HALL AND PARTNERS (SPECIAL PROJECTS) LIMITED

CARBON REDUCTION PLAN (PPN006 COMPLIANT)

APPENDIX

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Document Preparation and Issue Control

Date	Revision/Amendment Details & Reason	Author
31.03.25	Carbon Reduction Plan Created	Matt Fletcher
01.05.26	**Annual Review & Update (assumptions removed)**	**Matt Fletcher**

Rev	Originator	Approved	Date
01	Matt Fletcher	Mark Sanderson	01/05/2026

This document is to be reviewed annually and updated to current legislation. Next review due: ***April 2027***

1.0 Commitment to achieving net zero

1.1 Hall and Partners is committed to achieving net zero emissions by 2050 in line with UK Government policy and the requirements of PPN 006.

1.2 As a professional services consultancy, our emissions profile is predominantly Scope 3.

1.3 We are committed to measuring, reporting, and reducing our emissions annually.

2.0 Baseline emissions footprint

2.1 Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

2.2 Our baseline year in 2024/25, calculated using the SME Climate Hub methodology, which is aligned with the Greenhouse Gases (GHG) Protocol and designed for small and medium-sized enterprises.

Baseline year: 2024/25	
Additional details relating to the baseline emissions calculations:	
Our office heating, electricity supply and waste management is managed centrally by our landlord as part of our lease agreement. We do not have operational control over the energy contract or access to metered consumption data. As a result, our heating and electricity emissions have been calculated using the rates for offices included in the Non-Domestic National Energy Efficiency Data Framework 2022 (England and Wales). Our water consumption and waste generation has been estimated using office-sector benchmarks based on employee numbers, office occupancy and floor area.	
Baseline year emissions:	
Emissions	**Total (tCO2e)**
Scope 1 – Direct Emissions	18.60
Scope 2 – Purchased Electricity	3.16
Scope 3 – Value Chain Emissions	74.30
Total emissions	**96.06**

3.0 Current emissions reporting

Reporting year: 2025/26	
Emissions	**Total (tCO2e)**
Scope 1 – Direct Emissions	18.41
Scope 2 – Purchased Electricity	3.16
Scope 3 – Value Chain Emissions	52.79
Total emissions	**74.36**

3.1 These figures will be updated annually and published on our website in accordance with PPN 006.

4.0 Emissions reduction targets

4.1 In order to continue our progress to achieving net zero, we have adopted the following carbon reduction targets.

4.2 We project that carbon emissions will decrease over the next five years to **48** tCO_2e by 2031. This is a reduction of 50% against baseline emissions.

5.0 Carbon reduction projects

5.1 Completed carbon reduction initiatives

5.1.1 The following environmental management measures and projects have been completed or implemented since the 2024/25 baseline.

- Reducing Unnecessary travel: favouring virtual meetings, utilising MS TEAMS
- Change to LED lighting
- Company Cars changed to Plug-in Hybrid models
- Reduction in commuting costs through use of Electric vehicles.

5.1.2 The carbon emission reduction achieved by these schemes equates to **21.70** $\mathbf{tCO_2e}$, a **22.6%** reduction against the 2024/25 baseline and the measures are currently in effect.

5.2 Future carbon reduction initiatives: In the future we hope to implement further measures such as:

5.2.1 Short Term initiatives

- Introducing a Cycle to Work scheme to encourage sustainable commuting.
- Reducing our printing quantities and costs as our Photocopier licenses come up for renewal.

5.2.2 Medium Term initiatives

- Consider hybrid working policy to cut commuting days.
- Promote car sharing for site visits.
- Procurement: prioritise suppliers with environmental credentials
- Procurement: extend equipment lifecycles (laptop renewal increased from 4 to 5 years)
- Waste & recycling: encourage digital documentation over printed materials.

5.2.3 The longer term targets include:

- Progressive tightening of travel rules.
- Transition to low emission or electric vehicles for company travel where feasible.
- ISO 14001 alignment if client demand increases.
- Building upgrades and increased sustainability requirements as leases renew.
- Purchase of permanent removals such as long-term afforestation.

5.2.4 Due to the nature of our business, there will be unavoidable residual carbon emissions including commuting that cannot be avoided, essential travel and remaining building energy. We will continue to revisit this as technology, infrastructure and norms change.

6.0 Declaration and sign off

This Carbon Reduction Plan has been completed in accordance with PPN 006 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 uses 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 (where required), and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard.

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

Signed on behalf of the supplier

Signed M Sanderson Date: 01 May 2026

M. SANDERSON Dip Surv MRICS

MANAGING DIRECTOR