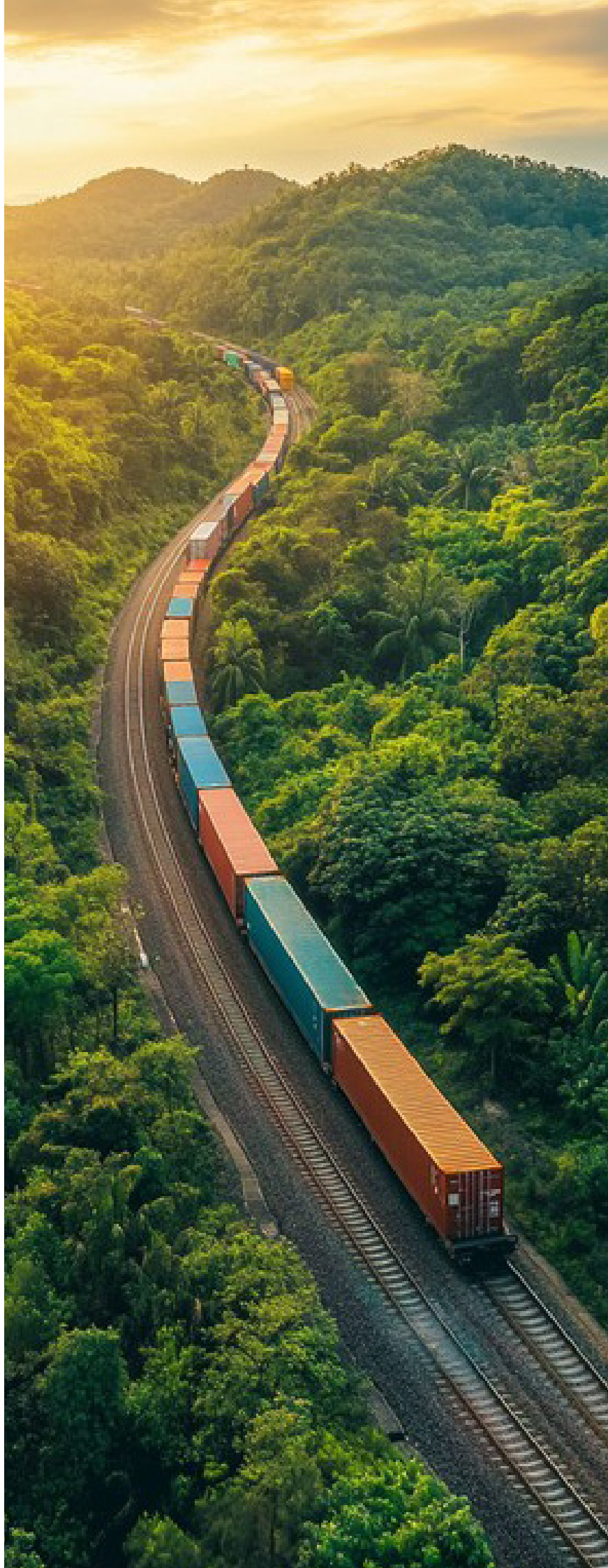


CARBON REDUCTION PLAN 2026

REV: 00

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1.0 CARBON REDUCTION PLAN

Supplier name	The Trevor Patrick Partnership Limited trading as TTPP Construction Consultants
Publication date	December 2025
Reporting period	01.01.24 - 31.12.24
Baseline year	2024
Reporting boundary	UK operations, using the operational-control approach.

1.1 Commitment to Achieving Net Zero

The Trevor Patrick Partnership Limited is committed to achieving Net Zero greenhouse-gas emissions from its UK operations by 2050 at the latest.

TTPP will prioritise the reduction of emissions within its operational and value-chain reporting boundary and will use carbon removals or credible neutralisation measures only for residual emissions that cannot reasonably be eliminated by 2050.

TTPP has not previously completed a Carbon Reduction Plan. Its first complete and verified 12-month footprint will therefore become the baseline against which future reductions are measured.

1.2 Baseline Emissions Footprint

TTPP's first carbon footprint has been calculated for the 12-month reporting period 1 January to 31 December 2024. This period is established as the company's baseline year for measuring and monitoring future greenhouse gas emissions and progress towards Net Zero.

