



“Let’s think green team” Annual Report 2016



Contents

Who's on the team?	4
What do we do?	5
Our 2 lengths and 5 keys are	5
Achievements and ongoing commitment	6
Recycling	6
Procurement	8
Smarter working	9
Energy	10
Sustainable travel	11
Communications and people engagement	13
Standards and our commitment	17

Annual Update December 2016

Our “Let’s Think Green Team” was established at the beginning of 2007 and comprises enthusiastic volunteers from within the business who have a real interest in environmental issues.

The work that the team undertakes in raising awareness and encouraging pro-active behaviour in support of our 2 lengths is a core element of our CSR activities.

This report gives an overview of what we’ve been up to during 2016. Full details of previous years’ activity can be found on LTGT intranet page under “annual reports”. LTGT also produce monthly action notes from meetings which can be found under “action notes and news”.

Our achievements would not have been possible without the commitment and participation of everyone in the business and so, on behalf of Let’s Think Green Team, thank you.



Andrew Davison
Chairman
LTGT

Who's on the team?



Andrew Davison
Chairman – LTGT



Andrea Gibson



Andrew Cawkwell



Andy Noyland



Barbara Cathey



Carolyn McKay



Debbie McCormack



Jill Donabie



Julie Parr



Richard Nixon



Tom Justice

What do we do?

Our 2 lengths and 5 keys are:

2 Lengths

To minimise the adverse impact of our business and our people on the environment, without negative business consequences.

5 keys

- Continually review the sustainability of our business practices in the context of available technologies
- Annually calculate our carbon footprint using a recognised methodology so as to help to identify areas for potential improvement
- Engage our people to participate actively in finding ways to live and work in a more sustainable manner
- Maintain our ISO14001 certification
- Set measurable targets to help us progressively to become more sustainable



