



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:Buro Happold.....

Publication date: ...18/08/23.....

Commitment to achieving Net Zero

Buro Happold is committed to achieving Net Zero emissions by 2045, five years ahead of the current UK Government net zero commitment under the Climate Change Act. This target has been verified as meeting its Net-Zero Criteria by the Science Based Targets Initiative (SBTi).

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: 2019-20

Additional Details relating to the Baseline Emissions calculations.

FY 2019-20 is our baseline year which has been verified by the Science Based Targets initiative (SBTi). We have committed to Science Based Targets to reduce organisational scope 1 and 2 greenhouse gas (GHG) by 21% by FY2024-25 from FY2019-20.

The reporting period for each financial year runs from May to April.

As a design and advisory services business, following assessment Scope 3 categories 4 and 9 have been deemed non-material.

GHG emissions are calculated in line with the GHG Protocol Corporate Accounting and Reporting Standard. Scope 1 and Scope 2 data is collated direct from meter readings or invoices. Scope 2 electricity emissions are reported under both the location- and market-based methods in line with the HM Government Environmental Reporting Guidelines.

100% of electricity consumed directly by Buro Happold UK offices is covered by Renewable Energy Guarantees of Origin (REGO) certificates. To calculate our Scope 3 travel consumption and emissions, we used travel data from our travel booking provider and employee mileage claims. Emissions totals include business and commuting travel. Energy consumption figures include business travel only. Emissions factors are derived from the 2023 UK Government GHG reporting conversion factors for the appropriate energy type.

Baseline year emissions: 2019-20

EMISSIONS	TOTAL (tCO₂e)	
Scope 1	121	
Scope 2	2	
Scope 3 (Included Sources)	2,518	
	4. Upstream transportation and distribution	n/a
	5. Waste generated in operations	26
	6. Business travel (including hotels)	1,897
	7. Employee commuting (including WFH)	595
	9. Downstream transportation and distribution	n/a
Total Emissions	2,694	

Current Emissions Reporting

Reporting Year: 2020-21		
EMISSIONS	TOTAL (tCO₂e)	
Scope 1	75	
Scope 2	0	
Scope 3 (Included Sources)	448	
	4. Upstream transportation and distribution	n/a
	5. Waste generated in operations	1
	6. Business travel (including hotels)	76
	7. Employee commuting (including WFH)	372
	9. Downstream transportation and distribution	n/a
Total Emissions	523	

Current Emissions Reporting

Reporting Year: 2021-22

EMISSIONS	TOTAL (tCO₂e)
Scope 1	194
Scope 2	2
Scope 3 (Included Sources)	1,087
	4. Upstream transportation and distribution
	5. Waste generated in operations
	6. Business travel (including hotels)
	7. Employee commuting (including WFH)
	9. Downstream transportation and distribution
Total Emissions	1,283

Current Emissions Reporting

Reporting Year: 2022-23	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	137
Scope 2	2
Scope 3 (Included Sources)	1,914
	4. Upstream transportation and distribution
	5. Waste generated in operations
	6. Business travel (including hotels)
	7. Employee commuting (including WFH)
	9. Downstream transportation and distribution
Total Emissions	2,053

Emissions reduction targets

The Science-Based Targets Initiative (SBTi) has approved the following targets for Buro Happold global GHG emissions reduction as being in line with its Corporate Net Zero Standard for near-term targets:

Scope 1 and 2 - reduction of absolute GHG emissions by 21% by FY2025 compared with FY2020, and the sourcing of 100% renewable electricity by the same year.

Scope 3 (Categories 6 and 7) - 52.6% reduction in business and commuter travel GHG emissions intensity per full-time equivalent staff member by FY2028 compared with FY2020.

Scope 3 (Category 1) - 50% of our suppliers by spend to have committed to science-based GHG reduction targets by FY2028.

As a design, engineering and advisory practice operating within the built environment sector Buro Happold has also set ambitious emissions reduction targets for its client project portfolio as follows:

- By 2030, our goal is to design all new build projects to be net zero carbon in operation
- By 2030, our goal is to reduce the embodied carbon intensity of all new buildings, major retrofits and infrastructure projects by 50% from a 2020 baseline.

The action plan towards achievement of these targets can be found within our Net Zero Routemap available via the Buro Happold website: <https://www.burohappold.com/about/our-route-to-net-zero/>

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

In line with our Science-Based Targets for GHG Scope 1 and 2 emissions reductions, we have continued to identify opportunities for energy efficiency measures that also support productive, healthy and safe working environments. During FY23 measures have included:

- Ongoing office lighting replacement programme to upgrade to LED lighting with Passive Infrared (PIR) sensors where practicable.
- Office closures and part closures for low occupancy periods to reduce energy consumptions and emissions associated with space heating and lighting.
- Installation of electronic radiator thermostatic controls in our London office.
- Replacing gas-fired water heating calorifier with electric unit in our Bath office.
- Supporting employee active travel and lower emissions commuting with installation of electric vehicle and bicycle charge points.

2022/23 saw our Scope 1 and 2 total energy use reducing overall compared with the previous year driven by reduced gas usage from heating efficiency measures. Although total carbon emissions have reduced compared to our baseline year, they have increased in the last financial year due to a significant increase in business travel emissions associated with a continual rebound from Covid-period travel levels and business growth.

Details of our sustainability performance, including our GHG emissions reduction targets are publicly available in our annual Global Sustainability Report, accessible via the Buro Happold website: <https://docs.burohappold.com/global-sustainability-report-2021-22/>

Future Initiatives

Buro Happold will be carrying out energy audits across our UK offices during 2023/24 in line with Phase 3 of the Energy Savings Opportunity Scheme (ESOS) and to identify further measures to improve energy efficiency and reduce GHG emissions. These recommendations will be considered and incorporated within financial and operational planning for the 2024/25 financial year as part of our actions to achieve our near-term emissions reduction targets.

In the meantime, we are continuing with several energy efficiency and emissions reduction initiatives including:

- Rolling out carbon awareness training covering the main sources of emissions and how employees can make positive contributions to reducing these through their roles.
- Working through regional management teams to review business travel emissions and continuing to encourage 'climate-conscious' business travel choices.
- Including energy efficiency and GHG emissions as key material factors in the selection of new or replacement office space/buildings. An example of this is our new London office which has an 'A' EPC (Energy Performance Certificates) rating and BREEAM (Building Research Establishment Environmental Assessment Methodology) Outstanding rating.
- Office lighting upgrade programme for our Manchester office.
- Managing our office capacity across the UK to ensure that we are utilising our offices to the most efficient levels by regularly monitoring energy consumption.
- Working with key suppliers and external partners to support emissions reduction in our wider supply chain.
- Publishing 'thought leadership' articles and participating in third-party events and publications to drive and enable energy efficiency and emissions reduction in the built environment sector. This includes publication of the Buro Happold Net Zero Roadmap to drive the measures we take to continue to reduce our own operational energy use and emissions alongside supporting our clients to reduce embodied and operational energy consumption and emissions through our projects.

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 below Director on behalf of the UK Board.

Signed on behalf of the Supplier:

A handwritten signature in blue ink, appearing to read 'A. Keelin', is placed over a light blue rectangular background.

Andy Keelin
UK Board Director

Date: 18.08.23

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