



RICHARD BOOTHROYD & ASSOCIATES
Chartered Quantity Surveyors and Project Management

SUPPORTING A SUSTAINABLE FUTURE ANNUAL REPORT
May 2024





CONTENTS

01 >

A STATEMENT
FROM BILLY PATON

02 >

SUPPORTING A
SUSTAINABLE FUTURE

03 >

COMPANY PURPOSE
COMPANY VALUES

04 >

TRACKING PROGRESS

- > Culture & Inclusion
 - > Health, Safety and Wellbeing
 - > Diversity & Equality
 - > Employee Training and Development
 - > Environmental Building Solutions
 - > Healthy Building Solutions
 - > Community Engagement
 - > Environmental Impact
 - > Governance and Transparency
 - > Partnerships
-

05 >

OUR WORK IN THE COMMUNITY

- > UKREIIF Charity Cycle
 - > City of Trees -
National Urban Forestry Centre
 - > Manchester Youth Zone, Harpurhey
 - > The Big Build - Hilltop School
-

06 >

LOOKING AHEAD

07 >

A WORD FROM OUR ESG COMMITTEE

01>

A STATEMENT FROM BILLY PATON

“

Reflecting on the past year since we launched our ESG strategy, I'm proud of the significant strides we've made. We've turned our commitment into tangible actions that resonate with our values and company purpose to deliver value to our clients, our communities and the environment.

Our dedicated ESG committee has been instrumental in this journey, setting ambitious goals that not only inspire our team but also align with our core principles.

I am a believer that true business strength lies in resilience and responsibility. The path RBA is on is designed to strengthen our business, deepen the value we provide to our clients, and enhance our contributions to society and the environment.

Billy Paton FRICS
Managing Director

This report is an invitation to witness how we're navigating the complexities of our industry, with our vision for a sustainable future.”



02>

SUPPORTING A SUSTAINABLE FUTURE

In March 2023, we launched our ESG strategy, "**Supporting a Sustainable Future**," marking our commitment to embedding ESG principles across our operations and impacting the communities we operate in. Developed in collaboration with JustOne, this strategy was shaped through comprehensive industry analysis, collaborative workshops, and extensive stakeholder engagement. Utilising double materiality analysis, we successfully aligned the key concerns of our staff and business with the expectations of our clients and peers, ensuring a holistic approach to sustainability.

Our People

- > Culture & Inclusion
- > Health, Safety & Wellbeing
- > Diversity & Equality
- > Employee Training & Development

Our Expertise

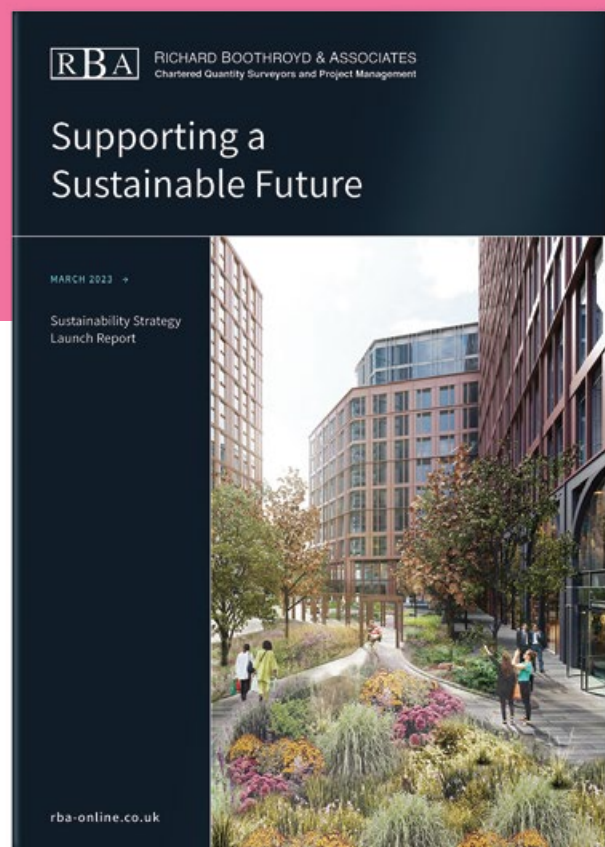
- > Environmental Building Solutions
- > Healthy Building Solutions
- > Community Engagement
- > Environmental Impact

