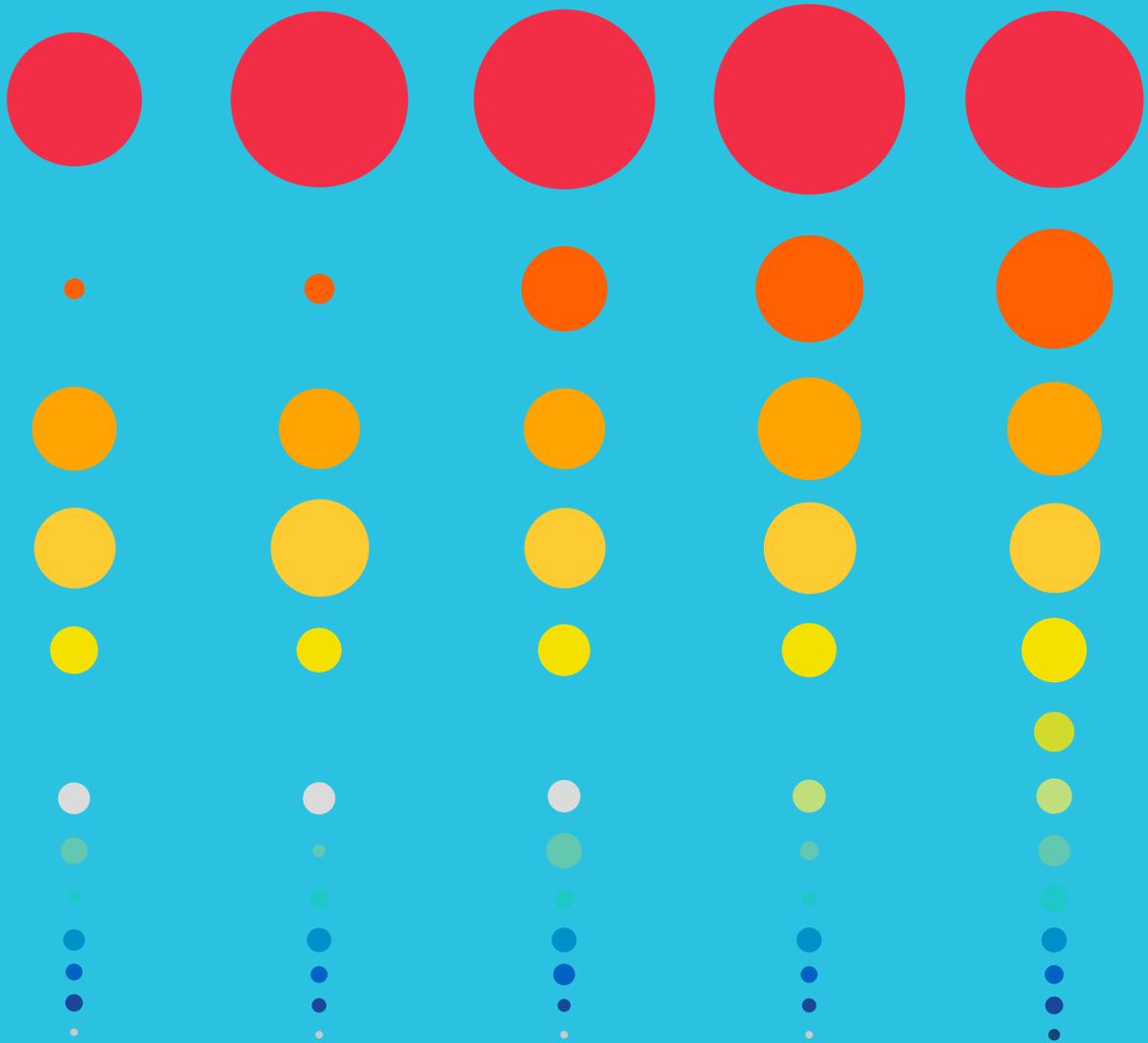


# GRI Sustainability Report 2016





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# Strategy Statement

—102-14

# About This Report

This report covers the full period from 1st January to 31st December 2016 and relates to activities for our headquarters in London and offices in Edinburgh and Manchester, following on from our 2015 report. Due to its size and recent creation, the Manchester office is currently reported as a dependant on the London office, with energy figures excluded. This exclusion is highlighted where relevant. No other entities are included in the organisation's financial statements. Over the reporting period Bennetts Associates has operated solely in the United Kingdom.

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Bennetts Associates report annually using the Global Reporting Initiative, which provides a transparent and comparable framework for sustainability reports. This is our fourth report, issued annually. Previous reports have been aligned to GRI G4 guidelines, however the GRI Guidelines have been updated (the new standards being mandatory from 2018) and we have decided to adopt the new guidelines in advance of this date. Therefore this report has been prepared in accordance with the GRI Standards: Core option.

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Within this reporting period the significant changes within Bennetts Associates are the addition of a Manchester office and the restructuring of ownership, which is explained under the section on governance. Carbon emissions of business operations have also been restructured. Scope 2 & 3 Emissions have previously been reported but have not been aligned to GRI disclosures. This report formally adds disclosures 305-2 and 305-3 including a number of Scope 3 emissions that were not previously reported. Where additional emissions types are added, historic emissions have been provided, and any updates to methodology have been stated to allow comparison between years. Whilst not previously reported, we are also including GHG intensity (disclosure 305-4) from this year onwards.

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# Topics/Material Boundaries

Continuing from past reports, and following the stakeholder engagement discussed in the previous section the following themes have been identified as key areas within our business that should be reported on.

—102-46

- Economic Context of Sustainable Design
- Environmental Management of the Practice
- Environmental Impact of the Practice
- Culture of the Practice
- Client and Community Engagement

The second step in defining the content of this report is the prioritisation of these themes, based on their materiality and boundaries, defined through stakeholder engagement.

The boundaries of the relevant topics have been considered in relation to the material topics that have been identified and prioritised with our stakeholders. When the boundary has been defined as material within the organisation, it applies to the whole organisation (including offices in London Edinburgh and Manchester) with any specific limitation made clear within the related disclosure. These material topics are:

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Topic	Boundary	Materiality (including material entities and limitations)
Economic Performance	Outside of the organisation	Risks and opportunities to clients and other entities within the project team of incorporating costs and benefits of sustainable practice (limited to entities with whom Bennetts Associates has regular contact)
Materials	Within and outside	Primarily use of stationery (e.g. paper) within the organisation, use of building materials on construction sites outside (geographical location within the UK, except for limited sourcing of materials from Europe)
Energy	Within and outside	Direct energy consumption of Bennetts Associates' offices, and the energy consumption of the buildings we design that are outwith the organisation – this has a greater impact, and also holds the greatest potential for reduction (material to client and building maintenance contractors, predominantly within the UK). This includes dissemination of best practice and activism to improve the regulatory and business context for our work.
Water	Within and outside	Direct use of water in office environment, and indirect use in the buildings that we design
Emissions	Within the organisation	Indirect emissions due to generation of electricity, business travel, etc.
Effluents and Waste	Within the organisation	Water discharge
Products and Services	Within the organisation	Mitigation of carbon emissions from property
Training and Education	Within the organisation	Skills management and lifelong learning, performance and career development reviews
Diversity and Equal Opportunity	Within the organisation	Monitoring of gender and minority breakdown
Customer Privacy	Within the organisation	Data protection





About Us

# Bennetts Associates

## About Bennetts Associates

Bennetts Associates is one of the UK's leading architectural practices, with a reputation for design and delivery across a wide range of areas within the Built Environment sector. We provide architectural services to clients on projects within the UK, and are recognised as a pioneer of sustainability. With a wide range of completed projects, published papers and research that demonstrates how good design is compatible with high levels of economic, social and environmental performance.

