

Carbon Reduction Plan 2023-2024

Routemap to Net Zero Carbon

Tibbalds Planning and Urban Design

March 2025



Tibbalds

planning and urban design

“A key focus ... needs to be on the environment with the impacts of climate change being felt very strongly in all aspects of our lives and work. As a company, Tibbalds need to address this both in terms of how we operate as a business but also how we use this concern to drive our work”

Extract from Tibbalds' Business Strategy 2023 - 2024

Declaration and 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 uses the appropriate Government emission conversion factors for greenhouse gas company reporting.

Scope 1 and Scope 2 emissions have been reported in accordance with SECER requirements, 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 Tibbalds board at a meeting on the 6th March 2025.

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Tibbalds Planning and Urban Design

30 King's Bench St

London

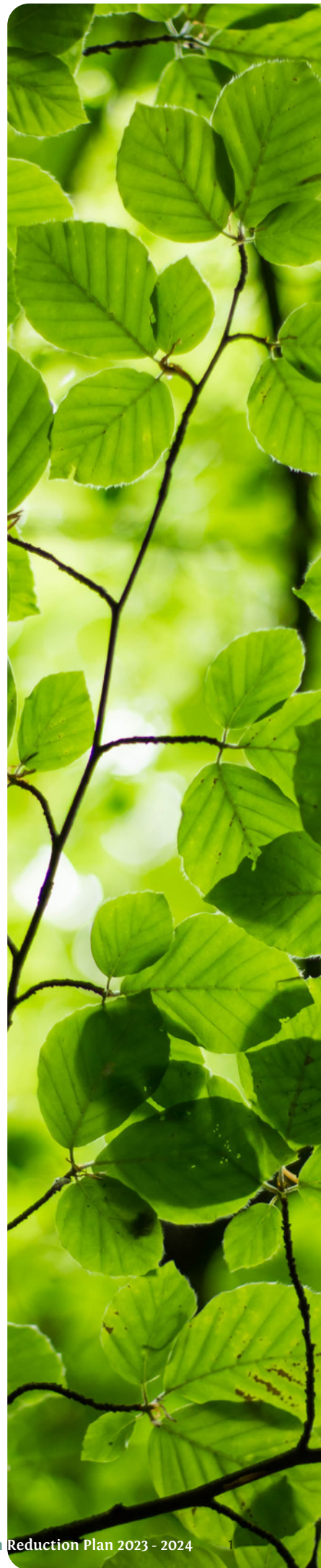
SE1 0QX

Telephone

020 7089 2121

mail@tibbalds.co.uk

www.tibbalds.co.uk



1. Introduction to Tibbalds and what we do

Tibbalds are a planning and urban design consultancy business based in London. We operate primarily throughout England, across the UK and sometimes abroad.

We deliver a range of services to clients from the public and private sectors including landowners, Councils, public bodies and developers.

Our key services include:

- Masterplanning and urban design
- Town planning
- Strategic planning and policy making
- Design advice and strategy
- Lead consultant and design team coordination

We are a small business that currently employs around 28 people and as such we are both an SME and a microbusiness.



2. Routemap to Net Zero

“Net Zero” is defined by the Government to mean that the total greenhouse gas emissions would be equal to the emissions removed from the atmosphere. It is a measure of emissions associated with our business operations.



1978

Tibbalds Partnership, Tibbalds Colborne Karski Williams Monro, Tibbalds Monro, Tibbalds TM2

Tibbalds as an urban design and planning practice was first established by Francis Tibbalds founded on the principles of good placemaking, viewing a place as more than the sum of its parts.



2003

Tibbalds Planning and Urban Design

New iteration of Tibbalds that built on the legacy of Francis’s original thinking as set out in his 1992 book ‘Creating People Friendly Towns’. This new company was created as part of a management buy-out of the planning and urban design elements of the earlier Tibbalds iteration.



2018

ISO 14001 Environmental Management

Tibbalds becomes ISO 14001 accredited, establishing a formal system for recording and monitoring our objectives to reduce our carbon emissions.



2021

Business Strategy 2021-2023

Tibbalds Business Strategy explicitly recognises its obligations to respond to the climate emergency, updates ethos to making ‘people and planet friendly places’ and sets a target of towards Net Zero.



2023

First Carbon Reduction Plan

Tibbalds first Carbon Reduction Plan approved by the Management Team and published on Tibbalds’ website. This provided a base year emissions footprint and informed the setting of initial reduction targets and projects.



2023 - 2025

Establish reduction targets using the Science Based Targets initiative

Revise base year, establish consistent methodology, and work on setting reduction targets aligned with limiting warming to 1.5°C. This includes exploring whether a more ambitious Net Zero target can be set using the SBTi.



2025 - 2030

Move towards 1.5°C-aligned pathway to Net Zero

Target top suppliers to reduce emissions in supply chain, and improve use of actual emissions data rather than spend-based data.



