



Cabinet Office

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: [Ellis Williams Architects Limited](#)

Publication date: [28.03.2024](#)

Commitment to achieving Net Zero

[Ellis Williams](#) is committed to achieving Net Zero emissions by 2050.

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.

[Ellis Williams](#) currently prepares an annual greenhouse gas emissions record following the methods outlined in [The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard](#). Emission sources in the record include Scope 1 and 2 emissions as well as the following Scope 3 emissions:

- Category 4: Upstream emissions from purchased goods,
- Category 6: Business travel.

The Baseline Emissions are for last pre-pandemic calendar year 2019, which is also the first year of reporting and there is no prior Scope 3 emissions reporting.

The following Scope 3 emissions are not included:

- Category 5: Waste generated: No data was collected in this reporting period but we aim to collect this information in future reporting.
- Category 7: Employee commuting: No data was collected in this reporting period but we aim to collect this information in future reporting.
- Category 9: Downstream transportation and distribution: Not quantified as [Ellis Williams](#) does not produce or distribute physical products/ goods.

Baseline year emissions:

EMISSIONS	TOTAL (tCO ₂ e)

Scope 1	17.87
Scope 2	24.41
Scope 3 (Included Sources)	48.62
Total Emissions	90.90

Interim Year Emissions Reporting*

Reporting Year: 2020	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	23.78
Scope 2	13.91
Scope 3 (Included Sources)	17.34
Total Emissions	55.00

*Note: This reporting is for the Covid pandemic lock-down year. We have assessed this as a 'best case' reporting figure which has informed our Emissions Reduction Targets.

Interim Year Emissions Reporting

Reporting Year: 2021	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	28.93
Scope 2	19.52

Scope 1+ 2 Total:	48.45
Scope 3 (Included Sources)	16.27
Total Emissions	64.73

Interim Year Emissions Reporting

Reporting Year: 2022	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	26.69
Scope 2	22.10
Scope 1+ 2 Total:	48.79
Scope 3 (Included Sources)	21.01
Total Emissions	69.80

Current Emissions Reporting

<p>Reporting Year: 2023</p> <p>The following Scope 3 emissions are included in these figures:</p> <ul style="list-style-type: none"> - Category 4: Upstream emissions from purchased goods, - Category 6: Business travel, <p>The following Scope 3 emissions are not included:</p> <ul style="list-style-type: none"> - Category 5: Waste generated: No data was collected in this reporting period but we aim to collect this information in future reporting. - Category 7: Employee commuting: Data is currently being collected and will be included in the next periodic update to the reporting.
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- Category 9: Downstream transportation and distribution: Not quantified as Ellis Williams does not produce or distribute physical products/ goods.

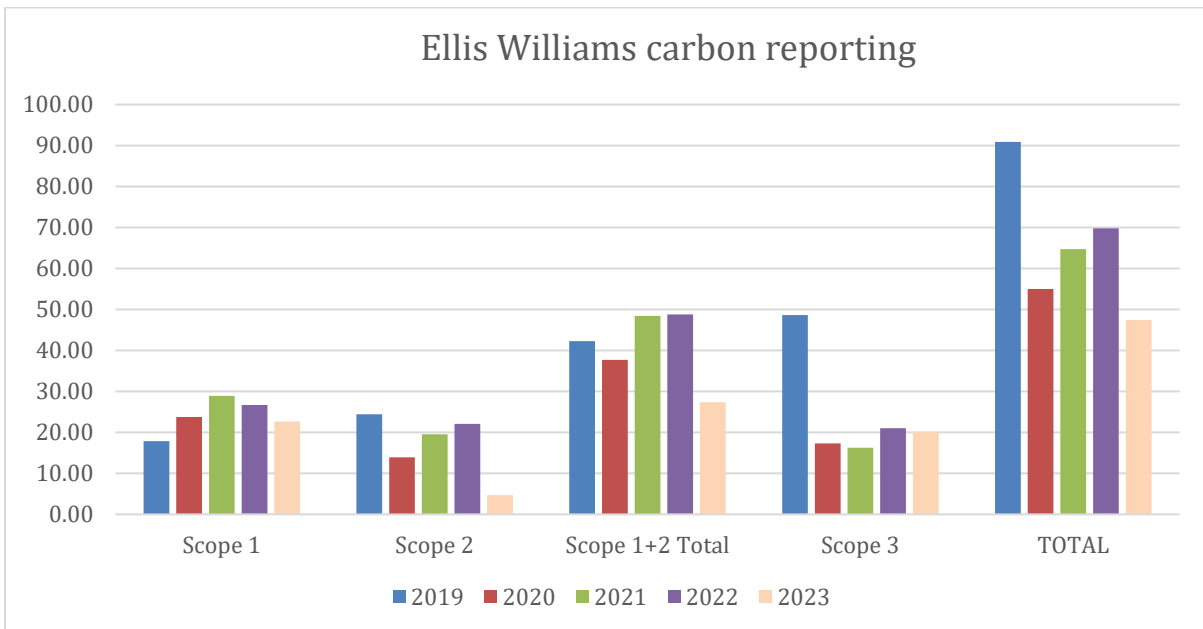
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	22.65
Scope 2	4.71
Scope 1+ 2 Total:	27.36
Scope 3 (Included Sources)	20.08
Total Emissions	47.43