We support the precautionary principle introduced by the UN Rio Declaration on Environment and Development and as a company also support lobbying for policy supporting climate change commitments. We are founding members of the UK-Green Building Council and have co-signed letters to the government on key issues. —102-11

## At a glance

Total number of operations: 3 (offices in London, Edinburgh and Manchester) —102-7

Turnover: £7,805,186 (Financial Year to 31st May 2016)

Capitalisation: £3,051,319

Debt: None

Total services provided: 1 (architectural design) —102-2

Number of employees: 86 FTE (as of 31st Dec '16)

## Governance

We are a private limited company, previously owned by four of the managing Directors. From the 6th of September 2016 full ownership of the company was transferred to an Employee Ownership Trust. The board of trustees is made up of employees from all levels of the company, and one external representative. The company has no joint ventures, subsidiaries or outsourced operations. —102-5

As under the previous ownership structure, the practice is managed by the Directors and Associate Directors. Director Rab Bennetts chairs the Management Team, which includes all of the Directors and Associate directors. —102-18

Issues of sustainability are managed on a day to day basis by the Sustainability Working group and Quality management group which are made up of architectural and administrative staff from within the practice. Their role is to ensure that management of environmental and social impacts are integrated into our everyday working practices, primarily through the Environmental Management System (EMS). Both groups meet monthly and report back to the Management Team quarterly, where the ongoing effectiveness of the EMS and its implementation is evaluated and any necessary adjustments proposed.

The practice's ISO 14001 EMS forms the basis for management of the majority of material topics. This is reviewed and certified by Llyods Register. —102-56

## Values and standards

As an RIBA chartered architectural practice with all qualified technical staff accredited by the ARB, Bennetts Associates conforms to Standard 3 'Honest promotion of services' of the ARB Standards of Conduct and Practice. There have been no complaints received during the reporting period, substantiated or otherwise, covering breaches of customer privacy.

The organisation's values and principles are publically available on the 'Studio' section of our website ([www.bennettsassociates.com/practice](http://www.bennettsassociates.com/practice)). During 2016 we also produced a book "Five Insights", which collects essays from a large number of employees on the practice's principles and values. —418-1

As a 'Gold Leaf' member of the UK-GBC we have also signed a commitment to the following: —102-16

- We commit to championing UK-GBC's vision by integrating sustainability into our business operations.
- We will demonstrate our commitment by leading and advocating practices that are environmentally responsible, ethical and fair.
- We will be open and transparent about our progress and share best practice with others.

# Stakeholder Engagement and Feedback

As architects, sustainability impacts both our business activities and the buildings that we design. Low-energy, sustainable design has been central to our design process since the formation of the company, and publicly recording our business impacts forms a vital part of our engagement with both primary and secondary stakeholders.

Our primary stakeholders are those involved in the design process, inclusive of Bennetts Associates' employees, the wider project team and client. However, through the legacy of the buildings that we design and our wider impact as a prominent leader in sustainability in the built environment, we are also accountable to a large group of secondary stakeholders – including building users not originally represented by the client, other professionals, and the wider built environment community.

—404-3

Employee engagement is carried out through a combination of forums. Fortnightly office meetings take place, which are an opportunity for project teams to update the rest of the office on the progress of projects and to update the whole office on changes to regulations, standards and working practices. The practice holds six-monthly reviews for all staff. These are used to highlight any training needs or problems. A weekly internal newsletter is issued updating staff on wider practice activities, environmental policy updates from the UKGBC and PR issues. In addition to these, the whole office takes part in regular CPD sessions, and Summer and winter CPD days, where staff are encouraged to present and/or external parties are invited to talk. Project design, sustainability and technical reviews are held regularly to ensure a consistent level of output and to challenge standards.

Over a number of years we have built up a clear overview of our main sustainability impacts. This has been informed in part by our own, mostly project related, experience and also through consultation and engagement with a number of stakeholders and organisations, including:

- Internal reviews involving the Sustainability Working Group. —102-40
- External consultant recommendations about key sustainability issues. Consultations form a continuous part of the design process, but are also incorporated into and formally reviewed at three key stages, as well as in RIBA Stage 1,2,3 and 4 Reports —102-42
- Reviews of formal project client feedback conducted as part of our QA system. Client feedback is sought at the end of the planning process and again on project completion. Feedback is recorded on client feedback forms and is reported back to the management team at quarterly management meetings. —102-43
- Feedback is also sought from consultants, contractors and users on an informal basis. Comments gathered in this way are recorded, filed and fed back to all staff internally. Any corrective or preventative actions that result from this feedback is recorded on the Continual Improvement Log and reviewed by the Quality Management Group and the Management Team.
- Best practice sustainability research and reports, in particular through our continued involvement with the UKGBC. Stakeholder engagement has also been undertaken specifically as part of the preparation of this report.
- Bennetts Associates' 2015 Sustainability Report was circulated internally to all staff and externally to key stakeholders. Of these stakeholders two have formally commented on the processed highlighted within the report. These were the UKGBC and the Islington Sustainable Energy Partnership as part of the UKGBC's 360 review and ISEP's membership certification procedure.

Feedback (and actions) from the reviews were as stated on the table on the following page: —102-44

Feedback	Source	Action
Engaging an individual advisor or sustainability advisory panel which may assist in challenging the firm's aspirations on sustainability.	UKGBC	We have sought to increase formal consultation via the UKGBC, who as part of the 360 sustainability review are able to challenge us based on industry best practice.
Using the HR function to further embed responsibility for sustainability into job specifications and performance appraisals.	UKGBC	Ongoing
To further educate and up-skill staff on sustainability, reviewing the base level of training and implementing a strategic sustainability training programme for graduate staff.	UKGBC	From 2017 we will be pushing sustainability training to a larger section of the office via the UKGBC's training programme.
Extending greenhouse gas measurement, reporting and targeting to include all Scope 3 emissions	UKGBC,	A review of Scope 3 emissions was undertaken in response and more minor Scope 3 sources added to this year's report.
Demonstrate an absolute improvement in annual GHG emissions	UKGBC, ISEP	A targets review will take place in 2017. Previous emissions targets have been year on year 5% reductions, which have been met within 2017 for Electricity and Gas, however we are seeking to define longer term targets to allow strategic reductions.

Set an embodied carbon target on all projects	UKGBC	We are attempting to record and reduce wherever possible, but this is not currently feasible. To be reviewed annually.
Setting long-term targets, science based targets that relate to the Climate Pact thresholds signed by global leaders following the Paris Agreement	UKGBC, ISEP	We have reviewed this, taking part in UKGBC courses on Science Based Targets and are looking at pledging within 2017.
Exploring alternatives to solar PV as an energy generation route for the office	UKGBC	This is under review, with conclusions to be released as part of targets review.
Using the energy consumption analysis of the office to inform a series of actions tackling behaviour change to further reduce energy use	UKGBC, ISEP	This is under review, with conclusions to be released as part of targets review.
Refresh the sustainability section of the corporate website to reflect the company's ambition and expertise	UKGBC	We are looking at this and hoping to integrate more sustainability work into project pages.
Independent verification of some contents of the sustainability report, which would add value	UKGBC	This has been reviewed and while this report has not been validated we have investigated potential validation partners for the 2017 report.
Sharing lessons learned more widely with the rest of industry to assist others on their sustainability journey and enable them to learn from BA' experiences	UKGBC	This is something that we continually try to improve, but is something that we already focus a lot of energy on.

# Our Approach To Design

As architects, by far our greatest environmental impact is indirectly, through the projects that we design rather than our direct impact as an organisation. A single change in specification on a single project can represent a carbon emission greater than our annual carbon footprint. Consequently, how we design is of the utmost importance.

The most sustainable buildings are those grounded in human comfort that therefore have less need to consume energy by compensating for discomfort through heating, cooling, ventilating and lighting. What excites us about such buildings is not only their reduced environmental impact, but also that they are simply better and more pleasant architecture.

