

## **Vail Williams Carbon Report for year end 2022**



Where great relationships yield the best property outcomes

## Introduction

### The carbon report in context

Vail Williams is committed to monitoring, reporting on, and continually improving our environmental performance.

We aim to comply with UK legislation and other requirements, to continue to reduce the environmental impact of our business, and to operate in an environmentally responsible manner.

*The Companies (Directors' Report) and Limited Liability Partnerships (Energy and Carbon Report) Regulations 2018 requires quoted companies to report on their global energy use, and large businesses to disclose their UK annual energy use and greenhouse gas emissions. The government encourages all other companies to report similarly, although this remains voluntary.*

**Vail Williams are not currently obliged to report energy and carbon emissions but have chosen to do so.**

This report provides information on our total carbon output for the VW financial reporting period of June 2021 to May 2022 and how it is calculated.

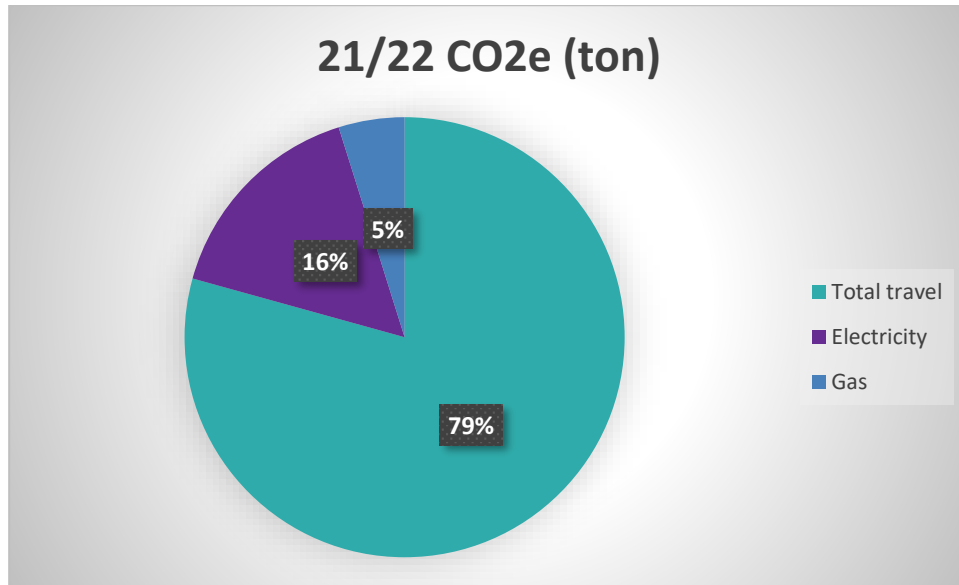
### Roles & responsibilities

The environmental policy statement applies to all our operations including management, office services, site operations, and procurement.

- Matthew Samuel-Camps (Managing Partner & LLP Member) has overall responsibility for ensuring that sufficient resources are made available to enable the business to achieve our environmental objectives and targets and that the policy is implemented.
- Regional Managing Partners have the day-to-day responsibility for ensuring that the requirements of the policy are being followed and for monitoring the effectiveness of the objectives.
- The VW Sustainability team are responsible for leading policy, procedure, training proposals, and staff engagement plans.
- All VW employees have a responsibility in their area to ensure that the aims and objectives of the policy are followed and met.

# Carbon Statement

## Overview



	Current reporting year (year end 2022)	Comparison reporting year (year end 2021)
Emissions from combustion of gas tCO <sub>2</sub> e (Scope 1) [mandatory]	7.78	19.59
Emissions from combustion of fuel for transport purposes (Scope 1) [mandatory]	65.44	50.09
Emissions from business travel (Scope 3) [mandatory]	61.92	49.78
Emissions from purchased electricity (Scope 2, location -based) [mandatory]	25.46	30.11
Total gross CO <sub>2</sub> e based on above [mandatory]	<b>160.6</b>	<b>149.57</b>
Intensity ratio: tCO <sub>2</sub> e gross figure based from mandatory fields above/ tCO <sub>2</sub> /staff/year [mandatory]	0.93	0.88