Our Business

- > Governance & Transparency
- > Partnerships

In our launch report we outlined our long-term objectives for each key issue, aligning our efforts with 11 of the UN Sustainable Development Goals where we believe our business can make the most significant impact.

This strategic alignment underscores our commitment to driving meaningful change in areas crucial to both our operations and global sustainability efforts.



03>

COMPANY PURPOSE

Our purpose
is to deliver value
to our clients,
our communities
and the
environment.

03>

COMPANY VALUES

We are **Committed**

We build trusted relationships.

Our clients rely on us to consistently deliver solutions and services to the highest standard.

We are **Caring**

We take pride in what we do.

We succeed when our clients' aspirations are met, the environment thrives and our people are fulfilled.

We are **Positive**

We provide solutions, not problems.

We always maintain an optimistic and personable approach; working with our clients and our people to find the best way forward.

We are **Curious**

We stay ahead of the curve.

We are always looking ahead and learning, ensuring our expertise addresses real world challenges.

We are **Innovative**

We are not afraid to challenge.

We won't stop until we find the best solutions; continually evolving how we do things and always seeking to add value.



04>

TRACKING PROGRESS Culture & Inclusion



Goal	How we are achieving our goal
<ul style="list-style-type: none"> > Embed and communicate RBA's values, culture, and sustainability strategy to create a more empowering space for all employees. 	<ul style="list-style-type: none"> > Create a working environment that is not only diverse and inclusive but also actively celebrates these values, with employees empowered and feeling a profound sense of belonging, aligning with our core values and company purpose. > Cultivate a workplace where a significant and measurable shift in culture is evident.

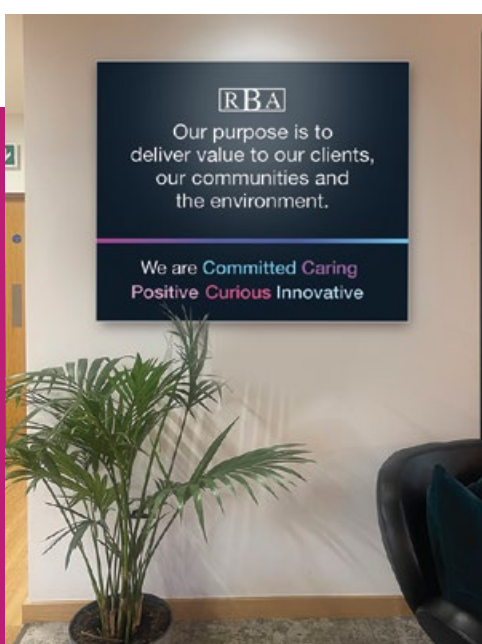


Year 1 Progress

- > We've successfully integrated RBA's values into our physical workspace through thoughtfully designed artworks, achieving our first-year objective.



- > Our first culture and inclusion survey has been undertaken by our staff, offering us critical insights for focused development. This marks a significant step towards our long-term goal, with ongoing analysis to track and enhance our cultural evolution.



04>

TRACKING PROGRESS Health, Safety and Wellbeing



Goals

- > Ensure that RBA is supportive and adaptive for all employees, enabling good work life balance.
- > Contribute positively to our employees' health and wellbeing, formalising our approach through a health, safety & wellbeing policy in line with sustainability best practice.

