



# 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<sup>1</sup> 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 Standard<sup>2</sup> and Guidance<sup>3</sup>, 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.

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

<sup>2</sup>Technical 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](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)

<sup>3</sup>Guidance 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](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

Supplier name: allpay Limited

Publication date: 03/03/2023

## Commitment to achieving Net Zero

allpay Limited has an aspiration to become Net Zero by 2030. Allpay has made this commitment public by joining a local initiative run by 'Greener Footprints, Herefordshire'.

## 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.

<b>Baseline Year: 2021 – 2022 (ending 30<sup>th</sup> June 2022)</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
Allpay has previously submitted Carbon reduction plans and previously had a baseline year of 2019-2020. However, we have now done a full footprint calculation, including a full scope 3 calculation, with the help of an external Carbon reporting company, Watershed. For this reason, we have reset our baseline year to be 2021-2022 (ending 30 <sup>th</sup> June 2022) meaning our 'Reporting year' is currently the same as our 'Baseline year'.	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	51
<b>Scope 2</b>	346
<b>Scope 3 (Included Sources)</b>	518
<b>Total Emissions</b>	915

## Current Emissions Reporting

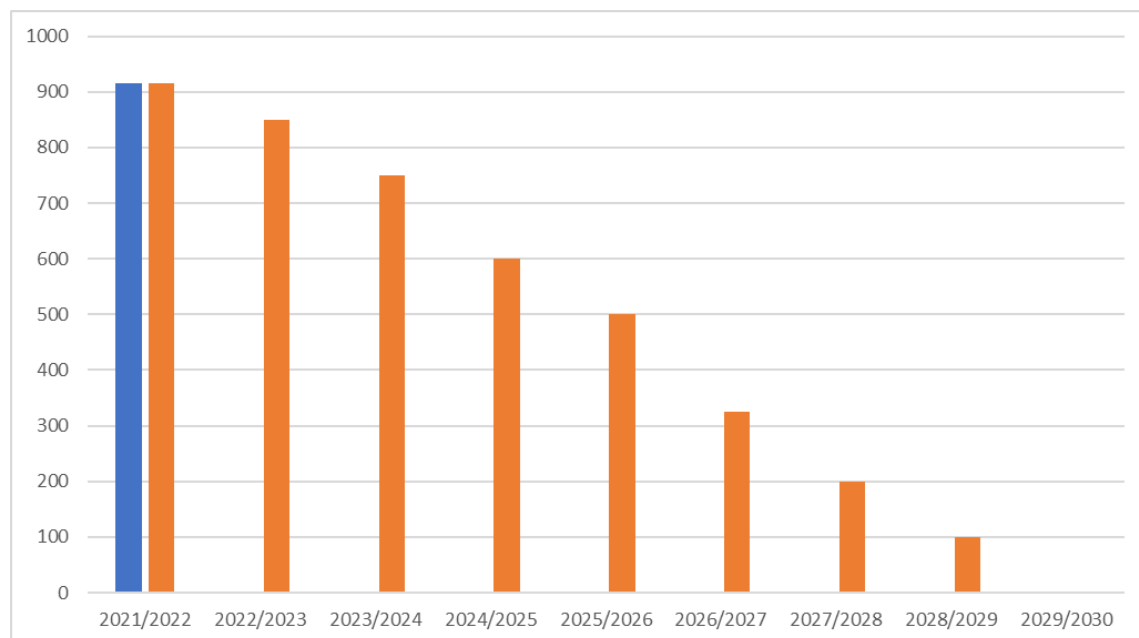
Reporting Year: 2021 – 2022 (ending 30 <sup>th</sup> June 2022)	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	51
Scope 2	346
Scope 3 (Included Sources)	518
<b>Total Emissions</b>	<b>915</b>

## 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 325 tCO<sub>2</sub>e by 2027.

This is a reduction of 64% against the baseline measurement.



## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the original 2019/20 baseline.

As an ISO 14001 and ISO 45001 accredited company, allpay takes its responsibility regarding its environmental impact incredibly seriously and as such, has implemented company initiatives and targets to reduce its environmental impact in an ethical and sustainable way. allpay recognises the main activities of its business release greenhouse gases which includes electricity, waste disposal/recycling, business travel, payments processing and staff commuting. allpay endeavours to use the minimum quantities of energy for the efficient operation of its heating, lighting and production activity, with these levels decreasing year-on-year.

#### Initiatives identified include:

- Eradicated leased assets in Kingstone and Cheltenham.
- Introduced Car sharing and company transportation to work, Cycle to work Scheme, Electric car chargers on site. allpay does not operate a company fleet. We are encouraging our sales and account management teams to make use of Microsoft Teams to reduce business travel and carbon emissions. All company vehicles once replaced will be electric.
- Development of an Eco-card product.
- Working from home and online meeting first strategy, Cloud first strategy with VPNs allowing more working from home.
- allpay conducts a “switch off” policy for all computers, lights and electrical equipment at the end of day, whilst also operating virtual machines to run a set of computers from one piece of software – reducing power requirements for server rooms across the site.
- allpay have recently invested £60,000 into installing LED lighting throughout the site to increase energy efficiency.
- Kitchen / Catering environments have been converted to electrical appliances.
- Gas heaters are used in our warehouse and garage to maintain temperatures. These are controlled via a timer and set to summer / winter settings to reduce usage.
- We have fitted 7 EV charging points to our buildings to encourage our people to move to a greener method of commuting and also to ensure our visitors have a charging facility. We have plans to fit more EV charging points.
- allpay have reviewed their approach to buying raw materials and have revised their approach to (a) avoid air travel and (b) reduce the frequency of shipments by buying in bulk.
- allpay now source all PVC (for card production) from members of the Vinyl Plus scheme. Vinyl Plus is the European PVC industry’s commitment to sustainable development.

