

## **CARBON REDUCTION PLAN**

Supplier name: BWB Holdings Ltd

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# CARBON REDUCTION PLAN

## 1. Commitment To Achieving Net Zero

BWB Holdings Limited (comprising BWB Consulting Ltd, Quincey Mason Practices Limited and Deetu Consulting Ltd) is committed to achieving Net Zero emissions by 2050 at the latest, with the interim target of a 30% reduction in emissions by 2025, based on our baseline year.

## 2. 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.

BWB has been reporting on our greenhouse gas emissions since 2020 when we signed up to the Pledge to Net Zero (PtNZ), joining other organisations in the environmental services sector in taking a leading role in delivering on the UK Government's commitment to bring all greenhouse gas (GHG) emissions to Net Zero by 2050.

Our GHG emissions inventory follows the methods outlined in The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard and covers the following direct and indirect emissions sources.

- Scope 1: Direct GHG emissions from company owned or leased cars and pool vehicles and HFCs from air conditioning refrigerant leakage from units within the organisation's control.
- Scope 2: Indirect GHG emissions from the generation of purchased electricity consumed in BWB's offices and electricity associated with charging electric company cars.
- Scope 3: Other significant indirect GHG emissions that occur as a consequence of our activities, from sources not owned or controlled by BWB.

When calculating our 2019 baseline, scope 3 emissions data was only available for some purchased goods and services (Category 1) and business travel (Category 6). Since the baseline year we have added additional categories to our scope 3 emissions and now also report on capital goods (Category 2), transportation and distribution losses associated with our scope 2 energy use (Category 3) and waste generated in our operations (Category 5).

There are a number of Scope 3 emissions categories required by PPN 06/21 which are not applicable to our operations or for which data is not currently available:

- Category 4 Upstream transportation and distribution. Not assessed. We are working on obtaining data from our key suppliers with a plan to include this in future reporting.

- Category 7 Employee commuting. This was not included in our baseline assessment. We are conducting an employee survey to assess the emissions associated with commuting this year to enable us to include this in our 2024 data. Since 2020 we have included an estimate of our emissions from employees working at home in our reporting.
- Category 9 Downstream transportation and distribution. Not applicable. As a professional services company BWB does not transport or distribute physical products.

Our reporting year for our greenhouse gas emissions is aligned with our financial year which runs 1 January to 31 December. Our Carbon Reduction Plan will be reviewed and updated within 6 months of our financial year-end.

Baseline Year: 2019	
Additional Details relating to the Baseline Emissions calculations.	
<p>2019 has been used as the baseline year as the most recent year for which a full dataset is available.</p> <p>Our most significant source of scope 3 emissions is business travel. Paper use was also included in scope 3 as the main material used by the company in carrying out its services over which we have direct control.</p>	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	60.70
Scope 2	87.54 Location based
Scope 3 (Included Sources)	<ul style="list-style-type: none"> <li>• Upstream transportation and distribution: Not quantified. Please see note above.</li> <li>• Waste generated in operations: Not quantified. Please see note above.</li> <li>• Business Travel: <b>202.09</b></li> <li>• Employee commuting: Not quantified. Please see note above.</li> <li>• Downstream transportation and distribution: N/A. As a professional services company BWB does not transport or distribute physical products.</li> </ul> <p>Other scope 3 emissions included in the baseline:</p> <ul style="list-style-type: none"> <li>• Purchased good and services (Paper): <b>2.31</b></li> </ul> <p><b>Total scope 3 emissions: 204.40</b></p>
Total Emissions	352.64

