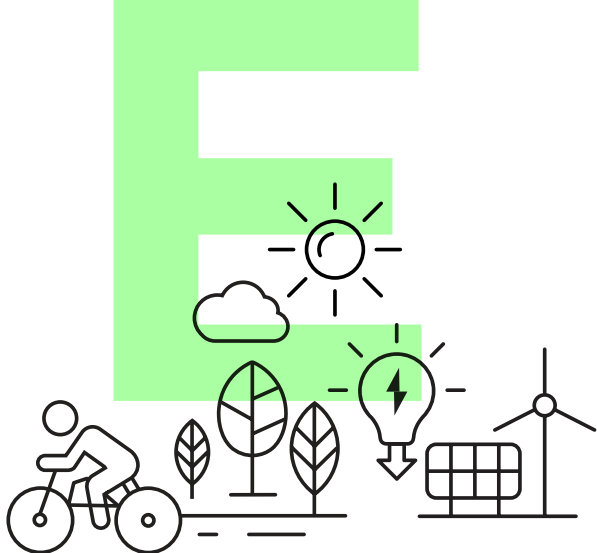


Carbon Reduction Plan

Client:	TODD Architects
Address:	2nd Floor Titanic House Titanic Quarter Belfast BT3 9DT Northern Ireland
Tel:	028 9024 5587
Project:	Carbon Reduction Plan / PPN 06-21
Verified by:	CarbonFIT
Tel:	028 9013 0167
Our Ref:	TA / CarbonFIT / CRPPN 06-21

PPN06/21



Carbon Reduction Plan

1.0 Introduction

We have engaged CarbonFIT to review and audit our Carbon Footprint and assist in setting a clear path to Net Zero for Scope 1,2 and 3 by 2050 in line with PPN 06/21 and GHG Protocols.

CarbonFIT have carried out an audit in accordance with ISO14064-1.

To commence the process, CarbonFIT have reviewed our organisation's energy and carbon usage and consumption throughout the organisation's buildings, processes, vehicles, travel, distribution, and waste in line with PPN06/21, GHG Corporate Accounting and Reporting Standard and GHG Scope 3 calculations Guidance standards.

The review was completed for 2019, 2020 and 2021. For the purpose of this report and in accordance with PPN06/21, the baseline and last financial year have been reported.

Emissions have been calculated using the Department for Business, Energy, and Industrial Strategy (BEIS) Conversion Factors for company reporting of GHG emissions.

In line with PPN 06/21 requirements Todd Architects can confirm we are fully committed to achieving Net Zero by 2040.

This plan will be updated annually in line with our financial year end. The next revision is due June 2023.

2.0 Company Overview

Todd Architects is Northern Ireland's leading architectural practice, with satellite offices in London, Dublin, and Manchester. We are a client focused practice which delivers high quality design solutions which enhance the built environment, add value, and improve the lives of users.

BASE FINANCIAL YEAR

1st July 2018 - 31st June 2019

FINANCIAL YEAR REPORTING

1st July 2021 - 31st June 2022

COMPANY TEAM

Michael Edwards
Operations & Finance Director
Michael.Edwards@toddarch.co.uk

Jim Mulholland
Director
Jim.Mulholland@toddarch.co.uk



Carbon Reduction Plan

3.0 Baseline Emissions

Our baseline year is July 2018 – June 2019. This was chosen to align our Net Zero Pledge. Scope 1,2 and 3 emissions as required by PPN06/21 are outlined below:

Scope 1

Primary Fuel Combustion (On-site)	7.44 tCO ₂ e
Machinery/Manufacturing Process	0.00tCO ₂ e
Road Transport	0.00 tCO ₂ e
C1. Total Scope 1	7.44 tCO₂e

Scope 2

Electricity Consumed (Location Based)	12.41 tCO ₂ e
Electricity Consumed (Market Based/Onsite Generation/Renewable)	0.00 tCO ₂ e

C2. Total Scope 2

12.41 tCO₂e

Scope 3

Category 3: Fuel and Energy Related Activities	9.15 tCO ₂ e
Category 4: Upstream Transportation and Distribution	0.49 tCO ₂ e*
Category 5: Waste Generated in Operations	unavailable tCO ₂ e*
Category 6: Business Travel	40.37 tCO ₂ e*
Category 7: Employee Commuting	unavailable tCO ₂ e*
Category 9: Downstream Transportation and Distribution	N/a tCO ₂ e
C3. Total Scope 3	50.01 tCO ₂ e

