

Borough Council of  
**King's Lynn &  
West Norfolk**



**Carbon Audit: 2018/2019**

## Table of Contents

1. Summary.....	3
2. Scope emissions .....	3
3. Emissions statement .....	4
4. Company information .....	5
5. Reporting period .....	5
6. Changes in emissions.....	5
7. Measuring and reporting .....	7
8. Scope explanation.....	8
9. Organisational boundary .....	9
10. Geographical breakdown.....	9
11. Base year .....	9
12. Target .....	9
13. Intensity measurement .....	9
14. External assurance statement.....	9
15. Carbon offsetting .....	10
16. Green tariffs.....	10
17. Electricity generation .....	10
18. Heat generation .....	10
19. Current strategies .....	10
20. Future opportunities .....	10
21. Glossary .....	11
22. Appendix 1: Detailed emissions statement .....	11

## **1. Summary**

In accordance with National Indicator 185 guidance the Borough Council of King's Lynn & West Norfolk (BCKLWN) developed and published greenhouse gas reports, which continued until 2014/2015. This allowed the BCKLWN to manage and track the Borough Council's greenhouse gas emissions over time. The Borough Council had a 5% reduction target of greenhouse gas emissions per year, which was met in 2010/2011, 2011/2012 and 2013/2014. However, emissions did increase in the years in between. The last greenhouse gas report published was for the period 2014/2015, which showed the BCKLWN to have emitted 6,183.4 tonnes CO<sub>2</sub>e. This was an 8% increase on the previous year.

This report has been compiled in accordance with the 'Environmental Reporting Guidelines' set by The Department of Business, Energy and Industrial Strategy (BEIS) and HM Government. The Greenhouse Gas Protocol 'Corporate Accounting and Reporting Standard' and the Carbon Trust 'Carbon Footprinting Guide' have also been used to inform our reporting procedure. Official BEIS greenhouse gas reporting conversion factors were used to work out the BCKLWN's emissions.

## **2. Scope emissions**

Scope 1: Gas consumption, oil consumption and vehicle fleet.

Scope 2: Electricity consumption.

Scope 3: Transmission and distribution losses, water supply, water treatment, business travel and contractor travel.

<b><i>Global Tonnes CO<sub>2</sub>e</i></b>		
<b><i>Year</i></b>	<b><i>2014/2015</i></b>	<b><i>2018/2019</i></b>
Scope 1	1,829.3	1,713.3
Scope 2	2,721.5	1,425.2
Scope 3	1,632.6	1,493.9
Total gross emissions	6,183.4	4,632.4
Carbon offsets	n/a	n/a
Green tariffs	n/a	n/a
Total net emissions	6,183.4	4,632.4

### 3. Emissions statement

	Consumption	Kg CO2e	t CO2e
<b>Scope 1</b>			
Gas Consumption	7,175,310 (kWh)	1,319,970	1,320
Oil Consumption	-	-	-
<b>Council Vehicle Fleet</b>			
Petrol Vehicle	3546.0 (Litres)	7,812.0	7.8
Diesel Vehicle	125,794.1 (Litres)	330,457.4	330.5
Red Diesel	20,960.1 (Litres)	55,060.8	55.1
<b>Total Scope 1</b>		<b>1,713,300</b>	<b>1,713.3</b>

<b>Scope 2</b>			
Electricity use in Council Buildings	5,034,868 (kWh)	1,425,220	1,425.2
<b>Total Scope 2</b>		<b>1,425,220</b>	<b>1,425.2</b>

