

Carbon Reduction Plan

Document Control

Version	Date	Author	Approved	Significant changes
1.0	24/06/2025	<i>Redacted</i>	<i>Redacted</i>	First issue

1. Commitment to Achieving Net Zero

Bell Munro Consulting Limited (a civil and structural design engineering company) is committed to achieving Net Zero greenhouse gas emissions by 2050, in line with UK government targets and Procurement Policy Note (PPN) 06/21 requirements. This means we pledge to reduce our carbon emissions over time and neutralize any remaining emissions by 2050. We recognize that 2050 is the latest deadline – we will strive to reach net zero even sooner where possible. Our commitment is endorsed at the highest level of the company, demonstrating our dedication to sustainable practices and compliance with public sector procurement guidelines.

To underpin this commitment, we will integrate carbon reduction into our business strategy and decision-making. We aim to transition away from fossil fuels and improve energy efficiency in our operations (e.g. using renewable energy and low-carbon technologies) as we progress toward net zero. We also commit to transparently tracking and reporting our emissions annually, so stakeholders can monitor our progress toward this Net Zero goal.

2. Baseline Emissions Footprint

Baseline Year: 2022 (calendar year January 1, 2022 – December 31, 2022).

Our baseline emissions represent our carbon footprint prior to implementing significant carbon reduction initiatives. The baseline provides a reference point against which future reductions are measured. It includes all Scope 1 and Scope 2 emissions from our UK operations, as well as the required subset of Scope 3 emissions in accordance with PPN 06/21 guidance. We have used the Greenhouse Gas Protocol corporate standard and UK government emission conversion factors to calculate these emissions.

Baseline Year Emissions (2022): *All values are in metric tonnes of CO₂ equivalent (tCO₂e).*

- **Scope 1:** 0 tCO₂e – *Direct emissions from owned fuel (e.g. company vehicles, onsite fuel combustion). We had no company-owned vehicles or onsite fuel use in 2022, so Scope 1 emissions are zero.*
- **Scope 2:** 10.0 tCO₂e – *Indirect emissions from purchased energy (electricity) for our office operations. This is based on our electricity consumption for 2022 and UK grid emission factors.*
- **Scope 3 (Required Categories):** These are indirect emissions from our value chain, as mandated by PPN 06/21:
 - **Upstream transportation & distribution:** 0.5 tCO₂e – *Emissions from the transportation of goods and materials we purchased (e.g. delivery of office supplies and equipment).*
 - **Waste generated in operations:** 0.2 tCO₂e – *Emissions from treatment and disposal of our office waste (landfill and recycling) in 2022.*
 - **Business travel:** 15.0 tCO₂e – *Emissions from employee business travel in vehicles not owned by us (primarily personal cars for site visits and meetings, and some rail/air travel). This is a significant portion of our footprint as travel is often required for project sites.*
 - **Employee commuting:** 8.0 tCO₂e – *Emissions from our staff commuting to and from work (e.g. personal cars and public transport used by employees over the year).*
 - **Downstream transportation & distribution:** 0 tCO₂e – *Emissions from transportation of products to customers. As a professional services firm, we do not ship physical products; our project deliverables are digital or delivered on-site as services. Therefore, emissions in this category are negligible.*
- **Total Scope 3 (2022, required categories):** 23.7 tCO₂e
- **Total Baseline Emissions (2022):** 33.7 tCO₂e (Scopes 1+2+3).

Additional details: Our baseline year was chosen as 2022 because it is the earliest year for which we have comprehensive emissions data. This baseline captures our operations after returning to normal activity levels post-COVID. We will use this 2022 baseline to measure progress going forward. Any categories of Scope 3 not listed were not applicable or not material to our operations in the baseline year. Notably, we are a service-based business with relatively low Scope 1 emissions (no vehicle fleet or onsite fuel) and our Scope 3 emissions (especially from travel) form the majority of our carbon footprint, which is typical for many consulting SMEs.

3. Current Emissions Reporting

Reporting Year: 2023 (January 1, 2023 – December 31, 2023).

Our current emissions report covers the most recent year and demonstrates our progress since the baseline. The reporting period ends within 12 months of this plan's publication, per PPN requirements, ensuring the data is up-to-date for any procurement use. We have continued to track Scopes 1, 2, and 3 emissions on the same basis as the baseline year. Any changes in emissions reflect both operational changes and initial reduction measures implemented.

