

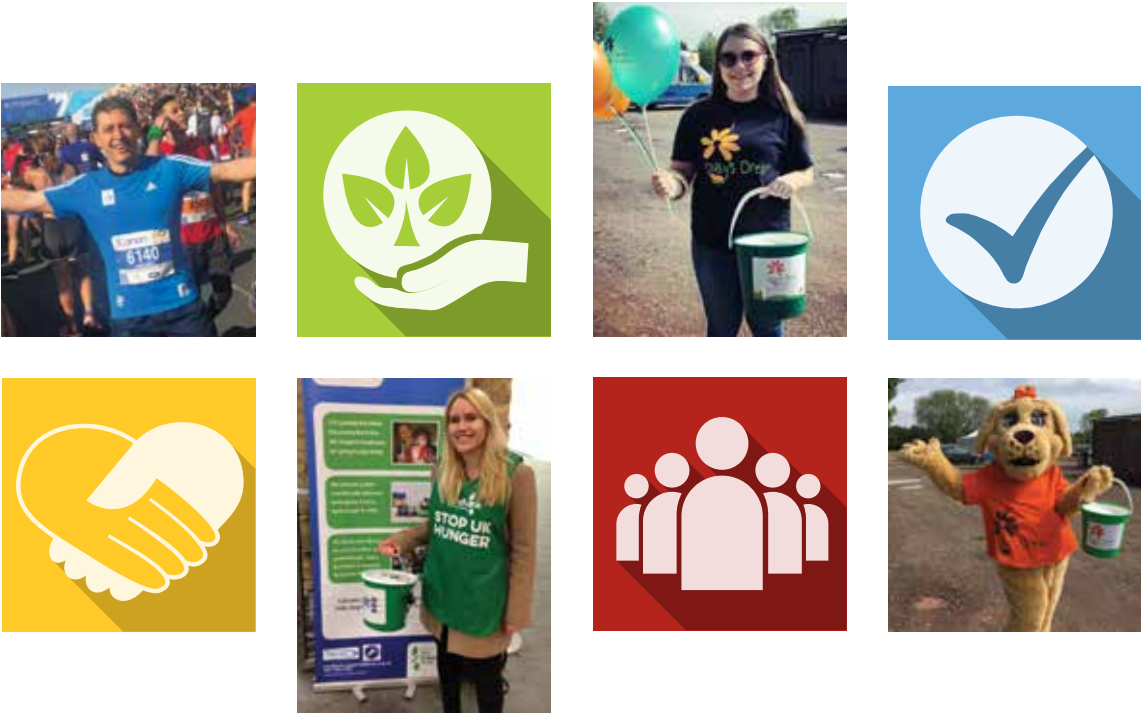


CSR Report 2018

Boyer

December 2018

CSR Report 2018 Contents



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

Boyer

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1 Foreword



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 2018. 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 2018

Boyer



2 About us

Over the past 30 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. Now 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.

✓ Jansons annual rowing event in aid of the Alexander Jansons Fund



4 Community

All of our offices and people are actively involved in their communities in supporting local charities.

In 2018 the company as a whole has enthusiastically participated in charitable events, raising over £28,000 and donating over 329 hours for charity. In addition, 2018 has seen numerous collections and other initiatives such as Easter Egg donations, Christmas gifts for children and book collections. Each office has a chosen local charity, which is important to them. Some offices have continued to support their 2017 charity through 2018, others have decided to change on an annual basis. We have also supported national charities that hold a special meaning to our people.

Our office charities for 2018:

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



✓ Valentines bake sale

addition they can provide training to associated professionals and a tailored outreach programme for the children either at home or at school.

This year, the office has donated over £5,900 from fundraising activities including a Valentine cake sale, quiz evening, organising a company-wide World Cup Fantasy Football competition and bucket collections. The office also donated 13.5 hours to the charity, attending the Windsor Duck Derby and the Maidenhead Summer Festival.

CHARITY QUIZ

Following the success of the inaugural event in 2017, in March the Wokingham office hosted their second Charity Quiz. Both clients and staff enjoyed an evening of ferociously competitive fun in support of Daisy's Dream and the Epilepsy Society. Thanks to the generosity of everyone who attended, we raised over £4,000 between ticket sales and the raffle.