2030 onward

Reduce emissions on 1.5°C pathway to Net Zero

Tibbalds will be on a 1.5°C pathway to Net Zero and seeking to reduce emissions by at least 90% by 2050, before offsetting the residual emissions.

3. Commitment to Net Zero

The climate emergency

The Paris Climate Agreement was approved by 197 nations at COP21 in 2015. It was agreed to halt the increase in global average temperatures to well below 2°C and pursue efforts to limit the increase to 1.5°C. These commitments were made to significantly reduce the risks, adverse impacts, and related losses and damages from climate change. In the most recent 10 year period of 2014-2023, global temperatures have already risen by 1.2°C.

Since the Paris Climate Agreement, climate impacts have been intensifying and scientists are warning that the world is still falling short of the Paris climate goals, with no credible pathway to 1.5°C in place. There have been monthly and annual breaches of this 1.5°C limit, showing early signs of getting close to exceeding the long-term limit.

In 2019, the UK was the first major economy to create a legally binding target to achieve 'Net Zero' carbon emissions, where the total greenhouse gas emissions produced are equal to greenhouse gas equivalents removed from the environment. The Government's 'Net Zero Target' is to reduce greenhouse gas emissions by 100% relative to 1990 levels by the year 2050. An interim target has been set of reducing emissions by 78% relative to 1990 levels by 2035.

Our commitment at Tibbalds

Promoting people and planet friendly places is at the core of our work. We are leading by example in addressing the climate emergency by reducing our own emissions.

Recognising that rapid transformation is required, and in line with the UK Government's legally binding target and requirements of PPN 06/21, we commit to reducing our Scope 1, 2 and 3 emissions from our business operations to Net Zero by 2050 at the latest.

We also recognise that stricter and more ambitious definitions of 'Net Zero' are being promoted by the Science Based Targets Initiative (SBTi) through their 'Corporate Net Zero Standard'. The SBTi targets are set explicitly in relation to a reduction pathway that limits global temperature rises to 1.5°C. The SBTi requires a reduction in absolute emissions by at least 90% by 2050, before off-setting the residual 10% of emissions. Whereas the Government's legally binding target does not specify the amount of reduction in carbon emissions required before offsetting can be accounted for. Because all of our emissions are Scope 3, with reductions reliant on our wider supply chain and less within our direct control, we are reviewing the SBTi targets and whether we can make a formal commitment to these.

In parallel with reducing emissions from our business operations, we are developing a Sustainability Framework so that our project work targets a robust reduction in carbon wherever we are able to influence it as masterplanners and planners. The framework will be used to focus on supporting best practice projects, identifying improvements for projects that could do more, and by declining projects that are not sufficiently considering their commitment to addressing climate change. This will contribute to actions 'Beyond value chain mitigation' as set out in the Science Based Targets initiative Net Zero standard framework.

Tibbalds commits to achieving Net Zero in our business operations by 2050



4. Tibbalds' journey so far - a vision for the future, since 1978

Tibbalds' business plan includes an objective to determine what Net Zero means for Tibbalds, and whether we can target a date sooner than 2050.

To help achieve this in relation to our operational carbon emissions we have put in place this carbon reduction plan.

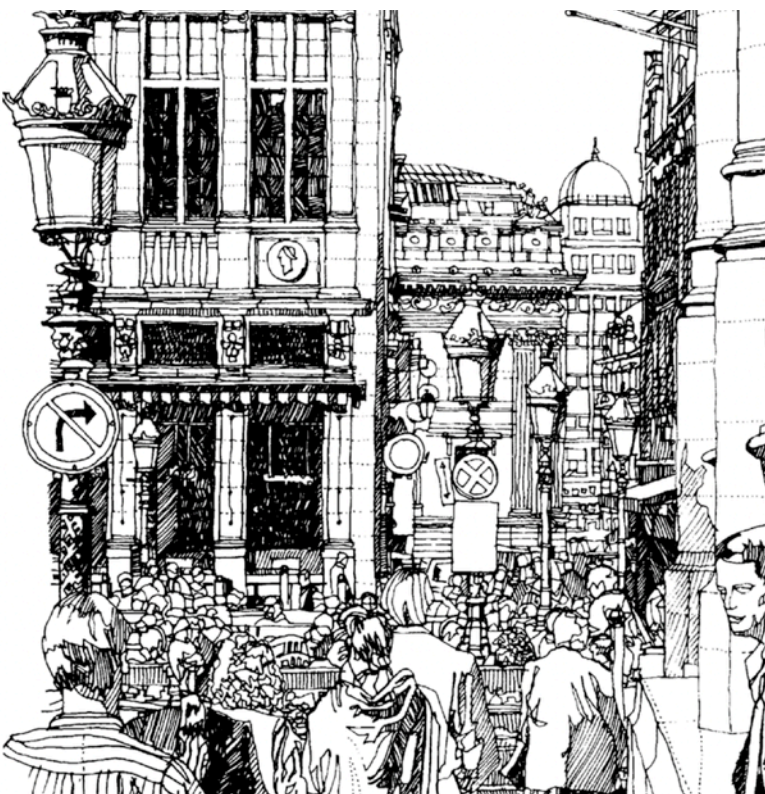
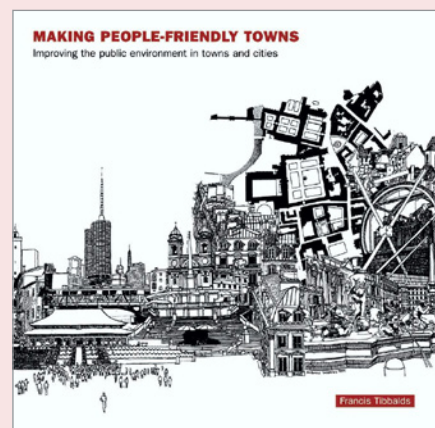
We are also focussing on mechanisms for ensuring our project work targets a robust reduction in carbon wherever we are able to influence it as urban designers and planners.



