

muckle^{LLP}



“Let’s think green team”
Annual Report 2017

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Annual Update December 2017

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 2017. Full details of previous years' activity can be found on LTGT intranet page under “annual reports”. LTGT also produce 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?



Matthew Balme



Barbara Cathey



Andrew Davison
Chairman – LTGT



Jill Donabie



Andrea Gibson



Tom Justice



Debbie McCormack



Carolyn McKay



Andy Noyland



Richard Nixon



Julie Parr

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

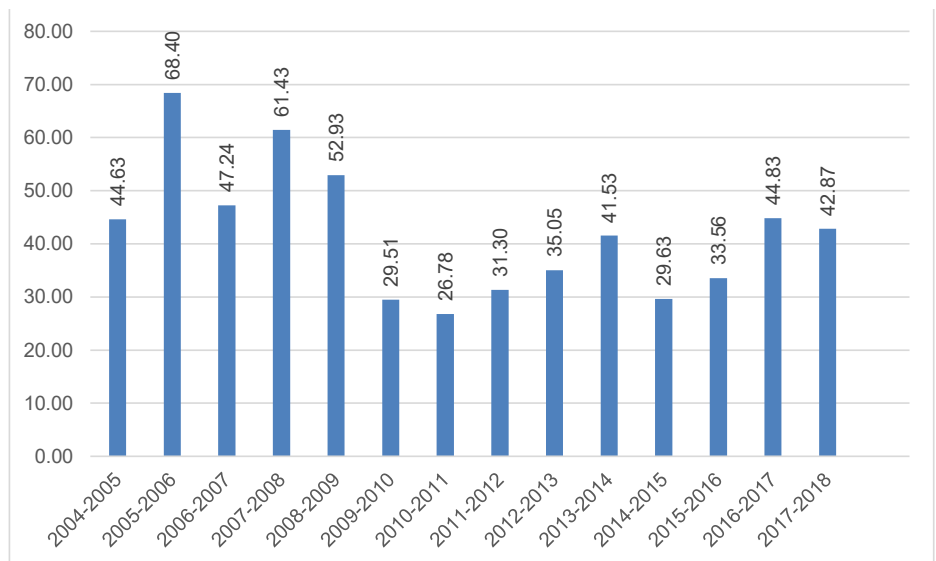


Recycling

Achievements and ongoing commitment

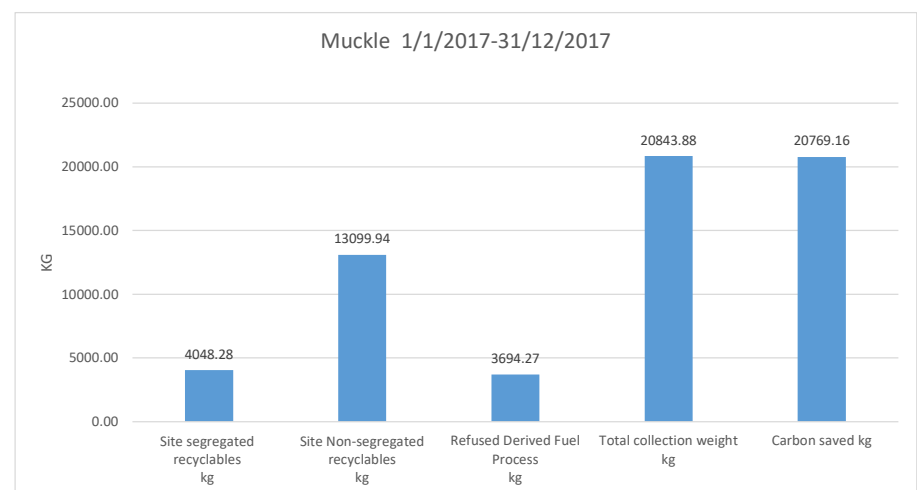
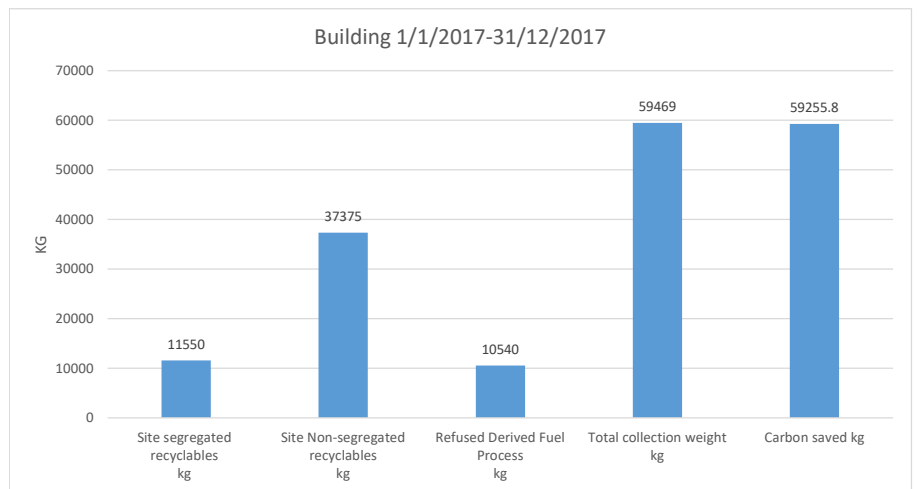
All of our waste is disposed of through licensed contractors. One of the waste streams that we have monitored for some years is the paper waste that we send to Riverdale plc. This is not just confidential paper based waste. Our statistics have fluctuated over the years and peaks have been due to specific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

The table below shows paper waste to date in tonnes.



