



Where
buildings
come alive

PPN 06/21 Carbon Reduction Plan

March 2024

Background

CPW has committed to be Net Zero Carbon (Scope 1, 2 and 3 emissions) in terms of its UK business operation by 2035.

To facilitate this transition, CPW has committed to a 5% reduction in CO₂e emissions every year and engaging employees to drive improvements.

This Carbon Reduction Plan, developed in accordance with PPN 06/21 guidance, sets out guiding principles, policies, strategies, and targets for absolute reduction in carbon dioxide and other greenhouse gas emissions (CO₂e) across CPW's UK business operation, against independently audited benchmark data.

CPW collaborates with Planet Mark to collate and verify Scope 1, 2 and 3 CO₂e emissions associated with the consumption of electricity (including transmission and distribution losses), natural gas, water and paper as well as accounting for waste streams and fleet/business travel across the UK operation.

Sustainability at our core

Guiding Principles

In response to the need to reduce the CPW carbon footprint, and in particular the commitment to achieve Net Zero Carbon by 2035, a set of overarching guiding principles were developed. These principles are considered as part of the decision-making process to ensure that resource efficiency and CO₂e reduction mechanisms are embedded from the outset in all activities.

Guiding Principle 1: Adopt a Circular Economy Approach

In very simple terms, to become resource efficient in relation to how the business uses energy for its buildings, how it consumes products and what it does with those products afterwards. Everyone in the business can help support and deliver on circular economy principles.

Guiding Principle 2: Go Fossil Fuel Free

Migrate the business away from the use of fossil fuels to provide energy for buildings (gas) and the use of liquid fossil fuels (petrol/diesel) to provide energy for cars. In simple terms the business can:

