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Carbon Reduction Plan





Richard O'Neil Chairman

HLM Architects is committed to achieving Net Zero emissions by 2040

As a multidisciplinary design practice working in the Construction Sector, HLM Architects have delivered places and buildings with strong sustainability credentials for many years and we continue to do so in our current work. Helping clients reach their own net zero carbon emission goals with a robust design approach supported by environmental modelling to ensure our clients understand the carbon emissions associated with their projects, whether they are new build or retrofit. We encourage clients to strive for the highest environmental standards and targets, in order that the places we collectively create have the least impact on future generations and the environment.

It is completely right, therefore, that we consider the impact on the environment from delivering our design service and set out a roadmap for our own journey towards net zero. We have sought guidance and assistance from Go Climate Positive to guide our thinking and provide independent calculation and reporting of our carbon emissions across Scopes 1-3 and in line with PPN 6/21. Building on our existing monitoring through our ISO14001 Environmental Management System, we have widened the scope of data collection and will use that to inform business decisions in the future.

We want to be ambitious in our carbon reduction initiatives but at the same time, understand we can't do this alone, we must work with clients, staff, suppliers and Government to achieve the results required to avoid further climate change. We will be bold in our initiatives, already we have seen significant reductions in emissions by switching to a blended working approach through the pandemic, and it is our intention to maintain a significant proportion of that reduction as we move forward with more flexibility on working location for staff reducing the impact of emissions from employee commuting.

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: 2019

Additional Details relating to the Baseline Emissions calculations.

This is the first time we have reported our carbon footprint so this calculation establishes our baseline. It is based on our financial accounting year of April-March.

Our Baseline calculation includes:

- Scope 1: Direct Emissions
- Scope 2: Indirect Emissions
- Scope 3 Categories: 1: Purchased goods and services:
 2: Capital goods: 3: Fuel and energy related activities:
 4: Upstream transportation & distribution: 5: Waste generated in operations: 6: Business travel/Hotel stays: 7: Employee commuting/Teleworking:

Our Baseline deviates from the requirements under PPN 06/21 as follows:

- Scope 3 Categories: 9: Downstream transportation & distribution: are zero as there are no emissions associated with them.
- Scope 3 Categories: 1: Purchased goods and services:
 2: Capital goods: 3: Fuel and energy related activities: are included, although this is not a requirement.





Total Emissions : 594.7 tCO2e



Current Emissions Reporting

Reporting Year: Apr 2020 to Mar 2021



Emissions reduction targets

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

We project that carbon emissions will decrease over the next five years to 453.1 tCO2e by 2024. This is a reduction of 23.8 %

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



Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2019 baseline. The carbon emission reduction achieved by these schemes equate to 381.3 tCO2e, a 64.1% reduction against the 2019 baseline and the measures will be in effect when performing the contract.

- A reduction of 301 tCO2e was achieved through a reduction in business travel in the 2020-2021 period. Whilst some of this will naturally come back post pandemic we aim to consolidate some of the reduction through an increased use of video conferencing.
- A further reduction of 40 tCO2e was achieved by a shift to working from home in the 2020-2021 period. Whilst some of this will naturally come back post pandemic we aim to consolidate some of the reduction through an increased take up of flexible working.



Ongoing Carbon Reduction Initiatives

Initiaitive	Start	Goal
Reduced Business Travel	2020	Reduce carbon emissions associated with air travel and land-based business travel on 2019 supported by increased use of online meetings.
		50% (95 tCO2e) on air travel by 2030 50% (87 tCO2e) on land-based travel by 2030
		 Short term actions: Improve data recording EV Salary Sacrifice Scheme Business Travel Policy Minimise air travel Discuss EV Hire Cars with hire provider Research EV taxi firms in our locations
Smartblend working	2020	Reduce carbon emissions associated with employee commuting through smartblend flexible working.
		35% (20tCO2e) by Mar 2023
		 Actions: Implement Smartblend working Develop methodology for recording data and calculating emissions associated with working from home



