

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): Natalie Bennett

Dated: 27 September 2022

Verification status: Limited

Measurement period: 01 April 2021 to 31 March 2022

Base year period: 01 April 2020 to 31 March 2021

Approved for release by:



Natalie Bennett

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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 2021 to 31 March 2022.³

Table 1: Inventory summary

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

*Emissions are reported using a location-based methodology.

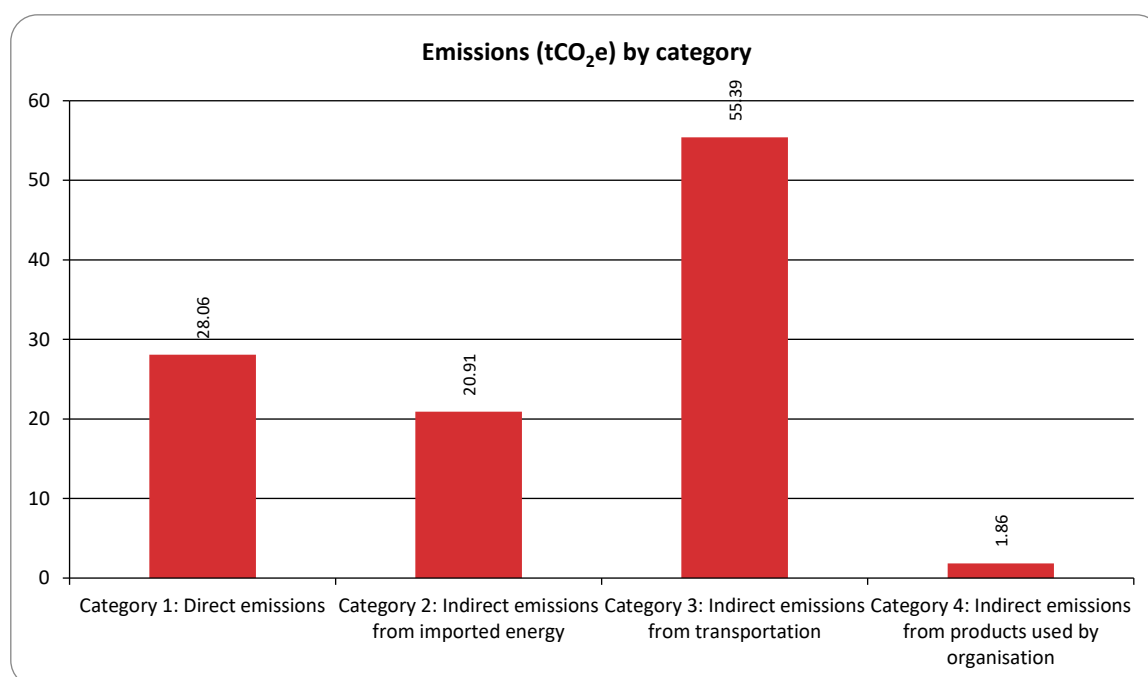


Figure 1: Emissions (tCO₂e) by Category for this measurement period

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 2021 to 31 March 2022.

Category	Toitū carbon mandatory boundary (tCO ₂ e)	Additional emissions (tCO ₂ e)	Total emissions (tCO ₂ e)
Category 1: Direct emissions	28.06 Petrol retail station biofuel blend, Diesel retail station biofuel blend, Natural Gas GCV basis	0.00	28.06
Category 2: Indirect emissions from imported energy (location-based method*)	20.91	0.00	20.91
Category 3: Indirect emissions from transportation	55.39 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)	0.00	55.39
Category 4: Indirect emissions from products used by organisation	1.86 Electricity UK (T&D losses) (2013 Methodology)	0.00	1.86
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	28.06	0.00	28.06
Total indirect emissions*	78.16	0.00	78.16
Total gross emissions*	106.22	0.00	106.22
Category 1 direct removals	0.00	0.00	0.00
Purchased emission reductions	0.00	0.00	0.00
Total net emissions	106.22	0.00	106.22
Emissions intensity		Mandatory emissions	Total emissions
Operating revenue (gross tCO ₂ e / £Millions)		14.86	14.86

*Emissions are reported using a location-based methodology.