Goals Progress



How we are achieving our goal

- > Ensure our workforce is supported with trained mental health first aiders, including at least one staff member in senior leadership position.
- > Ensure our safety accreditations are current and relevant, including CHAS and CSCS cards for all site visiting staff.
- > Host regular awareness days, covering a spectrum of health, safety and wellbeing topics.
- > Create a notable improvement in staff perceptions of our commitments and attitude to health and safety culture.
- > Introduce a comprehensive Health, Safety, and Wellbeing Policy that aligns with our core values and company purpose.

Year 1 Progress

- > Successfully initiated mental health first aid training, with two team members now certified, marking a strong start towards our goal.

Year 1 Target Achieved

- > We've conducted a Health & Safety Awareness workshop, led by an external advisor, marking a step forward in our awareness efforts.

Long-Term Goal in Progress

- > We have audited our Health and Safety certifications and identified 38% of QS staff have CSCS cards. We are on track for this to reach 50% by mid-2024, and 90% by mid 2025.

Long-Term Goal in Progress

- > Our much-anticipated annual staff away day took place in Helmsley, featuring a variety of team-building activities, contributing to our team's sense of togetherness and promoting well-being.

Year 1 Target Achieved

- > We have launched our first health, safety and wellbeing staff survey, gathering insights and feedback, which will set the stage for our strategic enhancements over the course of the next 12 months.

Year 1 Target Achieved

Long-Term Goal in Progress

04>

TRACKING PROGRESS Diversity & Equality



Goal		How we are achieving our goal
<ul style="list-style-type: none"> > Ensure diversity and equality at every level across RBA, through implementation of a diversity and equality action plan, and associated policies. 		<ul style="list-style-type: none"> > Implement unconscious bias training for all employees. > Increase female representation across the business and in senior roles. > Develop and enact a comprehensive diversity and equality action plan. > Achieve a significant cultural shift towards enhanced diversity and equality by implementing training programmes, enhancing recruitment strategies, and establishing clear accountability measures within our leadership team.

Year 1 Progress		
<ul style="list-style-type: none"> > Undertook our first unconscious bias workshop delivered by The Diversity Trust. 		<ul style="list-style-type: none"> > We celebrated Lydia Howie's academic success and graduation from University, underscoring our commitment to promoting female talent and representation across the business.

<ul style="list-style-type: none"> > We have launched our first diversity and equality survey, as well as our culture and inclusion survey, to actively engage employees and gather valuable feedback that will shape our strategic initiatives. 		
--	--	--



TRACKING PROGRESS

Employee Training and Development

Goals

- > Support employee aspirations through creation of a formal career development process with tracked objectives and embedded sustainability targets.
- > Improve access to the profession by developing a structured internship and work experience programme.



How we are achieving our goal

- > Launch and uphold a structured RICS APC programme.
- > Ensure a minimum of 2 trained RICS mentors.
- > Achieve RICS accreditation for a minimum of 50% of our senior QS staff.
- > Ensure always a minimum of 2 junior employees enrolled on formal apprentice programme.
- > Offer personalised post graduate career development opportunities.

Year 1 Progress

- > Successfully issued our first development framework to support our APC programme.



- > A member of our leadership team has undertaken training and is now a registered RICS councillor, marking progress towards our mentoring objectives.



- > Notable advancements in staff professional development, including Mark Fennell successfully passing his RICS final assessment.



04>

TRACKING PROGRESS Environmental Building Solutions



Goals

- > Understand the environmental impacts of our recommendations to clients, offering the best solutions for occupants.
- > Contribute to sustainable building design, construction and management through our services.



How we are achieving our goal

- > Host at least 6 CPD events annually on a wide array of environmental-building topics.
- > Establish in-house expertise for conducting carbon assessments, integrated with our QS cost plans.
- > Develop an RBA-specific cost dataset for environmental building solutions, aiding our clients and design teams in making informed, sustainable choices.

Year 1 Progress

- > Surpassed our CPD event goal, hosting 10 in the past year, with plans to focus more on healthy building solutions moving forward.



- > Initiated our journey towards carbon assessment capabilities, with a new software acquisition providing us with a platform to experiment and develop our skill set.



