

CSR REPORT 2019

Boyer

Planning | Design | Development Economics

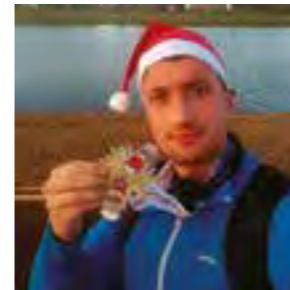
December 2019



Corporate responsibility:

A commitment to maintaining the highest standards of social and environmental responsibility.

Boyer



CSR REPORT 2019

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1 Foreward



Boyer recognises the importance of Corporate Social Responsibility (CSR): to act responsibly, operate sustainably, and contribute to the communities in which we work and live. We believe these principles are fundamental to how we operate and grow as a company.

Boyer seeks to adopt best practice in all relevant areas of CSR, including our charity work, employees and environmental management. Our CSR programme and initiatives are designed to protect and reinforce the company's values, reputation and integrity.

This report details our CSR activities during 2019. Through our initiatives we hope that our business has positively contributed to transforming lives, building communities and protecting the environment.

Boyer's genuine, long-term commitment to CSR is key to how people feel about our company and brand. I am proud of our commitment to CSR and our dedication to actively implement and improve initiatives for the betterment of our staff, communities and environment.

ANDREW WILLIAMS
Managing Director
December 2019



Boyer

2 About us

Over the past 35 years, Boyer has become established as one of the leading planning consultancies in the UK providing planning, design and development economics services to its clients.

Boyer's reputation as a trusted and reliable consultancy and our creative, collaborative and commercial approach to delivering development and providing design solutions, helps our clients achieve excellence and meet their objectives.

Part of the Leaders Romans Group, we can provide our clients with a comprehensive range of property related services which can be tailored to meet individual requirements.

We have a track record of residential and mixed-use developments including the promotion of urban extensions and new settlements as well as education, leisure, retail and health sector projects. Our regional focus gives us in-depth knowledge, understanding of local issues and our culture of collaboration results in positive working relationships with local planning authorities.





3 Our CSR Policy

Across the company we understand that our business affects our environment and the communities within which we operate.

We continue to conduct our business ethically whilst always maintaining our standards for quality advice and comprehensive work. We believe these are essential components in maintaining a respected, trusted brand.

This belief is central to our approach and we are committed to:



COMMUNITY: Our staff dedicate time to work on local schemes and initiatives with charities and other organisations within our local communities. This includes voluntary work, fundraising and educational initiatives.



PEOPLE: We continually invest in our people and ensure they are up to date with the latest skills and information to enable them to provide the best service they can to our clients. This includes CPD and training, team building exercises and reward schemes. As such we attract, recruit and retain the best people in the sector.



ENVIRONMENT: We are committed to minimising our impact on the environment and maintaining the standards and objectives outlined in ISO 14001, which was achieved in June 2018.



BUSINESS ETHICS: Our commitment to acting honestly and in the best interest of our clients is fundamental to everything we do, and what Boyer stands for as a service provider, employer and corporate organisation.

4 Community

All of our offices and people are actively involved in supporting local charities which make a positive difference to local communities.

In 2019 the company as a whole has enthusiastically participated in charitable events, raising over £34,000 and donating over 230 hours to charity. In addition, 2019 has seen numerous collections and other initiatives such as volunteering at local schools, Easter Egg donations, Christmas present donations and book collections.

Each office has a chosen local charity, which is important to them. We also supported national charities that hold a special meaning to our people.

OUR OFFICE CHARITIES FOR 2019:

DAISY'S DREAM
Wokingham office:
Planning and
Design teams



Daisy's Dream is a charity based in Berkshire that provides a professional support service responding to the needs of children and families affected by life threatening illness or bereavement.

Each year advice and support is available to children, parents, carers and professionals. In addition they can provide training to associated professionals and a tailored outreach programme for the children either at home or at school.



