



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 supplier¹ 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 Standard² and Guidance³, 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.

¹Bidding supplier or 'bidding entity' means the organisation with whom the contracting authority will enter into a contract if it is successful.

²Technical 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

³Guidance 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

Carbon Reduction Plan Template

Supplier name: **BakerHicks** (a division of Morgan Sindall Group)

Publication date: **February 2024**

Commitment to achieving Net Zero

BakerHicks is committed to achieving Net Zero emissions by 2030.

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: 2020	
Additional Details relating to the Baseline Emissions calculations.	
New baseline in relation to net zero 2030 trajectory. Our Science Based Targets (SBTi) (as part of the Morgan Sindall Group) were based on a 2016 baseline, and Morgan Sindall Group have been reporting scope 1, 2 and mandatory scope 3 since 2010. BakerHicks have been reporting on the 3 scopes since 2017. We are members of the Architects and Engineers Declare Climate and Biodiversity Emergency. Morgan Sindall Group – 4 th year in a row to achieve a CDP rating of A for Climate.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	12
Scope 2	32
Scope 3 (Included Sources)	123 <i>Air travel, car travel, electricity (T&D losses), rail travel, waste disposal aggregate materials, water supply</i>
Total Emissions	168

Current Emissions Reporting

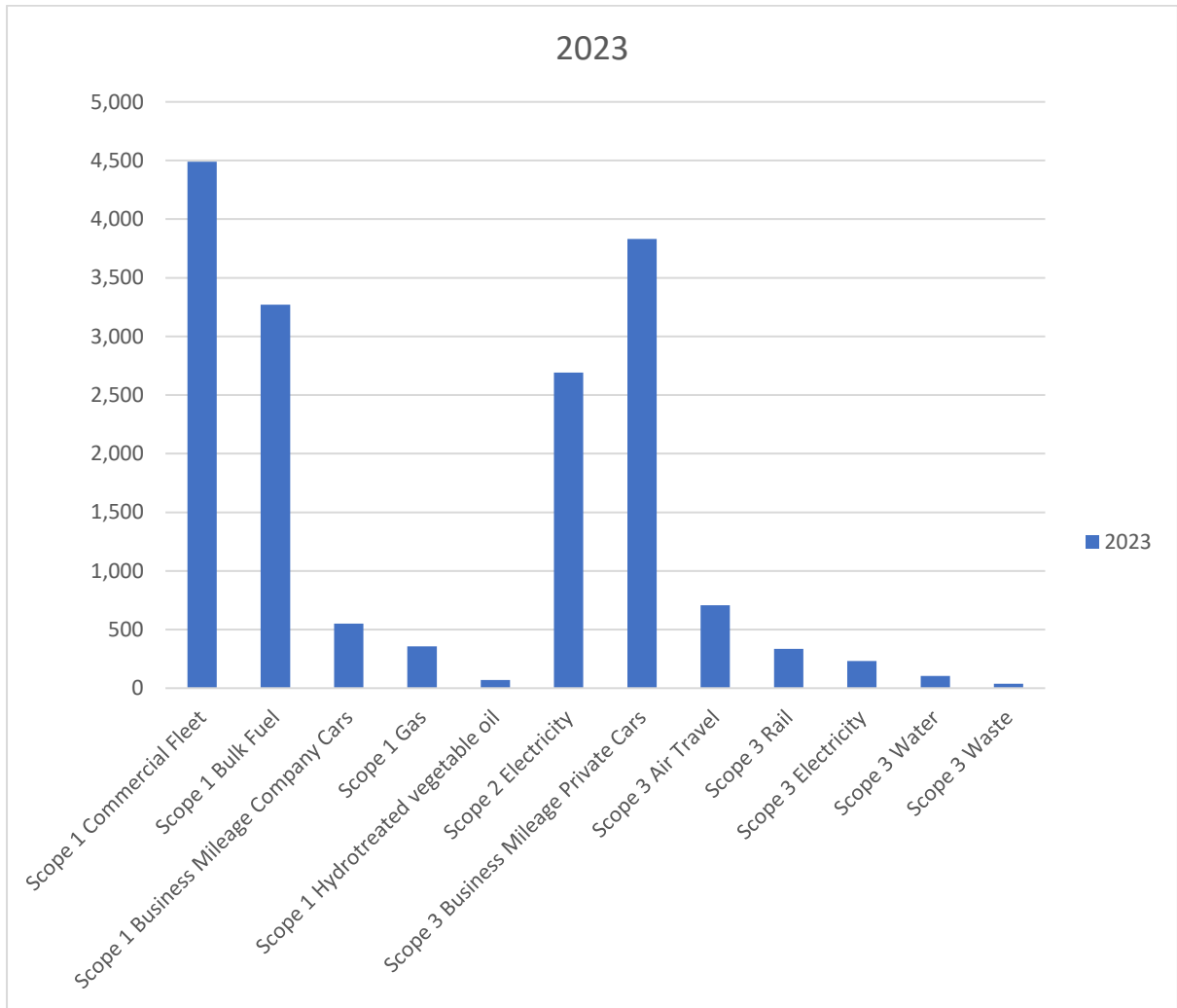
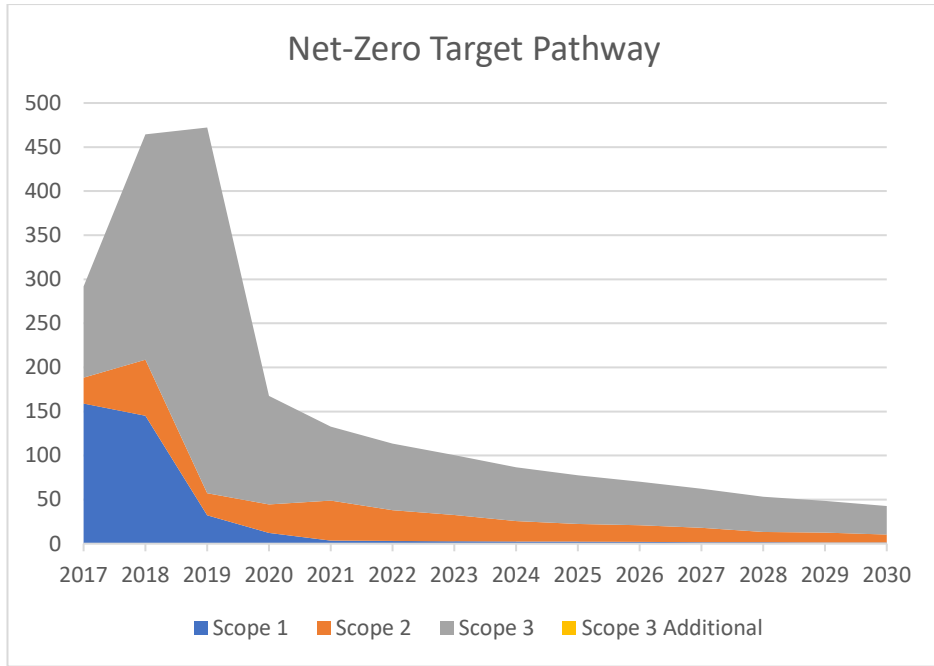
Reporting Year: 2023	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	7
Scope 2	30
Scope 3 (Included Sources)	352 <i>Air travel, car travel, electricity (T&D losses), rail travel, waste disposal aggregate materials, water supply</i>
Total Emissions	389

