

Capsticks Carbon Reduction Plan 2024



Commitment to achieving Net Zero

Capsticks LLP is committed to achieving Net Zero by 2040.

Baseline emissions reporting

Baseline emissions are a record of the greenhouse gases that have been produced in the past and can be compared against in the future to show progress.

Due to the availability of information and the ability of the supply chain to report on carbon emissions in 2019-20, the scope 3 element of the baseline reporting was originally limited.

Baseline year emissions:	2019-20
Scope 1	Zero
Scope 2	362.00 tCO ₂ e
Scope 3 Subset	35.00 tCO ₂ e <ul style="list-style-type: none">• Waste• Travel
Total Emissions	Total 397.00 tCO₂e

Capsticks Carbon Reduction Plan 2024



Current emissions reporting

Current year emissions:	2023-24
Scope 1	21.62 tCO ₂ e
Scope 2	243.19 tCO ₂ e
Scope 3 subset (5 of the 15 scope 3 categories)	309.97 tCO ₂ e <ul style="list-style-type: none">• Upstream transportation and distribution• Waste generated in operations• Business travel• Employee commuting• Downstream transportation and distribution
Total Emissions	Total 574.78 tCO₂e

As the carbon reporting capability of the supply chain matures and additional, more granular carbon data becomes available, it may be necessary to review emissions targets and update these to ensure the trajectory to Net Zero is maintained.

CAPSTICKS

capsticks.com
Twitter: @capstickslp

BIRMINGHAM

1 Temple Row
Birmingham B2 5LG
T +44(0)121 230 1500
F +44(0)121 230 1515
DX: 13003 - Birmingham

LEEDS

Toronto Square, Toronto Street
Leeds LS1 2HJ
T +44(0)113 322 5560
F +44(0)113 242 2722
DX 713112 – Leeds Park Square

LONDON

1 St George's Road
London SW19 4DR
T +44(0)20 8780 2211
F +44(0)20 8780 1141
DX 300118 – Wimbledon Central

MANCHESTER

Clarence House,
Clarence Street
Manchester M2 4DW,
T +44(0)125 726 6008

WINCHESTER

Staple House, Staple Gardens
Winchester SO23 8SR
T +44(0)1962 678 300
F +44(0)1962 678 311
DX 2532 - Winchester

Capsticks Carbon Reduction Plan 2024



Emission reduction targets

In order to continue progress to achieving Net Zero, the following carbon reduction targets and measures have been adopted for 2024-25:	
1	Reduce Greenhouse gas emissions by a further 6.3% by implementing ISO 14001 reduction objectives. These will include rationalising office space to reduce CO ₂ e emissions by 50.73 tCO ₂ e and improving operational control of energy and waste.
2	Build on supply chain relationships to create improved processes and routines to record Scope 3 supply chain emissions data.
3	Carry out an employee commuting study to identify opportunities for carbon reduction and promote quick wins.
4	Maximise the recycling of all the materials we use and waste generated by our offices.
5	Sign up to the Net Zero Alliance to share best practice and learn from peer firms in our industry.

It is projected that carbon emissions will decrease over the next five years by 253.66 tCO₂e by 2029. This is a reduction of 31%.

CAPSTICKS

capsticks.com
Twitter: @capstickslip

BIRMINGHAM

1 Temple Row
Birmingham B2 5LG
T +44(0)121 230 1500
F +44(0)121 230 1515
DX: 13003 - Birmingham

LEEDS

Toronto Square, Toronto Street
Leeds LS1 2HJ
T +44(0)113 322 5560
F +44(0)113 242 2722
DX 713112 – Leeds Park Square

