



CARBON REDUCTION PLAN GUIDANCE

Notes for Completion

Where an In-Scope Organisation has determined that the measure applies to the procurement, suppliers wishing to bid for that contract are required at the selection stage to submit a Carbon Reduction Plan which details their organisational carbon footprint and confirms their commitment to achieving Net Zero by 2050.

Carbon Reduction Plans are to be completed by the bidding supplier entity and must meet the reporting requirements set out in supporting guidance, and include the supplier's current carbon footprint and its commitment to reducing emissions to achieve Net Zero emissions by 2050.

The Carbon Reduction Plan should be updated regularly (at least annually) and published and clearly signposted on the supplier's UK website. It should be approved by a director (or equivalent senior leadership) within the supplier's organisation to demonstrate a clear commitment to emissions reduction at the highest level. Suppliers may wish to adopt the key objectives of the Carbon Reduction Plan within their strategic plans.

A template for the Carbon Reduction Plan is set out below. Please complete and publish your Carbon Reduction Plan in accordance with the reporting standard published alongside this PPN.

Carbon Reduction Plan

Supplier name: Pascall+Watson Ltd

Publication date: 20th February 2023

Commitment to achieving Net Zero

Pascall+Watson Ltd is committed to achieving Net Zero emissions by Q4 2022.

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.

Baseline Year: 2019	
Additional Details relating to the Baseline Emissions calculations.	
<p>Pascall+Watson have calculated CO₂e emissions bases on all Scope 1, 2 and 3 emissions over which it has control using the organisational boundary of operational control, categories or functions not relevant to this business type have not been included.</p> <p>Baseline CO₂e emissions have been calculated retrospectively using available data from the time, where data was not available or incomplete correction factors have been applied to ensure accuracy.</p> <p>2019 has been established as the baseline year as it is not influenced by any anomalies or inconsistencies created by the COVID-19 pandemic.</p>	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	2.7
Scope 2	34.1
Scope 3 (Included Sources)	2,756 Purchased Goods & Services, Capital Goods, Fuel and energy-related Emissions, Upstream Transport, Waste, Business Travel, Employee Commuting, Leased Assets, Investments.
Total Emissions	2,793

Current Emissions Reporting

Reporting Year: 2022	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	1.1*
Scope 2	18.9*
Scope 3 (Included Sources)	466.1* Purchased Goods & Services, Capital Goods, Fuel and energy-related Emissions, Upstream Transport, Waste, Business Travel, Employee Commuting, Leased Assets, Investments.
Total Emissions	486*

* Projected emissions based on data available to date.

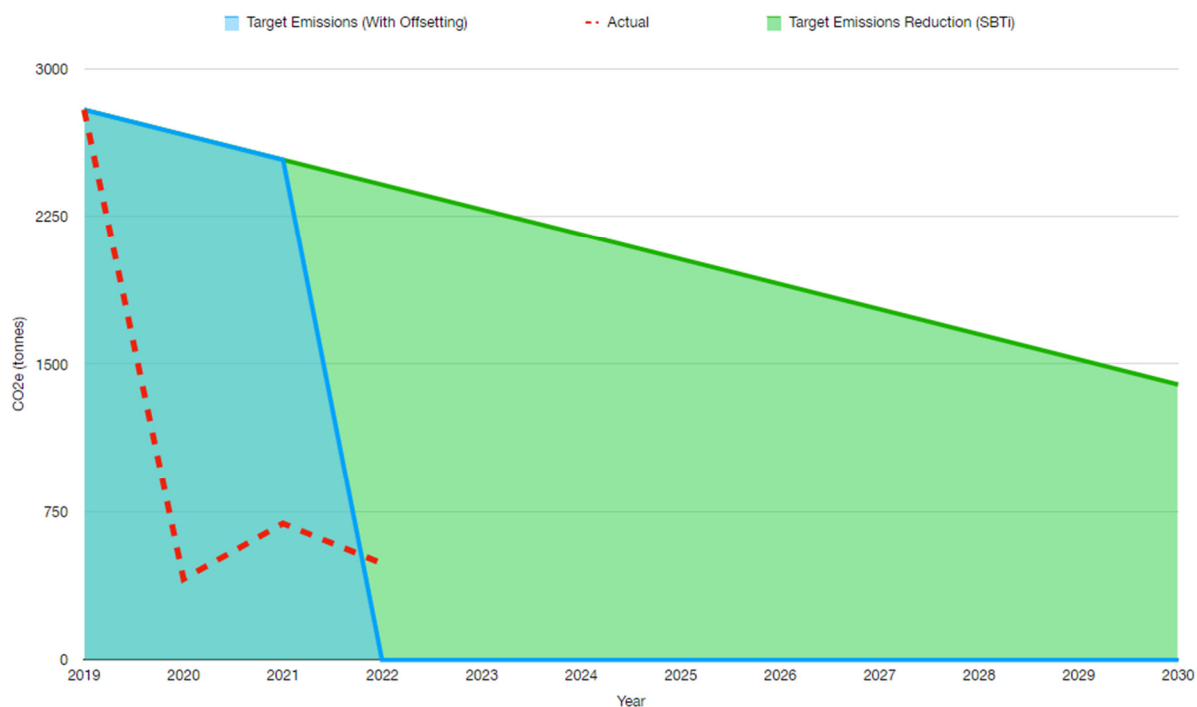
Emissions reduction targets

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

- Achieve Net Zero in 2022 through the use of certified offsetting programmes.
- Reduce CO₂e emissions from Scope 3 - Purchased Goods & Services by 10% per annum over the next 5 years.
- Reduce carbon emissions from in house and outsourced printing to near zero level (minimum 95% reduction) by 2025
- Reduce CO₂e emissions from business related air travel by 10% per annum over the next 5 years.
- Reduce overall CO₂e emissions from business travel by 10% per annum over the next 5 years
- Reduce Scope 2 carbon emissions to zero by 2023
- Reduce overall company CO₂e emissions by 40% by 2026

We project that carbon emissions will decrease over the next five years to **790tCO₂e** by **2026**. This is a reduction of **40%**

Progress against these targets can be seen in the graph below:



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2019 baseline. The carbon emission reduction achieved by these schemes equate to **1,475 tCO₂e**, a **53%**ge reduction against the 2019 baseline and the measures will be in effect when performing the contract

To date most of Pascall+Watson's efforts have been in setting up systems and procedures to effectively measure and record its CO₂e emissions. This allows the company to be able to see where reduction measures will have most impact.

Investment in IT equipment and software has enabled the company to move more meetings online, reducing business travel, especially where in person attendance is not required. This investment has also allowed the company to move to a hybrid working model, encouraging working from home, enabling the company to close one of its London offices and reduce the emissions from staff commuting.

In the future we hope to implement further measures such as:

- Gain PAS 2060 certification through third party accreditation.
- Actively encourage subconsultants to adopt Net-Zero, this will reduce the upstream scope 3 emissions and establish a Net-Zero Supply chain.
- Moving electricity supply to a certified zero carbon supplier to eliminate Scope 2 emissions from purchased electricity.
- Eliminate printing to become a true paperless company, promoting use of technology instead.
- Commit to zero waste to landfill, all waste shall either be recycled or processed through energy recovery.

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 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 (Streamlined Energy and Carbon Reporting) 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 Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of the Supplier:



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Date: 15th March 2023

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

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

³ <https://ghgprotocol.org/standards/scope-3-standard>