1978: Creating people friendly places - Tibbalds' ethos

Tibbalds Planning and Urban Design Limited was formed in 2003 by four founding directors as part of a management buy out of part of Tibbalds Monro Limited which was originally established by Francis Tibbalds in 1978. The current practice is built on Francis Tibbalds commitment to **people friendly places**, as set out in his seminal book **Making People Friendly Towns**.

Our approach to our work across planning, masterplanning and strategic advice is increasingly to carefully consider the impacts of climate change and to encourage clients and others to minimise carbon emissions on projects, for example, by promoting development in sustainable locations, promoting public transport/cycling/walking, planning places as 15/20 minute neighbourhoods with convenient access to services and facilities, and helping set sustainability targets in planning or other strategies. Our work is often at a strategic stage of project development pre-planning and we are generally not involved in specifying the detail of a scheme or project or its implementation.





2018: Environmental Management ISO 14001

A key step for Tibbalds was to become ISO 14001 Environmental Management certified, and we have successfully been certified since 2018.

ISO 14001 forms part of our integrated management system (IMS), which is a system that integrates both ISO 14001 Environmental Management and ISO 9001 Quality Management. Our IMS includes an Aspects Register that records and monitors our objectives to reduce our carbon emissions. The IMS also sets, records, and monitors our environmental and sustainable objectives for both our operations and project work. For example, our objectives include walking, cycling, or using public transport instead of travelling by car when conducting company business.

Our ISO 14001 system sets out what environmental measures and performance we measure and monitor, and how frequently we do it. An annual review inspects which areas of environmental performance we are currently measuring and monitoring to check they are still useful, and if there are new areas we should start to measure.

Our in-house Office Environment Group is tasked with measuring and monitoring our environmental performance as an office, and they report back to the Board of Directors on a quarterly basis. They also report back to the whole office at our quarterly Staff Forum, so that everyone at Tibbalds can see the impacts of our various initiatives, strategies and projects.

We have an environmental purchasing policy which includes our commitment to ethical and local trading. For example, our operational purchases are made using local goods and services rather than large chains and companies in a bid to help reduce our carbon emissions.

It is company policy to strive to reduce our consumption of Utilities whenever we can. Our environmental purchasing policy states that all new goods and services purchased must be of the highest available energy rating to ensure we continually reduce our consumption of electricity and water (we do not have a gas supply).

For example we have recently installed a Kettle tap in the office kitchen as a more environmentally friendly alternative to the kettle that needed to be replaced.

2021: Business Strategy and creating a Sustainability Group

To take our commitment to net zero alignment a step further, our Business Strategy 2021 - 2023 set the objective of considering what 'Net Zero' means and whether Tibbalds can target a date sooner than 2050. This included an objective to change Tibbalds' ethos to include an additional emphasis on 'creating people and planet friendly places'.

To progress the objectives of the Business Strategy, we set up a Sustainability Group to work with the management team to prepare our first Carbon Reduction Plan and establish a baseline emissions footprint. This was published in January 2023.

To prepare our first Carbon Reduction Plan, the Sustainability Group established a methodology for defining the organisational boundary of what is within our financial and operational control, and assumptions as to which emissions are considered 'in' and 'out' of scope. There were a number of emissions categories for which we lacked data and could not be accounted for, as well as extensive use of spend-based conversion factors. This methodology will be improved over time as better and more sophisticated guidance is published on calculating emissions. However, the baseline calculation of emissions allowed us to understand where emissions are coming from and to target reductions in the short, medium and long term.

The Sustainability Group have also been considering the question posed by the business plan of whether a date sooner than 2050 is achievable and deliverable. We are currently reviewing the SBTi Net Zero Corporate Standard to establish this, improve our understanding of potential emissions reductions and to set measurable targets.

Going forward: Considering our impact beyond business operations

Leading by example and committing to reduce Tibbalds carbon emissions from our business operations is an important first step. However, we also recognise that Tibbalds has a wider role in addressing the climate emergency and promoting sustainable places through our urban design and planning project work.

