



2023 Emissions Report Luccombe Hotels

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Aim

The Aim of this report is to provide Lucombe Hotels with an accurate representation of their carbon emissions for Scopes 1, 2 and 3 (Categories 1, 3, 5 & 6) for the dates provided in compliance with the Greenhouse Gas Protocol.

Project Background and Scope

The advice provided in this report has been adjusted for Lucombe Hotels. All information is backed by Government Standards and is to the best of our knowledge complete.

The data in this report is reflective of the data received from the business and has been used to calculate the baseline year emissions for the organisation.

Beyond Procurement follows Greenhouse Gas Protocol regulations on leased offices. Should a lessee not have ownership or financial control over their office, emissions associated with fuel combustion fall under a scope 3 (upstream leased assets) analysis which is not covered in this report.

The remaining emissions may be offset through certified programs to achieve a 'Certification of Carbon Neutrality' for the particular year. The certification can only be awarded for the years offset and only once the organisation has removed and reduced its emissions to the greatest extent possible.

Ref: Categorizing GHG Emissions Associated with Leased Assets Appendix F to the GHG Protocol Corporate



Definitions

For the purpose of this report the Greenhouse Gas Protocol definitions have been used to address the following:

- Carbon footprint: The total set of greenhouse gas emissions (GHG) caused directly and indirectly by an individual event, organisation, or product expressed as Carbon Dioxide Equivalent (CO₂e).
- Scope 1: direct emissions from activities owned or controlled by your organisation. Examples of Scope 1 emissions include emissions from combustion in owned or controlled boilers, furnaces, and vehicles; and emissions from chemical production in owned or controlled process equipment.
- Scope 2: energy indirect emissions are those released into the atmosphere that are associated with your consumption of purchased electricity, heat, steam, and cooling. These indirect emissions are a consequence of your organisation's energy use but occur at sources you do not own or control.
- Scope 3: other indirect emissions are a consequence of your actions that occur at sources you do not own or control and are not classed as Scope 2 emissions. Examples of Scope 3 emissions are business travel by means not owned or controlled by your organisation, waste disposal, materials or fuels your organisation purchases. Deciding if emissions from a vehicle, office, or factory that you use are Scope 1 or Scope 3 may depend on how you define your operational boundaries. Scope 3 emissions can be from activities that are upstream or downstream of your organisation. More information on Scope 3 and other aspects of reporting can be found in the Greenhouse Gas Protocol Corporate Standard.



Roadmap to net zero

Certified 12 month support programme

1 STEP 1. PLEDGE

Pledge to begin your journey

Making a pledge to begin your journey to net zero is important because it will show you are serious about the goal.

Creating your bespoke Net Zero journey

2

STEP 2. MEASURE

Measure your current carbon footprint

Measuring your current carbon footprint with our calculator gives you an understanding of the amount of carbon you currently produce.

3

STEP 3. STRATEGY

Create a net zero strategic plan and quick wins

Creating a strategy and quick wins will address the main opportunities and issues that prevent you from achieving a net zero outcome.

4

STEP 4. PLEDGE

Take the actions agreed

Taking the actions agreed in the net zero strategy is simply a case of following the checklist you itemised with your Carbon Coach.

On average, our clients save £3,236

6

STEP 6. CALCULATE

Calculate your carbon reduction

We will enter your latest data into the net zero calculator to remeasure your emissions and calculate your carbon reduction in tons of CO₂e.

5

STEP 5. REVIEW

Review and refine your activities

It's very important to review and refine your activities regularly to reflect the realities of your current situation and what you expect to achieve.

On average, our clients reduce their carbon emissions by 35.67 tonnes.

7 STEP 7. CELEBRATE

Celebrate your success

When your carbon footprint is remeasured and a carbon reduction is found, it is possible to offset any residual carbon via verified offsetting schemes to become 'carbon neutral'.



Carbon Footprint Analysis

Luccombe Hotels is a small family owned group passionate about providing the very best hotels on the Isle of Wight and a service that gives you a UK holiday to remember. Based on the beautiful Isle of Wight each hotel has been personally selected to give you the break you deserve. Comprised of Luccombe Hall, Luccombe Manor, a 52 bedroom hotel voted best hotel on IOW for dogs; Luccombe Hall situated cliff top, and Shanklin villas offering 8 luxury holiday apartments.