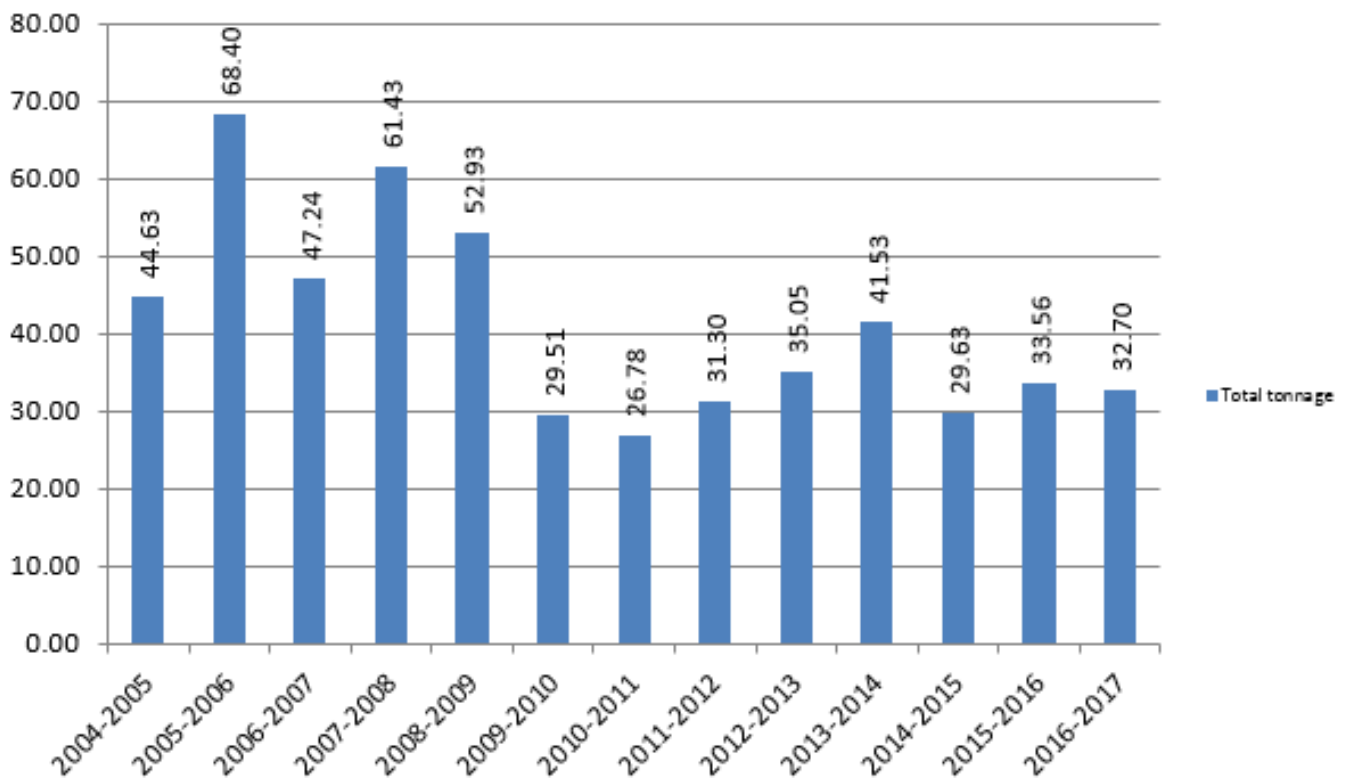
Recycling

Achievements and ongoing commitment

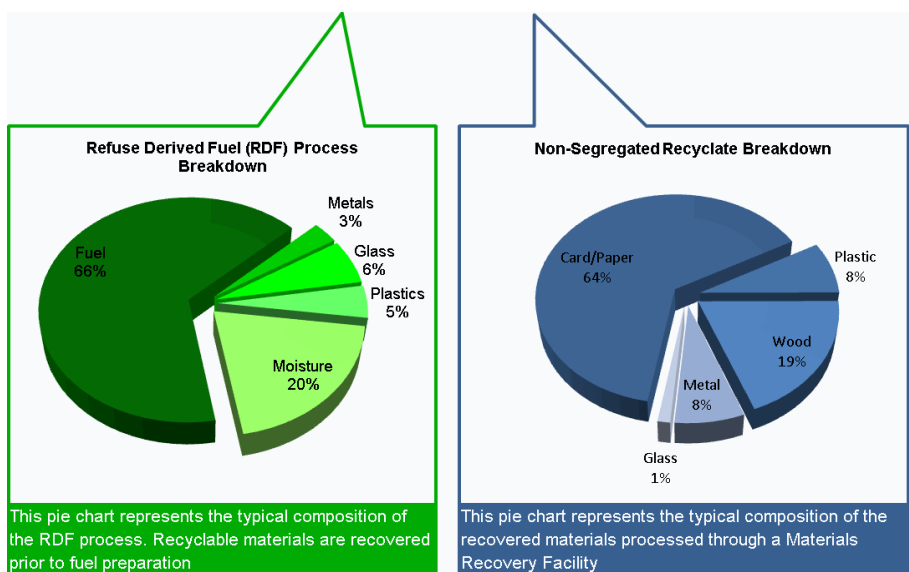
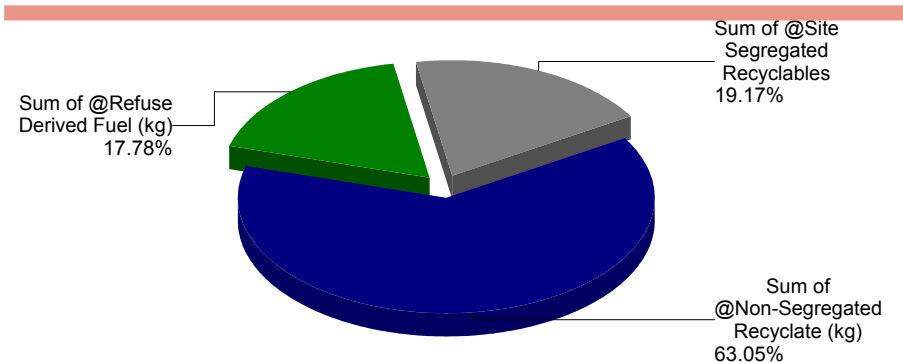
All of our waste is disposed of through licensed contractors. One of the waste streams that we have monitored for some years is the paper waste that we send to Riverdale plc. This is not just confidential paper based waste. Our statistics have fluctuated over the years and peaks have been due to specific times where we have had office tidy up initiatives but also when we moved office or have had an internal office move around.

(2016/2017 data to end November 2016)

Total tonnage



General mixed waste generated within the building (e.g. plastic bottles, aluminium cans, glass, other non Muckle paper products) is processed via a contract through the building management company. The following report details a typical month's worth of general waste in the building and demonstrates the commitment there is within our building to recycling.