We have already made significant progress to reduce emissions in our operations. The baseline and updated footprints also show that all of our emissions are Scope 3, and therefore require wider supply chain and societal decarbonisation in order to achieve dramatic reductions. Our impact can probably be greatest by thinking beyond our value chain, and about how to reduce carbon in the built environment through our planning and urban design project work.

To support this, we are developing a Sustainability Framework as a tool for selecting projects, assessing each project's commitment to living within planetary boundaries, advising clients on what more they can do to address climate change, and sharing best practice.

This work has led to amendments to our IMS forms and generating relevant guides for the team which in turn impact on our projects and how we monitor and measure their progress in addressing climate change. Increasingly we are working on a number of projects that are targeting Passivhaus methodologies to reduce heat loss and minimise the need for space heating. This impacts on urban form, building location and orientation and can be followed through into key design code principles even at early stages of a project.



During 2021 to 2024 the Sustainability Group focussed on reviewing and understanding the range of sustainability metrics and measures in use across the industry and reviewing what was most applicable to our range of masterplanning, planning and strategic urban design work. This has included looking at how the UN Sustainable Development Goals and a range of other approaches enable us to push for continual improvement in terms of addressing climate change in our projects.

Key measures that impact at the masterplanning stage have been identified such as reducing the extent of tarmac/grey infrastructure, the potential for on-site renewables and really embedding active travel and health and wellbeing into our work from the outset and in a way that makes it more likely to be implemented in the future.

The group has been working to review a range of sustainability and carbon reduction toolkits that are available, and to identify and develop a set of measures that best support early masterplanning project stages. Most of the toolkits available focus on later project stages e.g. RIBA Stage 2-5 and do not always focus on the specific measures needed to support measures and targets at the strategic or project definition stages.

Through this process we are identifying a range of measures that can apply to a range of situations and locations (often with very different sustainability policies in their Local Plans), particularly as some clients are in different places on this journey and in their acceptance of climate change measures as part of the project brief. We have also as a team talked about the strategies for supporting clients through this process and to challenge teams on carbon reduction measures within projects throughout the design process,

embedding these where possible in strategies, outline applications and design codes.

Improving the sustainability and reducing the whole life carbon of all of our projects are already picked up through our IMS management system, and standard forms and agendas include relevant topics and questions to prompt the team to speak to clients at key stages of a project and to make sure appropriate carbon/energy/sustainability issues are discussed. A key focus for us is on those areas of a project where we can have the biggest impact on whole life carbon. From a masterplanning perspective, this is focussed on:

- A good understanding of the site and context and responding to the local environment;
- Urban grain and the structure of sites and their ability to support and facilitate active travel and to promote sustainable travel modes;
- Reducing the amount of grey infrastructure and roads to reduce carbon and increase green and blue infrastructure;
- A focus on green and grey infrastructure and biodiversity including working with biodiversity net gain principles that support the retention of key green infrastructure;
- Layout and built form to maximise solar gain and reduce heat loss. This includes considering overheating and other measures that can make sites better able to benefit from their location and climatic conditions; and
- Setting up the conditions for buildings to be low carbon sustainable buildings and to support the range of measures identified above.

5. Base year emissions footprint (2022 to 2023)

This section sets out our base year greenhouse gas emissions (CO₂e) for the period April 2022 to April 2023, following the template provided in the Government's PPN 06/21.

The base year was published in our Carbon Reduction Plan (January 2023), providing a basis for Tibbalds to set reduction targets and specific projects.

Our base year footprint was based on an organisational boundary of everything that Tibbalds owned and had direct financial and operational control over. We followed the Greenhouse Gas Protocol guidance with regards to Scope 1, 2 and 3 emissions, using a mix of conversion factors from DEFRA as well as other sources (including the How Bad are

Bananas book by Mike Berners-Lee, 2020 edition) to convert financial spend (in £) to CO₂e.

Our base year footprint was calculated on the basis of data from April 2022 to October 2022, adjusted pro-rata for 12 months. This is because of COVID-19, with Tibbalds resuming a hybrid working approach in early 2022, and then establishing an agreed pattern for working from the office and at home.

There were emissions categories for which no data existed for the period and so have not been measured. Given the limitations noted, the intention is to re-baseline using the data for the current emissions reporting period 2023-2024.