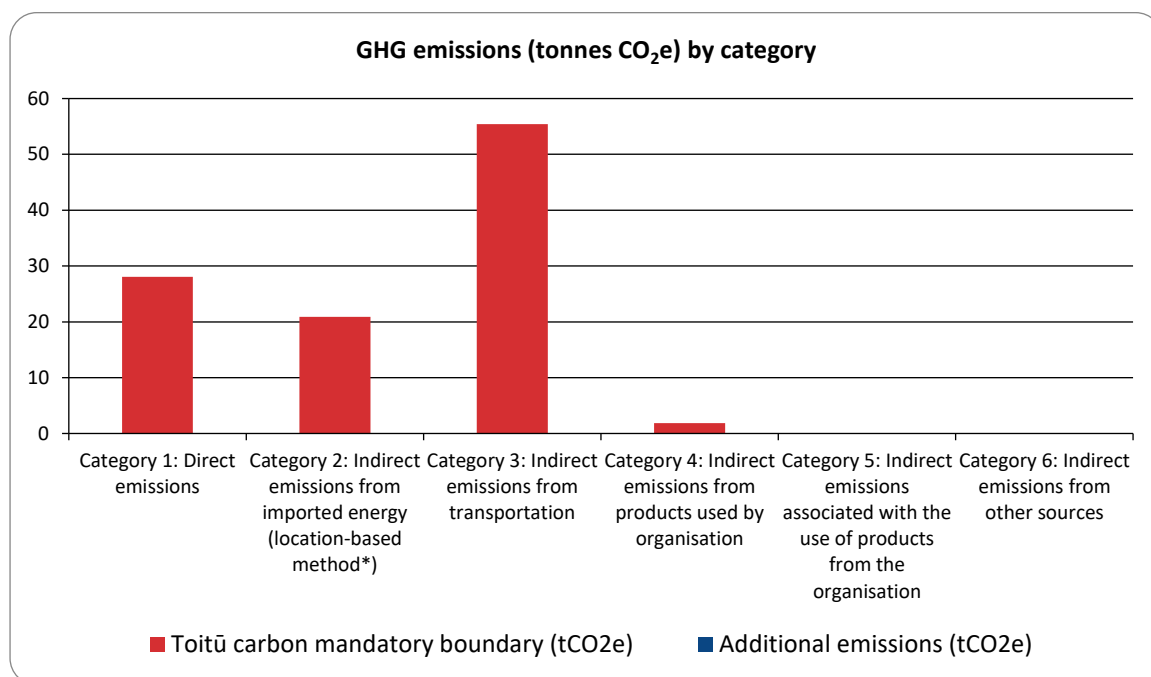


Figure 2: GHG emissions (tonnes CO₂e) by category

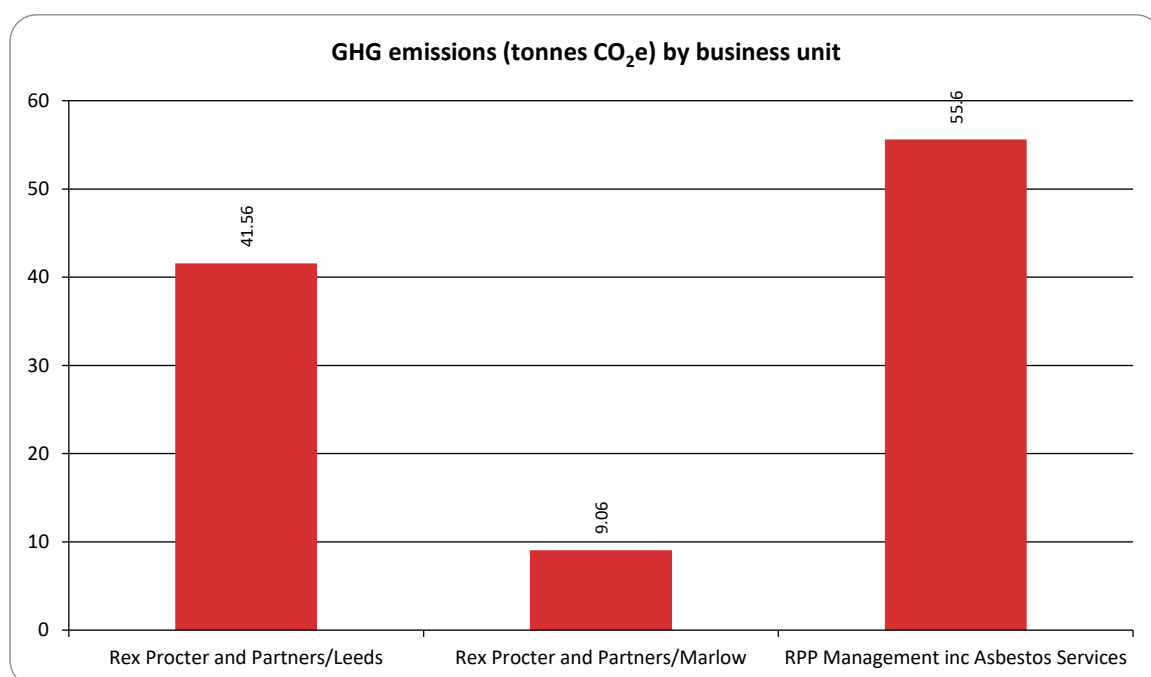


Figure 3: GHG emissions (tonnes CO₂e) by business unit

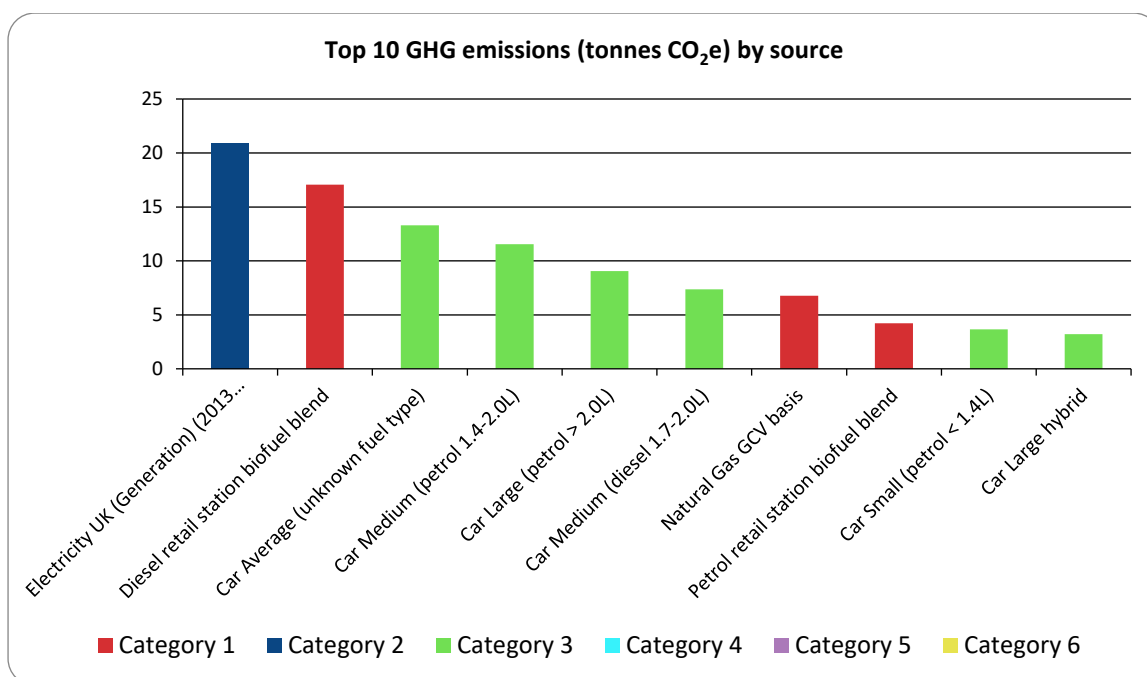


Figure 4: Top 10 GHG emissions (tonnes CO₂e) by source

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 & Partners 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 a 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

