

HLM
Architects

Carbon Reduction Plan

Annual Report 2023-2024
Version 1.1



Thoughtful
Design



Philip Watson
Chair, Head of Design

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

This is our third reporting year. Our baseline operational carbon footprint was calculated for the year of 2019 and is based on our financial accounting year of April–March. Our baseline has been restated this year to include additional purchases in Scope 3 Category 1 to align it with the latest calculation in which additional spends were identified.

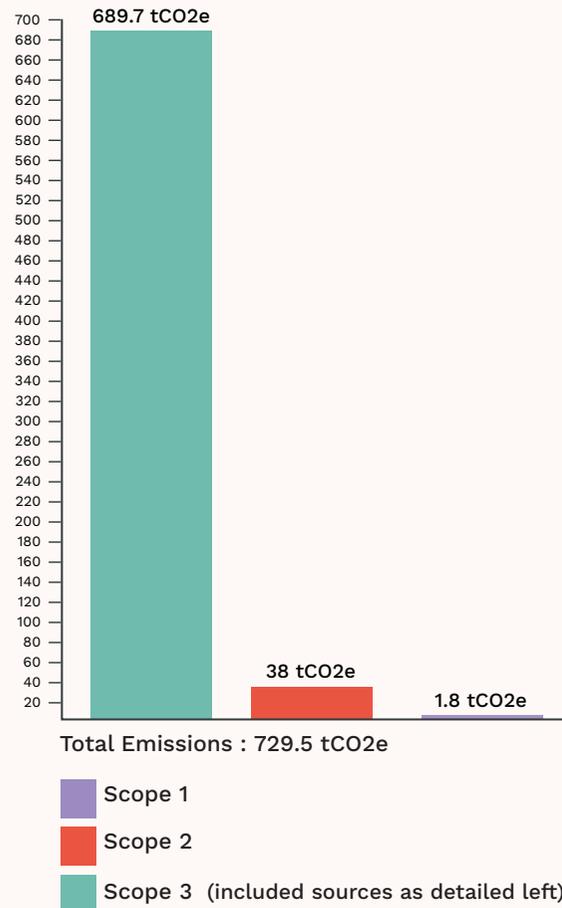
Our Baseline calculation includes:

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

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

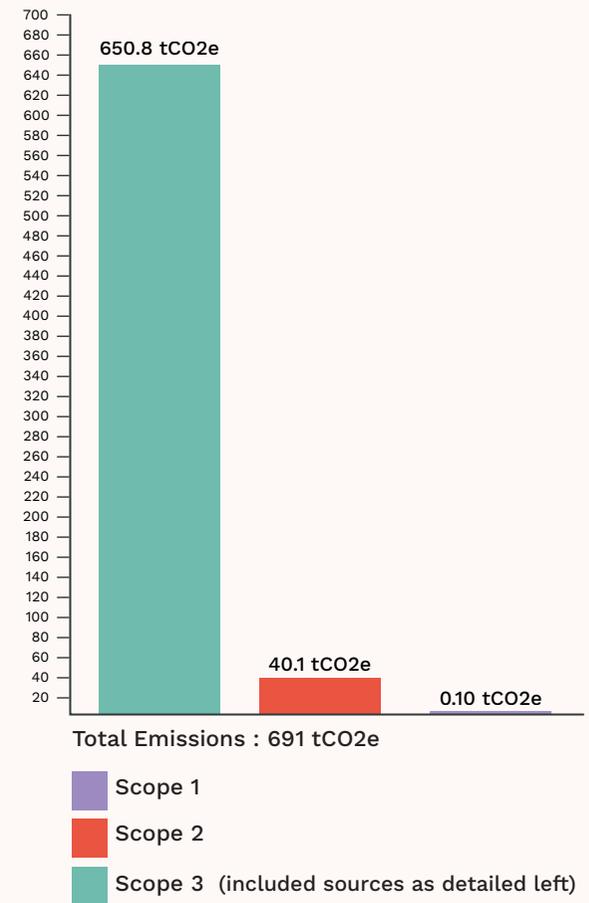
- Scope 3 Category 9: Downstream transportation & distribution is not included as no transportation paid for by customers.
- Scope 3 Category 1: Purchased goods and services: is included as spend on goods & services + water usage.
- Scope 3 Category 2: Capital goods: is included as spend on capital goods.
- Scope 3 Category 3: Fuel and energy related activities: is included as automatically calculated, well to tank emissions.

