organisation | 3 |
| Methodology | 4 |
| Executive Summary | 5 |
| The Plan | 6 |
| Proposal | 6 |
| GHG Protocol & Boundary | 7 |
| GHG Protocol | 7 |
| Footprint Boundary | 7 |
| Emission Sources | 8 |
| Data Table of Included and Excluded Emission Sources | 8 |
| Carbon Footprint Breakdown | 9 |
| Emissions Map | 10 |
| Source Graphs | 11 |
| Emissions by Scope | 11 |
| Emissions by Source | 12 |
| Scope Data Breakdown | 13 |
| Scope 1 | 13 |
| Fleet | 13 |
| Scope 2 | 14 |
| Energy | 14 |
| Scope 3 | 14 |
| Business Travel | 14 |
| Employee Commuting | 15 |
| Employee Homeworking | 15 |
| Intensity Metrics | 16 |
| Monitoring & Reporting | 16 |
| Scope 3 Footprinting | 16 |
| Strategy | 16 |
| About Auditel | 17 |

Company Information

| | |
|---|--|
| Entity: | |
| The Ayrshire Chamber of Commerce and Industry The Mezzanine Glasgow Prestwick International Airport Prestwick Ayrshire KA9 2PL | |
| Company Number: | SC119799 |
| Subject: | ACCI as a whole business |
| Contacts - ACCI | |
| Val Russell - CEO | T: 01292 678666 E: vrussell@ayrshire-chamber.org |
| Lisa Stewart – Business Development Officer | T: 01292 678666 E: lstewart@ayrshire-chamber.org |
| Contacts - Auditel | |
| Sean Connaughton – Project Lead | T: 0780 105 3670 E: sean.connaughton@auditel.co.uk |
| Huw Williams - Internal Verifier | T: 07920 040 282 E: huw.williams@auditel.co.uk |
| Mark Miller – Internal Verifier | T: 07715 705187 E: mark.miller@auditel.co.uk |

Summary of the Organisation

Ayrshire Chamber of Commerce & Industry

Ayrshire Chamber of Commerce is the small business with a big voice. The leading organisation representing the business community across the whole of Ayrshire, their objective is to promote and facilitate business between their members to encourage commercial growth and local prosperity.

They are the voice of the business community in Ayrshire and pride themselves in providing strong representation of their interests in the corridors of power at Holyrood and Westminster.

Serving the business community for over 75 years, they aim to support every type of business, from sole traders to large corporations. Their members cover a vast range of sectors including textiles, industrial, tourism, retail, and manufacturing.

By listening to their membership, tailoring their services to suit, they've developed a valuable portfolio of services and networking opportunities to help give members business the best possible platform to succeed.

Ayrshire Chamber of Commerce is made up of a small but extremely hard working team dedicated and committed to providing their membership with the opportunities to grow, develop and improve their business with an excellent range of services, networking and platforms to make members businesses visible.



Methodology

This report follows the GHG Protocol Corporate Accounting and Reporting Standard methodology.

As with financial accounting and reporting, generally accepted GHG accounting principles are intended to underpin and guide GHG accounting and reporting to ensure that the reported information represents a faithful, true, and fair account of a company's GHG emissions.

GHG accounting and reporting practices are evolving and are new to many businesses; however, the principles listed below are derived in part from generally accepted financial accounting and reporting principles. They also reflect the outcome of a collaborative process involving stakeholders from a wide range of technical, environmental, and accounting disciplines.

Carbon Footprint and reporting shall be based on the following principles:

Relevance

Ensure the Carbon Footprint appropriately reflects the GHG emissions of the company and serves the decision-making needs of users – both internal and external to the company.

Completeness

Account for and report on all GHG emission sources and activities within the chosen boundary. Disclose and justify any specific exclusions.

Consistency

Use consistent methodologies to allow for meaningful comparisons of emissions over time. Transparently document any changes to the data, inventory boundary, methods, or any other relevant factors in the time series.

Transparency





Address all relevant issues in a factual and coherent manner, based on a clear audit trail. Disclose any relevant assumptions and make appropriate references to the accounting and calculation methodologies and data sources used.

Accuracy


Ensure that the quantification of GHG emissions is systematically neither over nor under actual emissions, as far as can be judged, and that uncertainties are reduced as far as practicable. Achieve sufficient accuracy to enable users to make decisions with reasonable assurance as to the integrity of the reported information.

Executive Summary


Background

-  The need for taking immediate and bold action on climate change is being increasingly recognised by businesses, government, membership organisations and the general population.
-  The amount of action that needs to be taken, and the speed at which this must be done has been recognised by the UK through its ratification of the Paris climate agreement – to limit global temperature rise to well below 2oc.
-  Consequently, the UK has declared a climate emergency, and the independent committee on climate change has laid out what needs to be done for the UK to become net-zero carbon by 2050.
-  ACCI has acknowledged their role in the need to act and have themselves decided to develop a strategy to achieve net zero carbon emissions.


Drivers - Climate Change Act

-  This act commits the UK government to reducing emissions by at least 80% in 2050 compared to 1990 levels. The 80% target includes GHG emissions from the devolved administrations, which currently accounts for around 20% of the UK's total emissions.


