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CampbellReith Carbon Reduction Plan

2023-24 Annual Report

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1.0 OUR PATHWAY TO NET ZERO

This report outlines CampbellReith's current carbon footprint for the 2023-24 reporting period, comparing it against baseline values from previous years. It provides insights into the causes of variations, along with the actions planned for the next period to further reduce emissions and enhance reporting accuracy.

Our emissions are measured and reported under three key categories:

- Scope 1 – Direct emissions from sources that CampbellReith owns or directly controls, such as company vehicles.
- Scope 2 – Indirect emissions resulting from our activities but originating from external sources we do not own or control, such as electricity consumption.
- Scope 3 – Other indirect emissions within CampbellReith's value chain that are not covered under Scope 1 or 2, such as emissions from purchased goods and services.

By continuously refining our measurement processes and implementing targeted reduction strategies, we remain committed to minimising our environmental impact and enhancing sustainability efforts across our operations.

1.1 Carbon Reduction Targets

In preparation for achieving our first Carbon Reduction Target next year, we have been actively working to achieve a minimum 10% annual reduction in Scope 1 and Scope 2 emissions. This approach ensures that we are not solely relying on offsetting, but are also making genuine, measurable reductions in our direct emissions.

By prioritising real-term reductions, we are strengthening the long-term sustainability of our operations while reinforcing our commitment to meaningful carbon reduction strategies.

Target 2025: we will achieve Net Zero for our Scope 1 and Scope 2 emissions.

In 2023-24, we have built upon the significant progress made in the previous year, during which our Scope 2 emissions reached Net Zero.

Scope 1 emissions have decreased far beyond initial expectations for these early years of our Carbon Reduction Plan and are **now 66% below baseline levels**. Meanwhile, **Scope 2 emissions have maintained their Net Zero status**, reinforcing our commitment to sustained reductions in operational emissions.

Target 2030: We will additionally achieve Net Zero for our Scope 3 emissions. Our designs are also to achieve a minimum of a 55% reduction in embodied carbon.

In addition to our broader carbon reduction goals, we are setting a sub-target to achieve a real-term reduction in emissions associated with the purchase of IT hardware as part of our regular IT refresh cycle.

Based on our analysis of emissions from recent IT purchases, this target aims to limit emissions to below 150 tCO_2e across each applicable one- or two-year period. This will ensure a measured approach to IT procurement, balancing technological advancements with our commitment to sustainability.

Target 2035: embodied carbon across our projects is to achieve a 65% reduction against the baseline, as a minimum.

Target 2040: all our designs are to be Net Zero and achieve reductions in embodied carbon of at least 75% compared to the baseline.

We operate from four offices located in London, Bristol, Manchester, and Birmingham, with an average of 122.5 employees during this reporting period.

Our largest environmental impact remains linked to our core business activities – the design of structures and supporting infrastructure, and the resulting embodied carbon emissions. While these emissions fall outside the current reporting requirements of PPN 06/21 due to the shared contributory influence over their impact, we recognize their significance and have made substantial progress in preparing for their inclusion in future annual reports.

Beyond internal reporting, we have continued to actively influence client decisions toward low-carbon solutions in the built environment. Additionally, we have enhanced our knowledge and expertise in low-carbon design, while expanding systems to monitor, measure, and improve the sustainability of our designs. These efforts reflect our commitment to driving meaningful reductions in embodied carbon across our industry.

1.2 Baseline Emissions and Current Emissions

Scope 1 emissions

Scope 1 emissions are those that we directly control, including emissions resulting from the combustion of fossil fuels and the release of F-gases from heating and cooling equipment.

These emissions stem from on-site energy consumption and company-owned assets, making them a key focus for direct reduction efforts within our sustainability strategy.

