

Management summary

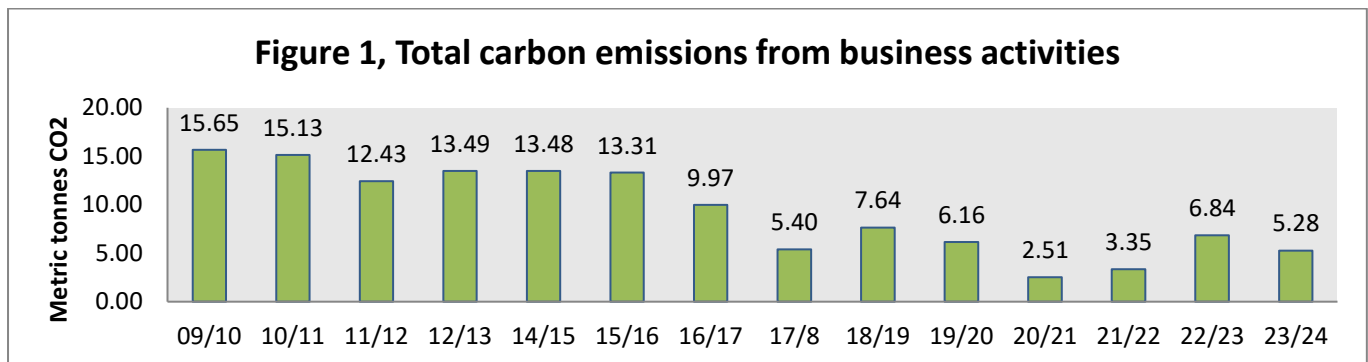
This is the fifteenth published Carbon Accounts report from LINK. Previous year's reports can be found on our [website](#).

LINK has now adopted hybrid working for all staff and this is reflected in this report. Most members of staff work from home with one day a week in the office, on average. LINK continues to hold most group and planning meetings and events as well as three of the four Board meetings online. Face-to-face meetings only take place 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) and hotel stays, waste and recycling from the Perth office.

The carbon equivalent figures are calculated based on the conversion factors published in the [Government guidelines](#) for 2024.

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 5.28 metric tonnes - a decrease of 1.56 tonnes on 2022/23. This represents a 22.8% decrease in carbon emissions compared with 2022-2023 but 12.8% more than the 2020 – 2021 levels, higher than the KPI target of 10%. The decrease from 2022 – 2023 has been due to the full implementation of LINK's policy of no air travel wherever possible.



The largest share of our emissions was generated from heating and power, with an increase of 0.061 metric tonnes from last year. This increase in energy consumption reflects the increase the number of staff to 14 and hybrid working.

Emissions from commuting have decreased from last year by 0.075 metric tonnes. This is because more staff are walking or cycling to work. Emissions from business travel are down, with all international travel in 2023 – 2024 completed by train.

