



**TLT LLP**

Carbon Reduction Plan  
FY2021/22

For what comes next  
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# Commitment to achieving net zero

TLT's ambitious commitment to achieving net zero greenhouse gas (GHG) emissions by 2040 has been verified by the Science Based Targets initiative (SBTi), marking a monumental step in our comprehensive decarbonisation strategy.

The full set of near- and long-term targets include:

- Reduce absolute scope 1 and 2 emissions 80% by FY2030 from a FY2019 base year
- Reduce absolute scope 3 emissions 47% by FY2030 from a FY2019 base year
- Reduce absolute scope 1, 2 and 3 emissions 90% by 2040 from a FY2019 base year

## Baseline emissions footprint

Baseline emissions are a record of the GHG emissions that 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.

<b>Baseline year:</b> FY2018/19 (01/05/18 - 30/04/19)		
<b>Additional details relating to the baseline emissions calculations</b>		
Our baseline emissions calculations were assessed in collaboration with Carbon Credentials Energy Services Limited, trading as Carbon Intelligence. FY2018/19 was chosen as our baseline emissions year because it was pre-Covid and, therefore, represented a full, normal operational year.		
TLT LLP operates from six offices across the UK with the following emissions activities:		
<ul style="list-style-type: none"> <li>• Scope 1 covering natural gas (heating), diesel (generators) and refrigerant gas (cooling). We do not use any fleet vehicles.</li> <li>• Scope 2 covering electricity.</li> <li>• Scope 3 covering the five specific categories (see below).</li> </ul>		
<b>Baseline year emissions:</b> 2,008 tCO <sub>2</sub> e		
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>	<b>Comments</b>
<b>Scope 1</b>	<b>69</b>	
<b>Scope 2</b>	<b>345</b>	Market based
<b>Scope 3</b>	<b>1,594</b>	Limited to business travel, employee commuting, waste generated in operations, upstream transportation/distribution and downstream transportation/distribution*
<b>Total Emissions</b>	<b>2,008</b>	

\* In accordance with the Cabinet Office's Procurement Policy Note (PPN) 06/21

# Current emissions reporting

Our reporting period is 1 May to 30 April and emissions are reported in tCO2e.

	FY2018/19	FY2019/20	FY2020/21	FY2021/22	Comments
<b>Scope 1</b>	69	69	69	68	
<b>Scope 2</b>	345	360	121	21	Market based
<b>Scope 3</b>	1,594	1,434	668	684	Limited to business travel, employee commuting, waste generated in operations, upstream transportation/ distribution and downstream transportation/distribution*
<b>Total</b>	2,008	1,863	858	773	

