

Management summary

This is the fourteenth published Carbon Accounts report from LINK. Previous year's reports can be found on our [website](#).

This report builds on last year's change in working practices into a more hybrid working model. Most members of staff work from home with one day a week in the office. LINK continues to hold all group and planning meetings and events as well as three of four Board meetings online with face-to-face meetings where engagement is the focus. Energy emission calculations include estimated homeworking energy emissions, a nominal amount to cover electricity use in both offices, travel for all employees (both business and commuting), waste and recycling from the Perth office.

The carbon equivalent figures are calculated based on the conversion factors published in the [Government guidelines](#) for 2023. Our emission levels in terms of metric tonnes increased as the kg CO₂ emissions are now calculated at higher rates across some forms of transport and energy. Government guidelines now also include conversion rates for homeworking, which we have implemented as a change from last year's conversion calculations. We have also included hotel stays, as part of work travel where applicable, in our conversion calculations as guided by the government guidelines.

LINK's environmental policy is based on the principle of the "3 Rs" - reducing consumption of energy and other resources, re-using resources as much as possible and recycling where possible.

Overall, our Carbon Emissions (See Figure 1) for the year equated to 6.84 metric tonnes - an increase of 3.49 tonnes on 2021/22.

This has included an increase in business travel with international travel trips.

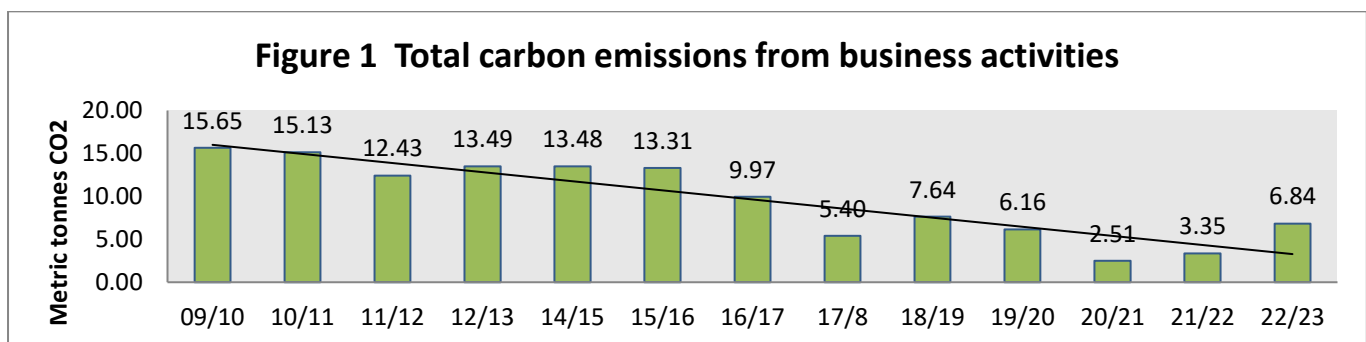
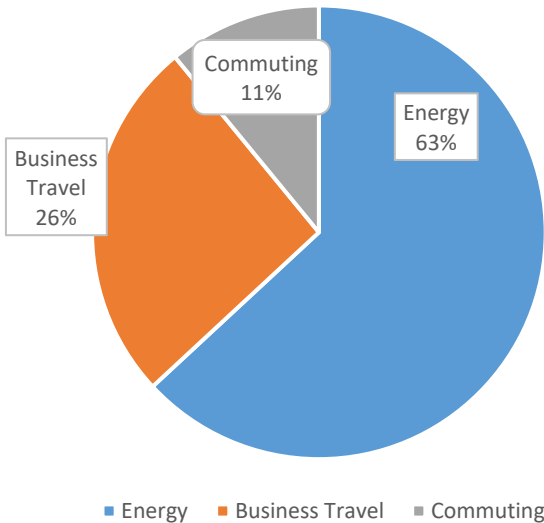