45 employees, 2 hotels, 1 self catered apartment, 52 rooms. 1 van owned, which is used by maintenance team.

The analysis year (01.01.2023- 31.12.2023) was used to calculate the carbon footprint and was reflective of a 'normal' business year.

2023 baseline emissions report

BASELINE YEAR COMPARISON :		01 May 2022 – 31 March 2023
Emissions Source	Data Quality	Total (tCO ₂)
Scope 1	Primary Data	144.79
Scope 2	Primary Data	61.26
Total Scope 1 & 2 Emissions		206.05
Scope 3		
Category 1 (purchased goods and services; water)	Spend based	0.87
Category 3 - Fuel & energy related activities	Based on expense data	23.59
Category 5 - Waste Disposal	Survey	12.50
Category 6 - Business Travel	Spend based	13.49
Total Scope 3 Emissions		47.41
Total Scope 1, 2 & 3 Emissions		253.46

Scope 1 Gas only, 1 fleet vehicles no refrigerant loss.

Scope 2 Electricity usage

Scope 3

T&D Losses for national grid electricity

Business Travel

Use of private vehicles
Public transport
No Flights
Waste generated in operations
Recycled waste
General waste to landfill
Water supply & treatment

Assumptions

Electricity purchased calculated using national grid average fuel mix.

Business Travel grey fleet, spend based on fuel purchased.

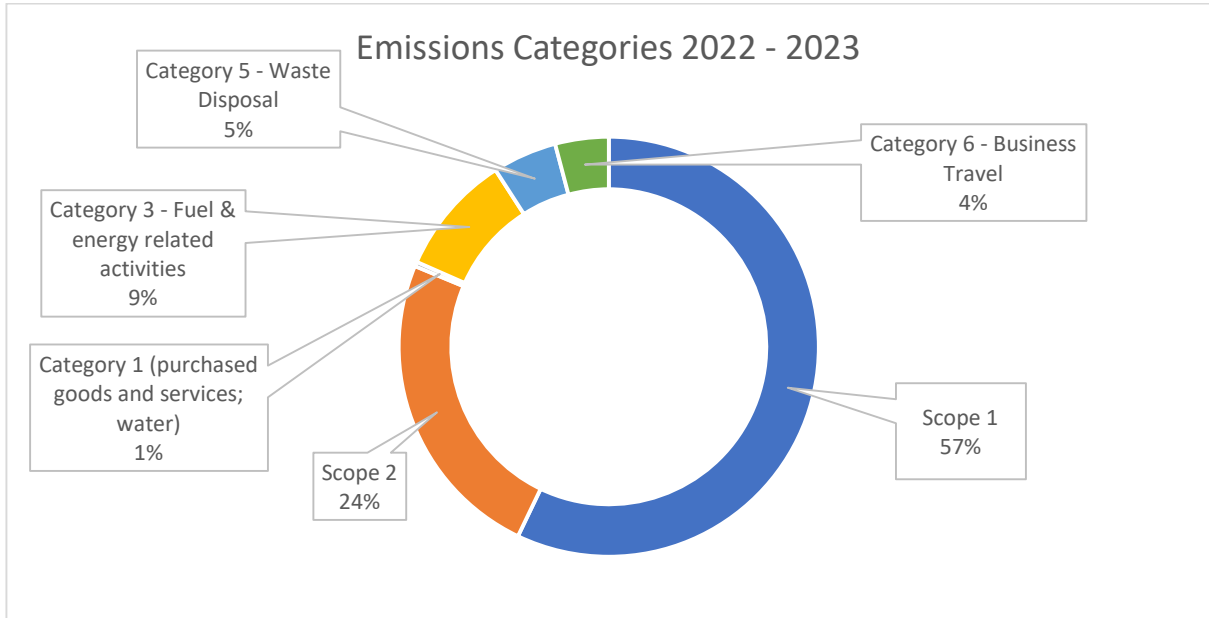
Waste emissions based on average bin size weights, based on contracted weights.

1100l bin = 75kgs general waste

240l bin = 25kg mixed recycling

The results have been calculated using UK Government Emissions factors and other internationally recognised metrics. If you need to report to your supply chain, stakeholders or use this for promotional purposes you may do so.