As well as architectural aspirations, all our projects must show sustainable ambition, with project deliverables that are supported by hard data (such as CO<sup>2</sup> emissions), rather than mere aspiration. To that end one of the key principles of our EMS is the creation for each project of a set of key design parameters. This starts life as a briefing tool and is then integrated into specifications to see that environmental quality is maintained through procurement, finishing with a record specification and wherever possible in-use performance data. Throughout each of these stages the Sustainability Working Group will use the document created to review the project in terms of Operational and Embodied Carbon, Wellbeing and elements influencing the carbon footprint of the occupants of the building.

## Operational carbon

Actually measured in terms of energy, to allow fair comparison between buildings this is largely influenced by the passive design measures that we can incorporate. We also advise clients wherever possible to set targets for operational energy, and to engage consultants to work towards those targets. Building regulations and the leading sustainability certification BREEAM work based on unreliable assumptions, and has led to an issue referred to as the Performance Gap. However, methodologies such as CIBSE's TM54 now allow design teams to make decisions to influence that actual performance of the building. Currently we have two projects using TM54 targets, and seek to increase this

## Embodied carbon

Embodied emissions are becoming more widely recognised as a key issue within the construction sector. These are the emissions that are caused as a result of the construction (and sometimes maintenance and demolition) of buildings. These emissions result in anywhere from a quarter to half of lifetime emissions for a building, however the fact that they are emitted within such a short time, and are heavily influenced by the architectural specification means that they are a key concern for us.

In 2012 we adopted a methodology for calculating the embodied carbon of building structures, which has been applied to a number of schemes, particularly in competitions and early stage design. During 2016 we became early adopters of a software called Rapiere, designed to provide comparative analysis for operational and embodied carbon emissions. We have also engaged with specialist consultants on projects, where targets were set to achieve the lowest embodied carbon within the UK for the building types. In 2016 there were 3 projects with full lifecycle carbon analysis being performed, a number which we aim to maintain and increase.

## Wellbeing

This developing issue is of keen interest to us, as it is directly aligned with the concept of delivering enjoyable and comfortable buildings. Within our own offices we monitor a number of environmental factors and have run surveys to understand the satisfaction with spaces. During this reporting period we have not undertaken any post-occupancy studies of our buildings. This is something we continue to develop, and plan to do further studies on finished buildings.

## Dissemination and Campaigning

One of the key positive impacts we can have as a company, as well as the designs we produce, is in disseminating best practice and reinforcing sustainability as a key theme. The prominence of the firm's work in this field is undoubtedly enhanced by recognition of its architectural quality through RIBA and other awards. As a result, Bennetts Associates is frequently asked to contribute to conferences, publications and research programmes, which not only helps to disseminate information but also forms a major strand of our promotional activities. Employees of Bennetts Associates are also involved in a number of external groups where they are able to assist in disseminating knowledge to wider the wider industry.

Following is a list of events, advisory roles and memberships of the practice and its staff.

### Talks& Events

NABERS workshop	
Sustainable Kings Cross, Green Sky Thinking	James Allison & Ben Hopkins
Sustainable Concrete, Ecobuild	Rob Bearyman & Hannah Fothergill
Leadership in Design, Ecobuild	Rab Bennetts
Office Footprinting, ISEP event	Ben Hopkins
Retrofit for Purpose	Peter Fisher
Sustainable Design, AA talks	Denise & Rab Bennetts
ISEP Community Fundraising	Hosted fundraising event with local businesses

### Advisory and Leadership Roles

RIBA Sustainable Futures Group	Advisory Board, Peter Fisher
Knowledge Quarter	Advisory Board, Kate Coghlan
UKGBC	Trustee, Rab Bennetts
Usable Buildings Trust	Trustee, Denise Bennetts
Islington Sustainable Energy	Treasurer, Ben Hopkins
Retrofit for Purpose	Peter Fisher

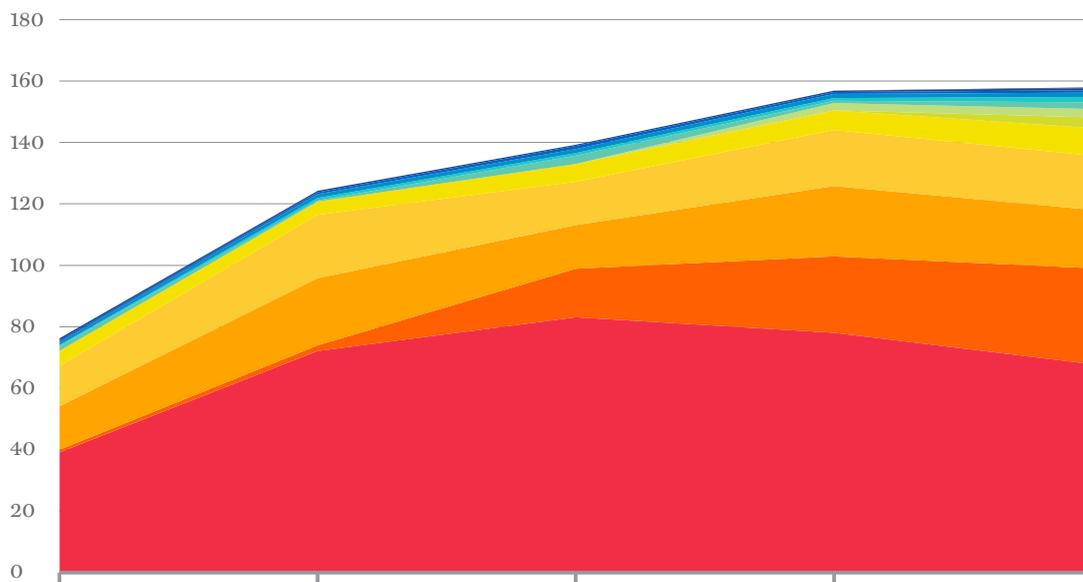
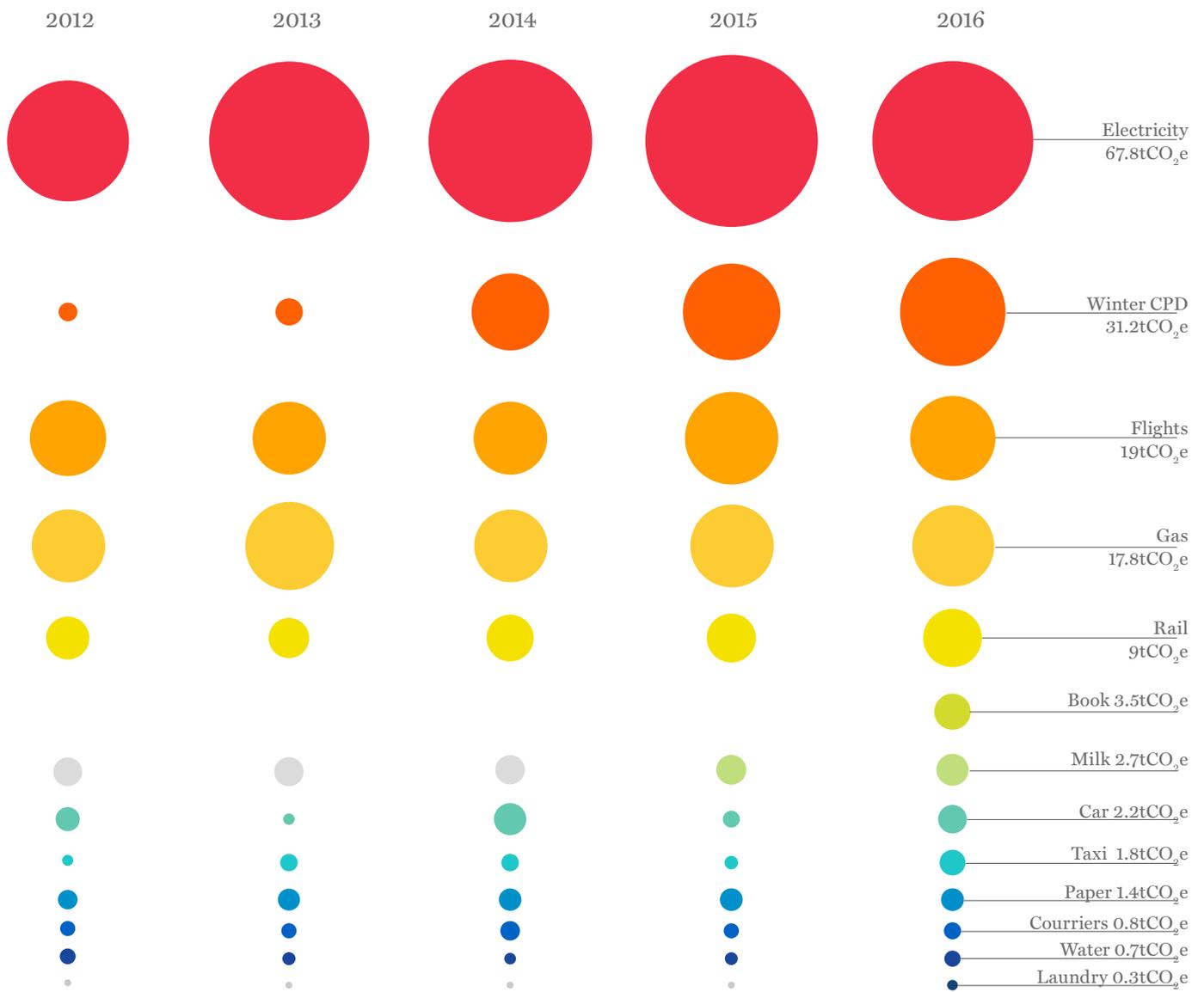
## Memberships