<b>Scope 3</b>			
Transmission & Distribution Losses	5,034,868 (kWh)	121,491	121.5
Water Supply	77,754 (m³)	26,747.4	26.7
Water Treatment	63,546.3 (m³)	44,990.8	45
<b>Buisness Travel</b>			
Small Petrol Car	69,278.5 (Miles)	17,351.7	17.4
Medium Petrol Car	34,010.8 (Miles)	10,611.4	10.6
Large Petrol Car	7,525.9 (Miles)	3,441.1	3.4
Small Diesel Car	60,246.1 (Miles)	14,091	14.1
Medium Diesel Car	71,341.5 (Miles)	19,923.5	19.9
Large Diesel Car	26,956.2 (Miles)	9,336	9.3
Bus	174.8 (km)	19.5	0.0
Rail	40,523.3 (km)	1,792.8	1.8
Ferry	239.6 (km)	31	0.0
Plane	5,545.7 (km)	1178.8	1.2
<b>Contractor Travel</b>			
Refuse Collection Vehicles	465,521.1(Litres)	1,222,896	1,222.9
<b>Total Scope 3</b>		<b>1,493,902</b>	<b>1,493.9</b>

<b>BCKLWN Emissions Total</b>		<b>4,632,422</b>	<b>4,632.4</b>
-------------------------------	--	------------------	----------------

## **4. Company information**

The Borough Council of King's Lynn & West Norfolk is a local authority based in the east of England.

## **5. Reporting period**

The reporting period is from 01/04/2018 to 31/03/2019.

## **6. Changes to emissions**

There was a large change to our emissions when compared to our last published audit (2014/2015). Overall CO<sub>2</sub>e emissions decreased from 6,183.4 tonnes of CO<sub>2</sub>e in 2014/2015 to, 4,632.4 tonnes of CO<sub>2</sub>e in 2018/2019. This is a reduction of 1,551 tonnes of CO<sub>2</sub>e, which equates to a 25% reduction.

### **Scope 1:**

Scope 1 emissions totalled at 1,713.3 tonnes of CO<sub>2</sub>e, compared to 1,829.3 tonnes CO<sub>2</sub>e in 2014/2015. This is a reduction of 116 tonnes, which equates to a 6% reduction in scope 1 emissions.

Gas consumption contributed 1,320 tonnes of CO<sub>2</sub>e and the BCKLWN vehicle fleet contributed 343.3 tonnes of CO<sub>2</sub>e. Oil consumption was recorded at 0 tonnes of CO<sub>2</sub>e for the audit reporting period. The BCKLWN stopped using oil across its estates, saving the 33 tonnes of CO<sub>2</sub>e emitted in 2014/2015.

Scope 1 was identified as the largest contributor to BCKLWN emissions (37% of total emissions). Scope 1 increased its share of emissions from 30% in 2014/2015 to 37% in 2018/2019.

### **Scope 2:**

Scope 2 emissions totalled at 1,425.2 tonnes of CO<sub>2</sub>e compared to 2,721.5 tonnes CO<sub>2</sub>e in 2014/2015. This is a reduction of 1,296.3 tonnes, which equates to a 48% reduction in scope 2 emissions.

Scope 2 was identified as the smallest contributor to BCKLWN emissions (31% of total emissions). This is a large change compared to 2014/2015 where it was the largest contributor, contributing 44% of overall BCKLWN emissions.

However, the BCKLWN's electricity consumption only decreased by 471,310 kWh, from 5,506,178 kWh in 2014/2015 to 5,034,868 kWh in 2018/2019 (a 9% decrease). Our emissions decrease is explained by the increased greening of the national grid between 2014 and 2019, which results in less

carbon intensive electricity production. Consequently, the amount of CO<sub>2</sub>e emitted from electricity production has decreased. Thus, we consume a similar amount of electricity, but emit 48% less CO<sub>2</sub>e. If emissions from our consumption in 2014/2015 were calculated with 2018 emissions factors, then the emissions would be 1,558.6 tonnes CO<sub>2</sub>e. Our current scope 2 emissions are only 9% less than this recalculated figure.

The Department of Business, Energy and Industrial Strategy explained the decrease in scope 2 emissions:

*“In this 2018 [emissions conversion factor] update, the CO<sub>2</sub>e factor has decreased again (compared with 2017) by 19% due to a decrease in coal generation and an increase mainly in natural gas and to a much lower extent renewable generation”.*

### **Scope 3:**

Scope 3 emissions totalled at 1,493.9 tonnes of CO<sub>2</sub>e compared to 1,632.6 tonnes CO<sub>2</sub>e in 2014/2015. This is a reduction of 138.7 tonnes, which equates to a 8% reduction in scope 3 emissions.

