

Carbon Reduction Plan

Supplier name Halliday Fraser Munro

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Commitment to achieving net zero

Halliday Fraser Munro is committed to achieving net zero emissions by 2050.

Baseline emissions footprint

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.

Emissions Type	01/04/2021 to 31/03/2022 (Baseline and Previous Year tCO2e)	01/04/2023 to 31/03/2024 (Reporting Year tCO2e)	% Difference
Aberdeen Office Data			
Scope 1 Total			
Pool Cars	10.60	8.09	
Scope 2 Total			
Grid Supplied Electricity	19.49	18.15	
Gas consumed for Heat	0.39	0.39	
Scope 3 Total			
Waste	9.71	9.23	
Employee Own Transport - Commuting	2.13	3.39	
Employee Public Transport - Commuting	0.00	1.92	
Transmission Losses	1.81	1.58	
Total			
Edinburgh Office Data			
Scope 1 Total			
Pool Cars	0.00	0.00	
Scope 2 Total			
Grid Supplied Electricity	1.30	1.22	
Gas consumed for Heat	0.03	0.03	
Scope 3 Total			
Waste	0.65	0.62	

Employee Own Transport - Commuting	0.14	0.23	
Employee Public Transport - Commuting	1.90	3.18	
Transmission Losses	0.12	0.11	
Total			
Glasgow Office Data			
Scope 1 Total			
Pool Cars	0.00	0.00	
Scope 2 Total			
Grid Supplied Electricity	3.90	3.63	
Gas consumed for Heat	0.08	0.08	
Scope 3 Total			
Waste	1.94	1.85	
Employee Own Transport - Commuting	0.43	0.68	
Employee Public Transport - Commuting	1.58	0.90	
Transmission Losses	0.36	0.32	
Total			
All Business Data			
Scope 1 Total			-23.7%
Pool Cars	10.60	8.09	
Scope 2 Total			-6.7%
Grid Supplied Electricity	24.7	23	
Gas consumed for Heat	0.5	0.5	
Scope 3 Total			36.6%
Waste	12.3	11.7	
Employee Own Transport - Commuting	2.7	4.3	
Employee Public Transport - Commuting	2.0	5.7	
Transmission Losses	2.3	2.0	
Total	55.1	55.25	4.1%

Emissions reduction targets

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

Halliday Fraser Munro commits to achieving Net Zero by 2050, aligned with the Science Based Targets Initiative methodology requiring 90-95% emission reductions, with residual emissions addressed through verified carbon removal or offsetting.

Interim Targets:

- **By 2027:** Achieve net-zero operational emissions (Scope 1 & 2) through complete EV fleet transition and 100% renewable electricity.
- **By 2030:** Reduce total emissions (Scope 1, 2 & 3) by 50% from 2022/23 baseline.
- **By 2040:** Achieve 90% reduction from 2022/23 baseline across all scopes.
- **By 2050:** Achieve Net Zero across all operations.

Future Carbon Reduction Initiatives

Staff Engagement and Knowledge Development:

- Quarterly sustainability training programme for all staff covering sustainable design principles, embodied carbon assessment, and low-carbon specifications.
- Voluntary Sustainability Champions network with representatives from each office cascading knowledge and supporting colleagues in applying sustainable practices.
- Integration of sustainability topics into fortnightly CPD sessions, ensuring continuous professional development aligns with carbon reduction objectives.
- Recognition of offices and teams achieving sustainability milestones such as improved recycling rates, travel reduction, and successful low-carbon project delivery.

