

GREENHOUSE GAS EMISSIONS INVENTORY AND MANAGEMENT REPORT

Carbon Reduce programme

Prepared in accordance with ISO 14064-1:2018 and the Technical Requirements of the Programme



RPP Group Holdings Limited

Prepared by (lead author): Ella Dickson

Dated: 01 November 2023

Verification status: Limited

Measurement period: 01 April 2022 to 31 March 2023

Base year period: 01 April 2020 to 31 March 2021

Approved for release by:



Claire Mackenzie

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This report shall not be used to make public greenhouse gas assertions without independent verification and issue of an assurance statement by Toitū Envirocare.

AVAILABILITY

A copy of this report is available on our website at <https://www.rpp.co.uk/privacy-policy/>

REPORT STRUCTURE

The Inventory Summary contains a high-level summary of this year's results and from year 2 onwards a brief comparison to historical inventories.

Chapter 1, the Emissions Inventory Report, includes the inventory details and forms the measure step of the organisation's application for Programme certification. The inventory is a complete and accurate quantification of the amount of GHG emissions and removals that can be directly attributed to the organisation's operations within the declared boundary and scope for the specified reporting period. The inventory has been prepared in accordance with the requirements of the Programme¹, which is based on the Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (2004) and ISO 14064-1:2018 Specification with Guidance at the Organization Level for Quantification and Reporting of Greenhouse Gas Emissions and Removals². Where relevant, the inventory is aligned with industry or sector best practice for emissions measurement and reporting.

Chapter 2, the reduction plan and progress report, forms the manage step part of the organisation's application for Programme certification.

See Appendix 1 and the related Spreadsheet for detailed emissions inventory results, including a breakdown of emissions by source and sink, emissions by greenhouse gas type, and non-biogenic and bio-genic emissions. Appendix 1 also contains detailed context on the inventory boundaries, inclusions and exclusions, calculation methodology, liabilities, and supplementary results.

This overall report provides emissions information that is of interest to most users but must be read in conjunction with the inventory workbook for covering all of the requirements of ISO 14064-1:2018.

¹ Programme refers to the Toitū carbonreduce and the Toitū net carbonzero programmes.

² Throughout this document 'GHG Protocol' means the *GHG Protocol Corporate Accounting and Reporting Standard* and 'ISO 14064-1:2018' means the international standard *Specification with Guidance at the Organizational Level for Quantification and Reporting of Greenhouse Gas Emissions and Removals*.

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EXECUTIVE SUMMARY

This is the annual greenhouse gas (GHG) emissions inventory and management report for RPP covering the measurement period 01 April 2022 to 31 March 2023.³

Table 1: Inventory summary

Category (ISO 14064-1:2018)	Scopes (ISO 14064-1:2006)	2021	2022	2023
Category 1: Direct emissions	Scope 1	19.53	28.06	36.25
Category 2: Indirect emissions from imported energy (location-based method*)	Scope 2	28.54	20.91	15.67
Category 3: Indirect emissions from transportation	Scope 3	44.07	55.39	54.38
Category 4: Indirect emissions from products used by organisation		2.47	1.86	1.41
Category 5: Indirect emissions associated with the use of products from the organisation		0.00	0.00	0.00
Category 6: Indirect emissions from other sources		0.00	0.00	0.00
Total direct emissions		19.53	28.06	36.25
Total indirect emissions*		75.08	78.16	71.47
Total gross emissions*		94.61	106.22	107.72
Category 1 direct removals		0.00	0.00	0.00
Purchased emission reductions		0.00	0.00	0.00
Total net emissions		94.61	106.22	107.72

*Emissions are reported using a location-based methodology.

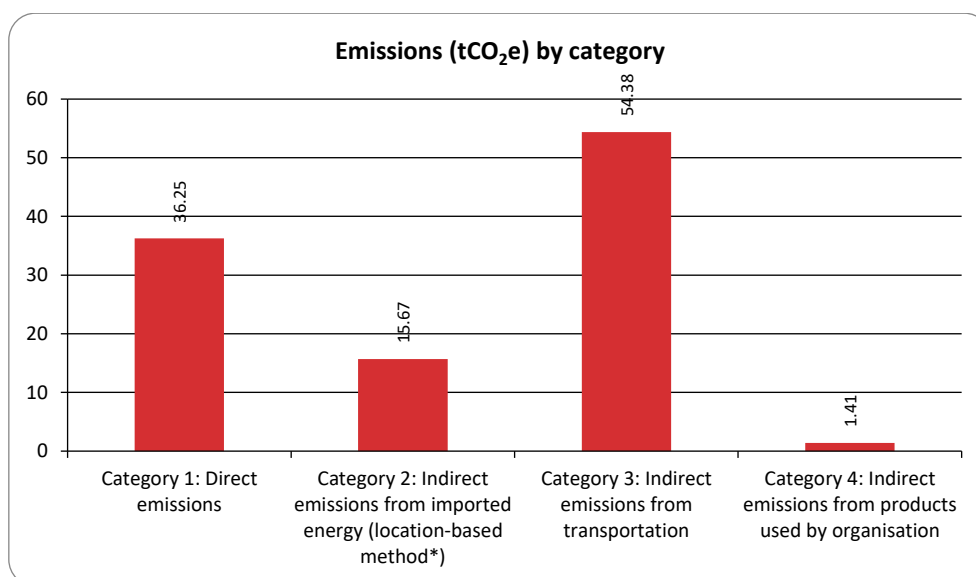


Figure 1: Emissions (tCO₂e) by Category for this measurement period

³ Throughout this document “emissions” means “GHG emissions”.

CHAPTER 1: EMISSIONS INVENTORY REPORT

1.1. INTRODUCTION

This report is the annual greenhouse gas (GHG) emissions inventory and management report for RPP.

The inventory report and any GHG assertions are expected to be verified by a Programme-approved, third-party verifier. The level of assurance is reported in a separate Assurance Statement provided to the directors of the certification entity.

1.2. EMISSIONS INVENTORY RESULTS

Table 2: GHG emissions inventory summary for this measurement period

Measurement period: 01 April 2022 to 31 March 2023.

Category	Toitū carbon mandatory boundary (tCO ₂ e)	Additional emissions (tCO ₂ e)	Total emissions (tCO ₂ e)
Category 1: Direct emissions	36.25 Car Large (diesel > 2.0L), Petrol retail station biofuel blend, Diesel retail station biofuel blend	0.00	36.25
Category 2: Indirect emissions from imported energy (location-based method*)	15.67 Electricity UK (Generation) (2013 Methodology)	0.00	15.67
Category 3: Indirect emissions from transportation	54.38 Car Average (unknown fuel type), Car Large (petrol > 2.0L), Car Large hybrid, Car Medium (diesel 1.7-2.0L), Car Medium (petrol 1.4-2.0L), Car Medium hybrid, Car Small (petrol < 1.4L), Car Small hybrid, Rail travel (national), Taxi (regular), Car Large (diesel > 2.0L), Car Small (diesel < 1.7L)	0.00	54.38
Category 4: Indirect emissions from products used by organisation	1.41 Electricity UK (T&D losses) (2013 Methodology)	0.00	1.41
Category 5: Indirect emissions associated with the use of products from the organisation	0.00	0.00	0.00
Category 6: Indirect emissions from other sources	0.00	0.00	0.00
Total direct emissions	36.25	0.00	36.25
Total indirect emissions*	71.47	0.00	71.47
Total gross emissions*	107.72	0.00	107.72
Category 1 direct removals	0.00	0.00	0.00
Purchased emission reductions	0.00	0.00	0.00

Category	Toitū carbon mandatory boundary (tCO ₂ e)	Additional emissions (tCO ₂ e)	Total emissions (tCO ₂ e)
Total net emissions	107.72	0.00	107.72
Emissions intensity		Mandatory emissions	Total emissions
Operating revenue (gross tCO ₂ e / £Millions)		11.48	11.48

*Emissions are reported using a location-based methodology.