< Valentine's cake sale
v Volunteers at Foxhill Primary School's allotment

This year, the office has donated close to £4,000 from fundraising activities including a Valentine cake sale, quiz evening and charity football tournament. The office also donated 48 hours to the charity through volunteering at Christmas fairs and other events.

CHARITY QUIZ

Keeping with the annual tradition, in March the Wokingham office hosted their third Charity Quiz. This year it was bigger and better than ever, being hosted at Ascot Racecourse with 240 clients and staff in attendance. Everyone enjoyed an evening of fun and competition to be crowned the Quiz Winners 2019, in support of Daisy's Dream and Age UK. Thanks to the generosity of everyone who attended, we raised over £3,000 from ticket sales and a raffle.

DEPDEN CARE FARM
Colchester office

Depden Care Farm is the Colchester office's chosen charity. It offers outdoor work activities and opportunities for people with learning difficulties and disabilities, and long term physical and mental health problems. The farm is home to a variety of animals and they grow crops in their fields.

As well as learning about animals and plants, farm helpers can contribute to the continued growth of the farm by taking part in team projects such as fence building, creating animal enclosures and all the general repairs required when running a successful farm. Skills can also be learnt with the use of farm machinery.



This year the Colchester office has donated close to £200 to their charity through a virtual running event, bake sales and a Grand National Sweepstake. The team has also volunteered on the farm. In addition, Libby Hindle, Principal Planner in the office, is on the Board of Trustees for Colchester Emergency Night Shelter and contributes to the management and business strategy of the charity. Across 2019, Libby has donated 60 hours to charitable work for the night shelter.



**VOLUNTEERING AT
DEPDEN FARM**

On Thursday 22nd August, Matt Clarke and Kate Kerrigan from Boyer's Colchester office spent the day volunteering at Depden Care Farm. The main task of the day was to move a stack of hay from a neighbouring field back to the farm. Not an easy task at first, with the only route back to the farm through a narrow path in a wooded area! But with more help joining as the morning went on, it was a team effort to get it all moved by lunchtime.

Activities after lunch involved joining a dog walk around the nearby fields, with a short break at a church hidden in the woods. The day was finished off by helping to cover the relocated hay, and also packing away the freshly picked produce from the day.



< Volunteers at Tesco, collecting food and other donations
v Collecting money at London Bridge Station



SOUTHWARK FOODBANK
London office: Planning, Design and Development Economics teams

The Southwark Foodbank is a Southwark based charity forming part of The Trussell Trust, which works to combat poverty and hunger across the UK. The charity provides three days' nutritionally balanced emergency food and support to local people who are in crisis.

The foodbank aims to support members of the local community who are in crisis and cannot afford to put food on the table or buy essential supplies for themselves and their families. In addition to providing food and supplies, the charity also sets out to educate those who rely on its service, advising as to how the food and supplies can best be used to avoid waste.

The London office has been raising money and helping the Southwark Foodbank in a number of creative and exciting ways throughout the year. The office has raised over £24,000 and donated over 37 hours to the charity through bucket collections at London Bridge Station, volunteering at local supermarkets to collect food donations from shoppers and organising bake sales.

Being conscious that children whose families are in crisis may not receive Easter Eggs or Christmas presents, in April and December staff in the London office donated Easter Eggs and Christmas gifts to the Southwark Foodbank in order to spread holiday cheer at potentially difficult times of the year.



WILLIAM MORRIS COLLEGE
Bristol office

William Morris College is a specialist educational institution located close to Stroud, Gloucestershire. The charity promotes work related learning and independence for 16-25 year olds who have a wide range of learning difficulties and disabilities. The college provides both residential and day opportunities through a craft-based curriculum with the main aim being to help young people through the transition between childhood, school and adult life by developing independence, social and vocational skills.