Emissions by category



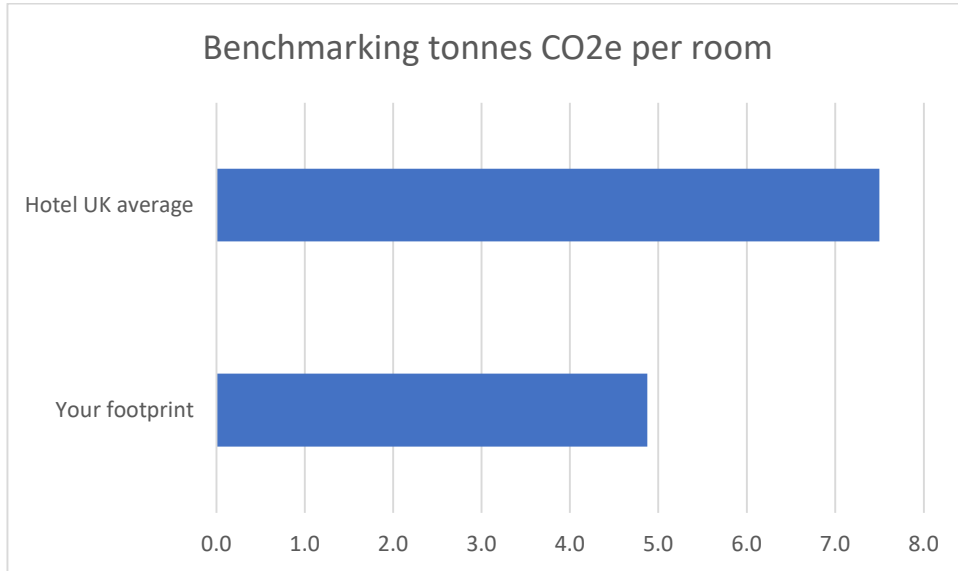
Your Carbon Footprint is
253 tonnes of carbon

Your carbon intensity (per employee) is
5.63 tonnes CO₂e

Benchmarking

Although benchmarking is not an exact science, it does give you an idea as to how you compare to other UK hotels.

Average emissions per hotel room in the UK is around 7.5 tonnes of CO₂e, your emissions per room, based on 52 rooms is 4.87 tonnes CO₂e per room.



<https://www.carbonfootprint.com/offsetalternativeenergy.html>

The cost to offset your carbon emissions is £1,774.22 (£7 per tonne) using the global portfolio VCS certified programs including carbon avoidance, clean and renewable energy generation.

Reduction Strategy

Existing Actions

The following tasks have been implemented to reduce carbon emissions.

Energy Efficiency:

- Switched lighting to LED across all 3 hotel venues.
- Solar installations on Lucombe Hall and Lucombe Manor is currently being surveyed and project being scoped out.

Governance:

- Steven Wells has been appointed the Net Zero Champion for Lucombe Hotels to lead the journey. Steven will need to be driven to make change, be accountable to the business owner(s) and given the tools in which to carry out his role.

Waste Management:

- All packaging has been reduced where possible, implementing initiatives such as breakfast cereals provided in refillable dispensers, rather than packaged.
- Single toiletries now replaced with larger refillable bottles, reducing single use plastic. Also moving to a product 'Zero'.
- Bedrooms have recycling bins only, and general waste bin in bathrooms, rather than only general waste bins. This encourages more recycling, and less general waste.
- Complimentary biscuits now Viscount due to the recycled nature of their packaging. Tea and coffee also moved from individual sachets to refillable jars.
- Currently registering on the Biffa waste portal to gain access to more granular data on waste disposal.
- Compactor on site for paper and cardboard, reducing the volume of waste collected.

Sustainable Sourcing:

- Medina foods for dry stores some from Bookers.
- Farmhouse Faire green grocers in Newport.
- J&B for fish
- Meat – island foods

Community Engagement

- Introduction of ‘Sustainable Tourism Package’; encouraging guests to leave cars at home, travel from mainland to IOW via hovercraft, and provide bikes for use at hotel. Hovercraft emits 67% less carbon than alternatives.
- Provision of 2 EV chargers at Luccombe Hall and 2 at Luccombe Manor, electricity provided free of charge to guests.
- Isle of Wight Green Travel Scheme

Water Conservation

- Customers are asked to re-use towels whenever possible and have lengthened sheet changes on longer stays to reduce laundry levels.
- All toilets are push button eco, showers are being installed to replace baths in some rooms.
- Reviewing installation of water butts for irrigation.