Figure 2
Breakdown
of Carbon Emissions

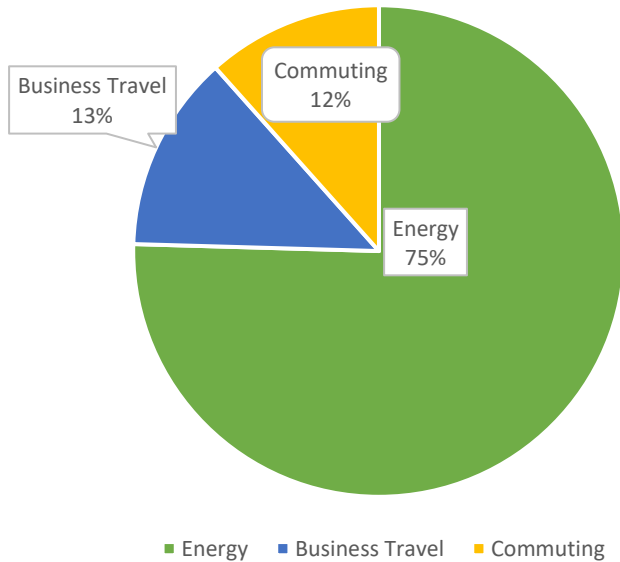
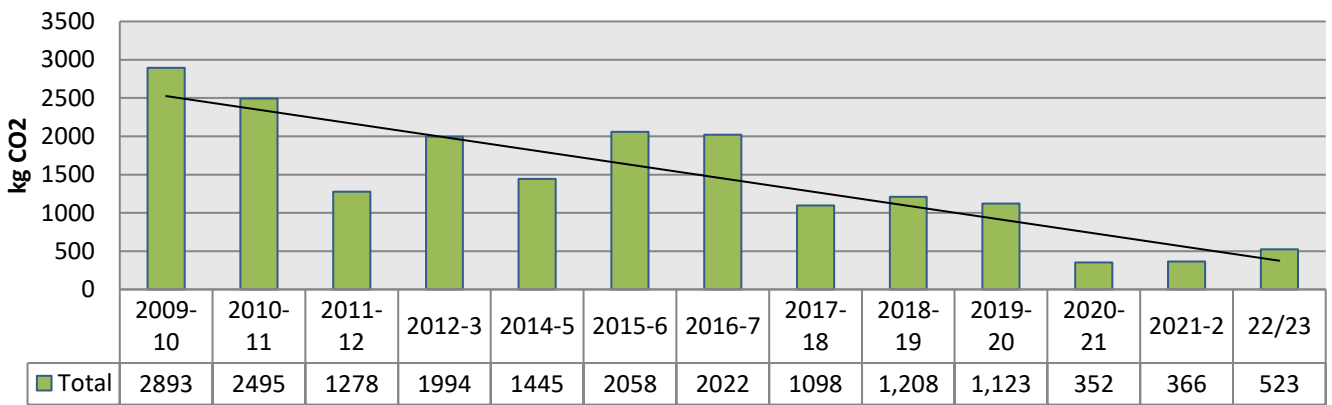


Figure 2, Breakdown of Carbon Emissions as percentage of LINK’s total carbon emissions.

Figure 3 LINK Total Carbon Emissions per Employee

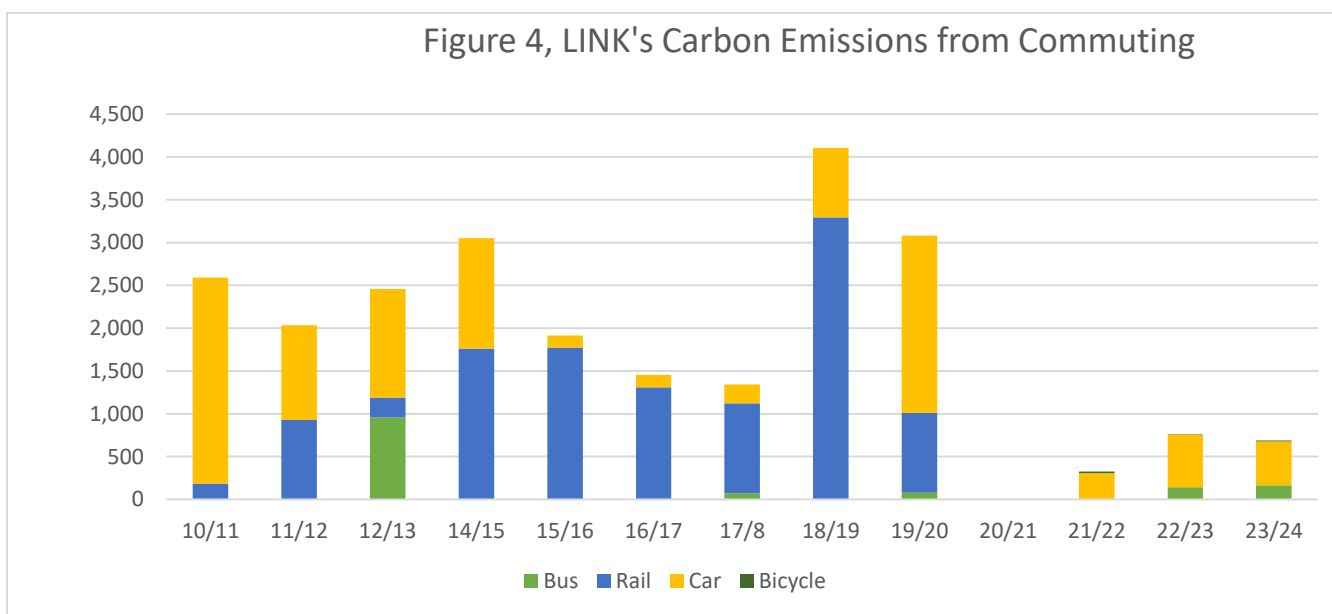


As Figure 3 above shows, although our overall organisational carbon emissions have decreased from last year, individual employee carbon emissions have increased. This is because earlier years’ figures excluded

commuting carbon emissions for each staff member. These have been included in this year’s report and accounts for the increase seen.