LONDON

1 St George's Road
London SW19 4DR
T +44(0)20 8780 2211
F +44(0)20 8780 1141
DX 300118 – Wimbledon Central

MANCHESTER

Clarence House,
Clarence Street
Manchester M2 4DW,
T +44(0)125 726 6008

WINCHESTER

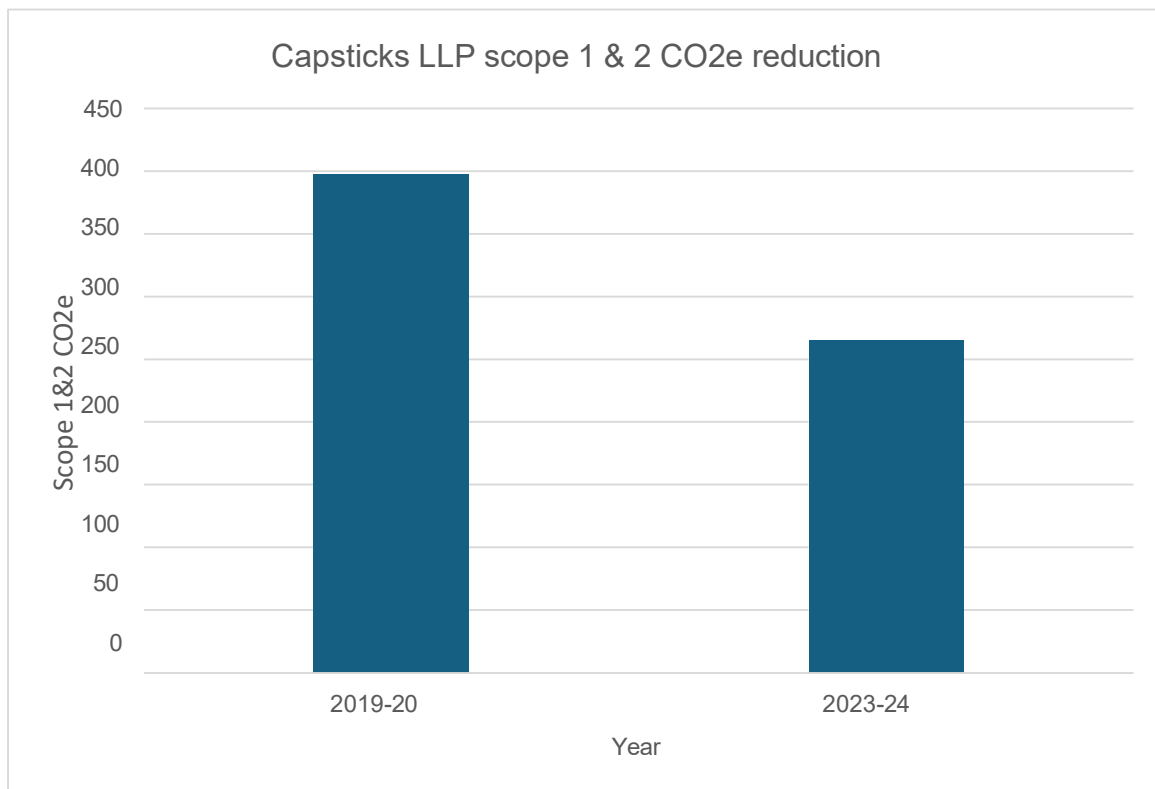
Staple House, Staple Gardens
Winchester SO23 8SR
T +44(0)1962 678 300
F +44(0)1962 678 311
DX 2532 - Winchester

Capsticks Carbon Reduction Plan 2024



Progress against these targets:

There has been a 26.85% reduction in Scope 1 and 2 CO₂e since the baseline year.



Carbon reduction projects

Completed Carbon Reduction projects

The following environmental management measures and projects have been completed or implemented since the 2019-20 baseline year. The carbon emission reduction achieved by these schemes equate to 97.21 tCO₂e, a 26.85% reduction against the scope 1 & 2 baseline.