Baseline Emissions (tCO_2e)	2022-23 Emissions (tCO_2e)	2023-24 Emissions (tCO_2e)	Change from Previous Year (tCO_2e)	Change from Baseline (tCO_2e)
48.774	20.058	16.697	-3.361 / -16.8%	-32.077 / -65.8%

Scope 2 emissions

Scope 2 emissions are generated from the energy or power we purchase. In our case, this applies solely to electricity consumption across our offices.

We have continued to source 100% of our electricity from renewable green energy tariffs across all office locations, ensuring that our operations remain aligned with our sustainability commitments.

Baseline Emissions (tCO_2e)	2022-23 Emissions (tCO_2e)	2023-24 Emissions (tCO_2e)	Change from Previous Year (tCO_2e)	Change from Baseline (tCO_2e)
16.572	0	0	0 / 0%	-16.572 / -100%

Scope 3 emissions

Scope 3 emissions encompass emissions generated within our value chain, including those associated with the goods and services we procure. Effectively, our Scope 3 emissions represent the Scope 1 and Scope 2 emissions of other companies. As a result, Scope 3 emissions are typically significantly higher than our direct operational emissions and are also the most challenging to control.

For example, a business flight falls within our Scope 3 emissions, whereas the same flight would be categorized as Scope 1 emissions for the airline operating it.

For PPN 06/21 reporting, we have included the following Scope 3 emission sources in our calculations:

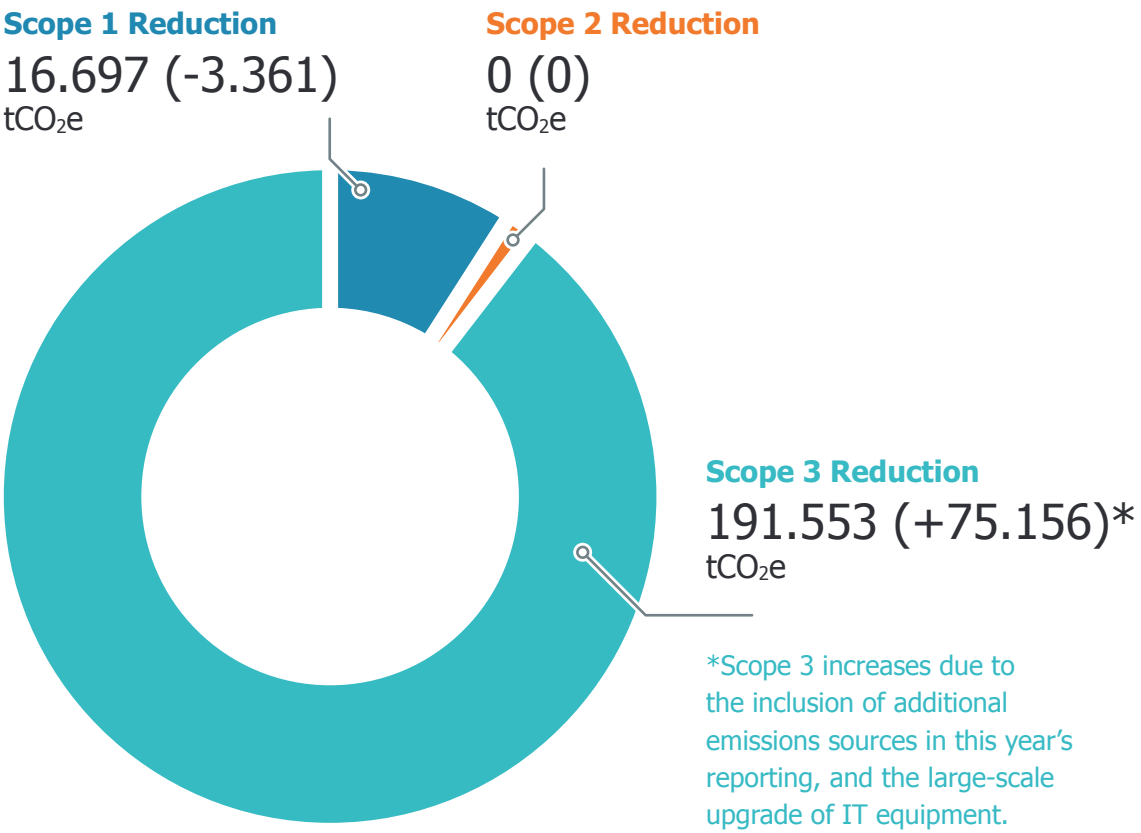
- Staff Commuting
- Water Consumption
- Business Travel
- Purchased Equipment and Materials
- Staff Home Working