- > Began work on compiling our library and benchmarking data, specifically focused on sustainable technologies and cost data.



04>

TRACKING PROGRESS Healthy Building Solutions



Goals

- > Understand how our advice to clients contributes towards positive social and wellbeing impacts on projects, offering the best solutions for occupants.
- > Engage with and support clients to ensure all projects have a positive impact on the people who live, work, and play in and around them.



How we are achieving our goal

- > Hold a minimum of 6 seminar events per year, on range of environmental building topics.
- > Create a comprehensive checklist for healthy building solutions, giving our staff a key tool to guide early project discussions with clients and design teams.

Year 1 Progress

- > Over the past year, we hosted 10 CPD events, with 4 specifically focused on healthy building solutions, enabling our QS staff to deepen their understanding and incorporate this knowledge more effectively in cost estimates and project planning. In 2024, we aim to increase these sessions to 6 and engage more actively with our clients to further refine our focus areas.



- > Our ESG committee has initiated a collaborative effort to research the latest industry standards into a practical checklist, creating a framework our staff can utilise in the pre-contract stages of projects, where early consideration and QS input to sustainable and healthy building design is crucial.



04>

TRACKING PROGRESS Community Engagement



Goals

- > Engage with and support clients to meet the needs and priorities of local communities on projects.
- > Establish a strategic community partnership to improve access to the profession.



How we are achieving our goal

- > Forge meaningful collaborations with local charities, participating actively in community-support events.
- > Establish a partnership with a recognised social value agency to quantify the impact of our projects on local communities accurately.
- > Cultivate relationships with educational institutions to provide students with valuable work experience and career opportunities in our field.

Year 1 Progress

- > We have continued our partnership with LandAid and have participated in the 2023 + 2024 Sleep Out Events, raising £4,000 for youth homelessness.



- > We have proudly collaborated with Yorkshire Children's Charity, providing pro-bono services to the transformative redevelopment project at Hilltop School. For a detailed look at our impactful work, see our case study on page 21.



- > We have commenced dialogue with Leeds Carnegie University to offer up the opportunity of placement years for university students undertaking QS related degrees.



- > We've begun exploring social value scoring systems like TOMS to enhance our understanding and measurement of the social impact of our projects. These tools are currently under review to ensure they align with our objectives and provide meaningful insights into the value we bring to communities.



LandAid Sleep Out 2024

04>

TRACKING PROGRESS Environmental Impact



Goal

- > Achieve net zero carbon in our operations by 2030, supported by an associated action plan.
- > By 2025 develop an action plan to reduce environmental impact across our operations.

Goals
Progress

How we are achieving our goal

- > By 2028, show significant improvement from 2023 position and on target for net zero by 2030
- > Regularly refine our action plan, ensuring clarity on the path to net zero by 2030.

Year 1 Progress

- > During 2023, we undertook our first carbon assessment, conducted by an external independent, giving us a true benchmark to track against as we work to reduce our emissions.

Year 1
Target
Achieved

- > We are reviewing our fleet vehicles and transition to electric cars.

We are developing a sustainable travel action plan, aimed at incentivising sustainable travel, with a reward scheme for staff.

Our forward-looking strategy anticipates measurable emission reductions over the next two years, compared against our 2023 baseline.

Long-Term
Goal in
Progress



NET ZERO 2030

04>

TRACKING PROGRESS

Governance and Transparency



Goal	How we are achieving our goal
<ul style="list-style-type: none"> > Annually report progress against our sustainability strategy, highlighting best practice. 	<ul style="list-style-type: none"> > Ensure the annual publication of a comprehensive report that tracks our sustainability progress, highlights our initiatives, and outlines the steps taken towards our objectives.
<div>Goals Progress</div>	
<div>Year 1 Progress</div>	

- > Successfully established an ESG committee, assigning clear ownership of goals to enhance accountability.



- > Produced and released the 2024 annual report, marking a significant milestone in our commitment to transparency and sustainability reporting.



