1. Company Information

Broadland District Council is a local authority based in the East of England.

2. Reporting period

The reporting period covered was 1st April 2013 to 31st March 2014. The GHG report for 2012-13 has been corrected to include the corrected energy usage for this year. The 2013-14 report has been compared to this corrected version rather than the one that was published last year.

3. Changes in emissions.

Our reported emissions have fallen since our base year of 2008-09 due to energy efficiency improvements and internal awareness campaigns. There has been a very small decrease since 2012-13. We would have expected a larger decrease as a part of the main office is now empty due to a significant reduction in the total number of staff, but an increase in staff mileage has increased emissions.

The base year total net emissions are 516,853 kg of CO2e

<table>
<thead>
<tr>
<th>GHG emissions data for period 1 April 2013 o 31 March 2014</th>
<th>Global kg of CO2e</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope 1</td>
<td>87,459.95</td>
</tr>
<tr>
<td>Scope 2</td>
<td>285,574.2</td>
</tr>
<tr>
<td>Scope 3</td>
<td>55,893.2</td>
</tr>
<tr>
<td>Total gross emissions</td>
<td>428,927.3473</td>
</tr>
<tr>
<td>Carbon offsets</td>
<td>0</td>
</tr>
<tr>
<td>Green tariff</td>
<td>0</td>
</tr>
<tr>
<td>Total annual net emissions</td>
<td>428,927.3473</td>
</tr>
</tbody>
</table>
4. Approach

All collated information is stored in Microsoft Excel spreadsheets.

The following scopes are included in the report:

Scope 1

Process emissions (owned buildings)
- Data obtained from utility bills and meter readings

Scope 2

Electricity emissions (owned buildings)
- Data obtained from utility bills and meter readings

Scope 3

- Business Travel

5. Organisation Boundary

We have reported on our emissions falling into scope 1, scope 2 and scope 3. Scope 3 emissions have not been recorded in previous years so have not been added to the main comparisons with the baseline year.

6. Exclusions

There are no specific exclusions from Scopes 1 or 2.

Scope 3 only includes the business travel from staff mileage, it has not been possible to use the data from rail travel. The business mileage emissions are not broken down by fuel type or engine size so the average car conversion factor has been used which limits the accuracy of the information.

Total indirect GHGs are not included in the total figure as these do not result from the Council’s operations and are discretionary.
6.1 Calculation method and assumptions made

Meter readings and data from bills have been used to calculate the gas and electricity consumption. Where these do not exactly correlate to the reporting period, the closest data has been selected. Some of the readings are estimates. These have been assumed to be accurate in the absence of any evidence to the contrary.

No weather correction has been taken into consideration

7. Geographic break down

There are no operations outside the UK.

8. Base Year

Our base year is 1st April 2008 to 31st March 2009. A recalculation of the base year would be carried out following any major change in service provision or buildings usage.

9. Targets

Our aim is to reduce our GHG emissions, however no formal percentage target has been agreed.

10. Intensity Measurement

No intensity measure has been used.


No external assurance has been carried out.

12. Carbon offsets

No carbon offsetting has been claimed.

13. Green Tariffs
No emissions reduction is sought from Green Tariff.