

Carbon Reduction Plan

Supplier name: Oxford Architects LLP (Trading under OA Architecture)

Company Registration Number: 04110679

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Commitment to achieving Net Zero

OA Architecture is committed to achieving Net Zero emissions by 2040.

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. We have chosen our baseline year to be June 2021 – May 2022.

Baseline Year: 2021-2022	
The following Scope 3 Emissions were measured: - Fuel & Energy Related Services - Business Travel - Transportation & Distribution (Upstream) - Transportation & Distribution (Downstream) - Employee Commuting - Operational Waste Additional Details relating to the Baseline Emissions calculations: The organisation is a service-based business and therefore has no tangible downstream transportation and distribution data available during the measurement period.	
Baseline year emissions: 2021 – 2022	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	10.79
Scope 2	Market-based: 23.25 Location-based: 23.25
Scope 3 including: - Fuel & Energy Related Services - Business Travel - Transportation & Distribution (Upstream & Downstream)	68.09



• Employee Commuting & Homeworking • Operational Waste & Water • Leased Assets (Upstream)	
Total Emissions	Market-based: 102.12 Location-based: 102.12

Our total emissions equate to a Carbon Intensity Metric of **2.55 tCO₂e per full-time employee equivalent** (FTE) based on **40** FTEs during the baseline period (using market-based emissions).

**Purchased electricity can be measured in two ways. A location-based method reflects the average emissions intensity of grids on which energy consumption occurs (using mostly grid-average emission factor data). A market-based method reflects emissions from electricity that companies have purposefully chosen (or their lack of choice). A market-based method therefore takes into account the purchase of electricity via a verified renewable energy tariff. We have chosen to base our Net Zero target on a market-based methodology.*

Current Emissions Reporting

Reporting Year: June 2024 – May 2025	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	28.38
Scope 2	Market-based: 28.12 Location-based: 28.12
Scope 3 including: - Fuel & Energy Related Services - Business Travel - Transportation & Distribution (Upstream & Downstream) - Employee Commuting & Homeworking - Operational Waste & Water - Leased Assets (Upstream)	74.07
Total Emissions	Market-based: 130.57 Location-based: 130.57

Our total emissions equate to a Carbon Intensity Metric of **3.63 tCO₂e per full-time employee equivalent** (FTE) based on **36 FTEs** during the measurement period (using market-based emissions).



Emissions reduction targets

OA is committed to achieving Net Zero by 2040.

To achieve Net Zero we will need to reduce our absolute emissions by 90% from our baseline year and offset any residual emissions. To track our progress towards our long-term Net Zero target, we have also set some near-term targets to 2030.

Our near-term targets:

- Reduce scope 1 and 2 emissions by 42% by 2030.
- To procure 100% renewable electricity by 2030.
- Reduce measured scope 3 emissions by 42% by 2030.
- Measure all scope 3 categories by 2030.

Our long-term targets:

- Reduce our total market-based emissions (scope 1, 2 and 3) by at least 90% by 2040.
- Neutralise any residual emissions using verified carbon offsets.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented.

Activity	Completion Year	Scope
Commit to measuring carbon footprint of business activities year on year to gain an understanding of pinch points and regularly be making efficient and direct improvements to reduce these emissions. Year 1 appointed Positive Planet to support with calculating baseline carbon footprint and reduction recommendations.	2022	1,2,3
As part of CPD training, Oxford Architects includes sessions related to sustainability topics.	2025	1,2,3
Oxford Architects are ISO14001 accredited and have been certified by Veritas since 2010.	2010	1,2
Office lighting has been upgraded to energy efficient LEDs.	2025	2
Implemented a Sustainability Policy and Sustainable Procurement Policy.	2026	1,2,3
To support low carbon commuting, Oxford Architects have implemented a cycle to work scheme, have installed EV chargers at the Oxford and Bristol sites to allow travel between sites and encourage flexible working, including working from home.		3

Future Carbon Reduction Plans

In the future we hope to implement further measures to reduce scope 1 and 2 such as:

Activity No.	Activity	Target Date	Category
1	Consider low-cost options such as reducing the boiler temperature and adding heat & solar control reflective window sheets within the Oxford and Bristol offices, and engaged the landlord with this in Cambridge. Consider planning for larger cost management (where appropriate) such as an efficient boiler system – see Government grants for support upgrading boilers and installing heat pumps. The current gas contract is in place until 2029, so in the meantime we will focus on reducing consumption and planning to transition to a lower carbon system from 2029 onwards. Consider moving to premises without gas heating for 100% reduction is stationary combustion emissions.	2026-2030	Stationary Combustion
2	The current electricity contract is up for renewal in 2028. At this point we will look to procure a 100% renewable electricity tariff for the Oxford and Bristol offices, and encourage the Cambridge landlord to transition to a renewable tariff too. This change will reduce market-based emissions (from chosen tariff) from the office (common areas) to 0 tCO₂e.	2028-2030	Purchased Electricity
3	Conduct a site energy efficiency audit with the aim of further minimising consumption of energy where possible. This will be completed either through using an external consultant or in-house using tools such as Business Energy Scotland's energy audit checklist: https://businessenergyscotland.org/guides/energy-audit/ . This will assess feasible options and payback periods for energy efficiency improvements and onsite energy generation, and can inform longer-term strategy.	2026	Stationary Combustion & Purchased Electricity
4	Total location-based electricity emissions (National Grid energy mix) are still 28.1 tCO₂e so there is an opportunity to reduce energy use. We will implement behaviour change initiatives within the workplace for reduction of emissions, including clear messaging for turning off lights, monitors,	2026	Purchased Electricity