Scope 3 electricity transmission and distribution losses, employee commuting and waste have been

CAPSTICKS

capsticks.com
Twitter: @capstickslip

BIRMINGHAM

1 Temple Row
Birmingham B2 5LG
T +44(0)121 230 1500
F +44(0)121 230 1515
DX: 13003 - Birmingham

LEEDS

Toronto Square, Toronto Street
Leeds LS1 2HJ
T +44(0)113 322 5560
F +44(0)113 242 2722
DX 713112 – Leeds Park Square

LONDON

1 St George's Road
London SW19 4DR
T +44(0)20 8780 2211
F +44(0)20 8780 1141
DX 300118 – Wimbledon Central

MANCHESTER

Clarence House,
Clarence Street
Manchester M2 4DW,
T +44(0)125 726 6008

WINCHESTER

Staple House, Staple Gardens
Winchester SO23 8SR
T +44(0)1962 678 300
F +44(0)1962 678 311
DX 2532 - Winchester

Capsticks Carbon Reduction Plan 2024



reduced during the 2023-24 reporting period. Whilst other supply chain emissions are also being reduced, reporting on the overall set of scope 3 emissions is still developing and this year has been expanded to include an additional 6 streams of scope 3 supply chain emissions. When supply chain reporting is fully developed, the scope 3 baseline can be re-aligned to show progress.

Completed carbon reduction initiatives	
1	Achieved a reduction of 8.19 tCO ₂ e per year in the Winchester office by rationalising office space.
2	Achieved a reduction of 5.5 tCO ₂ e per year from operation emissions in the Manchester office.
3	Achieved a reduction in employee commuting emissions of 72 tCO ₂ e per year through relocating the Chorley office to a location where public transport is the default option.
4	Ensured our Responsible Business practices and governance include oversight of the target to achieve Net Zero emissions by 2040 and help drive the highest possible standards of environmental sustainability.
5	Achieved ISO 14001 accreditation - the International Standard for Environmental Management – in January 2024 and which will support the firm in achieving its objectives.
6	Invested in video-conferencing, e-signature/e-bundle technology and IT equipment to help improve connectivity and better support the hybrid working model that has been adopted, reduce the carbon footprint and the need for travel to, or between the firm’s offices and those of clients.

CAPSTICKS

capsticks.com
Twitter: @capstickslp

BIRMINGHAM

1 Temple Row
Birmingham B2 5LG
T +44(0)121 230 1500
F +44(0)121 230 1515
DX: 13003 - Birmingham

LEEDS

Toronto Square, Toronto Street
Leeds LS1 2HJ
T +44(0)113 322 5560
F +44(0)113 242 2722
DX 713112 – Leeds Park Square

LONDON

1 St George's Road
London SW19 4DR
T +44(0)20 8780 2211
F +44(0)20 8780 1141
DX 300118 – Wimbledon Central

MANCHESTER

Clarence House,
Clarence Street
Manchester M2 4DW,
T +44(0)125 726 6008

WINCHESTER

Staple House, Staple Gardens
Winchester SO23 8SR
T +44(0)1962 678 300
F +44(0)1962 678 311
DX 2532 - Winchester

Capsticks Carbon Reduction Plan 2024



7	Ensured that almost all waste from the Birmingham, Leeds and London offices is now recycled. Any waste that cannot be recycled is sent to generate green energy rather than sent to landfill.
8	The firm have chosen electricity tariffs for all offices and which is now wholly procured from renewable sources.
9	<p>Introduced a range of incentives to support everyone who works at Capsticks to make more sustainable choices at home and at work and encourage greener living, which includes:</p> <ul style="list-style-type: none"> ensuring the firm's pension provider is "A"- rated for its environmental, social and governance (ESG) credentials and which has been independently described as the "standout performer" for ESG; increasing the allowance for our Cycle to Work Scheme to encourage more people to cycle to work; <p>introducing a salary sacrifice Electric Car Scheme to support individuals who want to switch to an electric car.</p>
10	Become a paper-lite business, with energy saving measures in place in all of our offices.
11	Work with Computer Aid to donate our used electronic equipment so this can be reused.
12	Become members of the Legal Sustainability Alliance, the leading sustainability network for law firms and the UK legal sector to share best practice