## Detailed breakdown

Description / activity	Type	Source	Unit	VW total	Scope	CO2e (Ton)
Natural gas for heating	Used	Bills	kWh	42510	1	7.78
Staff travel by car	Small, diesel	SAP Concur	Litres	50.03	1	0.13
Staff travel by car	Medium, diesel	Fuel cards	Litres	4150.79	1	10.63
Staff travel by car	Large, diesel	Fuel cards	Litres	1535.34	1	3.93
Staff travel by car	Small, petrol	SAP Concur	Litres	1072.5	1	2.32
Staff travel by car	Medium, petrol	SAP Concur	Litres	699.95	1	1.51
Staff travel by car	Medium, petrol	Fuel cards	Litres	9199.51	1	19.87
Staff travel by car	Large, petrol	SAP Concur	Litres	1205.82	1	2.60
Staff travel by car	Large, petrol	Fuel cards	Litres	11321.51	1	24.45
Staff travel by car	Electric, average	SAP Concur	Miles	5035	1	0.00
Electricity	Used	Bills	kWh	131649	2	25.46
				<b>Scope 1 &amp; 2 total</b>		<b>98.68</b>
Staff travel by car	Small, petrol	SAP Concur	Litres	3087.31	3	6.6685896
Staff travel by car	Medium, petrol	SAP Concur	Litres	5460.26	3	11.7941616
Staff travel by car	Large, petrol	SAP Concur	Litres	4041.6	3	8.729856
Staff travel by car	Large, petrol	Fuel cards	Litres			
Staff travel by car	Small, diesel	SAP Concur	Litres	3226.6	3	9.7
Staff travel by car	Medium, diesel	SAP Concur	Litres	3540.2	3	10.49
Staff travel by car	Large, diesel	SAP Concur	Litres	5051.9	3	14.54
Staff travel by car	Large, diesel	Fuel cards	Litres			
Staff travel by car	EV	SAP Concur	Litres		3	
Water use - in	Used	Bills			3	
Water use - out	"Returned"	Bills			3	
Waste disposal	Used	WTNs			3	
Hotel stay		SAP Concur	Per night		3	
Homeworking			Per hour		3	
				<b>Scope 3 total</b>		<b>61.9226072</b>

**160.61**

These figures have been prepared following the *GHG Reporting Protocol – Corporate Standard* and using the guidance set out in *Environmental Reporting Guidelines: Including streamlined energy and carbon reporting guidance – HM Government (March 2019)*.

Conversion from energy to emissions was completed by application of the relevant emissions factor from *2020 UK Governments GHG Conversion Factors for Company Reporting*. (See table 2 for further details on conversion factor calculations).

As per the above guidance, we have reported GHG emissions as a gross figure in tonnes of CO2e.

## Appendix 1: Current VW policy statement 2022

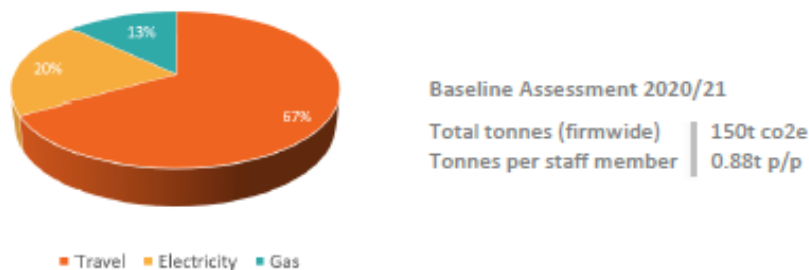
At Vail Williams we recognise and embrace the challenges we all face in dealing with the environmental consequence of our actions.

We believe our responsibility to lead and influence change is wholly aligned with our purpose and that of our values (We Care, We Listen, We Lead, We Innovate), and should lie at the heart of all our business decisions.

Whilst we have already introduced a number of changes which have started to reduce our carbon footprint, we know we can do more. Although we are not yet legally obligated to report our emissions due to the size of our business, we are committed to understanding where we are as a company and what we can do to reduce our carbon emissions.

In order to assess our own carbon output, we have used the Government approved approach for qualifying businesses to demonstrate emissions that come directly from our organisation's activities (our offices and fleet vehicles). In addition, we have expanded our assessment to include indirect activities (such as supply chain and business travel) to provide a more comprehensive and informed baseline analysis.

Having completed a baseline scoping assessment for 2020/21, we are now working towards an annual target to reduce our emissions by an average of no less than 10% per member of staff per annum.



Our intention is to be carbon neutral by 2030 or earlier. In line with our ethos of transparency, we will publish our results on an annual basis on our website every December.

