



## **KCOM Group Limited's Greenhouse Gas Emissions Reporting Criteria**

**Year ended 31 March 2022**



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## 1 KCOM GHG Emissions Reporting Criteria 2022

- The organisational boundary of the 2021/22 footprint is aligned with the Greenhouse Gas (GHG) Protocol 'Operational Control' approach under which a company accounts for 100% of emissions from operations over which it has the full authority to introduce and implement its operating policies.
- GHG emissions deemed material to the group and within reporting scope include:

Category	Source / Activity	Resource	Calculation methodology
Scope 1 Stationary Combustion Emissions	Combustion turbines / Generation of electricity	Fuel oil	Fuel consumption based on purchase records and estimated activity data.
	Boilers / Heat generation	Natural Gas, Fuel oil	Fuel consumption based on on-site metering or purchase records.
Scope 1 Fugitive Emissions	Air-conditioning / Temperature regulation	HFCs (Hydrofluorocarbons)	Sales-based method utilising purchase and service records.
Scope 1 Mobile Combustion	Company vehicles*	Petrol, Diesel	Fuel consumption based on purchase records.
Scope 2 Emissions from Purchased Energy	Electricity consumption	Electricity	Consumption based on on- site metering.
Scope 3 Waste	Waste produced in the operation of KCOM assets	-	Weight of waste sent to landfill.
Scope 3 Business Travel	Transport of employees in business operations	Fuel and energy consumed during business travel.	Mileage based on actual and estimated data.

\*(relates to vehicles with internal combustion engines (ICE) and does not include electric vehicles (EVs) which are captured in Scope 2

Scope 1 emissions relate to the combustion of natural gas (kWh), company vehicle fuel (litres), combustion turbine fuel (litres), gas oil (litres) and fugitive emissions resulting from the use of refrigeration and air conditioning equipment (kilograms).

Scope 2 emissions relate to purchased electricity (kWh).

Scope 3 emissions relate to business travel (mileage) in addition to waste (tonnes) sent to landfill

- Intensity ratio is calculated based on Scopes 1 and 2 only.
- Where subsidiaries, sites or joint ventures are deemed not to be under operational control of the Group or are not material to the Group, their energy and fuel usage have not been included within the scope of the GHG emissions reported.
- CO<sub>2</sub>, CH<sub>4</sub>, N<sub>2</sub>O, HFCs, PFCs, and SF<sub>6</sub> emissions are measured. NF<sub>3</sub> emissions are not included in the organisational boundary.
- CO<sub>2</sub>e emissions for the organisation have been determined on the basis of measured or estimated resource use, multiplied by the relevant emission factors provided by the UK Government conversion factors for company reporting of greenhouse gas emissions. Revised 2021 conversion factors available here:  
<https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2021>
- Refrigerant R417A is not captured in the DEFRA tables but can be agreed to:  
<https://www.climalife.co.uk/refrigerants-hfc-refrigerants-r417a-freon-mo59>

## 1.1 Assumptions

The following assumptions have been made when calculating the following source of emissions:

### 1.1.1 Electricity

Electricity consumption is based on meter data. Where meter data for any operation or period of time is not available, an estimate of usage is made based upon the best available information (i.e. applying an average across a similar period).

The calculation of market-based emissions is based on npower fulfilling its contractual obligations under the terms of its Business Renewable tariff to back all energy supplied to all of its customers on such tariffs by Renewable Energy Guarantees of Origin (REGOs). We have no oversight over that process.

### 1.1.2 Refrigerants

Refrigerants data is based on purchase and recovery records obtained from the third-party supplier of the refrigerants.

### 1.1.3 Natural Gas

Natural gas consumption is based on invoice records. Where data for a period of time is not available, an estimate of usage is made based upon the best available information (i.e. applying an average across a similar period).

### 1.1.4 Diesel & Petrol



Diesel and petrol consumption relating to company vehicles is based on quantities recorded on the company fuel cards.

Diesel consumption in combustion turbines is based on purchase records provided by fuel suppliers and maintenance contractors, as well as typical fuel consumption rates available in industry guidance.

#### 1.1.5 Gas oil

Gas oil consumption is based on meter readings from the boilers at Carr Lane, Hull. Where data for a period of time is not available, an estimate of usage is made based upon the best available information (i.e. applying an average across a similar period).

#### 1.1.6 Business travel

Business travel relating to privately-owned vehicles, air, bus, taxi, rail and accommodation is obtained from company expense systems – Concur and Capita reporting systems.

These systems provide mileage information for privately-owned vehicles. Mileage for travel by air, bus, taxi and rail travel is manually calculated based on the location at which the journey starts and the destination. Accommodation emissions are based on stay by number of nights and the relevant emissions factor for the location.

#### 1.1.7 Waste

- The waste from operationally controlled sites is fully recycled and is based on data obtained from the third-party supplier.
- The small (approx. 2%) of total waste that is not recycled that is included within Scope 3 emissions is an estimate of waste from sites where service provision is controlled by a third party.

### 1.2 Adjustments

A prior year adjustment is made in the event of an error being identified or a significant business development (acquisition, disposal, new business activity) that requires restatement to reflect changes in comparability.

## 2 Accounting for structural changes

- A significant structural change resulting from divestment was completed part-way through the year on August 1<sup>st</sup> 2021.
- As a result, KCOM has chosen to report 12 months of data relating only to continued operations of the business post-divestment, excluding 4 months emissions data relating to the divested business. Consequently, GHG emissions data for the reporting year does not include emissions from any activities and assets which relate to business areas included in the divestment.
- To illustrate the business' evolving structure over time and In the interest of transparency, 2021 GHG emissions reporting data has been restated to provide comparability between the reporting year and the prior year.
- Restated 2021 figures were calculated by excluding emissions from activities and assets which related to areas of the business included in the divestment.
- The business' structure post-divestment most accurately reflects the business operations going forward and therefore 2022 will be considered the base year hereafter.