

Carbon Reduction Plan (CRP)

Supplier Name: Speller Metcalfe Malvern Limited

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About Speller Metcalfe

Speller Metcalfe is a leading regional contractor within the Midlands and South West regions, with a key focus on providing innovation and excellence in construction; and an annual turnover of circa £165 million. To find more about Speller Metcalfe, visit: [Speller Metcalfe | Construction](#)

Speller Metcalfe Malvern Limited CRP Scope

Speller Metcalfe Malvern Limited is an entity of the Speller Metcalfe group. The Malvern Limited company operates from the Headquarters in Malvern and includes the Wolverhampton and Small works divisions with those three offices included in this CRP, as they are paid for by the Malvern limited business. All staff assigned to those divisions and all projects delivered are further included within this scope.

The Holdings Group (known as Speller Metcalfe Limited) is financially responsible for the 'Living Office' and 'Parlours Barn' office with the Living Division having no responsibility over offices. Holdings Carbon intensity is out of scope for this CRP.

Living Ltd has a standalone CRP, where the carbon intensity of its staff and projects delivered are recorded.

It should be noted that the 'Small Works Division' undertook construction projects below the carbon policy site based utility reporting value (£1 Million) and therefore an assumption will be made.

Speller Metcalfe Malvern Limited CRP changes since 2022 to 2023

Following a reassessment and better understanding of CRP reporting requirements, the 2023 to 2024 CRP will include three offices within Malvern limited; Malvern Headquarters, Wolverhampton and Smallworks.

Since the introduction of the scope 3 carbon reporting, Speller Metcalfe reporting reflect their sub-contractors' fuel usage across sites that fall into the reporting requirements of their carbon policy. A system of collect site based subcontractor fuel usage was in its infancy historically, but has been enforced and assessed with a degree of reliability in 2023 to 2024 and as such will be accurate, but will elevate SML's carbon emissions.

All other reporting parameters remain the same from 2022 to 2023 and 2023 to 2024.

Baseline Emissions Footprint - Speller Metcalfe Malvern Ltd

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: Financial Year 2019/2020 (1st April 2019 – 31st March 2020)

Additional Details relating to the Baseline Emissions calculations.

Speller Metcalfe has measured and reported scope 1, 2 and 3 carbon emissions since 2019/2020 financial year.

It should be noted that the company is organised into divisions including; Speller Metcalfe Limited (Holdings), Speller Metcalfe Malvern Limited (including Wolverhampton and Small Works) and Living. Two of these divisions, Malvern and Living meet the requirements and are considered 'in-scope' organisations as they will deliver projects of greater value than £5 million via central government frameworks.

This report details Speller Metcalfe **Malvern's** CRP, however improvement and CO₂ reduction measures will not be constrained to this division alone as they will be business wide.

The base line figures are organised into Scope 1 Emissions; emissions directly from operations that are owned or controlled by Speller Metcalfe. Scope 2 Emissions which are indirect emissions from the generation of purchased or acquired electricity, steam, heating or cooling of Speller Metcalfe, for example utility usage and Scope 3, all indirect emissions that occur in the value or supply chain.

It should be noted that as guidance regarding the PPN 06/21 has increased and evolved, therefore future carbon reduction plans have evolved in accordance to ensure that Speller Metcalfe are compliant.

Speller Metcalfe reported Carbon information within the Streamline Energy Carbon Reporting Framework in June 2020 for the period April to September 2019. These figures have been used

to calculate usage over 12 months with a 15% uplift for items to include effects of winter on heating usage.

Baseline year emissions:

Speller Metcalfe Malvern Limited EMISSIONS	TOTAL (tCO₂e)
Scope 1	720.27 Electricity - 148.44 Fuel use on site - 421.80 Water - 2.58 Transport Fuel - 147.45
Scope 2	129.45 Purchased electricity - 129.45
Scope 3 (Included Sources)	210.50 6. Business Travel & 7. Employee commuting - 210.50
Total Emissions	1,060.23

Current Emissions Footprint – Speller Metcalfe Malvern Ltd

Date recorded via; a) '23 to 24 CRP Master Data' and b) Site Utilities records 23 to 24

Reporting Year: Financial Year 2023 to 2024 (1 st April 2023 – 31 st March 2024)	
Malvern EMISSIONS	TOTAL (tCO₂e)
Scope 1	Company Car Fuel Mileage: 63,512 miles, 15.64 tCO₂e Company Van Fuel Mileage: 407,990 miles, 92.23 tCO₂e