CAPSTICKS

capsticks.com
Twitter: @capstickslp

BIRMINGHAM

1 Temple Row
Birmingham B2 5LG
T +44(0)121 230 1500
F +44(0)121 230 1515
DX: 13003 - Birmingham

LEEDS

Toronto Square, Toronto Street
Leeds LS1 2HJ
T +44(0)113 322 5560
F +44(0)113 242 2722
DX 713112 – Leeds Park Square

LONDON

1 St George's Road
London SW19 4DR
T +44(0)20 8780 2211
F +44(0)20 8780 1141
DX 300118 – Wimbledon Central

MANCHESTER

Clarence House,
Clarence Street
Manchester M2 4DW,
T +44(0)125 726 6008

WINCHESTER

Staple House, Staple Gardens
Winchester SO23 8SR
T +44(0)1962 678 300
F +44(0)1962 678 311
DX 2532 - Winchester

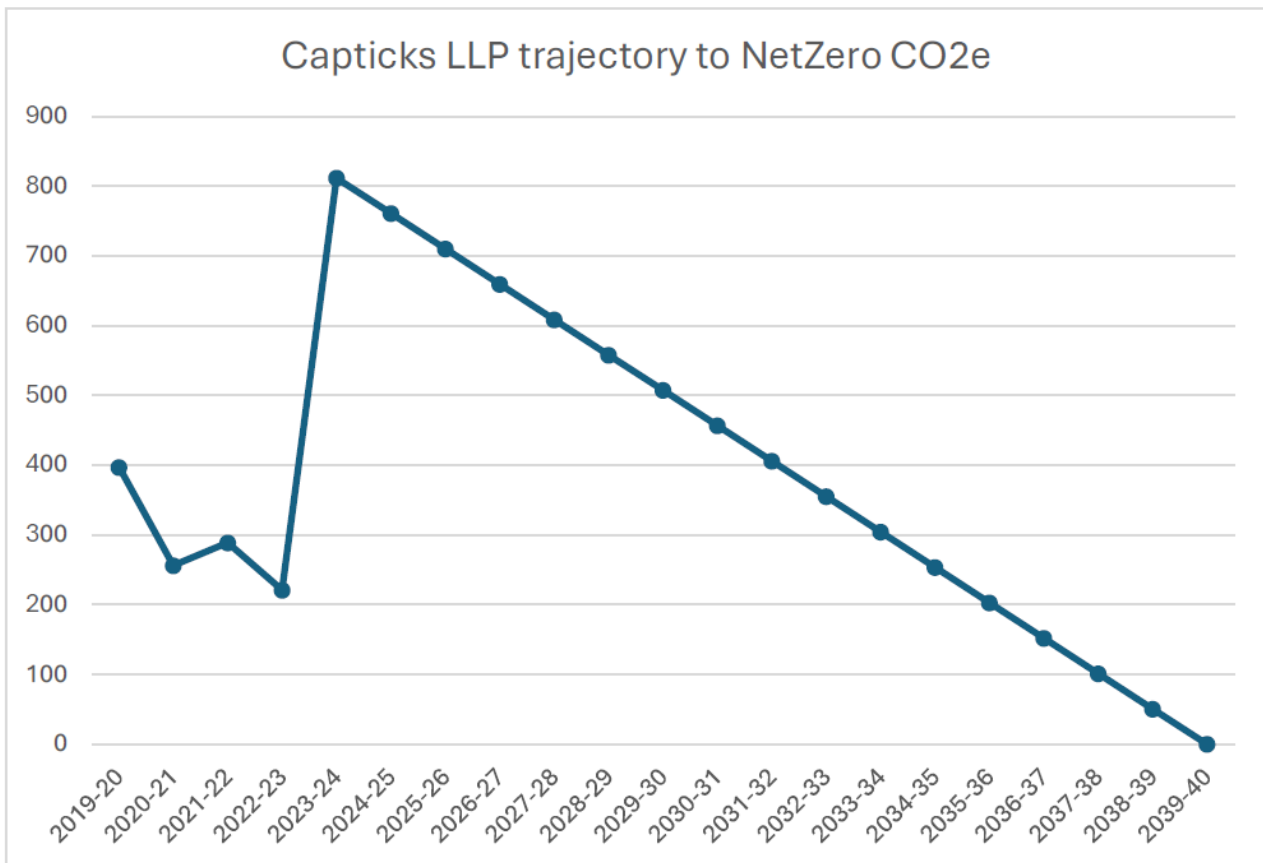
Capsticks Carbon Reduction Plan 2024



In the future we hope to implement measures such as

1	Introducing enhanced operational control procedure for energy.
2	Identity and favour suppliers of low carbon products.

Trajectory to Net Zero



CAPSTICKS

capsticks.com
Twitter: @capstickslp

BIRMINGHAM

1 Temple Row
Birmingham B2 5LG
T +44(0)121 230 1500
F +44(0)121 230 1515
DX: 13003 - Birmingham

LEEDS

Toronto Square, Toronto Street
Leeds LS1 2HJ
T +44(0)113 322 5560
F +44(0)113 242 2722
DX 713112 - Leeds Park Square

LONDON

1 St George's Road
London SW19 4DR
T +44(0)20 8780 2211
F +44(0)20 8780 1141
DX 300118 - Wimbledon Central

MANCHESTER

Clarence House,
Clarence Street
Manchester M2 4DW,
T +44(0)125 726 6008

WINCHESTER

Staple House, Staple Gardens
Winchester SO23 8SR
T +44(0)1962 678 300
F +44(0)1962 678 311
DX 2532 - Winchester

Capsticks Carbon Reduction Plan 2024



Methodology

CO₂e emissions have been separated into 3 scopes: Scope 1 and 2 emissions and a subset of five specific categories of Scope 3 emissions.