Biodiversity and Conservation

- Wildflower areas have been planted, including the introduction of squirrel feeders, bird feeders, bug and hotels.
- Staff involved with organising and undertaking beach cleans

Recommendations

Following the consultation, it has been agreed that Luccombe Hotels will carry out the following tasks to reduce their carbon emissions. While the following strategy addresses scopes 1 & 2, and elements of scope 3 a full scope 3 analysis has been commissioned to understand the full carbon footprint, and understand mitigation techniques required to become Net Zero.

- Luccombe Hotels will assess if their current provider is a green energy provider, and if they are not they will consider switching their energy tariff to a green or full renewable tariff. By switching tariffs, you can immediately mitigate over 61 tonnes CO₂e (using market based method) or 24% of all calculated emissions.
- Luccombe Hotels will Establish an energy awareness campaign amongst staff. Awareness is essential to ensure all staff are bought in to the changes and will ensure a successful outcome.
- Review diesel van used by maintenance team. Looking to replace with VW ibuzz, this would mitigate over 3 tonnes CO₂e.
- Introduce a travel survey for guests, to ascertain what method of transport guests use to travel to the hotels, also allowing for tracking and success of the 'Sustainable Travel Package'.
- Investigation into the possibility of installing a solar array on the hotel's flat roofs. To include emissions reduction, financial ROI, and capacity – scoping and survey in process.
- Luccombe Hotels are currently serviced by 15-16 gas boilers for heating buildings and swimming pools. When boilers become unserviceable, will look at the option of heat pumps or hybrid systems.
- Water butts will be looked into for water conservation when watering the gardens.
- Register for the SME Climate Hub: <https://smeclimatehub.org/sme-climate-commitment/>
- Attend available free webinars to learn more. Share webinar link
- Luccombe Hotels will encourage customers to adopt your environmental practices. Start asking customers questions as to what initiatives they are doing

Further Considerations

It is also worth considering a review of your Scope 3 emissions so that a comprehensive view is obtained of your business. The costs vary depending on complexity of the work. However, Beyond Procurement can assist with this body of work should you wish to undertake it.

Luccombe Hotels Scope 3.

The following categories have been recommended as relevant for Luccombe Hotels: Those in bold are additional categories to current measures.

Category 1 – Purchased Goods and Services

Category 2 – Capital Goods

Category 5 – Waste generated in operations

Category 6 – Business Travel

Category 7 - **Employee commuting** (including WFH)

- Luccombe Hotels will Benchmark all business overheads. This function will ensure you re-look at your core providers, ensuring they too are on the net zero journey, but also look to free up capital in order to re-invest in net zero initiatives.

Carbon Offsetting Schemes

For residual emissions that are hard to reduce, a legitimate avenue to explore is carbon offsetting.

Carbon offsetting is where you fund schemes across the globe to remove an equivalent amount of carbon your business has emitted. The sheer amount of carbon offsetting schemes can be overwhelming but there are a couple points to remember:

- Offsetting should be used as a last resort rather than a starting point.
- Use a recognised scheme to offset with to achieve carbon neutrality. These can include VCS (Verified Carbon Standard) or Gold Standard Schemes.
- Bear in mind that the cost of offsetting is bound to rise exponentially as time goes by and we get closer to the 2050 deadlines.

Depending on the project chosen to offset your carbon emissions, an indicative cost to offset 253 tonnes of CO₂ could be: £1,771.00

- Recommended Global Portfolio: Clean Energy Projects across the world for renewable energy (Wind, Solar and Hydropower) generation. (£7 a Tonne)
- UK Tree Planting: Select a region of your choice in the UK and the project developer will plant trees to offset your residual carbon. (£19.80 +VAT per tonne)
- Reforestation in Kenya: Your funding supports planting native broad leaf trees in the Great Rift Valley of Kenya. (£16.00 a tonne)
- Americas Portfolio: All projects in this portfolio are registered under VCS or Gold Standard and include energy efficiency, clean drinking water and reforestation projects. (£9.50 a tonne)
- Community Projects: This includes efficient household cookstoves and clean drinking water projects in developing countries (£10.50 a tonne)

Promotion

To communicate that you have started your journey to net zero, you may wish to say:

“Beyond Procurement Ltd have carried out a full emissions analysis of our Scopes 1 & 2 carbon emissions and elements of scope 3 and that we have strategies in place to reduce them. We have also agreed to offset any residual carbon, making us Carbon Neutral for our second year 2021 - 2023.”

