



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 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.

Carbon Reduction Plan

Supplier name: **Amey Community Limited**

Publication date: **September 2023**

1.0 Commitment to achieving Net Zero

Amey Community Limited is committed to achieving Net Zero emissions by 2040.

2.0 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	
Additional Details relating to the Baseline Emissions calculations.	
<p>The 2019 baseline detailed below, was calculated using established datasets for Scope 1 and 2 and Category 6 – Business Travel in Scope 3.</p> <p>The remaining Scope 3 Categories in the scope of this Carbon Reduction Plan have been calculated using new datasets and methodologies which were not established within the business before 2021. These were established to ensure we can calculate, monitor and reduce our Scope 3 emissions as an integral aspect of our Net Zero Ambition, which was launched in April 2021.</p> <p>The Carbon Emissions detailed within this Carbon Reduction Plan are calculated in accordance with the GHG Corporate Accounting and Reporting Standard and the GHG Protocol Scope 3 Technical Guidance. The operational boundary has been set using the Operational Control approach.</p> <p>In 2022 Amey gained external verification from BSI of our annual carbon footprint to ISO 14064-1: Organization level for quantification and reporting of greenhouse gas emissions and removals for the years 2019 – 2022. As a result, our baseline footprint has increased by 44 tCO₂e to reflect the externally verified footprint.</p>	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	1,241
Scope 2	9

Scope 3 (Included Sources)	Category 4 - Upstream Transport & Distribution:	86
	Category 5 - Waste Generated in Operations:	106
	Category 6 - Business Travel	185
	Category 7 - Employee Commuting	3,984
	Category 9 - Downstream Transport & Distribution	0 ¹
	Scope 3 TOTAL	4,361
Total Emissions	5,611	

3.0 Current Emissions Reporting

Reporting Year: 2022		
EMISSIONS	TOTAL (tCO_{2e})	
Scope 1	1,028	
Scope 2	4	
Scope 3 (Included Sources)	Category 4 - Upstream Transport & Distribution:	15
	Category 5 - Waste Generated in Operations:	5
	Category 6 - Business Travel	72
	Category 7 - Employee Commuting	2,923
	Category 9 - Downstream Transport & Distribution	0 ¹
	Scope TOTAL	3,015
Total Emissions	4,047	

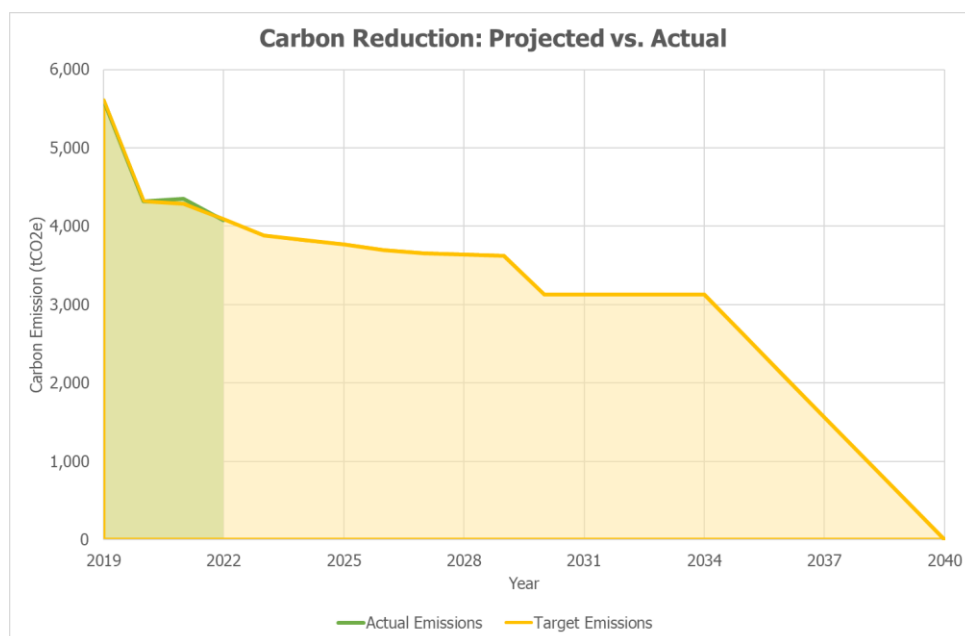
4.0 Emissions reduction targets

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 **3,656 tCO_{2e}** by **2028**. This is a reduction of **35%** from our baseline.

¹ (We do not sell goods that are transported to the consumer/purchaser by third parties)

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




5.0 Carbon Reduction Projects

5.1 Completed Carbon Reduction Projects

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 **1,538 tCO₂e**, a **27%** reduction against the **2019** baseline and the measures will be in effect when performing the contract.