### 3. Current Emissions Reporting

Reporting Year: 2023	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	29.90
Scope 2	55.09 Location based 29.94 Market based
Scope 3 (Included Sources)	<ul style="list-style-type: none"> <li>Category 4 - Upstream transportation and distribution: Not quantified. Please see note above.</li> <li>Category 5 - Waste generated in operations: <b>0.35</b></li> <li>Category 6 - Business Travel (including hotel stays): <b>138.07</b></li> <li>Category 7 - Employee commuting (Estimate of emissions associated with employees working at home): <b>139.14</b></li> <li>Category 9 - Downstream transportation and distribution: N/A. As a professional services company BWB does not transport or distribute physical products.</li> </ul> <p>Other scope 3 emissions included in 2023 reporting:</p> <ul style="list-style-type: none"> <li>Category 1 - Purchased good and services (Paper): <b>0.60</b></li> <li>Category 2 - Capital Goods (IT Equipment): <b>3.02</b></li> <li>Category 3 - Transportation and distribution losses associated with our scope 2 energy use: <b>2.42</b></li> </ul> <p><b>Total scope 3 emissions: 283.60</b></p>
Total Emissions	368.59 Location Based 343.44 Market Based

Compared to our 2019 baseline:

- Scope 1 emissions from our company fleet and air conditioning systems have reduced by 51%.
- Scope 2 emissions associated with energy use in our offices have reduced by 66%.
- Scope 3 emissions, other indirect emissions associated with our activities, have increased by 39%.

We have made substantial progress in reducing our scope 1 and scope 2 emissions which have decreased by 60% since 2019. Due to significant business growth and expansion of our scope 3 inventory we have experienced an increase in our scope 3 emissions over the same period, however they have decreased by 13% since 2022. This has resulted in our total greenhouse gas emissions for 2023 falling below 2019 levels again, following an increase in 2022, and they are now 3% lower than in 2019. The carbon intensity per employee is also down 30% compared to our 2019 baseline with an estimated 0.96 tCO<sub>2</sub>e per employee in 2023 (based on average annual staff

numbers), compared to 1.38 tCO<sub>2</sub>e per employee in 2019. We have also seen a 12% reduction in carbon intensity compared to 2022.

4. Emissions Reduction Targets

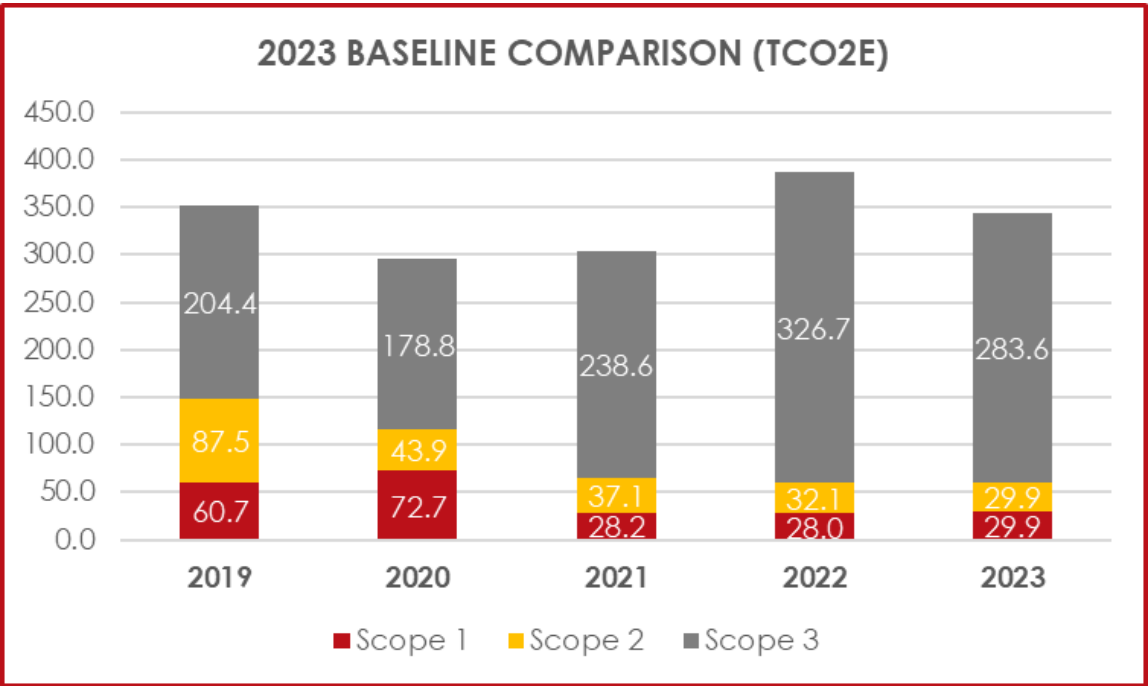
In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

