



Broadland District Council 2023/24 Sustainability Data Assurance Report

Review Date(s): 2 Jan 2025 to 27 Jan 2025
Issue Date of Report: 28 Jan 2025

Report Produced by:
Richard Jenner, Sustainability Consultant

Quality Assured by:
Rex Kellett, Lead Sustainability Consultant

Groundwork East
Unit 3, Hill Farm Barns, Ashbocking Road,
Henley, Suffolk. IP6 0SA Tel: 01473
350370

E-mail: richard.jenner@groundwork.org.uk

Contents

1. Executive Summary	3
2. Data Assurance Audit Scope	3
3. Recommendations Summary	3

Disclaimer

This data assurance audit is done in good faith and within a limited timeframe, pursuant to the terms of engagement. Groundwork and its advisors will make every effort to ensure the information provided through this report is appropriate and accurate. The final decision regarding advice/information provided by Groundwork is the commercial responsibility of Broadland District Council. This report has been produced, checked and approved for issue under Groundwork's own quality management system. Groundwork cannot accept responsibility for errors and/or omissions within this document or loss occasioned to persons acting or refraining from action as a result of the material in this document.

1. Executive Summary

Broadland District Council and South Norfolk Council have produced an internal GHG emissions inventory for the period 2023/24 which Groundwork East have been contracted to validate. The inventory calculation files and raw data files have been provided to enable a check of the methodology used against GHG Protocol guidelines, the data inputs, formulas and conversion factor calculations and verify the final outputs.

This report covers the Broadland District Council GHG Inventory and presents the detailed checks and spot checks that have been carried out, the findings, the classification of each finding and the recommended actions and any resulting actions or corrections.

Groundwork East has provided objective and independent verification of the GHG Inventory of Broadland District Council for the period 2023-24, following the GHG Protocol Corporate Standard methodology. We have determined that the reported values are free from significant material errors or omissions. Nothing came to the attention of the auditor to suggest that data are misstated, and where areas for improvements to processes for future reporting periods have been identified, recommendations have been made in the verification report.

2. Data Assurance Audit Scope

The GHG Inventory includes Scope 1, 2 and 3 emissions associated with the Council's own activities:

- Thorpe Lodge
- Horizon Centre
- Carrowbreck House
- Frettenham Depot
- Streetlights
- Toilets
- Temporary Accommodation
- Staff and councillor business travel
- Waste Fleet (Veolia operated)
- Council Owned Vehicle Fleets
- Waste & Water

3. Recommendations Summary

We have made recommendations regarding the addition of well to tank emissions for all fuels. We have also recommended that the well to tank for electricity and for transmission and distribution losses are added into a scope 3 emissions factor. To follow best practise the recommendation is to adjust previous year's footprints to include these emissions. We have also noted that for many buildings the emissions associated with water treatment were not included, it is recommended that these are included. Other recommendations relate specifically to data and calculations, we are confident that these have been understood and will be corrected.

End of Assurance Report