Travel

Scottish Environment LINK has maintained hybrid working throughout 23-24. Staff are commuting to work on an average once a week basis and travelling for business purposes, when needed. Carbon emissions from commuting (see Figure 4) have increased from 2021 – 2022 levels but remains significantly lower than pre covid years. Staff are using the bus more and cycling to work has also increased.

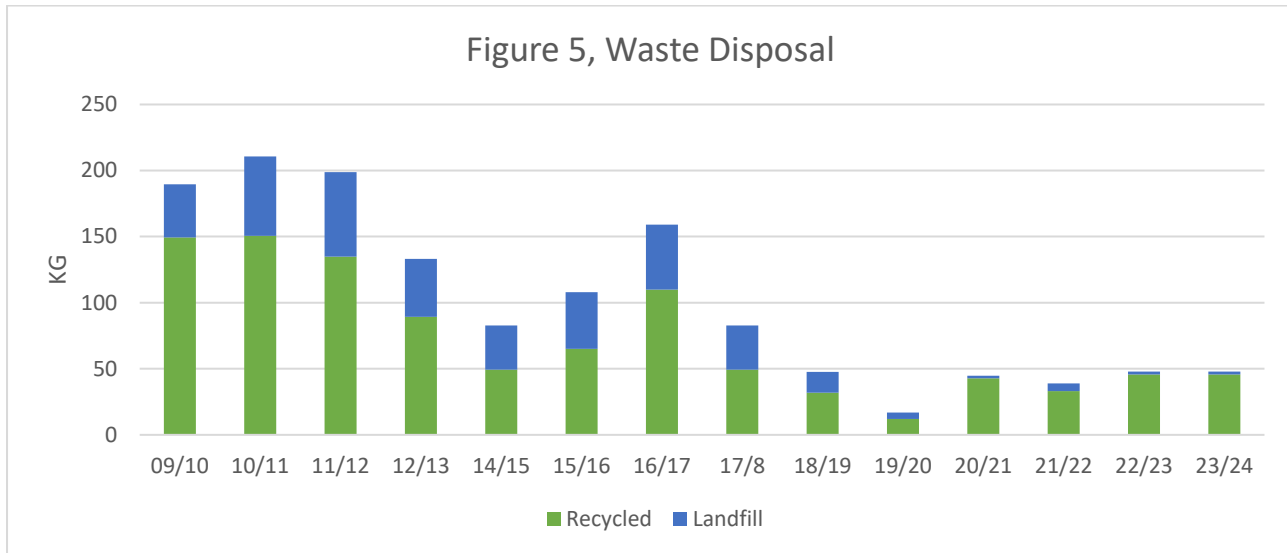


The majority of LINK meetings and events are still being held online. For business travel, this year has seen car travel decrease and rail travel increase from 2022-2023 levels. This is thanks to staff using public transport or active travel methods, such as walking and cycling, wherever possible and minimising car travel. LINK’s travel policy is to use active travel and public transport as the preferred means of travel unless unavailable.

Waste Disposal

LINK tracks all waste from its Perth office but is currently not able to capture that information for its Edinburgh office. However, 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 recyclable packaging.



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: electronic copies of documents are used at all times with printing only carried out when electronic copies are not an option.

Improving our carbon management in 2024-25

We will continue to hold meetings and events on-line whenever possible as this not only limits organisational carbon emissions but it also increases accessibility to our events for many members. Face to face events are now limited to those where networking is an integral objective. LINK is aware that in 2024-2025 business travel is likely to remain the same or increase slightly with attendance at business critical UK or European meetings. Staff who attend will have travelled by public land - transport and minimalised their carbon emissions wherever possible.

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 are made with preference always given to companies with clear environmental policies and carbon neutral or positive policies in place and implemented.

Donna Banks, Finance and Operations Manager

26th July 2024