Carbon Reduction Plan
2025

elliswilliams

Introduction

This Carbon Reduction Plan and Annual Report has been prepared in accordance with the Cabinet Office Carbon Reduction Plan Guidance and details the assessment of our carbon footprint and confirms our commitment to achieving Net Zero by 2050.

Our Carbon Reduction Plan includes reporting requirements as set out in the Cabinet Office guidance, and includes our assessment of our current carbon footprint and our commitment to reducing emissions to achieve Net Zero emissions by 2050.

This Carbon Reduction Plan is updated annually and published and clearly signposted on our website. The CRP is approved by the Managing Director, demonstrating our clear commitment to emissions reduction at the highest level.

The following statement and summary is our annual update on our carbon footprint reporting and our journey to Net Zero in accordance with the reporting standard published in the Cabinet Office paper PPN 06/21.

This Carbon Reduction Plan includes an update of figures up to the end of calendar year 2024 and has been approved by the board of directors.

Commitment to achieving Net Zero

Ellis Williams is committed to achieving Net Zero emissions by 2050.

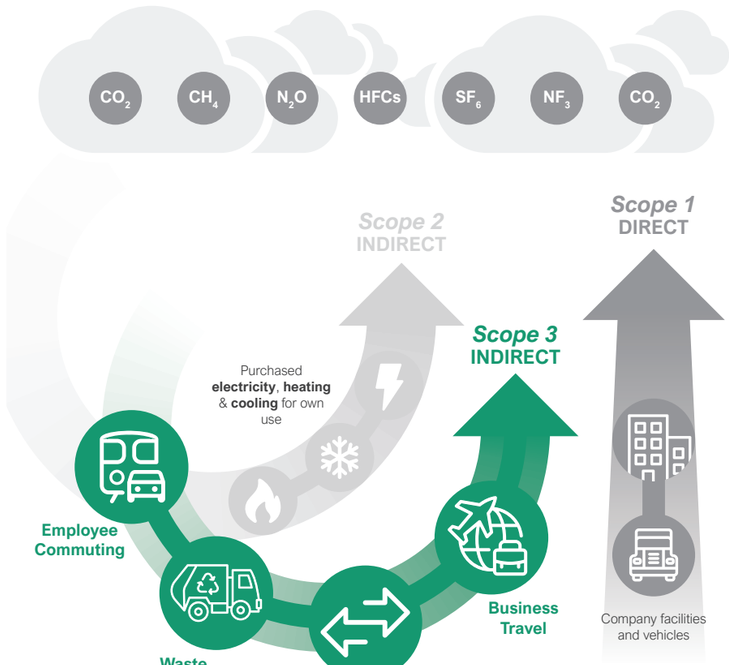
Our IMS Environmental Policy Statement sets out our aims as follows:

"We seek to achieve our environmental aims by implementing measures that reduce our:

- Carbon emissions,
- Consumption of energy, fuels and water
- Production of waste"

The Carbon Reduction Plan must meet the requirements of the Cabinet Office paper PPN 06/21 published in June 2021 and include Scope 1 and 2 emissions and certain Scope 3 emissions related to our business. The list of Scope 3 sectors now includes carbon emissions relating to:

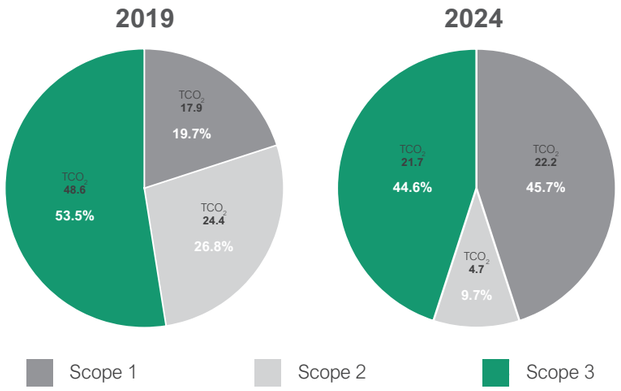
- Business travel
- Transportation of products we buy/ sell
- Waste transport
- Employee Commuting