Leadership

-  Taking strategic action towards reducing carbon emissions will ensure that ACCI can lead the way in developing effective mechanisms to tackle climate change. This will help stimulate low carbon transitions across Ayrshire and beyond. ACCI need to be a forefront on climate action and encourage their members to do likewise.

Cost Savings

-  With increasing pressure on all businesses to cut costs, reducing the amount spent on energy bills is a key driver for lowering their energy consumption.

Reputation

-  With stretching national targets, there is increasing pressure on businesses to be seen as "doing their bit" and playing a leadership role on climate change action. Failure to act could lead to reputational risks and adversely affect the organisations public image.

The Plan

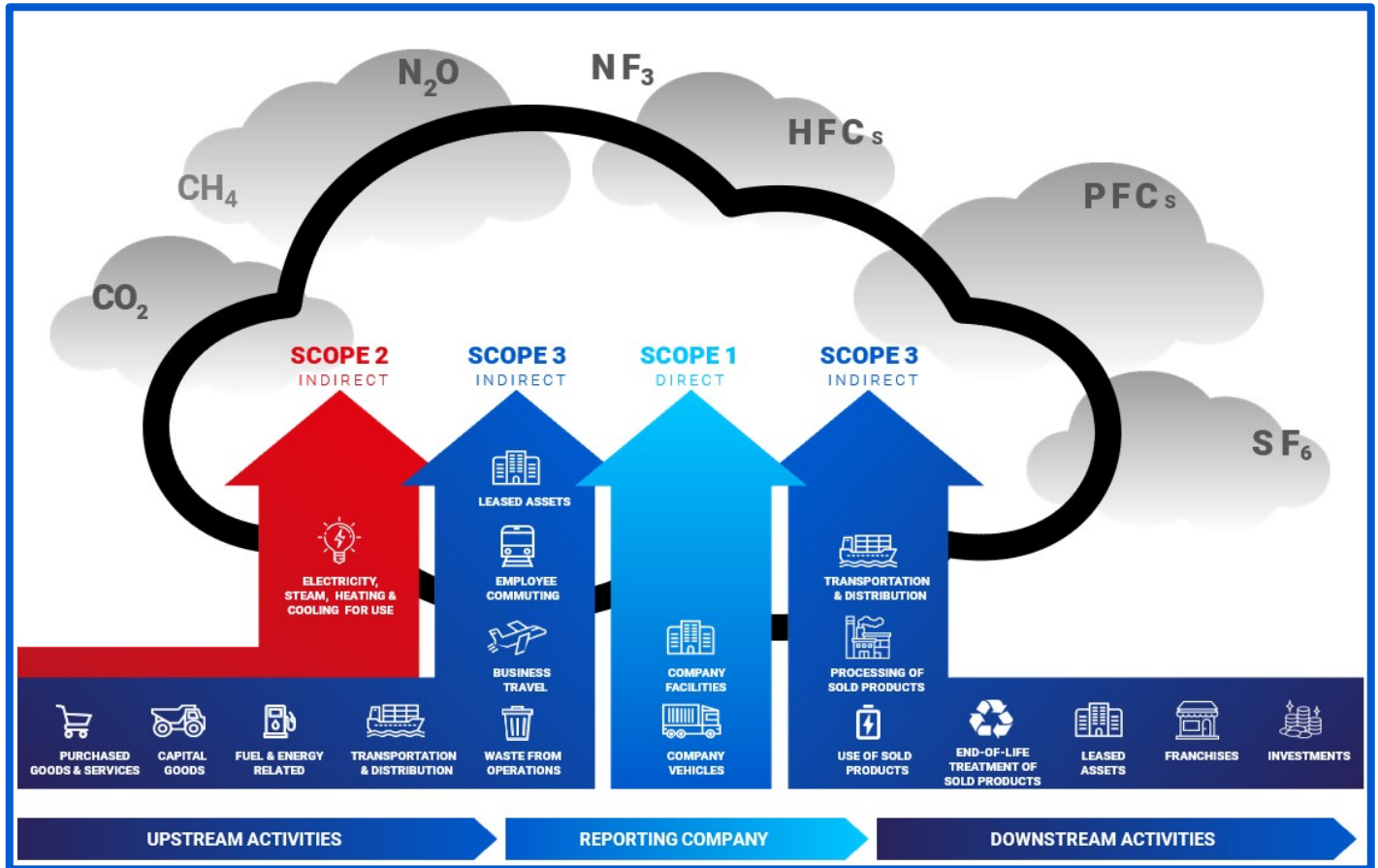
- ACCI needs a plan to show how the business will meet its social, economic, and environmental needs.
- A fundamental part of developing a plan is gathering evidence to then direct strategy.
- A key driver for undertaking this project is the need for trusted, independent, and clear evidence to feed into the sustainability appraisal and strategic environmental assessment to develop the plan.
- The results from this work will form a key part in ensuring that ACCI have sustainability, reducing emissions, and climate change as a core element of their strategic plans for years to come.

Proposal

- Auditel have been contracted by ACCI to support the first stage of their journey: to complete a comprehensive carbon footprint of their direct and indirect carbon emissions (scope 1, 2 and 3) for the calendar year 2021.
- Creating a carbon footprint is an essential first step in developing a carbon reduction strategy and is key to understanding the scale of the challenge focussing efforts on the most impactful activities.
- This Carbon Footprint has been calculated in line with the Greenhouse Gas (GHG) Protocol emission Scopes; these are set out as follows:
- **Scope 1:** Direct emissions from combustion of gas and other fuels.
- **Scope 2:** Emissions resulting from the generation of electricity and other energy purchased (but generated elsewhere).
- **Scope 3:** Emissions made by third parties in connection with operational activities.
- All activities within this report have been undertaken by the criteria set out by the British Standards Institute PAS2060:2014, in line with the Green House Gas Protocol.