Reporting Year Emissions (2023):

- **Scope 1:** 0 tCO₂e – *No change (we still have no direct Scope 1 emissions as we do not own fuel sources or vehicles).*
- **Scope 2:** 8.0 tCO₂e – *Indirect emissions from purchased electricity for 2023. This is a reduction from the 2022 baseline (10.0 tCO₂e) due to energy efficiency improvements and the purchase of a 100% renewable electricity tariff in mid-2023 for our office. Using renewable energy has lowered the carbon intensity of our electricity use.*
- **Scope 3 (Required Categories):**
 - **Upstream transportation & distribution:** 0.5 tCO₂e – *Essentially unchanged. Emissions from supplier deliveries remained roughly the same, as our level of procurement of goods was similar to 2022.*
 - **Waste generated in operations:** 0.1 tCO₂e – *Slightly reduced from 2022. We implemented better recycling and waste reduction practices, resulting in less waste sent to landfill.*
 - **Business travel:** 12.0 tCO₂e – *Reduced from 15.0 tCO₂e in 2022. We have curbed business travel through increased use of virtual meetings and by prioritizing travel by train over car where possible. While site visits are still necessary, we combined trips and used remote collaboration tools to cut down on travel frequency.*
 - **Employee commuting:** 7.0 tCO₂e – *Slight reduction from 8.0 tCO₂e. In 2023 we adopted a flexible work policy (including some remote work days and car-pooling incentives) which led to fewer commuting trips. We also encouraged use of public transport and cycling through a Cycle-to-Work scheme.*
 - **Downstream transportation & distribution:** 0 tCO₂e – *No change; still negligible as we have no product shipments.*
- **Total Scope 3 (2023, required categories):** 19.6 tCO₂e
- **Total Emissions (2023):** 27.6 tCO₂e (Scopes 1+2+3).

Analysis: We achieved an overall emissions reduction of about 18% in 2023 compared to the 2022 baseline. The reductions are primarily from Scope 2 (electricity) and Scope 3 business travel and commuting, thanks to our initial carbon reduction measures. This indicates we are moving in the right direction. We will continue to refine our data collection – for instance, we plan to improve how we track emissions from suppliers (upstream) and to include any additional relevant Scope 3 sources as our data quality improves. All emissions are reported in tonnes of CO₂ equivalent (tCO₂e) and have been calculated using DEFRA/BEIS conversion factors for accuracy.

4. Emissions Reduction Targets

To drive continuous improvement, Bell Munro Consulting has set the following emissions reduction targets on our journey to net zero:

- **Net Zero by 2050:** Achieve net zero emissions by 2050 at the latest, as per our commitment and government climate objectives. This encompasses reducing our direct and indirect emissions as far as possible and neutralizing any residual emissions by 2050 (through credible offsetting or carbon removal only for those emissions that cannot be eliminated).
- **50% Reduction by 2030:** Cut our total Scope 1, 2, and required Scope 3 emissions by 50% by 2030 relative to our 2022 baseline. This interim target is designed to ensure we make substantial early progress. It aligns with keeping on track for the UK's broader goal of a 78% reduction by 2035 (against 1990 levels) and reflects the urgency of climate action. We will achieve this via energy efficiency, clean energy adoption, and travel emission reductions as outlined in our initiatives.
- **75% Reduction by 2040:** Cut total emissions by approximately 75% by 2040 (vs. 2022 baseline). By 2040, we aim to have very minimal remaining emissions (for example, only difficult-to-eliminate sources). This target underscores our intention to reach net zero well before 2050 if possible.

Our targets will be reviewed periodically to ensure they remain ambitious yet achievable. We may adjust our interim targets (up or down) based on the latest climate science guidance and progress made. To support these targets, we will also consider setting science-based targets in line with the Science Based Targets initiative (SBTi) methodology, ensuring our trajectory contributes to limiting global warming. Progress against these targets will be reported in our annual Carbon Reduction Plan updates. We aim not only for absolute emission cuts but also to improve our carbon intensity (emissions per employee or per £ revenue), reflecting efficiency gains as the company grows.

5. Carbon Reduction Projects and Initiatives

We have identified and undertaken several carbon reduction measures to reduce our emissions. These include completed actions to date and planned future initiatives. We are also implementing environmental management measures that will apply during the performance of any contracts we undertake, demonstrating that we will deliver services in a sustainable manner.

5.1. Measures Implemented to Date (Completed Initiatives)

- **ISO 14001 Environmental Management System:** We have a formal Environmental Management System aligned with ISO 14001 standards for environmental management. Achieving ISO 14001 certification provides a structured framework to manage and continually improve our environmental performance (including compliance, objectives, and training). It ensures that environmental considerations are embedded in all contracts we deliver, as well as our internal operations.
- **Renewable Electricity:** In 2023 we switched our office to a 100% renewable electricity tariff. This immediately reduced our Scope 2 emissions (as reflected in our 2023 footprint) and supports the transition to clean energy. Going forward, all our electricity will be from renewable sources, effectively eliminating carbon emissions from purchased power.
- **Energy Efficiency Upgrades:** We upgraded lighting in our office to LED bulbs and installed smart timers/sensors to avoid unnecessary lighting and equipment use. We also optimized our heating and cooling settings. According to the Carbon Trust, LED lighting can cut lighting energy use by up to 80%, which is reflected in our reduced electricity consumption. These changes have lowered energy use and thus carbon emissions.
- **Waste Reduction and Recycling:** We introduced a more comprehensive recycling program and measures to reduce waste generation. Office paper use was cut by moving to digital records and printing only when necessary. We provide recycling bins at each workstation and ensure e-waste (like old electronics) is disposed of responsibly. These steps helped shrink our waste-related emissions slightly and foster a culture of sustainability among staff.
- **Sustainable Business Travel Practices:** We implemented a policy to prioritize low-carbon travel. Employees are encouraged to use video conferencing for meetings whenever feasible to avoid travel. For necessary travel, we encourage taking the train over driving or flying for domestic trips. We also started a car-pooling initiative for site visits to reduce the number of vehicles used. As a result, we saw a reduction in business travel emissions in 2023. We have also begun tracking business travel more closely (miles traveled by mode) to identify further opportunities for reduction.
- **Employee Commuting Initiatives:** We launched a Cycle to Work scheme and have facilities for bike storage and showers to encourage cycling. We also facilitate car-sharing among staff living in similar areas. Flexible working arrangements (e.g. remote work days) have been allowed, which not only benefits staff well-being but also reduces commuting frequency. These measures have contributed to the drop in commuting emissions.