Additional calculation details: The footprint covers TTPP's UK operations. It uses the operational-control approach, the Greenhouse Gas Protocol and UK Government conversion factors applicable to the reporting year. Serviced-office electricity and any purchased heating/cooling are obtained from the landlord or estimated using the documented allocation method stated below.

Baseline emissions source	tCO2e	Method / explanation
Scope 1	0.0*	No company-controlled fuel-burning vehicles, equipment or refrigerant-containing plant identified. Landlord-controlled building emissions excluded. leased-asset emissions not included in Scope 1 or Scope 2 are reported in Scope 3 Category 8 – Upstream leased assets
Scope 2	0.0*	Serviced-office energy is included within the Scope 3 leased-assets estimate. Landlord electricity data retained for reconciliation.
Scope 3 Category 1: Purchased Goods & Services	157.42	Spend-based calculation using 2024 Xero expenditure, including subcontracted consultancy services.
Scope 3 Category 2: Capital Goods	2.37	Spend-based calculation of IT and office equipment purchases.
Scope 3 Category 3: Fuel & Energy Activities	N/A	Included in Landlord Scope 1 & 2 calculations
Scope 3 Category 4: Upstream Transport & Distribution	0.0	No separately recorded inbound freight; deliveries included in purchase costs where applicable.
Scope 3 Category 5: Waste generated in operations	0.15	Office waste and water estimated using benchmarks and hybrid occupancy assumptions.
Scope 3 Category 6: Business travel	1.87	Estimated from employee survey responses, journey frequency, transport modes and distances.
Scope 3 Category 7: Employee commuting	14.22	Survey-based commuting and homeworking estimate, extrapolated to the reporting workforce.
Scope 3 Category 8: Upstream Leased Assets	7.19	Serviced-office emissions estimated using occupancy and hybrid-working data.
Scope 3 Category 9: Downstream transport and distribution	0.0	Not applicable; no outbound freight of physical goods.
Scope 3 Categories 10-15	N/A	Not applicable.
Total Scope 3	183.22	Total reported by the SME Climate Hub calculator.
Total emissions	183.22*	Scope 1 + Scope 2 + total Scope 3, avoiding duplicate landlord energy emissions.

1.3 Current Emissions Reporting

As this is TTPP's first carbon footprint assessment, the baseline year and current reporting year are both 2024. The same verified emissions figures are therefore reported for both periods. Future Carbon Reduction Plans will report subsequent annual emissions against the 2024 baseline to monitor progress.

Baseline emissions source	tCO2e	Method / explanation
Scope 1	0.0*	No company-controlled fuel-burning vehicles, equipment or refrigerant-containing plant identified. Landlord-controlled building emissions excluded. leased-asset emissions not included in Scope 1 or Scope 2 are reported in Scope 3 Category 8 – Upstream leased assets
Scope 2	0.0*	Serviced-office energy is included within the Scope 3 leased-assets estimate. Landlord electricity data retained for reconciliation.
Scope 3 Category 1: Purchased Goods & Services	157.42	Spend-based calculation using 2024 Xero expenditure, including subcontracted consultancy services.
Scope 3 Category 2: Capital Goods	2.37	Spend-based calculation of IT and office equipment purchases.
Scope 3 Category 3: Fuel & Energy Activities	N/A	Included in Landlord Scope 1 & 2 calculations
Scope 3 Category 4: Upstream Transport & Distribution	0.0	No separately recorded inbound freight; deliveries included in purchase costs where applicable.
Scope 3 Category 5: Waste generated in operations	0.15	Office waste and water estimated using benchmarks and hybrid occupancy assumptions.
Scope 3 Category 6: Business travel	1.87	Estimated from employee survey responses, journey frequency, transport modes and distances.
Scope 3 Category 7: Employee commuting	14.22	Survey-based commuting and homeworking estimate, extrapolated to the reporting workforce.
Scope 3 Category 8: Upstream Leased Assets	7.19	Serviced-office emissions estimated using occupancy and hybrid-working data.
Scope 3 Category 9: Downstream transport and distribution	0.0	Not applicable; no outbound freight of physical goods.
Total Scope 3	183.22	Total reported by the SME Climate Hub calculator.
Total emissions	183.22*	Scope 1 + Scope 2 + total Scope 3, avoiding duplicate landlord energy emissions.