Supply Chain Collaboration and Alignment:

- Communication of our carbon reduction commitments and sustainability policies to all consultant partners and suppliers, with sustainability criteria integrated into selection processes.
- Collaborative approach to low-carbon design development, working with consultants to identify embodied carbon reduction opportunities in specifications and material choices.
- Invitation to supply chain partners to participate in relevant training sessions and knowledge-sharing forums where appropriate.
- Annual supply chain sustainability dialogue to share progress, challenges, and emerging best practices in carbon reduction

Enhanced Scope 3 Reporting:

- Systematic assessment of additional Scope 3 categories from the 15 international guidance categories (GHG Protocol Corporate Value Chain Standard).
- Implementation of enhanced data collection processes for categories including purchased goods and services, capital goods, and employee commuting.

Transport and Travel Optimisation:

- Complete elimination of fossil fuel pool vehicles (retire remaining petrol vehicle by 2026).
- Implementation of travel hierarchy policy encouraging public transport, video conferencing, and combined site visits.
- Staff incentives for sustainable business travel choices.
- Enhanced EV charging monitoring and optimisation.

Operational Efficiency:

- Continued waste volume reduction through staff engagement and awareness initiatives.
- Energy efficiency improvements where feasible within leased premises constraints.
- Enhanced monitoring and reporting systems for all emission sources.

Sustainable Design and Construction:

- Apply for PAS 2080 Conformity Certification (carbon management in infrastructure).
- Promote the use of Modern Methods of Construction (MMC) / off-site manufacturing where appropriate in project specifications.
- Specify low-carbon concrete and steel alternatives where technically appropriate.
- Apply BREEAM standards (targeting Excellent minimum) on suitable projects.
- Integrate whole-life carbon assessments into all design processes.

Net Zero Action Policy Development:

- Development of formal Carbon Reduction Policy aligned with Science Based Targets methodology.
- Achieve 90-95% emission reduction target by 2050.
- Regular review and updating of reduction strategies and targets.
- Integration of carbon reduction objectives into strategic business planning.
- Allocation of appropriate resources to support emission reduction pathway.

Monitoring and Reporting

We will monitor and report progress annually, using the Framework Management Monitoring Tool and the Gold Standard Action Plan. We will provide open-book carbon cost accounting and continuous improvement updates. Performance will be reviewed with Additional Clients and reported transparently on our website.

We have adopted the following KPI's to monitor our progress:

Carbon Emissions Tracking

- Annual total tCO₂e (Scope 1, 2, 3) compared to 2022/23 baseline (55.25 tCO₂e).
- tCO₂e per FTE (full-time equivalent employee) to normalise for headcount changes.
- Scope 1 emissions from pool vehicles (tCO₂e and % of total).
- Scope 2 electricity consumption (kWh) and emissions (tCO₂e) - track even if zero-emission tariff.
- Scope 3 waste diverted from landfill (%).

Operational Metrics

- Number of fossil fuel vs electric vehicles in pool fleet.
- Electricity consumption per office (kWh per FTE).
- Waste generated per office (kg per FTE).
- Business travel by mode: pool car mileage, rail/public transport spend, staff own car mileage claims.

Professional Services Delivery

- Number of projects applying BREEAM standards (and level achieved).
- Number of projects where whole-life carbon assessment conducted.
- Number of projects specifying low-carbon concrete/steel alternatives.
- Number of projects incorporating MMC/off-site manufacturing recommendations.

Staff Engagement

- Number of staff attending quarterly sustainability training sessions (% of total).
- Number of active Sustainability Champions across offices.
- CPD hours delivered on sustainability topics annually.
- Staff awareness survey responses (simple annual pulse check).

Supply Chain

- % of consultant spend to SMEs with documented sustainability policies.
- Number of supply chain sustainability dialogues held annually.
- % of new consultant appointments where sustainability criteria considered.

Progress Against Targets

- % progress toward 2027 net-zero operational emissions (Scope 1 & 2).
- % reduction achieved versus 2030 target (50% reduction from baseline).
- Year-on-year % change in total emissions.

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.

Signed on behalf of the supplier:

A handwritten signature in black ink, appearing to read 'David Halliday', with a stylized, flowing script.

David Halliday, Managing Director

Date: 01/04/2025