



**Palmers Law Limited**  
**Carbon Reduction Analysis and Plan 2023**

**Introduction**

The purpose of this report is to confirm our existing carbon reduction measures, report on the reductions achieved from our activities, note the future plans for further reductions and provide a list of further potential opportunities.

The areas measured are the company's offices and its business operations including client service and staff related processes.

The 7 greenhouse gases are:

- the non-fluorinated gases:
  - carbon dioxide (CO<sub>2</sub>)
  - methane (CH<sub>4</sub>)
  - nitrous oxide (N<sub>2</sub>O)
- the fluorinated gases:
  - hydrofluorocarbons (HFCs)
  - perfluorocarbons (PFCs)
  - sulphur hexafluoride (SF<sub>6</sub>)
  - Nitrogen trifluoride (NF<sub>3</sub>)

The Company's annual energy usage is measured in kWh and is extracted from the relevant energy supplier invoicing.

**1. Company Information**

Palmers Law Limited, trading as Palmers Solicitors is a law firm, based in Essex. The company operates out of four office locations; Basildon, Rayleigh, South Woodham Ferrers and Thurrock and employs approximately 100 staff.

## 2. Reporting period

This report covers the period 2020 - 2023

### Areas of Analysis

AREA	CURRENT	IMPACT	FUTURE PLAN
Premises	<ol style="list-style-type: none"> <li>1. Buildings - A reduction in overall office footprint against headcount.</li> <li>2. Lighting</li> <li>3. Heating</li> <li>4. Replaced toilet facilities within Basildon Town Square offices with more water efficient toilets, taps and automatic motion sensor lighting</li> <li>5. Full Fit out of our Phoenix House Premises</li> </ol>	30% reduction	<ol style="list-style-type: none"> <li>1. Please see “working practices”</li> <li>2. As equipment fails – the replacement of bulbs and light fittings with more efficient LEDs.</li> <li>3. Investment in more efficient heating systems within our offices.</li> </ol>
External suppliers	<ol style="list-style-type: none"> <li>1. Wherever possible, using locally based suppliers</li> </ol>	The company’s business related suppliers are predominantly local. This assists in the reduction of transportation and the speed of response (leading to increased momentum to fulfil carbon reduction plans	Continue to review suppliers on an ongoing basis and prefer local suppliers over national or far-flung operators.

		and, of course, our services generally)	
Working Practices	<ol style="list-style-type: none"> <li>1. Paper-lite working has been introduced across the company in the last 24 months.</li> <li>2. Remote/Hybrid Working Policy introduced</li> <li>3. Electronic closed file storage introduced</li> <li>4. Client and internal meetings to be conducted via video conferencing wherever possible</li> </ol>	<ol style="list-style-type: none"> <li>1. 50% reduction in paper usage</li> <li>2. 40% reduction in staff travel fuel claims; 80% reduction on season ticket provision (indicating a substantial reduction on vehicle usage.</li> <li>3. 20% reduction in closed paper file storage requirements</li> <li>4. <i>Please see point 2 above re: fuel claims. In addition to a 40% reduction in staff travel fuel claims, clients will have equally reduced their need to travel.</i></li> </ol>	<ol style="list-style-type: none"> <li>1. Achieve a further 25% reduction on current usage in the next 12 months</li> <li>2. Achieve a further 10% reduction on current claims in the next 12 months</li> <li>3. A further 20% reduction in closed paper file storage requirements within the next 12 months</li> <li>4. Achieve a further 10% reduction in the next 12 months</li> </ol>

	5. Hot desking	5. Please also see point 1 under “premises” section	5. Introduce hot desking within the company. At least one office to have hot desking in place within the next 12 months.
Personnel	<p>1. Prefer employees who are either already local or prepared to relocate to the area when recruiting.</p> <p>2. Recruitment of staff who have been engaged specifically to reduce paper storage (three warehouse clerks and one document scanning clerk)</p>	<p>1. Impact not measured at the current time, but 80% of our workforce works in the borough in which their base office is located, or within one borough of their base office. This reduces fuel usage in journeys to and from work.</p> <p>2. Warehouse storage reduced by 20%</p>	<p>1. Continue the focus on recruitment of local staff or those who aspire to be local.</p> <p>2. Continue the reduction of warehousing to the point where we can relinquish our energy-inefficient warehouse and</p>

