

**GREAT PORTLAND ESTATES PLC**  
**ENERGY, WATER AND WASTE DATA VERIFICATION**  
**FINAL VERIFICATION REPORT**  
**AUGUST 2009**



**BUREAU  
VERITAS**

***Move Forward with Confidence***

## DOCUMENT CONTROL SHEET

**Our Reference:** : 3209941

**Date** : 20 August 2009

**Title** : Energy, Water and Waste Data Verification  
Final Report

**Submitted to** : Great Portland Estates Plc

**Attention** : Joanna Beswetherick

**Address** : 33 Cavendish Square  
London  
W1G 0PW

**Prepared by:** : William Syddall  
Consultant  
Bureau Veritas UK Ltd

**Approval for Issue** : Sally Goodman  
Technical Director  
Bureau Veritas UK Ltd

#### Disclaimer

This Report was completed by Bureau Veritas on the basis of a defined programme of work and terms and conditions agreed with the Client. Bureau Veritas' confirms that in preparing this Report it has exercised all reasonable skill and care taking into account the project objectives, the agreed scope of works, prevailing site conditions and the degree of manpower and resources allocated to the project.

Bureau Veritas accepts no responsibility to any parties whatsoever, following the issue of the Report, for any matters arising outside the agreed scope of the works.

This Report is issued in confidence to the Client and Bureau Veritas has no responsibility to any third parties to whom this Report may be circulated, in part or in full, and any such parties rely on the contents of the report solely at their own risk.

Unless specifically assigned or transferred within the terms of the agreement, the consultant asserts and retains all Copyright, and other Intellectual Property Rights, in and over the Report and its contents.

Any questions or matters arising from this Report should be addressed in the first instance to the Project Manager.

## Independent Verification Report

### Objectives of the Verification

Great Portland Estates commissioned Bureau Veritas to independently verify the 2008/09 energy, water and waste data of its London property portfolio and progress made against its 2008 target for the reduction of CO<sub>2</sub> emissions over the reporting period. The verification process has been undertaken in order to provide Great Portland Estates with a level of confidence that the information reported publicly is robust. This verification report is to be used internally by Great Portland Estates.

### Scope

The information and data reviewed for this verification relates to the period 1 April 2008 to 31 March 2009 inclusive. The verification exercise was conducted at the Great Portland Estates London head office and related to the energy, water and waste data for common areas of Great Portland Estates owned properties, as presented on the Great Portland Estates website.

### Responsibility of the Verifier – Bureau Veritas

The verifier's obligation is to stakeholders and readers of this report. The verifier, Bureau Veritas, is exclusively responsible for the contents of this report. The preparation and content of the CSR section of the Great Portland Estates website is the sole ownership of the management of Great Portland Estates. Bureau Veritas' responsibility is to provide assurance over the reliability of the information contained therein and to express an overall opinion as per the scope of assurance.

### Methodology

Bureau Veritas recognises that there are currently no statutory requirements or accepted UK standards with regard to verification. Therefore, the process used in this verification process is based on current best practice, such as that detailed in the Institute of Social and Ethical AccountAbility Standard AA 1000 (2003), the Global Reporting Initiative (GRI) framework and other auditing standards such as ISAE 3000.

Bureau Veritas reviewed documentation and data in consultation with Great Portland Estates' Energy Manager in order to provide sufficient evidence to substantiate Great Portland Estates' energy, water and waste performance, as reported on the CSR pages of the Great Portland Estates website. This involved examining the collation processes with regard to data responses and some specific data checking (for example data sheets showing records of meter readings, electricity invoices to show that electricity purchased on green tariffs is Climate Change Levy exempt). Bureau Veritas used a sampling approach to this verification whereby each data set was discussed with Great Portland Estates and a sample of supporting evidence reviewed. Great Portland Estates provided access to the records and data required to undertake a comprehensive verification process and Bureau Veritas is confident that no material has been withheld.

## Opinion of the Verifier – Bureau Veritas

Bureau Veritas considers that the energy, water and waste information reported on the Great Portland Estate's website provides a fair summary and accurately reflects performance over the reporting period. Information presented on the website clearly and transparently communicates this performance to key external stakeholders.

## Recommendations

The following is a summary of recommendations within the scope of the verification:

1. Great Portland Estates should consider how it could improve the processes for collecting data. At present, meter readings from each property are recorded manually and then transcribed into a computer spreadsheet. This creates some scope for error. In order to improve data collection and collation processes, a handheld electronic device such as PDA could be used to record meter data, which could then be collated automatically.
2. Great Portland Estates currently calculates that zero carbon emissions are associated with its consumed electricity because of its purchase on a Climate Change Levy-exempt green electricity tariff. Reporting of CO<sub>2</sub> from renewable and green energy tariffs is a contentious issue as there is no clear stakeholder consensus that green tariffs deliver significant carbon savings from renewable energy. Great Portland Estates is aware that the government is currently consulting on how organisations should account for and report emissions from green energy tariffs. It is possible that new guidance will advise companies to report emissions from green tariffs at the grid average electricity quotient, which would fit with wider policy such as the upcoming Carbon Reduction Commitment and be consistent with how Government reports its own carbon emissions. Bureau Veritas recommends that Great Portland Estates reviews updated guidance from DEFRA on this issue when this becomes available, by 1 October 2009.
3. Bureau Veritas commends Great Portland Estates for ensuring that the most up to date carbon emissions conversion factors are used when calculating its emissions from fuel and electricity consumption and business travel. Bureau Veritas recommends that Great Portland Estates continues to review the most up to date conversion factors as published by DEFRA in future reporting years.

Prepared by

William Syddall  
Consultant  
Corporate Responsibility Services  
Bureau Veritas UK Ltd

Great Portland Estates Plc  
Energy Data Verification  
3209941

Reviewed by

Sally Goodman  
Technical Director  
Corporate Responsibility Services  
Bureau Veritas UK Ltd

London  
August 2009



**BUREAU**  
**VERITAS**

***Move Forward with Confidence***