Carbon Footprint Limited Endorsement

Carbon Footprint Limited have endorsed the service provided by B&M Waste and agents, which has reduced your indirect carbon emissions through landfill diversion. These carbon savings equate to:

Carbon Saved (kg):	5,143.27
Equivalent no of trees saved:	4.36
Equivalent car miles saved*:	1,459.58

*Car miles based on a standard 2.0 litre diesel

Representatives from our Let's Think Green Team visited the waste recycling plant of Bagnall and Morris, to satisfy ourselves as to the processes used for recycling.

Mobile phone handsets

- 65 obsolete BlackBerry Q10 handsets were recycled in July.



Procurement

IT

- Supporting remote working:
 - o Increased the number of RSA key fobs to facilitate off site working;
 - o An additional two Dell Windows 10 laptops for working away from the office x 2 procured; and
 - o Surface Pro device increased to 3.

Pool car

- the renewal of one of our pool cars fell due in 2016 and we again opted for an energy efficient car choosing a Ford Fiesta 5 dr TDCi Zetec Econetic with published emissions of around CO₂ 82g/km.

Cycling

- to support our keen cyclists, and to encourage those who were considering cycling, a 15 cycle rack system was installed in our basement car park, along the back wall next to Muckle parking bays. These are for the exclusive use of Muckle team members.





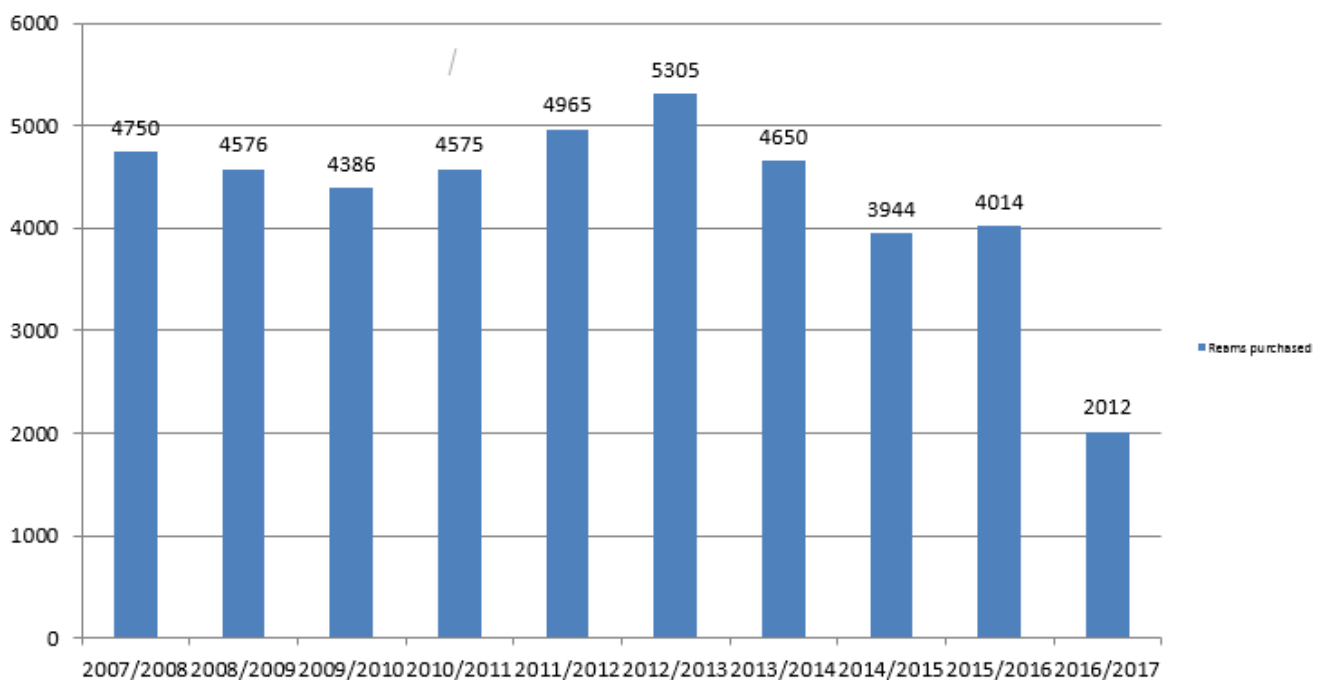
Smarter working

Paper reduction

- the introduction of a ban on routine archiving of any paper files which might be opened after 1 April, 2016 for day to day references purposes. There are one or two exceptions to this rule where scanning of a particular document e.g. large plans, would not be feasible, or files containing large quantities of historical non-Muckle generated documentation and authorisation would need to be given for a file to be stored. As well as reducing the need to hire shelf space from our records management company this also reduces on site storage requirements, processing time and ultimately transportation costs.

