

## Oxfam GB

### Streamlined Energy and Carbon Reporting (SECR)

#### Methodology Statement for 2019-20

Our SECR disclosure can be found in the Ethical and Environmental Standards section of our full Annual Report and Accounts for 2019-20. In that disclosure the methodology that we used in compiling our data is briefly introduced. For those readers that are interested, the purpose of this document is to supplement that commentary with a more detailed explanation of how we compile the data used to report our energy and carbon impacts.

	Scope 1 - Gas	Scope 2 - Electric	Scope 1 & 3 - Land Transport
<b>Organisational Boundary</b>	UK	UK	UK
<b>Fuel type</b>	Grid Natural Gas and very limited amounts of bottled LPG	Grid Electricity	Diesel and Petrol with limited use of Hybrid (electric) vehicles
<b>Nature of activity</b>	The vast majority represents gas used for space or water heating in our shop network (but only approx. 8% of shops), warehouses and offices. The rest relates to LPG use in Fork-Lift trucks.	The vast majority relates to the shop network, warehouses and offices. It's important to note that the majority of our shop network (approx. 92% of shops) use electric heaters for space heating.	Comprises a mix of our trading logistics fleet, staff company cars and vans, temporary vehicle lease/hire, and staff using their own vehicles on business use.
<b>Base Data source</b>	- Grid gas use and Kwh is captured from billing information. - LPG Kwh use is a mix of known and estimated consumption and multiplied up based on 13.695076 Kwh per Kg. Note LPG Kwh is less than 0.1% of total gas consumption.	Electric use and Kwh captured from billing information	Mileage is captured from logistics and expenses systems.  Energy Kwh is derived from comparing the CO2e per Kwh of fuel with CO2e per distance travelled as noted in the DEFRA 2019 factors.

	<b>Scope 1 - Gas</b>	<b>Scope 2 - Electric</b>	<b>Scope 1 &amp; 3 - Land Transport</b>
<b>Data period</b>	1st April 2019 to 31st March 2020.	1st April 2019 to 31st March 2020	1st April 2019 to 31st March 2020
<b>Billing basis and adjustments</b>	<p>Bills are a mixture of actuals and estimates. Long term use of estimates is flagged for an updated actual reading. All shops are asked to provide an annual meter reading to allow us to check billing.</p> <p>Our three largest sites (approx. 75% by usage) are invoiced monthly as they are on smart meters. For all others (approx. 25% by usage) usage is based on the bills up to the last quarter end before the end of the year, plus an estimate based on that last bill for any remaining days until 31st March. To set the scale, this estimation adds 5% to invoiced gas usage in this the first year of adopting this adjustment.</p>	<p>Pro-rated where billing crosses the end of the year with a mixture of actuals and estimates bills. Long term use of estimates is flagged for an updated actual reading. All shops are asked to provide an annual meter reading to allow us to check billing.</p>	<p>Actual data used.</p> <p>Estimates are only used occasionally.</p>
<b>Carbon Factor sources</b>	DEFRA 2019 factors (full set)	DEFRA 2019 factors (full set)	DEFRA 2019 factors (full set)
<b>Carbon reporting unit</b>	CO2e	CO2e	CO2e
<b>Carbon emissions type</b>	Direct	Direct	Direct