C4. Total Scope 1,2 & 3 Carbon Emissions

69.86 tCO₂e

*Assumptions made in calculations where applicable

* Waste & Employee Commute information is unavailable at this time

*N/a deemed not applicable to the company in reporting year



Carbon Reduction Plan

4.0 Financial Year Reporting Emissions

Below are the carbon emissions for Financial Year July 2021 – June 2022:

Scope 1	
Primary Fuel Combustion (On-site)	7.79 tCO ₂ e
Machinery/Manufacturing Process	0.00 tCO ₂ e
Road Transport	0.00 tCO ₂ e
C1. Total Scope 1	7.79 tCO₂e
Scope 2	
Electricity Consumed (Location Based)	9.17 tCO ₂ e
Electricity Consumed (Market Based/Onsite Generation/Renewable)	0.00 tCO ₂ e
C2. Total Scope 2	9.17 tCO₂e
Scope 3	
Category 3: Fuel and Energy Related Activities	12.01 tCO ₂ e
Category 4: Upstream Transportation and Distribution	0.33 tCO ₂ e*
Category 5: Waste Generated in Operations	Unavailable tCO ₂ e*
Category 6: Business Travel	42.95 tCO ₂ e*
Category 7: Employee Commuting	95.02 tCO ₂ e*
Category 9: Downstream Transportation and Distribution	N/a tCO ₂ e
C3. Total Scope 3	150.31 tCO₂e
C4. Total Scope 1,2 & 3 Carbon Emissions	167.26 tCO₂e

* Assumptions made in calculations where applicable

* Waste information is not available at this time and is under review

* Category 9 has been deemed not applicable in the reporting year



Carbon Reduction Plan

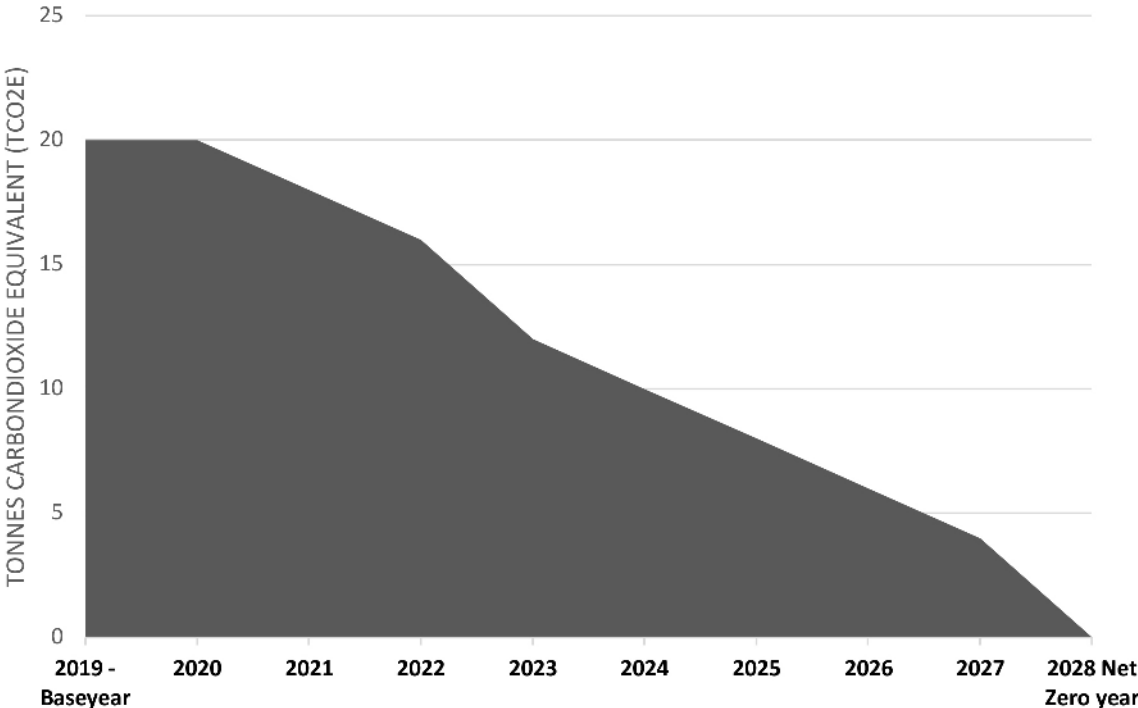
5.0 Emission Reduction Targets

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

We aim to reduce our Scope 1 and 2 emissions by 50% by 2025 and 100% by 2028.

