



# 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

Prepared by (lead author): Claire Mackenzie

Dated: 31 October 2025

Verification status: **Limited**

Measurement period: 01 April 2024 to 31 March 2025

Base year period: 01 April 2020 to 31 March 2021

*Approved for release by:*

A handwritten signature in black ink that reads "CMackenzie".

Claire Mackenzie

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## 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 Programme, 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 Removals. 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.

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## EXECUTIVE SUMMARY

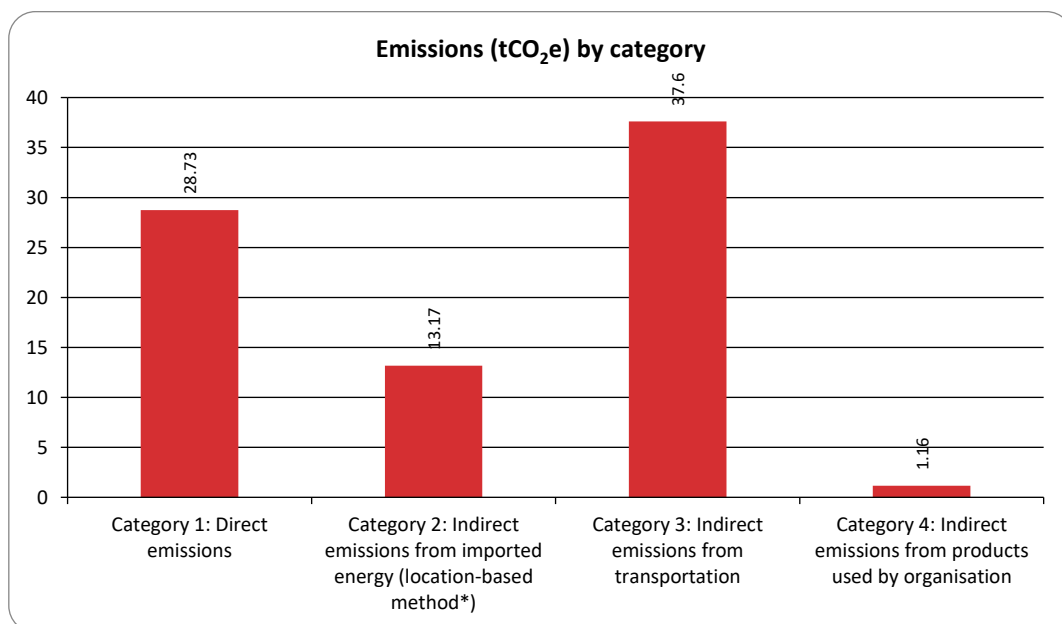
This is the annual greenhouse gas (GHG) emissions inventory and management report for RPP Group covering the measurement period 01 April 2024 to 31 March 2025.

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.

**Table 1: Inventory summary**

Category (ISO 14064-1:2018)	Scopes (ISO 14064-1:2006)	2021	2024	2025
Category 1: Direct emissions (tCO <sub>2</sub> e)	Scope 1	19.53	40.91	28.73
Category 2: Indirect emissions from imported energy (location-based method*) (tCO <sub>2</sub> e)	Scope 2	28.54	16.48	13.17
Category 3: Indirect emissions from transportation (tCO <sub>2</sub> e)	Scope 3	44.07	46.09	37.60
Category 4: Indirect emissions from products used by organisation (tCO <sub>2</sub> e)		2.47	1.43	1.16
Category 5: Indirect emissions associated with the use of products from the organisation (tCO <sub>2</sub> e)		0.00	0.00	0.00
Category 6: Indirect emissions from other sources (tCO <sub>2</sub> e)		0.00	0.00	0.00
<b>Total direct emissions (tCO<sub>2</sub>e)</b>		<b>19.53</b>	<b>40.91</b>	<b>28.73</b>
<b>Total indirect emissions* (tCO<sub>2</sub>e)</b>		<b>75.08</b>	<b>64.01</b>	<b>51.94</b>
<b>Total gross emissions* (tCO<sub>2</sub>e)</b>		<b>94.61</b>	<b>104.92</b>	<b>80.67</b>
Category 1 direct removals (tCO <sub>2</sub> e)		0.00	0.00	0.00
<b>Total net emissions (tCO<sub>2</sub>e)</b>		<b>94.61</b>	<b>104.92</b>	<b>80.67</b>

\*Emissions are reported using a location-based methodology.



**Figure 1: Emissions (tCO<sub>2</sub>e) by Category for this measurement period**

# CHAPTER 1: EMISSIONS INVENTORY REPORT

## 1.1. INTRODUCTION

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

We are using the Carbon reduction to support business objectives towards our net zero aspirations.

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: Emissions inventory summary for this measurement period

Measurement period: 01 April 2024 to 31 March 2025.