▼ Donations made to the College's Hungry Caterpillar Festival



Staff at the Bristol office have supported the College in 2019 by donating eggs for the annual Easter Egg hunt and supporting the College's May Festival along with raising over £100.



EASTER EGG DONATION

In April, the team in the Bristol office donated 20 Easter Eggs to the College to support their annual Easter Egg Hunt and Easter Fair. The College needed 18 eggs for the hunt so no doubt the staff and other volunteers enjoyed the leftovers!



WELSH HEARTS
Cardiff office

This year the Cardiff office has partnered with Welsh Hearts, which raises money for public access to defibrillators as well as CPR and defibrillator training throughout Wales.

The Cardiff office has worked closely with the charity across 2019, raising over £300 across various events throughout the year. The events ranged from competing in the Pen Y Fan trek to bake sales and defibrillator training.



HALLOWEEN BAKE SALE



The Cardiff office organised a Halloween Bake Sale. The team decorated the office and baked some "spook-tacular" cakes and donuts which were sold to colleagues and other companies sharing the same building, in total raising over £70 for their charity.

< In association with Welsh Heart, Cardiff office staff received defibrillator and CPR training
▼ Sponsored trek up Pen Y Fan





^ Ian Long running the Nottingham Christmas Half Marathon to raise money for The Titan Children's Trust

THE TITAN CHILDREN'S TRUST Midlands office

This year the Midlands office have supported The Titan Children's Trust, which works with disadvantaged children in the East Midlands. The charity is passionate about ensuring that there is an opportunity for all disadvantaged children to have access to activities, recreation and support. The charity aims to offer practical life skills, encourage self-belief and self-worth and provide active recreational opportunities.

The office has supported its charity through 2019 by organising a number of events including a pub quiz, packing gifts for children and their parents who otherwise would have no presents on Christmas Day and competing in the Nottingham Half Marathon. In total across 2019 the office has raised £1,200 for the Titan Children's Trust and has dedicated 48 hours to their charity.



OTHER COMPANY INITIATIVES:

In addition to the money raised and time spent volunteering for each office's partner charities, Boyer is committed to supporting other charitable causes across its offices and services.

In support of the "Get Wiggy With It" campaign for the Teenage Cancer Trust, Boyer's Wokingham office wore some very eye-catching pieces and raised money for a great cause along the way!



In July, Sean Breslin from the London office competed in the London Triathlon, raising an impressive £2,500 for the Ross Nugent Foundation.

In November, members of Boyer's London and Cardiff offices participated in "Movember" with

some dubious moustaches on show by the end of the month (and all of which were swiftly removed by 1st December!) but they raised over £425 along the way so definitely a very good effort!

Across September, October and November, Boyer organised a company-wide Rugby World Cup Auction. Each competing nation was sold to the highest bidder, in total raising £670. Satvinder Hothi from our London office won the South Africa auction with all £670 then being donated to the Soutwark Foodbank



At various points throughout the year, Boyer staff have visited local primary and secondary schools to talk to the pupils about planning, design and sustainability in order to add context to their geography studies and enhance their understanding of these key issues.



CHARITY QUIZ

In the summer, the Midlands office hosted their inaugural Charity Quiz which was well attended by clients and consultants. The evening raised £970 and was a great opportunity to increase the charity's awareness in the local area.



5 People

We recognise that people are the heart of our business and we invest in a wide range of initiatives, activities, training and professional bodies. The following provides a brief outline of the work and activities undertaken across 2019.

LEARNING AND DEVELOPMENT

Training and continuing professional development are essential to maintaining professional standards, assisting personal growth and meeting client needs and expectations.

Our Commitment:

- To provide a controlled and supported approach to learning and development
- To provide employees with the skills required to carry out their tasks competently and compliantly and develop them in line with the business objectives
- To ensure that all employees have equality of opportunity for learning and development
- Develop a culture of coaching, self-development, participation and personal accountability

CONTINUED LEARNING

We actively support 'continued learning' by providing formal training courses, structured and supported 'on the job training', new opportunities, coaching and mentoring from peers and senior staff or through self-directed learning such as distance learning, e-learning, sponsored study, lunch-time briefings and CPD events.