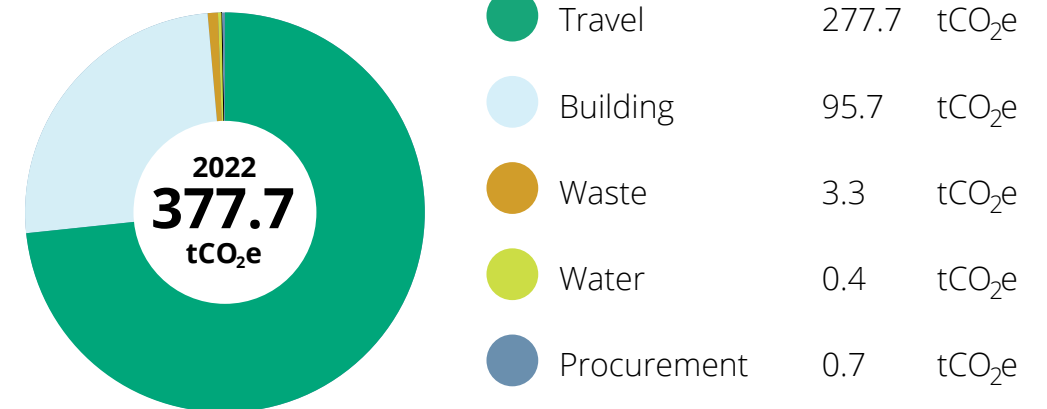
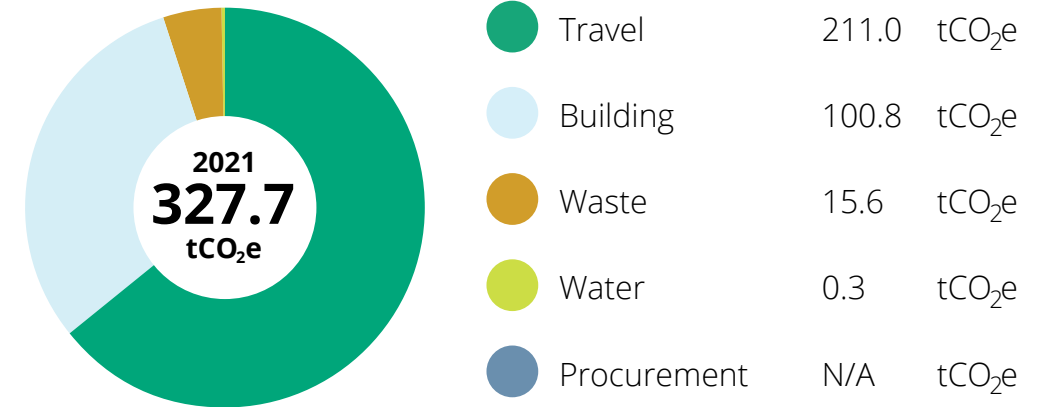
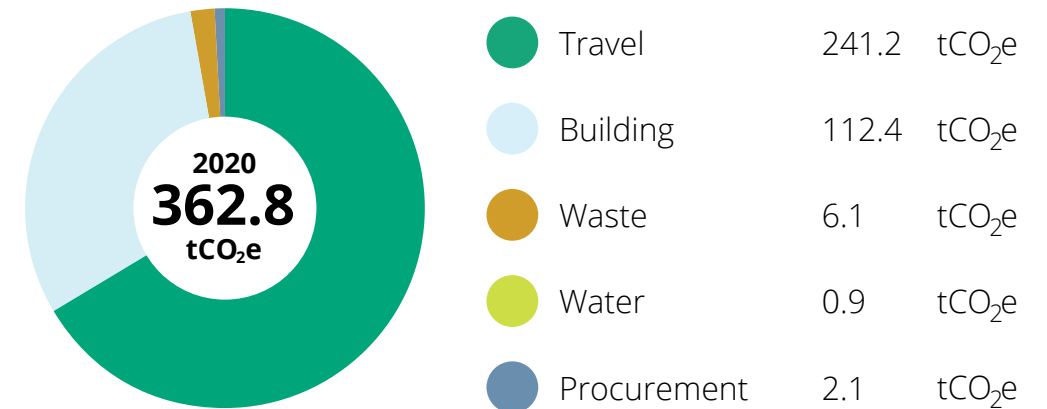
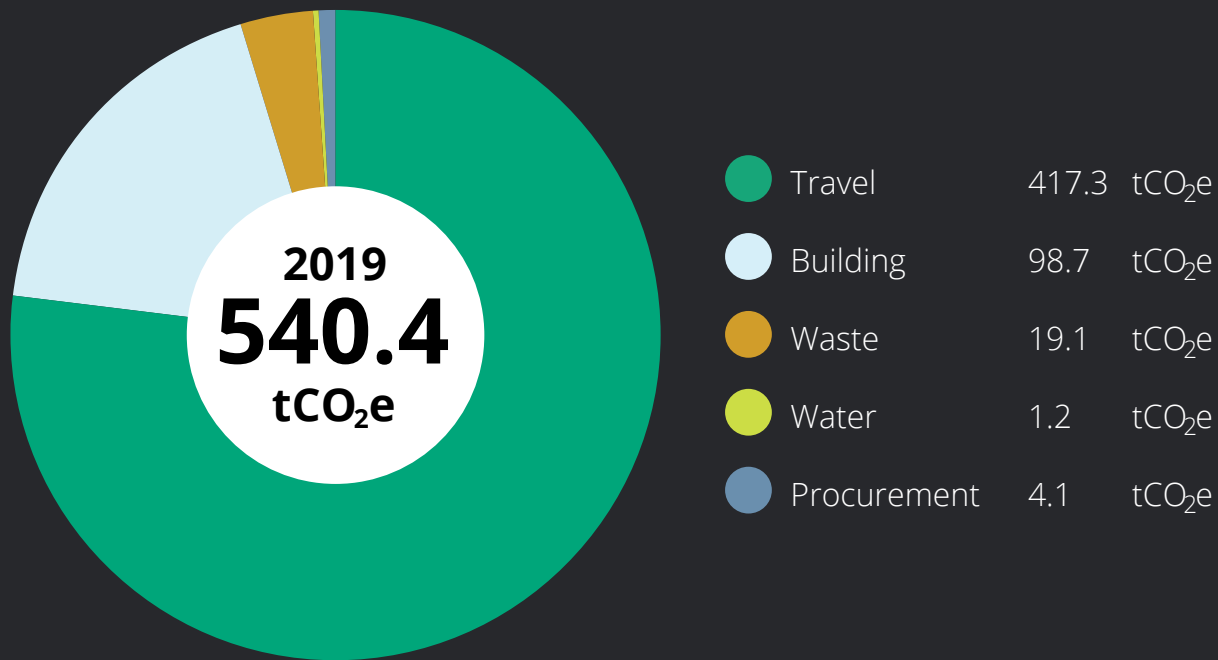
- Produce its own energy from renewable sources (e.g. Solar Photovoltaic Panels).
- Take advantage of grid decarbonisation and adopt electrification of heat principles i.e. move from gas-fired boiler derived heat energy to electric heat-pump derived heat energy across the UK owned office portfolio.
- Work with existing landlords to identify energy efficiency and electrification of heat opportunities in current leased office building stock.
- Migrate the business fleet to Electric Vehicles (EVs) and support staff to change to EVs.