Category	Toitū carbon mandatory boundary (tCO <sub>2</sub> e)	Additional emissions (tCO <sub>2</sub> e)	Total emissions (tCO <sub>2</sub> e)
Category 1: Direct emissions	28.73 Car Large (diesel > 2.0L), Petrol retail station biofuel blend, Diesel retail station biofuel blend	0.00	28.73
Category 2: Indirect emissions from imported energy (location-based method*)	13.17 Electricity UK (Generation) (2013 Methodology)	0.00	13.17
Category 3: Indirect emissions from transportation	37.60 Air travel short haul (econ), 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 hybrid, Rail travel (national), Taxi (regular), Car Large (diesel > 2.0L), Car Small (petrol < 1.4L)	0.00	37.60
Category 4: Indirect emissions from products used by organisation	1.16 Electricity UK (T&D losses) (2013 Methodology)	0.00	1.16
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
<b>Total direct emissions</b>	<b>28.73</b>	<b>0.00</b>	<b>28.73</b>
<b>Total indirect emissions*</b>	<b>51.94</b>	<b>0.00</b>	<b>51.94</b>
<b>Total gross emissions*</b>	<b>80.67</b>	<b>0.00</b>	<b>80.67</b>
Category 1 direct removals		0.00	0.00
<b>Total net emissions</b>	<b>80.67</b>	<b>0.00</b>	<b>80.67</b>

Category	Toitū carbon mandatory boundary (tCO <sub>2</sub> e)	Additional emissions (tCO <sub>2</sub> e)	Total emissions (tCO <sub>2</sub> e)
Operating revenue (gross tCO <sub>2</sub> e / £Millions)		0.00	0.00

\*Emissions are reported using a location-based methodology.