TRACKING PROGRESS

Partnerships

Goal

- > Engage and collaborate with partners to drive wider industry change and support progress against our material issues.

Goals
Progress



How we are achieving our goal

- > Minimum of one environmental partnership and one social value based partnership.

Year 1 Progress

- > Formed a key partnership with charitable organisation, LandAid, with Mark Fennell stepping into an ambassadorial role, marking a significant stride towards our social engagement objectives.

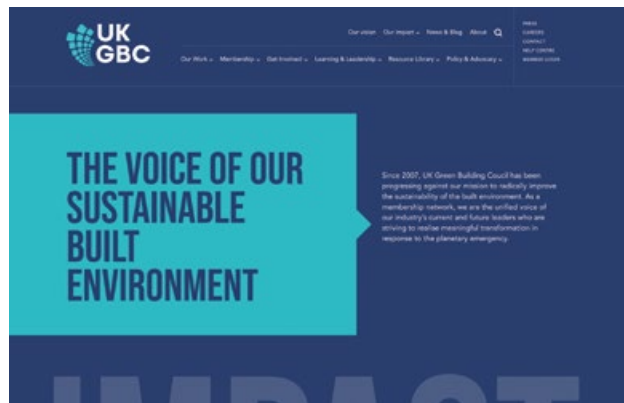
Year 1
Target
Achieved



LandAid

- > Our membership offers a valuable platform for our staff to engage in high-quality CPD, enhancing our knowledge of sustainability in the built environment.

Year 1
Target
Achieved

05>

OUR CHARITABLE WORK

UKREiIF Charity Cycle



RBA took part in the UKREiIF Sportif cycling event, raising money for the Yorkshire Children's Charity by completing 60km and 100km routes around Wetherby, Otley & Harrogate.

The Ride will be repeated in 2024, with 100% of the entry fees and donations again going direct to YCC, whose clear mission is "to ensure no child or young person is left behind due to ill health, disability or financial circumstance".



05>

OUR WORK IN THE COMMUNITY

City of Trees - National Urban Forestry Centre



Initiative Overview

City of Trees plant trees, look after trees and promote a culture of trees across Greater Manchester. All with the help of volunteers and an ever-growing network of communities, businesses and organisations.

The National Urban Forestry Centre project is of regional and national significance, allowing City of Trees to engage with its partners who champion the importance of urban forestry across the country.

The centre will be City of Trees' flagship site, incorporating a tree lab, tree nursery, classrooms and office space, designed to be multifunctional to adapt to future needs.

RBA's Involvement

RBA's pro bono collaboration with City of Trees was instrumental in transforming the vision for the National Urban Forestry Centre into a tangible reality. The RBA team, led by Andy Keyworth, provided support from concept stage through to detailed project planning and guided the successful completion of the first development phase.

RBA's contributions have actively supported the battle against climate change and promoted community engagement among local residents.

We are pleased to support an initiative that aligns with our core purpose: to deliver value to our clients, communities, and the environment.

“Andy and the RBA team have been incredibly generous with their time and expertise and they have been instrumental in getting the development of the National Urban Forestry Centre off the ground and turning it into a reality. From helping City of Trees define our vision for the site and creating the project brief to providing us with feasibility reports and project timelines, Andy and RBA team have always gone above and beyond and guided us through each process expertly. As a result of their support to date, we have been able to complete phase one of the development which was to create a tree nursery at Barnfield. This tree nursery will act as a springboard for the overall redevelopment of the site, allowing us to engage with the wider community and other stakeholders and attract further funding. To complete this first phase of the development is incredibly exciting and we truly could not have got to this point without the support of RBA.”

Alex Bedford -
National Urban Forestry Centre project lead



OUR WORK IN THE COMMUNITY

Manchester Youth Zone, Harpurhey

Manchester Youth Zone (MYZ)



Initiative Overview

For a decade, Manchester Youth Zone (MYZ), has been the place in North Manchester for young people aged 8-19 (up to 25 with additional needs) to raise their aspirations and enjoy healthier, happier lives. They can try new things that will send confidence sky-rocketing, reach goals that will set them up to chase their dreams, and make them feel great about themselves.