- allpay only purchase FSC sources paper.
- allpay has changed its contracts with clients so that overproduced cards are now compulsorily purchased as opposed to being wasted.
- allpay has investigated and fixed leaks in its air compression lines to reduce the energy consumption of the air compression system.
- allpay issued all staff with a reusable cup for both cold and hot drinks and removed plastic cups from its sites.
- In order to engage all employees of allpay, we have launched a forum 'Net Zero Heroes' designed to capture new carbon reduction ideas as well as drive action.
- allpay has established the Operations Manager role to take responsibility for the Carbon Net Zero strategy and roadmap.
- Energy consumption has been meticulously reviewed and central changes made to air conditioning and lighting automated schedules for improved efficiency
- Installation of recycling bins to reduce our waste to landfill.

## **General**

All staff have responsibilities to consider the environmental impact of the company, cooperate in the improvement programmes and maximise recycling and minimise the use of energy and other resources. Where possible, allpay limits the use of plastics across its working site, in line with the Government's 25-year environmental plan.

As part of its ambition to become more sustainable and in line with its green credentials, allpay has become part of the Government's Energy Savings Opportunity Scheme (ESOS), joining at phase 2. The Scheme instructs allpay on how they can minimise their energy production and waste management, with assessments carried out every four years on each of its buildings, and recommendations in place at the end of these assessments on how allpay can improve.

allpay has very recently started working with Watershed in order to gain help in measuring and calculating our full carbon footprint, gain access to carbon reporting software and also gain access to expert advice.

**Green space:** Protecting the environment is of utmost importance to allpay and to such end have recently opened an environmentally friendly outdoor space, The Four Seasons, where we have placed around 1,800 plants and have a full ecology report protecting endangered wildlife. This space is available for staff to relax, enjoy and appreciate the environment around them. There are also additional facilities for outdoor meetings to be held in the summer months.

## **Current and Future Initiatives**

The installation of solar panel resilient power across the site is being considered as part of the vision to control energy usage and reduce the impact on the environment.

Governance metrics are being generated, monitored, reviewed, and reported upon with a regular Plan, Do, Check, Act principles that embodies our quality assurance approach to everything we do through our internal auditing and external accreditation frameworks.

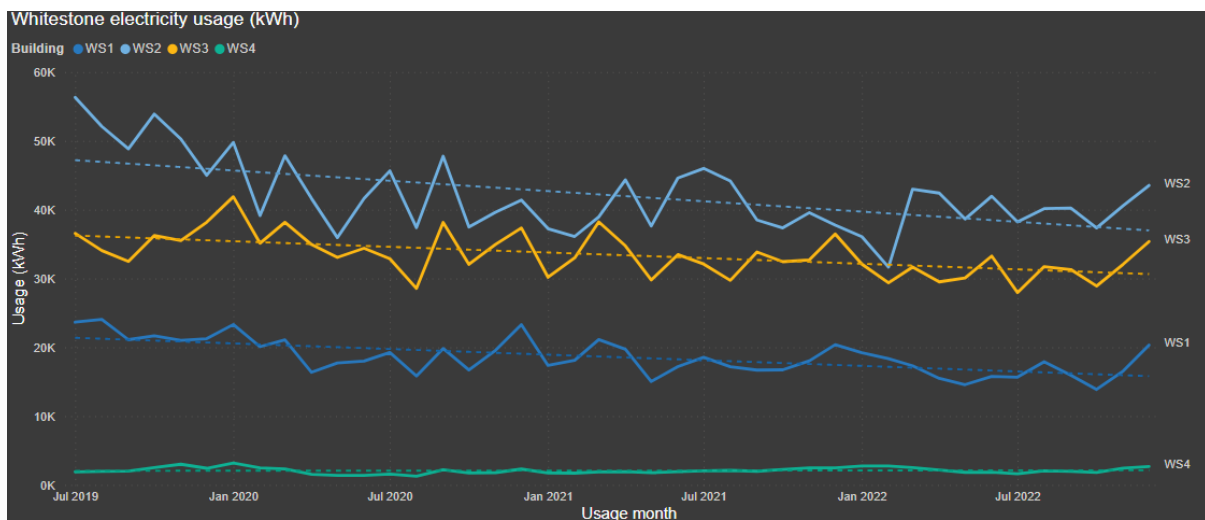
Similarly, our ERM takes into account of any risks in our ESG approach and in line with ensuring risks are considered as well as opportunities, in running alongside the context of the organisation, day-to-day viability, the core products, services and budgetary controls to incorporate ESG into BAU activities right from procurement and due diligence stages of onboarding new suppliers not just a bolt-on activity more bolted-in from the 'green' off-set.

We are actively progressing other initiatives such as:

- Cardboard bailing – we aim to improve our recycling by bailing cardboard on site.
- We are aiming to have PIR lighting in all sites.
- We are hoping to streamline our waste management processes and are investigating becoming zero waste to landfill.

We are also reviewing our electricity consumption in detail, review trends across buildings and also trends by days of the week and times of the day.

Below shows our electricity consumption since our baseline year by month. This shows fluctuations by month but it also shows the downward trend we are reporting.



## **Declaration and Sign Off**

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standards 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 standard and uses the appropriate government emission conversion factors for greenhouse gas company reporting.

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) Standard.

This Carbon Reduction Plan draft has been reviewed and signed off by the allpay Operations Director who is the Board Sponsor of our Net Zero Carbon Reduction Strategy.

### **Signed on behalf of the Supplier:**

A handwritten signature in black ink that reads "M. Cotton". The signature is written in a cursive style with a long horizontal flourish at the end.

(Mary Cotton)

Date: 03/03/2023