Baseline Emissions (tCO_2e)	2022-23 Emissions (tCO_2e)	2023-24 Emissions (tCO_2e)	Change from Previous Year (tCO_2e)	Change from Baseline (tCO_2e)
70.218	124.797	191.553	+66.756 / 53.8%	+121.335/172.8%

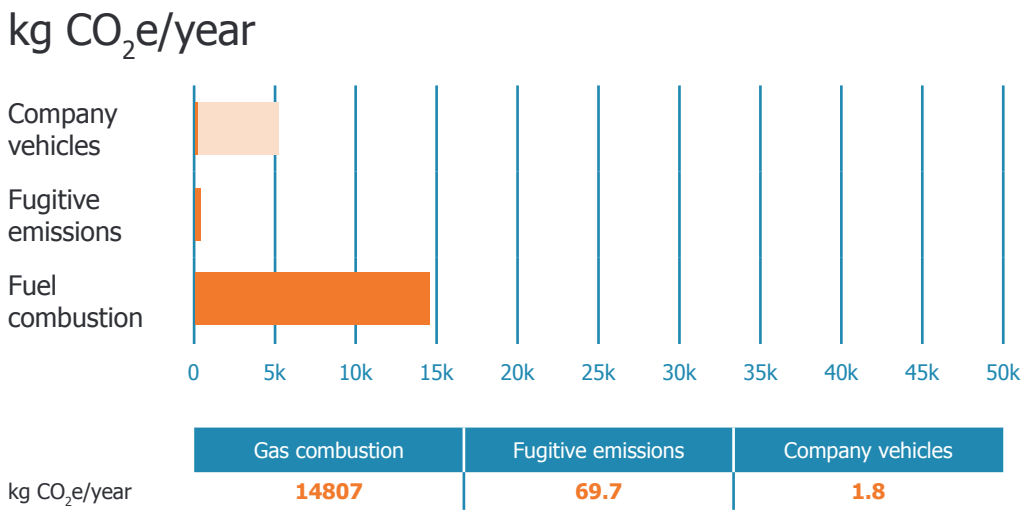
1.3 Total Reported Emissions

Total emissions for 2023-24 amounted to 208.3 tCO_2e, representing a 43% increase compared to the previous year and a 54% rise against our baseline emissions.

However, despite this overall increase, there is a positive underlying trend. Scope 1 and Scope 2 emissions have continued to decline significantly, with the net increase primarily driven by Scope 3 emissions. This rise is largely attributable to the necessary procurement of new equipment and the inclusion of previously unmeasured emission sources, improving the accuracy of our reporting.



2.0 SCOPE 1 EMISSIONS



	Gas combustion	Fugitive emissions	Company vehicles
kg CO_2e/year	**14807**	**69.7**	**1.8**

2.1 Fuel Combustion

The estimated emissions due to the burning of natural gas to provide heating to some of our offices were 14.807 tCO_2e for this reporting period.

The change of Manchester Office, and the refit of the London Office, means that this is likely to be the last year in which fuel combustion is used in heating our offices.

2.2 Company Vehicles

We have continued our commitment to company vehicles being replaced by either electric vehicles, or low emission hybrid vehicles which achieve emissions under 50 gCO2e/km.

As of this reporting period, **43% of all company vehicles are either electric or hybrid**. They were used to travel over 22,000 km, with total associated emissions of 1.8 tCO_2e.