Natalie Bennett is responsible for overall emission inventory measurement and reduction performance, as well as reporting results to top management. Natalie Bennett 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 Marketing Manager and Carbon Reduce Lead, Natalie Bennett, supported by Group Office Manager and Carbon Reduce Deputy, Claire Mackenzie.

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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 Group 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 2021 to 31 March 2022

We report annually and our reporting period aligns with our financial reporting year.

1.3.5. Organisational boundary and consolidation approach

An operational control consolidation approach was used to account for emissions.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.

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

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.

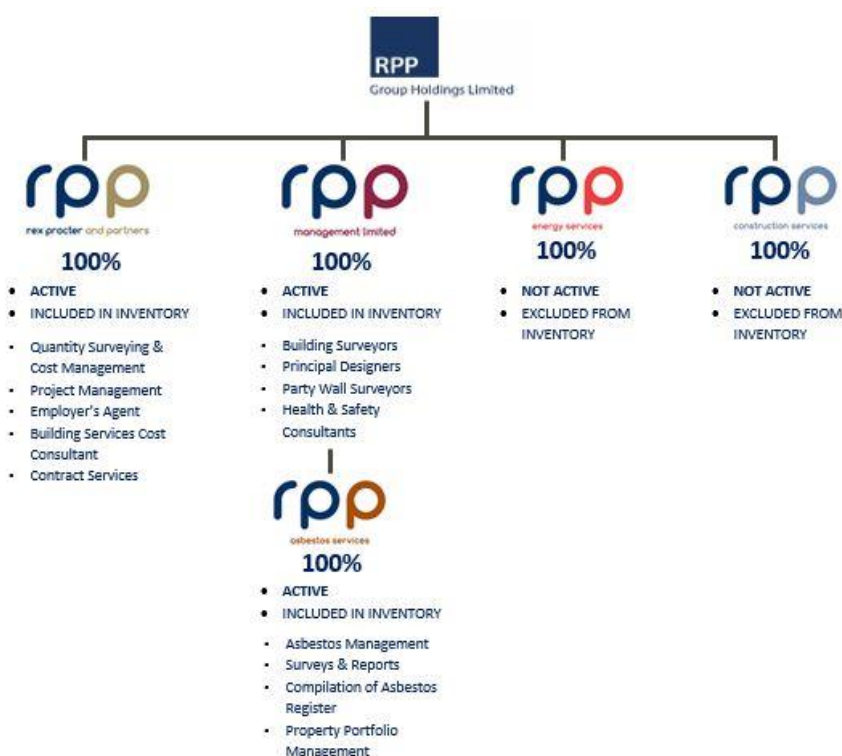


Figure 5: Organisational structure

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: Claire Mackenzie 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: Claire Mackenzie Sq m: 272 Site Address: Quarry Wood House, Marlow Reach, Station Approach, Marlow, Bucks, SL7 1NT Site Contact: Laura Broadway Sq m: 170 Site Address: 6 Bevis Marks, London, EC3A 7BA Site Contact: Laura Broadway Sq m: 0 45 FTEs - 29 (Leeds) 16 (Marlow/London)	Construction Consultancy Services
ACTIVE		
RPP Management Limited inc. RPP Asbestos Limited	Site address: Blenwood Court, 451 Cleckheaton Road, Low Moor, Bradford BD12 0NY Site contact: Leanne Channon Sq m: 225	Building and Party Wall Surveyors, Principal Designers, H&S Consultants and Asbestos Management Consultants