5.1.2 Our Environmental Management Measures

Our Framework	<u>Sustainability Strategy</u>
Our Commitment	<u>Social Value Policy</u>
Our Pledge	
Our Road Map	<u>Road Map</u>
Our Targets	<ul style="list-style-type: none"> • Achieve Scope 1 and 2 Net Zero by 2035 with a minimum of 80% ABSOLUTE REDUCTION on our emissions • Be FULLY NET ZERO, including Scope 3, by 2040
Our Principles	<p>REDUCE our energy consumption, becoming more efficient in delivering services</p> <p>TRANSITION our energy use to low carbon alternatives, with a focus on eliminating fossil fuels from vehicles and plant</p>

INNOVATE the use of tools and materials in our design and operations, working to assess and identify sustainable low carbon alternatives

ENGAGE our customers, industry, and suppliers, ensuring circular economy principles are driven through the supply chain

Our Ambitions

- Effective Climate Leadership
 - Climate Change and Energy recognised, integrated, and embedded as central and mainstream business issues
 - Climate change and energy performance reported, disclosed and transparent
 - New technologies and renewable energies used
 - Management practices and behaviours changed
 - Root cause of our carbon emissions addressed and reduced, as well as other associated greenhouse gas emissions
 - Risks posed by the consequences of climatic changes lowered in the UK
 - Our client's climate emergency declarations are translated into real actions through our support and product/services provision.
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Our People

Our Professional Environmental and Sustainability Heads and Managers within our HSEQ Support Function and Carbon Technical Services of Amey Consulting.

Our CEEQUAL and Energy Assessors

Working with our Supply Chain

Our Social Value [Supply Chain Charter](#) & Refreshed Contract Terms

Working with Climate Action organisations



5.1.3 Accreditations

- We have been successfully certified to ISO 14064-1, the organisation level for quantification and reporting of greenhouse gas emissions and removals
- We have successfully been certified to ISO50001:2018, the energy performance improvement standard.

5.1.4 Energy Management in our Buildings and those of our Clients

- We have changed our procurement arrangement to by renewable energy
- Ensured that we have adequate metering to monitor our consumption
- Validated energy usage against billed volumes where applicable
- Reviewed space planning to optimise building usage and reduce energy consumed
- Rolled out Building Energy Management Systems on our managed estate
- Delivered rolling building survey programmes using data to identify efficiencies
- Changed out boilers to improve/increase efficiency as part of Whole Lifecycle
- Installed Variable Speed Drives in boiler units as part of Motor Policy (linked to ISO50001) accreditation

- Actively supported Client led behavioural change campaigns
- Increased estate energy and water metering
- Installed water efficiency technologies to reduce water usage

5.1.5 Climate Change

- Enhanced our business continuity processes to include climate change
- Conducted extensive analysis of Client repairs to calculate climate impact
- Conducted a business wide Task Force on Climate-related Financial Disclosures (TCFD) analysis in Q1 of 2022
- Modelled Client estates to advise on where investment is needed to build resilience
- Completed asset upgrade works to combat the threat of climate change.

5.1.6 Sustainability

- Enhanced our Sustainability Appraisal processes to identify more carbon reduction opportunities early in new works design
- Employee innovation through Net Zero Springboard
- Evaluated whole life costs in design for new works including cost of carbon
- Engagement and support offered to Clients to accelerate their Net Zero Carbon Roadmaps
- Increased our competence in the use of BREEAM and CEEQUAL tools
- Improved access to NZC information via our recently updated intranet and ongoing employee awareness campaigns such as Webinar sessions on PAS2080 and carbon reporting continue to flag the importance of our NZC challenge.

5.1.7 Business Travel

- Went through selection and criteria processes to identify EV trial volunteers
- Extended the EV LCV trails in Scotland. To be followed up with trails in Belfast and Northampton
- Ordered first EV LCVs as part of EV trials
- Launched the Green Driver Recognition Scheme (Scotland)
- Launched Idling Reduction Pilot (Northampton)
- Priority areas to increase telematics within fleet and campaigns of behavioural change.

5.1.8 Fleet

- 50% of our company leased cars are now either electric or PHEV
- The 'Clean Vehicle Policy' was adopted with >90% telematics across the business commercial fleet
- To accelerate our transition to an all-electric fleet, we have launched an EV First Policy that allows employees the ability to order an electric vehicle now irrespective of when the lease on their current petrol, diesel, hybrid or PHEV vehicle is due to expire. We are also funding up to £1000 for the installation of home chargers as well as improving mileage rates to help support the transition. Results will be published to the business to keep track of progress.