2.3 Fugitive Emissions

On the basis of a 3 g/year leakage rate, per BRE guidance on the performance of hermetically sealed units, we have a total leakage rate of 69.7 kgCO_2e. The increase from previous years has been driven by the installation of new air conditioning systems in the London Office.

3.0 SCOPE 2 EMISSIONS

3.1 Purchased Electricity

Over the past year, the decline in homeworking observed in previous reporting periods continued, with a further 23% reduction. This shift contributed to a 12% increase in electricity consumption across our operations. The 11-percentage-point difference can be partially attributed to the improved energy efficiency of newly acquired IT equipment during the period.

All our offices have remained on renewable green energy tariffs, significantly reducing our carbon footprint. Without these tariffs, the 143.7 MWh of electricity consumed would have contributed a further 29.8 tCO_2e to our overall emissions.

4.0 SCOPE 3 EMISSIONS

4.1 Staff Commuting

In 2023-24, emissions from staff commuting totalled 20.9 tCO_2e, representing an **18% reduction compared to the previous year**. This reduction was achieved despite an increase in office working hours and was primarily driven by greater use of lower-emission travel options, such as national rail, as well as ongoing reductions in average emissions per kilometre across various transport methods.

However, a 92% increase in reported commuting by diesel cars was observed compared to the previous year. While this represents a significant rise, **emissions from diesel car travel remain 33% lower than our baseline**. We will continue to engage with staff to explore initiatives that encourage a shift toward more sustainable commuting options.

2022-23 Emissions (tCO_2e)	2023-24 Emissions (tCO_2e)
25.4	20.9 (-17.7%)

4.2 Water Consumption

Across all offices, an estimated 422,520 litres of water was consumed. Water usage contributes to our operational emissions through both supply and wastewater treatment.

In total, our estimated water consumption resulted in an additional 143.2 $kgCO_2e$ being added to our annual emissions.

2022-23 Emissions (tCO_2e)	2023-24 Emissions (tCO_2e)
0 (not measured)	0.14

4.3 Waste

Over the past year, we generated 3.6 tonnes of mixed waste and an additional 2.3 tonnes of recycled waste across our offices. Collectively, this contributed 25 $kgCO_2e$ to our annual emissions.

Consistent with previous years, 100% of waste IT equipment was recycled, and **all waste was successfully diverted from landfill**.

Additionally, refuse-derived fuel (RDF) from the diverted waste generated an estimated 429 kWh of electricity – equivalent to powering our Bristol office for two weeks.

2022-23 Emissions (tCO_2e)	2023-24 Emissions (tCO_2e)
0.08	0.03 (-62%)

4.4 Business Travel

4.4.1 General Business Travel

The 2023-24 reporting period marked the first year of our newly implemented system for recording business travel. This system enables us to track both the mode of transportation and the exact distance travelled by staff for business purposes. As a result, we have transitioned from using averaged estimates to precise data based on actual travel activity.

During the year, staff collectively travelled a total of 232,455 miles, generating 21.35 tCO_2e in emissions. Although car travel accounted for only 53% of the total miles travelled, it was responsible for more than 94% of total business travel emissions.

Due to the revised calculation methodology, direct comparisons with previous years' data for this category are challenging. However, total recorded travel distance increased by 91,918 miles, while **overall emissions decreased by 2.05 tCO_2e**.

2022-23 Emissions (tCO_2e)	2023-24 Emissions (tCO_2e)
23.4	21.4 (-9%)

4.4.2 Events Team Travel

Consistent with previous years, we have separately calculated the emissions associated with our events team, particularly their international travel. In 2023-24, the events team travelled 42,484 miles by air, resulting in emissions totalling 16.34 tCO_2e.

In line with the systems introduced to track business travel across other departments, we have recently reviewed and enhanced our monitoring processes for travel undertaken by the events team. This update ensures that we now accurately capture travel distances, modes of transportation, and hotel stays – elements that were previously not recorded in a way that allowed for their contribution to Scope 3 emissions to be fully assessed.