1.4 Emissions Reduction Targets

Target date	Target	Target emissions
2031	Reduce total reported emissions by at least 20% from the verified baseline.	Baseline total x 80% = 150.40 tCO ₂ e
2040	Reduce total reported emissions by at least 50% from the verified baseline.	Baseline total x 50% = 94.00 tCO ₂ e
2050	Achieve Net Zero emissions for TTPP's UK operations.	Net Zero, with residual emissions neutralised in accordance with accepted practice.

TTPP will also monitor tCO₂e per full-time-equivalent employee as a management indicator. This will help explain changes caused by growth or changes in headcount, but it will not replace the absolute emissions totals required by the Carbon Reduction Plan.

2.0 CARBON REDUCTION PROJECTS AND MEASURES

2.1 Completed or Implemented Carbon Reduction Initiatives

- 2.1.1 An ISO 14001-certified environmental management framework supporting the identification, management and review of environmental impacts.
- 2.1.2 TP0315 Sustainability and Environmental Responsibility Policy within TTPP's controlled IMS.
- 2.1.3 Hybrid working arrangements that reduce the number of routine journeys to the office, while retaining business needs and service delivery.

These measures are in place and will be applied, where relevant, during performance of the contract. The associated emissions reduction has not yet been separately quantified; the new baseline and annual calculation process will allow TTPP to measure future progress.

2.2 Future Carbon Reduction Initiatives

Measure	Action	Evidence / performance indicator	Timing
Reliable annual footprint	Maintain the annual data register covering all required categories and improve the proportion based on primary data.	Completed calculation, evidence file & percentage of estimated data.	Annually
Serviced office energy	Obtain annual electricity and heating /cooling data from the landlord and request information on renewable-energy procurement and efficiency measures.	Allocated kWh, landlord response and annual Scope 2 tCO ₂ e.	Each reporting year
Lower carbon business travel	Remote meetings where appropriate; prioritise rail/public transport over higher-carbon alternatives; record travel mode and distance consistently.	Business travel tCO ₂ e, air journeys and vehicle mileage.	Immediate and ongoing
Lower carbon commuting	Annual commuting survey and promote practical public-transport, walking, cycling, car-sharing and lower-emission vehicle choices.	Commuting tCO ₂ e and modal split.	Survey annually
Waste reduction	Seek waste-stream data, reduce avoidable paper and consumables, and use available recycling routes.	Waste weight by stream and treatment route.	Ongoing
Transport / suppliers	Consolidate deliveries where practical and request emissions or delivery data from material couriers and relevant suppliers.	Category 4 tCO ₂ e and supplier-specific data coverage.	Next reporting year
Project delivery	Where within appointment, consider resource efficiency, reuse, waste avoidance & carbon impacts in professional advice & design decisions.	Relevant project records and client requirements.	Ongoing

3.0 GOVERNANCE AND ANNUAL REVIEW

The person responsible for TTPP's environmental management arrangements will coordinate annual data collection and calculation. Finance, office administration and HR will provide the source data identified in Part 1. The calculation and assumptions will be independently checked before Board review. The approved plan will be updated within six months of TTPP's financial year-end, published prominently on TTPP's UK website and retained alongside previous versions so progress can be tracked.

4.0 DECLARATION AND SIGN OFF

This Carbon Reduction Plan has been completed in accordance with PPN 006 and the 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 Greenhouse Gas Protocol Corporate Standard, using the appropriate UK Government emission conversion factors for greenhouse-gas company reporting.

Scope 1 and Scope 2 emissions have been reported in accordance with Streamlined Energy and Carbon Reporting requirements where required, and the required subset of Scope 3 emissions has 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 of The Trevor Patrick Partnership Limited.

Signed on behalf of TTPP	Chris Lee
Signature	
Position	Managing Director
Board approval date	10th December 2025
Sign-off date	10th December 2025
Next review due	10th December 2026

5.0 SOURCES AND INTERNAL REFERENCES

Internal	IMS Document Control record TP0315 Sustainability and Environmental Responsibility Policy; TTPP ISO 14001 environmental management arrangements.
Government	Taking account of Carbon Reduction Plans; Technical Standard for Completion of Carbon Reduction Plans; PPN 006 Frequently Asked Questions; UK Government greenhouse-gas conversion factors for company reporting.
Accounting	Greenhouse Gas Protocol Corporate Standard, Scope 2 Guidance and Corporate Value Chain (Scope 3) Standard.

NOTE: TTPP will use the applicable UK Government greenhouse gas conversion factors and relevant published reporting guidance when preparing future annual carbon assessments.