Future Carbon Reduction Initiatives

Initiaitive	Start	Goal
Implement 10% Offsetting		Begin offsetting 10% of carbon emissions through accredited schemes where carbon is removed form the atmosphere on the basis that definition of net zero allows max 10% offsetting.
		10% of previous years carbon footprint to be neutralised through accredited carbon capture schemes.
		Actions Agree offsetting scheme Account for carbon offsetting cost
Business Travel Policy	2022	Formalise policy to deliver on carbon emissions reductions associated with business travel covering air travel, rail travel, hire cars, taxi use etc.
Electrical Equipment Procurement Policy	2022	Develop an equipment procurement policy and roadmap to quantify carbon reductions over the next 10 years with an interim 5 year target Develop an equipment procurement policy and roadmap to quantify carbon reductions over the next 10 years with an interim 5 year target
Audit lighting in all studios and implement programme of LED replacement	2022	Carry out a lighting audit to determine carbon saving and implement programme of LED lighting replacement such that all studios have LED lighting by 2023
Align ISO14001 data collection and reporting to the Carbon Reduction Plan	2022	Ensure data currently being collected is done so to align with CRP Calculations. Include additional reporting where required. Include carbon reduction as an environmental aspect under control in ISO14001
Include carbon impact of new opportunities in Go / No Go decision making	2022	Ensure the carbon emissions of undertaking our service is considered in the Go / No Go decision.
		Update Go / No Go proforma to require consideration of carbon emissions associated with delivering our service and how these can be mitigated during 2022
		Develop a methodology of calculating a carbon intensity in tCO2e / £ of fee value and assess new opportunities against a target carbon intensity.
Implement EV Salary Sacrifice Scheme	2022	Reduce carbon emissions associated with business travel and employee commuting by 50% (97 tCO2e) by 2030
Record and Report on home working emissions	2022	Define reporting requirements and create data collection
Emissions avoided through projects 2	2022	Develop a methodology for calculating and reporting emissions avoided on our projects for both operational and embodied carbon.
		Operational can be quantified against Building Code and we are in the process of implementing processes to do this on all projects in 2022.
		There is no code for Embodied, we would have to use a current typical benchmark. We expect there will be a building code at some point.
Employee advice – general and technical for home improvements	2022	Support staff who want to upgrade their dwellings through general and technical advice reducing carbon emissions associated with home working
Switch Glasgow Studio to renewable energy tariff	2022	Switch Glasgow studio to a renewable energy tariff in 2022 reducing carbon by 9.3 tCO2e compared to 2019

Future Carbon Reduction Initiatives (continued)

Initiaitive	Start	Goal
Switch Belfast Studio to renewable energy tariff	2022	Switch Belfast studio to a renewable energy tariff in 2022 reducing carbon by 3.4 tCO2e compared to 2019
Switch London Studio to renewable energy tariff	2022	Switch London studio to a renewable energy tariff in 2022 reducing carbon by 2.9 tCO2e compared to 2019
Switch Sheffield Studio to renewable energy tariff	2023	Switch Sheffield studio to a renewable energy tariff in 2022 reducing carbon by 17.8 tCO2e compared to 2019
Consider relocating Belfast Studio to more energy efficient premises with no fossil fuels or agree retrofit plan with landlord	2023	Any new premises or retrofit to meet RIBA 2030 targets for operational and embodied carbon. Quantity of carbon emissions reduction to be quantified using appropriate energy modelling
Consider relocating Sheffield Studio to more energy efficient premises with no fossil fuels or agree retrofit plan with landlord	2023	Any new premises or retrofit to meet RIBA 2030 targets for operational and embodied carbon. Quantity of carbon emissions reduction to be quantified using appropriate energy modelling
Consider relocating Glasgow Studio to more energy efficient premises with no fossil fuels or agree retrofit plan with landlord	2028	Any new premises or retrofit to meet RIBA 2030 targets for operational and embodied carbon. Quantity of carbon emissions reduction to be quantified using appropriate energy modelling
Consider relocating London Studio to more energy efficient premises or agree retrofit plan with landlord	2029	Any new premises or retrofit to meet RIBA 2030 targets for operational and embodied carbon. Quantity of carbon emissions reduction to be quantified using appropriate energy modelling



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 standard and uses the appropriate Government emission conversion factors for greenhouse gas company reporting.

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) Standard.

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

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Signed on behalf of the Supplier:

Richard .

Date:

01/02/2022

Calculation and Report by <u>Go Climate Positive</u>





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