ABTT ISG	London Festival of Architecture
ACA	Midtown Buisness Club
ArchiFringe	Museum of Architecture
Article 25	New London Architecture
BCI	PLEA
BCO	RIAS
British Library - Architects' Lives	RIBA
Building User Study (BUS)	Sadlers Wells Theatre
C20 - Twentieth Century Society	SEDA
City Property Association	TDAG
Cockburn Association	The Knowledge Quarter
CWCT	The Old Vic Theatre
Edinburgh Architectural Association	The Theatres Trust
Get It Right	TRADA
Hampstead Theatre	Turn End Trust
Islington Society	UKGBC
Islington Sustainable Energy Partnership	





Our Impact



—Bubble and Area charts showing variation in absolute emissions sources over time

# Carbon Footprint

As a practice we believe it is important to measure and reduce our own environmental impact and to show leadership in reducing this impact to sustainable levels. As previously discussed, we see climate change as the key issue of our time, and therefore have focussed the majority of our efforts on the reduction of GHG emissions, particularly as this is an impact which is most relevant to our industry and clients.

We have been measuring Scope 1 and 2 emissions as defined by the GHG protocol since 2008, and have since added Scope 3 emissions to include significant impacts within our supply chain for which we could exercise control. 2012 Was the first year where this carbon footprint was included within a GRI report, however, our offices were extended during 2012 and so this could now be considered an abnormal year. As such, we will use 2013 as our baseline year for comparisons. During 2016 we have added further Scope 3 emissions (Well to Tank emissions for all reported Scope 1,2 and 3 emissions where available, Electricity Transmission and Loss, Milk, Laundry, Paper and Water) for which 2016 is the first year that we have definitive figures for these emissions. For the new emission sources (milk), the baseline will be 2016 for ease of comparison, these figures have been extrapolated backwards on a per-person basis and added to previous years' footprints. All carbon factors used are from DEFRA 2016 figures unless otherwise stated.

Since 2014 in line with GHG protocols we are also reporting market based emissions as well as location based emissions.

## Absolute Carbon Emissions

The total carbon footprint for 2016 is 157,991kgCO<sub>2</sub>e based on Location factors and 95,000kgCO<sub>2</sub>e based on Market factors. This constitutes a 1% reduction since the previous year, but a 27% increase since the baseline year of 2013. The majority of this increase is due to increased air travel as well as increases that would be expected with increased staff numbers.

## Carbon intensity figures

—305-4

As a business we have increased the number of employees gradually since 2012 from 69 to 87. As some emissions will increase accordingly it is important to use a metric that allows comparison between years. It is, however, important to note that we believe absolute emissions figures are still important, and targets will be set based on both absolute and intensity based figures.

The total practice footprint per person is 1,747kgCO<sub>2</sub>e based on Location factors and 1,024kgCO<sub>2</sub>e based on market factors. This constitutes a 3% decrease since 2015, but a 3% increase since our baseline year.

## Targets

To date we have operated on year-to-year targets, however more long-term strategic targets are required to provide greater reductions. We are currently investigating signing up to the Science Based Targets initiative.

## Scope 1 (and Associated Scope 3 Emissions)

—305-1

—305-3

### Gas (Scope 1)

Absolute Emissions (Location)	15,523kgCO <sub>2</sub> e	(-4% <sub>2015</sub> ), (-13% <sub>2013</sub> )
Intensity Emissions (Location)	178kgCO <sub>2</sub> e/person	(-11.3% <sub>2015</sub> ), (-27% <sub>2013</sub> )
Absolute Emissions (Market)	14,748kgCO <sub>2</sub> e	(-8% <sub>2015</sub> ), (-17% <sub>2013</sub> )
Intensity Emissions (Market)	169kgCO <sub>2</sub> e/person	(-15.7% <sub>2015</sub> ), (-30.7% <sub>2013</sub> )
Absolute Usage (kWh)	84,365kWh	(-3.3% <sub>2015</sub> ), (-13% <sub>2013</sub> )
Intensity Usage (kWh/person)	970kWh/person	(-11.1% <sub>2015</sub> ), (-27.1% <sub>2013</sub> )

—302-1

### Associated Scope 3 Emissions

Well to Tank (Location & Market)	2,108kgCO <sub>2</sub> e
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Gas usage is based on space heating requirements within the London office. We have tried to reduce usage by reducing set temperatures during non-working hours, however it is also important to note that gas usage fluctuates with external temperatures though analysis shows that heating should have increased in 2016 rather than decreased based on weather activity.

Our market emissions have also decreased slightly as during 2016 Ecotricity, our supplier, are supplying 5% green gas and so this has been included within the market factor. (Manchester excluded)