COLCHESTER EMERGENCY NIGHT SHELTER

Colchester office



Colchester Emergency Night Shelter is a vital service for anyone in the Borough of Colchester offering emergency accommodation to those who are homeless and provide support to those caught in the “revolving door” of long term homelessness. Through the years they have developed the project to be able to support more people; either by simply providing more space, or through more complex methods offering help and advice to enable them to find a permanent home.

As much of the work in the Colchester office is focussed on assisting clients with the delivery of housing and infrastructure, the office felt that supporting a charity which provides accommodation and assistance to those most in need was a fitting choice. In addition to accommodation, the Night Shelter provides help, advice and support in the effective and lasting resettlement of homeless individuals.



The charity continues to require funds to help with day-to-day running costs and to allow them to augment the support services they offer so that residents can develop the necessary resources to help themselves find and maintain their own accommodation. As a result of various fundraising events for the Night Shelter and other charities during 2018 the Colchester office raised over £300 for charity. Libby Hindle, Principal Planner in the office is on the charity's Board of Trustees, contributes to the management and business strategy of the charity. Across 2018, Libby and others in the office have donated in excess of 160 hours to charitable work.



<< Volunteering at the Foodbanks' warehouse

^ Bucket collect at London Bridge station

< Jansons annual charity rowing event



SOUTHWARK FOODBANK

London office: Planning, Design and Development Economics teams

The Southwark Foodbank is a charity which works to combat poverty and hunger across the borough of Southwark. The charity provides three days of 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 £18,000 and donated over 28 hours to the charity through bucket collections at London Bridge Station, volunteering at the charity's warehouse to sort food supplies and at local Tesco stores collecting food donations from shoppers.

Staff in the office have also generously donated food and toiletries when there are emergency collections and have also given children's books, Easter Eggs and Christmas gifts. Members of staff in the office also competed in the annual Jansons Charity Rowing day.

THE JLL PROPERTY TRIATHLON

On 29 June, members of staff from the Colchester office competed in the annual JLL Property Triathlon, participating in the swimming, running and cycling events against other teams and individual competitors.



WORLD CUP AUCTION

The London office co-ordinated a company-wide World Cup Auction, where colleagues across all offices placed bids on teams participating in the 2018 World Cup in Russia. Mark Batchelor in the London office was the highest bidder on France, meaning all £937 raised through the auction was donated to the Southwark Foodbank.

EASTER EGG DONATION

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 over 50 Easter Eggs and more than 100 books and other Christmas gifts to the Southwark Foodbank in order to spread holiday cheer at potentially difficult times of the year.





A DAY'S GARDENING AT THE COLLEGE

In March members of the Bristol office spent a day volunteering at the College, undertaking garden maintenance work, including pruning hedges, border maintenance and helping to lay out a new footpath. Definitely back-breaking work, but very rewarding nonetheless!



WILLIAM MORRIS COLLEGE

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.

Staff at the Bristol office have worked closely with the College in 2018, carrying out garden maintenance work in March and August, sponsoring an Easter Egg Hunt in March and attending and supporting a planetarium event organised by a student at the college.

In total across 2018, the office has raised close to £100 for the College and has donated 38 hours to charity work.

▼ *Members of the team hard at work*



AMELIA FARM Cardiff office



Amelia Farm is a place for therapeutic support to disadvantaged and vulnerable people in a farm setting. The farm runs a programme for young people who are struggling in mainstream education for a variety of reasons, including those who have suffered from abuse or neglect, or struggle with disorders such as ADHD or autism. The farm also extends its care to adults with learning disabilities.

The farm is an approved City and Guilds Centre offering educational and skills-based courses. The qualifications which can be gained are carefully selected and are transferrable in the future to facilitate further education and qualification.

In total across the course of 2018, the Cardiff office has raised over £800 from fundraising activities, including from an Easter bake sale, which proved to be very popular within the office, raising in excess of £100 and from a race up Snowdon.



WALES PROPERTY TRIATHLON

In September staff in the Cardiff office took part in the Wales Property Triathlon, completing the swimming, running and cycling events and then enjoying a cold beer afterwards!





EMMANUEL HOUSE SUPPORT CENTRE Midlands office

Emmanuel House is a Nottingham-based charity providing emergency shelter for homeless and vulnerable individuals in and around the city. The charity provides basic needs for individuals and offers services in connection with tenancy resettlement, drug and alcohol support, mental health care and social inclusion.