Exact metering data has been available for energy and scope 1 and 2 emissions have been estimated using Government conversion factors.

There are 15 categories of Scope 3 emissions defined by the GHG Protocol and in line with PPN 0621 requirements, a subset of 5 categories have been reported on and calculated using UK Government GHG Conversion Factors for Company Reporting 2023. These include:

- Upstream transportation and distribution
- Waste generated in operations
- Business travel
- Employee commuting
- Downstream transportation and distribution

Scope 3 Category	Category description	How this is relevant to Capsticks LLP
Upstream transportation and distribution	Transportation and distribution of products purchased by the reporting company in the reporting year between a company's tier 1 suppliers and its own operations. Transportation and distribution services purchased by the reporting company in the	Capsticks LLP provide legal services. Emissions relating to the transportation of procured goods and services essential for the firm to deliver its service include: <ul style="list-style-type: none">• Transmission and distribution losses of energy.

CAPSTICKS

capsticks.com
Twitter: @capstickslp

BIRMINGHAM

1 Temple Row
Birmingham B2 5LG
T +44(0)121 230 1500
F +44(0)121 230 1515
DX: 13003 - Birmingham

LEEDS

Toronto Square, Toronto Street
Leeds LS1 2HJ
T +44(0)113 322 5560
F +44(0)113 242 2722
DX 713112 – Leeds Park Square

LONDON

1 St George's Road
London SW19 4DR
T +44(0)20 8780 2211
F +44(0)20 8780 1141
DX 300118 – Wimbledon Central

MANCHESTER

Clarence House,
Clarence Street
Manchester M2 4DW,
T +44(0)125 726 6008

WINCHESTER

Staple House, Staple Gardens
Winchester SO23 8SR
T +44(0)1962 678 300
F +44(0)1962 678 311
DX 2532 - Winchester