### Car Usage (Scope 1)

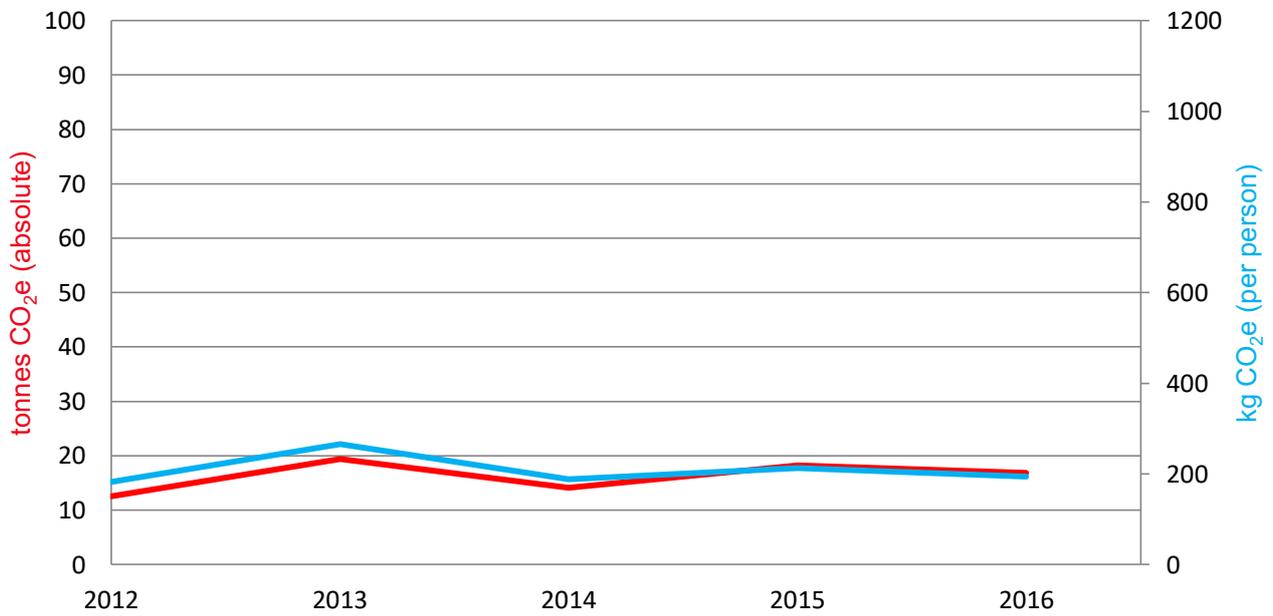
Absolute Emissions	1,814kgCO <sub>2</sub> e	(+187% <sub>2015</sub> ), (+537% <sub>2013</sub> )
Intensity Emissions	20.8kgCO <sub>2</sub> e/person	(+164% <sub>2015</sub> ), (+430% <sub>2013</sub> )
Absolute Usage (km)	10,598km	(+271% <sub>2015</sub> ), (+631% <sub>2013</sub> )
Intensity Usage (km/person)	122km/person	(+241% <sub>2015</sub> ), (+513% <sub>2013</sub> )

### Associated Scope 3 Emissions

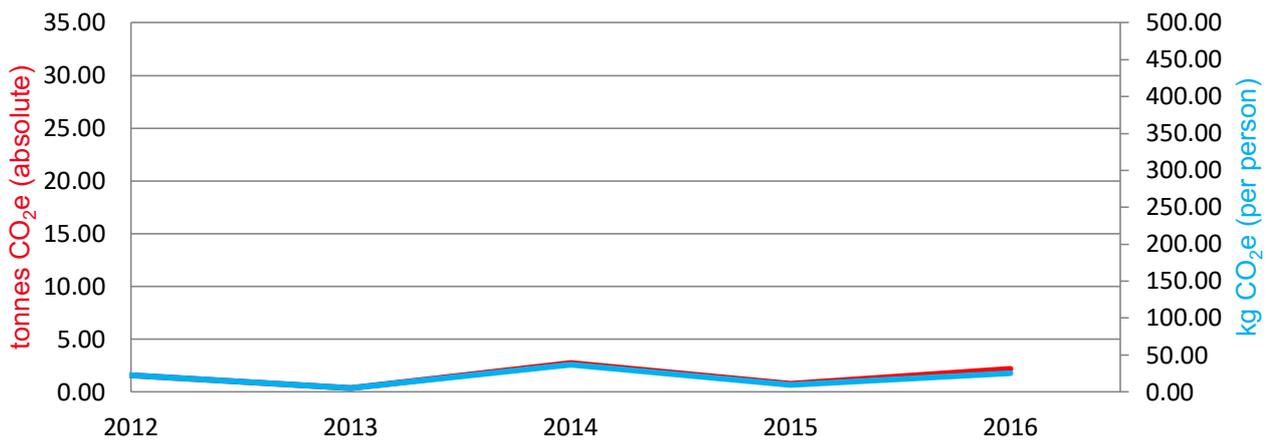
Well to Tank	355kgCO <sub>2</sub> e
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Car usage fluctuates based on locations of projects, as some projects are not easily accessed by public transport. During 2016 we increased distance travelled significantly; however we also ended use of our company car, a large vehicle in favour of a car-share scheme (ZipCar).

Car travel is also used when large number of people are travelling, which can make it more efficient than public transport, however data on passenger numbers is not recorded so this efficiency saving is not captured.



— Graph showing annual variation in emissions for Gas (including WTT)



— Graph showing annual variation in emissions for Car usage (including WTT)

## Scope 2 (and Associated Scope 3 Emissions)

—305-2

—305-3

### Electricity (Scope 2)

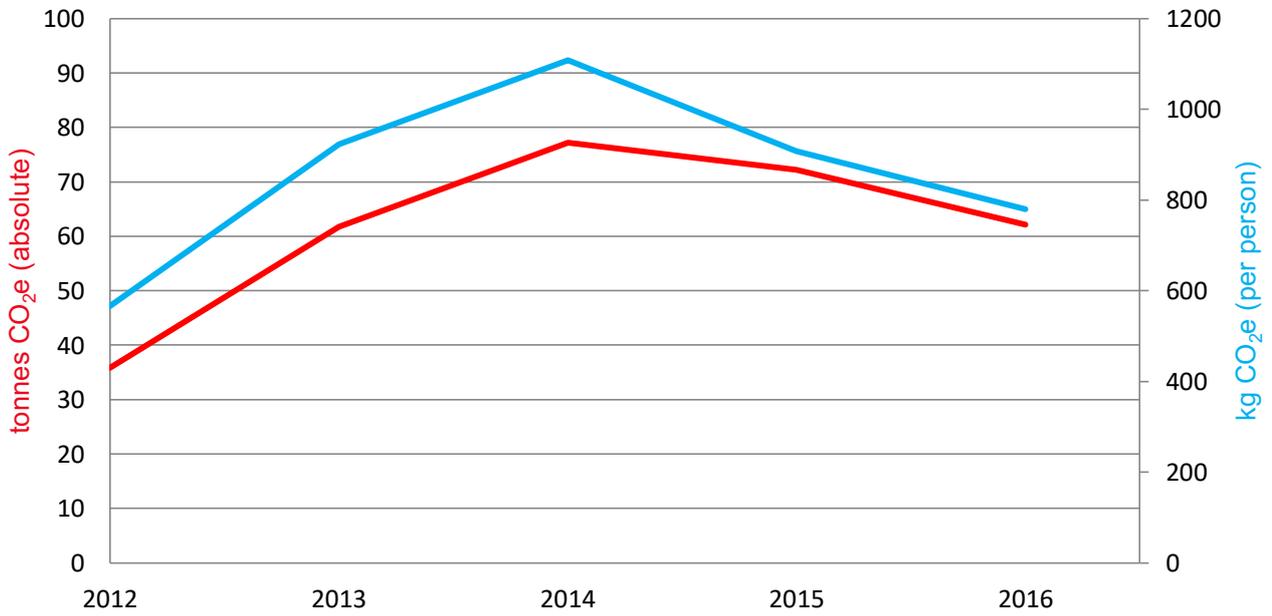
Absolute Emissions (Location)	54,030kgCO <sub>2</sub> e	(-7% <sub>2015</sub> ), (-14% <sub>2013</sub> )
Intensity Emissions (Location)	621kgCO <sub>2</sub> e/person	(-21% <sub>2015</sub> ), (-22% <sub>2013</sub> )
Absolute Emissions (Market)	0kgCO <sub>2</sub> e	(n/a <sub>2015</sub> ), (-17% <sub>2013</sub> )
Intensity Emissions (Market)	0kgCO <sub>2</sub> e/person	(n/a <sub>2015</sub> ), (-100% <sub>2013</sub> )
Absolute Usage (kWh)	131,132kWh	(-3.5% <sub>2015</sub> ), (+1% <sub>2013</sub> )
Intensity Usage (kWh/person)	1507kWh/person	(-11.3% <sub>2015</sub> ), (-15.5% <sub>2013</sub> )

### Associated Scope 3 Emissions

Well to Tank (Location & Market)	8,114kgCO <sub>2</sub> e
Transmission and Losses	5,668kgCO <sub>2</sub> e

Electricity usage consists of small power and lighting power within our London office and small power, lighting and heating within our Edinburgh office.