Business unit	Address	Purpose
ACTIVE	Site Address: Quarry Wood House, Marlow Reach, Station Approach, Marlow, Bucks, SL7 1NT Site Contact: Laura Broadway Sq m: 170 21 FTEs – 17 (Bradford) 4 (Marlow)	
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. However, this is due to the impact Covid restrictions had on our business activities during our first reporting year, namely around vehicle and train use, which resulted in lower-than-expected emissions data. The year 2021-2022 is the first we have reported on emissions that represents a typical business year for RPP.

During the last year we have implemented a number of energy saving initiatives that has led to this decrease. For example, installing LED lighting across our offices in Leeds and Marlow. We are also in the process of reducing our footprint and installing LED lighting at our Bradford office, which we anticipate will have an impact on emissions for this business unit.

Table 4: Comparison of historical GHG inventories

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

*Emissions are reported using a location-based methodology.

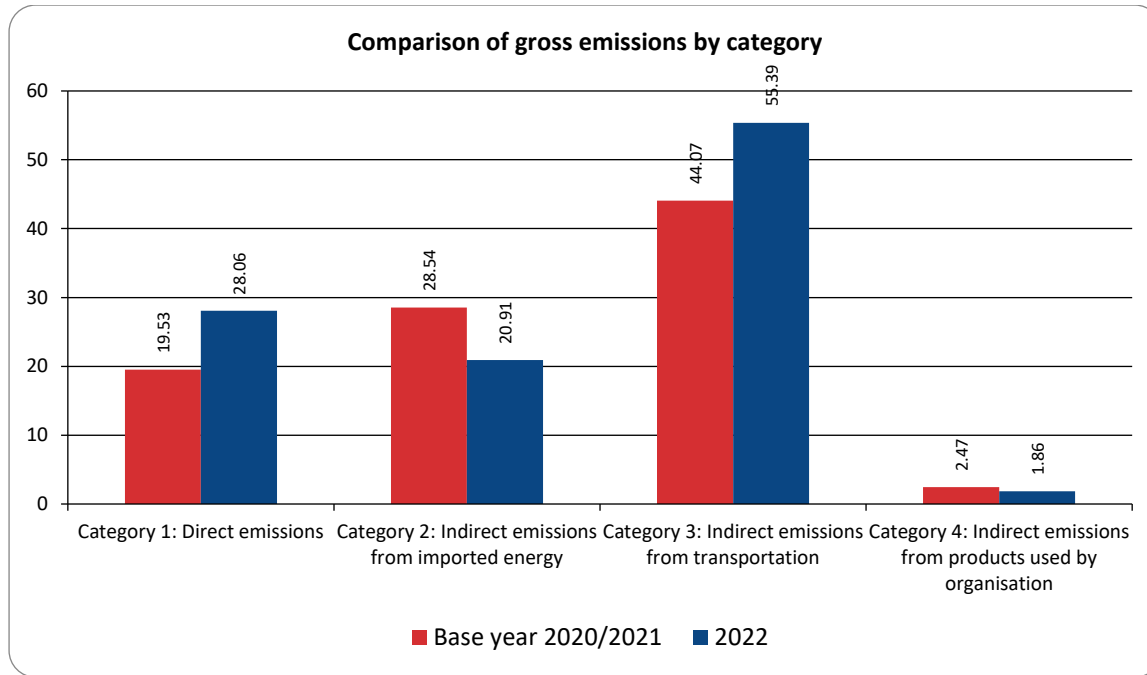


Figure 6: Comparison of gross emissions by category between the reporting periods