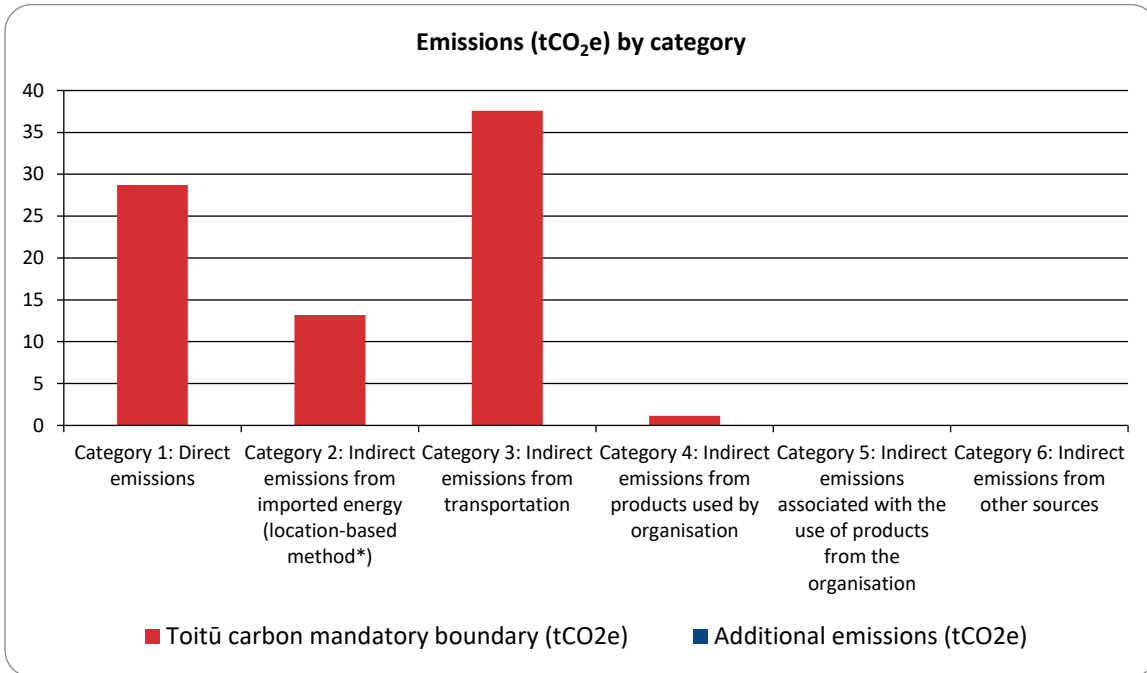


Figure 2: Emissions (tCO<sub>2</sub>e) by category

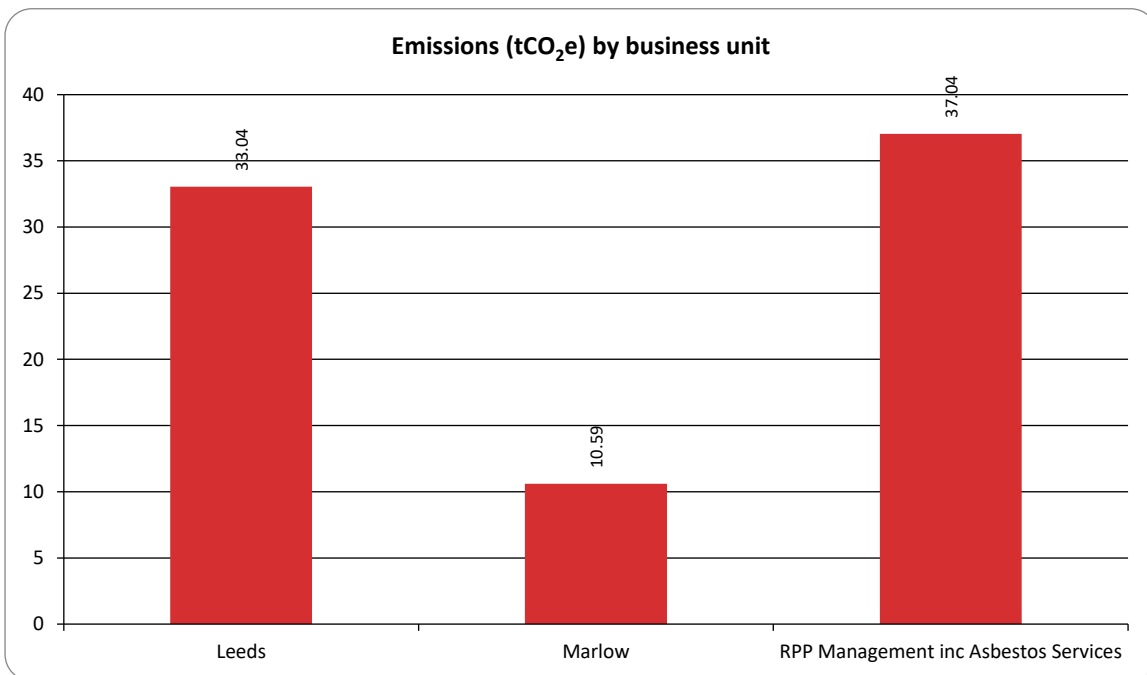


Figure 3: Emissions (tCO<sub>2</sub>e) by business unit

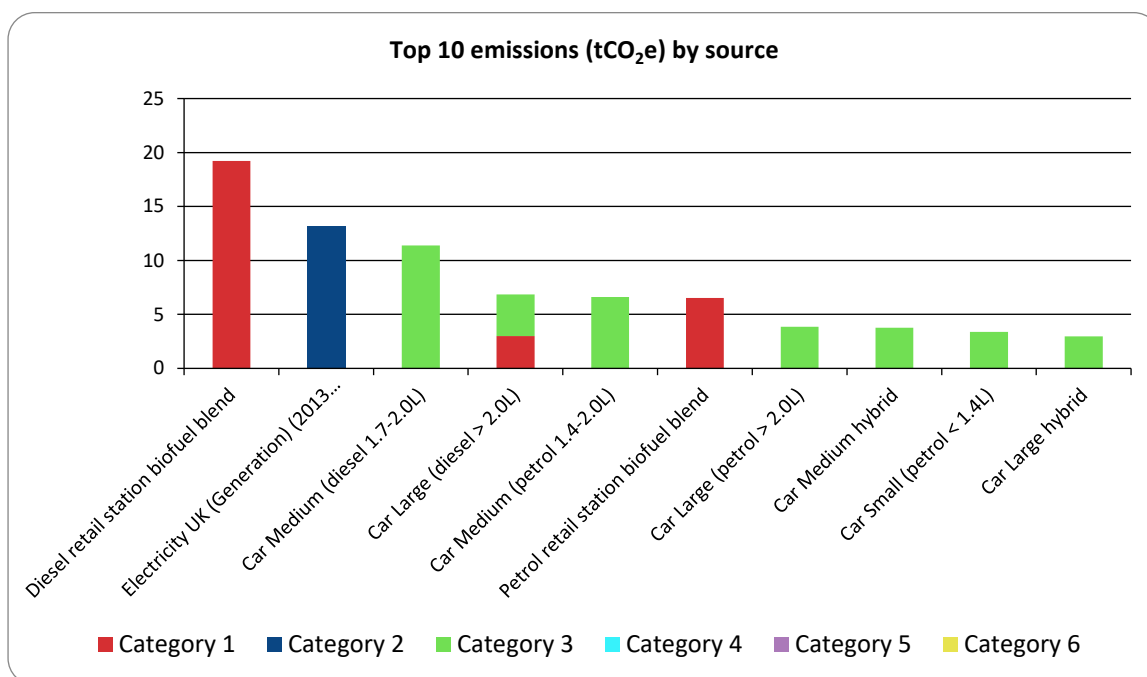


Figure 4: Top 10 emissions (tCO<sub>2</sub>e) by source

## 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 CO<sub>2</sub> 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, it's 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 CO<sub>2</sub> 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 Business Manager and Carbon Reduce Lead, Claire Mackenzie.

The person responsible for Carbon Reduction reporting and performance is Group Business Manager and Carbon Reduce Lead, Claire Mackenzie.

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 is a more suitable year due to Covid as explained above and a request will be made to amend the base year to 2021-2022.

Measurement period of this report: 01 April 2024 to 31 March 2025

Annually

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.

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 and RPP Management Limited.

For the KPI tCO<sub>2</sub>e/£M we are using the sum of RPP Ltd & RPP Management Ltd.

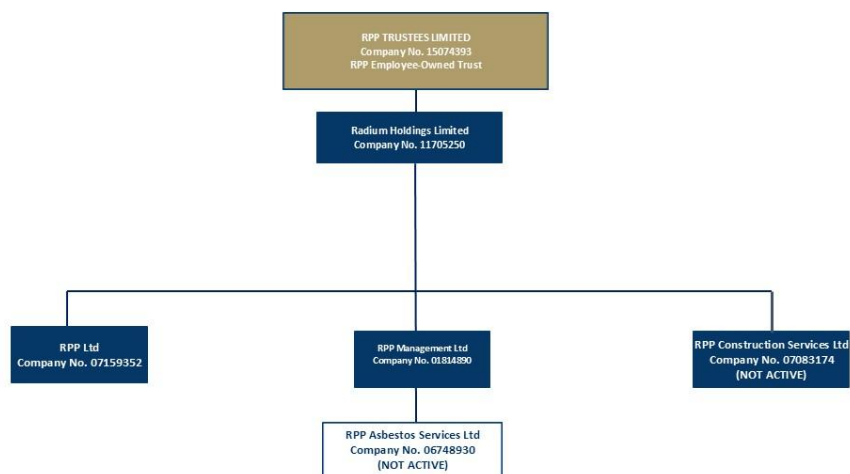


Figure 5: Organisational structure

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

Business unit	Address	Purpose
RPP Trustees Ltd (Radium Holdings)	Registered office address: First Floor Riverside West, Whitehall Road, Leeds LS1 4AW  Site contact : Claire Mackenzie  Sq m: 487  See business units for full time equivalent employees (FTE) numbers.	Head Office - Parent Company
ACTIVE		