INITIAL AND CONTINUED PROFESSIONAL DEVELOPMENT

Boyer continually invests in professional development by encouraging initial and continued professional development via structured and defined processes such as APCs with recognised associations like professional institutions (such as the RTPI, RICS and RIBA). We support our staff to achieve and uphold membership to relevant professional organisations such as RTPI, RICS and the Urban Design Group.

Involvement in Professional Organisations:

In addition to holding membership with such bodies, many employees actively contribute to their function and operation by volunteering as elected representatives on committees and by organising events, seminars and publications. During 2019, Boyer employees have participated in:

- RTPI General Assembly
- RTPI Education and Lifelong Learning Committee
- RTPI East of England Regional Activities Committee
- RTPI East of England Young Planners Network
- RTPI East Midlands Young Planners Network
- RTPI Future Planners Initiatives
- RTPI Membership Advisory Panel
- Women in Planning

RTPI LEARNING PARTNER STATUS

Boyer holds RTPI Learning Partner status as part of our commitment to continued learning. By achieving RTPI Learning Partner status, we demonstrate both to current and potential employees the value and commitment placed on high professional standards through ongoing training and development. The achievement recognises the initiatives in place to support learning and development including a graduate development programme, staff mentoring and assistance through the Institute's Assessment of Professional Competence (APC) process.

MENTORING

Boyer continues to invest in the internal mentoring programme, to develop individuals by helping them reach their potential. The mentoring relationship enables staff at all levels to develop a greater sense of confidence, enhancing their professional and personal skills. Many members involved in this programme have reported back on the value of having a confidential mentor including how they discovered something new about their capabilities and self.

APC SUPPORT NETWORK

For those who are undertaking the RTPI Assessment of Professional Competence (APC) submission; Boyer offers a comprehensive support system, a peer network and internal support within each individual office. This provides an excellent environment to help our staff through the APC process.

As part of Boyer's support, we have a dedicated APC support panel. We offer an APC mentor throughout the process who will oversee staff's work and provide support as well as feedback to help progress towards submission.

As well as this internal support, staff are encouraged to attend dedicated APC seminars and workshops run by the RTPI. In addition, Boyer also supports those looking to achieve their RICS and RIBA accreditations.

SUPPORTING UNIVERSITIES

Boyer is committed to promoting employment opportunities for graduates and has established and maintained close ties to a number of universities across England and Wales. In addition to, presentations and workshops, we also support recruitment days, giving students an opportunity to meet us and understand more about planning as a profession, the company and its culture.

In November, Boyer held its annual Graduate Assessment Day, for which there were over 150 applications and 34 students were shortlisted and invited to attend. Interviews with the successful candidates were held shortly after, with job offers made in time for Christmas.



▲ Boyer's Graduate Assessment Day

STAFF CONFERENCE AND SUMMER SOCIAL

The annual staff conference was held in June. The conference provided an opportunity for an open forum to communicate important updates regarding the business and to facilitate discussion around collectively working towards, maintaining and improving our company approach and values.

94%

of staff see themselves working for Boyer in the next year or longer

Staff Survey 2019

There were presentations from our MD and staff were organised into small groups and asked to discuss a wide range of topics, including company culture, smarter working practices growth and achieving excellence. Staff were encouraged to provide feedback on the day, leading to some very encouraging results:



After the conference the company organised its summer social, consisting of a boat trip along the Thames with a BBQ and some well-earned drinks!

In December the company met again for the Christmas party, which was hosted in a country hotel in Berkshire. The company organised dinner and drinks around a black tie theme, complete with Secret Santa and a DJ.