5.1.9 Supply Chain

- Enhanced our selection processes and minimum standards for sustainability
- Changed waste providers to ensure that the carbon impact of waste removals can be monitored and reduced
- We now partner with the Supply Chain Sustainability School (SCSS) to support us in developing our own skills and competencies for sustainability and social value
- We positively encourage the use of Small Medium Enterprises (SMEs) and Voluntary Community and Social Enterprises (VCSEs) through making opportunities visible and accessible. We report on SME usage to Government using spend and splitting by micro, small and medium size enterprise
- We encourage our suppliers to use zero or low emission vehicles on our contracts, reducing the number of road miles travelled for its products by better scheduling of deliveries and be

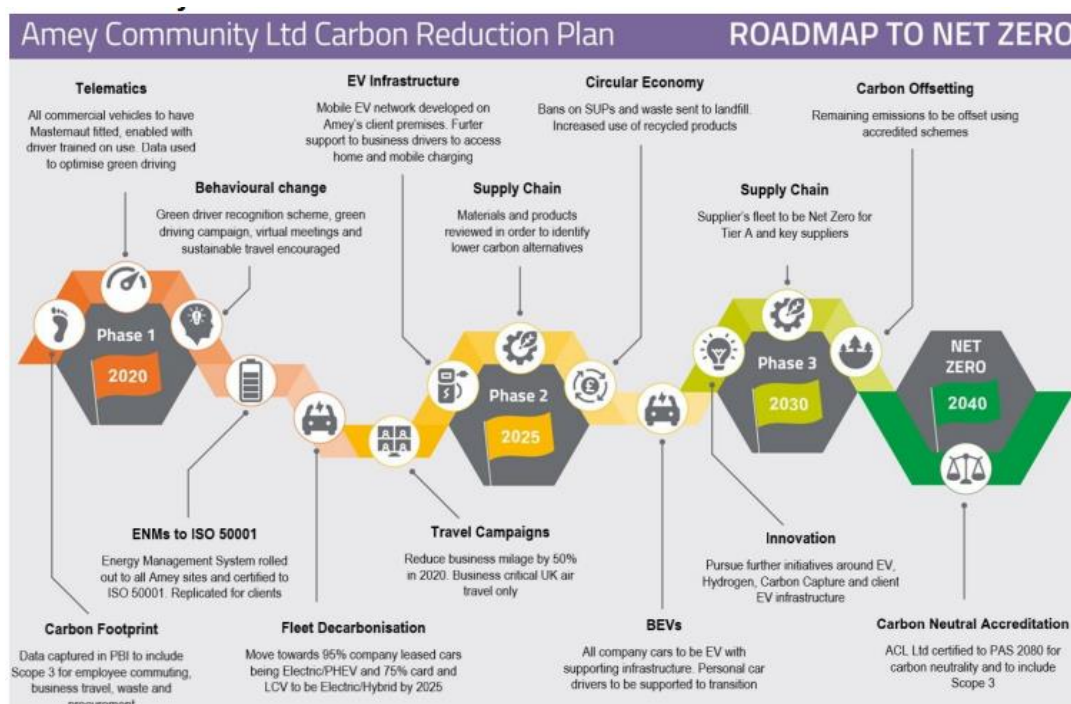
members of the Fleet Operator Recognition Scheme (FORS) to improve standards on fuel efficiency, emissions and road safety

- We work with our Suppliers to support the design of a circular economy whereby resources are kept in use for as long as possible and that when assets reach the end of their service life they can be recovered and utilised again in the same or different form. Closed loop waste systems will be utilised on our contracts and Suppliers will work with Amey to give a take back and collection service for waste. To this end we require our Suppliers to:
 - Optimise the recovery of resources
 - Consider design changes to keep existing assets and to prevent waste being created
 - Create new designs that maximise the end of life options as detailed in the waste hierarchy
- We request that the use of packaging be minimised and made from materials that can be reused, recycled, or recovered, wherever feasible. Amey requires its Suppliers to:
 - Seek to eliminate the use of single-use plastic
 - Collect their materials and associated packaging for subsequent reuse, recycling or recovery, wherever possible
- We have reduced our usage of Single Use Plastics via our new Operational Cleaning Excellence Model, resulting in a reduction of 44,319 plastic bottles and 11,505kg of CO₂ waste
- We now require our Suppliers to develop their own plans to move to a Net Zero position and, where required, to provide data regarding their products and services and to innovate to reduce the emissions of their products or services.