Business unit	Address	Purpose
<p>RPP Limited – T/A Rex Procter and Partners</p> <p>ACTIVE</p>	<p>Site address: First Floor Riverside West, Whitehall Road, Leeds LS1 4AW</p> <p>Site contact : Claire Mackenzie</p> <p>Sq m: 487</p> <p>Site Address: Quarry Wood House, Marlow Reach, Station Approach, Marlow, Bucks, SL7 1NT</p> <p>Site Contact: Hilary Hunt</p> <p>Sq m: 170</p> <p>Site Address: 6 Bevis Marks, London, EC3A 7BA</p> <p>Site Contact: David Williams</p> <p>Sq m: 0</p> <p>41 FTEs - 28 (Leeds) 10 (Marlow/London)</p>	<p>Construction Consultancy Services</p>
<p>RPP Management Limited</p> <p>ACTIVE</p>	<p>Site address: First Floor Riverside West, Whitehall Road, Leeds LS1 4AW</p> <p>Site contact : Claire Mackenzie</p> <p>Sq m: 163</p> <p>Site Address: Quarry Wood House, Marlow Reach, Station Approach, Marlow, Bucks, SL7 1NT</p> <p>Site Contact: Hilary Hunt</p> <p>Sq m: 170</p> <p>8 FTEs – 6 (Leeds) 2 (Marlow)</p>	<p>Building and Party Wall Surveyors, Principal Designers, H&amp;S Consultants</p>
<p>RPP Asbestos Services</p> <p>DORMANT</p>	<p>Registered address: First Floor Riverside West, Whitehall Road, Leeds LS1 4AW</p> <p>Sq m: 487</p> <p>No employees</p>	<p>Asbestos Surveying Services</p>
<p>RPP Energy Services</p> <p>DORMANT</p>	<p>Registered address: First Floor Riverside West, Whitehall Road, Leeds LS1 4AW</p> <p>Sq m: 487</p> <p>No employees</p>	<p>Energy consultancy</p>



## CHAPTER 2: EMISSIONS MANAGEMENT AND REDUCTION REPORT

### 2.1. EMISSIONS REDUCTION RESULTS

Absolute scope 1 & 2 emissions have increased and emissions intensity (tCO<sub>2</sub>e/£Mgdp) in 2024-2025 had increased since the base year. Direct emissions have decreased this year; this is a trend in our reporting as this form of carbon emission has increased each year.

While we have increased the percentage of our companies being Hybrids, over all our number of companies cars is reducing with more of our employees opting for using private vehicles. This gives us less control over the types of cars our staff are using and in turn over our carbon emission. However, we have seen a reduction of indirect carbon emissions since last year, this is our first reduction since our base year.

Our business, following the long term impact of Covid on the construction industry, is back up and running with most of the industry being back on site. We can now see therefore a more accurate representation of the levels of carbon we produce while doing our work, creating targets and actions that reduce our impact.

Table 4: Comparison of historical GHG inventories

Category	2021	2022	2023	2024	2025
Category 1: Direct emissions (tCO <sub>2</sub> e)	19.53	28.06	36.25	40.91	28.73
Category 2: Indirect emissions from imported energy (location-based method*) (tCO <sub>2</sub> e)	28.54	20.91	15.67	16.48	13.17
Category 3: Indirect emissions from transportation (tCO <sub>2</sub> e)	44.07	55.39	54.38	46.09	37.60
Category 4: Indirect emissions from products used by organisation (tCO <sub>2</sub> e)	2.47	1.86	1.41	1.43	1.16
Category 5: Indirect emissions associated with the use of products from the organisation (tCO <sub>2</sub> e)	0.00	0.00	0.00	0.00	0.00
Category 6: Indirect emissions from other sources (tCO <sub>2</sub> e)	0.00	0.00	0.00	0.00	0.00
<b>Total direct emissions (tCO<sub>2</sub>e)</b>	<b>19.53</b>	<b>28.06</b>	<b>36.25</b>	<b>40.91</b>	<b>28.73</b>
<b>Total indirect emissions* (tCO<sub>2</sub>e)</b>	<b>75.08</b>	<b>78.16</b>	<b>71.47</b>	<b>64.01</b>	<b>51.94</b>
<b>Total gross emissions* (tCO<sub>2</sub>e)</b>	<b>94.61</b>	<b>106.22</b>	<b>107.72</b>	<b>104.92</b>	<b>80.67</b>
Category 1 direct removals (tCO <sub>2</sub> e)	0.00	0.00	0.00	0.00	0.00
<b>Total net emissions (tCO<sub>2</sub>e)</b>	<b>94.61</b>	<b>106.22</b>	<b>107.72</b>	<b>104.92</b>	<b>80.67</b>

Category	2021	2022	2023	2024	2025
<b>Emissions intensity</b>					
Operating revenue (gross tCO <sub>2</sub> e / £Millions)	11.16	14.86	11.26	12.69	0.00
Operating revenue (gross mandatory tCO <sub>2</sub> e / £Millions)	11.16	14.86	11.26	12.69	0.00

\*Emissions are reported using a location-based methodology.