GHG Protocol & Boundary

GHG Protocol



Footprint Boundary

| Emissions | | | | | |
|-----------|-------------|-------------------------|-----------------|--------------------|-------------|
| Scope 1 | Scope 2 | Scope 3 | | | |
| Fleet | Electricity | Fuel Related Activities | Business Travel | Employee Commuting | Homeworking |

Emission Sources

Data Table of Included and Excluded Emission Sources

| Scope | Subject | Inc / Exc | Items Included |
|-------|--|-----------|---|
| 1 | Buildings | Exc | No Gas & no AC gas used in 2021 |
| | Fleet | Inc | 1 pool car |
| 2 | Electricity | Inc | Imported Electricity |
| | Steam, Heat & Cooling | Exc | n/a |
| 3 | Purchased Goods & Services | Exc | Data not available, Cost v Benefit |
| | Capital Goods | Exc | No material capital purchases within reporting period |
| | Fuel and Energy Related Activities | Inc | Transmission & Distribution |
| | Upstream Transport & Distribution | Exc | No upstream transport activity associated with the business in the reporting period |
| | Waste Generated from Operations | Exc | Data not available from suppliers |
| | Business Travel | Inc | Grey Fleet, Train & Ferry |
| | Employee Commuting & Homeworking | Inc | As per staff survey |
| | Upstream Leased Assets | Exc | There were none to be found associated with the business in the reporting period |
| | Downstream Transport & Distribution | Exc | No downstream transport activity associated with the business in the reporting period |
| | Processing of Sold Products | Exc | No sold products associated with the business in the reporting period |
| | Use of Sold Products | Exc | No sold products associated with the business in the reporting period |
| | End of Life Treatment of Sold Products | Exc | No sold products associated with the business in the reporting period |
| | Downstream Leased Assets | Exc | There were none to be found associated with the business in the reporting period |
| | Franchises | Exc | There were none to be found associated with the business in the reporting period |
| | Investments | Exc | There were none to be found associated with the business in the reporting period |

Carbon Footprint Breakdown

2021 Emissions

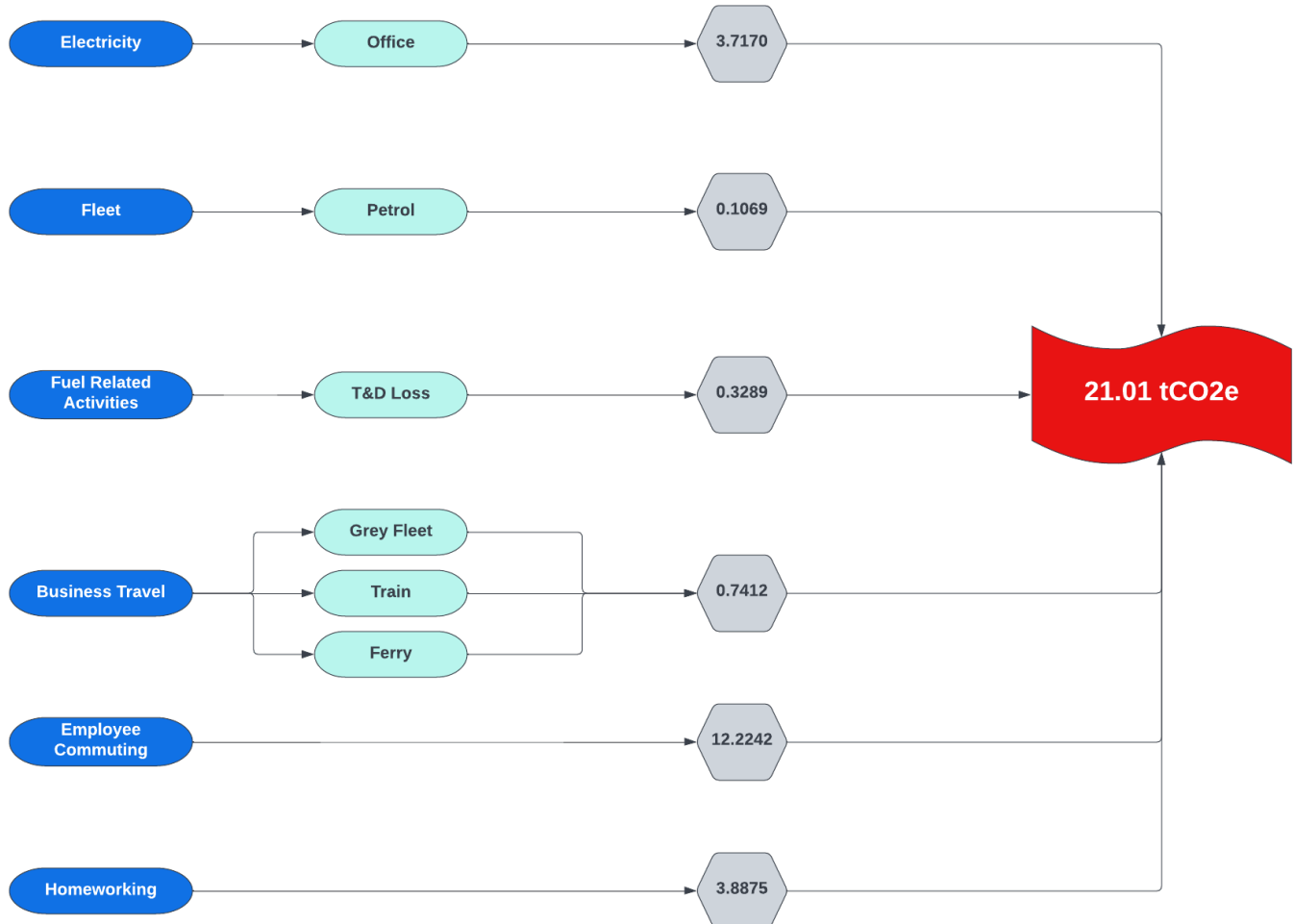
The total Green House Gas emissions for ACCI in the calendar year 2021, according to the data provided and the use of the Government conversion factors for the same year are:

21.01 tCO₂e

| Scope | Subject | tCO ₂ e |
|-------|-------------------------|--------------------|
| 1 | Fleet | 0.1069 |
| 2 | Electricity | 3.7170 |
| 3 | Fuel Related Activities | 0.3289 |
| | Business Travel | 0.7412 |
| | Commuting | 12.2242 |
| | Homeworking | 3.8875 |

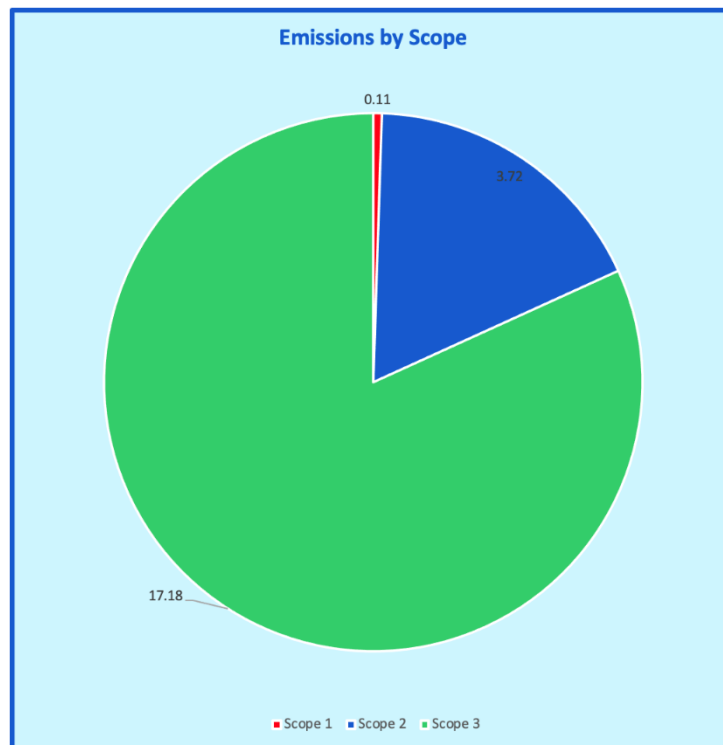
| Scope | Subject | tCO ₂ e |
|-------|-------------------------|--------------------|
| 1 | Fleet | 1% |
| 2 | Electricity | 18% |
| 3 | Fuel Related Activities | 2% |
| | Business Travel | 4% |
| | Commuting | 58% |
| | Homeworking | 19% |

Emissions Map



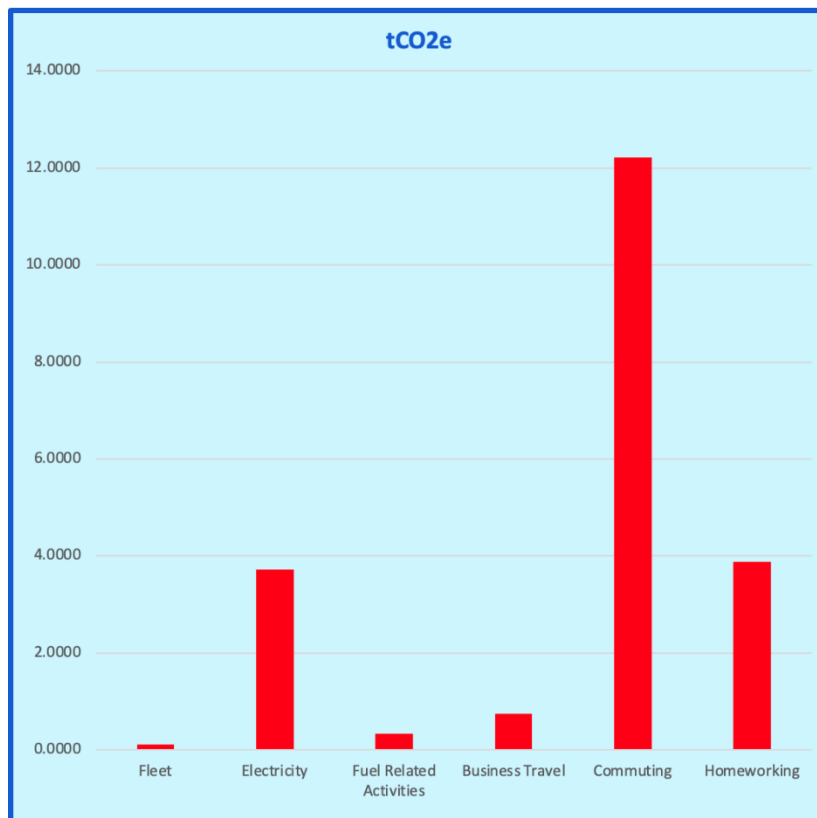
Source Graphs

Emissions by Scope



The graph shows that the largest contributor to the emissions of the business is those that lie in scope 3, in this instance 81%.