96%

of staff said they would recommend Boyer as an employer

Staff Survey 2019

6 Environment



Within our business and supply chain, we are committed to reducing negative effects on the environment. We continue to promote good planning and design practice and seek to ensure social, economic and environmental sustainability principles are incorporated in our planning strategies and development proposals.

The company has successfully transitioned to ISO9001 and ISO14001 accreditation which are the principal quality management system standards which ensure that the company meets statutory and regulatory requirements related to the production of products and the provision of service and for the formulation and maintenance of an environmental policy.

Management and supervisory staff have responsibilities for the implementation of the policy and must ensure that the products we produce are consistent in their design, layout and appearance and are correctly saved. ISO 14001 deals with environmental issues and requires that these are given adequate consideration in the planning and day-to-day supervision of all work.

The policy is communicated to all staff via the company intranet and is available to the public through our company website. All employees and sub-contractors are expected to co-operate and assist in the implementation of this policy. Our objectives for 2019 included:

Establishing our baseline positions to ensure we can monitor and reduce energy usage:

- As part of this objective, each office was tasked with recording the office energy use



- Encouraging staff to minimise use of company printers and photocopiers
- Continued monitoring of our recycling to ensure on-going improvements
- The company has subscribed to the cycle to work scheme and staff are encouraged, where appropriate, to cycle to their offices instead of relying on the use of cars or public transport
- Maintaining a system to record waste recycling, to reduce the total amount of waste generated in each office year on year
- Where possible use green modes of transport, or make best use of telephone and video conference facilities to reduce the need to travel

In the context of accreditation, the following 2020 environment objectives have been set and approved. These include:

- Reduce paper consumption from our printing and photocopying in the office
- Ensure waste (including food waste) is recycled across all offices
- Select best practicable mode of transport and use telephone / video conferencing to reduce trips
- Reduce CO2 emissions on all company cars
- Continue to raise environmental awareness and encourage participation in environmental initiatives

7 Business ethics

At Boyer, integrity is indispensable to what we stand for as a company. Boyer's commitment to acting honestly and in the best interest of our clients is fundamental to everything we do. We adhere to the highest standards of moral and ethical values through our professional behaviour.


Our business is built on such trust and reputation is core to our long-term relationship with clients and our continued success. We demonstrate our understanding of these values and principles and uphold them in every action and decision; as we sustain a culture that is based upon ethical conduct.




8 CSR at Boyer in 2019


2019
Q1

JANUARY


 **Recycling drive** Starting the new year with a focus on recycling initiatives across the company's offices


 **Bucket collection** The London office sent volunteers to London Bridge Station to collect donations from morning commuters, raising an amazing £2,097 for the Southwark Foodbank charity




 **Bake sale** The Colchester office ran a Valentine's Day Bake Sale, raising £112 for Debden Care Farm



 **Bake sale** The Wokingham office ran a Valentine's Day Bake Sale, raising over £200 for Daisy's Dream

 **Bake sale** The London office ran a Valentine's Day Bake Sale, raising £180 for the Southwark Foodbank

 **Wear Red Day** The Cardiff office took part in National Wear Red Day and raised £37 for the Welsh Hearts charity




FEBRUARY


MARCH

 **Careers Fair** Staff from the Colchester office spoke at Anglia Ruskin University's careers fair



 **Millfield Community School** Staff from the London office visited the school *Inspire Education Business Partnership*, to speak about placemaking

 **Charity Quiz Night** The Wokingham office co-hosted the LRG annual charity quiz at Ascot Racecourse, raising an impressive £3,154 for their partner charity

 **Reading Half Marathon** Wokingham's Vanessa Rowell and Joe Hickling ran the half marathon, raising £150 for Daisy's Dream





Easter Egg collections

London, Cardiff and Bristol offices all donated Easter eggs to raise money for their respective charities



Supermarket collection

London office staff collected food and other donations at Tesco, Surrey Quays for Southwark Foodbank



Pen-y-Fan trek

Cardiff office staff organised a trek up Pen-y-Fen, raising £100 for Welsh Hearts