Transmission and distribution losses contributed 121.5 tonnes of CO<sub>2</sub>e. Water supply contributed 26.7 tonnes of CO<sub>2</sub>e, whilst water treatment contributed 45 tonnes of CO<sub>2</sub>e. Business travel contributed 76.7 tonnes of CO<sub>2</sub>e. Finally, contractor travel contributed 1,222.9 tonnes of CO<sub>2</sub>e.

Scope 3's emissions contribution was similar to scope 2's emissions (32% of total emissions). Scope 3 has increased its share of emissions from 26% in 2014/2015 to 32% in 2018/2019.

### **The trend:**

Overall the BCKLWN's emissions have decreased by 25% in 2018/2019, compared to the last available data in 2014/2015. Scope 2 (electricity consumption) was the source of the largest emissions reduction (48% reduction), whilst scope 1 and 3 saw modest reductions (6% and 9% reductions, respectively).

### **Emissions increases:**

Emissions increases have occurred in a few areas within the 3 scopes.

- Petrol vehicle use in council fleet.
- Petrol vehicle use in business travel.
- Water supply.

## **7. Measuring and reporting**

Reporting will take place annually, using the BEIS environment reporting guideline. All information is calculated using up to date government emission conversion factors and is stored and processed using Microsoft excel. The below scopes are included in our audit.

### **Scope 1**

#### **Gas Consumption**

- Data obtained for council utility bills

#### **Oil Consumption**

- Data obtained for council utility bills

#### **Vehicle Fleet**

- Data obtained from council fuel invoices

### **Scope 2**

#### **Electricity Consumption**

- Data obtained from the council utility bills

### **Scope 3**

#### **Transmission and Distribution Losses**

- Obtained using electricity consumption data

#### **Water Supply**

- Obtained using council utility bills

#### **Water Treatment**

- Obtained using the water supply data

#### **Business Travel**

- Obtained using employee mileage claims

#### **Contractor Travel**

- Obtained through contractor fuel records

## **8. Scope explanation**

This table provides a description of what each activity includes from each scope.

<b><u>Scope</u></b>	<b><u>Activity</u></b>	<b><u>Description</u></b>
Scope 1	Gas Consumption	Used to heat our buildings and sites.
	Oil Consumption	Used to heat our buildings and sites
	Vehicle Fleet	Fleet of the councils operational vehicles.
Scope 2	Purchased electricity	Electricity from the national grid to power the council's buildings and sites.
Scope 3	Transmission and Distribution Losses	These are indirect emissions from the transmission and distribution of our purchased electricity. It is considered best practise to include these in scope 3 emissions.
	Water Supply	The supply of water to our buildings and sites.
	Water Treatment	The water we return back to the system (90% return rate).
	Business Travel	Staff travel in their own vehicles for business reasons.
	Contractor Travel	Travel by contractors to carry out the tasks we have commissioned them to do, e.g. waste collection.

## **9. Organisational boundary**

Our organisational boundary follows the data collection guidance from the previous National Indicator 185.

*“The indicator is to include all CO<sub>2</sub> emissions from the delivery of local authority functions. In terms of the meaning of the word in legislation “function” covers both the duties and powers of an authority. It covers all an authority’s own operations and outsourced services”.*

BEIS refers to this as an organisation that has financial and operational control. Therefore we include functions that we as a local authority have the above control over.

## **10. Geographical breakdown**

All of the BCKLWN activities occur within King’s Lynn and West Norfolk, except for some staff transport activities.

## **11. Base year**

This carbon audit reporting year will form our base year. Due to the length of time between our last report as well as errors in past reports it has been decided that rolling our base year to this reporting period is the most sensible option.

Our base year will be recalculated following any significant structural changes or methodological changes. If it is not possible to recalculate for the base year on the basis of a lack of data, then the following year will be recalculated.