Our emissions

The baseline CPW carbon footprint was calculated in 2019 by Planet Mark and reported as follows:

- Carbon footprint for the UK operation in 2019: **540.4tCO₂e**
- Carbon footprint per full time employee (211 FTE) in 2019: **2.60tCO₂e**

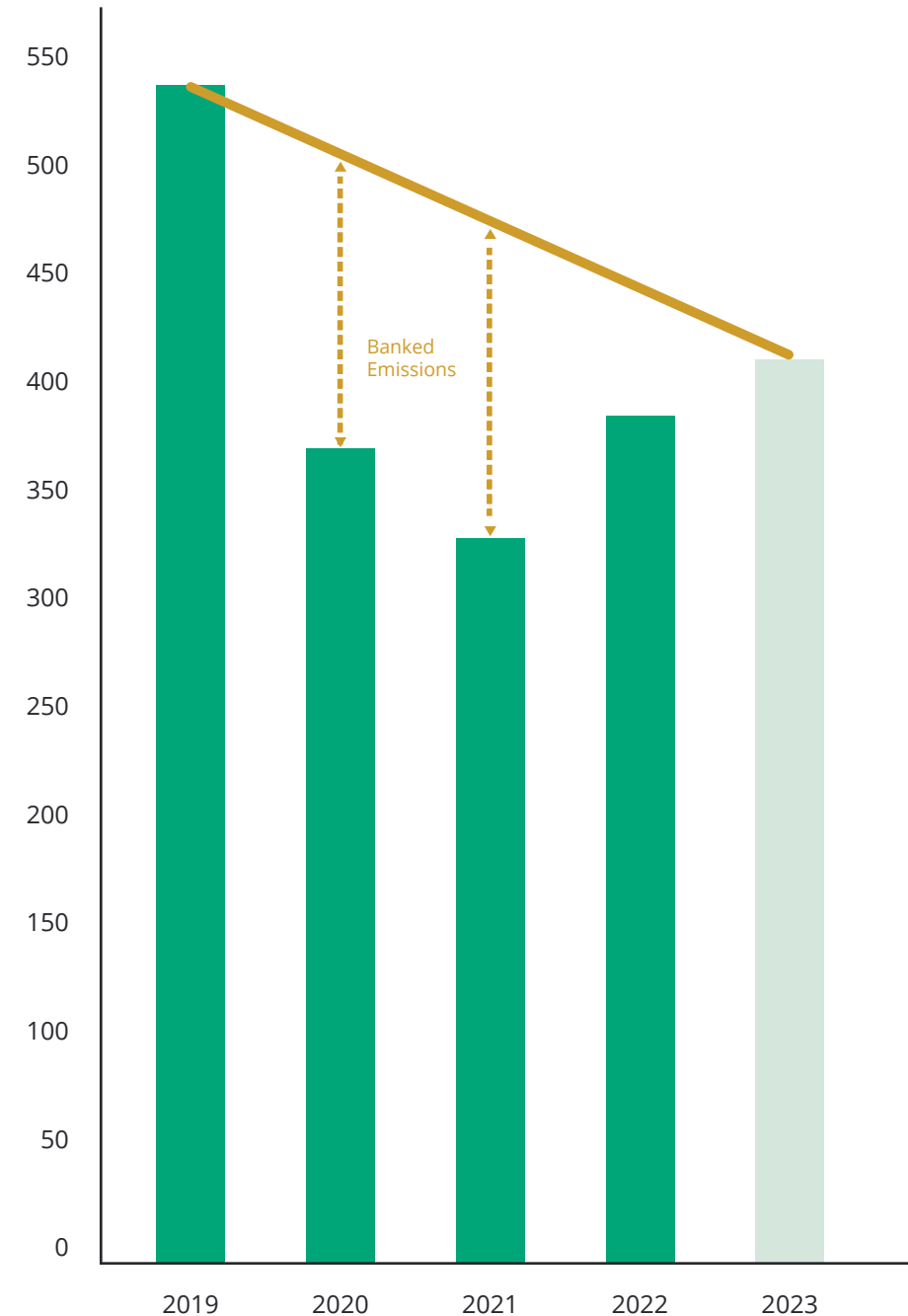


Banked Emissions

Between 2021 and 2022, the CPW carbon footprint increased by c. 50tCO₂e. However, during previous reporting years, carbon reduction exceeded the targeted 5% annual decrease – such that these savings could effectively be ‘banked’.

This allows companies to re-distribute savings made across the following three years of Planet Mark certification. The graph shows these banked emissions achieved during the 2020 and 2021 reporting years. The light column shows the maximum permissible emissions in the year ending 2023 if all banked emissions were to be used up.

CPW are still on course to be Net Zero Carbon (Scope 1, 2 and 3 emissions) in terms of UK business operations by 2035.



Carbon Reduction Initiatives

Prior to Baseline Carbon Footprint Exercise

Building electricity and gas consumption is dominated by the CPW Solihull head office (1,310m² across 2 floors), which the business moved to in April 2012.

Between 2012 – 2018, a number of upgrades were undertaken to the mechanical and electrical systems as well as the building envelope to improve energy efficiency and reduce CO₂e emissions. These include:

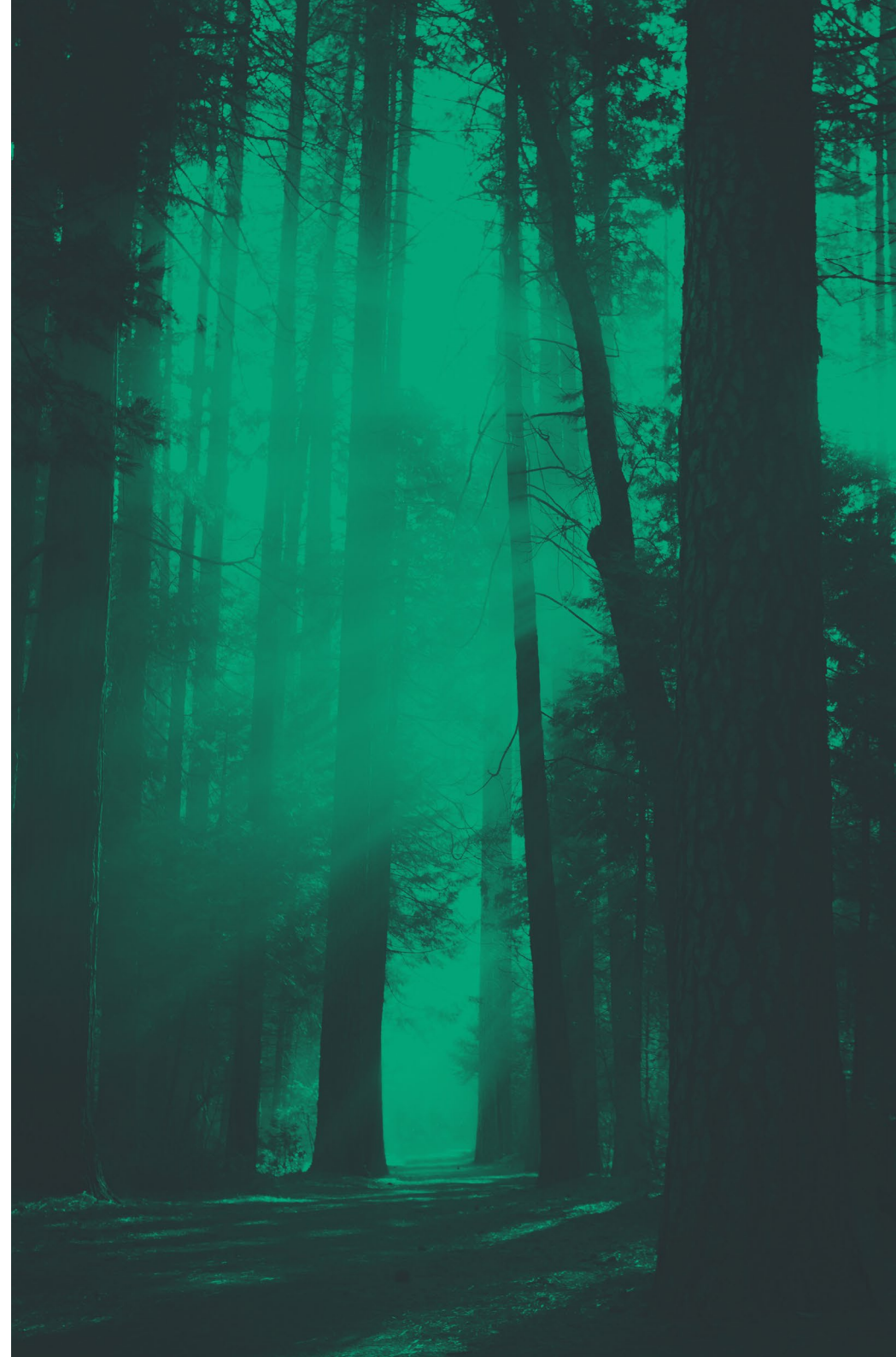
- Building Management System (BMS) replaced in 2013.
- Lighting replaced (internally and externally) with a combination of high efficiency T5 lamps, then LED products. This is ongoing as products evolve.
- Lighting controls installed for presence/absence detection and daylight dimming.
- Conventional gas-fired boilers with an efficiency of c. 83% replaced with Hoval 125 Ultragas low NO_x condensing gas-fired boilers with an efficiency of c. 96% in 2015.
- Roof insulated with some 300mm of additional Knauf 'Earthwool' mineral wool with a thermal conductivity of 0.044W/mK in 2016.



Carbon Reduction Initiatives

Post Baseline Carbon Footprint Exercise

Initiatives	Status
Energy Efficiency: Upgrades to Heating, Ventilation and Air Conditioning (HVAC) Systems and Introduction of New Building Management System (BMS) Software	Complete
Travel Efficiency: Companywide Adoption of Agile Working	Complete
Travel Efficiency: On-site Electric Vehicle (EV) Charging Points	Complete
Travel Efficiency: Migration of Company and Pool Cars to EVs	Ongoing
Travel Efficiency: EV Salary Sacrifice Scheme for Staff	Ongoing
Resource Efficiency: Reduce Paper Usage (Printing)	Ongoing
Resource Efficiency: Use of Recycled Paper	Complete
Energy Efficiency: Solihull Office Building Envelope and Services Upgrades	Ongoing
Decarbonisation of Energy Sources: Solar Photovoltaic (PV) Panel Installation at Solihull Office	Ongoing
Resource Efficiency: Monitoring of Water Usage	Ongoing



Governance and Declaration

The Directors are responsible for setting the strategic direction of the Carbon Reduction Plan, agreeing resources to be devoted to each project and reviewing progress against the 5% year-on-year absolute CO₂e reduction target.

Projects will be prioritised on the basis of cost/affordability, energy/CO₂e reduction potential and condition of equipment and/or plant.