We continue to source our energy from a 100% renewables company (Ecotricity), but are also looking to reduce consumption. Much of the reduction in location based emissions was from an update in the DEFRA emission factors rather than a large reduction in usage. (Manchester excluded)



— Graph showing annual variation in emissions for Electricity usage (including WTT and T&L)

## Scope 3 Including Well to Tank emissions (in order of size)

—305-3

### Winter CPD Travel (Flights/Trains)

Absolute Emissions	31,240kgCO <sub>2</sub> e	(+26% <sub>2015</sub> ), (+1,603% <sub>2013</sub> )
Intensity Emissions	359kgCO <sub>2</sub> e/person	(+16% <sub>2015</sub> ), (+1,329% <sub>2013</sub> )

Our winter CPD day has in recent years involved a trip to a European city by plane, whereas in the baseline year this was based in London with only trains from our Edinburgh office being counted. Progressively more distant destinations have made this our largest emissions source after Electricity and this has been reported at board level and is targeted for reduction

The CPD includes hotels and meals, but this is not included within the calculation as sufficient data is not available.

### Flights (not including Winter CPD travel)

Absolute Emissions	19,010kgCO <sub>2</sub> e	(-17% <sub>2015</sub> ), (-13% <sub>2013</sub> )
Intensity Emissions	219kgCO <sub>2</sub> e/person	(-24% <sub>2015</sub> ), (-27% <sub>2013</sub> )

Flights to projects constitute the third largest source of emissions, primarily made up of flights between offices, though there are some flights to projects from the Edinburgh office where rail links are not feasible. Sporadic long-haul flights can make year-to-year comparison difficult so long-term targets are more relevant for this category.

The impact of flights and the possible alternative choices has been reported at board level and is targeted for improvement. Investment in VC technology has already reduced the need for travel between offices and to meetings.

### Rail

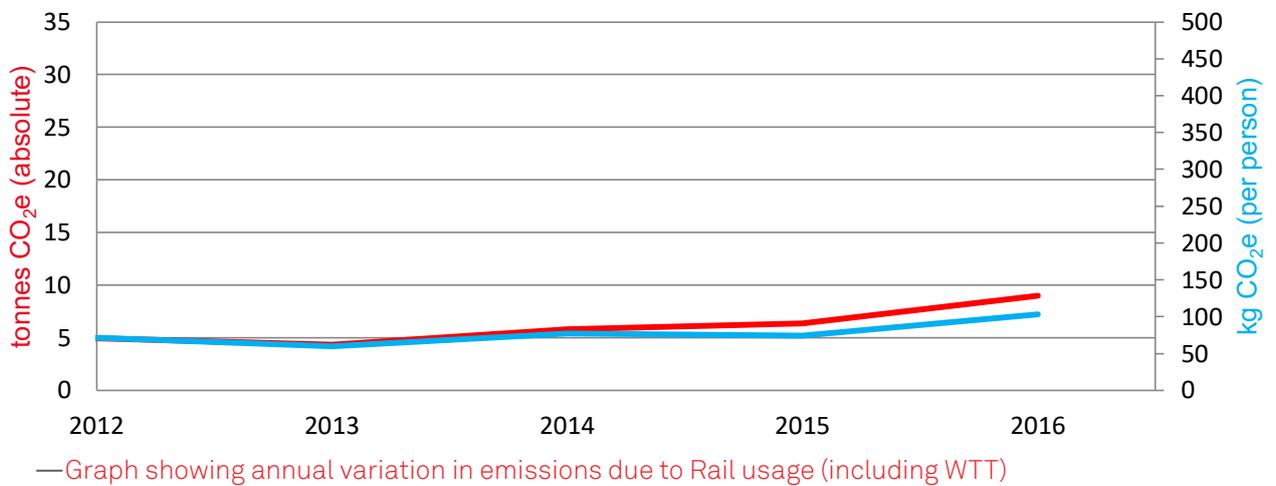
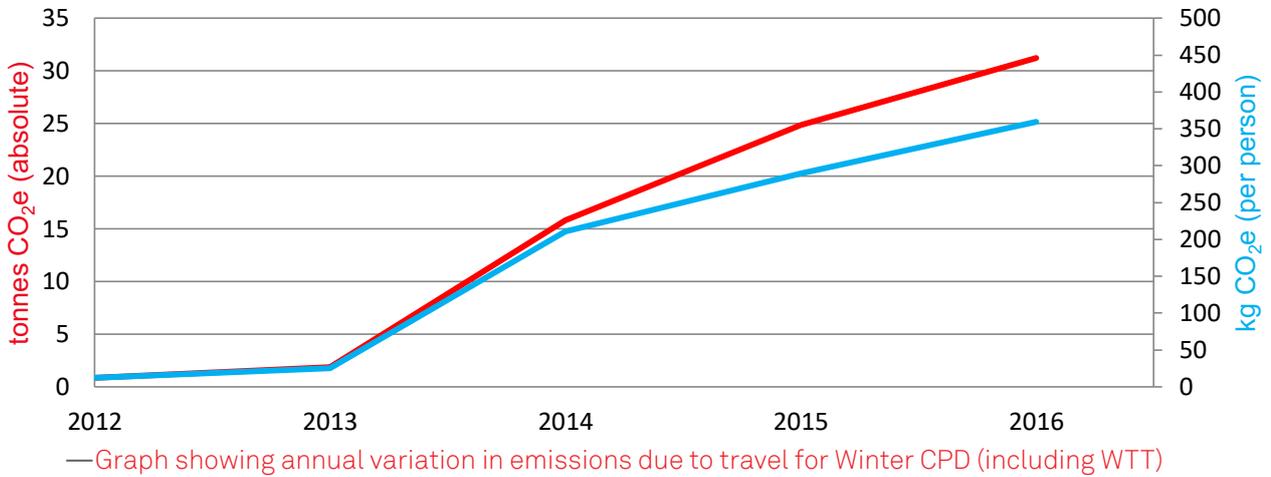
Absolute Emissions	8,970 kgCO <sub>2</sub> e	(+41% <sub>2015</sub> ), (+106% <sub>2013</sub> )
Intensity Emissions	103kgCO <sub>2</sub> e/person	(+29% <sub>2015</sub> ), (+73% <sub>2013</sub> )

Rail usage has increased as a result of more projects outside of London. We do not target reductions in rail usage as rail should increase as we reduce flights.

### One-off Emission Source: Practice Book

Absolute Emissions	3,500kgCO <sub>2</sub> e
Intensity Emissions	40.2kgCO <sub>2</sub> e/person
	2.9kgCO <sub>2</sub> e/book

During 2016 Bennetts Associates published a book. The embodied carbon of materials, printing and distribution from Poland and Italy has been calculated at approximately 2.9kgCO<sub>2</sub>e per book.



### Scope 3 Including Well to Tank emissions cont. (in order of size)

—305-3

—301-1

#### Milk

Absolute Emissions	2,715kgCO <sub>2</sub> e	(+14% <sub>2015</sub> ), (n/a <sub>2013</sub> )
Intensity Emissions	31.2kgCO <sub>2</sub> e/person	(+4.8% <sub>2015</sub> ), (n/a <sub>2013</sub> )

This calculation is based on our average milk purchase per week. Milk is used for food and drink prepared by individuals on the premises and for meetings. (Manchester excluded). Carbon factors used taken from “How Bad Are Bananas”.