We also monitor our paper usage and the stats to date are included below. It will be interesting to note how we fare over the next 12 months if we choose not to create paper files, reducing the need to purchase more paper.

Reams purchased



Speech recognition software

- we now have 18 licences for Dragon Dictate software. The software enables our lawyers to self- generate documents which would typically have been transcribed by a PA; printed; reviewed and possibly amended and re-printed several times before the final version. This has been a slow-burn this year but it is envisaged that it will be embraced further over the next year or two in order to support ongoing efficiency measures, whilst at the same time reducing paper, energy and printer usage.



Energy

We continue to monitor our energy usage as part of our carbon footprint data monitoring and using the calculation tool available through our membership with the Legal Sustainability Alliance. Our data is submitted in March each year. Our performance for the calendar year ending 31/12/2015 shows that we have made ongoing steady progress. It will be a challenge to sustain this, but not impossible, going forward.

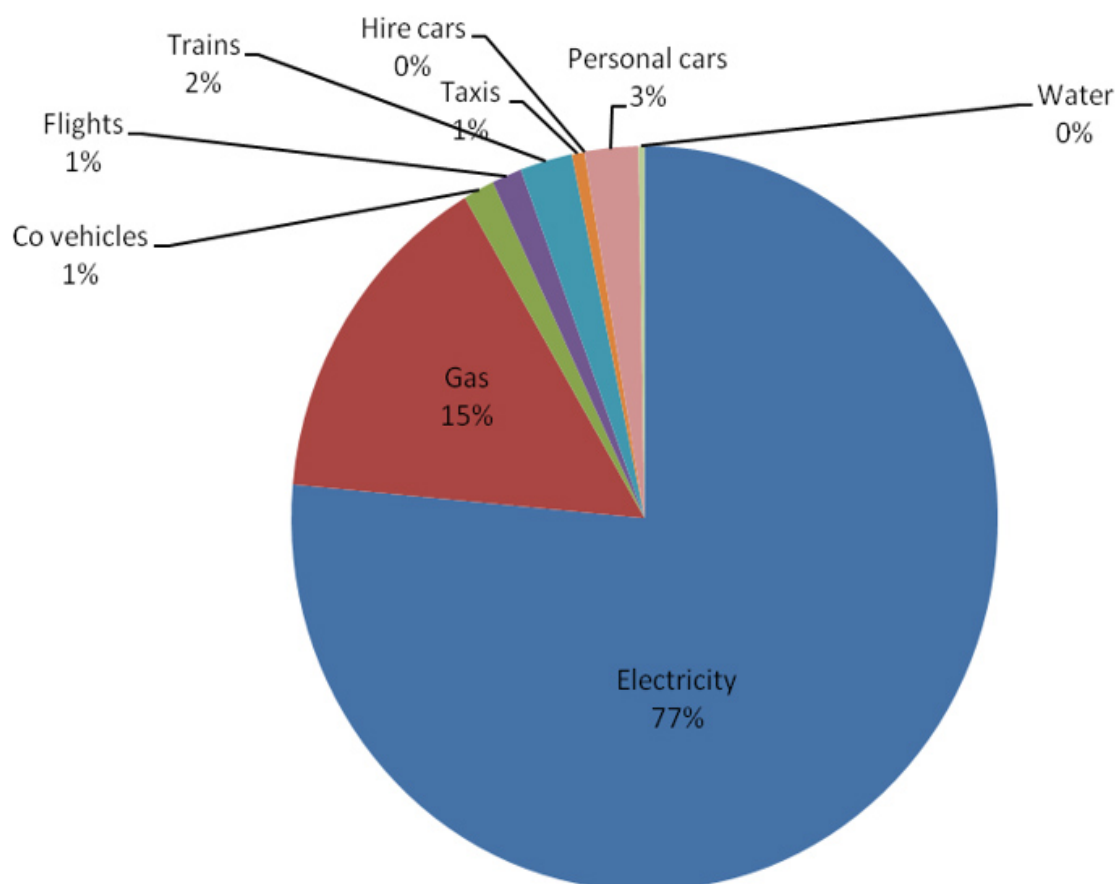
We had a target for 2015 to achieve a 5% reduction in our overall carbon footprint and we achieved:

Year on Year emissions overall

- reduction of 6.88% as against 2014 and 19.97% reduction on 2009 benchmark year.

