

Summary – CO₂ Profile

Capita has conducted an introductory assessment of carbon dioxide emissions from road, rail and air travel as well as from buildings. The Accounts Modernisation Directive means that a plc or any large private company will need to report to investors on how environmental issues will affect profitability. And growing environmental awareness means more firms than ever are coming under scrutiny from community groups and NGOs.

Final results are summarised in the following table:

The Capita Group Plc Carbon Dioxide Emissions Profile (tonnes)	
Source CO ₂	2004
Buildings (Total t CO ₂ /m ²) ¹	19,994
Total energy used in buildings ¹	n/a
Electricity used in buildings	n/a
Gas used in buildings	n/a
Total business travel	6,598
Business travel by air 2	1,268
Business travel by car (company + pool + cash allowance + private car use) ^{3, 4}	3,861
Business travel by car (hired + taxi) ⁵	1,009
Business travel by train (excluding underground rail) ⁶	460
Total emissions (t) ⁷	26,592

Notes:

1. Energy-related data not available
2. All air ticket information is through Lonsdale travel only
3. Data derived from fuel card transaction records: Company car emissions not derived from fuel card data are used to extrapolate an average for the remaining fleet. CO₂ emissions from fuel card data are based on one representative month, in this case December 04. Private car users on business don't have Fuel Cards or Cash Allowances. Non-company car drivers can have fuel cards
4. Other expense systems: Manual, paper-based claim details are not included. SAP claimants are assumed not to use manual system. Private mileage is not claimed through expenses, the claimant pays Capita back, so often the travel is not traceable.
5. All taxi journeys are in diesel cars
6. No rail journeys are by bus replacement services. London underground journeys are excluded
7. Further data-related assumptions are presented in the Capita carbon profiling method handbook, section 1.

The analysis was conducted using travel agency and expenses data for 2004. Data sets are not complete – this is the first time Capita has undertaken this analysis. Data improvements are expected for future reporting years. Internal expense claim processes, energy-related data and automated travel agent journey reporting are due to improve.

When comparing Capita's carbon dioxide emissions from transport and travel, it can be seen that the company is broadly comparable to other service sector organisations.

Areas of improvement include:

- data weaknesses
- expense claim amendments
- energy data sources
- automated travel agent journey reporting

Air:

Nationwide Building Society: 465t (~16,500 employees)
Cooperative Financial Services: 282t (~13,000 employees)
Aviva plc: approx 6,500t

Road:

Nationwide Building Society: 3,402t
Cooperative Financial Services: 3,900t
Friends Provident: 3,075t

Rail:

Nationwide Building Society: 131t
(figure excludes rail travel claimed through expenses)
Cooperative Financial Services: 129t
Aviva plc: 140t

The Group will repeat this exercise on a periodic basis and report on its results