The charity sees around 2,000 visits each month and operates a winter shelter between November and April, providing emergency shelter and physical and emotional support.

In the Midlands office's first full year of operation, staff have supported the charity by holding an Easter Bake Sale and by attending the support shelter to help with cleaning and working in the kitchens.

In December the Midlands office also volunteered at the charity's shop in Nottingham. In total for 2018, the Midlands office has raised money for its charity and donated 17 hours to volunteering.



Volunteering at the shelter



Emmanuel House Support Centre

A DAY IN THE SHOP

In December the Midlands office volunteered at the charity's shop, helping organise stock and assist with the running of the shop. Definitely very different to a usual day's work, but very enjoyable and worthwhile in the build-up to the shop's busiest time of year!



The Design team volunteering at the Charlie Chaplin playground

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 September, Boyer's Design team dedicated its annual day out, which saw 12 team members volunteer for Habitat for Humanity at the Charlie Chaplin Adventure Playground at Oval, London. The team undertook various jobs ranging from mowing and trimming to carpentry, plumbing

and painting, including designing and painting a mural on one of the playground walls! In total the team donated 72 hours to Habitat for Humanity.

In 2018 Boyer has supported the Wear it Pink initiative in support of cancer awareness and the



Luan at the finishing line of the Athens Marathon



The gentlemen of the London Office happily volunteered to participate in this year's 'Movember'

Wear it Purple initiative in support of International Women's Day. The events definitely brightened the company's offices and raised an impressive £199 and £368 respectively.

In November, Luan Deda ran the Athens Marathon, raising a very impressive £1,092 for Medpak in the process. Also in November, some staff in Boyer's London office participated in "Movember" with some questionable moustaches in evidence by the end of the month (all swiftly removed in December!) but they raised over £370 along the way so definitely a very good effort!

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 2018.

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 2018, 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



< Young Planners Conference Gala Dinner

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 so has established and maintained close ties to a number of universities across England and Wales. In addition to running courses, 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.





▼ Boyer staff conference



2018 STAFF CONFERENCE

The annual staff conference was held in October. 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.

97%

agree or strongly agree that at work, their opinion seems to count

Staff Survey 2018

The day included presentations from our MD and staff were organised into small groups 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.

95%

agree or strongly agree that they understand the company's goals, objectives, and values

Staff Survey 2018

Social events

Along with our staff conference, we actively encourage and facilitate staff to get together more socially. In June all offices joined together on a boat trip along the Thames, taking in London's sights while enjoying a BBQ and a well-earned drink.

In December the company met again for the Christmas party, hosted by Boyer's Design team, who booked the Royal Suite at Reading FC's Madjeski Stadium and laid on dinner and drinks around a black tie masquerade ball theme, complete with Secret Santa and a DJ.

Planning Sans Frontiers

In July Boyer entered a team into Planning Sans Frontiers, hosted by East Hampshire District Council. The team, dressed as mime artists, competed in a "Circus Extravaganza" themed day, including a strong man inflatable course, a human sized hungry hippo game, unfair funfair games and fortune teller riddles.

Young Planners' Conference

This year Boyer sponsored the RTPI Young Planners' Conference Gala Dinner, which was hosted by the East Midlands Young Planners Network. Boyer's David Hutchinson is Vice Chair and he was instrumental in organising a very successful and enjoyable event. The event celebrated "Planning for the Greater Good" with one of the highlights being a Gala Dinner attended by nearly 300 delegates and at which Boyer's Mark Batchelor gave the pre-dinner speech.



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.

In 2018 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 2018 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 2019 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.

RESPECT
ETHICAL
INTEGRITY
HONEST
TRUST



8 CSR at Boyer in 2018

2018
Q1

JANUARY



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



New year, new charities The Bristol, Cardiff, London, Midlands and Wokingham offices select new charities for 2018



London Bridge bucket collection Charity bucket collection at London Bridge Station



Wokingham Valentines bake sale Staff bakes cakes and sold in the office and to other companies



London Valentines bake sale Staff bakes cakes and sold in the office and to other companies



Bike ride sponsorship to MIPIM in aid of Coram's Children Charity, the UK's first dedicated children's charity



