

# *Carbon Reduction Plan*

**QEMS-PLA-003**

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## 1 Commitment to achieving Net Zero

Gateley RJA Limited is committed to achieving Net Zero greenhouse gas emissions across its UK operations by 2050.

This commitment covers Scope 1, Scope 2 and relevant Scope 3 emissions as defined by the Greenhouse Gas Protocol Corporate Accounting and Reporting Standard. Progress will be reviewed annually through the company's management system and reported publicly through this Carbon Reduction Plan.

The organisational boundary for this plan covers Gateley RJA's directly controlled operations, including the Kibworth office, company and leased vehicles, and business travel undertaken by employees. Emissions associated with other Gateley Group offices are reported separately within the wider Gateley Group reporting boundary and are therefore excluded to avoid double counting.

## 2 Baseline emissions footprint

This baseline establishes Gateley RJA's starting point for measuring progress towards Net Zero. It represents the most recent complete reporting year for which reliable emissions data has been collected across the organisation's directly controlled operations.

The baseline year selected is 1 April 2024 to 31 March 2025. This period reflects stable operating conditions and typical business activity and is considered representative of normal emissions.

Gateley RJA operates as a professional consultancy providing project management, employer's agent, quantity surveying and clerk of works services. The organisation operates from a single directly controlled office in Kibworth, with additional staff co located within wider Gateley Group offices and a largely mobile workforce delivering services at client sites. Energy consumption associated with Gateley Group offices is reported within the Gateley Group organisational boundary and is therefore excluded from this plan to avoid double counting. However, business travel undertaken by all Gateley RJA employees, regardless of location, is included within the reporting boundary.

As a result of this operating model, most emissions arise from business travel rather than building energy use.

The organisation does not operate gas heated premises. All purchased electricity for the Kibworth office is supplied through a 100 percent renewable tariff. Consequently, Scope 2 emissions are limited and there are no direct stationary fuel emissions. Travel is predominantly undertaken using employees' own vehicles, with mileage reimbursed through expenses, supplemented by a small number of leased vehicles used by operational staff.

Greenhouse gas emissions have been calculated in accordance with the Greenhouse Gas Protocol Corporate Accounting and Reporting Standard. UK Government conversion factors published by DEFRA have been applied. Activity data has been obtained from utility bills, mileage claims, fleet records and rail travel records.

Baseline emissions are set out below.

Baseline year: FY 2024 to 2025

Emissions category	tCO2e
Scope 1	72.5
Scope 2	5.3
Scope 3	53.6
<b>Total baseline emissions</b>	<b>131.4</b>

Scope 1 emissions arise from fuel used in leased vehicles. Scope 2 emissions arise from purchased electricity at the Kibworth office. Although the electricity supply is sourced from renewable tariffs, standard DEFRA conversion factors have been applied for reporting consistency. Scope 3 emissions are principally associated with reimbursed employee mileage and rail travel. Other potential Scope 3 sources, including employee commuting, home working, waste, water and purchased goods and services will be addressed in future reporting cycles as data quality improves.

This baseline will be used to measure year on year reductions and to assess the effectiveness of Gateley RJA's carbon reduction initiatives. Emissions will be recalculated annually using the same methodology to ensure consistency and comparability.

## 3 Current emissions reporting

Gateley RJA reports greenhouse gas emissions annually and will update this Carbon Reduction Plan each year to demonstrate progress towards its Net Zero commitment.

The 2024 to 2025 financial year constitutes both the baseline and the most recent complete reporting year. Earlier energy data is available for 2023 to 2024; however, 2024 to 2025 has been selected as the formal baseline as it provides complete and consistent coverage of electricity consumption, fleet mileage and business travel.

From 2025 to 2026 onwards, emissions will be recalculated using the same methodology and organisational boundary and compared year on year against the baseline to track the impact of carbon reduction initiatives.

Progress against carbon reduction actions is reviewed through the organisation's environmental management system and management review process certified to ISO 14001.

## 4 Emissions reduction targets

Gateley RJA recognises that the majority of its greenhouse gas emissions arise from business travel associated with service delivery at client sites. Carbon reduction activity will therefore prioritise minimising travel demand, improving journey planning and progressively transitioning to lower emission modes of transport.

Against the 2024 to 2025 baseline, the organisation has adopted the following absolute reduction targets. Total greenhouse gas emissions will be reduced by at least 40 percent by 2030 and by at least 70 percent by 2040, with the objective of achieving Net Zero emissions across Scope 1, Scope 2 and relevant Scope 3 sources by 2050.

Residual emissions that cannot reasonably be eliminated through operational or technological measures will be minimised and, where necessary, addressed through verified carbon removal solutions as a last resort.

Progress against these targets will be reviewed annually and updated through the organisation's environmental management system to ensure continued alignment with best practice and organisational growth.

## 5 Carbon reduction measures

### 5.1 Measures implemented

Gateley RJA has already implemented initiatives to reduce its operational footprint. These include the use of renewable electricity tariffs at the Kibworth office, widespread use of remote meetings and digital collaboration tools to reduce travel demand, paper reduction through digital document management, energy efficient lighting and equipment, and participation in the wider Gateley Group electric vehicle salary sacrifice scheme.

Operational planning for clerk of works activities is also used to minimise unnecessary journeys and reduce duplicate site visits.

## **5.2 Measures planned**

Future reduction activity will prioritise travel related emissions, which represent the most material source of impact.

Planned measures include progressive transition of leased fleet vehicles to hybrid or electric alternatives as leases expire, encouraging uptake of electric vehicles through the salary sacrifice scheme, development of a travel hierarchy that prioritises remote delivery and rail over private car use where practical, improved journey planning and scheduling to consolidate site visits, and annual monitoring of mileage data to identify reduction opportunities.

Additional actions include continued improvement of office energy efficiency, staff awareness and training on sustainable travel, and integration of carbon management within procurement and supplier selection where relevant.

These measures will be reviewed annually and updated within this plan.

## **6 Methodology and governance**

Emissions are calculated using the Greenhouse Gas Protocol and UK Government conversion factors. Data sources include utility invoices, landlord information, mileage claims, fleet mileage records and rail travel reports.

Responsibility for data collection and reporting sits with the management team, with results reviewed annually as part of the management system and leadership review process.

The Carbon Reduction Plan will be updated each year to reflect actual performance and revised targets.

## **7 Declaration and publication**

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

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the Greenhouse Gas Protocol Corporate Standard and use the appropriate Government emission conversion factors for greenhouse gas company reporting.

This plan will be reviewed and updated annually and is publicly available.

Gateley / RJA

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