

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.

Bidwells LLP - Carbon Reduction Plan

Supplier name: Bidwells LLP

Publication date: 25 September 2023

Commitment to achieving Net Zero

Bidwells LLP 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: 2019 (FIRST YEAR REPORTING) | |
| Additional Details relating to the Baseline Emissions calculations. | |
| This baseline represents our first year reporting our carbon emissions. The data is sourced from vehicle fuel consumption & distances as well as electricity and gas utility bills in our office locations. Whilst we have conducted a scope 3 screening exercise, we have not included that in our carbon reduction plan. In 2023, we will be expanding our coverage to include the material scope 3 emissions aligned to the Science Based Target initiative. | |
| Baseline year emissions: 251.2 tCO₂e | |
| EMISSIONS | TOTAL (tCO₂e) |
| Scope 1 | 33.26 (vehicles) and 50 (gas) |
| Scope 2 | 167.9(Electricity) |
| Scope 3 (Included Sources) | (Included sources) No prior scope 3 emissions reporting |
| Total Emissions | 251.2 |

Current Emissions Reporting

| Reporting Year: 2022 | |
|-------------------------------|---|
| EMISSIONS | TOTAL (tCO ₂ e) |
| Scope 1 | 83.4 (vehicles) and 35.9 (gas) |
| Scope 2 | 119.5 (electricity) |
| Scope 3 (Included Sources) | (Included sources) No prior scope 3 emissions reporting |
| Total Emissions | 270.14 |

Emissions reduction targets

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

- We project that carbon emissions will decrease over the next five years to **100.7** tCO₂e by 2026. This is a reduction of **45%**.
- By 2030, our emissions will reduce by 90% compared to the baseline year of 2019 including our Scope 3 emissions.

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 77 tCO₂e, a 31% reduction against the 2019 baseline, although increased travel has reduced the positive impact:

- **Installed an electric boiler during the refurbishment of our Cambridge estate agency HQ**
- **Moved all of our energy suppliers to REGO-backed renewable energy contracts**
- **Maintain ISO 14001 accreditation**
- **Installed x3 electric car charging points at our Cambridge HQ**
- **Purchased x2 electric cars available for those who do not have access to a vehicle of their own**
- **Installed LED/PIR lighting controls in 75% of our offices**

By 2030, we will have implemented further measures such as:

- **Make 85% of our car fleet electric – we will carbon offset any we are unable to change from fossil fuels**
- **Install electric car charging points at regional offices in England (where landlord allows)**
- **Install electric boilers in all our offices**
- **Install LED/PIR lighting controls in the remaining 25% of our offices**

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.

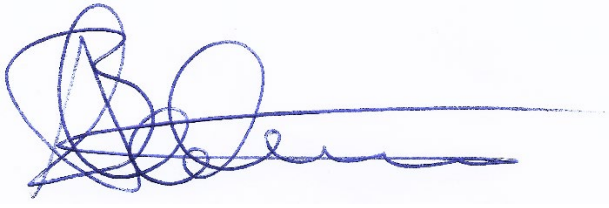
This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

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>

Signed on behalf of the supplier:

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the right.

Alistair Blackmore, Head of Sustainability

Date: 25th September 2023

Please note that Bidwells LLP's carbon reduction plan has the full approval of the firm's board members.