Capsticks Carbon Reduction Plan 2024



	reporting year, including inbound logistic and distribution between a company's own facilities (in vehicles and facilities not owned or controlled by the reporting company)	<ul style="list-style-type: none"> • Mobile phone data consumption. • IT data consumption • Special delivery.
Waste generated in operations	Disposal and treatment of waste generated in the reporting company's operations in the reporting year (in facilities not owned or controlled by the reporting company)	Capsticks generate waste from the use of office space.
Business travel	Transportation of employees for business related activities during the reporting year (in vehicles not owned or operated by the reporting company).	Capsticks use trains and taxis for business travel.
Employee commuting	Transportation of employees between their homes and their worksites during the reporting year (in vehicles not owned or operated by the reporting company)	Employees travel by their own choice of transport. Pending a transport study, it has been assumed that this is predominately rail and road.

CAPSTICKS

capsticks.com
Twitter: @capstickslp

BIRMINGHAM

1 Temple Row
Birmingham B2 5LG
T +44(0)121 230 1500
F +44(0)121 230 1515
DX: 13003 - Birmingham

LEEDS

Toronto Square, Toronto Street
Leeds LS1 2HJ
T +44(0)113 322 5560
F +44(0)113 242 2722
DX 713112 – Leeds Park Square

LONDON

1 St George's Road
London SW19 4DR
T +44(0)20 8780 2211
F +44(0)20 8780 1141
DX 300118 – Wimbledon Central

MANCHESTER

Clarence House,
Clarence Street
Manchester M2 4DW,
T +44(0)125 726 6008

WINCHESTER

Staple House, Staple Gardens
Winchester SO23 8SR
T +44(0)1962 678 300
F +44(0)1962 678 311
DX 2532 - Winchester

Capsticks Carbon Reduction Plan 2024



<p>Downstream transportation and distribution</p>	<p>Transportation and distribution of products sold by the reporting company in the reporting year between the reporting company's operations and the end consumer including storage (in vehicles and facilities not owned or controlled by the reporting company)</p>	<p>Capsticks deliver legal services to their clients. Emissions relating to delivering this service to their clients include:</p> <ul style="list-style-type: none"> • Van couriers • Bike Couriers • IT Data consumption • Archiving
--	--	---

NetZero commitment methodology

In order to identify a reduction path in line with NetZero, Capsticks has aligned its full carbon foot print with procurement in order to capture purchased goods and services. Although granular carbon data has not initially been available, other metrics have instead been sought from the supplier, such as the quantity, type or weight of goods, or the duration of consultancy services. In conjunction with Government and other conversion factors, the carbon impact of goods and services has been estimated.

The principles of the Greenhouse Gas Reporting Protocol have been observed and details of estimations and assumptions are shared below.

CAPSTICKS

capsticks.com
Twitter: @capstickslp

BIRMINGHAM

1 Temple Row
Birmingham B2 5LG
T +44(0)121 230 1500
F +44(0)121 230 1515
DX: 13003 - Birmingham

LEEDS

Toronto Square, Toronto Street
Leeds LS1 2HJ
T +44(0)113 322 5560
F +44(0)113 242 2722
DX 713112 – Leeds Park Square

LONDON

1 St George's Road
London SW19 4DR
T +44(0)20 8780 2211
F +44(0)20 8780 1141
DX 300118 – Wimbledon Central

MANCHESTER

Clarence House,
Clarence Street
Manchester M2 4DW,
T +44(0)125 726 6008

WINCHESTER

Staple House, Staple Gardens
Winchester SO23 8SR
T +44(0)1962 678 300
F +44(0)1962 678 311
DX 2532 - Winchester

Capsticks Carbon Reduction Plan 2024



Overall carbon footprint

The following carbon footprint breakdown includes all scope 3 emissions for the data available.