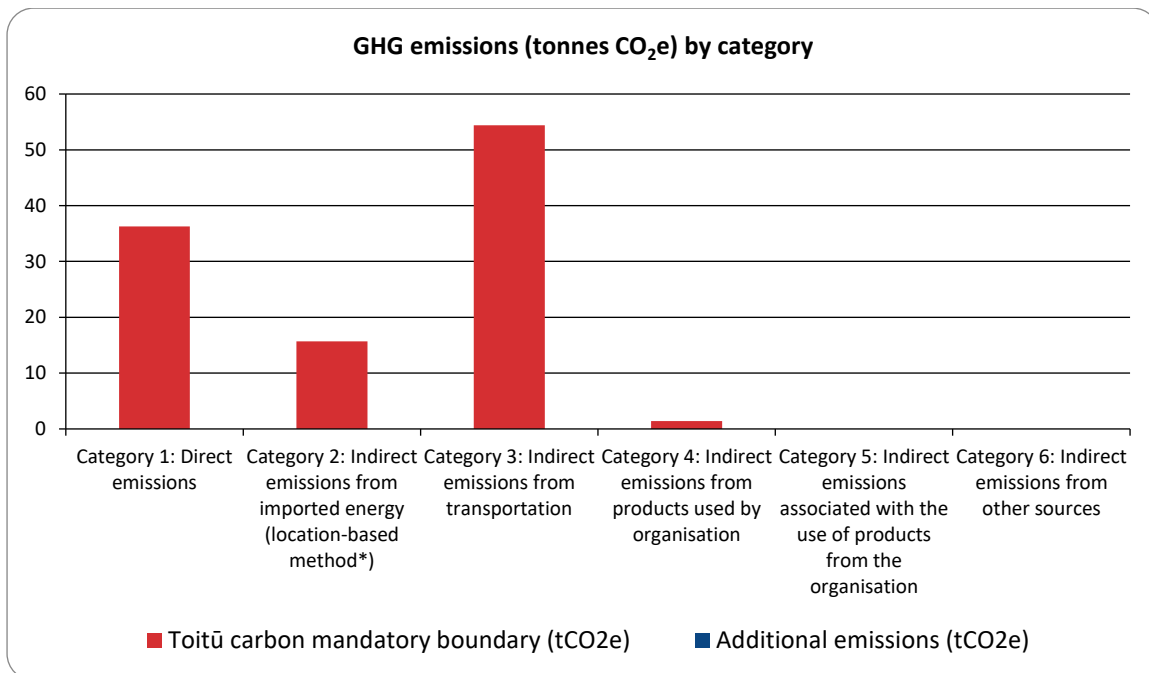


Figure 2: GHG emissions (tonnes CO₂e) by category

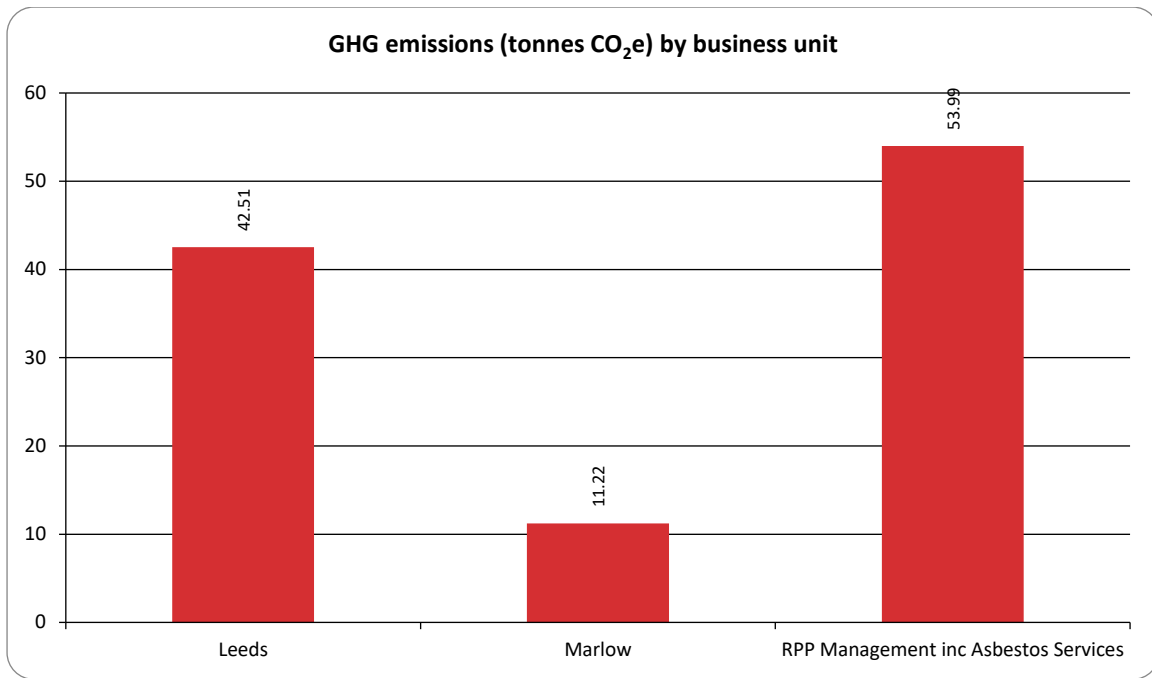


Figure 3: GHG emissions (tonnes CO₂e) by business unit

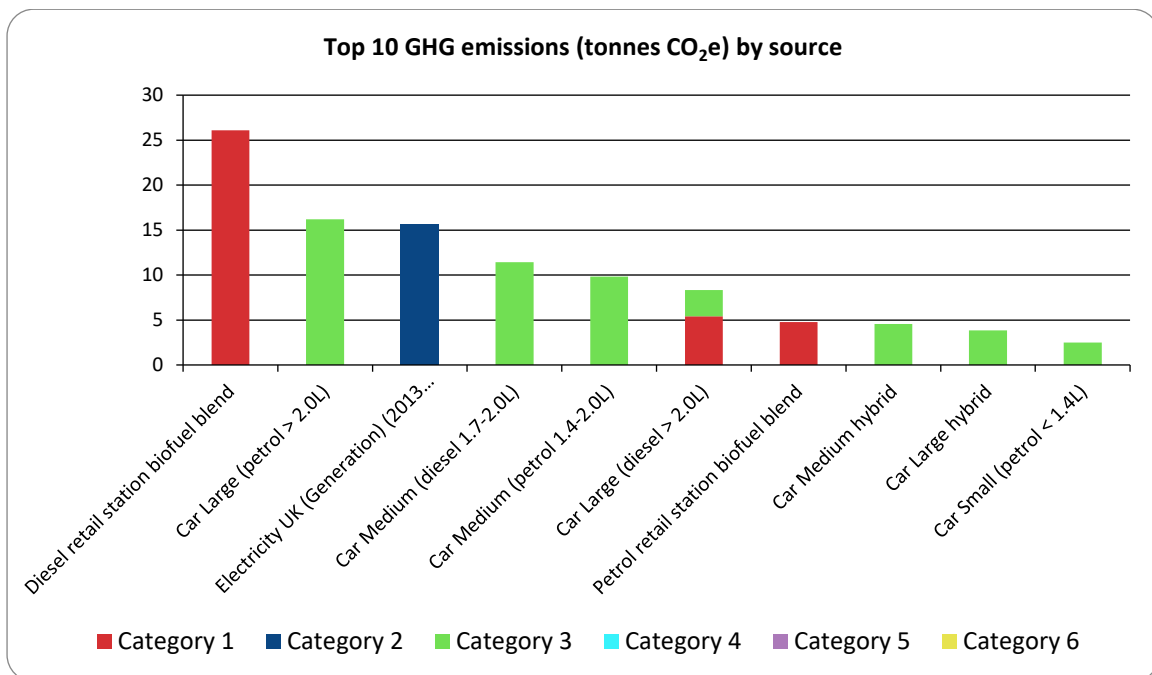


Figure 4: Top 10 GHG emissions (tonnes CO₂e) by source

1.3. ORGANISATIONAL CONTEXT

1.3.1. Organisation description

Our Mission – To deliver Professional Solutions to the Property Industry

RPP was founded in 1937 as Rex Procter & Partner and converted from a Partnership to a Limited Company in February 2010.

In October 2012, Rex Procter & Partners; RPP Management Limited; RPP Asbestos Services Limited and RPP Construction Services came together to form RPP Group Holdings Limited. This enables all staff within the group companies to share common values and widens the overall service offer for clients under a unified RPP brand.

RPP operates from offices in Bradford, Leeds, London and Marlow, with services including Quantity Surveying, Project Management, Employer's Agent, Contract Services, Principal Designer, Building Surveyors and Asbestos Management.

RPP provides services to projects across of range of sectors, including retail, commercial, industrial, education, transport, health, heritage, museums and galleries, residential and leisure.

RPP are committed to being responsible corporate citizens and to operating as a socially and environmentally ethical company, one that is building for the future. This approach is underpinned by our company Value to 'Operate with Integrity', and is supported by our Sustainability, Corporate Social Responsibility, Equality and Diversity and Training and Development policies. This ensures that we support our local communities and treat people and the environment with empathy and respect.

Commitment to certification

RPP remain committed to being responsible corporate citizens, operating as a socially and environmentally ethical company, one that is building for the future. This approach is underpinned by our company Value to 'Operate with Integrity', and is supported by our Sustainability, Corporate Social Responsibility, Equality and Diversity and Training and Development policies. This ensures that we support our local communities and treat people and the environment with empathy and respect.

As such we remain committed to monitoring, measuring and reducing our businesses greenhouse gas emissions and influencing, where we can, those projects we work on, to support the Government's targets around climate change.

GHG Reporting

This report demonstrates the level our commitment to climate change and greenhouse gas and carbon reduction and demonstrates what we are doing to achieve the aims set out in our Environmental, Sustainability and Corporate Responsibility Policies.

Climate Change Impacts

According to the UK Green Building Council, around 10% of the country's carbon dioxide emissions are directly associated with construction activities. The number rises to 45% when taking into account the whole of the built environment sector. Over recent years, there has been a drive, particularly among developers and Tier 1 contractors to reduce CO₂ emissions and greenhouse gas emissions. This is partly in response to Government commitments, such as the ambition to achieve net-zero carbon by 2050 and the recent law to cut emissions by 78% by 2035, and partly from client demand/expectations. The Government's Construction Playbook, developed with input from across the industry, includes a commitment to 'better, faster and greener' construction.

All of this means that climate change and carbon reduction, particularly net zero carbon in delivery and operation, is high on the agenda for RPP, its clients and those we work closely with in the delivery of construction projects.

As a medium-sized construction consultancy company, our personal impact on the climate is minimal, coming mainly from our energy use and travel. However, if we all play our part, we can hopefully achieve the UN's aim of sustained reductions, improvements to air quality and the stabilisation of global temperatures.