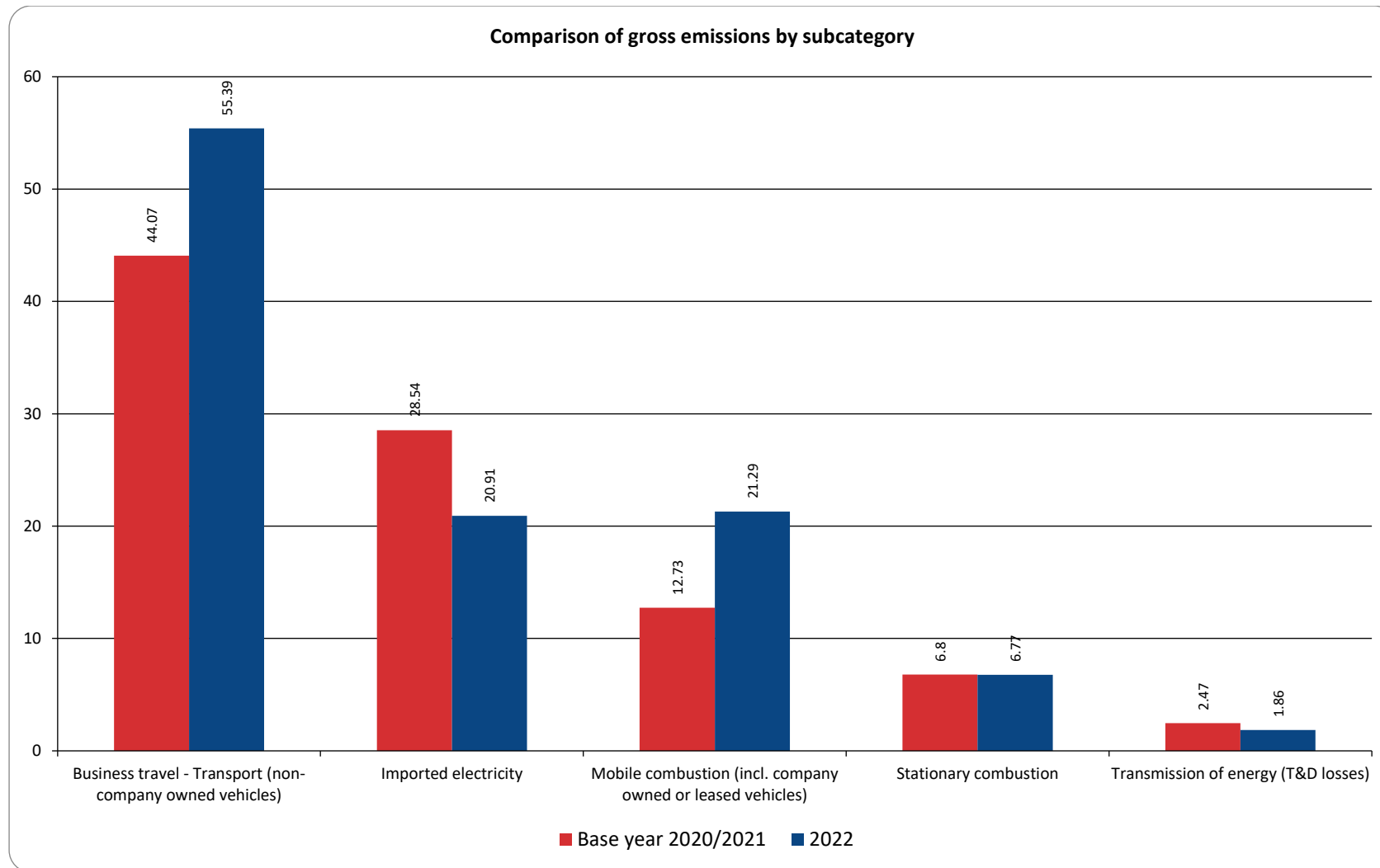


Figure 7: Comparison of gross emissions by subcategory between the reporting periods