To achieve this reduction, we will continue to challenge ourselves and our supply chain, and work with our clients to reduce our emissions. We believe our main carbon reductions can be achieved through promotion of more sustainable travel, re-evaluating our operational consumables and embracing new technologies. Where possible we will also ensure our offices are as sustainable as possible. In addition, we will aim to increase our recycling and move to a more sustainable consumption of energy, where it is in our control to do so.

As our influence extends beyond our operational activities, we will continue to work with our clients and surrounding network across the property cycle through our multi-disciplinary activity, and will raise environmental awareness with our staff through training, to ensure behavioural change is embedded at a personal as well as corporate level. Our senior management team will be challenged to lead by example, and we will ensure all our principal suppliers have credible ESG policies.

Our expertise in property – a significant carbon producer – gives us a unique opportunity to work with our clients to help us collectively lower our environmental impact, working collaboratively for the benefit of us all and the environment we share. This is our Vail Williams sustainability commitment.

### Responsibility

This environmental and sustainability policy applies to all of our operations including management, office services, site operations and procurement.

The Managing Partner has overall responsibility for ensuring that sufficient resources are made available to enable the business to achieve our environmental objectives and that the policy is implemented.

Our six Regional Managing Partners have the day-to-day responsibility for ensuring that the requirements of the policy are being followed in their regions.

The ESG Team are responsible for leading on policy and procedural change, recording and reporting carbon emissions, raising awareness and delivering communication plans.

All of our employees share a responsibility to ensure that the aims and objectives of this policy are followed and met.

#### Objectives

1. Ensure our main suppliers comply with all relevant environmental laws and regulations, and any applicable environmental industry standards or codes.
2. Make all members of staff aware of our environmental and sustainability objectives and how they can assist in meeting targets.
3. Promote more sustainable travel such as cycle to work schemes, use of public transport and lift sharing.
4. Re-evaluate our operational consumables, using recycled materials whenever these can be commercially justified.
5. Embrace new technologies and innovations wherever we can to make operations more environmentally responsible.
6. Meet our duty of care in relation to waste by increasing our level of recycling and ensuring the safe keeping, transportation and subsequent recovery or disposal of waste.
7. Include environmental considerations in investment decisions for equipment or working practices.
8. Where it is in our control to do so, to move to a more sustainable consumption of energy.
9. Achieve an annual target of reducing emissions by an average of no less than 10% per member of staff per annum and publish figures on our website.
10. Become carbon neutral by 2030.



Matthew Samuel-Camps  
Managing Partner & LLP Member  
July 2022

## Appendix 2: Current legal reporting requirements

From 1 April 2019, quoted companies must report on their global energy use and large businesses must disclose their UK annual energy use and greenhouse gas emissions. This is required by the Companies (Directors' Report) and Limited Liability Partnerships (Energy and Carbon Report) Regulations 2018.

The government encourages all other companies to report similarly, although this remains voluntary.

Unquoted companies and Limited Liability Partnerships in scope of the legislation will be required to disclose energy and carbon information in their accounts and reports, including:

- UK energy use (to include as a minimum purchased electricity, gas and transport 7).
- Associated greenhouse gas emissions.
- At least one intensity ratio.
- Previous year's figures for energy use and GHG emissions (except in the first year).
- Information about energy efficiency action taken in the organisation's financial year.
- Methodologies used in calculation of disclosures.

UK energy use: Changes made by the 2018 Regulations require large unquoted companies to report on UK energy use, and the associated GHG emissions, that relate to:

- Activities for which you are responsible involving the combustion of gas, or consumption of fuel for the purposes of transport; and
- The purchase of electricity by the company for its own use, including for the purposes of transport.

The report must disclose a figure, in kWh, of the annual quantity of energy. Quoted companies must report on all material emissions (as defined in section 92 of the Climate Change Act 2008) from direct sources and from purchased electricity, heat, steam and cooling, and the underlying energy use.

Gas combustion: The relevant Report must include the annual quantity of energy consumed from stationary or mobile activities for which business is responsible involving the combustion of gas. "Gas" is defined, except in the definition of "offshore activity", as any combustible substance which is gaseous at a temperature of 15 degrees Celsius and a pressure of 101.325 kPa (1013.25 mb) and which consists wholly or mainly of methane, ethane, propane, butane, hydrogen or carbon monoxide, or a combination of those, or a combustible mixture of those and air.

Electricity: The relevant business report must include the annual quantity of energy consumed in the UK resulting from the purchase of electricity by the company for its own use, including for the purposes of transport.