We appreciate we are uniquely placed to influence projects to ensure they are designed and delivered to minimise the environmental impact and reduce carbon and greenhouse gas emissions and so help to address climate change and CO₂ and greenhouse gas emissions.

Parent Company Targets

The RPP Group are targeting a 2.5% intensity reduction target per year for the next five years. Longer-term, RPP would like to achieve zero carbon by 2050.

1.3.2. Statement of intent

This inventory forms part of the organisation's commitment to gain Toitū Carbon Reduce certification. The intended uses of this inventory are:

Intended use and users

This report is for internal use and is intended to manage and monitor our Greenhouse gas and carbon emissions to achieve Carbon Reduce GHG programme compliance only.

1.3.3. Person responsible

Claire Mackenzie is responsible for overall emission inventory measurement and reduction performance, as well as reporting results to top management. Claire Mackenzie has the authority to represent top management and has financial authority to authorise budget for the Programme, including Management projects and any Mitigation objectives.

State any other people/entities Programme

The person responsible for Carbon Reduction reporting and performance is Group Office Manager and Carbon Reduce Lead, Claire Mackenzie, supported by Group Finance Assistant and Carbon Reduce Deputy, Ella Dickson.

The person responsible for Carbon Reduction reporting and performance is Group Office Manager and Carbon Reduce Lead, Claire Mackenzie, supported by Group Finance Assistant and Carbon Reduce Deputy, Ella Dickson.

Responsibilities include:

Collection of data

Ensuring accuracy and quality of data

Reporting of performance to the Executive Board

Quality data project completion

Promotion of carbon reduce programme across Group of companies

Training of staff and new starter induction on carbon reduction

Roll out of Green Travel Plan

Setting, allocation and delivery of Carbon Reduction Plan targets

Communication on all matters relating to Carbon Reduce Programme

Top management commitment

Senior management and Board level commitment to carbon reduction is demonstrated in our Corporate Values and in the following signed policies. All policies are reviewed annually in January.

Environmental Policy

Sustainability Policy

Corporate Sustainability Policy

Social Value Policy

A copy of this report is included on our website to demonstrate our commitment to carbon and greenhouse gas reduction.

RPP Corporate Values:

Operate with integrity – We are dedicated to providing an honest and thorough service with no surprises, supporting our local communities, and treating people and the environment with empathy and respect.

Deliver quality – We are committed to delighting our customers, advising on the best quality solution for their projects, delivering on time and to budget.

Be innovative – We continually strive for more cost-effective solutions and better ways of working.

Be reliable – We provide a consistent, high-quality, collaborative service for our clients. Our record of long-term relationships and 87% repeat business is testament to our reputation for reliability and the investment we make in our client relationships.

Management involvement

Management have been central to the collection and processing of data. All data is verified by the Executive Board and all financial data is overseen by the Assistant Finance Manager and audited by independent auditors, Armstrong Watson.

1.3.4. Reporting period

Base year measurement period: 01 April 2020 to 31 March 2021

2020-2021 was the first year we collected data to report on our greenhouse gas emissions, this will remain as base year for this year, however this may need to be amended due to the year being unrepresentative of a typical business year due to the Covid restriction in place for much of that year. 2021-2022 may be more suitable moving forward.