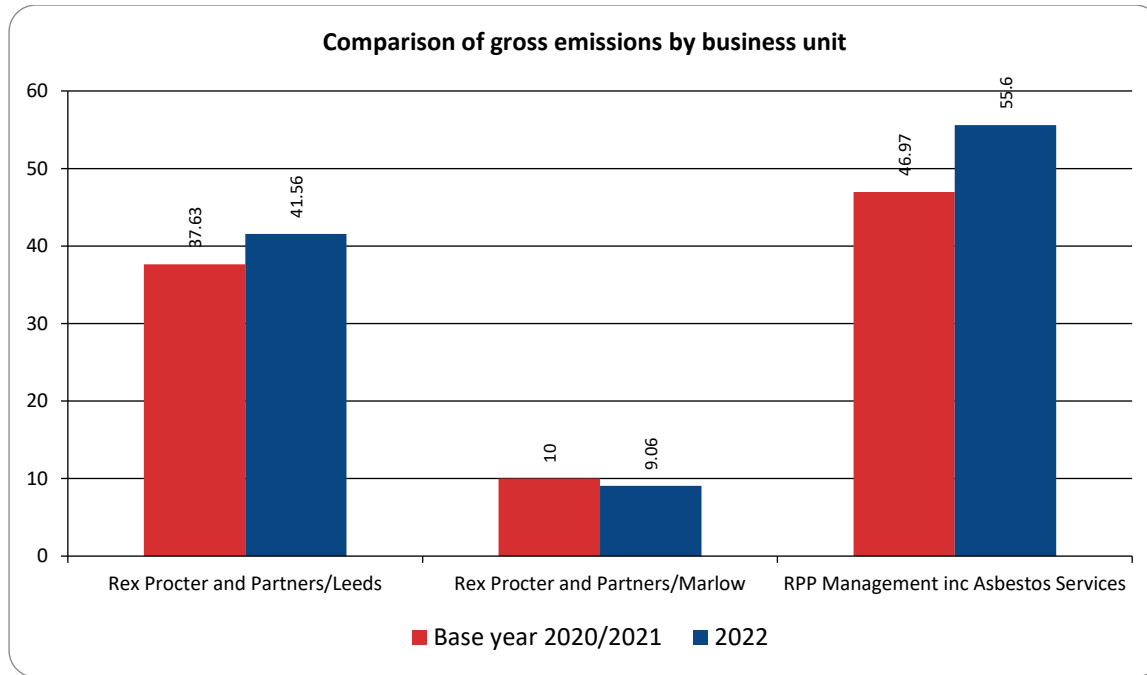


Figure 8: Comparison of gross emissions by business unit between the reporting periods

Figure 9: Performance against target since base year

Absolute scope 1 & 2 emissions have increased by 0.94% and emissions intensity tCO₂e/£m has increased by 16.18%.

Overall emissions appear to have increased this year. However, this is due to the impact Covid restrictions had on our business activities during our first reporting year, namely around vehicle and train use, which resulted in lower-than-expected emissions data.

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.

During the collation of our first set of data we have identified a number of data quality issues, including RPPML's office gas bills have been difficult to gain from the landlord, moving forward this office will become a serviced office, which may result in data being difficult to source. This has been identified on our Data Quality Project target spreadsheet and appropriate actions to resolve this issue in advance of the next audit.

Data quality for vehicle emissions has improved; however, this needs to go further to ensure consistency of vehicle-type collection across the business to ensure accuracy of reporting. This is an action on our Data Quality Project Plans.

Activities responsible for generating significant emissions

Our largest emissions sources remain energy use in our offices and from business travel.

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 5 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.

The year 2021-2022 is the first we have reported on emissions that represents a typical business year for RPP, when compared to our first year of reporting, this appears to show an increase in carbon emissions, which suggests we are not currently on track to achieve all our targets.

We have made 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 in Leeds and Marlow. We are also in the process of reducing our footprint and installing LED lighting at our Bradford office, which we anticipate will have an impact on emissions for this business unit.

Increases in emissions from other sources, is likely due to a more

However, this is likely due to our first year of reporting having been undertaken during Covid-restriction, which led to reduced car journeys and office use, reducing our emissions for that year.