Aspect	Units	Conversion factor	kg CO ₂ e	tCO ₂ e
Refrigeration			21,599	
Fgas fugitive emissions kg			21	22
Electricity			241,960	
Heat supplied from gas kWhs	6,719	0	1,229	243
Electricity transmissions and distribution	1,168,472	0	20,933	
Home working (summer) hrs	431,729	0	13,573	
Home working (winter) hrs	431,729	0	144,103	
Greyfleet			37,360	
Train travel			18,030	
Employee commuting			162,000	
Taxi travel (km)	735	0	153	
Special delivery (miles)	104,420	0	42,595	
Couriers (van miles)	29,153	0	11,892	
Couriers (motor bike miles)	3,740	0	608	
Waste kg			816	
Water supply (m3)	3,942	0	697	
Water supply (m3)	3,942	0	794	
Payroll hours	663	0	290	
Audit & Accountancy Hours	951	0	416	
Recruitment consultancy (days)	24	0	11	
Hotel stays			9,760	
Paper (kg.)	29	910	26,604	
Archiving			2,759	
New laptops			228	
Consultancy			0	
Finance			1,250	
Mobile Comms data (gB)	36	2	55	
IT - Consumables & Peripherals			19,388	
IT data			15,526	
Stationery			518	
Staff Catering & Canteen			16,544	546,903
Total CO₂e			812	

CAPSTICKS

capsticks.com
Twitter: @capstickslp

BIRMINGHAM

1 Temple Row
Birmingham B2 5LG
T +44(0)121 230 1500
F +44(0)121 230 1515
DX: 13003 - Birmingham

LEEDS

Toronto Square, Toronto Street
Leeds LS1 2HJ
T +44(0)113 322 5560
F +44(0)113 242 2722
DX 713112 - Leeds Park Square

LONDON

1 St George's Road
London SW19 4DR
T +44(0)20 8780 2211
F +44(0)20 8780 1141
DX 300118 - Wimbledon Central

MANCHESTER

Clarence House,
Clarence Street
Manchester M2 4DW,
T +44(0)125 726 6008

WINCHESTER

Staple House, Staple Gardens
Winchester SO23 8SR
T +44(0)1962 678 300
F +44(0)1962 678 311
DX 2532 - Winchester

Capsticks Carbon Reduction Plan 2024



Estimation and assumptions

- Gas consumption was not available for financial years. 2022-23 data has been used for the comparison period.
- Home working in summer has been considered to be equipment only and 50% of the home hours for 2023-24. Winter home working has been assumed to use equipment and heating. Both have been calculated using Government conversion factors.
- Office worker emissions per person have been calculated using a conversion factor set out within a study by the University of Exeter.
- Water data was not available for the London office. Therefore 59 litres per day of water consumption has been assumed per person based upon guidance from South Staffs Water, in conjunction with a London office head count of 309, taken from ISO 14001 monitoring spreadsheet form 2022-23 <https://www.south-staffs-water.co.uk/media/1509/waterusebusiness.pdf>.
- Fgas leak test shows of March 2024 for 1st floor server room system 2, Denco D42AVH has a leak of 13.3kg of CO₂@1624.
- Total greenhouse gas emissions for laptops taken from the Latitude E6400 (350 kg CO₂e)
- Waste data supplied excludes Winchester and Birmingham, and waste for remaining offices have been assumed by average known waste per head.
- Couriers have been assumed to deliver using a Class III (1.74 to 3.5 tonnes) Van or a medium sized motorbike.
- Archiving has been estimated from the storage space required and CIBSE energy benchmarks
- Finance has been assumed at 1000kg CO₂e per £200k (Carbon data taken from Penguin books: Mike Berners Lee; How bad are Bananas!).
- Mobile phone CO₂e emissions have been taken as 1.33-1.73 kgCO₂e.
- Life cycle inventory and carbon footprint assessment of wireless ICT networks for six demographic areas - ScienceDirect.