Measurement period of this report: 01 April 2022 to 31 March 2023

Annually

Our reporting period aligns with our financial reporting year.

1.3.5. Organisational boundary and consolidation approach

(no answer provided)⁴

Organisational boundaries were set with reference to the methodology described in the GHG Protocol and ISO 14064-1:2018 standards.

Justification of consolidation approach

We have selected the operational control consolidation approach for our reporting as this aligns to our overall business reporting structure. In addition, it allows us to clearly identify, manage and reduce the GHG and carbon emissions related to each business unit.

Organisational structure

Figure 5 shows what has been included in the context of the overall structure.

The RPP Group 100% owns and controls: RPP Limited T/A Rex Procter and Partners, RPP Management Limited, RPP Energy and RPP Construction Services. RPP Energy and Construction services are currently inactive and as such have not been included at this time. RPP Asbestos is a subsidiary of RPP Management.

⁴control: the organisation accounts for all GHG emissions and/or removals from facilities over which it has financial or operational control.
equity share: the organisation accounts for its portion of GHG emissions and/or removals from respective facilities.

For the KPI tCO₂e/£M we are using the sum of RPP Ltd & RPP Management Ltd.

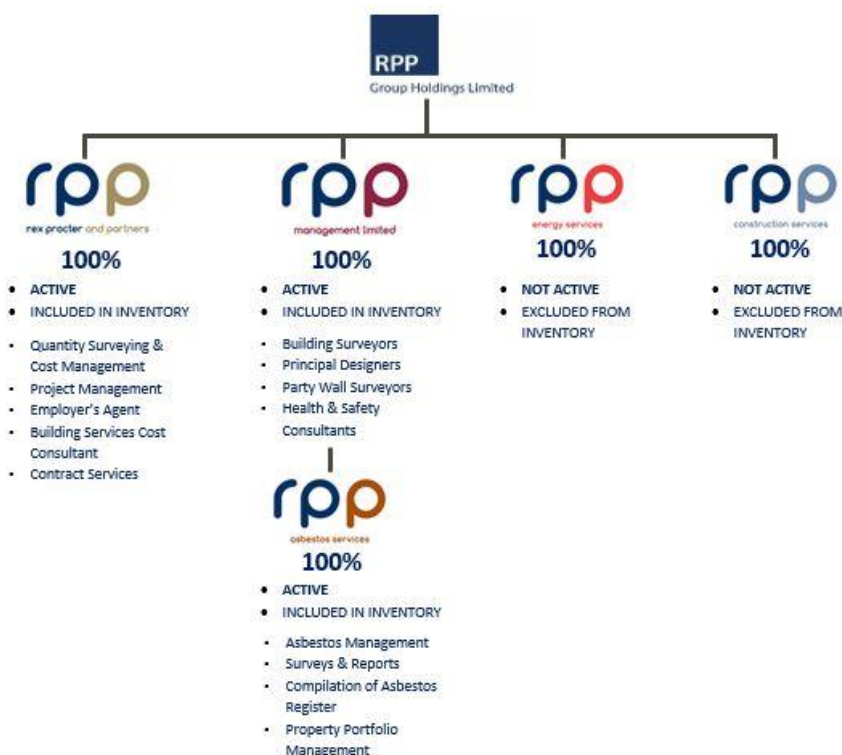


Figure 5: Organisational structure

Table 3. Brief description of business units, sites and locations included in this emissions inventory

Business unit	Address	Purpose
RPP Group Holdings Limited	Registered office address: First Floor Riverside West, Whitehall Road, Leeds LS1 4AW Site contact: Dee Priestley Sq. m: 272 See business units for full time equivalent employees (FTE) numbers.	Parent Company
ACTIVE		
RPP Limited – T/A Rex Procter and Partners	Site address: First Floor Riverside West, Whitehall Road, Leeds LS1 4AW Site contact: Dee Priestley Sq. m: 272 Site Address: Quarry Wood House, Marlow Reach, Station Approach, Marlow, Bucks, SL7 1NT Site Contact: Kate Newberry Sq. m: 170	Construction Consultancy Services
ACTIVE		

Business unit	Address	Purpose
	Site Address: 33 Cavendish Square, London W1G 0PW Site Contact: Kate Newberry Sq. m: 0 45 FTEs - 29 (Leeds) 16 (Marlow/London)	
RPP Management Limited inc. RPP Asbestos Limited ACTIVE	Site address: Blenwood Court, 451 Cleckheaton Road, Low Moor, Bradford BD12 0NY Site contact: Leanne Channon Sq. m: 225 Site Address: Quarry Wood House, Marlow Reach, Station Approach, Marlow, Bucks, SL7 1NT Site Contact: Kate Newberry Sq. m: 170 21 FTEs – 17 (Bradford) 4 (Marlow)	Building and Party Wall Surveyors, Principal Designers, H&S Consultants and Asbestos Management Consultants
RPP Energy Services DORMANT	Registered address: First Floor Riverside West, Whitehall Road, Leeds LS1 4AW Sq. m: 272 No employees	Energy consultancy
RPP Construction Services DORMANT	Registered address: First Floor Riverside West, Whitehall Road, Leeds LS1 4AW Sq. m: 272 No employees	Construction Consultancy Services

1.3.6. Excluded business units

RPP Energy and RPP Construction Services are excluded from the inventory as these business units are currently dormant.

Rex Procter and Partners London office is excluded as this is a post-box address only.

CHAPTER 2: EMISSIONS MANAGEMENT AND REDUCTION REPORT

2.1. EMISSIONS REDUCTION RESULTS

Overall emissions appear to have increased this year due to an increase of travel amongst our staff in turn increasing mileage. We have seen an increase in our Asbestos related work from our Bradford office, the business has therefore had to double our staff numbers for this work as well as the number of diesel vans, we own/rent. This has understandably led to an increase in our diesel usage in our transport fuels on our rented/owned vans.

Although in some areas our Carbon emissions have increased, we have seen a reduction in our electricity usage. We are stilling having difficulties obtaining the electricity usage in our Bradford office due to it being a serviced building. We have therefore had to base our reporting on last years totals for Bradford. Moving forward we will be working on obtaining more accurate figures.

We must consider that as a business we are still learning, and our data collection improving as we go. Over the past year we have significantly improved our data collection across the business, in the case of individual mileage reporting, Taxis and Rail fares. Therefore, it is understandable that we would see some form of increase due to an improved reporting technique.

Table 4: Comparison of historical GHG inventories

Category	2021	2022	2023
Category 1: Direct emissions	19.53	28.06	36.25
Category 2: Indirect emissions from imported energy (location-based method*)	28.54	20.91	15.67
Category 3: Indirect emissions from transportation	44.07	55.39	54.38
Category 4: Indirect emissions from products used by organisation	2.47	1.86	1.41
Category 5: Indirect emissions associated with the use of products from the organisation	0.00	0.00	0.00
Category 6: Indirect emissions from other sources	0.00	0.00	0.00
Total direct emissions	19.53	28.06	36.25
Total indirect emissions*	75.08	78.16	71.47
Total gross emissions*	94.61	106.22	107.72
Category 1 direct removals	0.00	0.00	0.00
Purchased emission reductions	0.00	0.00	0.00
Total net emissions	94.61	106.22	107.72
Emissions intensity			
Operating revenue (gross tCO ₂ e / £Millions)	11.16	14.86	11.58
Operating revenue (gross mandatory tCO ₂ e / £Millions)	11.16	14.86	11.58

*Emissions are reported using a location-based methodology.