BASELINE EMISSIONS FOR 2022-2023				
NOTE: This is pro-rata on basis of emissions for 7 months from April 2022 to October 2022				
			TOTAL (tCO ₂ e)	% TOTAL
Scope 1*		Stationary combustion sources, mobile combustion sources and fugitive emissions (refrigerants)	N/A	-
Scope 2		Purchased energy	0	0%
Scope 3	S3.1	Purchased goods and services	31	71.48%
	S3.2	Capital goods		
	S3.3	Fuel and energy related activities	N/A	-
	S3.4	Upstream transportation and distribution	1.3	3%
	S3.5A	Waste and recycling generated in operations (including water)	No data for period	-
	S3.5B	Water use and treatment	No data for period	-
	S3.6A	Business travel	1.59	3.66%
	S3.6B	Business accommodation	0.21	0.48%
	S3.7A	Employee commuting	No data for period	-
	S3.7B	Employee homeworking	7.82	18.06%
	S3.8	Upstream leased assets	1.43	3.3%
	S3.9	Downstream transportation and distribution	N/A	-
	S3.10	Processing of sold products	N/A	-
	S3.11	Use of sold products	N/A	-
	S3.12	End of life treatment of sold products	N/A	-
S3.13	Downstream leased assets	N/A	-	
S3.14	Franchises	N/A	-	
S3.15	Investments	N/A	-	
Total Emissions (tonnes CO₂e)			43.29	100%

* Tibbalds does not have any Scope 1 emissions because we do not own or control any vehicles.

NOTE: Some emissions in base year have been re-categorised compared to how they were reported in our 2022-2023 Carbon Reduction Plan to reflect improved understanding and methodology, and allowing more direct comparison with our 2023-2024 footprint

6. Current emissions reporting (2023 - 2024)

To prepare an updated and improved calculation of emissions for the period April 2023 to April 2024, we have worked with Useful Projects as a Sustainability Consultant, and followed their 'Get Set Zero Carbon Footprint Process'.

We used 'operational control' as the organisational boundary and mapped out the emissions categories that were relevant and determined our responsibilities. This allowed us to reflect that we lease an office from a third party and contribute 35% to our share of some emissions categories.

The current emissions reporting has been done based on a full 12 month period of data, dramatically improving upon the pro-rata approach used in the base year of 2022-2023. We have managed to calculate emissions for all categories and so have a more complete calculation than in our base

year. We have made use of the UK Government's published spend-based conversion factors which has allowed us to more accurately calculate emissions within S3.1 Purchased Goods and Services and S3.2 Capital Goods.

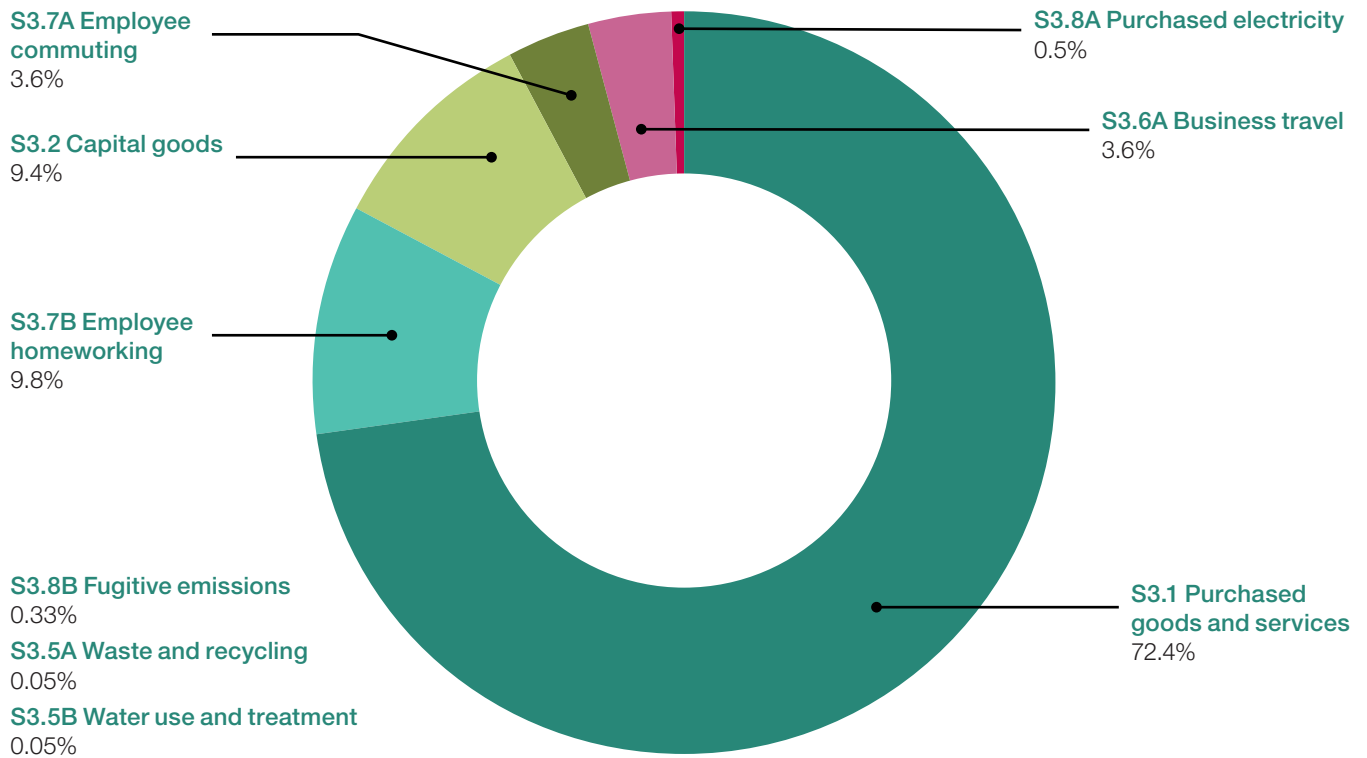
The emissions for the current reporting period are approximately 10 tonnes higher than in the base year, however this difference likely reflects that the base year included abnormal working patterns due to COVID-19 and due to changes in the methodology and data availability. For this reason, the current reporting period will be used as the base year for future comparison. Concrete comparisons over time will then become easier as the methodology becomes consistent, and this will then inform our reduction targets and specific measures.

