



## 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 Template

Supplier name: allpay Limited

Publication date: TBC - Time of writing 01/06/2022

## Commitment to achieving Net Zero

allpay Limited 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.

<b>Baseline Year: 2019 - 2020</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
<b>Scope 3: allpay is working with a consultant to define what operations will be reported within this category.</b>	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>45</b>
<b>Scope 2</b>	<b>295</b>
<b>Scope 3 (Included Sources)</b>	<b>Working towards</b>
<b>Total Emissions</b>	<b>340</b>

## Current Emissions Reporting

**Reporting Year: 2020 – 2021 (current reporting period concludes 30th June 2022 – data will be available following on from FY end)**

<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>30</b>
<b>Scope 2</b>	<b>267</b>
<b>Scope 3 (Included Sources)</b>	<b>Working towards</b>
<b>Total Emissions</b>	<b>297</b>

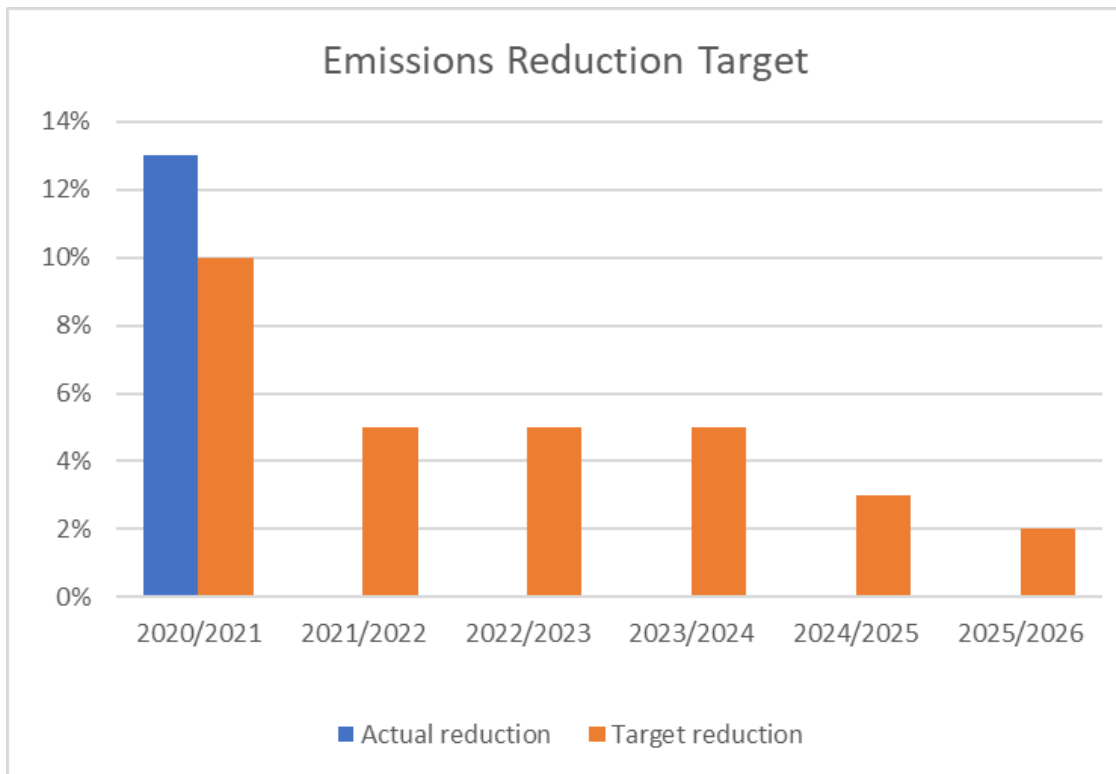
### **Emissions reduction targets**

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 228 tCO<sub>2</sub>e by 2027.

This is a reduction of 33% against the baseline measurement, in the first 12 months of measurement Scope 1 and Scope 2 emissions reduced by 13%.

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



## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2019/20 baseline. The carbon emission reduction achieved by these schemes equate to 43 tCO<sub>2</sub>e, a 13%ge reduction against the 2019/20 baseline and the measures will be in effect when performing the contract

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 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.
- Eco-card production.
- 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 are being 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.

#### 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.

Most recently, allpay has embarked on a Go Green initiative whereby the business has reduced and removed its plastic cups from being used at its water machines across each building – glasses have been made available, however due to the impact of Covid-19 staff have been encouraged to bring their own reusable containers. allpay also issued all members of staff with a reusable cup for hot drinks to reduce one-time usage of hot drinks cups. 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.

**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.

An initiative has been formed: '**Carbon Net Heroes**', using internal expertise and enthusiasm to form a stakeholder group. The main purpose of the group will be to generate ideas to reduce carbon emissions by the company and its employees, help move the business towards Carbon Net Zero, identify and suggest ways of implementing a range of environmental projects across the business and to have a direct positive impact on Scope 1, 2 and 3 emissions. The group will work alongside carefully outsourced SME consultancy and the company Operations team to construct a deliverable and robust strategy and will document the key milestones in how to achieve carbon neutrality and, by the target date, a carbon net zero status.

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.

## 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 standard<sup>4</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>5</sup>.

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions are in development and will be reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard<sup>6</sup>.

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:



(Mary Cotton)

Date: 09/06/2022

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<sup>4</sup><https://ghgprotocol.org/corporate-standard>

<sup>5</sup><https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

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