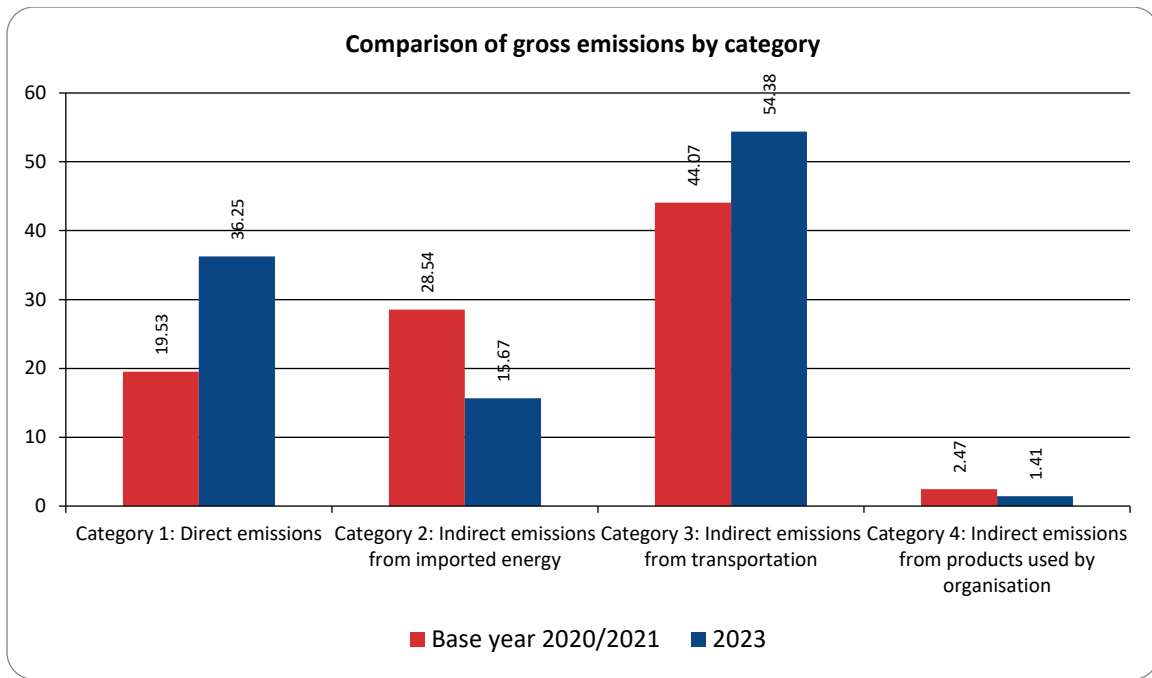


Figure 6: Comparison of gross emissions by category between the reporting periods

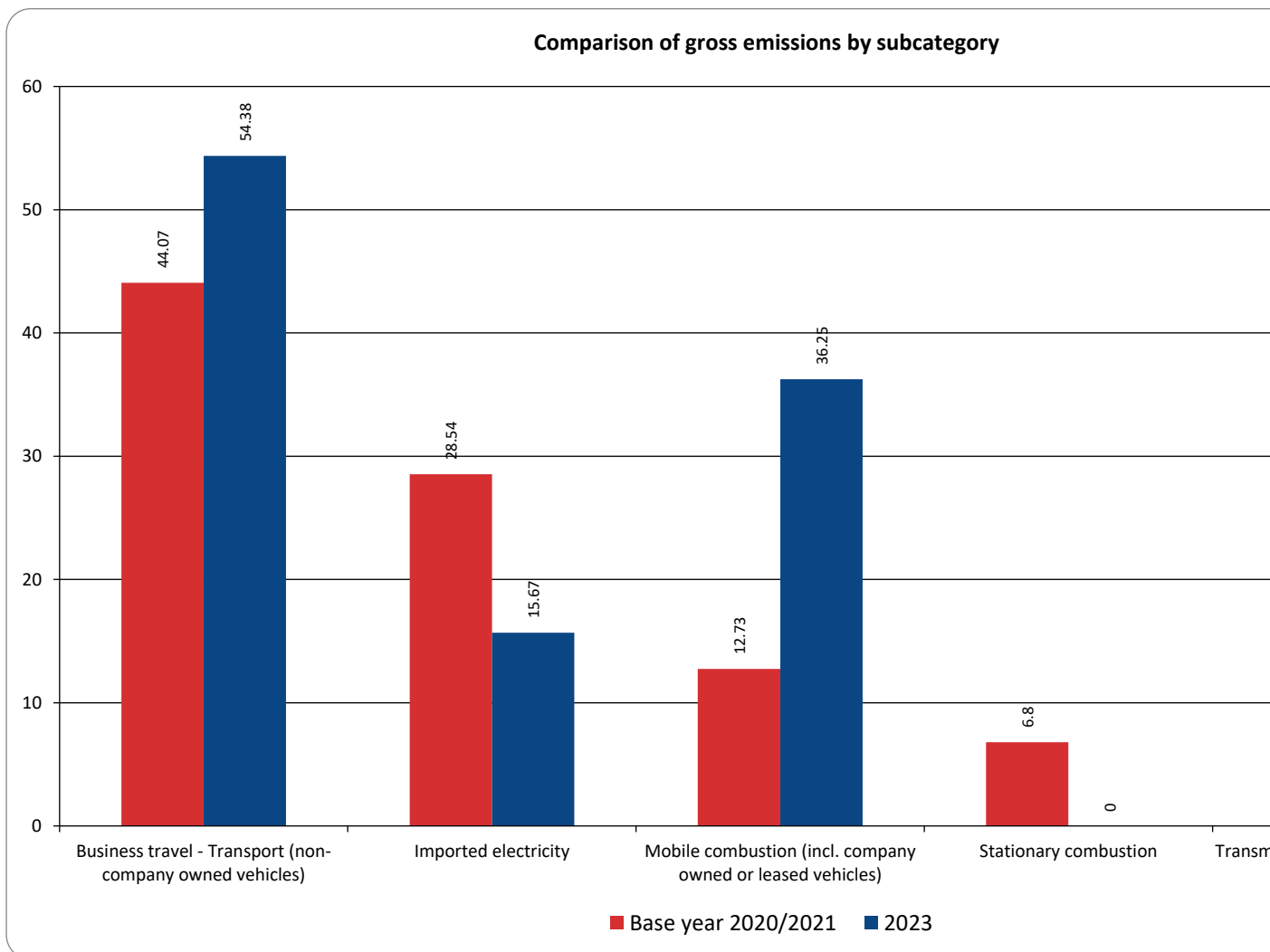


Figure 7: Comparison of gross emissions by subcategory between the reporting periods