FEBRUARY



Wear it Purple Wearing purple clothing in support of International Women's Day



Easter Egg Donation Donating Easter Eggs to Southwark Foodbank



Southwark Foodbank Warehouse Weighing, sorting and packing food donations



Easter Egg Hunt Bristol office sponsored an egg hunt at the William Morris College



Charity Quiz Boyer and Romans charity quiz night/raffle raising money in support of Daisy's Dream and the Epilepsy Society



MARCH



Bristol garden maintenance The team spent a day helping William Morris College including laying a new footpath



Cardiff Easter bake sale Staff bakes cakes and sold in the office and to other companies

APRIL



Midlands bake sale Staff bakes cakes and sold in the office and to other companies



Reading Station bucket collection Charity bucket collection in aid of Daisy's Dream



Hiking the iconic Snowdon, raising money for two great charities – the Youth Adventure Trust and Prostate Cancer UK



Wokingham bucket collection at the Binfield football tournament which included members of the office dressing as the charity's mascot



London Bridge bucket collection Bucket collection in aid of Southwark Foodbank

MAY



Jansons rowing event Staff from London and Wokingham participated in a charity rowing event in aid of the Alexander Jansons Fund



ISO accreditation Successful transfer to ISO 9001 and ISO 14001 accreditation



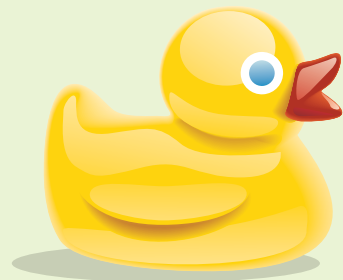
Book collection Staff in London collected and donated children's books to Southwark Foodbank to support education needs of the children that visit the charity



An evening under the stars The Bristol office attended a planetarium event in support of the William Morris College



Windsor Duck Derby Volunteering at the charity's stand at the Derby



CBRE annual charity bike ride Wokingham staff participated, raising money for Shelter



JLL Property Triathlon Staff from Colchester and London competed in the triathlon to raise money for charity



JUNE

JULY



Snowdon Race Race up Mount Snowdon to raise money for Kidney Research



Maidenhead Summer Festival Wokingham staff helped on the Daisy's Dream stand at the festival to help raise money for the charity



Tesco food collection London staff volunteered at a Tesco supermarket, collecting food donations for Southwark Foodbank

AUGUST



Housebuilder Mountain Marathon Wokingham staff donated money towards the Youth Adventure Trust



Gardening at college Bristol office staff carried out further maintenance work at William Morris College, including pruning hedges



Food collection London staff donated food due to an emergency shortage at Southwark Foodbank



Holmes and Hills Charity Bike Ride Members of the Colchester office competed in the charity bike ride in aid of Age UK Essex and Braintree and Bocking Gardens



London Bridge bucket collection London staff collected money for their charity



Wales Property Triathlon Members of the Cardiff office participated in the punishing triathlon to raise money for the Trussell Trust to help stop hunger in the UK



SEPTEMBER

OCTOBER



Wear it Pink Staff wore pink for Breast Cancer Now, to raise money for life-saving research



London Bridge bucket collection London staff collected money for Southwark Foodbank



Boyer Graduate Recruitment Day

Boyer hosted the annual Graduate Recruitment Day at Easthampstead Park in Berkshire



London Bridge bucket collection

London staff collected money at the station for charity



Volunteering at Emmanuel House Midlands staff volunteered at Emmanuel House which supports homeless, vulnerable or isolated adults in and around Nottingham



Athens Marathon

Luan Deda ran the marathon in support of Medpak



November Members of the London office raising money for some of the biggest health issues faced by men: prostate cancer, testicular cancer, and mental health and suicide prevention



NOVEMBER



Christmas party Boyer held their annual christmas party at the Madjeski Stadium, Reading



Children's Christmas present donation

London staff donated money to buy present bags for disadvantaged children



Boyer Christmas Jumper Day Staff wear festive knitwear to raise money for Save the Children



DECEMBER

Our CSR team

The activities mentioned in this report could not have happened without our CSR ambassadors.

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.

Thanks to:

Simon Barry

Mark Batchelor

Sean Breslin

Bruce D'Cruze

Gemma Flaherty

David Hutchinson

Mandy Owen

Jessica Reeves

James Teasdale

Michail Tsironis

Boyer