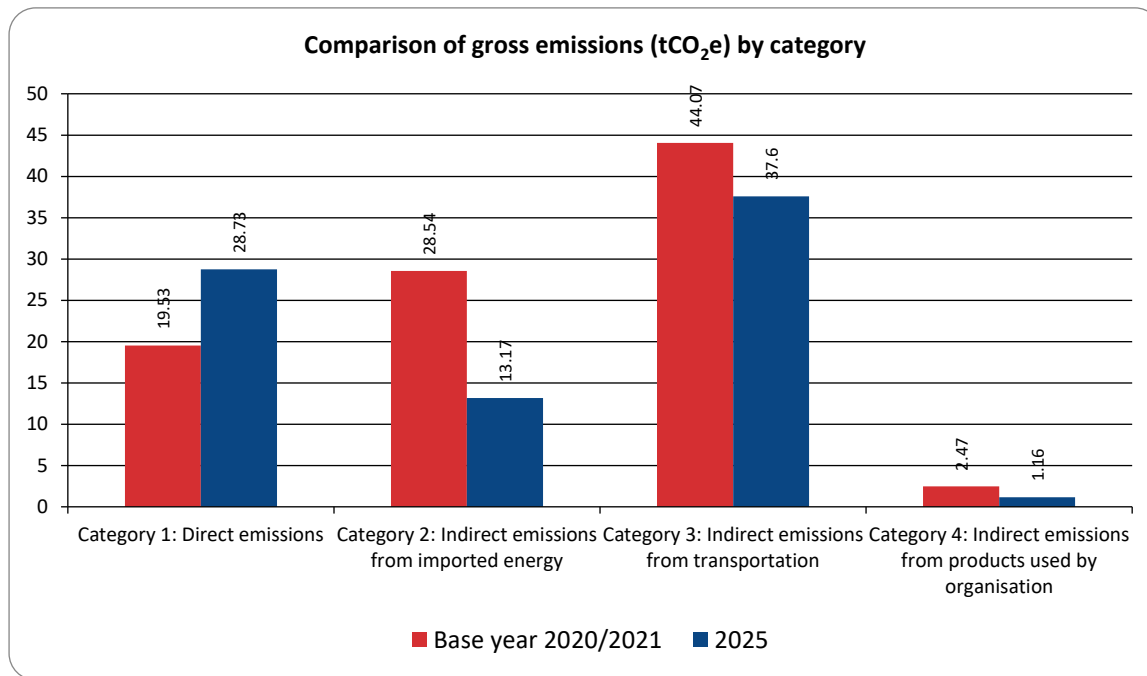


Figure 6: Comparison of gross emissions (tCO<sub>2</sub>e) by category between the reporting periods