Emissions by Source



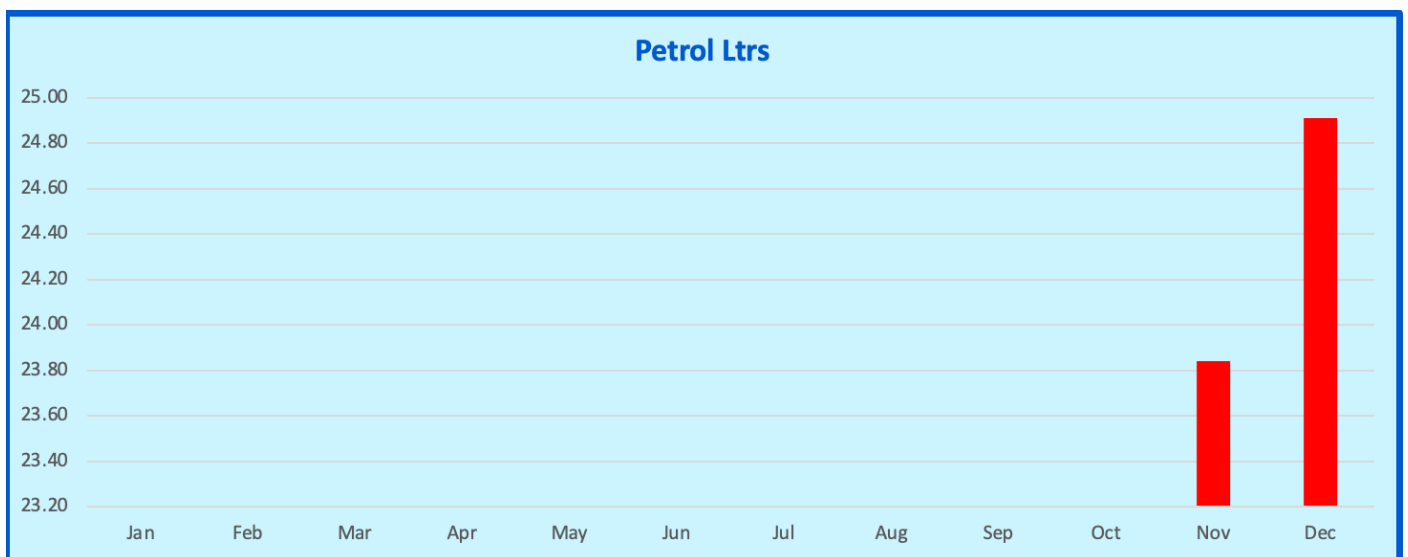
The graph shows that most of the emissions are due to the commuting

Scope Data Breakdown

Scope 1

Fleet

| Fuel Type | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|-------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|-------|-------|
| Petrol Ltrs | | | | | | | | | | | 23.84 | 24.91 | 48.75 |

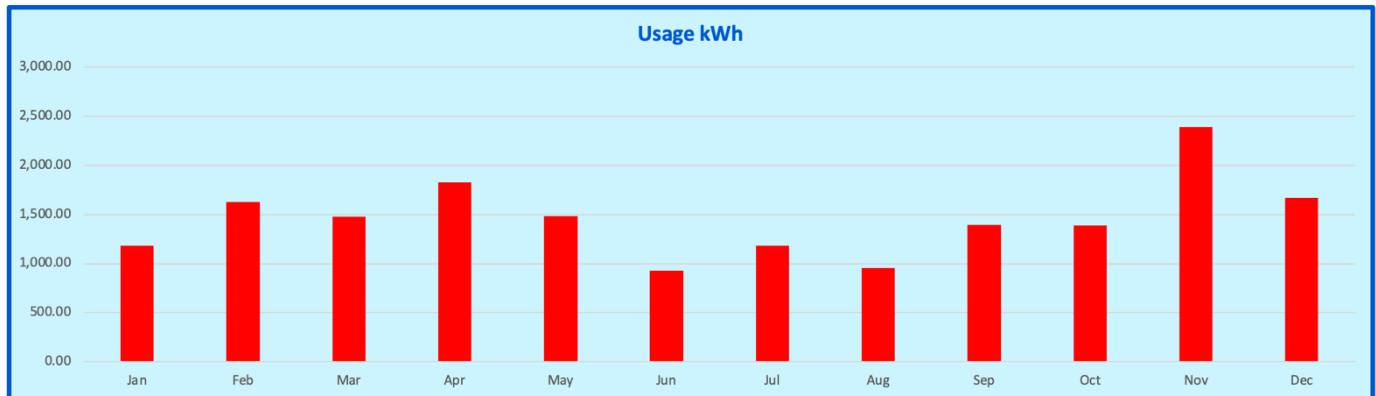


These emissions are due to the company's own pool vehicle and the fuel consumed over the year, the figures in the chart reflect the usage by month. The vehicle was not used until November due to lockdown restrictions and 2021 will not be reflective of a normal year.