We commit to engaging with 80% of our suppliers within the next 48 months with the aim of quantifying our Scope 3 Supply chain emissions to view to reduction by 100% by 2040.

Scope 1 & 2 Net Zero Timeline Trajectory

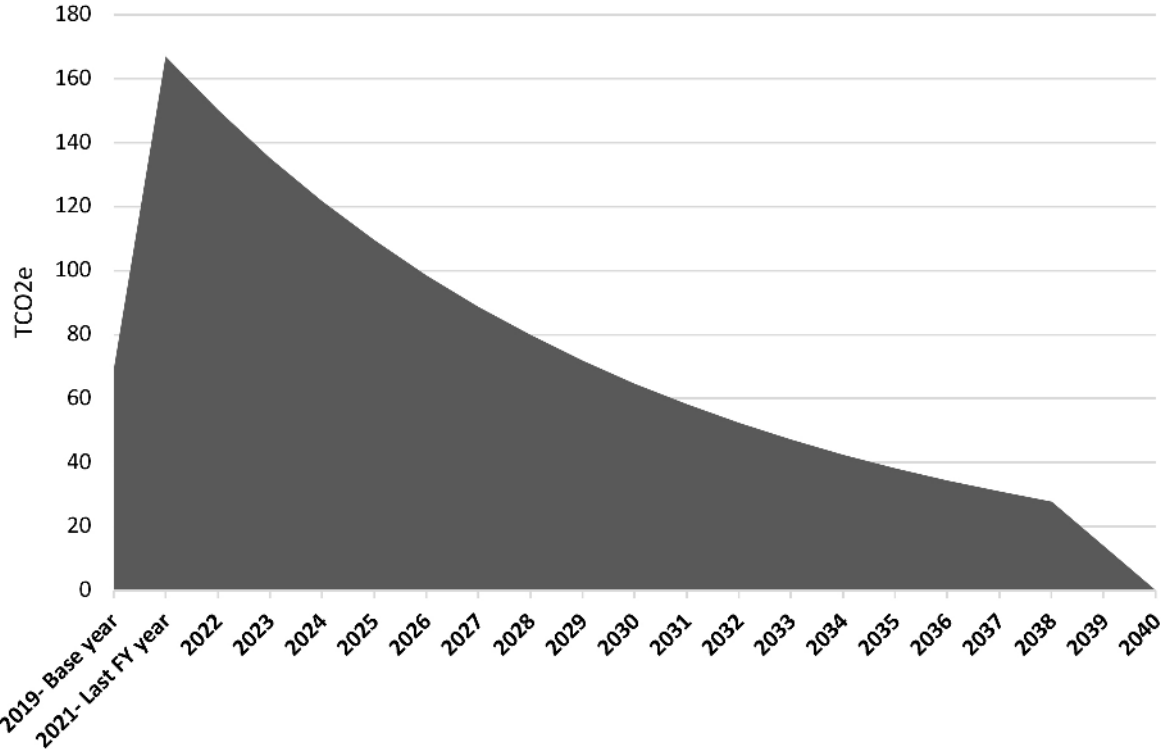


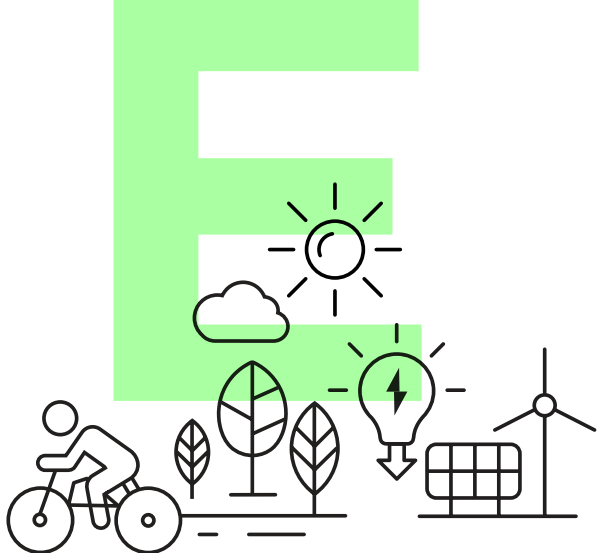


Carbon Reduction Plan

5.1 Emission Reduction Targets

Scope 3 Net Zero Timeline Trajectory





Carbon Reduction Plan

6.0 Current To Date Carbon Reduction Projects

The following environmental management measures and projects have been completed or implemented since the 2018/2019 baseline:

- After the global pandemic (Covid-19), we have continued having meetings as much as possible where applicable over the likes of Zoom or Microsoft teams' which results in fewer emissions towards the environment and less travel time.
- We have implemented at director level that for any business cars leased come under the category of either Hybrid or full electric.
- We have set a target within office to cut back on the amount of printed paper and to only do so where required.
- Recycling is one of our main focuses whereby we now have waste segregation and a recycling process in action, separating paper from general waste.