All communications relating the carbon emissions assessment must be clear and include the scope and boundary of the assessment. It must not overstate the assessment that has been made.



Notes About Methodology

The organisation has adopted an operational control approach to establishing the boundary. The methodology adopted in line with the Greenhouse Gas Protocol and the BEIS Environmental Reporting Guidelines². The calculations were completed on the Carbon Footprint Ltd's premium calculator using the UK Government emissions factors.

CO₂e is the universal unit of measurement to indicate the global warming potential (GWP) of Greenhouse Gases (GHGs), expressed in terms of the GWP of one unit of carbon dioxide. There are seven main GHGs that contribute to climate change, as covered by the Kyoto Protocol: carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulphur hexafluoride (SF₆) and nitrogen trifluoride (NF₃). Different activities emit different gases. Using CO₂e allows all greenhouse gases to be measured on a like-for-like basis.

References

1. The GHG Protocol Corporate Accounting and Reporting Standard. Revised Edition (2015) World Resource Institute and World Business Council for Sustainable Development.
2. Environmental Reporting Guidelines: Including streamlined energy and carbon reporting guidance (March 2019) UK Government Department for Business, Environment and Industrial Strategy.
3. Carbon Footprint Calculator: <https://www.carbonfootprint.com/>
4. Greenhouse gas reporting: conversion factors - Full set (for advanced users). More at this link: <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

Sample Environmental Management Policy

Policy Statement

Luccombe Hotels understands that its operations inevitably impact on the environment in a number of ways such as by the generation of waste and use of energy for heating and lighting.

With a commitment to achieving net zero, Luccombe Hotels's aim is to ensure that our business operation is performed in such a way as to have minimum impact on the environment. Luccombe Hotels believes that this commitment can best be delivered through the following policy objectives:

Policy Objectives

- Ensuring that Luccombe Hotels's legal duties, statutory obligations, internal policies and procedures are clear, communicated and complied with at all times.
- Analysing carbon emissions annually.
- Reducing our consumption of resources and improving efficiency in the use of these resources.
- Managing waste generated from our operations, using the circular economy principles.
- Creating an environment which encourages staff to identify and participate in sustainability initiatives.
- Providing staff with sufficient training, instruction, information and supervision to develop and encourage environmental awareness.
- Setting measurable targets to assist with Luccombe Hotels's goal of continuously reducing its carbon emissions.

Appendix 1

Full data set

Emissions Source	Units	Carbon (kgCO2e)	Carbon (tCO2e)
Scope 1			
Natural Gas	773925 kWh	141752	141.75
Total Scope 1		141752	141.75
Scope 2			
UK National Grid Electricity	288501 kWh	61257	61.26
Total Scope 2		61257	61.26
Total Scope 1 & 2		0	0
Scope 3			
Category 1 - Purchased Goods and Services			
Water Supply	5856 m3	872	0.87
Category 3 - Fuel & energy related activities			
T&D for UK national grid electricity	773925 kWh	14,542	14.54
WTT - Natural Gas	288501 kWh	9,044	9.04
Category 5 - Waste Disposal			
Commercial Waste	23 tonnes	10,685	10.69
Glass	5 tonnes	97	0.10
Food & Drink waste	4 tonnes	40	0.04
Paper & Board	4 tonnes	85	0.09
Water Treatment	5856 m3	1593	1.59
Category 6 - Business Travel			
Average Van - diesel	12600 km	3038	3.04
Diesel	4160 litre	10451	10.45
Total Scope 3		50,447	50.45
Total Scope 1, 2 & 3		253456	253.46
Total tCO2e per *FTE on gross Scope 1,2 & 3			
Total tCO2e per *£m Turnover on gross Scope 1,2 & 3			



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