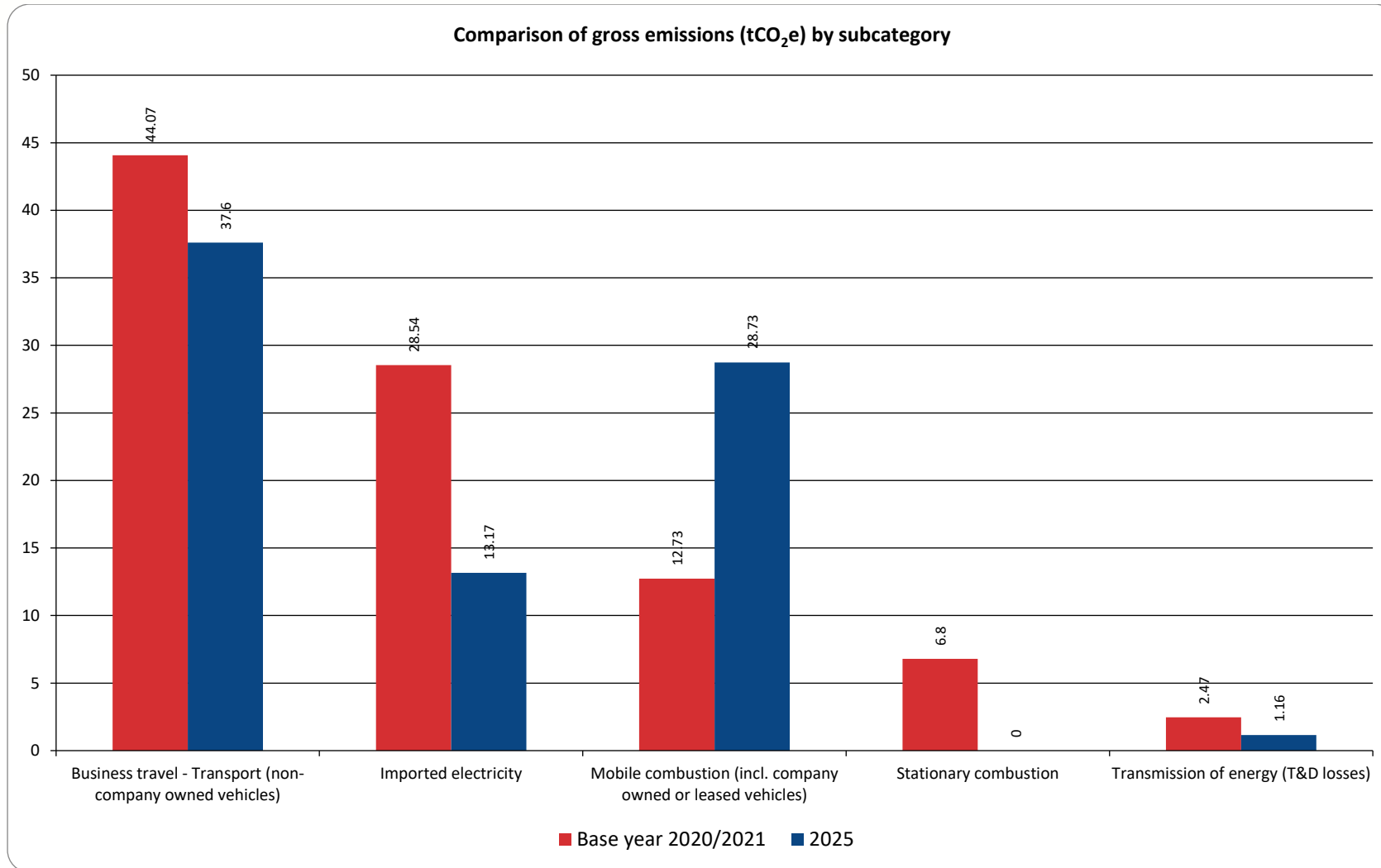


Figure 7: Comparison of gross emissions (tCO<sub>2</sub>e) by subcategory between the reporting periods

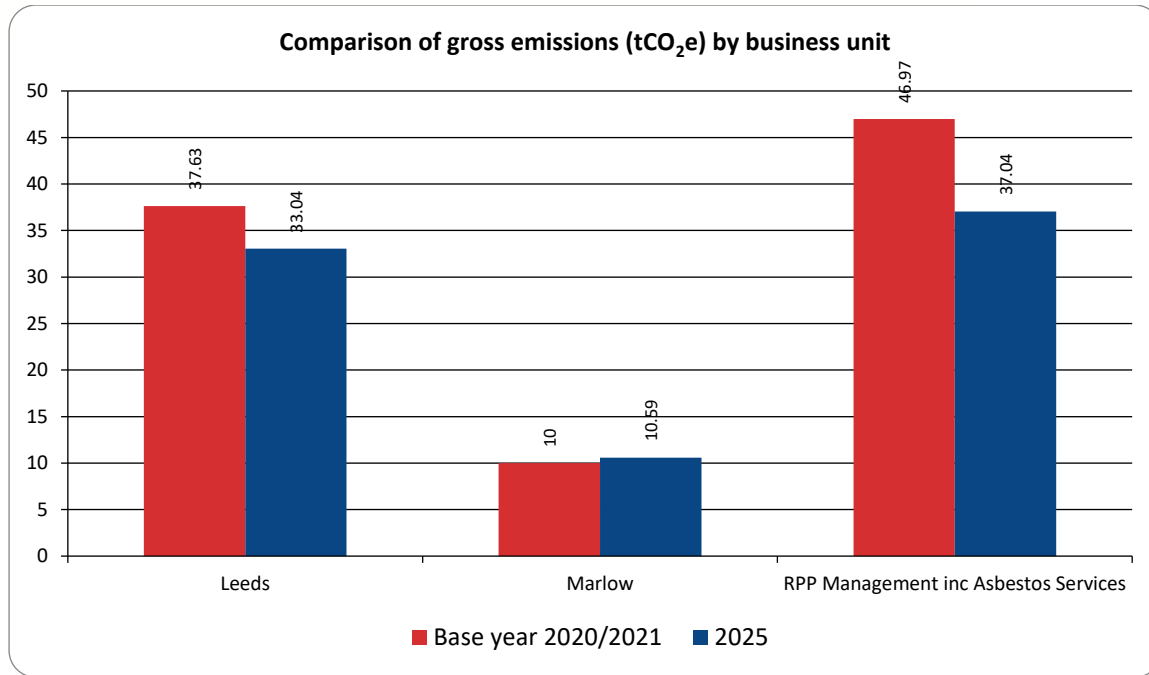


Figure 8: Comparison of gross emissions (tCO<sub>2</sub>e) by business unit between the reporting periods