Figure 2 Breakdown of Carbon Emissions



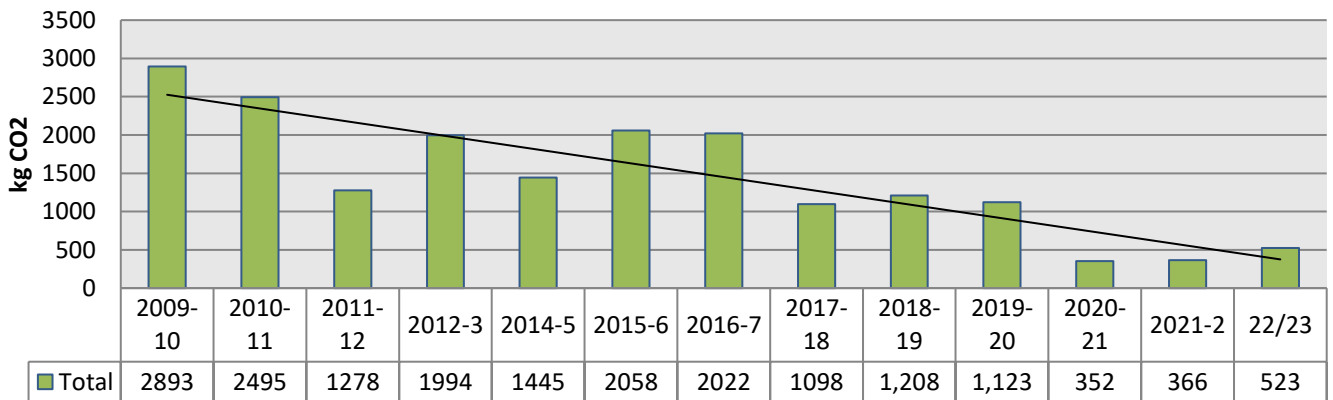
The largest share of our emissions was generated from heating and power, with an increase of 1.259 metric tonnes from last year. This increase in energy consumption reflects in part the new conversion calculations for homeworking. The trend is an increase with last year.

Emissions from commuting are up level in comparison to last year. Emissions from business travel are up, owing to the new calculation including business hotel stays and also an increase in work travel, including international travel.

Figure 2 Breakdown of Carbon Emissions displays the percentage of the organisations carbon emissions. This year Business Travel

has increased by 25% this is due to an increase in international travel and also the incorporation of hotel stays. This increase has therefore reduced the percentage rate of emissions percentage for energy.

Figure 3 LINK Total Carbon Emissions per Employee



As the table above shows, the recommencement of travel for business and commuting post covid has increased our carbon emissions per employee by 44.8% compared to last year. Although still 52% less than in pre covid times. This increase is due to more travel being undertaken including international travel.

Travel

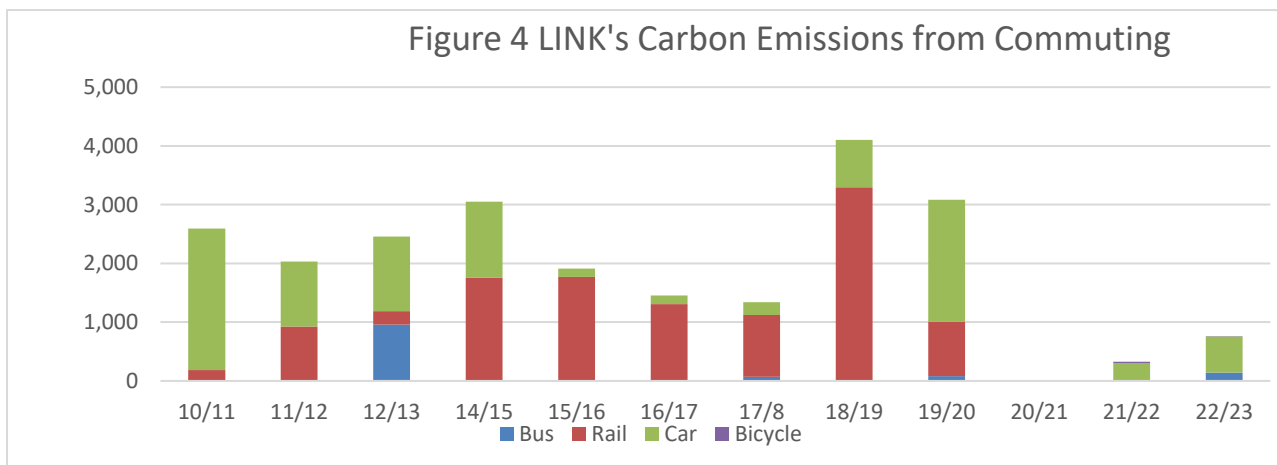
As covid restrictions have lifted, staff are commuting back to the office on a rota basis and travelling occasionally on business. The majority of meetings and events are now held online.