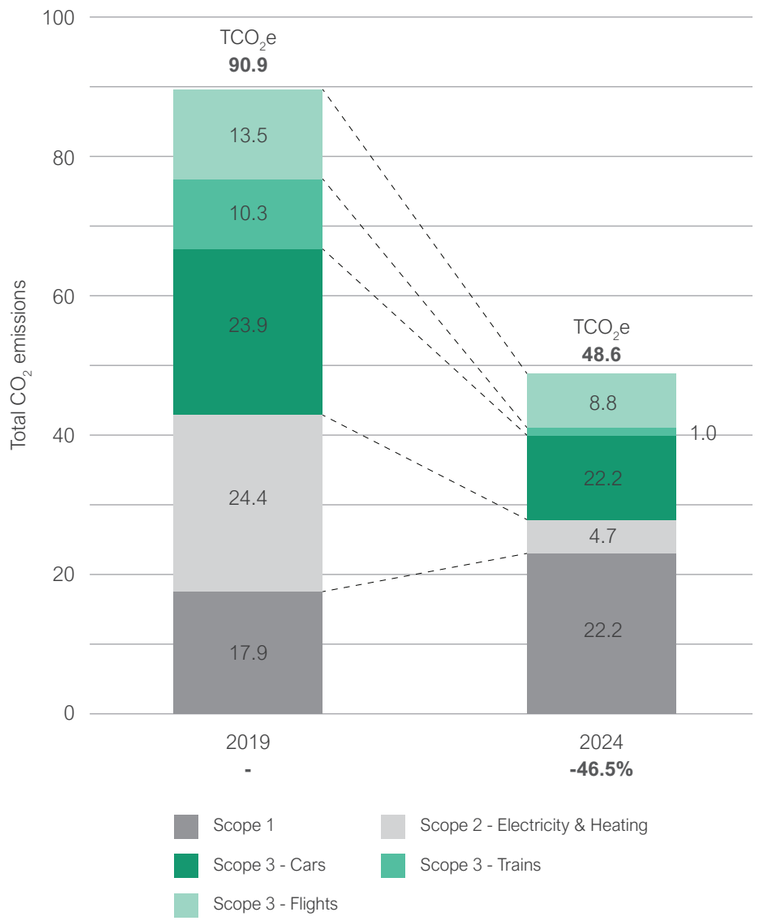
Carbon Emissions Update

We have reduced our Scope 1 and 2 Carbon emissions in line with our target.
This continues a successful positive downward year on year trend.

We have reduced our Scope 3 Carbon emissions this year in line with our target.
This reverses the trend of rising Scope 3 emissions that had been occurring post-Covid.



Emission breakdown by Scope 2019 v 2024



Detailed carbon emissions breakdown 2019 v 2024

Target and Baseline:

In 2019 our emissions for the recorded scope were assessed as 90.90 tCO2e. In 2021 we targeted a carbon emissions decrease over five years to 55.0 tCO2e by 2026. Ie. a reduction of 35% over the baseline figure.

2024 Update:

In 2024 our carbon emissions were assessed as 48.58 tCO2e. This is a reduction from the baseline of 47% and meets our interim target for 2026. To achieve Net Zero by 2050 we need to continue to reduce our emissions by 1.96t or approx. 4% reduction / year.

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.

Ellis Williams currently prepares an annual greenhouse gas emissions record following the methods outlined in The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard. Emission sources in the record include Scope 1 and 2 emissions as well as the following Scope 3 emissions:

- Category 4: Upstream emissions from purchased goods,
- Category 6: Business travel

The Baseline Emissions are for last pre-pandemic calendar year 2019, which is also the first year of reporting and there is no prior Scope 3 emissions reporting.

The following Scope 3 emissions are not included:

- Category 5: Waste generated: No data was collected in this reporting period but we aim to collect this information in future reporting.
- Category 7: Employee commuting: No data was collected in this reporting period but we aim to collect this information in future reporting.
- Category 9: Downstream transportation and distribution: Not quantified as Ellis Williams does not produce or distribute physical products/ goods.

Bassline Year: 2019	
Emissions	**TOTAL (TCO_2e)**
Scope 1	17.87
Scope 2	24.41
Scope 3	48.62
Total Emissions	**90.90**

Current Emissions Reporting

The following Scope 3 emissions are included in these figures:

- Category 4: Upstream emissions from purchased goods,
- Category 6: Business travel,
- The following Scope 3 emissions are not included:
- Category 5: Waste generated: No data was collected in this reporting period but we aim to collect this information in future reporting.
- Category 7: Employee commuting: Data is currently being collected and will be included in the next periodic update to the reporting.
- Category 9: Downstream transportation and distribution: Not quantified as Ellis Williams does not produce or distribute physical products/ goods.