Transport: The relevant Report must include the annual quantity of energy consumed from activities for which the company is responsible, involving the consumption of fuel for the purposes of transport (as well, as above, from the purchase of electricity for its own use, including for the purpose of transport). Total energy use must include energy consumption from transport where the organisation is supplied with the fuel for business purposes, not where a transportation service is procured that includes an indirect payment for the fuel consumption. Therefore, only transport where the organisation is responsible for purchasing the fuel is required for mandatory reporting by unquoted companies and LLPs under the SECR framework. Energy consumed for the purposes of transport means energy used by a road going vehicle, a vessel, an aircraft or a train during any journey which: a) starts, b) ends, or c) both starts and ends within the United Kingdom. The following activities should be included in your calculation of your total energy consumption:

- Fuel used in company cars on business use.
- Fuel used in fleet vehicles which you operate on business use.
- Fuel used in personal/hire cars on business use (including fuel for which the organisation reimburses its employees following claims for business mileage).
- Fuel used in private jets, fleet aircraft, trains, ships, or drilling platforms which you operate.
- Onsite transport such as fork-lift trucks.

The following activities are not required to be included in your calculation of your total energy consumption but may be reported separately (including as part of Scope 3 emissions):

- Fuel associated with train travel of your employees where you do not operate the train.
- Fuel associated with flights your employees take where you do not operate the aircraft.
- Fuel associated with taxi journeys your employees take where you do not operate the taxi firm.
- Fuel associated with transportation of goods where you subcontract a firm or self-employed individual to undertake this work for you.

Greenhouse gas emissions: The relevant Report must state the annual quantity of emissions in tonnes of carbon dioxide equivalent (CO<sub>2</sub>e) resulting from the total UK energy use from electricity, gas and transport as defined above. Use the Government conversion factors for company reporting to help you measure energy consumption in common units

Energy efficiency action: A narrative description of the principal measures taken for the purpose of increasing the businesses' energy efficiency in the relevant financial year must be included in the relevant Report. It is recommended that principal actions reported are ones that have had a direct impact on the energy efficiency of an organisation and where possible, that the resulting energy saving from actions reported is also stated. If no measures have been taken this should also be included in the report. These actions could include, for instance:

- Installing smart meters and energy monitoring tools.
- Changing your service and maintenance strategy to ensure vehicles or machinery operate more efficiently.
- Moving fleet from fossil fuels to electric vehicles.
- Capital investment projects from e.g. more efficient lighting, pumps and motors.
- Behavioural change programmes undertaken.

Organisations may choose to use their energy audit recommendations under compliance with ESOS to inform their energy efficiency actions, including those from ISO 50001 actions to drive continuous improvement. Organisations will need to



judge what is appropriate, but the statement should be meaningful and informative for stakeholders and be commensurate with the size and level of energy use of the business.

**Intensity ratio:** The Directors' Report (or LLP's Energy and Carbon Report) must also express the organisation's emissions by way of at least one intensity ratio. Intensity ratios compare emissions data with an appropriate business metric or financial indicator, such as sales revenue or square metres of floor space. This allows comparison of energy efficiency performance over time and often with other similar types of organisations. Annex F lists some common intensity ratios in relation to organisation's activity. The relevant Report must state at least one metric which expresses the business' annual emissions in relation to a quantifiable factor. While organisations are free to choose their own intensity ratio, these should be most appropriate to your business activity, such as tonnes of CO<sub>2</sub>e per total square metres for the property sector, or tonnes of CO<sub>2</sub>e per total million tonnes of production for the manufacturing sector, calculated on a consistent basis year on year with the method of calculation disclosed, and meaningful to stakeholders. Organisations are encouraged to work with their sector associations to consider whether it is appropriate to use a consistent metric or metrics within the sector.

**Methodology:** While there is no prescribed methodology under the legislation, organisations are required to disclose the methodology used to calculate the required information. For effective emissions management and transparency in reporting, it is important that robust and accepted methods are used. It is recommended that you use a widely recognized independent standard, such as: • GHG Reporting Protocol - Corporate Standard. • International Organisation for Standardization, ISO (ISO 14064-1:2018). • Climate Disclosure Standards Board, CDSB. • The Global Reporting Initiative Sustainability Reporting Guidelines. You may use relevant information from other domestic and international regulatory reporting processes to fulfil your mandatory reporting obligations in your Directors' or Energy and Carbon Report. Data from the following may be useful: Energy Savings Opportunity Scheme (ESOS). • Climate Change Agreements Scheme (CCA). • The EU Emissions Trading System (EU ETS). • Systems that are in place to collect data for participation in the CRC Energy Efficiency Scheme. • Overall strategy for sustainability

**External verification or assurance:** There is no requirement in the legislation for emission and energy use data, or narrative on energy efficiency action to be independently assured; however, we would recommend it as best practice. Voluntary independent assurance on the accuracy, completeness and consistency of energy use, GHG emissions data and energy efficiency action is encouraged as beneficial to both internal decision-making and for external stakeholders.