EMISSIONS FOR 2023-2024				
			TOTAL (tCO ₂ e)	% TOTAL
Scope 1*		Stationary combustion sources, mobile combustion sources and fugitive emissions (refrigerants)	N/A	-
Scope 2*		Purchased energy	N/A	-
Scope 3	S3.1	Purchased goods and services	38.43	72.43 %
	S3.2	Capital goods	5.01	9.45 %
	S3.3	Fuel and energy related activities	N/A	-
	S3.4	Upstream transportation and distribution	Accounted in S3.1	-
	S3.5A	Waste and recycling generated in operations	0.02	0.05 %
	S3.5B	Water use and treatment	0.03	0.05 %
	S3.6A	Business travel	1.90	3.57 %
	S3.6B	Business accommodation	0.14	0.25 %
	S3.7A	Employee commuting	1.89	3.56 %
	S3.7B	Employee homeworking	5.18	9.77 %
	S3.8A	Upstream leased assets - purchased electricity	0.28	0.53 %
	S3.8B	Upstream leased assets - Fugitive emissions (from refrigerant use at facilities)	0.18	0.33 %
	S3.9	Downstream transportation and distribution	N/A	-
	S3.10	Processing of sold products	N/A	-
	S3.11	Use of sold products	N/A	-
S3.12	End of life treatment of sold products	N/A	-	
S3.13	Downstream leased assets	N/A	-	
S3.14	Franchises	N/A	-	
S3.15	Investments	N/A	-	
Total Emissions (tonnes CO₂e)			53.05	100 %

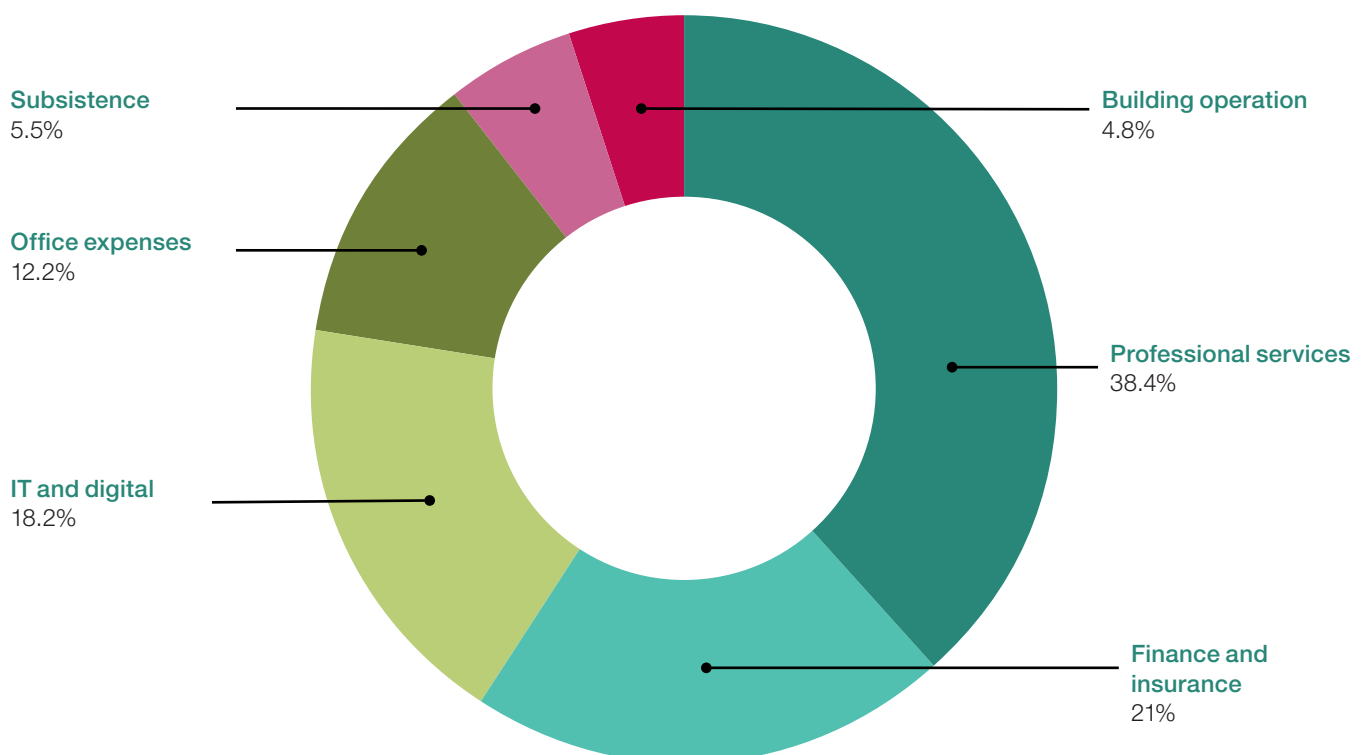
* Tibbalds does not have any Scope 1 or 2 emissions because we do not own or control any vehicles or the energy systems of the office. The energy emissions are counted within Scope 3.8A Upstream leased assets.