5.1.10 Carbon Reporting

- Our Science based target (SBT) has been approved
- We now have a data platform in place for scope 3 emissions providing tracked, fully visible emissions and decision focused insight.

5.2 Future Carbon Reduction Projects



As per our Roadmap to Net Zero issued in our September 2022 Carbon Reduction Plan, there are still a number of carbon reduction projects scheduled for completion in line with Phase 2.

5.2.1 Infrastructure – Energy & Carbon Management

How we can assist our Clients to meet their own specific Net Zero Carbon targets is a significant area of focus at the moment and there a number of projects/initiatives in progress:

- We will continue to roll out the Energy Management System (EnMS) across Amey managed sites by developing estate specific EnMSs that reduce energy and water consumption in accordance with our ISO50001 certified system. This in turn will help our Clients meet their own specific Net Zero Carbon targets.
- We are developing an end to end decarbonisation delivery service to help our clients achieve net zero emissions across the prisons and PFI schools estate
- We are creating an integrated energy and carbon technology platform to provide a single version of the truth to enable intelligent and proactive reporting back to Clients to deliver quick interventions to reduce energy costs and carbon
- Developing a bid carbon tracker so we can track our emissions from our bidding activities to make our bidding process net zero
- Developing a framework for net zero carbon contract delivery for our clients
- Exploring various funding and commercial models to help our clients procure decarbonisation projects at scale

5.2.2 Sustainability

We will continue to utilise our Sustainability Appraisal (SA's) processes to identify carbon reduction opportunities early in the project design process. Where practicable, we will use BREEAM to improve the project's environmental credentials with the aim of achieving Excellent Ratings where the project allows.

5.2.3 Business Travel & Driver Behaviour

We will continue to reduce the need to travel through a combination of effective hybrid working, virtual meetings and sustainable transport choices.

Where travel is necessary, particularly for operational support, we will continue to implement the Green Driver Recognition scheme, supported by the installation of Masternaut, and the Idling Reduction Scheme across the Business Unit whilst we transition away from the reliance on fossil fuel vehicles.

5.2.4 Fleet

To assist with the transition of commercial vehicles to all-electric the focus is on the installation of chargers at depots and office locations across all contracts. We are currently embarking on a trial in Scotland and once testing is complete the approach will act as a blueprint for a wider roll-out of EV charging infrastructure. This will facilitate the improved uptake of EV commercial vehicles and achieve our target of 75% to EV by 2025.

5.2.5 Procurement & Supply Chain Management

Procurement and supply chain management have a pivotal role in helping to achieve the objectives set out in our Social Value Plan. There are a number of scheduled activities that will demonstrate our commitment to complying with the principles of ISO20400:

- All Suppliers to Amey will be offered the opportunity to enrol with Supply Chain Sustainability School and to undertake free of charge online training on a wide array of related courses
- When tendering to supply goods or services, potential suppliers will be asked to provide details and evidence of how and what social value and sustainability benefits they can commit to deliver. This would include activities such as:
 - Reducing carbon emissions to net zero and adapting to climate change
 - Providing materials and products from sustainable sources

- Encouraging innovation to develop new products and services with lower carbon emissions or allow adaptation to climate change.
- We are working towards the next step of gaining greater, more accurate insight into our supply chain emissions and to progressively transition to applying a process-based methodology as detailed in the 'GHG Protocol Scope 3 Technical Guidance', which will require specific data to be provided to them from the supply chain

5.2.6 Carbon Reporting

- >90% of our strategic suppliers will have validated science based targets
- Actively reducing our scope 3 emissions through supply change innovation and partnership

5.2.7 Technology Innovation

We will continue to develop our Power BI reporting tool that will allow us to enhance energy and carbon reporting to both the business, our stakeholders and Clients.

6.0 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 standard² and uses the appropriate Government emission conversion factors for greenhouse gas company reporting³.

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) Standard⁴.

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:



Craig McGilvray

Managing Director, Complex Facilities

Date:29.08.2023.....

² <https://ghgprotocol.org/corporate-standard>

³ <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁴ <https://ghgprotocol.org/standards/scope-3-standard>

Appendix A

Amey Community Limited is a 100% owned subsidiary of the Amey PLC group which operates within the Amey Complex Facilities (one of 3 internal operating business units) and which has its own Managing Director and management team who are responsible for the delivery of the service. Each operating business unit operates in accordance with Amey plc group policies and procedures; adapted to the specific business unit and operating legal entity requirements. Therefore, Amey Community Limited trades as Amey, reflecting the operational branding of Amey PLC and relevant subsidiaries.