Emissions reduction targets

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

We aimed to reduce carbon emissions over five years to **55.0 tCO₂e Per Annum by 2026**. This would represent a reduction of **approximately 40%** below the baseline figure.

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 successfully completed or implemented since the 2019 baseline. The carbon emission reduction achieved by these schemes equate to **43.5 tCO₂e**, a **47.5%** reduction against the 2019 baseline, meeting our interim target set for 2026 and the measures will be in effect when performing contracts under the CCS framework:

1. Adopting the environmental management measures in the ISO 14001 certification scheme.
2. Adopting home working (mandated in part in 2020) and providing IT systems to support resilient home working.
3. Encouraging all staff wherever possible to hold virtual meetings rather than travelling to face-to-face meetings whether internally or with clients or project teams.
4. Introduction of Wildix web-based phone and virtual meeting system.
5. Re-lamping the head office main work areas with LED lighting.
6. Encouraging all lights and PCs to be switched off at the end of the working day or when not in use.
7. Relocation of the city centre offices to smaller, more efficient premises appropriate to the team size. Investigation of potential to make similar efficiency savings in other offices.
8. Disposal of the head office pool car (petrol), not to be replaced.
9. Encouragement for staff to switch to electric cars by offering a salary sacrifice scheme available to all members of staff.
10. Installation of a bank of 6 electric car charging point including 2 rapid charging points at our head office. Satellite offices to identify local city centre electric charging points and publicise these to staff and visitors.

We aim to implement further measures on our journey towards nett zero:

[This is subject to review]

1. Switch electricity supplies for all offices to low carbon / sustainable sources;
2. Move IT systems to cloud-based working and discontinuing the use of local office servers, therefore reducing duplication of provision and lowering energy usage;
3. Encouraging continued use of virtual project and internal meetings in preference to face-to-face meetings wherever possible.
4. Encouragement for staff to choose low-carbon methods of travel to project meetings and site: ie. walking, cycling and public transport ahead of private cars.
5. Incentivisation for staff to choose low carbon methods of transport.
6. Discouraging air travel, encouraging clients to hold meetings virtually;
7. Review of the head office premises to ensure they are used most efficiently. Investigation of potential to sub-let space or make similar efficiency savings in other offices.
8. Completing re-lighting of Wellfield office with entrance area refurbishment. Identifying where fluorescent lighting is used in other offices and relighting wherever possible to reduce energy useage (subject to Lease terms).

9. Carrying out a review of the Wellfield gas heating system and feasibility study for replacement with ASHP to reduce scope 1 emissions.
10. Discouraging printing of drawings and other documents to reduce use of paper and other consumables.

Declaration and Sign Off

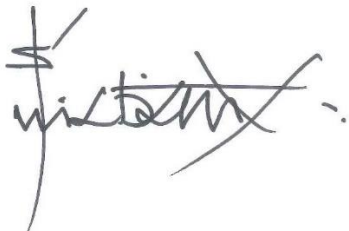
This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

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 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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Julian Baker
Managing Director

Date: ...28th March 2024.....

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>