Bagging skills, friends for life and the resilience to live life to the full – MYZ is a safe space, open when schools are shut, where young people will always have someone who has their back.

MYZ's universal sessions welcome over 150 young people per evening, and the session will include activities such as sports, climbing, dance, arts based activities, music, cooking and more.

As well as the universal sessions, MYZ also deliver a programme of targeted activities that include:

- > Serious youth violence intervention through outdoor education
- > Health improvement programme
- > Family based support and activities
- > Employability, Enterprise and STEM

As important as the activities, MYZ also provides young people someone to talk to - from relationships with Youth Workers on session, to one-to-one support from volunteer mentors – every voice is heard. There's a real emphasis on offering young people positive role models and supporting their needs.

Project Significance

MYZ have successfully secured a grant from the Youth Investment Fund, and the money will allow them to create an even better community hub for their members - with a view to assisting up to 20,000 young people to maximise their potential and achieve their goals.

The construction works include reconfiguration of the facility, maximising existing space and providing an inclusive, exciting and innovative activity centre. Works will be carried out in phases to minimise disruption to operations, and to ensure service is maintained to the members throughout the project.

Demand for MYZ's services is at an all-time high, and as existing challenges are exacerbated by many other issues like the cost-of-living crisis and increased risk of serious youth violence and county lines, it has been vital that funding has been secured to enhance the offering to the benefit of all of the community.

RBA's Involvement

Led by Richard Briggs and Andrew Keyworth, RBA have been appointed as Quantity Surveyors and Contract Administrators for the project – contributing their services to assist in procurement, management and delivery of the scheme.

Works are currently at tender/procurement stage, but physical works are due to commence shortly to facilitate completion early in 2025.



“RBA were recommended to us by one of our trustees as an organisation who could support us in getting our project out to tender. Not only have they delivered on this ask, they have delivered so much more impact and support. Andy and Rich are always on hand to answer questions, sense check ideas, provide industry knowledge and hold consultants and contractors to account, which has provided so much additional support, and allowed me and the team to continue our ‘day jobs’ in providing a safe and exciting place for young people to attend. We are looking forward to continuing this strong working relationship throughout the build, knowing that we are in VERY safe and committed hands.”

Catrin Aherne - Director of People & Business Operations at Manchester Youth Zone

05>

OUR WORK IN THE COMMUNITY



The Big Build – Hilltop School

Initiative Overview

Hilltop School in Maltby, South Yorkshire, caters to 147 students with severe learning disabilities. Despite the dedication of its passionate staff, the school's outdated facilities, built 50 years ago for only 30 students, severely restrict its educational potential.

The Big Build project, overseen by the Yorkshire Children's Charity and supported by several construction businesses including RBA, aimed to transform the learning environment. The project's goal was to enhance facilities that were previously inadequate, removing temporary classrooms, reconfiguring layouts, and improving essential services including heating and ventilation. A key addition was a new rebound therapy centre, crucial for the developmental needs of many of the students.

Project Significance

This initiative represented a significant community effort, integrating private, public, and third-sector resources to address the urgent needs of SEND facilities in Yorkshire. The project not only aimed to enhance the quality of education but also to alleviate the conditions highlighted in the BBC documentary 'SEND Help,' which underscored the school's dire state with makeshift classrooms and inadequate therapy spaces.

RBA's Involvement

Led by Billy Paton and Mollie Sims, RBA took on the Project Management role, contributing pro bono services to co-ordinate and manage the planning, design and construction of the building works. Our involvement reflects our commitment to aiding projects that deliver considerable community benefits.

