

SHEPPARD ROBSON

Carbon Reduction Plan

Supplier name: Sheppard Robson Architects LLP

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Commitment to achieving Net Zero

Sheppard Robson Architects LLP and its subsidiaries are committed to achieving net zero emissions by 2050.

Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

Baseline Year: 2021/22

Additional Details relating to the Baseline Emissions calculations.

Sheppard Robson have been measuring and reporting carbon emissions (CO₂e) from gas, electricity, and energy related Scope 3 since 2008/09.

For the purposes of this Carbon Reduction Plan, we have elected to re-baseline to 2021/22 due to a significant improvement in the quality and scope of Scope 3 emissions reporting in that year.

The carbon footprint appraisals on which the following figures are based, are accounting for quantified GHG emissions and/or removals from facilities over which Sheppard Robson have operational control.

We are not able to provide Upstream or Downstream Transport and Distribution emissions at present as these are not currently considered material due to the nature and scale of our business, and therefore this data is not available at this time. However, we recognise the importance of supply chain engagement, and therefore we have a robust Procurement Policy in place. We will continue to monitor the relevance of these scopes and availability of this data on an ongoing basis and seek to include it in the future where possible.

There was an error in the categorisation of emissions data in the 2021/22 baseline year in the previous Carbon Reduction Plan, which has now been amended in this update in the following table. Emissions related to company cars were previously included as grey fleet business travel and have now been reassigned to Scope 1. Therefore, the totals in the baseline data in this update have been adjusted to reflect this.

To align with the GHG protocol, the company that provide Sheppard Robson's carbon footprint appraisals has changed the way it structures some of the data since the 2021/22 baseline report. There are two changes, outlined below, that affect the direct comparison of 2021/22 Scope 3 data with future reports:

- In the 2021/22 report, Well-to-Tank (WTT) for all emissions sources was split out and reported as a single total. For future reports, WTT will only be split out for Scope 1 & 2 emissions sources. For all Scope 3 emission categories, where WTT is calculated, this will be included within the overall total for the category.
- Reports since 2021/22 will have Scope 3 emission sources structured to align with the GHG Protocol Scope 3 categories. In the 2021/22 report, wastewater was included in the Water figure, whereas for future reports this will be under the Waste Generated in Operations.

Location-based method - reflects the average emissions intensity of grids on which energy consumption occurs (using mostly grid-average emission factor data).

Market-based method - reflects emissions from electricity that companies have purposefully chosen, for example, a green tariff.

Baseline year emissions: 2021/22		
EMISSIONS	TOTAL (tCO₂e)	
	Location based	Market based
Scope 1	42.37	42.37
Scope 2	120.41	1.98
Scope 3 *		
Electricity Transmission + Distribution	10.66	0.20
Well to Tank	69.28	35.79
Business Travel (incl. hotel stays)	44.17	44.17
Waste Generated in Operations	1.02	1.02
Water (incl. wastewater)	0.50	0.50
Employee Commuting (excl. homeworking)	79.21	79.21
Total Emissions	367.61	205.23

* Upstream and Downstream Transport and Distribution have not been included as these were not considered material due to the nature and scale of our business.

Current Emissions Reporting

Reporting Year: 2022/23		
EMISSIONS	TOTAL (tCO ₂ e)	
	Location based	Market based
Scope 1	42.95	42.95
Scope 2	94.68	2.41
Scope 3 *		
Electricity Transmission + Distribution	10.73	0.28
Well to Tank	30.19	8.13
Business Travel (incl. hotel stays)	88.79	88.79
Waste Generated in Operations (incl. wastewater)	3.30	3.30
Water	0.37	0.37
Employee Commuting (excl. homeworking)	92.88	92.88
Total Emissions	363.89	239.11

* Upstream and Downstream Transport and Distribution have not been included as these were not considered material due to the nature and scale of our business.