Reporting Year: 2024	
Emissions	**TOTAL (TCO_2e)**
Scope 1	22.21
Scope 2	4.7
Scope 1 + 2	26.91
Scope 3 *	21.67
Total Emissions	**48.58**

One of the first net zero in operation schools and the first in the Northwest, Littleborough Community Primary School is a sustainability flagbearer for the DfE. The project delivers an inspiring two-storey, 420-place school/26-place nursery, using innovative fabric-first options, pioneering MMC and an efficient footprint to complement a highly-insulated, airtight building envelope.

Net Zero Carbon in Operation School (NZCiO)

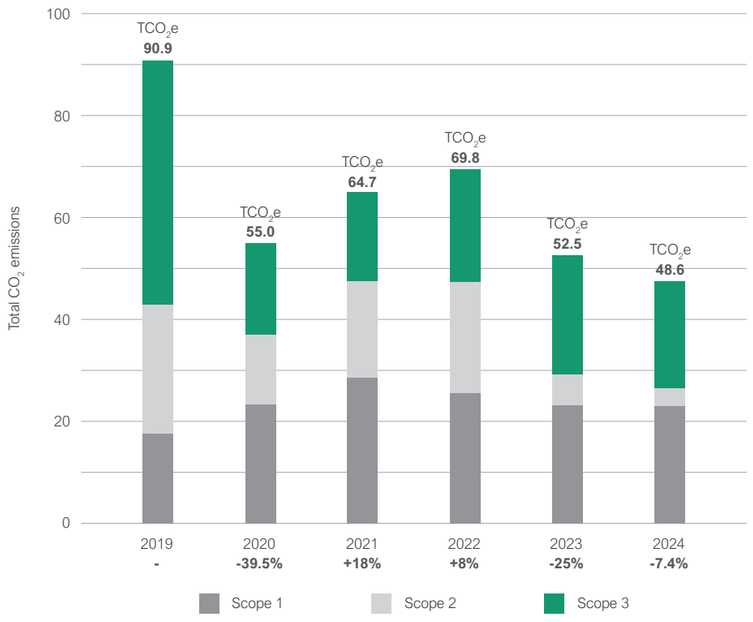
Littleborough Community Primary School and Nursery

Emissions Reduction Targets

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

We aimed to reduce carbon emissions over five years to 55.0 tCO2e Per Annum by 2026. This would represent a reduction of approximately 40% below the baseline figure, which we have met and exceeded.

To achieve Net Zero by 2050 we need to continue to reduce our emissions by 1.96t or approx. 4% reduction per year.



Company wide carbon emissions breakdown

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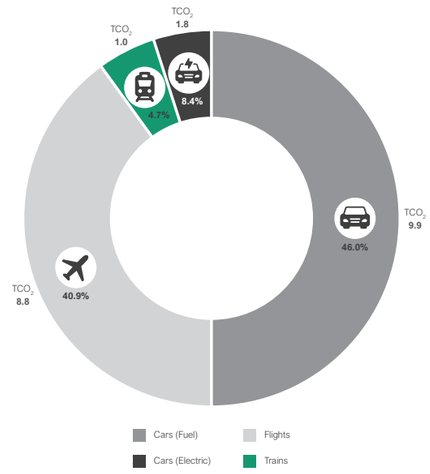
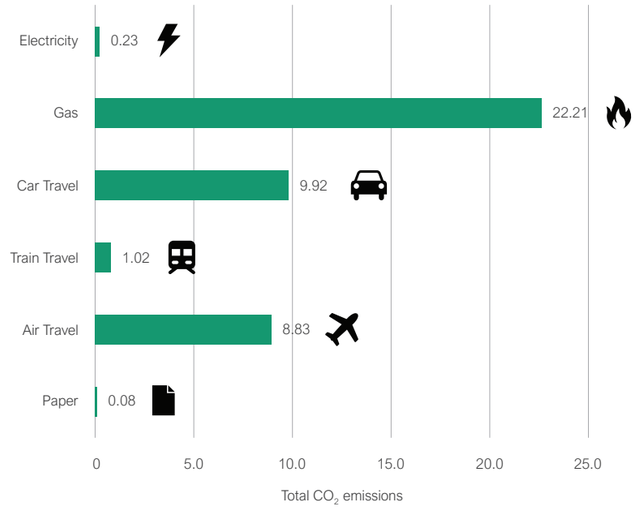
Travel Emmisions broken down by category 2024

Right

Detailed Company emmissions break-down 2024





Detailed Analysis

Our Scope 1 emissions are from the direct use of gas to heat the Wellfield building. This has varied significantly from the baseline, reaching a peak usage after the lockdown period and has steadily decreased since. The most significant reduction in scope 1 emissions would come from changing to all-electric heating or moving to a more efficient building.