Year on Year emissions per person

- increase of 2.41% as against 2014 but still 26.09% reduction as against 2009 benchmark year.



Carbon footprint 2015 - 230 tonnes Co2 - BREAKDOWN



Sustainable travel

Personal travel

We offer a cycle to work scheme as an employee benefit.

We also offer other personal travel corporate discounts including a public transport loan scheme are available to support sustainable travel initiatives.





Business travel

Business travel is monitored in order to collect data for carbon reporting purposes, see “Energy” section for the breakdown of how business travel impacts on our overall carbon footprint. We should encourage the use of conference calling or Skype calls wherever possible and rather than using high emission personal cars you should opt to use one of the firm’s pool cars, where available, for business travel.

Walking Wednesdays

It’s been a very active year for our Walking Wednesday Group:

- 46 weeks of Wednesday walking;
- 26 of our people have joined the team on a walk;
- over 140 miles walked which equates to 1,833,606 steps; and
- we celebrated our 1st Birthday.

Whatever the weather we’ve been out walking around the city on a Wednesday lunch time. Our walks have taken us through two of our beautiful city parks: Exhibition Park and Leazes Park, with both of these walks leading us onto the Town Moor. With the tranquil atmosphere of the Town Moor which is also the home of hundreds of cows, it almost feels like you’ve escaped to the country in your lunch hour! We’ve also followed the Great North Snowdog trail and we successfully managed to see all 23 Snowdogs around the city. The Snowdog trail led us to walks along the Quayside, Ouseburn and the new Stephenson Quarters. What fun we’ve had!

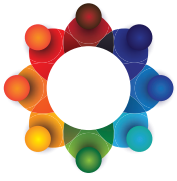




Communications and People Engagement

Let's Think Green Team's main focus is to communicate and engage with our team to raise awareness of environmental issues across the business. This is achieved by organising various fun activities throughout the year and by also having a willingness to consider any ideas, no matter how "off the wall" they may seem, which might support our aim. Activities undertaken during 2015 include:

Month	Activity
January	<ul style="list-style-type: none"> ■ Annual survey (26% of the business responses; with 94% giving a rating of 5 or above as to "how green is the business") ■ Near Year, New Start campaign – healthy breakfasts ■ Promotion of 2016 Christmas Tree Campaign – theme is "ties".
April	<ul style="list-style-type: none"> ■ Launch of Spring planting competition – 2016 crop - Cauliflower
May	<ul style="list-style-type: none"> ■ Healthy Living Week : a week-long campaign of activities included: <ul style="list-style-type: none"> o Daily healthy breakfasts o Team pedometer challenge o Powerhoop taster session o Healthy lunches by BAIT o Zumba taster classes o Supporting people affected by Dementia, Andrew Ball Dementia Friend Champion from Alzheimer's Society o Walking Wednesday session o Pop up healthy lunch bar by Wheatberry o Pilates taster session o Metafit taster session o Muckle Ramble (sponsored walk in aid of charity) o Prize giving and celebration lunch
July	<ul style="list-style-type: none"> ■ 1st anniversary of Walking Wednesday group with cake and refreshments in Time Out for participants
October	<ul style="list-style-type: none"> ■ Harvest Festival celebration lunch, including results of Spring Planting Competition.
December	<ul style="list-style-type: none"> ■ "Tie" themed Christmas tree in business lounge ■ Annual buy a bauble campaign launched with proceeds being donated to Cornerstone charity



Grow your own – Spring Planting Competition

We had another successful year with our “Spring Planting Competition”, not necessarily because of the abundance of the resulting crop but the competitive spirit demonstrated by each of the teams involved to even attempt to grow a cauliflower!

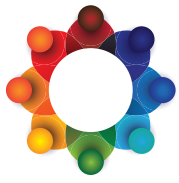
Some cauliflowers were looking very good at certain points over the summer but they peaked too soon and before we could take photographs! The competition was fierce and we just managed sufficient produce to be able to award prizes; the results were announced at our annual Harvest Festival event.