	computers, and other electrical appliances where appropriate. We will assign roles and responsibilities to Green Team members. Further efficiency measures to consider include installing timers on lighting, sockets/equipment and reviewing and renewing inefficient equipment (when at end of life), and actively consider the energy efficiency of equipment when new purchases are required (e.g. laptops, fridges, dishwashers) High-level monitoring of energy use is key to understanding further pinch points.		
5	While difficult to achieve at the Oxford and Bristol sites due to mixed use of buildings, to completely reduce market and location-based energy emissions to zero the landlord will be encouraged to install on-site renewable energy generation technologies such as solar PV panels, solar heating, heat pumps (following an energy audit to assess feasibility and payback periods), to generate 100% of heating and energy demand. Consider removing on-site stationary combustion (gas) heating. If the UK Grid is 100% powered by renewable energy before this point, your Scope 2 location-based (and market-based) electricity emissions will already be zero. You would still need to consider gas emissions unless removed (or better technology is available).	2030	Stationary Combustion Purchased Electricity

Based upon the above completed and planned initiatives, it is projected that Scope 1 & 2 carbon emissions will decrease to **32.8 tCO₂e** by 2030.

We also aim to implement the further initiatives below to reduce Scope 3 emissions:

Activity No.	Activity	Target Date	Category
1	Commit to measuring the remaining Scope 3 categories, meaning that next year's carbon emissions measurement will be a full picture of Oxford Architects' carbon impact. Most importantly, the largest missing categories are Purchased Goods & Services, and Capital Goods, meaning that once these are measured, reduction activities targeted at these categories will be able to be created.	2026	Purchased Goods & Services Capital Goods (Downstream Leased Assets Franchises and Investments (none))
2	Consider training and engagement for the Green Team, leadership, and the wider employee base. Including and not limited to, creating spaces for environmental positive conversations (internal comms, newsletters, slack, Teams etc), certified Carbon Literacy Training for all applicable to roll out to further workforce and share with externals where appropriate. On average, certified learners reduce their carbon footprints by 5-15%, of which ~50% are work-related.	2026 onwards	Commuting & Home Working Business Travel
3	Develop and implement a Sustainable Travel Policy as part of current sustainability policies to support environmental impact of choices when travelling, staying in hotels and commuting. The priorities within this policy will support active travel and low emission travel options where appropriate. Monitor and consider alternatives to air-based travel as a priority and commit to offering support to workforce with options for active travel schemes; such as bike to work or car sharing opportunities. Utilise the emissions travel hierarchy: • Digital communication • Walking and cycling • Public and shared transport • EV's and car sharing/clubs • ICE vehicles and car sharing/clubs • Air travel	2027	Business Travel Commuting

	Consider creative ways to engage and support workforce to influence change. Examples include setting an internal organisation carbon credit scheme (limit that to a number of tCO₂e per year), extra holiday days for low emission travel choice, bonuses, subsidised travel, and equal mileage payments for diesel/petrol/EVs/cycling.		
4	Explore schemes and incentives that will support staff members to opt for low-carbon commuting methods. Whilst Oxford Architects does not have direct control of employee commuting choices, it is possible to support employees to make sustainable travel choices and therefore reduce emissions for the company associated with commuting. There will be some overlap here with initiatives to reduce business travel emissions, for example where an employee is supported to switch to an EV which they use for both commuting and business travel purposes. Examples include: - EV Salary Sacrifice Scheme - Cycle-to-Work Scheme - Installing EV charging facilities at the workplace - Providing secure bike storage and changing facilities at the workplace - Implementing flexible working hours to promote use of public transport outside of peak times - Organise cycling training days to build employee confidence and skills in commuting by bicycle The Commuting & WFH survey can be used to help guide decisions, as an indicator of current commuting patterns and opportunity to ask employees about helpful commuting initiatives and home energy (include in 2026 survey).	2026 - 2030	Commuting

Based upon the above completed and planned initiatives, it is projected that (as a minimum) Scope 3 carbon emissions will further decrease over the next five years from the current normalised measurement of **130.57** tCO₂e to **75.73** tCO₂e by 2030. This is a reduction of **42%** and will keep us on track to Net Zero.



Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 006 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 standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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) Standard³.

This Carbon Management Plan has been reviewed and approved by Oxford Architects Executive Team.

Signed on behalf of Oxford Architects:

Name: Matthew Balaam

Position: Partner (designated member)

Date: 27/05/26

¹ <https://ghgprotocol.org/corporate-standard>

² <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

³ <https://ghgprotocol.org/corporate-value-chain-scope-3-standard>