Scope 2 emissions are related to electricity use or buying communal heating from our landlords: These have been successfully reduced through the monitoring period through the following actions:

- Moving of the city centre offices to more efficiently sized premises;
- Switching to renewable energy providers of electricity for London and Wellfield offices in 2023: The Wellfield switch in particular has significantly reduced our Scope 2 emissions.
- Switching to renewable energy providers of electricity for Manchester and Liverpool in 2024: Bruntwood buy energy from Unify who have changed our supply to a 100% renewables 'REGO' tariff, making a further beneficial contribution to reducing our carbon emisssions in the last year:
- REGO vs Standard Tariff 23-24 - Google Sheets

Scope 3 includes emissions from travel and initially halved from the baseline, with considerably less business travel being undertaken, more online meetings and more business mileage being in electric cars. More recently, emissions increased as more business across the country and Europe has been undertaken.

In 2024, our Scope 3 emissions fell by 4%, thanks to the following factors:

- Increased use of electric cars, our emissions from cars fell even though we recorded 10% more miles.
- Fewer flights, a reduction of 5000 miles in air travel.

To continue to reduce the Scope 3 emissions, reduction of air travel and reduction of fuel-based car journeys offers the greatest scope for carbon savings.

This upgrade project at the home of British Cycling delivers a programme of modernisation and operational performance upgrades at the National Cycling Centre in Manchester, upgrading the track and spectator facilities. The £25m project was delivered in partnership with Manchester City Council, MCRActive, operator GLL, British Cycling and a range of other stakeholders, via the North West Construction Hub framework.

UK’s first all-electric Velodrome

National Cycling Centre Manchester

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been successfully completed or implemented since the 2019 baseline. The carbon emission reduction achieved by these schemes equate to 43.5 tCO2e, a 47.5% reduction against the 2019 baseline, meeting our interim target set for 2026 and the measures will be in effect when performing contracts under the CCS framework:

1. **Adopting the environmental management measures in the ISO 14001 certification scheme.**
2. **Adopting flexible and part-time home working (mandated in part in 2020). We have invested in IT systems to support safe and resilient home working.**
3. **Encouraging all staff wherever possible to hold virtual meetings rather than travelling to face-to-face meetings whether internally or with clients or project teams.**
4. **Introduction of fully integrated web-based phone and virtual meeting system.**
5. **Re-lamping the head office main work areas with LED lighting.**
6. **Encouraging all lights and PCs and other peripherals such as printers, coffee machines etc. to be switched off at the end of the working day or when not in use.**
7. **Relocation of the city centre offices to smaller, more efficient premises appropriate to the team size. Investigation of potential to make similar efficiency savings in other offices.**
8. **Disposal of the head office pool car (petrol), not to be replaced.**
9. **Encouragement for staff to switch to electric cars by offering a salary sacrifice scheme available to all members of staff.**
10. **Installation of a bank of 6 electric car charging point including 2 rapid charging points at our head office. Satellite offices to identify local city centre electric charging points and publicise these to staff and visitors.**
11. **Switch electricity supplies for all offices to low carbon / sustainable sources,**
12. **Move IT systems to cloud-based working and discontinuing the use of local office servers, therefore reducing duplication of provision and lowering energy usage.**

Next Steps - Carbon Reduction Initiatives

We aim to implement further measures on our journey towards net zero:

1. **Moving the head office premises to a smaller and more energy efficient building.**
2. **Encouraging continued use of virtual project and internal meetings in preference to face-to-face meetings wherever possible.**
3. **Encouragement for staff to choose low-carbon methods of travel to project meetings and site: i.e. walking, cycling and public transport ahead of private cars through messaging;**
4. **Incentivisation for staff to choose low carbon methods of transport;**
5. **Discouraging air travel, encouraging clients to hold meetings virtually;**
6. **Discouraging printing of drawings and other documents to reduce use of paper and other consumables.**

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 SECR 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 board of directors (or equivalent management body).

Signed on behalf of Ellis Williams Architects Ltd:

Neil Adshead
Managing Director

Date: 01/08/2025

Architecture
Masterplanning
Landscape
Interior Design
Visualisation
Animation
Virtual Reality
Design Advisor
Technical Advisor