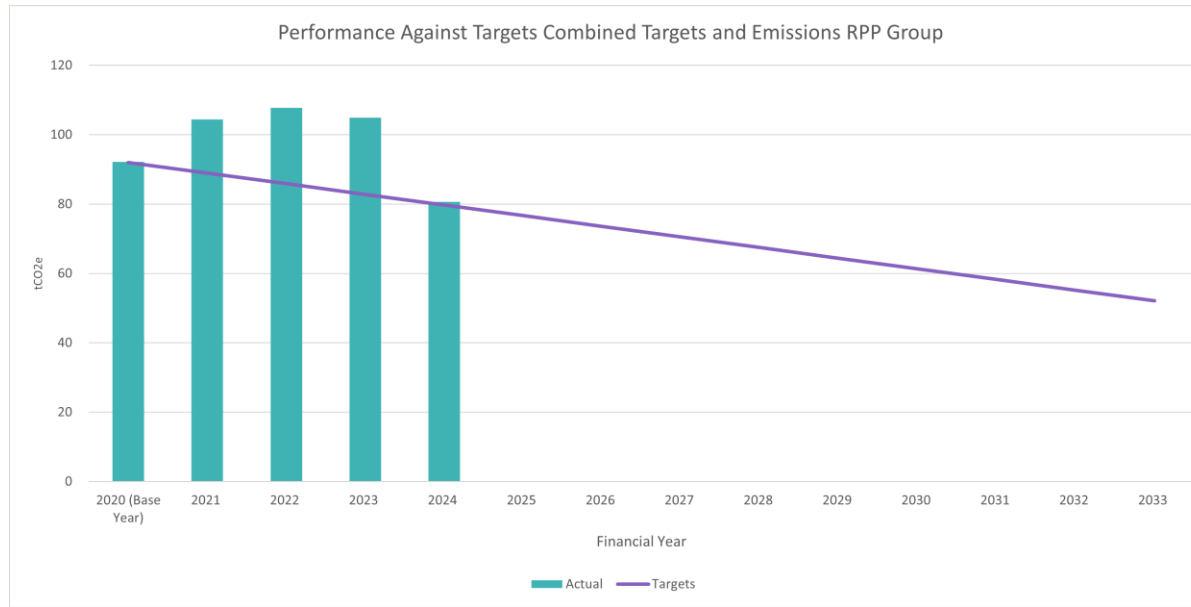


Figure 9: Performance against target since base year

Table 5. Performance against plan

Target name	Baseline period	Target date	Type of target (intensity or absolute)	Previous year (2021-2022)	Previous year (2022-2023)	Current performance (tCO <sub>2</sub> e)	Current performance (%)	Comments
Reduce vehicle CO <sub>2</sub> emissions	2020-2021	1/04/2027	absolute	55.39	54.38	45.70	16% decrease	Look to move company fleet to electric vehicles as current leases expire over the next 3 years.
Put a renewable energy policy in place	2020-2021	1/03/2025	absolute	20.91	15.67	12.61	20% decrease	Green energy suppliers for Leeds and Marlow with effect December 2024. Bradford office now closed.
Reduce purchased electricity emissions	2020-2021	1/04/2025	absolute	20.91	15.67	12.61	20% decrease	Achievable through switching to green electricity suppliers.

Target name	Baseline period	Target date	Type of target (intensity or absolute)	Previous year (2021-2022)	Previous year (2022-2023)	Current performance (tCO <sub>2</sub> e)	Current performance (%)	Comments
								Energy saving policy in place. We have reduced our footprint and have installed LED lighting at our Bradford office and Leeds office.

Table 6. Summary of emissions reduction performance

Emissions Reduction - Absolute metric	5-year Rolling Average vs. Base Year
tCO <sub>2</sub> e absolute	3.29 increase
Reduction Performance - Intensity metric	5-year Rolling Average vs. Base Year
tCO <sub>2</sub> e intensity	TBD

## 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.

Bradford office was closed on 31st August 2025 and no further emissions or energy will be caused by this office.

Data quality for vehicle emissions has significantly improved; we are now able to identify the type of vehicle in use from all employees – 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 7 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.

Our electricity usage in our Marlow and Leeds offices continues to reduce with each year, the installation of LED lighting across our offices has had a huge part to play in this. Our staff involvement has also significantly improved over the reported years, with colleagues opting for opening windows as apposed to using air conditioning, reduction in the use of printers and turning lights off when a room is not in use.

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. RPP Management/Asbestos significantly rely on the use of their vans for work.

Much of the work our Bradford office conducts is asbestos removal, damp surveys and building surveying; meaning out staff require large amounts of equipment for each job. Therefore they have to rely on the use of cars and vans. This has led to the continued increased of carbon emissions from vehicle use from RPP Management inc. Asbestos services each year.

However, Asbestos services ceased operating in August 2025 and should have a knock on effect to our fuel emissions as we no longer use any company vans.

Table 7. 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	01/03/2027*		Category 1 & 2	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.  Company fleet moving over to electric vehicles as current leases expire.
Put a renewable energy policy in place	2022-2023	1/12/2025		Category 2 and 4	2%	21.6	Electricity UK (Generation)	Group Business Manager	Achievable through commitment from Executive Directors.  Switch to Renewable Energy Supplier - Leeds and Marlow switching to renewable energy supplier, SmartestEnergy in November and December 2024. Liaise with Bradford landlord regarding their energy.
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 7, specific projects have been identified to achieve these targets, and are detailed in Table 8 below.

Table 8. Projects to reduce emissions

Objective	Project	Responsibility	Completion date	Potential co-benefits	Potential unintended consequences	Actions to minimise unintended consequence
Reduce vehicle CO2 emissions	Switch company fleet to all electric vehicles as current leases expire.	Claire Mackenzie, Group Office Manager	1/03/2027	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	Kirsty Sahebjam, Group Finance Assistant	Ongoing	None anticipated	None anticipated	n/a
Reduce purchased electricity emissions	Put a renewable energy policy in place	Claire Mackenzie, Group Office Manager	1/03/2026	None anticipated	None anticipated	n/a
	LED lighting installed across all offices.	Claire Mackenzie, Group Office Manager	Done	None anticipated	None anticipated	n/a
	Internal energy reduction awareness campaign	Group Marketing Manager	1/03/2026	None anticipated	None anticipated	n/a

Table 9 highlights emission sources that have been identified for improving source the data quality in future inventories.

Table 9. 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	Completed 06/04/24
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.	Kirsty Sahebjam, Group Finance Assistant	Target 31/03/26

## 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 Business Manager.

## 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 Group.xls).

**Table 10. Direct GHG emissions and removals, quantified separately for each applicable gas**

Category	CO <sub>2</sub>	CH <sub>4</sub>	N <sub>2</sub> O	NF <sub>3</sub>	SF <sub>6</sub>	HFC	PFC	Desflurane	Sevoflurane	Isoflurane	Emissions total (tCO <sub>2</sub> 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)	28.31	0.03	0.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28.73
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
Fugitive Emissions	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
<b>Total net emissions</b>	<b>28.31</b>	<b>0.03</b>	<b>0.29</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>28.73</b>

Table 11. Non-biogenic, biogenic anthropogenic and biogenic non-anthropogenic CO<sub>2</sub> emissions and removals by category

Category	Anthropogenic biogenic CO <sub>2</sub> emissions	Anthropogenic biogenic (CH <sub>4</sub> and N <sub>2</sub> O) emissions (tCO <sub>2</sub> e)	Non-anthropogenic biogenic (tCO <sub>2</sub> e)
Category 1: Direct emissions	1.62	0.30	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
<b>Total gross emissions</b>	<b>1.62</b>	<b>0.30</b>	<b>0.00</b>

## 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.

Table 16 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.