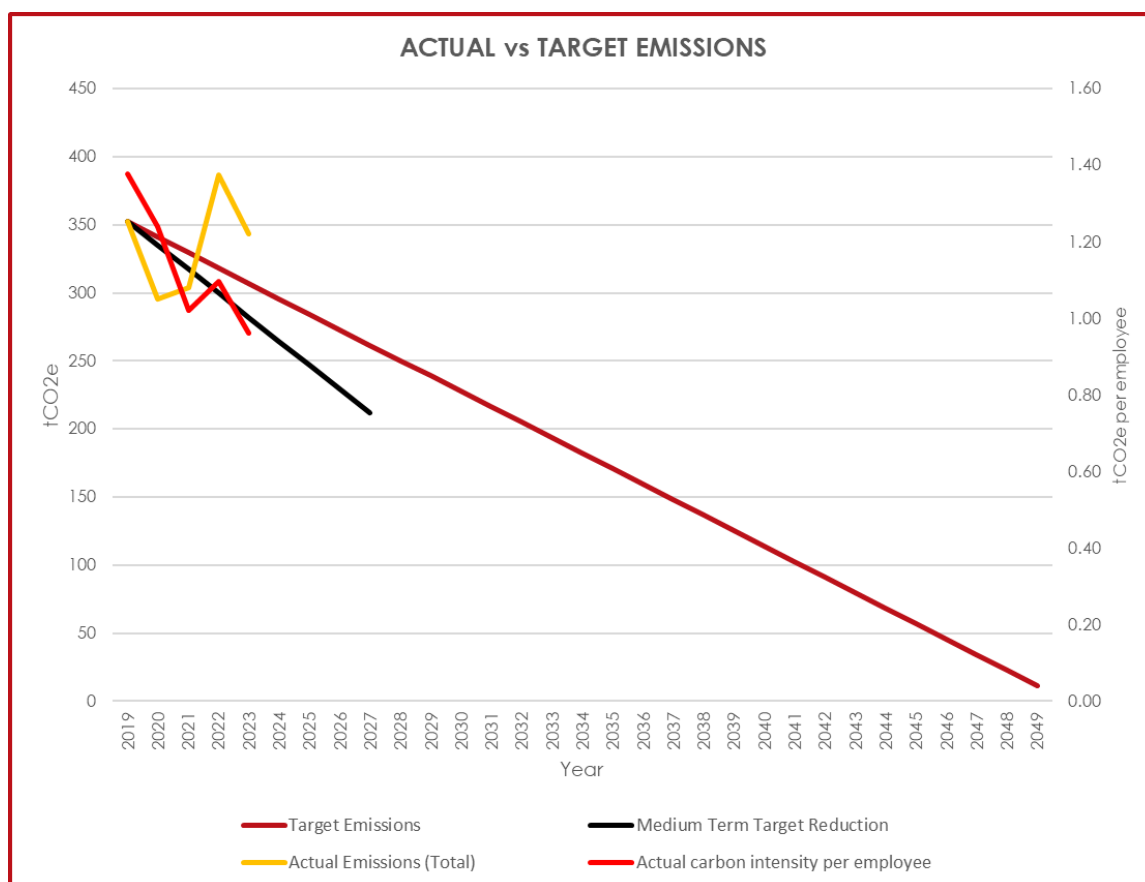
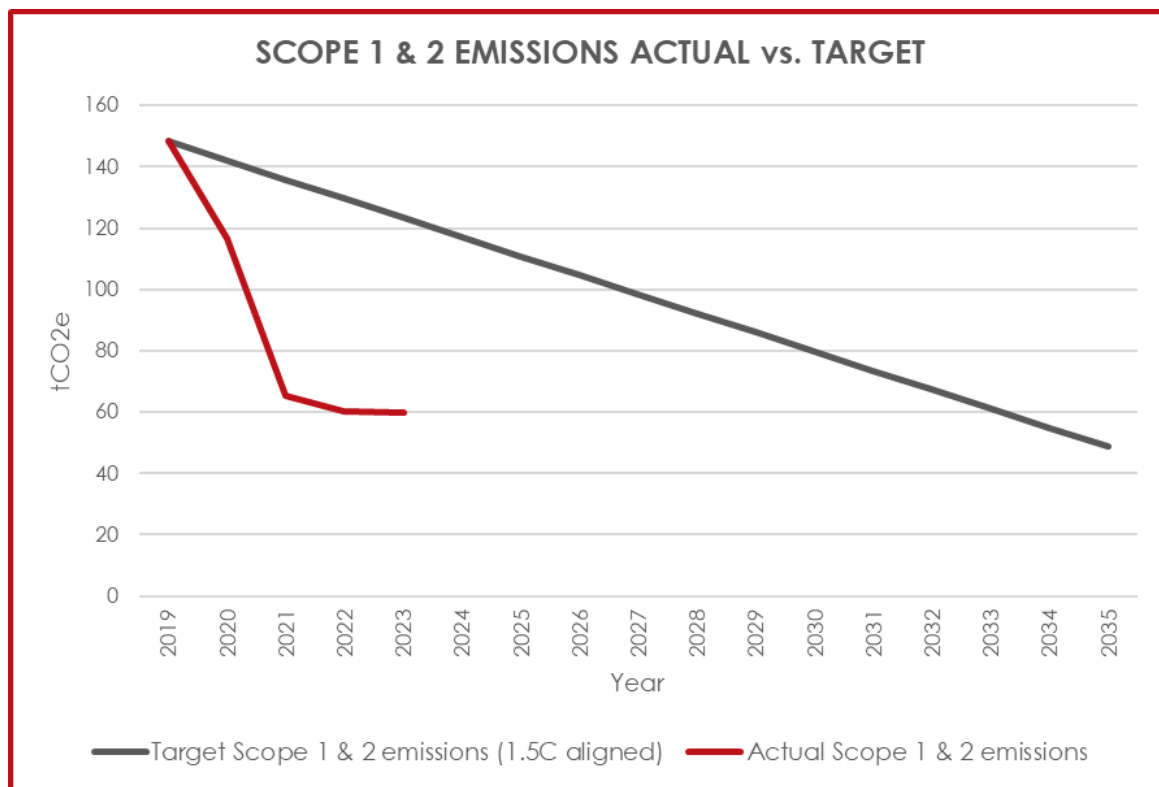
- To reduce scope 1 and scope 2 GHG emissions by 30% by 2025 from a 2019 base year.