CAPSTICKS

capsticks.com
Twitter: @capstickslp

BIRMINGHAM

1 Temple Row
Birmingham B2 5LG
T +44(0)121 230 1500
F +44(0)121 230 1515
DX: 13003 - Birmingham

LEEDS

Toronto Square, Toronto Street
Leeds LS1 2HJ
T +44(0)113 322 5560
F +44(0)113 242 2722
DX 713112 – Leeds Park Square

LONDON

1 St George's Road
London SW19 4DR
T +44(0)20 8780 2211
F +44(0)20 8780 1141
DX 300118 – Wimbledon Central

MANCHESTER

Clarence House,
Clarence Street
Manchester M2 4DW,
T +44(0)125 726 6008

WINCHESTER

Staple House, Staple Gardens
Winchester SO23 8SR
T +44(0)1962 678 300
F +44(0)1962 678 311
DX 2532 - Winchester

Capsticks Carbon Reduction Plan 2024



- Internet data has been assumed at 2GB per person, per day @0.2kg/CO₂e per GB based upon internet searches Internet energy usage: How the life-changing network has a hidden cost (interestingengineering.com).

Exclusions

Certain items procured during this period did not have sufficient data available to estimate the carbon impact and these include:

- BD – Insurance
- BD – client entertainment
- Postage
- Entertaining – Staff
- Library and Publications
- Subsistence
- Building Maintenance
- General Building Services
- Cleaning supplies

Limitations

- This report has not specified a NetZero target date but has instead taken Capsticks existing 2040 NetZero target and assumed an annual reduction that would meet this target.
- Emissions have been estimated and assumed in lieu of actual carbon data.
- Some impacts have been omitted where insufficient data was available to create an estimate or assumption.
- In future years when actual data becomes available, it may be necessary to revise the reduction target.

CAPSTICKS

capsticks.com
Twitter: @capstickslp

BIRMINGHAM

1 Temple Row
Birmingham B2 5LG
T +44(0)121 230 1500
F +44(0)121 230 1515
DX: 13003 - Birmingham

LEEDS

Toronto Square, Toronto Street
Leeds LS1 2HJ
T +44(0)113 322 5560
F +44(0)113 242 2722
DX 713112 – Leeds Park Square

LONDON

1 St George's Road
London SW19 4DR
T +44(0)20 8780 2211
F +44(0)20 8780 1141
DX 300118 – Wimbledon Central

MANCHESTER

Clarence House,
Clarence Street
Manchester M2 4DW,
T +44(0)125 726 6008

WINCHESTER

Staple House, Staple Gardens
Winchester SO23 8SR
T +44(0)1962 678 300
F +44(0)1962 678 311
DX 2532 - Winchester

Capsticks Carbon Reduction Plan 2024



- The annual reduction will likely need to include carbon removal in the future and the Oxford Principles for offsetting should be followed if this becomes the case.

Declaration and sign off

1. The Capsticks Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.
2. Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard and uses the appropriate Government emission conversion factors for greenhouse gas company reporting.
3. Carbon Reduction Plan February 2024 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.

This Carbon Reduction Plan has been reviewed and signed off by the Members of Capsticks LLP on 27 September 2024.

Signed on and behalf of the Members of the LLP by the Chief Operating Officer

Neil Middleton

Chief Operating Officer

Capsticks LLP

A handwritten signature in black ink, appearing to read "Neil Middleton", on a light grey background.

27th September 2024

CAPSTICKS

capsticks.com
Twitter: @capstickllp

BIRMINGHAM

1 Temple Row
Birmingham B2 5LG
T +44(0)121 230 1500
F +44(0)121 230 1515
DX: 13003 - Birmingham

LEEDS

Toronto Square, Toronto Street
Leeds LS1 2HJ
T +44(0)113 322 5560
F +44(0)113 242 2722
DX 713112 – Leeds Park
Square

LONDON

1 St George's Road
London SW19 4DR
T +44(0)20 8780 2211
F +44(0)20 8780 1141
DX 300118 – Wimbledon Central

MANCHESTER

Clarence House,
Clarence Street
Manchester M2 4DW,
T +44(0)125 726 6008

WINCHESTER

Staple House, Staple Gardens
Winchester SO23 8SR
T +44(0)1962 678 300
F +44(0)1962 678 311
DX 2532 - Winchester