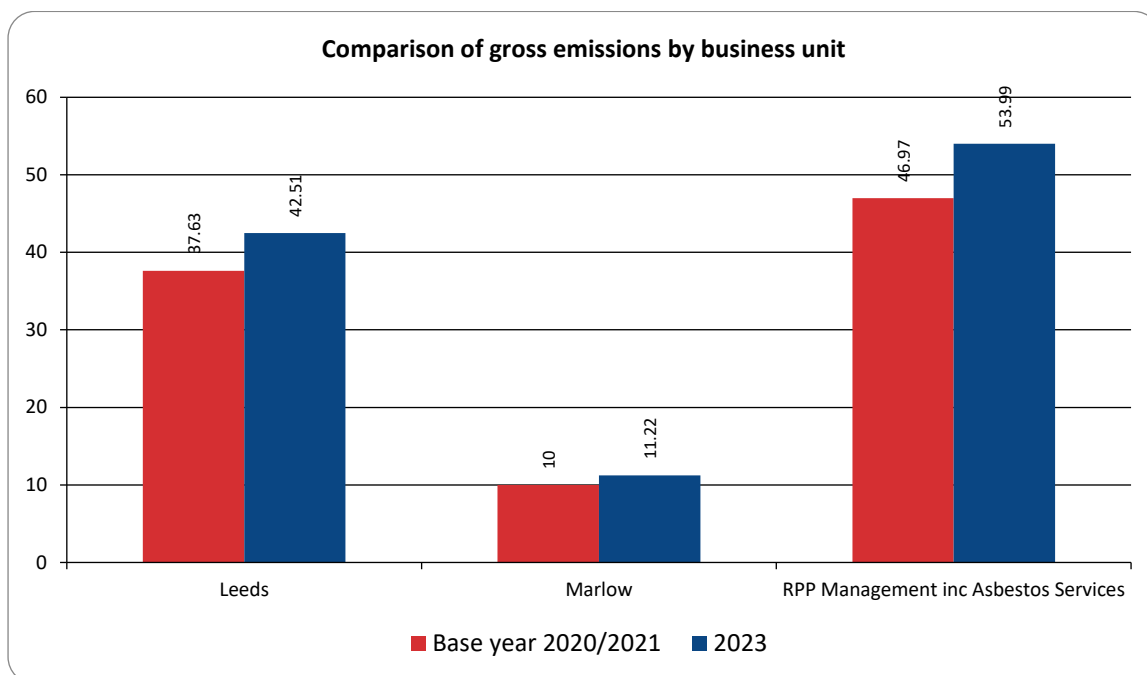


Figure 8: Comparison of gross emissions by business unit between the reporting periods

Table 5. Summary of emissions reduction performance

Emissions Reduction - Absolute metric	5-year Rolling Average vs. Base Year
tCO ₂ e absolute	+3.29%
Reduction Performance - Intensity metric	5-year Rolling Average vs. Base Year
tCO ₂ e intensity	+15.07%

2.2. SIGNIFICANT EMISSIONS SOURCES

Significant sources

RPP's main emissions come from energy use within our offices and business travel, with business travel being our major contributor to emissions.

Following our prediction last year, we have been unable to obtain the electricity bills from our Braford office therefore our results do not show a completely accurate picture of our carbon usage. This issue in data collection has been identified on our Data Quality Project target spreadsheet and we will continue to take appropriate actions in order to obtain these readings.

Data quality for vehicle emissions has significantly improved, we are now able to identify the type of vehicle in use from the large majority of employees (excluding one) – this has provided us with a more accurate view of our carbon emissions relating to vehicle usage.

Activities responsible for generating significant emissions

Our largest emissions source comes from business travel and electricity.

Influences over the activities

These are influenced by the nature of our business being largely office-based activities and the need to undertake business travel in order to carry out our service as construction consultants - namely travel to and from construction sites to undertake surveys, inspections and meetings etc.

Significant sources that cannot be influenced

We believe that all our top emissions sources remain within the scope of our control and are therefore central to our reduction plan targets.

2.3. EMISSIONS REDUCTION TARGETS

The organisation is committed to managing and reducing its emissions in accordance with the Programme requirements. Table 6 provides details of the emission reduction targets to be implemented. These are 'SMART' targets (specific, measurable, achievable, realistic, and time-constrained).

RPP is targeting a 2.5% intensity reduction target per year for the next five years. Longer-term, we would like to achieve zero carbon by 2050.

2022-2023 has been the second year of reporting outside of Covid restrictions.

We have made a significant decrease, in emissions from electricity use in our offices, this is due to a number of measures implemented, including installing LED lighting across our offices. We have also encouraged staff involvement in reductions of our electricity usage as well as in other areas such as the increased use of Hybrid vehicles.

We have increased emissions in regard to our fuel usage, as previously discussed we have had to increase the number of diesel vans we use due to an increase in our work levels, this has had a significant impact on our carbon emissions.

There are aspects of our business where we are seeing a reduction in our carbon emissions however there are also areas where we have seen an increase. This year provides us with a better and more accurate picture of our carbon emissions, one from which we can adapt our strategies to reduce our carbon usage overtime in all areas of the company as opposed to just some.

Table 6. Emission reduction targets

Target name	Baseline period	Target date	Type of target (intensity or absolute)	Categories covered	Target		KPI	Responsibility	Rationale
Reduce vehicle CO2 emissions	2022-2023	01/03/2024*		Category 3	1%	46.4	Transport: Company Owned or Leased Passenger Vehicles	Group Business Manager	Achievable through: Collation of staff vehicles and CO2 emissions data. Updated car lists to include hybrid and electrical vehicles. Green travel plan in place to encourage use of more public transport where possible. Staff awareness training on green travel plan.
Put a renewable energy policy in place	2022-2023	1/03/2024		Category 2 and 4	2%	21.6	Electricity UK (Generation)	Group Business Manager	Achievable through commitment from Executive Directors. Switch to Renewable Energy Supplier.
Reduce purchased electricity emissions	2022-2025	1/04/2025		Category 2 and 4	1%	21.6	Electricity UK (Generation)	Group Business Manager	Achievable through switching to green electricity suppliers. Energy saving policy in place and communication to all staff to turn lights off etc.

2.4. EMISSIONS REDUCTION PROJECTS

In order to achieve the reduction targets identified in Table 6, specific projects have been identified to achieve these targets, and are detailed in Table 7 below.

Table 7. Projects to reduce emissions

Objective	Project	Responsibility	Completion date	Potential co-benefits	Potential unintended consequences	Actions to minimise unintended consequence
Reduce vehicle CO2 emissions	Green travel plan introduction and staff awareness training.	Natalie Bennett, Group Marketing Manager	1/03/2024	None anticipated	None anticipated	n/a
	Update car lists to include hybrid and electric vehicle options.	Claire Mackenzie, Group Office Manager	Ongoing	None anticipated	None anticipated	n/a
	Ensure all staff are completing car vehicle information on mileage form	Claire Mackenzie, Group Office Manager	Ongoing	None anticipated	None anticipated	n/a
Reduce purchased electricity emissions	Put a renewable energy policy in place	Claire Mackenzie, Group Office Manager	1/03/2024	None anticipated	None anticipated	n/a
	Liaise with landlord for Bradford office and gain commitment to switch.	Claire Mackenzie, Group Office Manager	Ongoing	None anticipated	None anticipated	n/a
	Discuss option for PIR installations at Leeds and Marlow.	Claire Mackenzie, Group Office Manager	Ongoing	None anticipated	None anticipated	n/a
	Internal energy reduction awareness campaign	Group Marketing Manager	1/03/2024	None anticipated	None anticipated	n/a

Table 8 highlights emission sources that have been identified for improving source the data quality in future inventories.