			terminate the lease (three year plan)
Recycling	<ol style="list-style-type: none"> <li>1. Secure recycling of all paper waste</li> <li>2. Other recycling</li> </ol>	<ol style="list-style-type: none"> <li>1. 100% of our paper waste is recycled</li> <li>2. No impact available.</li> </ol>	<ol style="list-style-type: none"> <li>1. Continue in this regard.</li> <li>2. Introduce plastic recycling at each office</li> </ol>
Marketing	<ol style="list-style-type: none"> <li>1. Increased on-line, social media marketing in place of paper information sheets, booklets</li> </ol>	<ol style="list-style-type: none"> <li>1. 65% reduction in our paper-based marketing</li> </ol>	<ol style="list-style-type: none"> <li>1. Continue to review and achieve further reduction where possible.</li> </ol>
Postage	<ol style="list-style-type: none"> <li>1. Policy introduced for emails to be the preferred method of correspondence wherever possible.</li> <li>2. Termination of DX contract (July 2022)</li> </ol>	<ol style="list-style-type: none"> <li>1. 45% reduction in outgoing post (building upon and in addition to the reduction created in 2020 by the Covid-19 Pandemic)</li> <li>2. Only one postal provider reduces visits to and from offices/collections; encourages additional use of electronic means of communication.</li> </ol>	<ol style="list-style-type: none"> <li>1. Achieve a further 25?% reduction on current usage in the next 12 months</li> <li>2. Ensure the termination is effective from and including 1.7.22.</li> </ol>

IT equipment (hardware)	<ol style="list-style-type: none"> <li>1. Centralised multi function print machines, requiring individual swipe cards/login</li> <li>2. Purchase of videoconferencing equipment to include Owls and monitors will encourage a further move to videoconference</li> </ol>	<ol style="list-style-type: none"> <li>1. 40% Reduction in printing</li> <li>2. Too early to assess the impact</li> </ol>	<ol style="list-style-type: none"> <li>1. Continual review of effectiveness with a view to achieving a further 35% reduction in printing.</li> <li>2. Too early to assess the impact.</li> </ol>
IT equipment (software)	<ol style="list-style-type: none"> <li>1. Use of bundling software reduces heavy usage of paper within litigation proceedings and within report bundles in all areas of practice</li> <li>2. Use of Zoom and insallation of Office 365 will further encourage remote meetings and reduce the need for travel.</li> </ol>	<ol style="list-style-type: none"> <li>1. Too early to assess the impact</li> <li>2. Too early to assess the impact.</li> </ol>	<ol style="list-style-type: none"> <li>1. Continue with the investment and consider impact at the end of January 2023.</li> <li>2. Continue with the investment and consider impact at the end of January 2023.</li> </ol>
Travel	<ol style="list-style-type: none"> <li>1. Please see point 2 under “working practices” section.</li> <li>2. Cycle to work scheme</li> </ol>	<ol style="list-style-type: none"> <li>1. Please see point 2 under “working practices” section.</li> <li>2. Not yet implemented – under investigation.</li> </ol>	<ol style="list-style-type: none"> <li>1. Continue to encourage reduction of travel.</li> <li>2. Investigate cycle to work scheme with a view to introducing within company in next 12 months</li> </ol>
Charitable Support	<ol style="list-style-type: none"> <li>1. Essex Wildlife Trust</li> </ol>	<ol style="list-style-type: none"> <li>1. Donations of £540.00 per annum.</li> </ol>	<ol style="list-style-type: none"> <li>1. Consider other charities who invest within the local area</li> </ol>

	<p>2. ASELA innovation – South East Estuary Park - <a href="https://www.southessex.org.uk/news/more-than-a-park-vision-for-south-essex-estuary-see-park-announced">https://www.southessex.org.uk/news/more-than-a-park-vision-for-south-essex-estuary-see-park-announced</a></p>	<p>2. Not yet created so too early to assess impact.</p>	<p>and have a particular interest in improving the environment.</p> <p>2. Continue to monitor the progress of this innovation and consider joining.</p>
Energy Suppliers and Energy Review	<p>1. Exploring providers of formal Carbon Reduction assessments so that our true position can be understood (subject to costings).</p>	<p>2. Under investigation so too early to assess the impact.</p>	<p>3. Annual review of energy supplier to ensure we utilise the more efficient/green providers.</p>

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