#### Taxis

Absolute Emissions	1,760kgCO <sub>2</sub> e	(+100% <sub>2015</sub> ), (+117% <sub>2013</sub> )
Intensity Emissions	20.2kgCO <sub>2</sub> e/person	(+84% <sub>2015</sub> ), (+82% <sub>2013</sub> )

Taxi usage is based on project location, and emissions have increased due to increased usage of taxis on a few specific projects. Bennetts Associates have a policy of using low-carbon taxis within London however this is not possible in outer London locations.

#### Paper purchased

Absolute Emissions	1,390kgCO <sub>2</sub> e	(+2% <sub>2015</sub> ), (+9% <sub>2013</sub> )
Intensity Emissions	16kgCO <sub>2</sub> e/person	(-6% <sub>2015</sub> ), (-9% <sub>2013</sub> )

Recycled Paper	0.74tonnes
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Non-Recycled Paper	0.95
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Paper usage within the office is targeted for reductions as this also accounts for a significant monetary cost compared to carbon emissions. Usage of recycled paper (currently around 60% of paper used is non-recycled) is also targeted. (Manchester excluded)

#### Courier

Absolute Emissions	770kgCO <sub>2</sub> e	(+26% <sub>2015</sub> ), (+27% <sub>2013</sub> )
Intensity Emissions	8.9kgCO <sub>2</sub> e/person	(+16% <sub>2015</sub> ), (+6% <sub>2013</sub> )

Courier usage tends to be driven by project requirements. Wherever possible push-bikes are used within central London.

Water (supply and treatment of waste)

Absolute Emissions	689kgCO <sub>2</sub> e	(+57% <sub>2015</sub> ), (+52% <sub>2013</sub> )
Intensity Emissions	8kgCO <sub>2</sub> e/person	(+44% <sub>2015</sub> ), (+28% <sub>2013</sub> )
Water Usage	300m <sup>3</sup>	(+57% <sub>2015</sub> ), (+57% <sub>2013</sub> )

Water usage within the office is for use in WCs, food and drink preparation and use in dishwashers. (Manchester excluded). All water is supplied and disposed of via public utilities. For the purposes of reporting it is assumed that discharge is equal to consumption.

Laundry (Towels within London Office)

Absolute Emissions	254kgCO <sub>2</sub> e	(n/a <sub>2015</sub> ), (n/a <sub>2013</sub> )
Intensity Emissions	2.9kgCO <sub>2</sub> e/person	(n/a <sub>2015</sub> ), (n/a <sub>2013</sub> )

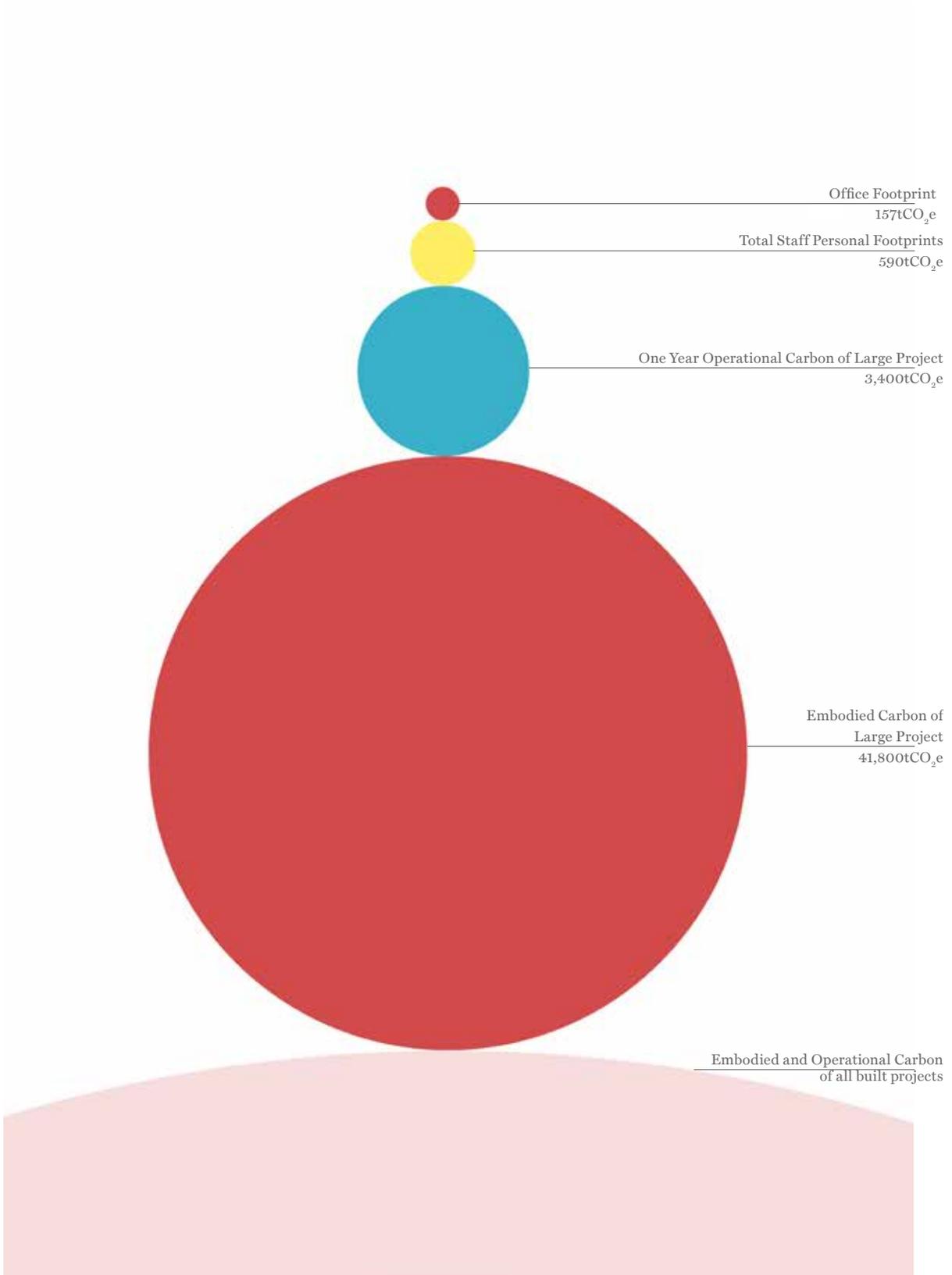
Hand-towels in both offices and from 2016 bath-towels for cycle facilities in the London office are washed and laundered externally. Our supplier has low-energy processes and logisites which means that the emissions are significantly lower than average laundry figures. (Manchester excluded). Carbon emissions provided by supplier.

## Carbon Emissions - People Practice Projects

The previous pages focus on our business carbon footprint, however it is important that we consider this in the context of the work that we do and also on the personal decisions of our staff. Whilst we do not have full control over the emissions that are outside of our organisation we are in a position to provide information and support to our staff to better inform their decisions both on projects and in their personal life.

We have produced a carbon footprinting exercise for staff, which was launched for 2016. This showed the average carbon footprint of our staff to be approx. 6.5tonnes.

At the same time we have begun to build databases of products to better allow decisions based on embodied carbon on projects where an embodied carbon consultant is not appointed as just one specification decision can provide a carbon reduction equivalent to the entire annual footprint of the practice.