Scope 2

Energy

| Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total Usage |
|----------|----------|----------|----------|----------|--------|----------|--------|----------|----------|----------|----------|-------------|
| 1,185.00 | 1,625.00 | 1,479.00 | 1,828.00 | 1,484.00 | 926.00 | 1,185.00 | 953.00 | 1,397.00 | 1,386.00 | 2,391.00 | 1,667.00 | 17,506.00 |



These electricity emissions are generated from the power used within the offices premises, this has been calculated from the providers actual billing, adjustments have been made for various estimated readings and the readings at the beginning of the year and the end of the year have been used as a check to ensure accuracy.

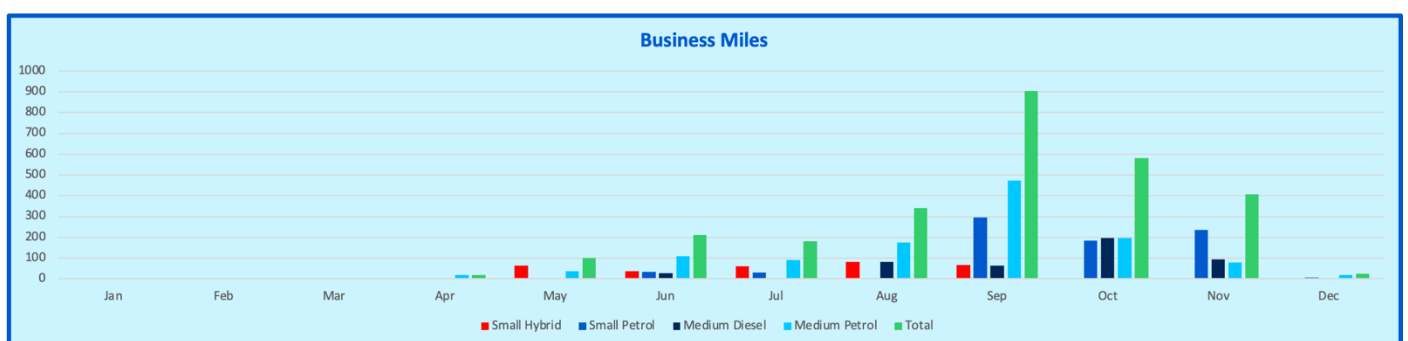
Scope 3

Business Travel

| 2021 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total Usage |
|---------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------------|
| Small Hybrid | 0 | 0 | 0 | 0 | 65 | 38 | 60 | 83 | 68 | 5 | 0 | 0 | 319 |
| Small Petrol | 0 | 0 | 0 | 0 | 0 | 35 | 32 | 0 | 297 | 183 | 236 | 7 | 790 |
| Medium Diesel | 0 | 0 | 0 | 0 | 0 | 28 | 0 | 83 | 64 | 196 | 94 | 0 | 465 |
| Medium Petrol | 0 | 0 | 0 | 20 | 36 | 109 | 90 | 174 | 473 | 197 | 78 | 18 | 1195 |
| Total | 0 | 0 | 0 | 20 | 101 | 210 | 182 | 340 | 902 | 581 | 408 | 25 | 2,769 |

| 2021 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total Usage |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-------|--------|-----|-----|-------------|
| KM | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 93.34 | 238.18 | 0 | 0 | 331.52 |

| 2021 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total Usage |
|------|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|-------------|
| KM | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 45.4 | 0 | 0 | 0 | 45.4 |



Very little business travel has taken place during the baseline year, all business travel by car, train and ferry has been recorded from staff expense claims form and confirmation of staff vehicles.

Employee Commuting

| Vehicle Type | Diesel | Petrol | Hybrid | Miles |
|--------------|-----------|-----------|--------|-----------|
| Small Car | 3,201.60 | 11,996.80 | - | 15,198.40 |
| Medium Car | 19,458.00 | 6,099.60 | | 25,557.60 |
| Large Car | 4,857.60 | - | | 4,857.60 |
| Total | 27,517.20 | 18,096.40 | | 45,613.60 |

Each employee has been sent a survey which they have completed by answering the questions at the head of the chart, the mileage has then been calculated using AA distance calculator and multiplied by the number of journeys per day and the number of days per week the employee has stated they are travelling to the premises, it has then been multiplied by the number of weeks that each employee was present, the data is as accurate as the data provided by the staff and cannot be verified.

Employee Homeworking

| How many a days a week did you work from home | Do you use a 100% renewable energy supplier at home? (e.g. Bulb, Octopus, Ecotricity etc) | What type of heating system do you have? | Electricity usage | Heating usage |
|---|---|--|-------------------|---------------|
| 648 | No | Gas | 777.6 | 5961.60 |
| 1356 | Yes | Gas | 1627.2 | 12475.20 |

Heating Calculation

Typical pa expectation / 365 / 24 x 8 gives working day kWh

| type of heating | Annual heating use kWh | kWh/working day |
|-----------------|------------------------|-----------------|
| Gas | 10,118 | 9.2 |
| Electric | | 9 |
| Oil | 13,600 | 12.4 |
| Heat Pump | 9,372 | 9.1 |

Homeworker emissions (Electric power)

The information from this [whitepaper https://info.eco-act.com/en/homeworking-emissions-whitepaper-2020](https://info.eco-act.com/en/homeworking-emissions-whitepaper-2020) was what was used in the modelling.