“The Great Yorkshire Build is a testament to what can be achieved when sectors unite for a common cause. Thanks to RBA's dedication, Hilltop School is now poised to offer a transformative educational experience to some of our most vulnerable children. RBA recognised this as an essential project and committed their time and resources pro bono, no questions asked. On behalf of the charity, and the school, I want to take the opportunity to commend RBA on their community spirit and thank them for their incredible commitment to what will be a life-changing project.”

Charlotte Farrington- (Yorkshire Children's Charity), Project Lead



06>

LOOKING AHEAD

Looking forward to the next year, RBA is excited to continue advancing our commitment to sustainability and social responsibility, building on our actions from the last 12 months. Our focus for the upcoming year will encompass several key areas:

Staff Engagement and Development

We are pleased to be supporting our latest graduates as they prepare for their final RICS assessment interviews. Continuing to enhance our RICS development programme, we are committed to providing the necessary support to optimally prepare our staff for success.

We also look forward to carefully analysing the feedback received from our staff surveys, developing targeted action plans to better support people.



Community Engagement

We will further enhance our involvement with local communities, continuing our partnerships with key community projects such as City of Trees and the Hilltop School. Our collaboration with LandAid and the Yorkshire Children's Charity will support charitable projects and fundraising events that make a significant impact.

We are keen to witness the positive impact our work at Hilltop School will have on its students and their families, knowing that this project will make a significant difference in their lives.

Governance and Transparency

To ensure that our ESG commitments are seamlessly integrated into our business strategy, we will be building on our governance structures and enhancing our reporting standards. This will improve accountability and transparency, allowing stakeholders to clearly see the progress we are making towards sustainability.

As we implement these initiatives, RBA remains dedicated to setting a strong benchmark for sustainability and ethical business practices. We are eager to continue this journey, confident in the knowledge that our actions will support a sustainable future for our business.

Continuing Professional Development

Our commitment to professional excellence remains strong. This year, we plan to engage in number of CPD events specifically focused on expanding our expertise in environmental and healthy building solutions.

This ongoing learning will enhance our capabilities and ensure that we stay at the forefront of industry advancements.

Carbon Footprint Reduction

RBA will introduce initiatives to decrease our operational carbon emissions, underscoring our commitment to becoming net zero in our operations by 2030.



A WORD FROM OUR ESG COMMITTEE

**Annie Blackburn**

Overseeing our goals around health, safety, and wellbeing in addition to environmental impact, I'm truly proud of our progress this past year. We've hit our Year 1 targets and are well on our way to achieving our long-term goals. I'm excited to continue our momentum and collaborate with my colleagues and committee members to advance our progress.

**Lydia Howie**

As the ESG committee member responsible for diversity, equality, and inclusion, I'm pleased with our progress in gathering initial feedback to enhance RBA's inclusive culture. I'm excited to further this work, helping RBA evolve into a diverse and inclusive workplace where all employees can thrive and celebrate differences.

**Mark Fennell**

It's been a pleasure to actively contribute to implementing our sustainability objectives and oversee action on our training and development targets. Working with LandAid and Yorkshire Children's charity has been particularly rewarding, as it allows us to use our expertise to benefit the community. Becoming a LandAid ambassador has also been a particular highlight. We have another exciting year ahead.

**Billy Paton**

I am incredibly proud of the ESG committee and the work they are doing. Whilst the challenges we face are significant, the strides we have made in such a short time are substantial. Their dedication and hard work are truly making a difference.

**Michael Partington**

Leading the ESG committee has been a fantastic experience. I've been pushing the team, the business, and myself, and I've learned a great deal in the process. We've always maintained that our ESG strategy should be more than just a checklist—it should be a series of meaningful goals and targets that truly benefit our staff and our operations. We're already seeing the positive impact of our efforts and I believe this is just the beginning.

Riverside West, Whitehall Road, Leeds LS1 4AW

T: 0113 234 0700

E: rba@rba-online.co.uk

W: www.rba-online.co.uk



RICHARD BOOTHROYD & ASSOCIATES
Chartered Quantity Surveyors and Project Management