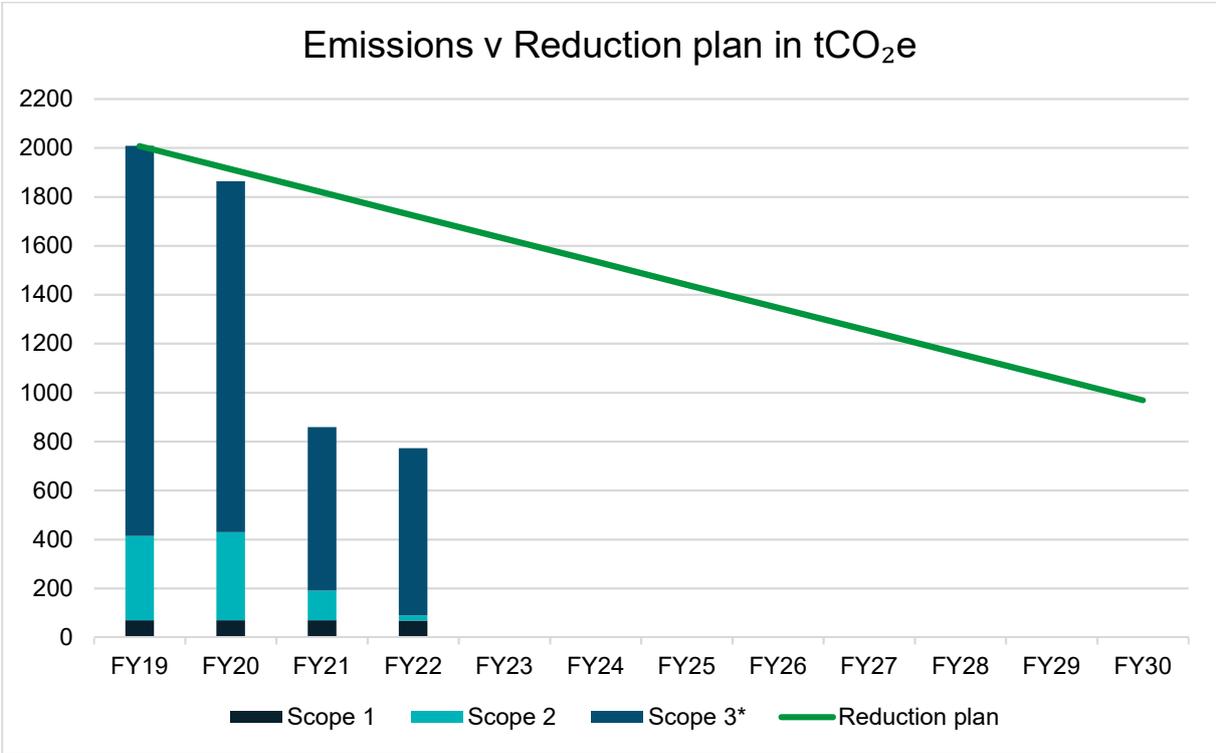
\* In accordance with the Cabinet Office’s Procurement Policy Note (PPN) 06/21

Improved data collection and methodology has increased the quality of data that is being collected and used for reporting. As a result, the Scope 1 and Scope 2 data for FY2019/20 differs slightly in this and last year’s reports to that in the FY2019/20 report. The difference includes the addition of Scope 1 data and a modification in the renewable energy use and conversion factors for Scope 2.

In addition, Scope 3 business travel emissions has been updated in line with SBTs to include well-to-wheel calculations, together with including hotel emissions for FY2021/22. Due to Covid-19 restrictions, there were no hotel-related emissions from FY2018/19 to FY2020/21.

# Progress against emissions reduction targets

Progress against the baseline in FY2018/19, covering the past four years, is illustrated in the graph below. We have achieved a significant emissions reduction overall, albeit with a notable proportion due to the commuting changes resulting from Covid-19, however TLT is still on track to deliver against its science-based net zero target.



## Completed and in-flight carbon reduction initiatives

The following environmental management measures and projects have been implemented since the FY2018/19 baseline and were well progressed by the end of FY2021/22.

Our main focus over the past four years has been to put in place a robust management structure and programme to ensure the net zero programme is embedded into our day to day operations. Executive board members have been identified as responsible for driving the sustainability strategy, and as part of this role, they are overseeing the development of a roadmap to achieve net zero by 2040.

### Renewable electricity

The majority of our offices moved to purchasing renewable electricity between October 2019 and the end of FY2021/22, which has been verified externally as compliant with the Greenhouse Gas Protocol Scope 2 Guidance. This means renewable electricity consumed on these sites can be reported as producing zero carbon emissions using the market-based method.

Across the business, by purchasing renewable electricity, the emissions have fallen from the baseline figure of 345 tCO<sub>2</sub>e to 21 tCO<sub>2</sub>e in the current reporting year. Since May 2022, all six offices have now shifted to 100% renewable energy tariffs. Further reductions will be seen in future years as additional energy saving measures are implemented.

## Business travel and commuting

Business travel and commuting contributes to a significant proportion of TLT's Scope 3 emissions being reviewed within (PPN) 06/21, with a concerted effort since 2021 to reduce emissions by implementing several innovative initiatives and a behaviour change campaign.

In June 2021, the firm launched its progressive TLT World initiative, which encourages colleagues to take a fully flexible approach to work, minimising carbon-heavy commutes for those who are comfortable operating remotely. As a result, our commuting patterns have changed significantly from the baseline year. We also became one of the only law firms to pioneer a green car leasing scheme in May 2021, having already installed two electric vehicle charging points at our Bristol headquarters.

