



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 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 CRP should be specific to the bidding entity, or, provided certain criteria are met, may cover the bidding entity and its parent organisation. In order to ensure the CRP remains relevant, a Carbon Reduction Plan covering the bidding entity and its parent organisation is only permissible where the detailed requirements of the CRP are met in full, as set out in the Technical Standard¹ and Guidance², and all of the following criteria are met:

The bidding entity is wholly owned by the parent;

The commitment to achieving net zero by 2050 for UK operations is set out in the CRP for the parent and is supported and adopted by the bidding entity, demonstrated by the inclusion in the CRP of a statement that this will apply to the bidding entity;

The environmental measures set out are stated to be able to be applied by the bidding entity when performing the relevant contract; and

The CRP is published on the bidding entity's website.

Bidding entities must take steps to ensure they have their own CRP as soon as reasonably practicable and should note that the ability to rely on a parent organisation's Carbon Reduction Plan may only be a temporary measure under this selection criterion.

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 Template

Supplier name: Berry Palmer & Lyle Limited ("BPL Global")

Publication date: June 1st 2022

¹Technical Standard can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991625/PPN_0621_Technical_standard_for_the_Completion_of_Carbon_Reduction_Plans__2_.pdf

²Guidance can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991623/Guidance_on_adopting_and_applying_PPN_06_21__Selection_Criteria__3_.pdf

Commitment to achieving Net Zero

BPL Global is committed to achieving Net Zero emissions by 2035.

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.

[Instructions to Suppliers:

Please provide details of your organisation's baseline emissions below. If your organisation has not previously assessed or reported emissions, please detail this below and use your first reporting period as your Baseline.]

Baseline Year: 2020 (1st April 2019-31st March 2020)

Additional Details relating to the Baseline Emissions calculations.

1. REPORTING PERIOD

The reporting period is 1st April 2019-31st March 2020, which aligns with our company accounting period, and has been set using a fixed-base year approach.

2. APPROACH

We have used the GHG Protocol Corporate Accounting and Reporting Standard (revised edition), and emission factors from UK Government's GHG Conversion Factors for Company Reporting 2021.

3. ORGANISATIONAL BOUNDARY

We have used the financial control approach to identify the GHG emissions for which BPL have responsibility.

The boundaries of the reported emissions comprise all office/building related emissions including business travel, covering car, train and flights (long haul & domestic).

4. OPERATIONAL SCOPES

We have measured the scope 1 & 2, and significant scope 3 emissions (Categories 1, 2, 3, 4, 5, 6, 7 & 9)

Baseline year emissions:

EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	4.69
Scope 2	62.68
Scope 3 (Categories 1, 2, 3, 4, 5, 6, 7 & 9))	354.24

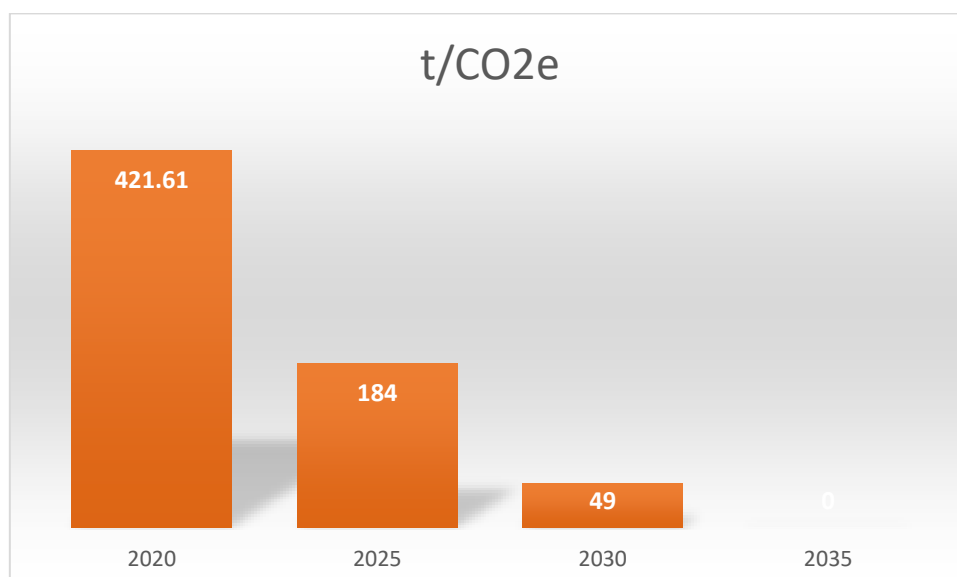
Total Emissions	421.61
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Current Emissions Reporting

Reporting Year: 2022 (1st April 2021-31st March 2022)	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	4.28
Scope 2	67.71
Scope 3 (Categories 1, 2, 3, 4, 5, 6, 7 & 9))	74.39
Total Emissions	146.38

Emissions reduction targets

- Emission reductions targets are calculated in-line with Science Based Target Initiative (SBTi), to keep Global Warming under the 1.5 degree scenario.
- In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.
- We project that Scope 1 & 2 carbon emissions will decrease over the next 13 years to 26.64 tCO₂e by 2035. This is a reduction of 63%.
- We project that Scope 3 carbon emissions will decrease over the next 13 years (from our baseline - pre-pandemic) to 177.12 tCO₂e by 2035. This is a reduction of 50%.



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2020 baseline. The carbon emission reduction achieved by these schemes equate to 275.23 tCO₂e, a 58.7% reduction against the 2022 baseline and the measures will be in effect when performing the contract. However, the figures reflect the impacts due to the pandemic, and the effect on business travel.

- Implementation of an ISO 14001 accredited EMS.
- Measuring our carbon footprint in-accordance with the SBTi protocol.
- Implementation of LED lighting and lighting controls, and the implementation of efficient Mechanical plant.
- Reduction of travel, which was primarily due to the pandemic, but since, we have introduced virtual meeting technology to reduce travel.

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

- Sign-up to a renewable energy provider, and only use renewable energy within our offices.
- Work with a green travel provider to reduce our business travel further.
- Work with our top suppliers and subcontractors (by spend) to share best practice, and put in place targets to reach NZC.

Contract Environmental Management Measures

- We will measure the carbon footprint of the contract each year, and report this to you.
- The contract will be performed in-accordance with the processes and procedures contained within our Environmental Management System.
- All waste associated with the contract will be diverted from landfill.
- The contract will align with our internal Net-Zero Carbon targets e.g. to have Net-Zero emissions by 2035.

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 standard³ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁴.

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) Standard⁵.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

³<https://ghgprotocol.org/corporate-standard>

⁴<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁵<https://ghgprotocol.org/standards/scope-3-standard>

Signed on behalf of the Supplier:

A handwritten signature in blue ink, appearing to read 'M. Graham', is centered on a light gray rectangular background.

Matthew Graham
Director
Berry Palmer & Lyle Limited

Date: 1st June 2022