Tibbalds footprint of 53 tCO₂e equates to 2.4 tCO₂e per FTE employee

Breakdown of Scope 3 emissions by category



Breakdown of S3.1 Purchased Goods and Services



7. Emissions reduction targets

In order to continue our progress to achieving Net Zero in the timescales set out above, we will adopt the following carbon reduction targets.

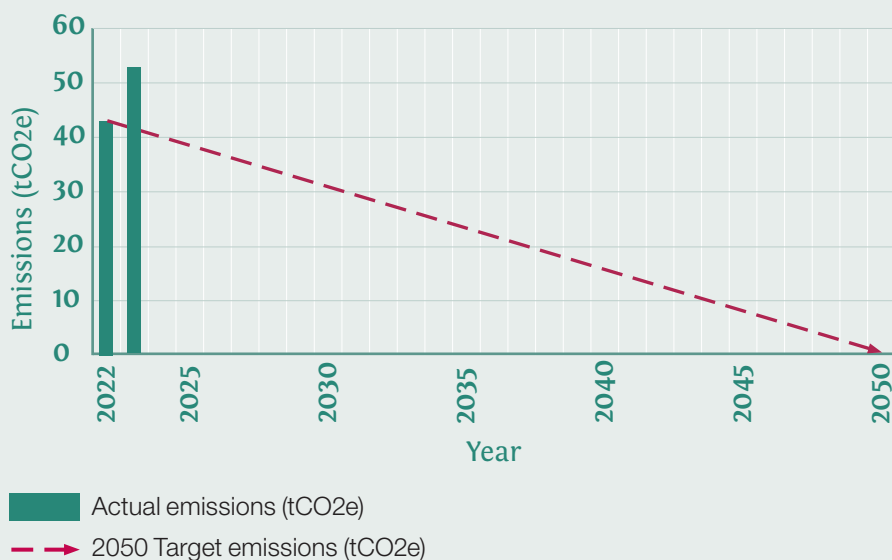
- **2023-2025:** Focus on establishing a robust and consistent methodology, engaging with top suppliers, and exploring setting measurable reduction targets. This will include considering whether we can set a more ambitious Net Zero target in accordance with the SBTi Corporate Net Zero Standard.
- **2025-2030:** Focus on emissions reductions through our top suppliers and improving use of actual emissions data rather than spend-based conversion factors. Tibbalds should be trying to align with the 1.5°C pathway to Net Zero.
- **2030 onwards:** By this point Tibbalds will be aligned with the 1.5°C pathway, and seeking to reduce emissions by at least 90% to a residual level, before offsetting the remaining 10%. This needs to happen by 2050 at the latest.

In our previous Carbon Reduction Plan for 2022-2023, we targeted being Net Zero by 2030. We now realise this was very ambitious because 100% of our operational emissions are within Scope 3, and so we have influence but not control over the emissions sources.

We are currently reviewing the SBTi Corporate Net Zero Standard in order to better understand pathways to net zero, as well as whether Tibbalds can commit to reducing emissions by 90%, before offsetting any residual emissions.

Nonetheless, we do expect our emissions to reduce over time as conversion factors reduce to reflect wider societal de-carbonisation, and actual emissions data becomes more readily available from our suppliers. We can still have a more immediate and direct influence on our up-stream supply chain. To reduce our Scope 3 emissions we will need to work on our procurement process to identify goods and service providers with lower footprints, and selecting those who have a Carbon Reduction Plan with reduction targets set against the SBTi.

Emission Reduction Targets (tCO₂e) to achieve Net Zero by 2050



8. Carbon reduction projects

In order to progress to achieving Net Zero, we have adopted the following carbon reduction targets. Some of these projects will be able to achieve quantifiable reductions in relation to measured carbon footprint and others will likely help with reductions, though it is difficult to quantify.

Scope 1: Stationary Combustion, Mobile Combustion, and Fugitive Emissions

We will maintain our policy on not having any company vehicles.