In November 2021, to further improve our business travel, our sustainable travel pillar was implemented through an employee engagement drive to help colleagues identify opportunities to be more sustainable in and outside of work. Through a sustained programme of internal events and communications, we educate, support and motivate our colleagues and enable them to make better decisions – for example, by raising awareness of our hybrid working and travel policies and steps they can take individually.

In recent years, there has been a reduction in business travel and commuting due to Covid-19. Very little travel occurred between FY2019/20 and FY2020/21 (2.72tCO<sub>2</sub>e) resulting in an over 90% reduction in emissions compared with the baseline total emissions. Since FY2020/21, emissions have increased as Covid-19 restrictions were lifted. Yet, business travel and commuting continue to be lower than the FY2018/19 baseline, by 14% and 62%, respectively.

There was very little air travel in FY2021/22 – a 95% reduction from the mainly pre-Covid financial year 2019/20. Rail use has fallen by 67% and road by 56%, again compared with FY2019/20. Hotel occupation was reported in FY2021/22, for the reasons explained above, at 108tCO<sub>2</sub>e.

## Awards

We won the People in Law Awards 2022 'Best Environmental Initiative' award, based on our internal sustainability engagement programme and results. We were also highly commended as the 'Best Law Firm for Eco-friendliness' at the Legal Cheek Awards 2022 following extensive and positive trainee feedback.

## Science Based Targets initiative (SBTi)

In March 2022, TLT's commitment to setting science-based emissions reduction targets was formally recognised by the SBTi and, in May 2022, the near-term and long-term targets were submitted to SBTi for approval. These were approved in August 2022.

The SBTi is a global body enabling businesses to set ambitious emissions reduction targets in line with the latest climate science. It is focused on accelerating companies across the world to halve emissions before 2030 and achieve net zero emissions before 2050.

## New Glasgow office

In August 2021, we committed to move our Glasgow office to Cadworks – one of the most sustainable buildings in Scotland and the first carbon zero office in TLT's premises portfolio. The move took place in June 2022.

## EcoVadis

We have disclosed our ESG data to EcoVadis and in Autumn 2021 received a silver rating. This is an additional means to enable us to monitor our performance and convey progress from a universally recognised ESG ratings provider's platform, which includes environmental sustainability. This will continue to be renewed annually.

## Planned carbon reduction initiatives

Our future plans to reduce carbon emissions are focused on reducing energy consumption in our offices, evolving our net zero strategy and environmental management and continuing to engage with our colleagues.

### Influencing our landlords

We are working with building management in our offices to continue to encourage energy consumption reduction measures and best practice.

We have installed electric vehicle and bike charging points at our Bristol headquarters. Cadworks, our Glasgow office, encourages active travel and the few car parking spaces it does have are electric.

### ISO 14001:2015

It is important that we have a structured approach to environmental management, and so in July 2021 we began the journey to ISO 14001:2015 accreditation. As of April 2022, we are now positively recommended for and are imminently awaiting ISO 14001:2015 certification. And to maintain our certificate and go beyond this, we have plans to improve collaboration between departments to enhance environmental monitoring and carbon reporting for business travel, commuting and waste management.

### Employee engagement

In November 2021, we implemented three pillars of sustainability – sustainable travel, sustainable purchasing and sustainable community – to help our colleagues identify opportunities to be more sustainable in and outside of work. We have run a number of events around this to maintain awareness and engagement, including Active Travel Week to coincide with Clean Air Day, and are planning several further events around these pillars and our net zero journey in FY2022/23.

In September 2021, we launched sustainability forums in all our offices to provide opportunities for passionate and knowledgeable colleagues to drive the sustainability agenda locally. They have run a number of successful initiatives, from a vegan cookalong to a guide to having a sustainable festive holiday, and we are arranging additional training and upskilling for forum leaders to help them develop their forums and boost awareness and engagement.

## Declaration and sign off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and the 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 standard<sup>1</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>2</sup>.

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) Standard<sup>3</sup>.

This Carbon Reduction Plan was reviewed and signed off by the Executive Board of TLT on 1 September 2022.

Signed on behalf of TLT's Executive Board by



**John Wood**  
Managing Partner

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

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

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

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