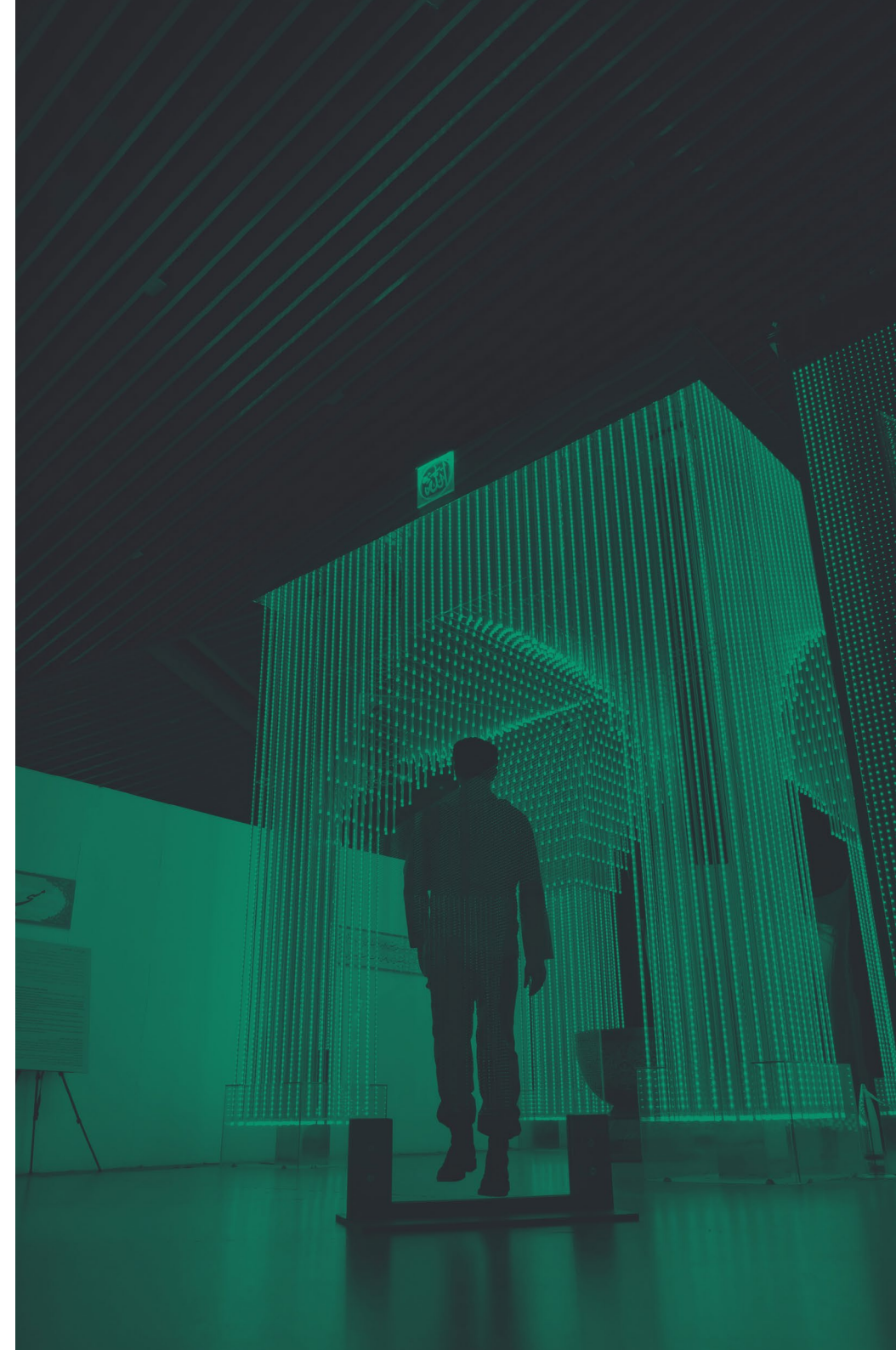
The Director of Sustainability will take overall responsibility for developing and implementing the Carbon Reduction Plan and reporting back to the Directors on an annual basis, once data has been independently audited by Planet Mark.

This Carbon Reduction Plan has been completed in accordance with the requirements of PPN 06/21 and associated guidance. CPW collaborates with Planet Mark to collate and verify Scope 1, 2 and 3 CO₂e emissions across the UK business operation. The Carbon Reduction Plan has been reviewed and signed off by the Board of Directors.

Signed on behalf of Couch Perry Wilkes LLP:



Name: Dr Stephen Ball
Title: Director – Designated Member – Head of Sustainability
Date: February 2024





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