We aim for our next reporting period to include further actions that have been identified with the help of CarbonFIT for last year's reporting.



Carbon Reduction Plan

7.0 Future Carbon Reduction Projects

The following environmental management measures and projects have been listed to have further investigation prior implementation:

SCOPE 1

ACTION	DESCRIPTION
Implement a Carbon Management Policy	We have implemented a Carbon Management Policy and will commence procedures to improve awareness among partners and management to enhance awareness during site setups and operation.
Consider replacing Petrol/Diesel cars with EV's	We have replaced all directors cars with either EV or hybrid. Upon next upgrade all cars will be EV only.
Consider installing EV Chargers	We are reviewing option of installing EV charging points to facilitate the use of electric vehicles with our landlord . Lowering the use of petrol / diesel in the organisation will greatly improve Scope 1 emissions.



Carbon Reduction Plan

7.1 Future Carbon Reduction Projects (CTD)

SCOPE 2

ACTION	DESCRIPTION
Monitoring your Carbon footprint	We will monitor and track your carbon usage monthly to ensure changes are implemented and the carbon reduction target is on track manually or online via a system such as CarbonFIT.
Considering installing Energy Monitoring & Targeting	Energy Monitoring & Targeting technologies records consumptions passed through meters. The data can be used to produce energy reports, identify baseloads, and help the business establish its operational costs and reduce the overall carbon footprint. We are reviewing possibilities with our landlord.
Green Electricity Supply	Green Supply contracts are currently being negotiated for the site to reduce Scope 2 emissions and will take effect in FY 2023.
Replacing Fluorescent Lighting tubes with LED	We aim to replace all fluorescent tubes with LED Lighting to reduce overall wattage and electrical demand in FY 23
Replacing T8 Lamps with retrofit T5 conversion kit	We aim to replace T8 Tubes with T5 fluorescent Lighting tubes in FY 23.
Consider Energy Efficient Office Equipment	Our office policy includes guidance for the upgrade their Office based equipment with energy efficient options. These will lower the electricity demand.



Carbon Reduction Plan

7.2 Future Carbon Reduction Projects (CTD)

SCOPE 3

ACTION	DESCRIPTION
Low emission - Car Hire	Car policy hire will be upgraded to include EV Cars only . Car Club is also under review as a potential project in 2023.
Low emission - Airlines	We are reviewing the possibility of partnering with an airliner that offsets any emissions associated with the flight.
Transport - hire	Other forms of transport such as e-bike, e-scooter, bicycle are under review with our green team
Employee Commuting - General	Consider other forms of transport such as e-bike, e-scooter, bicycle, hydrogen/Electric buses etc Bike pass membership for all office locations will be purchased to provide alternative transport options to staff.
Employee Commuting - Working from home	We are actively considering implementing a more frequent working from home policy to reduce the impact of emissions associated with "Employee Commuting."
Wheel Alignment for Car are within service contracts	Wheel alignment will be carried with specialised laser equipment with accuracy tolerances up to 0.15 degrees. The potential benefits of carrying out wheel alignment are:
	• Reduced fuel consumption (1° of misalignment could increase fuel consumption by 5%)
	• Improved tyre life (0.5° misalignment can diminish tyre life by 50%)
	• Reduced carbon emissions
	• Less wear and stress on mechanical components • Improved braking performance and safety
Ecodriver Training Courses	Assumed a conservative 4% saving on Fuel Consumption Case studies carried out by the Energy Saving Trust conclude that eco-driver training provides 15% fuel savings on the day of training and 6% savings long term. Combining eco-driver training with the existing vehicle monitoring system will ensure the skills provided are employed by driver's long term and thus exceed the typical 6% saving. Monitoring the driver's performance during training and testing can provide a benchmark for comparison to long term driving standards.
Fuel Efficient Tyre Replacement and service contract	Manufacturers claim energy efficient tyres provide a 25% reduction in rolling resistance that translates to a total fuel saving of 5% - 10%.



Carbon Reduction Plan

8 Declaration & Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

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

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and with required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of the Organisation:

Print Name:
Jim Mullholland

Position:
Director