Harvest Festival celebration and auction

We had great attendance at this event to the extent that people were sitting in the corridor and it was standing room only for the auction itself with some wonderful lots artfully wrapped by LTGT up for bidding.





There was real passion in the bidding with a lots of inter team competition to be seen. The results of the competition were:



1st: Most 'cauliflower like' crop - Dispute

2nd: Least inedible looking crop - Employment

Special prizes were awarded for:

Tortoise and the Hare Award - Banking – they went too fast at first, led for ages and then their crop bolted and went to seed.

Muckle Spectrum Award for most colourful cauliflower – Dispute grew one that is orange and purple.



The auction raised a fantastic £492. This was donated to Scotswood Natural Community Garden, one of the charities introduced to us through our relationship with Skillsbridge, to contribute towards the further education of one of their volunteers to support them in a horticultural qualification.



Healthy Living Week

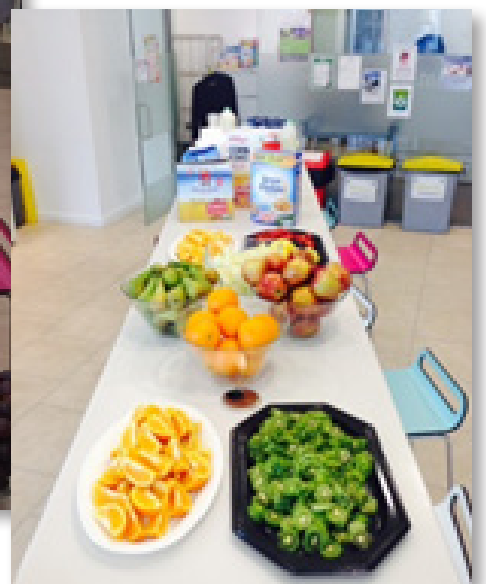
Overall, 62 team members participated; we “travelled” 3,315.5 miles against a target of 3,000 miles; burned 315,992 calories equal to 1078 muffins; and saved 560.3kg of CO₂.

19 team members and their families completed the sponsored ramble and raised over £350.

■ Powerhooping



■ Healthy breakfasts



■ Celebration lunch



Standards and our commitment



Legal Sustainability Alliance

We continue to be members of the Legal Sustainability Alliance. The LSA is an inclusive movement of legal firms and organisations committed to working collaboratively to take action to improve the environmental sustainability of their operations and activities.

Our membership requires us to report annually on the LSA principles; and capture relevant data in order for us to calculate our annual carbon footprint. This data is included in the LSA's annual report which is a publicly accessible document. Inclusion in this report is entirely voluntary and it is difficult to benchmark ourselves against comparable law firms, particularly in the North East, as not all member organisations agree to publish and only a handful of North East law firms are members. Details of our 2015 carbon data are available earlier in this report. We will be calculating our emissions for 2016 in the first quarter of 2016 and our progress will be reported to the business once that exercise is complete.

Carbon offsetting

The value of our carbon footprint was calculated at around £3,000 and through our collaboration with LEAF (Local Environmental Action Fund), which is the environmental arm of the Community Foundation, they put forward a list of pre-vetted organisations looking for funding for environmental projects.

The criteria that we specify is that projects should generally have either a carbon capture or carbon reduction theme. For example: renewable energy; tree planting; food growing schemes, or projects which educate others in these areas.

Having put the list of potential recipients out to vote to our team the majority voted for Young Women's Outreach Project to contribute towards their target fund of £6,886 for their Bees Knees Project: Engaging young people in environmental action through bee-keeping.





ISO14001:2015

We originally achieved ISO14001 (international environmental standard) in 2010 and since then have participated in regular six monthly continuous assessment visits with three yearly strategic reviews. In 2013 we retained our first re-certification. Since then the standard has been reviewed and the new version ISO1400:2015 was published. In 2016 we took the plunge and participated not only in our regular three year strategic review but also chose to be assessment against the revised standard. After an intense two day assessment with the BSI external assessor we were delighted to be re-certified to the new standard. We therefore continue to be one of very few law firms, in particular in the North East, to hold this international standard.

If anyone has any ideas of activities or initiatives we might get involved with to further enhance our environmental performance then please speak with any one of your Let's Think Green Team representatives.







Muckle LLP

Time Central, 32 Gallowgate, Newcastle upon Tyne, NE1 4BF | DX 61011

Tel: 0191 211 7777 | Fax: 0191 211 7788 | www.muckle-llp.com



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