General mixed waste generated within the building (e.g. plastic bottles, aluminium cans, glass, other non Muckle paper products) is processed centrally via a contract through the building management company and is invoiced to us through the building's service charge account.

We are unable to provide exact stats as to the amount we contribute to that waste. However, applying our service charge percentage to the whole building's waste, we are able to make some assumptions as set out on the tables below:



IT Recycling

A quantity of IT hardware was data-wiped and sold, the proceeds were then invested towards the firm's infrastructure upgrade in the summer of 2017.



Procurement

IT

- we converted RSA tokens from hardware to software e.g. the security code for remote access is now generated via a smartphone app
- the addition of an A1 portable scanner when renewing our copiers/scanners to enable our Operations team to undertake onsite scanning of large print/scan jobs and reducing the requirement to outsource

Pool Car

- we upgraded the LEAF to the latest model with an extended range of approximately 120 miles



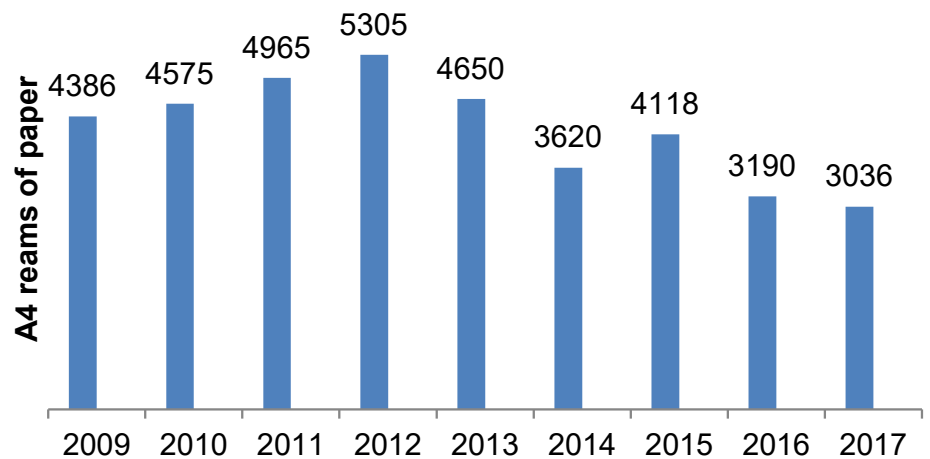


Smarter working

Paper reduction

- we have continued to try to reduce the amount of paper we use but this is directly influenced by the requirements to produce documents in hard copy as part of a transaction. However we continue to make steady progress

A4 Reams Paper Purchased calendar year



Speech recognition software

- we now have 38 licenses for Dragon Dictate software of which 27 are currently assigned. 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. Uptake of this useful resource continues to be slow. We would encourage anyone who would be interested in trialling the software to speak to Andrew Black.



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 31/12/2017 shows that we have made ongoing steady progress. It will continue to be a challenge to sustain this, but not impossible, going forward.

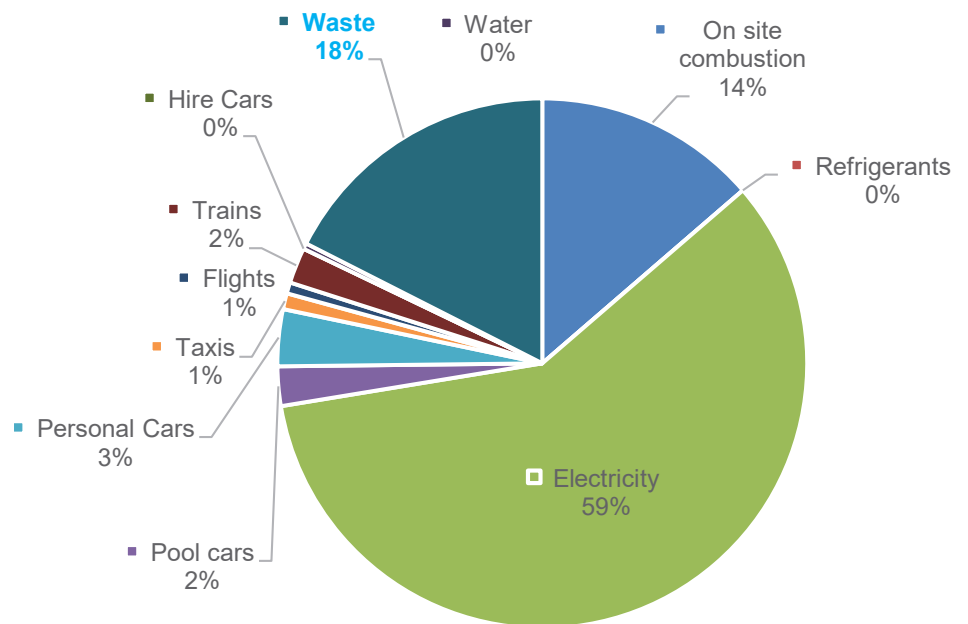
We had a target for 2017 to achieve a 5% reduction in our overall carbon footprint our results are as follows:

Year on Year emissions overall

- 7.35% increase* as against to 2016 but 23.80% reduction as against 2009 benchmark year

Year on Year emissions per person

- 6.85% increase* as against 2016 but 32.17% reduction as against 2009 benchmark year



- On site combustion
- Personal Cars
- Hire Cars
- Refrigerants
- Taxis
- Water
- Electricity
- Flights
- Waste
- Pool cars
- Trains

* LSA introduced new 'general waste' category for 2017 which added 36.4 tonnes of CO² to our carbon footprint, had they not done so we would have achieved a 10.49% decrease as against 2016.



Sustainable travel

Personal travel

Don't forget we offer a cycle to work scheme as an employee benefit; details of the scheme can be found at www.salary-exchange.co.uk (username: mucklellp password: benefits)

Other personal travel corporate discounts including a public transport loan scheme are available to support sustainable travel initiatives, details can be found in [Your Deal booklet](#)





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, in particular the LEAF electric vehicle, in preference, where available, for business travel.

Walking Wednesday

2017 was another fit year for our Walking Wednesday group, who achieved the following:

- 43 weeks of Wednesday walking;
- 645 miles covered; and
- 1,503,925 steps!

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!

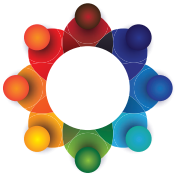




Communications and People Engagement

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. Some activities undertaken during 2017 include:

Month	Activity
January	<ul style="list-style-type: none"> ■ annual survey 19% of the business responded; giving an average score of 8 when asked the question "how green is the business?" ■ promotion of 2017 Christmas Tree Campaign – call to save plastic milk bottles as the material to build the tree.
April	<ul style="list-style-type: none"> ■ launch of Spring planting competition – 2017 crop – Kale ■ community/team day with Scotswood Natural Community Garden wild hedge clearing
July	<ul style="list-style-type: none"> ■ promotion: clothes recycling in aid of West End Refuge Service
September	<ul style="list-style-type: none"> ■ Harvest Festival celebration lunch, including results of Spring Planting Competition. ■ Scotswood Natural Community Garden apple harvesting (community/team day)
December	<ul style="list-style-type: none"> ■ plastic milk bottle themed Christmas tree in business lounge ■ annual buy a bauble campaign launched with proceeds being donated to Scotswood Natural Community Garden



Grow your own – Spring Planting Competition

We had another successful Spring planting competition although perhaps the most successful crop overall was the caterpillars rather than the kale!

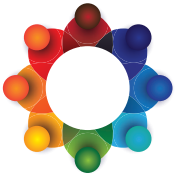
Real Estate were the overall winners with Banking and Restructuring a close second. Everyone else was some distance behind and there was fierce (if unintended) competition for the much coveted hand-drawn “very hungry caterpillar” wooden spoon which was ultimately won by the Employment Team for the swift and total decimation of their crop.



Harvest Festival celebration and auction

We had great attendance at this event, despite our best efforts the crop of kale failed to add significantly to the array of donated items for the event. It was so popular 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.





The Harvest Festival auction raised a fantastic £391.50. This was donated to Scotswood Natural Community Garden, one of the charities introduced to us through our relationship with Skillsbridge.





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 2017 carbon data are available earlier in this report.

Carbon offsetting

The value of our 2016 carbon footprint was calculated at around £2,400 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 Northumberland Coast Big Beach Litter clean up, we donated £2,000 at our carbon offset fund towards their project target of £7,846. The aim of the project is to encourage public participation in beach litter surveys and clean ups and to raise awareness of the issues relating to marine litter, its environmental and financial impacts as well as encouraging sustainable lifestyles.

The balance of our 2016 carbon offset fund was donated to Scotswood Natural Community Garden to enable them to purchase an apple mill and crusher to be used during apple harvest time which we also participated in.

The value of our 2017 carbon footprint, which was finalised at the end of March 2018, will be allocated once again via LEAF and further details will be promoted to the business.



ISO14001:2015

We successfully transitioned to the ISO14001:2015 revised standard during 2016. Since that date we have participated in three separate continuous assessment visits by BSI to review whether we continue to comply with the standard. We are proud to confirm that following each audit we were given a clean bill of health and recommendation to retain our certification. 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.



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