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 12 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 Assistant, Kirsty Sahebjam, Group Business Manager Claire Mackenzie and Group Finance Manager, Richard Wilson. All data is reported using Appendix 1 and the E-Manage system.

Table 12. 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 meter reading obtained in April 24 - averaged out to daily rate and then applied to the year	The landlord of the offices was very reluctant to install a meter for electricity readings. We were finally able to achieve the installation in April 2024 so we have had to use the average. We have begun accurate readings for this year ready for the next audit.	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 input 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 <a href="https://www.lner.co.uk/tickets-savings/the-best-way-to-travel/our-commitment-to-the-environment/">https://www.lner.co.uk/tickets-savings/the-best-way-to-travel/our-commitment-to-the-environment/</a>. 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 13. 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	HFCs form air conditioning	Category 1: Direct emissions	De minimis
Rex Procter and Partners (Leeds) Rex Procter and Partners (Marlow) RPP Management	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:

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

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 conversion.

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.

##### Reason for purchase

N/A

#### 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.

## APPENDIX 2: SIGNIFICANCE CRITERIA USED

Table 14. 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
<a href="#">Cover page</a>	9.3.1 b, c, r 9.3.2 d,	TR8.2, TR8.3
<a href="#">Availability</a>	9.2 g	
<a href="#">Chapter 1: Emissions Inventory Report</a>		
<a href="#">1.1. Introduction</a>	9.3.2 a	
<a href="#">1.2. Emissions inventory results</a>	9.3.1 f, h, j 9.3.3	TR4.14, TR4.16, TR4.17
<a href="#">1.3. Organisational context</a>	9.3.1 a	
<a href="#">1.3.1. Organisation description</a>	9.3.1 a	
<a href="#">1.3.2. Statement of intent</a>		TR4.2
<a href="#">1.3.3. Person responsible</a>	9.3.1 b	
<a href="#">1.3.4. Reporting period</a>	9.3.1 l	TR5.1, TR5.8
<a href="#">1.3.5. Organisational boundary and consolidation approach</a>	9.3.1.d	TR4.3, TR4.5, TR4.7, TR4.11
<a href="#">1.3.6. Excluded business units</a>		
<a href="#">Chapter 2: Emissions Management and Reduction Report</a>		
<a href="#">2.1. Emissions reduction results</a>	9.3.1 f, h, j, k 9.3.2 j, k	TR4.14, TR6.18
<a href="#">2.2. Significant emissions sources</a>		
<a href="#">2.3. Emissions reduction targets</a>		TR6.1, TR6.2, TR6.4, TR6.6, TR6.8,
<a href="#">2.4. Emissions reduction projects</a>	9.3.2 b	TR6.8, TR6.11, TR6.12, TR6.13, TR6.14, TR6.15
<a href="#">2.5. Staff engagement</a>		TR6.1, TR6.9

Section of this report	ISO 14064-1:2018 clause	Organisational Technical Requirement rule
<a href="#">2.6. Key performance indicators</a>		TR6.19
<a href="#">2.7. Monitoring and reporting</a>	9.3.2 h	TR6.2
<a href="#">Appendix 1: Detailed greenhouse gas inventory</a>	9.3.1 f, g	TR4.9, TR4.15
<a href="#">A1.1 Reporting boundaries</a>		
<a href="#">A1.1.1 Emission source identification method and significance criteria</a>	9.3.1 e	TR4.12, TR4.13
<a href="#">A1.1.2 Included emissions sources and activity data collection</a>	9.3.1 p, q 9.3.2 i	TR5.4, TR5.6, TR5.17, TR5.18,
<a href="#">A1.1.3 Excluded emissions sources and sinks</a>	9.3.1 i	TR5.21, TR5.22, TR5.23
<a href="#">A1.2 Quantified inventory of emissions and removals</a>		
<a href="#">A1.2.1 Calculation methodology</a>	9.3.1 m, n, o, t	
<a href="#">A1.2.2 Historical recalculations</a>		
<a href="#">A1.2.3 GHG Storage and Liabilities</a>		
<a href="#">A1.2.3.1 GHG stocks held on site</a>		TR4.18
<a href="#">A1.2.3.2 Land-use liabilities</a>	9.3.3.	TR4.19
<a href="#">A1.2.4 Supplementary results</a>		
<a href="#">A1.2.4.1 Carbon credits and offsets</a>	9.3.3.3	
<a href="#">A1.2.4.2 Purchased or developed reduction or removal enhancement projects</a>	9.3.2 c	
<a href="#">A1.2.4.3 Double counting and double offsetting</a>		
<a href="#">Appendix 2: Significance criteria used</a>	9.3.1.e	TR4.12
<a href="#">Appendix 3: Certification mark use</a>		TR3.6
<a href="#">Appendix 4: References</a>		
<a href="#">Appendix 5: Reporting index</a>		