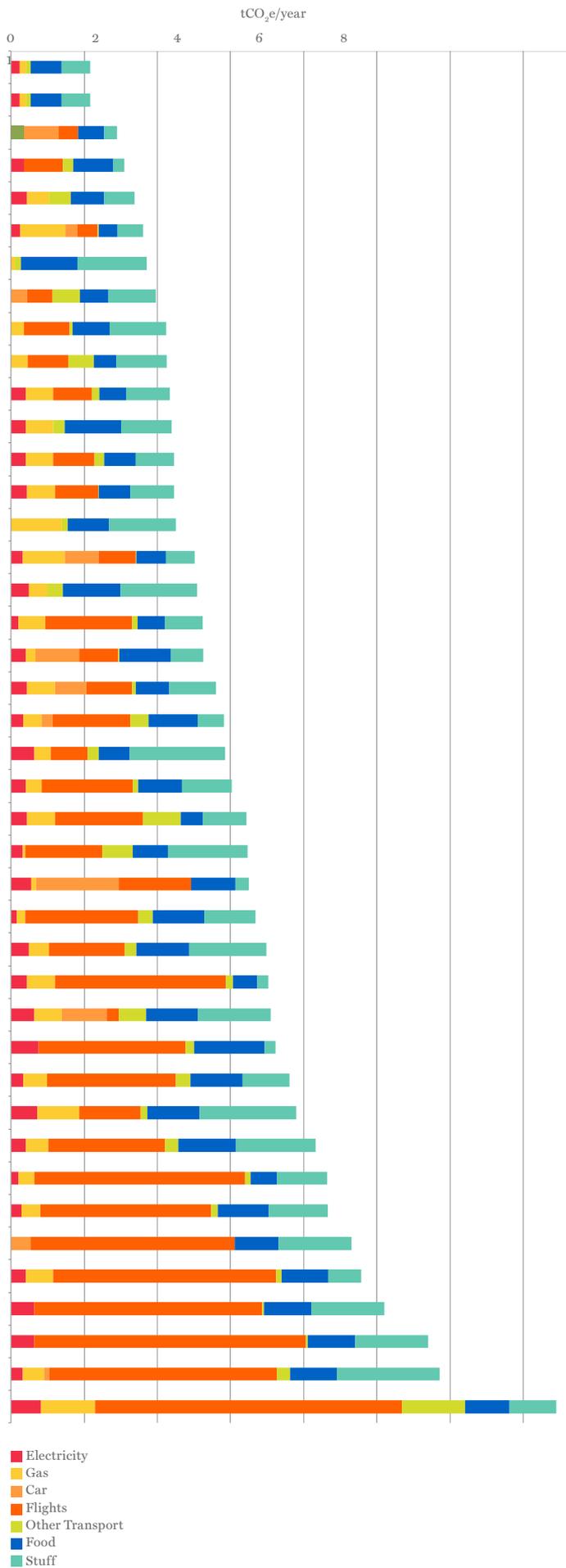
—Bubble chart showing scales of emissions from personal to project

# Employee Footprints

As discussed in the previous section a personal footprinting exercise was undertaken during 2016 and showed that there is a large variation in footprints, ranging from close to 2tonnes to 15. This shows that there is a possibility for reduction via providing information. During 2016 we also ran a pilot switching scheme for staff members to get discounted renewable energy. We are investigating continuing this on a larger scale during 2017.

We are also continuing to improve facilities for cyclists in an attempt to reduce commuting footprints (though many of our staff live locally and are able to take public transport if they do not cycle). Shower facilities have been improved and towels are now provided to staff using the shower, and as we are able to use a commercial laundry this should provide a reduction in overall carbon emissions compared to home-washing.

The 2016 scheme was also shared with a number of ISEP members with the view to setting up competition and sharing ideas on how to reduce emissions.



— Personal Carbon Footprints across the practice showing large variations.

## Community Projects

Following on from our 2015 community engagement with Robert Blair and Highbury Fields school we took a lead role in the fundraising campaign for a local community play-space. This took the form of hosting a quiz at our offices as well as dedicating time and resources to providing graphics for a social media campaign.

We also sought more formal links with Islington's schools team, as engagement with individual schools had proven difficult to maintain. We have applied to be a part of an EU project linking businesses with schools.



—Illustration provided for a 12 days of christmas social media campaign



—Fundraising Quiz held at our London studio.





Our People

# Employment Figures

## Gender/Minorities table

The below table shows the breakdown of employees based on age, employment status, gender. This is broken down further into management, architectural and support staff as well as the Trustees of the trust which owns Bennetts Associates.

—102-8

During 2016 our employee turnover was 4.3%, compared to a UK average of 15% (source: Monster.co.uk)

—405-1

There are no significant seasonal variations in the numbers reported, though it should be noted that degree graduates on their “year out” from University are not counted within the staff turnover figures. There is no significant amount of business activity undertaken by non-employees, and no employees are covered by a collective bargaining agreement.

—102-41

	Male	Female	Total
Permanent	53	25	78
Fixed-term	3	6	9
Full-time	56	29	87
Part-time	0	2	0
Architectural Staff	54	23	77
Support Staff	2	8	10
London	46	21	67
Edinburgh	7	9	16
Manchester	3	1	4
Total	56	31	87

	Management Team	Architectural Staff	Support Staff	Employee Ownership Trustees
% Female	7.1%	37.7%	80%	85.7%
% Male	92.9%	62.3%	20%	14.3%
% Age <30 years	0%	45.9%	40%	14.3%
% Age 30-50 years	64.3%	49.2%	60%	57.1%
% Age >50 years	35.7%	3.3%	0%	28.6%
% Minority Group	0%	4.9%	30%	0%

—405-1

### Training & Development

Extensive CPD is carried out through the year; through formal seminars, lectures and courses as well as informal office meetings and presentations. To identify training requirements and to understand people's career development needs, 100% of staff receive six monthly career development reviews. The breakdown of training received over the reporting period is as follows:

—404-1

—404-3

	Male	Female	Average
Architectural Staff	31hrs	31hrs	31hrs
Support Staff	12hrs	20hrs	16hrs
Average	21.5hrs	25.5hrs	23.5hrs

# GRI Criteria Index

Disclosures		Page	External Assurance
102-1	Name of the organization	5	No
102-2	Activities, brands, products, and services	7	No
102-3	Location of headquarters	2	No
102-4	Location of operations	2	No
102-5	Ownership and legal form	8	No
102-6	Markets served	2	No
102-7	Scale of the organization	7	No
102-8	Information on employees and other workers	37	No
102-10	Significant changes to the organization and its supply chain	2	No
102-11	Precautionary Principle or approach	7	No
102-12	External initiatives	8	No
102-13	Membership of associations	15	No
102-14	Statement from senior decision-maker	1	No
102-16	Values, principles, standards, and norms of behavior	8	No
102-18	Governance structure	8	No
102-40	List of stakeholder groups	10	No
102-41	Collective bargaining agreements	37	No
102-42	Identifying and selecting stakeholders	10	No
102-43	Approach to stakeholder engagement	10	No
102-44	“Approach to stakeholder engagement Key topics and concerns raised”	10-13	No
102-46	Defining report content and topic Boundaries	3	No
102-47	List of material topics	3-4	No
102-48	Restatements of information	2	No

—102-55  
—102-56

102-49	Changes in reporting	2	No
102-50	Reporting period		No
102-51	Date of most recent report	2	
102-52	Reporting cycle	2	
102-53	Contact point for questions regarding the report	2	No
102-54	Claims of reporting in accordance with the GRI Standards	2	No
102-55	GRI content index	40-41	No
102-56	External assurance	8,41	No
103-1	Explanation of the material topic and its Boundary	3	No
301-1	Materials used by weight or volume	27	No
302-1	Energy consumption within the organization	21	No
303-1	Water withdrawal by source	28	No
305-1	Direct (Scope 1) GHG emissions	21	No
305-2	Energy indirect (Scope 2) GHG emissions	23	No
305-3	Other indirect (Scope 3) GHG emissions	21-28	No
305-4	GHG emissions intensity	20	No
306-1	Water discharge by quality and destination	28	No
404-1	Average hours of training per year per employee	38	No
404-3	Percentage of employees receiving regular performance and career development reviews	38	No
405-1	Diversity of governance bodies and employees	38	No
418-1	Substantiated complaints concerning breaches of customer privacy and losses of customer data	8	No