Our base year is therefore: 01/04/2018 to 31/03/2019.

## **12. Target**

The BCKLWN’s previous target was a 5% year on year decrease in CO<sub>2</sub>e emissions. We currently have no yearly target for emissions reductions.

## **13. Intensity measurement**

No intensity measurement has been carried out as this is more applicable to private sector businesses.

## **14. External assurance statement**

No external assurance has been carried out; therefore, no external assurance statement is provided.

## **15. Carbon offsetting**

No carbon offsetting has been carried out for the corresponding financial year.

## **16. Green tariffs**

The BCKLWN is not using a green tariff.

## **17. Electricity generation**

The BCKLWN has solar PV panels on some of its properties, which generated 35,815 kWh of clean electricity in 2018/2019. This electricity is directly used by the BCKLWN, which helps reduce electricity consumption from the national grid.

## **18. Heat generation**

There are no heat generation facilities used or owned by the BCKLWN.

## **19. Current strategies**

A background paper was written detailing a phased approach to our 2019/2020 work on climate change. Phase 1 has included an officer working group being set up, an intern being appointed to conduct this audit, work on collating existing and future council policies and practises, as well as work looking into the district emissions bubble. This carbon audit concludes phase 1. Phase 2 will continue to look at the district emissions bubble, review our policies further and make recommendations, as well as engage with other stakeholders on future climate change work. Phase 2 is ongoing, and will be completed by the end of the 2019/2020 financial year. The internship has now been extended from the initial 4 month period to a 12 month period, to help with ongoing climate change work.

Within the BCKLWN's corporate business plan, there are key priorities outlined with equal weight, one of which refers to tackling climate change. The BCKLWN has also commissioned Ameresco to complete a Re:fit of the borough council's estate. The Re:fit includes a number of projects that can be implemented to reduce CO<sub>2</sub> emissions and reduce energy costs in a cost effective way. This Re:fit is expected to reduce emissions by roughly 450 tonnes CO<sub>2</sub> per year. The Re:fit is currently in progress.

## **20. Future opportunities**

A work plan is to be drawn up for the 2020/2021 financial year. This will detail the scope of our climate change work for the next year, including key projects and work streams to be completed throughout the year. The climate change officer working group will be feeding into this new work plan and the subsequent ongoing work

streams. A county group has been set up to look at bettering the work being done on climate change over the whole of Norfolk. This group will provide an opportunity for different partners to work together to achieve a common goal.

Over the next financial year (2020/2021), we will be developing a climate change policy and strategy with an action plan.

## **21. Glossary**

- Carbon Trust: Carbon Footprinting Guide.
- Greenhouse Gas Protocol: Corporate Accounting and Reporting Standard.
- HM Government: Environmental Reporting Guidelines.

## **22. Appendix 1: Detailed emissions statement**

*Please see page 12 for a complete statement, detailing CO<sub>2</sub>e, CO<sub>2</sub>, CH<sub>4</sub> and NO<sub>2</sub> emissions from scopes 1, 2 and 3 for the financial year 2018/2019.*

**BCKLWN 2018/2019 Carbon Audit**

Scope 1	Consumption	Kg CO <sub>2</sub> e	t CO <sub>2</sub> e	Kg CO <sub>2</sub>	t CO <sub>2</sub>	Kg CH <sub>4</sub>	t CH <sub>4</sub>	Kg NO <sub>2</sub>	t NO <sub>2</sub>
Gas Consumption	7,175,310 (kWh)	1,319,970	1,320	1,317,530	1,317.5	1,722.1	1.7	717.5	0.7
Oil Consumption	-	-	-	-	-	-	-	-	-
<b>Council Vehicle Fleet</b>									
Petrol Vehicle	3546.0 (Litres)	7,812.0	7.8	7,763.6	7.8	24.5	0.0	23.9	0.0
Diesel Vehicle	125,794.1 (Litres)	330,457.4	330.5	325,724.8	325.7	52.8	0.1	4,675.8	4.7
Red Diesel	20,960.1 (Litres)	55,060.8	55.1	54,273.0	54.3	8.8	0.0	779.1	0.8
<b>Total Scope 1</b>		<b>1,713,300</b>	<b>1,713.3</b>	<b>1,705,291.4</b>	<b>1,705.3</b>	<b>1,808.2</b>	<b>1.8</b>	<b>6,196.3</b>	<b>6.2</b>

