

Howes Percival Environmental Strategy 2024



Introduction

Our goal – to be Responsible – to be a business that contributes positively to our local communities.

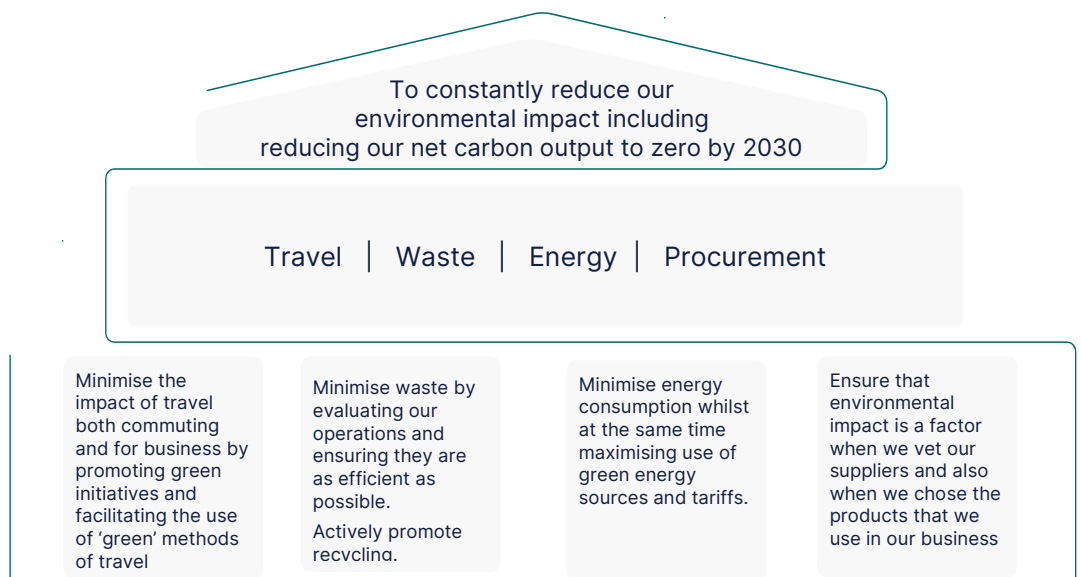
Our Strategy – to make a positive contribution to our local communities through our outreach programme; by supporting local charities; **by reducing our environmental impact and being a fair, ethical and diverse employer.**

Our Environmental Goals and Strategy

Goal – to constantly reduce our environmental impact including reducing our net carbon output to zero by 2030.

Strategy -

1. To implement a range of improvements in four key areas: travel; waste; energy and procurement.
2. To use an accredited programme to offset the carbon emissions generated by our activities on the basis that as we reduce our emissions the need for this offset scheme will also reduce.
3. To engage internally and externally regarding our efforts, to ensure that we involve all of our staff in achieving this goal and we collaborate with and learn from our clients and contacts.



Annual carbon calculations and progress mapping

Sources relied on in producing this plan include:

Appendix 1 – Loughborough University’s sustainability audit.

Appendix 2 – Howes Percival’s staff travel survey and LSA carbon footprint calculator.

How are we currently performing? (Based on Loughborough audit)

1. Overall achievement – 69% - silver.

2. Individual scores:

Travel – 58%
Water – 75%
Community – 100%
Procurement – 44%
Waste – 58%
Biodiversity – 67%
Catering – 61%
Energy – 79%

Taking into account these results, we have chosen not to focus on Water and Biodiversity at this stage. The reason for this is that our score for Water is already high and there is less scope for us to improve in this area. In relation to biodiversity, our offices tend to be in city centre locations and we rent our premises so have less control over their use. However, where opportunities arise to achieve improvements in these two areas we will of course consider them.

Implementing our Strategy

We accept that we cannot do everything at the same time and therefore have set out below the initial steps, which we intend to take as a firm over the next 12 months. We believe they are practical, achievable and focus on the areas where we can have the greatest impact.

1.0

Travel

1.1

Steps that have already been taken

(We are aware that many staff do not know about the steps that have already been taken and these will be publicised at the AGM)

- Increased mileage rate by 5 per mile when car sharing for business journeys;
- Electric car mileage paid at the same rate as for diesel and petrol vehicles;
- Season ticket loans for train travel;
- Electric car scheme (save money on leasing an electric car through salary sacrifice);
- Cycle to work scheme (save money buying a bicycle through salary sacrifice);
- Locate for your diary policy (we accept that there is a balance to be struck between the environmental benefits of working from home and the need for people to come into the offices for cultural/training/efficiency reasons, but when making this decision the environmental impact will be taken into account);
- Flexible working policy.