Assumptions / averages that the model uses (based on the whitepaper above).

The model uses these assumptions:

1. That the average electricity power consumption of home equipment (e.g. laptop) is 140 W.
2. That the average electricity power consumption of lighting for a home office is 10 W.
3. That people are working in their home office for 8 hours per day.

Electricity Calculation

Workstation

140w x 8 hrs = 1.12kWh per day

Lighting

10w x 8 hrs = 0.08kWh per day

Total electricity use if not 100% renewable 1.2kWh per working day

Homeworking has been calculated from the staff survey and using homeworking methodology as described in the workbook.

Intensity Metrics

These metrics are supplied so that the business can estimate its carbon impact if growth is achieved, these metrics will also be used to show carbon reduction when comparing future years.

| Metric | tCO ₂ e |
|---------------------------------|--------------------|
| Per 1 Million of Revenue | 21.01 |
| Per Employee | 1.31 |
| Per Square Metre of floor space | 0.07 |

Monitoring & Reporting

One of the most fundamental follow-on activities for an organisation that has completed a carbon footprint is monitoring and reporting.

It is imperative that an organisation aims to complete a carbon footprint at regular intervals to demonstrate progress in carbon reduction. Auditel recommend an annual report.

As an organisation becomes increasingly familiar with the process required to complete a carbon footprint and can demonstrate a strong data collection framework, they can begin to look to expand their footprint to cover all emission sources and revisit existing sources to make them more accurate and less reliant on proxies.

Scope 3 Footprinting

Although we have identified a baseline for future reports, the adding of more scope 3 emission sources is the right thing to do as more accurate data becomes available, reporting on like for like baselines is the key. Moving forward we would look to add more scope 3 emissions and reset the baseline so that we can report against the extended baselines annually. It is recommended that ACCI should start to record emissions associated with all events organised and run by ACCI

Strategy

Now that you have a baseline, it is time to set a reduction target that is both achievable and meaningful, this involves a carbon strategy workshop where we identify the challenges and the solutions and plan out the investment needed to reduce your footprint. This is then used to compile a comprehensive Carbon Reduction Plan, step 2 of the 4 step process.

All trademarks, service marks and logos in this publication, and copyright in it, are the property of Auditel (UK) Ltd (or its franchisees). This publication shall not be construed as granting any licence or right to use or reproduce any of the trademarks, services, marks, logos, copyright, or any proprietary information in any way without Auditel (UK) Ltd.'s prior written permission.

About Auditel

The Cost, Procurement & Carbon Solutions Company

Auditel is a leading Cost, Procurement & Carbon Solutions Company. We help organisations reduce their carbon emissions whilst also reducing their costs. In the current challenging economic climate, organisations are battling with the desire to drive growth and profitability, whilst investing in low carbon emitting technologies to reduce their carbon footprint and speed up their journey to achieving Net Zero.

Since 1994, we've built a strong network of over 100 procurement and carbon specialists. Our specialists come from a broad range of professions and industries, giving our clients access to an unrivalled level of knowledge and expertise in procurement and decarbonisation. Using Auditel's simple 4 step process, we can deliver solutions that will enable your organisation to achieve independent verification of carbon neutrality in the short-term.

Auditel provide a comprehensive procurement service, covering over 100 cost areas across all sectors. When engaged at the right time, such as when negotiating prices and contracts with suppliers, independent external help that works alongside your existing operational teams, can level the playing field thereby ensuring you receive value for money from your suppliers.

Due to this procurement expertise, we can potentially self-fund your net zero journey, or even make it more profitable through cost removal and cost transformation. By blending Auditel's carbon solutions with our cost management and procurement expertise, you can feel confident that you are helping save the planet as well as making your business fit for the age of net zero.

At Auditel we believe passionately that effective procurement can save your organisation thousands of pounds and make you more competitive. We also know that being Carbon Neutral doesn't need to COST the EARTH

With a strong presence in the energy field, we have been producing SECR and ESOS reporting for our clients for many years, this led us into Carbon Neutrality and Net Zero, with a wealth of experience in our Carbon division it seemed like the next sensible step in how our business evolves. In 2021 we became partners to The British Standards Institute and train our Carbon Consultants to BSI Associate Consultant status, this enables us to take clients through BSI PAS2060:2014 in line with ISO14064 and ISAE3000.