2022-23 Emissions (tCO_2e)	2023-24 Emissions (tCO_2e)
2.8	16.3 (+482%)

4.5 Materials Purchases

4.5.1 IT Equipment

Throughout the year, we continued upgrading our IT infrastructure, introducing a significant quantity of new equipment across all offices. Among all materials purchased, IT equipment represented the largest source of emissions, totalling 105.13 tCO_2e – a 134.8% increase compared to the previous year, when the first phase of IT upgrades was implemented.

As technological advancements continue and existing equipment becomes obsolete, we anticipate that much of our hardware will be replaced on a roughly four-year cycle. While both planned and unplanned replacements are unavoidable sources of emissions, data from the past two years provides a benchmark of 150 tCO_2e. Moving forward, we will strive to reduce emissions by prioritizing lower embodied carbon and higher energy-efficient equipment that meets our technical requirements wherever possible.

2022-23 Emissions (tCO_2e)	2023-24 Emissions (tCO_2e)
44.8	105.1 (+134%)

4.5.2 Paper Use

Historically, paper consumption has been a significant contributor to CampbellReith's carbon footprint. However, the ongoing transition towards a paperless office continued this year, with total printed sheets falling to just under 72,000 – a 36% reduction compared to last year and an 86% reduction since 2019.

In terms of emissions, paper consumption equated to 0.48 tCO_2e, representing a reduction of over 3 tonnes compared to 2019.

Given the substantial decline in paper-related emissions as a proportion of our overall carbon footprint, future reports will aggregate paper emissions under the stationery category within purchased materials. This change aims to simplify data collection and processing while ensuring that paper use remains separately monitored and reported for trend analysis.

2022-23 Emissions (tCO_2e)	2023-24 Emissions (tCO_2e)
0.52	0.48 (-8%)

4.5.3 Other Office Materials

This year, we trialled data collection in London to include purchased food and drink, stationery, cleaning equipment, and furniture across our offices. Using this data, we have estimated the associated carbon emissions for these materials. The table below provides a breakdown of emissions across these four categories. Due to the success of the data gathering, we will extend the data collection to all offices for future reporting periods.

Materials	Emissions (tCO_2e)
Furniture	0
Food and Drink	7.60
Stationery	0.62
Cleaning Equipment	1.61

Total emissions from the London office amounted to 9.83 tCO_2e. While data was not collected for other offices during this trial period, an approximation can be made by scaling emissions based on staff numbers, resulting in an estimated total of 13.77 tCO_2e across all locations.

Sustainable sourcing of food products across our offices has also improved. In Manchester, a new supplier has been selected that plants a tree for every fruit delivery to the office. Meanwhile, the Bristol office has prioritised sourcing food and beverages from local suppliers, further enhancing sustainability efforts.

2022-23 Emissions (tCO_2e)	2023-24 Emissions (tCO_2e)
0 (not measured)	13.8

4.6 Hybrid Working and Associated Emissions

We continue to implement a hybrid working model across all offices, providing staff with the flexibility to work remotely or from the office. When working remotely, employees' domestic energy and heating consumption contribute to CampbellReith's Scope 3 emissions, similar to the emissions generated by staff commuting into the office.

During 2023-24, over 53,000 hours were worked remotely, resulting in 17.38 tCO_2e from heating and electricity consumption.

Currently, 23% of CampbellReith employees report being on a renewable energy tariff at home. Remote work by these individuals contributed to an emissions reduction of 3.22 tCO_2e over the year. While this represents a significant proportion of our workforce, it remains at least 10% below the national average, based on public polling data.