As scope 3 emissions, primarily those associated with business travel and the energy use associated with working from home, represent over 50% of the organisation's total GHG emissions, BWB has also committed to the following scope 3 target.

- To reduce scope 3 GHG emissions by 30% by 2025 from a 2019 base year.

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





We have made significant progress in reducing our scope 1 and scope 2 emissions and we are well on track to exceed our interim target of a 30% reduction by 2025 for these scope areas. This has been achieved by investing in our company fleet - switching all but one of our company vehicles to hybrid or full electric models, the procurement of certified green energy in our Leeds and Manchester offices and reducing our leased office space in London and Birmingham.

We have, however, seen our scope 3 emissions increase over the same period. This was not unexpected as the business has experienced unprecedented growth during this period. The company headcount has grown by 39% since 2019. In addition, we have expanded our scope 3 inventory as more data has become available. This reflects our commitment to report accurately and transparently on our scope 3 emissions as we strive to continually improve our reduction efforts.

Despite the increase in scope 3 emissions, carbon intensity per employee is down 30% compared to our 2019 baseline with an estimated 0.96 tCO<sub>2</sub>e per employee in 2023 (based on average annual staff numbers), compared to 1.38 tCO<sub>2</sub>e per employee in 2019. We have also seen a 12% reduction in carbon intensity compared to 2022.

Our scope 3 emissions account for 82% of our total emissions and include electricity transmission and distribution, estimated energy consumption from working at home, IT and other large electrical equipment purchases and hotel stays which were not included in 2019. In 2023 we have included the emissions associated with our office waste streams for the first time, although this was not found to be significant, representing only 0.1% of our total emissions for the year.

Our largest sources of scope 3 emissions are those associated with energy use from working at home and business travel. Whilst business travel emissions have increased slightly from 2022 (up 3%) they are still 32% lower than in 2019, despite a significant increase in employee numbers over the same period. By continuing to use virtual meeting technology where appropriate and encouraging the use of public transport instead of driving we are managing to maintain some of the significant reductions that we saw in 2020 resulting from the pandemic lockdown measures. In 2023 we also launched a salary sacrifice electric vehicle scheme to incentivise people to switch to electric vehicles and support a reduction in the emissions associated with our grey fleet business mileage.

Whilst our overall scope 3 emissions have increased since 2019, we have seen a 13% reduction since 2022. This is predominantly due to a decrease in the purchase of electrical items in 2023, compared to 2022, and a reduction in the emissions associated with working at home due to a change in the method of calculation to align with government methodology.

## **5. Carbon Reduction Projects**

The following environmental management measures and projects have been completed or implemented since the 2019 baseline. The scope 1 and 2 carbon emissions reduction achieved by these schemes equates to 88.4 tCO<sub>2</sub>e (market based), a 60% reduction against the 2019 baseline.

The measures outlined below and any additional measures implemented at a later date will be in effect when fulfilling any relevant contracts.

- In January 2020 we became a signatory to the Pledge to Net Zero, joining other organisations in the environmental services sector in taking a leading role in delivering on the UK's target of achieving net zero carbon emissions by 2050.
- In February 2022 we published our Sustainability Policy setting out our commitment to embedding sustainability into all aspects of our operations and everyday practice.
- We maintained our certification to ISO 14001:2015 Environmental Management Systems and aligned our environmental management system objectives with our Net Zero targets.
- We transitioned all company and pool cars to either hybrid or full electric models.
- We replaced two out of our three pool vans with hybrid vehicles.
- We installed smart meters in our Nottingham and Birmingham offices, the data from which will be used to inform plans for possible future energy saving measures.
- We switched to certified green energy in our Manchester and Leeds offices.
- We adopted a Hybrid Working Policy enabling employees to split their time between working from home and attending the office.
- We implemented a Driving for Work Policy which promotes the use of remote communications and public transport options above driving to reduce company business miles and associated carbon emissions.
- We have invested in a system for managing our driver and vehicle information enabling us to use manufacturer's gCO<sub>2</sub>e/km for the vehicle to more accurately calculate the emissions associated with our grey fleet.
- We launched an electric vehicle salary sacrifice scheme for employees.
- We launched our Sustainable Design Action Plan for reducing the greenhouse gas emissions associated with our projects.
- We have upgraded the lighting in our Birmingham office to LED lighting and the windows have been replaced to improve energy efficiency.

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

- Transitioning our remaining pool van to a hybrid or electric model.
- Undertaking a 'Movement Project' to analyse our business travel and review our travel policies with a clear aim of reducing the associated carbon emissions and financial costs.
- Conducting a commuter survey to assess the emissions associated with our employees' travel to and from work and to inform the development of a travel plan for each of our offices.
- Continuing to work with our landlords to switch to renewable energy supplies in our offices.
- Implementing further energy saving measures in our offices, particularly in those offices where we are unable to switch to greener energy supplies.



## 6. 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 standard<sup>1</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>2</sup>.

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) Standard<sup>3</sup>.

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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Tim Loveridge, Executive Director

Date: May 2024

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

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

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