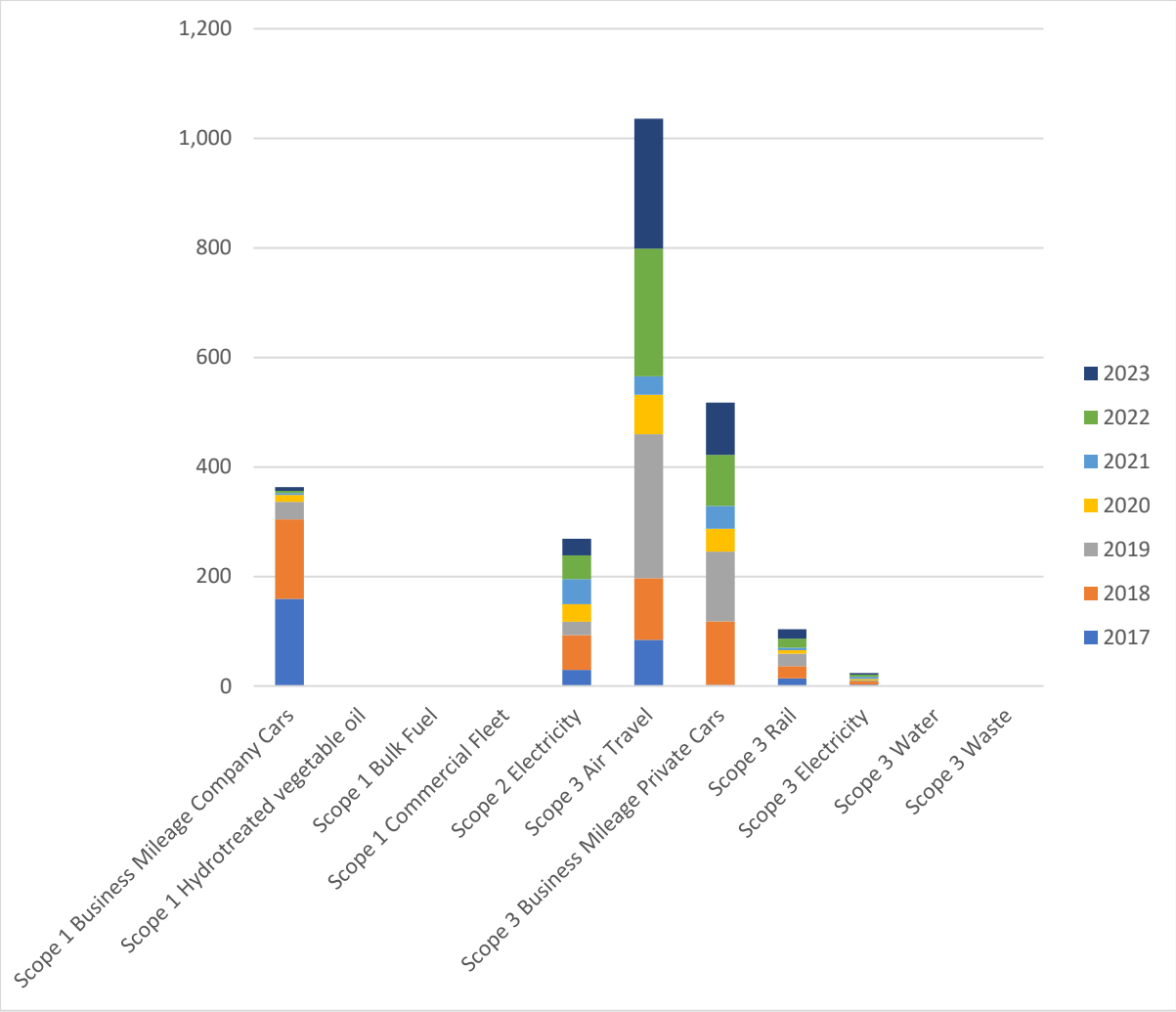
Emissions reduction targets

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

We project that carbon emissions will decrease over the next five years to **70 tCO₂e** by **2026**. This is a reduction of **47%**

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 **2020** baseline. The carbon emission reduction achieved by these schemes equate to **35 tCO₂e**, a **21%** reduction against the **2020** baseline and the measures will be in effect when performing the contract

- We operate an integrated management system accredited to ISO 14001
- 98% of our electricity contracts are Renewable Energy Guarantees of Origin (REGO) contracts – ensuring transparency about the proportion of electricity sourced from renewable generation
- Adjustments were made to our company car policy, removing the option to select petrol and diesel vehicles. This was accompanied by extending the selection of hybrid and EV vehicles, EV charging grants and substantial extension of our EV charging facilities at offices.
- Introduction of adaptable working, our approach to rethinking and reframing how we work, when we work and what we do to enable perfect delivery. This has reduced business travel for meetings
- Upskilled our staff in Passive House, WELL Standard, BREEAM Infrastructure NABERS, BREEAM RFO, TM52 and TM54 Modelling
- Introduction of an internal carbon tax to drive positive behaviour in carbon reduction. The funds raised from the tax are then re-invested in carbon reduction activities and initiatives.
- Inclusion in early 2024 of an environmental consultancy which serves as an influential voice when protecting the environment, and leads by example through an integrated multi-disciplinary approach to managing the natural environment and our communities
- Continued development of our in-house CarboniCa carbon measurement tool – helping us to measure our whole life carbon emissions
- Achieving PAS280 Certification by then end of 2024
- A Group initiative has been implemented where three major offsetting schemes are currently under development:
 - Dorn and Glyme Valley (part of the Blenheim Estate) Woodland Creation Scheme has seen over 200,000 trees planted in 2022.
 - Great Northern Bog – rewetting of identified peatland sites
 - RSPB Lakenheath Fen – extension and rewetting of the site

By the end of 2024 we hope to implement further measures such as:

Staff

- Continued development of in-house carbon calculator tool to drive behaviour change with design
- Continuous learning and development of staff
 - Establish Carbon Literacy Project in-house
 - Establish BREEAM and sustainability Training for all staff
- Positive engagement with staff to reduce emissions from business travel and employee commuting.
- Develop further service offering of soft landing and post occupancy evaluations to further reduce operational carbon

BakerHicks Supply Chain

- Scope 3 measurement and engagement with our supply chain.
- Develop evaluation criteria to identify gaps and areas for improvement within our supply chain, i.e. literacy, equipment, labour/material sourcing and assess where the emission hotspots are in our supply chain;
- Identify resource and energy risks in the supply chain;
- Identify which suppliers are leaders and which are lagging behind in terms of sustainability performance;
- Identify energy efficiency and cost reduction opportunities in our supply chain;
- Engage suppliers and assist them to implement sustainability initiatives

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 standard⁴ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁵.

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

⁴<https://ghgprotocol.org/corporate-standard>

⁵<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard⁶.

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:

A handwritten signature in black ink, appearing to read "Mark Hutchings". The signature is fluid and cursive, with a long horizontal stroke at the end.

Managing Director, BakerHicks

February 2024

⁶<https://ghgprotocol.org/standards/scope-3-standard>