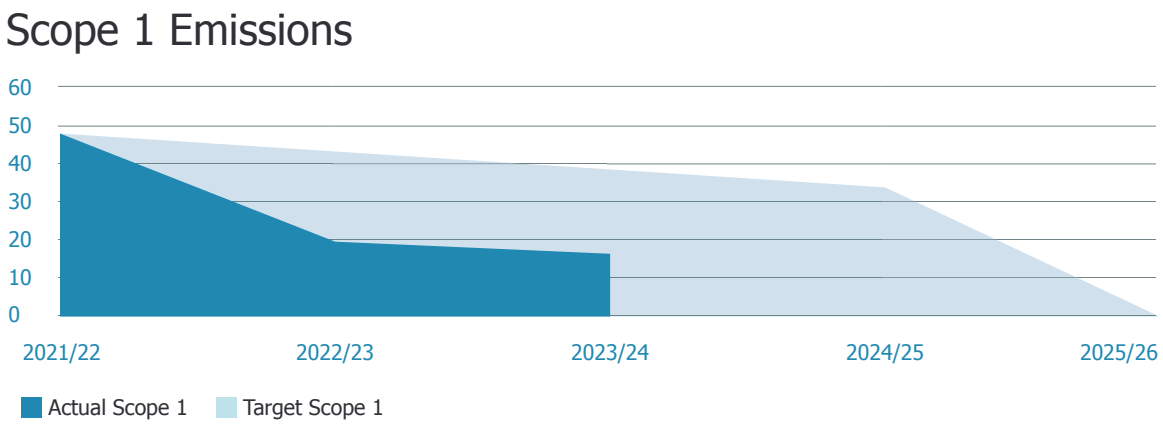
2022-23 Emissions (tCO_2e)	2023-24 Emissions (tCO_2e)
28.0	17.4 (-38%)

5.0 EMISSIONS REDUCTION PROGRESS

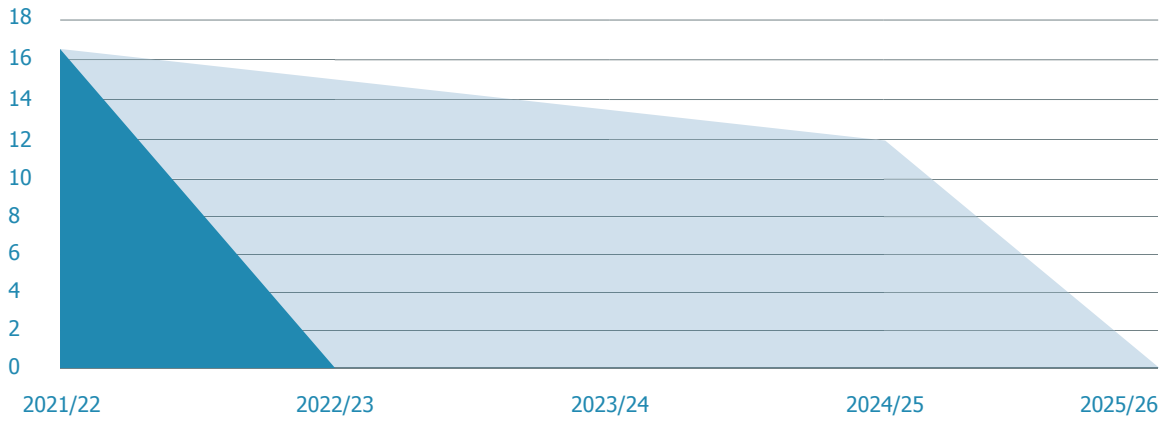
5.1 Target 2025 Progress

As part of our Carbon Reduction Plan, we set a target to achieve a 10% year-on-year reduction in Scope 1 emissions, aiming for a 20% reduction against our baseline by this stage. This target was established in line with our 2025 goal, after which we plan to begin offsetting remaining Scope 1 emissions to achieve the first phase of our Net Zero objectives.

However, rather than simply meeting our reduction targets, we have significantly exceeded expectations. Our **Scope 1 emissions have continued to decline** and are now an impressive **58% below the target emissions** for this year and **66% below baseline levels**. This means our Scope 1 reduction progress has outperformed our initial targets by more than threefold, marking a substantial achievement in our decarbonisation efforts.