5.2. Future Initiatives and Planned Projects

- **Green Fleet and Transport:** Although we do not own company vehicles currently, we plan to further address transport emissions by adopting electric vehicles (EVs) or hybrid options for any future company car needs or rentals. If pool cars or company vans become necessary for project work, we will ensure they are low or zero-emission vehicles by default. We will also install an EV charging point at our office to encourage staff EV usage. For business travel, we will formalize a policy that mandates choosing the lowest-carbon travel mode practical for each trip and consider carbon offsetting for any essential flights (as a last resort, and only in the short term while we work to avoid flying).
- **Energy Conservation and On-Site Renewables:** We will conduct an energy audit of our office to identify further opportunities to save energy (e.g. improved insulation, high-efficiency HVAC systems). Depending on feasibility (e.g. if we own or can modify our premises), we will explore installing on-site renewable energy such as solar panels to directly generate clean electricity for our use. Over the next 2-3 years we aim to reduce our office energy consumption by an additional 20-30% through such measures.
- **Supply Chain and Procurement:** We will engage with our suppliers to reduce upstream emissions. This includes choosing local suppliers to minimize transport, consolidating orders to reduce delivery frequency, and favoring products and services with low carbon footprints. We will request environmental information from key suppliers and incorporate sustainability criteria into procurement. Over time, we intend to measure and include more Scope 3 categories (like purchased goods and services) in our carbon footprint to fully account for supply chain impacts.
- **Behavioral and Cultural Initiatives:** Continuing to educate and involve our employees is crucial. We will provide training on carbon reduction practices and updates on our progress to all staff. We plan to integrate sustainability into our company culture – for example, by organizing internal “green challenges” (like a month with no single-use plastics in office, or a competition to suggest energy-saving ideas). By building awareness and ownership, we ensure everyone contributes to our net zero journey.
- **Monitoring and Reporting Improvements:** We will invest in better tools or software to track our emissions data more accurately and efficiently. Improving data quality (for example, gathering exact mileage for travel or energy use sub-metering) will help target reductions and demonstrate progress. We are also considering external verification of our carbon footprint calculations in the future (to ISO 14064-3 standard) to enhance credibility.

Many of these initiatives will be applied during the performance of contracts we undertake. For example, if we win a public sector contract, we will apply our sustainable travel policy for all contract-related travel, use digital documentation to minimize paper, and manage the project in line with our environmental management system. In doing so, we ensure that delivering the contract itself aligns with our carbon reduction commitments (e.g. minimizing site visits through remote coordination where possible, and using efficient transport when on-site work is required). Overall, these projects and measures – both those already completed and those planned – put us on a pathway to continually reduce emissions over the short and long term.

6. Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and the associated guidance and reporting standard for Carbon Reduction Plans. All emissions reported (Scopes 1, 2, and the required Scope 3 categories) have been measured and recorded following the Greenhouse Gas Protocol Corporate Accounting Standard and using appropriate UK government emission conversion factors. Scope 1 and 2 emissions have been accounted for in compliance with Streamlined Energy and Carbon Reporting (SECR) requirements, and the required subset of Scope 3 emissions have been reported in line with the PPN 06/21 technical standard (where data is available).

This Carbon Reduction Plan has been approved at the board/director level of Bell Munro Consulting. It has been reviewed and signed off by a director of the company, confirming the accuracy of the data and the sincerity of our net zero commitment. The undersigned is responsible for implementation of this plan and for ensuring the company meets the stated targets and obligations.

Approved by: *Redacted*

Date: *Redacted*

This Carbon Reduction Plan is publicly available on our website and is prominently linked for transparency, as required by PPN 06/21 guidelines. It will be reviewed at least annually and updated within 12 months of this publication (or sooner if significant changes occur), in order to reflect our latest emissions data and progress. Previous versions of our Carbon Reduction Plan (if any) will be retained online to allow monitoring of our year-on-year progress. By maintaining and publishing this Plan, Bell Munro Consulting demonstrates our ongoing commitment to reducing carbon emissions and achieving Net Zero by 2050, in partnership with our clients and stakeholders.