Table 8. Projects to improve data quality

Emissions source	Actions to improve data quality	Responsibility	Completion date
Vehicle emissions	RPP Marlow site training to ensure correct use of mileage forms to ensure car type captured	Holly Howes, Assistant Finance Manager	Completed 30/11/2022
Electricity	RPPML Bradford is moving to a serviced office solution with a new landlord. Make early contact with landlord to agree actions to share data on energy use at the site.	Claire Mackenzie, Group Office Manager	Completed 30/11/2022
Electricity	RPPML Bradford landlord agree actions to install sub metering to capture accurate data	Heidi Flatt and Claire Mackenzie, Group Office Manager	Target 31 Jan 2024
Gas	RPPML Bradford is moving to a serviced office solution with a new landlord. Make early contact with landlord to agree actions to share data on energy use at the site.	Claire Mackenzie, Group Office Manager	Void. No Gas now used at Serviced Office 30/11/2022
Taxi (regular)	Update expenses forms and provide training to staff to ensure start and end points for journeys provided.	Holly Howes, Assistant Finance Manager	Target 31/01/2024

2.5. STAFF ENGAGEMENT

Due to the nature of our business, our staff are a key part in reducing our GHG emissions, particularly that from business travel. As such we undertake staff engagement around emissions reduction in a number of ways, including new starter inductions, the Group intranet, quarterly Group newsletter and annual awareness training to communicate our commitment to emissions reduction to employees. This is undertaken by Group Office Manager and Group Finance Assistant.

2.6. KEY PERFORMANCE INDICATORS

No additional KPIs have been set.

2.7. MONITORING AND REPORTING

GHG emissions reductions are monitored by the Carbon Reduce Lead and Deputy. Both the Carbon Reduce Lead and deputy report to the Director responsible for Sustainability, Executive Director, Alex Blenard, and the rest of the RPP Executive Board. Performance is monitored and reported on annually, using the metrics captured in E-manage.

APPENDIX 1: DETAILED GREENHOUSE GAS INVENTORY

Additional inventory details are disclosed in the tables below, and further GHG emissions data is available on the accompanying spreadsheet to this report (Appendix1-Data Summary RPP.xls).

Table 9. Direct GHG emissions and removals, quantified separately for each applicable gas

Category	CO ₂	CH ₄	N ₂ O	NF ₃	SF ₆	HFC	PFC	Desflurane	Sevoflurane	Isoflurane	Emissions total (tCO ₂ e)
Stationary combustion	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mobile combustion (incl. company owned or leased vehicles)	35.81	0.02	0.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36.25
Emissions - Industrial processes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Removals - Industrial processes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Leakage of refrigerants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Treatment of waste	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Treatment of wastewater	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Emissions - Land use, land-use change and forestry	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Removals - Land use, land-use change and forestry	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fertiliser use	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Addition of livestock waste to soils	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Addition of crop residue to soils	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Addition of lime to soils	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Enteric fermentation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Open burning of organic matter	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Electricity generated and consumed onsite	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Medical gases	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Exported electricity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total net emissions	35.81	0.02	0.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36.25

Table 10. Non-biogenic, biogenic anthropogenic and biogenic non-anthropogenic CO₂ emissions and removals by category

Category	Anthropogenic biogenic CO ₂ emissions	Anthropogenic biogenic (CH ₄ and N ₂ O) emissions (tCO ₂ e)	Non-anthropogenic biogenic (tCO ₂ e)
Category 1: Direct emissions	1.41	0.40	0.00
Category 2: Indirect emissions from imported energy	0.00	0.00	0.00
Category 3: Indirect emissions from transportation	0.00	0.00	0.00
Category 4: Indirect emissions from products used by organisation	0.00	0.00	0.00
Category 5: Indirect emissions associated with the use of products from the organisation	0.00	0.00	0.00
Category 6: Indirect emissions from other sources	0.00	0.00	0.00
Total gross emissions	1.41	0.40	0.00

A1.1 REPORTING BOUNDARIES

A1.1.1 Emission source identification method and significance criteria

The GHG emissions sources included in this inventory are those required for Programme certification and were identified with reference to the methodology described in the GHG Protocol and ISO 14064-1:2018 standards as well as the Programme Technical Requirements.

Significance of emissions sources within the organisational boundaries has been considered in the design of this inventory. The significance criteria used comprise:

- All direct emissions sources that contribute more than 1% of total Category 1 and 2 emissions
- All indirect emissions sources that are required by the Programme

(no answer provided)

A1.1.2 Included sources sinks and activity data management

As adapted from ISO 14064-1, the emissions sources deemed significant for inclusion in this inventory were classified into the following categories:

- **Direct GHG emissions (Category 1):** GHG emissions from sources that are owned or controlled by the company.
- **Indirect GHG emissions (Category 2):** GHG emissions from the generation of purchased electricity, heat and steam consumed by the company.
- **Indirect GHG emissions (Categories 3-6):** GHG emissions that occur as a consequence of the activities of the company but occur from sources not owned or controlled by the company.

Table 11 provides detail on the categories of emissions included in the GHG emissions inventory, an overview of how activity data were collected for each emissions source, and an explanation of any uncertainties or assumptions made based on the source of activity data. Detail on estimated numerical uncertainties are reported in Appendix 1.

Data is collected by Group Finance Assistance, Ella Dickson, Group Business Manager Claire MacKenzie, Assistant Finance Manager, Holly Howes, and Team Finance Controller, Leanne Channon. All data is reported using Appendix 1 and the E-Manage system.

Table 11. GHG emissions activity data collection methods and inherent uncertainties and assumptions

GHG emissions category	GHG emissions source or sink subcategory	Overview of activity data and evidence	Explanation of uncertainties or assumptions around your data and evidence	Use of default and average emissions factors	Pre-verified data
Category 1: Direct emissions and removals	Stationary combustion	Natural Gas GCV basis	Estimated based on total of Bradford 2017 - 2018 Gas consumption - Only occupy one floor of 225m ² vs total building m ² 1060.	Bills are still unavailable from Landlord regarding actual gas usage. We are in discussions with the Landlord, prior to switching to a serviced office solution to improve reporting on gas usage at the Bradford site.	No
	Mobile combustion (incl. company owned or leased vehicles)	Diesel retail station biofuel blend	All data taken from FuelGenie generated online Fuel Card Reports and assumed accurate.	We used the default EF	No
Overall assessment of uncertainty for Category 1 emissions and removals		2%	Very low		
Category 2: Indirect emissions from imported energy	Imported electricity	Electricity UK (Generation) (2013 Methodology)	All data taken from supplier-generated online bills, which are generated from smart meters. Data is assumed accurate.	We used the default EF	No
Overall assessment of uncertainty for Category 2 emissions and removals		4%	Low		

GHG emissions category	GHG emissions source or sink subcategory	Overview of activity data and evidence	Explanation of uncertainties or assumptions around your data and evidence	Use of default and average emissions factors	Pre-verified data
Category 3: Indirect emissions from transportation	Business travel - Transport (non-company owned vehicles)	Car Average (unknown fuel type), Car Large (diesel > 2.0L), Car Large (petrol > 2.0L), Car Large hybrid, Car Medium (diesel 1.7-2.0L), Car Medium (petrol 1.4-2.0L), Car Medium hybrid, Car Small (petrol < 1.4L), Car Small hybrid, Rail travel (national), Taxi (regular)	<p>All data taken from Mileage claims from staff and collated by Accounts team. All data assumed accurate.</p> <p>Taxi data is from receipts - no journey data is supplied so £s spent is used as default for this data. This could be more accurate. We are looking into improving our expenses systems to facilitate inputting of journey data so we can increase accuracy and report on miles rather than £s.</p> <p>Rail data is taken from receipts and journey data provided by staff. Mileage is calculated using journey calculator provided at https://www.lner.co.uk/tickets-savings/the-best-way-to-travel/our-commitment-to-the-environment/. Data produced by the calculator is assumed accurate.</p>	We used the default EF	No
Overall assessment of uncertainty for Category 3 emissions and removals		5%	Low		
Category 4: Indirect emissions from products used by organisation	Transmission of energy (T&D losses)	Electricity UK (T&D losses) (2013 Methodology)	All data taken from supplier-generated online bills, which are generated from smart meters. Data is assumed accurate.	We used the default EF	No
Overall assessment of uncertainty for Category 4 emissions and removals		4%	Low		

A1.1.3 Excluded emissions sources and sinks

Emissions sources in Table 13 have been identified and excluded from this inventory.