Back to school Wokingham staff talked about planning and ran workshops with local GCSE Geography students to assist with their *Changing Cities* module



Volunteering

Wokingham staff got digging at a local allotment for their partnered school, Foxhill Primary School



Bake sale Midlands office organised a bake sale, raising money for Titan Children's trust



Taylor Wimpey Football Team played in a 5-a-side tournament to raise money for Naomi House and Abbie's Army



Hungry Caterpillar festival Bristol and Cardiff offices donated butterfly kites and ice cream to William Morris College



CPR & Defibrillator training In association with their charity, Welsh Hearts, Cardiff office staff had a first aid training session



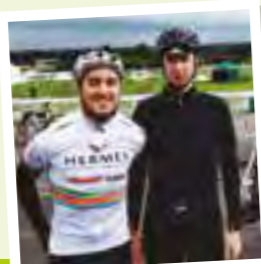
Bucket collection

Dan Taylor and Michael Corbett from the London office collected £2,248 at London Bridge station for Southwark Foodbank



CBRE Bike Ride

Boyer staff entered the world's biggest property bike ride, raising £70 for Shelter and Action for Children



Pub quizzes The London and Midlands offices hosted quiz nights, raising £407 and £970 respectively for their chosen charities



Charity collection Mark Batchelor and Cristina Racsko collected £2,054 at London Bridge station for Southwark Foodbank



Charity collection Members of the London office were joined by a host of 'famous' faces for a bucket collection at London Bridge station, raising £2,029 for Soutwark Foodbank



Open day Staff from the Cardiff office make presentations to prospective students at the Cardiff University open day



Recycling review

Boyer continue to monitor recycling systems and paper usage at all offices



Toiletries collection

Boyer's London office donated 18kg of toiletries to the Southwark Foodbank which was then distributed to those most in need in the local community



Volunteering at Depden Care Farm

Colchester office staff spent a day helping out on the farm including moving a stack of hay and packing away freshly picked produce



Cycle to work Boyer continue to encourage staff to consider sustainable methods, like cycling, for getting to work



Charity collection

With buckets in hand Phil Allin and Sean Breslin encouraged commuters at London Bridge station, to donate £2,333 to their chosen London charity



Careers Fair

Staff from the London office volunteered to host planning presentations to students at London South Bank University



OCTOBER



Halloween Bake Sale The Wokingham office held a scary Halloween bake sale which raised £147 for their chosen charity, Daisy's Dream

Halloween Bake Sale Staff at the Cardiff office also got in the spirit of Halloween with their own bake sale, raising £70 for their chosen charity, Welsh Hearts

Careers Fair Staff from the Wokingham office attended the Real Estate and Planning Careers fair at Henley's Business School at The University of Reading to promote the Graduate Planner Scheme



Rugby World Cup Auction London's Rugby World Cup Auction raised £670 for Southward Foodbank

Careers Fair Colchester office staff across three weeks attended events at the Universities of Essex, Cambridge and Suffolk to promote graduate opportunities at Boyer



People Town at Sandhurst School Boyer's Design team held a workshop with Year 10 students about architecture and urban design

November London and Cardiff staff grew some fine moustaches, to help raise awareness of prostate cancer

Boyer's Graduate Day Boyer's annual assessment of high calibre graduates



NOVEMBER

DECEMBER

Christmas bags The London office made Christmas gift bags which were donated to families supported by the Southwark Foodbank

Bucket collection The Midlands office supported a collection at Nottingham Station in aid of The Titan Trust



Christmas Jumper Day The company supported Christmas Jumper Day with staff donating to Save the Children charity

The activities mentioned in this report could not have happened without the support of everyone in Boyer.

They share our commitment of being a good company, not only as it is the right thing to do but it is also right for our business. We create value for our customers, employees, and partners while driving social and environmental good in the community.

Boyer

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www.boyerplanning.co.uk