Scope 2: Purchased energy

Tibbalds does not control the energy supply, however we will engage with the landlord on the energy tariff and seek to move to a renewable one.

Scope 3: Direct and indirect emissions

S3.1 Purchased goods & services and S3.2 Capital Goods

General

- **Top-suppliers:** we will review the top-suppliers and engage with them to request their Carbon Reduction Plan and assess their reduction targets, as well as whether they can provide actual emissions data to replace the spend-based conversion factors. This will then inform decisions about switching suppliers to reduce emissions.

Finance and insurance

- **Insurance:** Review Tibbalds' insurance policies and consider lower carbon providers if possible. This will be constrained by the fact that some parts of Tibbalds' insurance are niche and there are not a range of providers to choose from. It is also constrained by the fact that we have had to quantify this at the moment based on £ spent and not using actual emissions data.

Professional services

- **External consultants for training, HR, IT, Legal, Accountancy, PR, Advertising, Marketing:** Keep a register of approved suppliers and actively engage in dialogue to promote carbon reduction.

IT and digital infrastructure

- **Computers, mobile phones, telephones and electronic equipment:** Continue to minimise the use of equipment in relation to staff numbers, ensuring to reuse as long as possible and recycle at end of life.
- **Web hosting and cloud storage:** Continue to minimise the number of user accounts, and review content on our website. In the longer term we will explore how to reduce email and file storage such as through interim and end-of-project reviews, minimising duplication and keeping essential files only. We will also review our use of Microsoft and Google services to see if this can be reduced/minimised.
- **Software:** Minimise software licences in relation to staff and project needs. Changing software providers is difficult as often there are few choices but we will review software providers in relation to their commitment to carbon reduction.

Office expenses

- **Stationery:** Source recycled stationery when possible, encourage reuse and recycle at end of life. Also to buy less.
- **Kitchen and cleaning supplies:** Source lower carbon products, minimise plastic through bulk purchasing and recycling at end of life.
- **Physical file storage:** Review what is kept in storage and minimising to what is essential.
- **Office furniture:** Continue to promote ethical choices when purchasing, extend life as long as possible and policy for disposing at discount or free to encourage reuse, or recycle at end of life.
- **Postage and couriers:** Continue to reduce postage and use of couriers to what is essential, ensure to use electric vehicle or bicycle couriers, and explore use of electronic signature software to reduce posting official documents.

Subsistence

- Review policies on procuring food and drinks locally, minimising packaging, and encouraging vegetarian/vegan choices.

S3.5 Waste & recycling

- Improve upon understanding of actual weight of waste and recycling rather than weekly estimates from Southwark council.
- Undertake further education in office to reduce unnecessary packaging, particularly for office-wide events with food and drink.

S3.5B Water use & treatment

- Obtain data on actual water usage rather than use of an estimate for a typical office. This requires engaging with our landlord/office share.

S3.6A Business travel

- **Project travel:** Reduce travel by encouraging video conferencing and minimising number of team members at meetings, continue to promote use of public transport and active travel to meetings, keep the office Brompton bicycle serviced and promote its use and continue to support Cyclescheme to encourage staff to cycle.
- **Staff trips / training:** Avoid staff trips to places not accessible by public transport or active travel.

S3.6B Business accommodation

- Review and minimise any overnight stays, taking into account sustainable transport choices and overall carbon cost of each trip, and to promote the use of lower carbon providers of accommodation.

S3.7A Employee Commuting

- Continue carrying out employee survey of commuting habits and continue to encourage travelling to the office by public transport, walking and cycling.

S3.7B Employee Home working

- Actively manage and monitor the number of home working and office base days, though any reduction in home working needs to be balanced against increased employee commuting. We will also explore the use of

incentives to take up low carbon tariffs and education around efficient use of energy in the home.

S3.8A Purchased electricity

- Engage with our landlord/office share about switching to a renewable energy only tariff.

Considerations beyond Scope 1, 2 and 3 emissions

- **Banking:** Tibbalds currently banks with HSBC and a review should be undertaken of the carbon impact of different banks to inform a decision about switching our provider.
- **Pensions:** Pensions are owned by employees but Tibbalds can encourage employees on the use of an ethical/low carbon pension portfolio.
- **Corporate Social Responsibility:** Explore the opportunity to direct any Tibbalds CSR funding towards carbon reduction projects.

Quality Assurance

Project title	Carbon Reduction Plan 2023-2024
Document title	Routemap to 'Net Zero' Carbon
Client	N/A
Checked by Project Runner	NMK
Approved by Project Director	HS
Project number	0400
Location of file on server	TPUD Admin General/0400 Sustainability Group/Key Action to Carbon Net Zero/InDesign

Revision History

Revision	Date	Status
1	20-02-2025	Draft
2	10-03-2025	Draft

Tibbalds Planning and Urban Design

30 King's Bench St

London

SE1 0QX

Telephone

020 7089 2121

mail@tibbalds.co.uk

www.tibbalds.co.uk