Cost, Procurement & Carbon Solutions



CARBON SOLUTIONS

- Carbon Footprint Reporting
- BSi Carbon Neutral Certification
- Carbon Reduction Planning
- Offset Purchasing Sourcing



PROCUREMENT SOLUTIONS

- Spend Analysis
- Tender Management
- Supplier Selection
- Implementation



COST SOLUTIONS

- Cost Reduction
- Cost Management
- Cost Transformation
- Cost Removal

Ayrshire Chamber of Commerce

Summary Carbon Footprint Report

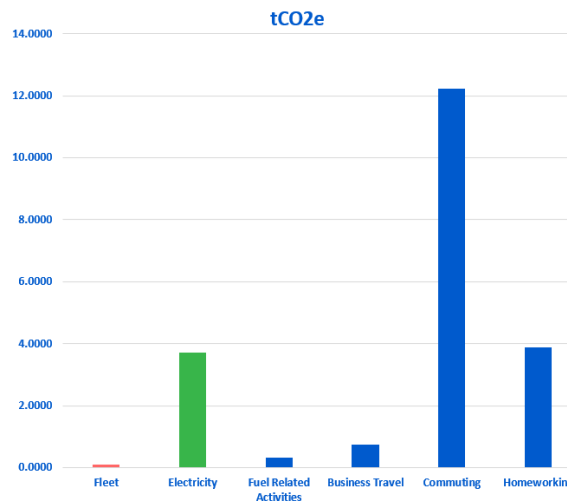
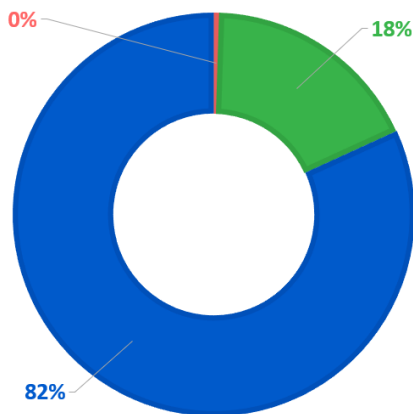
This is a summary of the Carbon Inventory and subsequent Footprint Report produced on behalf of ACCI by Auditel for the reporting period of 01/01/21-31/12/21. The inventory work and reporting was carried out in line with the GHG Protocol Corporate Accounting and Reporting Standard and represents a faithful, true, and fair account of ACCI's GHG emissions from the data available. The full report should be considered when reading the summary and can be obtained at: enquiries@ayrshire-chamber.org

TOTAL EMISSIONS AND INTENSITY METRICS

| 21.01 | 21.01 | 1.31 | 0.07 |
|--------------------------|----------------------------------|------------------------------------|-------------------------------|
| Total tCO ₂ e | tCO ₂ e Per 1m T/O | tCO ₂ e Per employee | tCO ₂ e per SqM |

EMISSIONS BY SCOPE

■ Scope 1 ■ Scope 2 ■ Scope 3



| EMISSIONS | Source | Scope | tCO ₂ e |
|-----------|--|-------|---|
| | Buildings | 1 | No Gas & No AC gas used in 2021 |
| | Fleet | 1 | 0.1069 |
| | Electricity | 2 | 3.7170 |
| | Steam, Heat & Cooling | 2 | N/A |
| | Purchased Goods & Services | 3 | Data not available, Cost v Benefit |
| | Capital Goods | 3 | No material capital purchases within reporting period |
| | Fuel & Energy Related Activities | 3 | 0.3289 |
| | Upstream Transport & Distribution | 3 | No upstream transport activity associated with the business in the reporting period |
| | Waste Generated from Operations | 3 | Data not available from suppliers |
| | Business Travel | 3 | 0.7412 |
| | Employee Commuting & Homeworking | 3 | 16.1117 |
| | Upstream Leased Assets | 3 | None found associated with business in reporting period |
| | Downstream Transport & Distribution | 3 | No downstream transport activity associated with the business in the reporting period |
| | Processing of Sold Products | 3 | No sold products associated with the business in the reporting period |
| | Use of Sold Products | 3 | No sold products associated with the business in the reporting period |
| | End of Life Treatment of Sold Products | 3 | No sold products associated with the business in the reporting period |
| | Downstream Leased Assets | 3 | None found associated with business in reporting period |
| | Franchises | 3 | None found associated with business in reporting period |
| | Investments | 3 | None found associated with business in reporting period |
| | | | 21.01 |

Verifiers Statement

Auditel is a management consultant that is suitably qualified in carbon emissions measurement and verification.

The verification is conducted using the accepted methodology, by approved verifiers. Those approved to conduct verifications are recorded by Auditel (UK) Limited. This process is transparent and is guided by the requirements ISO14064 -3: 2019 Specification with guidance for the verification and validation of greenhouse gas statements

Auditel has been appointed to measure and evaluate carbon emissions from Ayrshire Chamber of Commerce and Industry and to prepare a Carbon Footprint Report for 1st January 2021 to 31st December 2021. Auditel is also retained to verify the report against the criteria for such words as set out in PAS2060(2014) "Specification for the demonstration of carbon neutrality".

The disclosures made in this report, ACCI Footprint Report - 2021, conform with the requirements of PAS2060 Recommended Carbon Footprint contents, and they should be read with the following comments.

The following Reporting Principles have been met

The verified GHG emissions are

| | |
|---------|-----------------------------|
| Scope 1 | 0.1069 tCO ₂ e |
| Scope 2 | 3.7170 tCO ₂ e |
| Scope 3 | 17.1818 tCO ₂ e] |

This statement is issued **6th July 2022** and is valid for this report only and does not cover any changes to the reporting or organisation boundary after this date.

The transparent use of an uncertainty grading is used by the report, and this is acceptable. Data included as other than low uncertainty are not verified.



Sean Connaughton
Report author
Auditel



Mark Miller
Independent Verifier
Beneve Limited