This year has seen car activity increase from 2020 – 2022, largely reflecting commuting changes post covid. Rail travel emissions have also increased since covid times but are 71% lower emissions than pre covid years. This reflects fewer journeys being undertaken within Scotland now that most meetings are online. Other means of travel have significantly increased in emissions calculated: this is because of international flights and hotel stays occurring within the past year. This category also includes public transport other than rail as well as cycling.

Public transport is very much promoted as the main means of transport unless unavailable.

The travel increase from the Perth office, where our Chief Officer, Deborah Long is travelling more to work with a wider range of external stakeholders to meet LINK’s goals of a more sustainable Scotland. The increase in the Edinburgh office is due to members of staff attending party conferences and other events in Scotland as well as international conferences in other countries.

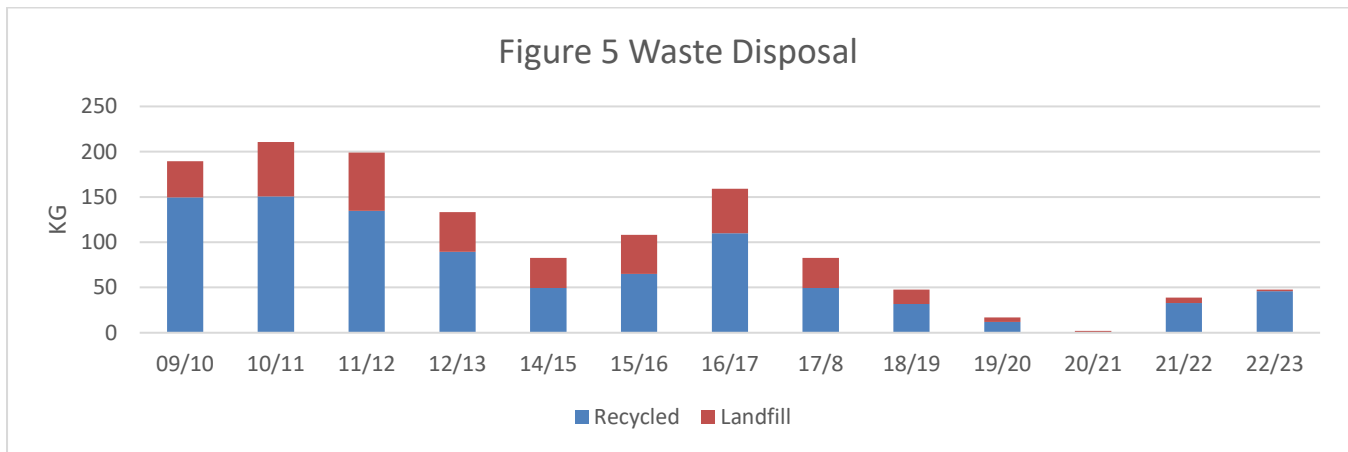
LINK’s travel from commuting (see Figure 4) has increased from 2021 – 2022 levels but remains significantly lower than pre covid years. Bus travel has increased and cycling to work has also increased.



Waste Disposal

LINK tracks waste disposed from its Perth office but is currently not able to capture that information for its Edinburgh office, although our Edinburgh staff separate their waste with as much as possible sent for recycling and all food waste collected for composting.

The amount of waste disposed to landfill from the Perth office has reduced (see Figure 5); this can be partly attributed to a continued lower use of the meeting area and also a concerted effort to recycle and only purchase biodegradable products.



In both offices, food waste is taken home by staff to be composted through the Local Authorities' composting service or in home composting.

LINK staff will carry on implementing a paperless culture as electronic copies of documents are promoted at all times.

Improving our carbon management in 2023-24

We will continue to hold meetings and events on-line whenever possible as this increases accessibility for many members and has been shown to be highly successful since 2020. Face to face events are now limited to those where networking is an integral objective. LINK continues to offer all staff flexible working, with home and office-based working in a hybrid model. This aids work/life balance and reduces carbon emissions from commuting. New purchases will be made considering the environmentally friendly and sustainable companies.

Donna Banks, Finance and Operations Manager

30th June 2023