Table 5. 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	01/03/2023*		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	1/03/2023		Category 2 and 4	2% 21.6	Electricity UK (Generation)	Natalie Bennett	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 Natalie Bennett	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 5, specific projects have been identified to achieve these targets, and are detailed in Table 6 below.

Table 6. 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	1/03/2023	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 at all sites 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	Ongoing	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	Natalie Bennett, Group Marketing Manager	1/03/2023	None anticipated	None anticipated	n/a

Table 7 highlights emission sources that have been identified for improving source the data quality in future inventories.

Table 7. 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	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	30/11/2022
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	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	30/11/2022

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 Marketing Manager and the Office Manager. In addition, we are rolling out a programme of awareness training around sustainable travel and electricity reduction.

2.6. KEY PERFORMANCE INDICATORS

No additional KPIs have been set.

2.7. MONITORING AND REPORTING

GHG emissions reductions are monitored by the Group Business Manager and the Carbon Reduce Lead. Both the Group Business Manager and Carbon Reduce Lead reports into 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 8. 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	6.76	0.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.77
Mobile combustion (incl. company owned or leased vehicles)	21.01	0.02	0.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21.29
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
Enteric fermentation	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
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
Total net emissions	27.77	0.02	0.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28.06

Table 9. 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	0.00	0.00	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	0.00	0.00	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 changes to the significance criteria have been made since this inventory was initially developed in the base year.

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 10 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 Business Manager Claire McKenzie, Group Finance Assistant, Holly Howes, Team Finance Controller, Leanne Channon and Business Administrator Kirsty Sahebjam. Data is collated and monitored by Group Marketing Manager and Carbon Reduce Lead, Natalie Bennett. All data is reported using Appendix 1 and the E-Manage system.

Table 10. 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 Fuel Genie 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		
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)	All data taken from Mileage claims from staff and collated by Accounts team. All data assumed accurate.	We used the default EF	No

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
			<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>		
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 11. 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	<i>De minimis</i> No air travel use in 2021-22
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	Water & Wastewater	Category 4: Indirect emissions from products used by organisation	<i>De minimis</i> Figures from Marlow office: Water: 94.8836m ³ Waste: 94.8836m ³ Equates to: tCO ₂ e: 0.2 pro rata on FTE
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:

Emissions = activity data x emissions factor

The quantification approach(es) has not changed since the previous measurement period

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.

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

No carbon credits have been purchased for this reporting period.

A1.2.2.2 DOUBLE COUNTING AND DOUBLE OFFSETTING

There are various definitions of double counting or double offsetting. For this report, it refers to:

- Parts of the organisation have been prior offset.
- The same emissions sources have been reported (and offset) in both an organisational inventory and product footprint.
- Emissions have been included and potentially offset in the GHG emissions inventories of two different organisations, e.g., a company and one of its suppliers/contractors. This is particularly relevant to indirect (Categories 2 and 3) emissions sources.
- Programme approved 'pre-offset' products or services that contribute to the organisation inventory
- The organisation generates renewable electricity, uses or exports the electricity and claims the carbon benefits.
- Emissions reductions are counted as removals in an organisation's GHG emissions inventory and are counted or used as offsets/carbon credits by another organisation.

Double counting / double offsetting has not been included in this inventory.

Details

Not applicable.

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.

APPENDIX 2: SIGNIFICANCE CRITERIA USED

Table 12. 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?
Imported electricity	20.91	We have a medium level on influence here. There is opportunity to reduce further, however a certain level will be reached, where we cannot reduce this further.	Opportunity	Not applicable	Not applicable	Yes	No	Include
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 cannot 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	9.3.1 f, g	TR4.9, TR4.15
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 Liabilities		
A1.2.3.1 GHG stocks held		TR4.18
A1.2.3.2 Land-use liabilities	9.3.3.	TR4.19
A1.2.4 Supplementary results		
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		