Our **Scope 2 emissions have remained at zero**, as in the previous year, due to our continued use of **100% renewable energy tariffs**. Additionally, the adoption of new energy-efficient equipment has helped to keep energy consumption lower than originally anticipated, further reinforcing our commitment to reducing our operational carbon footprint.



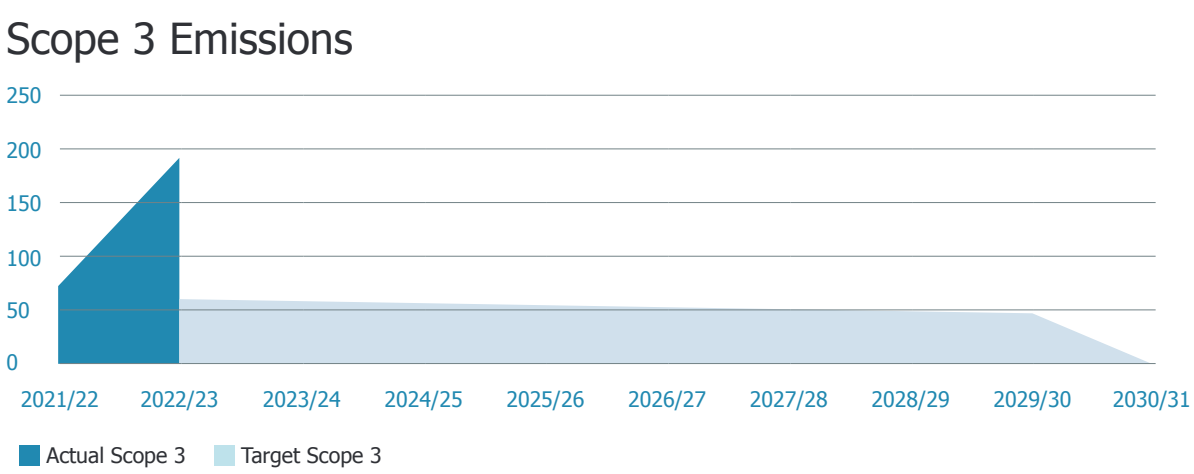
5.2 Target 2030 Progress

On a like-for-like basis, our Scope 3 emissions increased by 15.3% compared to the previous year, primarily due to the company-wide refresh of IT equipment, which involved the procurement of a significant volume of new hardware.

However, our reported Scope 3 emissions were 53.8% higher than last year. This increase is largely attributable to improved data monitoring and reporting, with 2023-24 being the first year in which we have been able to fully account for emissions from all forms of business travel, non-IT office material purchases, and water consumption. The previous year's emissions were also elevated due to the initial phase of the IT refresh, further contributing to the variance.

Looking ahead, we anticipate a reduction of approximately 100 tCO_2e in Scope 3 emissions next year, as IT equipment purchases return to lower levels. Given that IT hardware upgrades represent our largest single source of Scope 3 emissions, we now have a benchmark of 150 tCO_2e over the last two years, which we will use as a specific target for future reductions in this category.

While Scope 3 emissions are expected to fluctuate in line with our IT refresh cycle, we remain committed to achieving real-term reductions where possible. Additionally, we are on track to fully offset all Scope 3 emissions by 2030, aligning with our long-term Net Zero objectives.



6.0 DECLARATION

This Carbon Reduction Plan has been completed in accordance with the PPN 06/12 reporting standard for Carbon Reduction Plans, together with the associated guidance.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard. Emissions have been calculated using the appropriate conversion factors for greenhouse gas company reporting published by the UK Government.

Scope 1 and 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 CampbellReith Carbon Reduction Plan, 2022-23 Annual Report, has been reviewed and signed off by the LLP Members Board.

Signed on behalf of Campbell Reith Hill LLP:

Jamie Siggers – LLP Member
Date: TBC 2025

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