Scope 2	Consumption	Kg CO <sub>2</sub> e	t CO <sub>2</sub> e	Kg CO <sub>2</sub>	t CO <sub>2</sub>	Kg CH <sub>4</sub>	t CH <sub>4</sub>	Kg NO <sub>2</sub>	t NO <sub>2</sub>
Electricity use in Council Buildings	5,034,868 (kWh)	1,425,220	1,425.2	1,414,194	1,414.2	3,323	3.3	7,703	7.7
<b>Total Scope 2</b>		<b>1,425,220</b>	<b>1,425.2</b>	<b>1,414,194</b>	<b>1,414.2</b>	<b>3,323</b>	<b>3.3</b>	<b>7,703</b>	<b>7.7</b>

Scope 3	Consumption	Kg CO <sub>2</sub> e	t CO <sub>2</sub> e	Kg CO <sub>2</sub>	t CO <sub>2</sub>	Kg CH <sub>4</sub>	t CH <sub>4</sub>	Kg NO <sub>2</sub>	t NO <sub>2</sub>
Transmission & Distribution Losses	5,034,868 (kWh)	121,491	121.5	120,535	120.5	302	0.3	655	0.7
Water Supply	77,754 (m <sup>3</sup> )	26,747.4	26.7	-	-	-	-	-	-
Water Treatment	63,546.3 (m <sup>3</sup> )	44,990.8	45	-	-	-	-	-	-
<b>Business Travel</b>									
Small Petrol Car	69,278.5 (Miles)	17,351.7	17.4	17,269.7	17.3	37.4	0.0	46.4	0.0
Medium Petrol Car	34,010.8 (Miles)	10,611.4	10.6	10,570.2	10.6	18.4	0.0	22.8	0.0
Large Petrol Car	7,525.9 (Miles)	3,441.1	3.4	3,432.0	3.4	4.1	0.0	5.0	0.0
Small Diesel Car	60,246.1 (Miles)	14,091	14.1	13,910.2	13.9	1.2	0.0	179.5	0.2
Medium Diesel Car	71,341.5 (Miles)	19,923.5	19.9	19,709.5	19.7	1.4	0.0	212.6	0.2
Large Diesel Car	26,956.2 (Miles)	9,336	9.3	9,255.1	9.3	0.5	0.0	80.3	0.1
Bus	174.8 (km)	19.5	0.0	19.3	0.0	0.0	0.0	0.2	0.0
Rail	40,523.3 (km)	1,792.8	1.8	1,776.1	1.8	3.2	0.0	13.4	0.0
Ferry	239.6 (km)	31	0.0	30.6	0.0	0.0	0.0	0.4	0.0
Plane	5,545.7 (km)	1178.8	1.2	1,172.9	1.2	0.1	0.0	5.8	0.0
<b>Contractor Travel</b>									
Refuse Collection Vehicles	465,521.1 (Litres)	1,222,896	1,222.9	1,205,397	1,205.4	195.5	0.2	17,303.4	17.3
<b>Total Scope 3</b>		<b>1,493,902</b>	<b>1,493.9</b>	<b>1,403,077.8</b>	<b>1,403.1</b>	<b>563.8</b>	<b>0.5</b>	<b>18,524.9</b>	<b>18.5</b>

<b>BCKLWN Emissions Total</b>		<b>4,632,422</b>	<b>4,632.4</b>	<b>4,522,563.2</b>	<b>4,522.6</b>	<b>5,695</b>	<b>5.6</b>	<b>32,424.2</b>	<b>26.2</b>
-------------------------------	--	------------------	----------------	--------------------	----------------	--------------	------------	-----------------	-------------