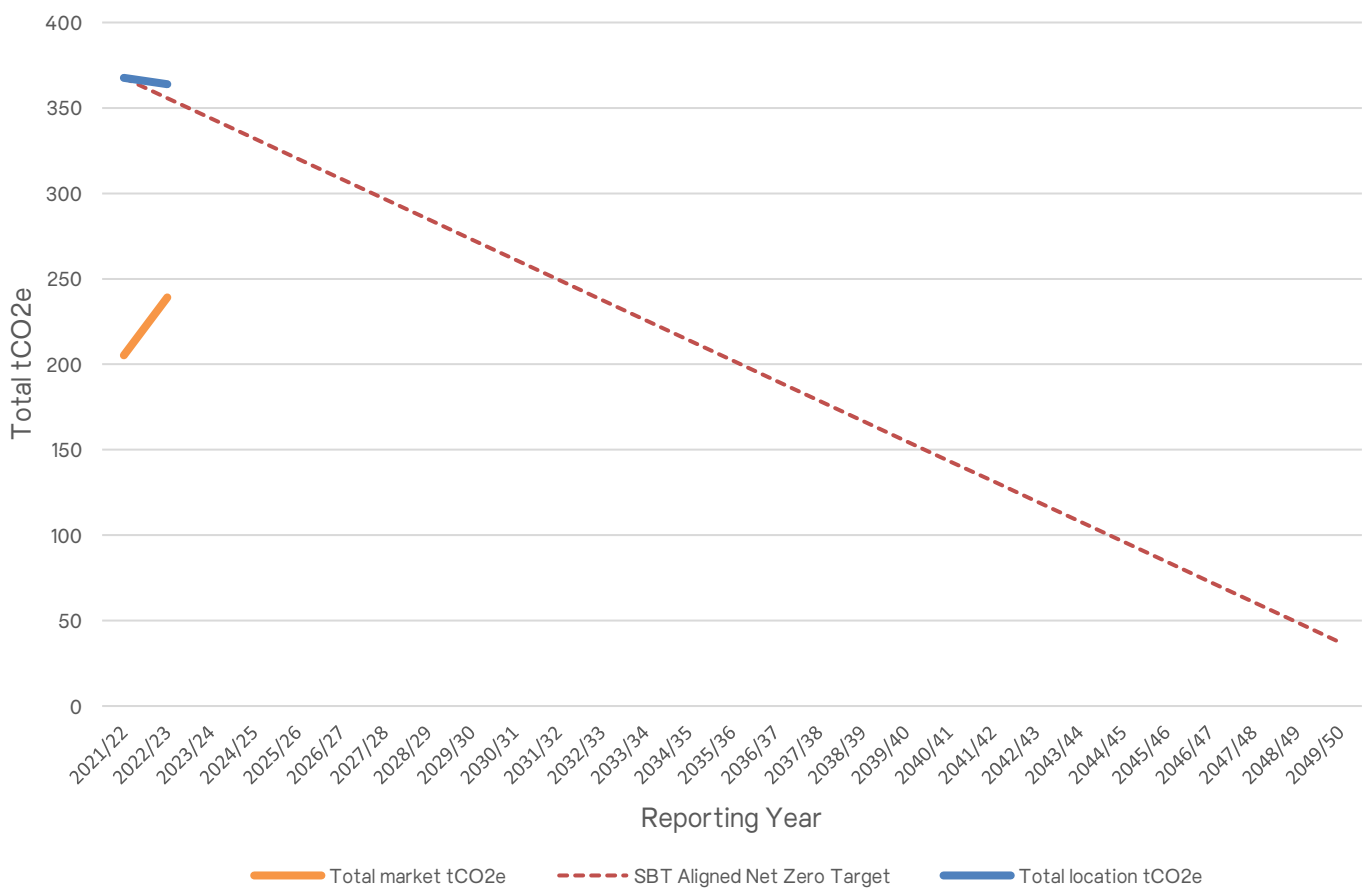
Emissions reduction targets

As energy efficiency is a key part of the net zero challenge, we are monitoring progress of emission reduction measures using both the location-based carbon emissions as well as the market-based carbon emissions.

We have elected to base our emission reduction targets on location-based emissions to prioritise energy efficiency, as we already procure the majority of our energy sources through green tariffs.

In order to continue our progress to achieving net zero, we have adopted the following carbon reduction targets. We project that location-based carbon emissions for reported scopes 1, 2 and 3 will decrease over the next five years to approximately **308.6 tCO₂e** by 2027. This is a reduction of **16%** from the 2021/22 baseline year. This takes into account carbon reduction projects listed on the following pages and UK government intentions to decarbonise the electricity system.

Progress against these targets can be seen in the graph below:



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

For the purposes of this Carbon Reduction Plan, we have elected to re-baseline due to a significant improvement in the quality and scope of Scope 3 reporting in 2021/22. Prior to this, the business had a 2008/09 baseline for measuring gas, electricity, and energy related Scope 3.

Since 2008/09, the following environmental management measures and projects have been completed or implemented:

- BS EN ISO 9001:2015 + 14001:2015 certification.
- Electricity for 77 Parkway (London office), Manchester and Glasgow offices is procured on green tariffs.
- Gas for Glasgow office is procured on a green tariff.
- In 2017-2018, the London office underwent a refurbishment which saw the following improvements:
 - o New 93% efficient boiler installed.
 - o Sub metering installed.
 - o All HVAC replaced.
 - o An extension which is highly insulated and airtight.
 - o New LED lighting installed.
 - o Water efficient fittings to WCs and showers.

Since 2021/22, the following environmental management measures and projects have been completed or implemented:

- Update to Sustainable Travel Policy to strengthen objectives related to business travel and avoid flights wherever feasible.
- Electricity for 83+85 Parkway (London) is procured on a green tariff.
- Rollout of more energy efficient computer workstations in London and Manchester offices.
- Launched a behaviour change campaign to encourage energy saving in the offices.
- Air conditioning settings refined in the Manchester office.
- Upgrade corridor lighting to LED in Manchester office.
- Optimisation of air conditioning timers in London office.
- Server room temperature increased to 21°C in London office.

The location-based carbon emission reductions from gas and electricity (including electricity transmission and distribution and gas well-to-tank) achieved by the above schemes equate to 297 tCO₂e, a 67.68% reduction against the 2008/09 baseline, and these measures will be in effect when performing the contract.

The location-based carbon emissions related to business travel and employee commuting have increased since our 2021/22 baseline. This is due to remaining COVID-restrictions being lifted. Further updates to our Sustainable Travel Policy are required to reduce the carbon emissions associated with post-pandemic travel patterns.

Future Carbon Reduction Initiatives

In the future Sheppard Robson Architects LLP and its subsidiaries hope to implement further measures such as:

- Upgrade heating system controls to radiators in London office to smart controls.
- Upgrade of remaining lighting to LED in London office.
- Explore feasibility of further optimisation of server room cooling in all three offices.
- Replacement of water heaters in London office that are at end of life.
- Continue to promote sustainable resource use in the offices, including minimising waste wherever possible.
- Continue to encourage sustainable transport alternatives for employee commuting.
- London office gas supply to move to a green gas tariff.
- Further update to Sustainable Travel Policy to introduce limitations on company car fuel type and efficiency and to raise awareness of fuel-efficient driving tips.
- Explore feasibility of installing PV panels on 77 Parkway (London) roof.
- Signing up to SBTi and Race to Zero.

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard³.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of the Supplier:



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Date: 04/07/24

¹<https://ghgprotocol.org/corporate-standard>

²<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

³<https://ghgprotocol.org/standards/scope-3-standard>