As part of their overall responsibilities in an audit of financial statements, the auditor is required to state in the auditor's report whether, based on the work undertaken in the course of the audit, the information in the Directors' Report: • Is consistent with the financial statements; • Has been prepared in accordance with applicable legal requirements; and • Contains any material mis-statements. If this information is materially inconsistent with the financial statements or the auditor's knowledge obtained in the audit, or otherwise appears to be materially misstated, the auditor considers the need to qualify the auditor's report.

**Enforcement:** The Conduct Committee of the Financial Reporting Council is responsible for monitoring compliance of company reports and accounts with the relevant reporting requirements, imposed on companies by Part 15 of the Companies Act 2006 ("the Act") and imposed on LLPs, as that Act has been applied to LLPs.<sup>38</sup> The Committee has the power to enquire into cases where it appears that relevant disclosures have not been provided. The Committee also has the power to apply to the Court, under section 456 of the Act, for a declaration that the annual report or accounts of a company or LLP do not comply with the requirements and for an order requiring the directors to prepare a revised report and/or set of accounts. As far as possible, however, the Conduct Committee operates by agreement with the businesses whose reports it reviews and, to date, has achieved its objectives without recourse to the Courts. The Committee exercises its functions with regard to the principles of good regulation, including proportionality, consistency and targeting. It raises concerns with companies where there is evidence of apparent substantive non-compliance.



### Appendix 3: Rationale for Inclusion and Exclusion of emissions

### Appendix 4: Conversion Factors

The government produces [conversion factors](#) for greenhouse gas reporting. These conversion factors help companies convert their activities, such as fuel consumption, car mileage or waste generated, into the equivalent carbon emissions. The conversion factors are updated annually at the end of May.

Collecting your energy use data When calculating total energy consumption, organisations must use verifiable data where reasonably practicable. You can collect your energy use data in one of the following ways:

- Obtain meter data (from supplier, Data Collector, Data Aggregator or energy systems provider). This is the preferred method of data collection. If system supplied meter data is not available, then manual readings can also be used.
- Using invoices from suppliers.
- Using annual statements from suppliers. If you have multiple supplies or multiple meters for the same site, then you should combine these as appropriate to best represent the configuration of that site (i.e. summate all import meters). If verifiable data of energy use or spend cannot be obtained, organisations must use a reasonable estimate derived through calculation (based on other verifiable data, if possible), and show how estimates were made. If a need arises for past energy use and emissions figures to be amended, the corrected figure should be presented alongside the original figure, with the rationale for the change.

A number of gases contribute to climate change. The Kyoto Protocol – the international agreement addressing climate change - covers seven main GHGs: carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), hydrofluorocarbons (HFCs), nitrous oxide (N<sub>2</sub>O), perfluorocarbons (PFCs), sulphur hexafluoride (SF<sub>6</sub>) and Nitrogen Trifluoride NF<sub>3</sub>

Different activities emit different gases, for example, burning fossil fuels releases carbon dioxide, methane and nitrous oxide into the atmosphere, while producing aluminium releases carbon dioxide and perfluorocarbons.

GHG emissions can be reported in terms of the metric tonnes of gas emitted or in metric tonnes of carbon dioxide equivalent (CO<sub>2</sub>e). This gives the global warming effect of the mass of GHG in terms of what mass of carbon dioxide would produce the equivalent effect.

#### Future considerations

However, there are also actions that an organisation can take that would not be reflected in gross figures for these three scopes:

- Buying and retiring offsets and Woodland Carbon Units and exporting renewable energy generation. The impact of these actions can be quantified. We recommend that organisations account for these emissions reductions against their gross figure to report a net figure in tonnes of CO<sub>2</sub>e. This net figure should be additional to your gross figure and should not replace it. Please note that if you are a project developer of offsets, you should show your sale of offsets in your net emissions figure. This will lead to your net emissions figure being higher than your gross figure.