1.2

Further Steps which we intend to take to reduce our Environmental Impact through Travel

Target – to increase use of environmentally friendly transport (electric and hybrid vehicles, trains, trams, bikes etc) and to use current transport methods more efficiently (e.g. car share schemes).

Measuring progress – we appreciate that it is difficult to measure progress accurately but we intend to measure trends by way of an annual staff survey.

Actions -

- Electric cars - we accept that there are some drawbacks to electric cars and for those with no off street parking they are not currently practical. **Accordingly we do need to consider what help we can give to those purchasing hybrid vehicles, which don't require a charging point at home.** However, we believe that encouraging electric car use where it is practical will bring benefits. In coming to this conclusion we have taken into account that: the percentage of UK electricity that comes from green sources is fairly significant and is likely to increase; battery technology (including recycling) is constantly improving; as well as produce very low carbon emissions (save during the manufacturing process) electric cars also produce lower emissions of other gases which are harmful to the environment.

- This is particularly significant for short journeys in built up areas, which accounts for a significant amount of our staff travel. In addition most of our staff will have to purchase an electric car (or at least a hybrid) at some stage due to current legislation and manufacturing plans and therefore we want to make this more affordable if we can. Therefore we intend to invite **Arjan to bring two cars to the AGM and talk to staff about how the scheme works and the potential benefits.**
- Introduce car charging points at all of the offices when this is possible, accepting that this may not be possible in Cambridge, Oxford, Manchester and MK at the moment.
- Invite Council Travel Officer to come to each office to discuss alternative travel options in each of our locations and to notify us of any council led or charitable travel assistance schemes.
- Set up office car share schemes in each office and provide support in creating personal travel plans.
- Look at assistance with public transport passes.
- Talk to staff in each office regarding the steps we could take that would make the most difference to them in encouraging low carbon travel so that we can produce a plan that is tailored to each office e.g. bike racks/showers/lockers etc.
- Introduce bicycle maintenance vouchers.

2.0

Waste

Target – to recycle as much of our waste as possible and send the balance to be incinerated to generate power (i.e. zero to landfill).

Measure – monitor, as far as possible, the amount of waste that we are not recycling.

Action - Currently we are only properly recycling in the Norwich office although Cambridge are running a scheme whereby soft plastics are being taken to a recycling centre once a week. In other offices we achieve zero to landfill but the majority of our waste is incinerated.

We only have room for two collection bins at most sites and therefore need to introduce a scheme where waste is divided into two bins (rather than three).

3.0

Energy

Target - we aim to reduce our energy use and to source all energy from green sources.

Measure – monitor reductions in energy use through data provided by our suppliers.

Actions –

- **Sourcing energy from green sources** - we do source all of our energy from green sources. We will carry out a tariff review and ensure that environmental/energy saving is considered as well as cost when renewing any energy contracts.

- **Reducing energy use** - we intend to look in more detail at the ways in which the energy used by us for lighting/heating/air conditioning can be reduced e.g. LED lighting (currently only in Northampton) and the introduction of energy utilisation packs which reduce voltage from 240 to 220 volts.
- **Generating energy** - we also intend to look at how we can generate energy in a more environmentally friendly way e.g. look at solar options.
- As we refurbish each of our offices energy conservation/production will be a factor which is taken into account in the tender process.

4.0

Procurement

Target – to reduce the environmental impact of the material we consume.

Measure – carry out an annual audit to track progress.

Current position

Our suppliers - we have an existing supplier audit system to check the ethical and environmental credentials of our suppliers.

The materials we consume - we do not have an audit process in relation to our own purchase and use of materials. E.g. the environmental impact of the coffee machines, paper, BD materials.

Action – introduce a system whereby the environmental impact of all supplies that are purchased is considered as a factor when choosing those supplies. Ensure that we have central procurement of all supplies so that we can monitor environmental impact.

Internal and External Communications

1. Internal Communications

Target – to engage with our staff regarding this issue and ensure that we are making efforts as a firm and are encouraging ideas that can be implemented in each office. The aim is to do this in a way that is more engaging than simply sending emails and as a first step we wish to do a presentation at the AGM which will be accompanied by the opportunity to meet our electric car scheme provider.

These messages will then be reinforced during subsequent staff briefings and the fee earners' forum.

2. External Communications

The aim is to engage with our clients and contacts regarding this issue and where possible collaborate with them and learn from the steps that they are taking.

Actions -

- As a first step we are going to make changes to our website to detail the actions that we're taking showcasing particular examples in an engaging way, which is in line with our brand.
- Subsequently the BD team will plan a communications strategy involving social media and other communications to ensure that this issue retains a high profile externally.
- Demonstrate our commitment in this area but what we do e.g. highlighting that any BD materials we use have been produced in a sustainable way etc.

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