Baseline year emissions:



Current Emissions Reporting

Reporting Year: April 2023 to March 2024



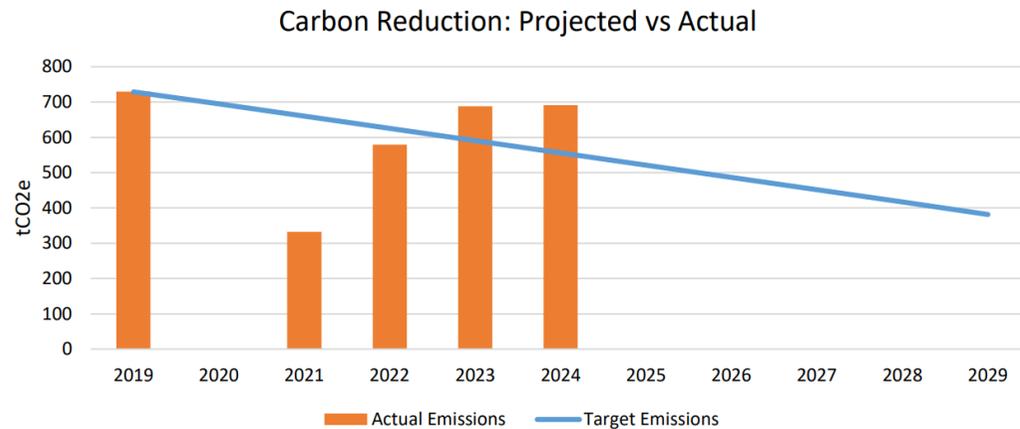
Emissions reduction targets

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

1. Reduce emissions from Scopes 1, 2 and 3 by 46.2% by 2030 vs our baseline in 2019
2. Achieve Net Zero Emissions by 2040

We project that carbon emissions will decrease over the next five years to 382.1 tCO₂e by 2029. This is a reduction of 47.6%

Progress against these targets can be seen in the charts 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 38.6 tCO₂e, a 5.3% reduction against the 2019 baseline.

1. Lighting audit undertaken to determine carbon saving opportunities and replaced lighting in Glasgow studio with LED.
2. Carbon impact of projects introduced in Go/No Go Decision protocol for new projects.
3. Glasgow studio moved to Zero Carbon electricity tariff.
4. Implemented EV Salary Sacrifice Scheme.
5. Introduced recording and reporting of homeworking emissions.
6. Relocated Belfast Studio to more energy efficient premises with no fossil fuels.
7. Align ISO14001 data collection and reporting to the Carbon Reduction Plan.



Ongoing Carbon Reduction Initiatives

Initiative	Start	Goal
Reduced Business Travel	2020	<p>Reduce carbon emissions associated with air travel and land-based business travel on 2019 supported by increased use of online meetings.</p> <p>50% (95 tCO₂e) on air travel by 2030 50% (87 tCO₂e) on land-based travel by 2030</p> <p>Short term actions:</p> <ul style="list-style-type: none"> • 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
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
Renewable Energy Tariff	2022	Switch our Glasgow, Belfast, London and Sheffield studios to a renewable energy tariff reducing carbon by 33.4 tCO ₂ e compared to 2019.



Future Carbon Reduction Initiatives

Initiative	Start	Goal
Implement 10% Offsetting	2025	<p>Begin offsetting 10% of carbon emissions through accredited schemes where carbon is removed from the atmosphere on the basis that definition of net zero allows max 10% offsetting.</p> <p>10% of previous years carbon footprint to be neutralised through accredited carbon capture schemes.</p> <p>Actions</p> <ul style="list-style-type: none"> • Agree offsetting scheme • Account for carbon offsetting cost
Business Travel Policy	2025	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	2025	Develop an equipment procurement policy and roadmap to quantify carbon reductions over the next 10 years with an interim 5 year target
Emissions avoided through projects	2025	<p>Develop a methodology for calculating and reporting emissions avoided on our projects for both operational and embodied carbon.</p> <p>Operational can be quantified against Building Code and we are in the process of implementing processes to do this on all projects in 2025.</p> <p>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.</p>
Consider relocating Belfast Studio to more energy efficient premises with no fossil fuels or agree retrofit plan with landlord	2026	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	2034	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

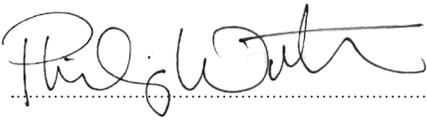
Declaration and Sign Off

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).

Signed on behalf of the Supplier:



Date:
12/03/2025