Table 12. GHG emissions sources excluded from the inventory

Business unit	GHG emissions source or sink	GHG emissions category	Reason for exclusion
Rex Procter and Partners (Leeds) Rex Procter and Partners (Marlow) RPP Management inc RPP Asbestos Services Limited	Air Travel	Category 3: Indirect emissions from transportation	Deminimis No air travel use in 2022-23
Rex Procter and Partners (Leeds) Rex Procter and Partners (Marlow) RPP Management inc RPP Asbestos Services Limited	HFCs from A/C	Category 1: Direct emissions	A/C is landlord responsibility and not under RPP operational control.
Rex Procter and Partners (Leeds) Rex Procter and Partners (Marlow) RPP Management inc RPP Asbestos Services Limited	Waste to landfill	Category 4: Indirect emissions from products used by organisation	Waste is recycled

A1.2 QUANTIFIED INVENTORY OF EMISSIONS AND REMOVALS

A1.2.1 Calculation methodology

A calculation methodology has been used for quantifying the emissions inventory based on the following calculation approach, unless otherwise stated below:

$$\text{Emissions} = \text{activity data} \times \text{emissions factor}$$

All emissions were calculated using Toitū emange with emissions factors and Global Warming Potentials provided by the Programme (see Appendix 1 - data summary.xls). Global Warming Potentials (GWP) from the IPCC fifth assessment report (AR5) are the preferred GWP conversion⁵.

There are systems and procedures in place that will ensure applied quantification methodologies will continue in future GHG emissions inventories.

⁵ If emission factors have been derived from recognised publications approved by the programme, which still use earlier GWPs, the emission factors have not been altered from as published.

A1.2.2 Supplementary results

Holdings and transactions in GHG-related financial or contractual instruments such as permits, allowances, verified offsets or other purchased emissions reductions from eligible schemes recognised by the Programme are reported separately here.

A1.2.2.1 CARBON CREDITS AND OFFSETS

N/A

APPENDIX 2: SIGNIFICANCE CRITERIA USED

Table 13. Significance criteria used for identifying inclusion of indirect emissions

Emission source	Magnitude	Level of influence	Risk or opportunity	Sector specific guidance	Outsourced	Employee engagement	Intended Use and Users	Include in inventory?
Business travel - Transport (non-company owned vehicles)	55.39	High level of influence, however, due to the nature of the business travel is a necessity we cannot avoid.	Opportunity and Risk. We need to balance the needs of our clients and the service we provide against the need to reduce our travel.	Not applicable	Not applicable	Yes to some extent	No	Include
Transmission of energy (T&D losses)	1.86	We have a medium level on influence here. There is opportunity to reduce further, however a certain level will be reached, where we can not reduce this further.	Opportunity	Not applicable	Not applicable	Yes	No	Include

APPENDIX 3: CERTIFICATION MARK USE

Certification marks are being used on our website and within our marketing capability brochures. They are also used with tender responses for public sector procured contracts.

APPENDIX 4: REFERENCES

International Organization for Standardization, 2018. ISO 14064-1:2018. Greenhouse gases – Part 1: Specification with guidance at the organization level for quantification and reporting of greenhouse gas emissions and removals. ISO: Geneva, Switzerland.

World Resources Institute and World Business Council for Sustainable Development, 2004 (revised). The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard. WBCSD: Geneva, Switzerland.

World Resources Institute and World Business Council for Sustainable Development, 2015 (revised). The Greenhouse Gas Protocol: Scope 2 Guidance. An amendment to the GHG Protocol Corporate Standard. WBCSD: Geneva, Switzerland.

APPENDIX 5: REPORTING INDEX

This report template aligns with ISO 14064-1:2018 and meet Toitū Carbon Reduce programme Organisation Technical Requirements. The following table cross references the requirements against the relevant section(s) of this report.

Section of this report	ISO 14064-1:2018 clause	Organisational Technical Requirement rule
Cover page	9.3.1 b, c, r 9.3.2 d,	TR8.2, TR8.3
Availability	9.2 g	
Chapter 1: Emissions Inventory Report		
1.1. Introduction	9.3.2 a	
1.2. Emissions inventory results	9.3.1 f, h, j 9.3.3	TR4.14, TR4.16, TR4.17
1.3. Organisational context	9.3.1 a	
1.3.1. Organisation description	9.3.1 a	
1.3.2. Statement of intent		TR4.2
1.3.3. Person responsible	9.3.1 b	
1.3.4. Reporting period	9.3.1 l	TR5.1, TR5.8
1.3.5. Organisational boundary and consolidation approach	9.3.1.d	TR4.3, TR4.5, TR4.7, TR4.11
1.3.6. Excluded business units		
Chapter 2: Emissions Management and Reduction Report		
2.1. Emissions reduction results	9.3.1 f, h, j, k 9.3.2 j, k	TR4.14, TR6.18
2.2. Significant emissions sources		
2.3. Emissions reduction targets		TR6.1, TR6.2, TR6.4, TR6.6, TR6.8,
2.4. Emissions reduction projects	9.3.2 b	TR6.8, TR6.11, TR6.12, TR6.13, TR6.14, TR6.15
2.5. Staff engagement		TR6.1, TR6.9
2.6. Key performance indicators		TR6.19
2.7. Monitoring and reporting	9.3.2 h	TR6.2
Appendix 1: Detailed greenhouse gas inventory		
A1.1 Reporting boundaries		
A1.1.1 Emission source identification method and significance criteria	9.3.1 e	TR4.12, TR4.13
A1.1.2 Included emissions sources and activity data collection	9.3.1 p, q 9.3.2 i	TR5.4, TR5.6, TR5.17, TR5.18,
A1.1.3 Excluded emissions sources and sinks	9.3.1 i	TR5.21, TR5.22, TR5.23
A1.2 Quantified inventory of emissions and removals		
A1.2.1 Calculation methodology	9.3.1 m, n, o, t	
A1.2.2 Historical recalculations		
A1.2.3 GHG Storage and Liabilities		
A1.2.3.1 GHG stocks held on site		TR4.18
A1.2.3.2 Land-use liabilities	9.3.3.	TR4.19
A1.2.4 Supplementary results		

Section of this report	ISO 14064-1:2018 clause	Organisational Technical Requirement rule
A1.2.4.1 Carbon credits and offsets	9.3.3.3	
A1.2.4.2 Purchased or developed reduction or removal enhancement projects	9.3.2 c	
A1.2.4.3 Double counting and double offsetting		
Appendix 2: Significance criteria used	9.3.1.e	TR4.12
Appendix 3: Certification mark use		TR3.6
Appendix 4: References		
Appendix 5: Reporting index		