	<p>SML Site Diesel: 32,636L, 80.90 tCO₂e</p> <p>SML Site Petrol: 4,760.50L, 9.92 tCO₂e</p> <p>SML Site Based LPG; 540L, 0.84 tCO₂e</p> <p style="text-align: center;"><i>Combined fuel total: 91.66 tCO₂e</i></p> <p>Scope 1 total: 199.53 tCO₂e</p>
Scope 2	<p>Site purchased electricity: 610,190.92 kWh, 124.48 tCO₂e</p> <p>Site based water usage; 66,959.37 m³, 11.85 tCO₂e</p> <p>Malvern HQ office Electricity, 46,338 kWh, 9.50 tCO₂e</p> <p>Malvern HQ office Water, 83 m³, 1.24 tCO₂e</p> <p>Malvern HQ office Gas, 10,274 kWh, 2.08 tCO₂e</p> <p>Small works office Electricity, 11,562 kWh, 2.37 tCO₂e</p> <p>Small works office Water, 82m³, 1.20 tCO₂e</p> <p>Small works office Gas, 17,313, 3.50 tCO₂e</p> <p>Wolverhampton office Electricity 39,158 kWh, 8.03 tCO₂e</p> <p>Scope 2 total: 164.25 tCO₂e</p>
Scope 3 (Included Sources)	<p>6. Business Travel: 798,713 miles, 204.02 tCO₂e</p> <p><i>Subcontractor fuel (does not fit a scope 3 category):</i></p> <p>Subcontractor Diesel: 106,776L, 264.68 tCO₂e,</p> <p>Subcontractor Petrol 2,228, 4.64 tCO₂e,</p> <p>Subcontractor LPG: 190.00, 0.0 tCO₂e,</p> <p style="text-align: center;">Combined sub contractor fuel total: 269.32 tCO₂e</p> <p>Scope 3 total: 473.34 tCO₂e</p>
Total Emissions	837.12 tCO₂e

Speller Metcalfe Malvern Limited includes the ‘Small Works Division’ which undertook construction projects below the Carbon Policy site based utility reporting threshold of £1Million. Therefore, an assumption has been made. Small Works turnover of £22.26 million has been multiplied by the carbon intensity factor **8.49 tonnes CO₂e/£M** turnover from April 2023 – March 2024.

This was calculated by dividing total emissions (837.12 tCO₂e) by the turnover of Malvern & Wolverhampton divisions (£110.06 Million).

This reports Small Works' Carbon footprints as **188.98 tonnes CO₂e** and has been included in the total emission above.

As required under PPN 06/21 technical guidance, Speller Metcalfe has categorised its Scope 3 carbon emissions for the 2 reported items. Category 6, business travel has been selected as their sites are project delivery locations and as such mileage is classed as business travel, not employee commuting. Speller Metcalfe have also chosen to not categorise the subcontractor fuel as it does not fit any of the category descriptions stated within the PPN 06/21 technical guidance.

Reporting standards and Emission Scope Rational

Carbon data is internally managed by their SHEQ team and reviewed by the Technical Director to ensure that the requirements of the Procurement Policy Note (PPN) 06/21 adhere to the Greenhouse Gas Protocol's Corporate Accounting and Reporting Standard as stated within the [technical guidance](#).

The Greenhouse Gas Protocol breaks emissions sources down into three categories or Scopes. All Scope 1 and Scope 2 emissions are to be included when completing your CRP, along with a subset of Scope 3 emissions. To ensure consistency of reporting of Scope 1 and 2 emissions, and to introduce additional reporting against a subset of Scope 3 emissions; Speller Metcalfe have used briefings and guidance from industry experts such as the [Carbon Trust](#) and [Sustain Life](#) (*See table 1*). In addition, to defining each individual emission scope, Speller Metcalfe have also followed guidance regarding conversion factors and have utilised the appropriate conversion factors published by [BEIS](#) on the GOV.UK website.

Speller Metcalfe Scope Rational		
Scope 1	Scope 2	Scope 3
<i>Company Car Fuel Mileage</i>	<i>Office electricity usage</i>	<i>Fuel from personal cars</i>
<i>Company Van Fuel Mileage</i>	<i>Office water usage</i>	<i>driven for business</i>
<i>Site fuel include generators</i>	<i>Office gas usage</i>	<i>purposes</i>
	<i>Site purchased electricity usage</i>	<i>Sub Contractor fuel</i>
	<i>Site based water usage</i>	

Table 1 - Speller Metcalfe emission scope rational

Scope 3 reporting rational

Scope 3 emissions are split into 15 categories, of which five require comment within this CRP.

4. Upstream transportation and distribution. The company does not manufacture to distribute products. Secondly, products purchased to advance construction are predominantly purchased by subcontractors and as such would sit within their CRP. Further, there is no mandatory requirement to calculate material purchase to allow project construction and as such we are unable to mandate supplies to provide this information.

5. Waste generated in operations. Although this analysis remains an aspiration, at the time of writing no system exists to offer this. From June 2023, full company waste analysis is being developed, the aspiration is to record waste tonnage and multiply by the waste conversion factor. This will likely be implemented in 2024 to 2025 CRP.

6. Business travel Speller Metcalfe have reported items 6 business travel within the defined sub sections. This is accurate for Speller Metcalfe as they deliver projects away from their permanent offices, staff need to travel to these project sites and can and do choose to use their own vehicles.

7. Employee commuting. In order to avoid double counting, this carbon footprint is included under Scope 1 Company car and company van mileage.

9. Downstream transportation and distribution . The company does not produce transportable products as part of their Construction business.

Commitment to achieving Net Zero

Speller Metcalfe is committed to achieving Net Zero (Scope 1 and 2 emissions) by 2032 – 18 years ahead of the national target. In particular, Speller Metcalfe acknowledge that their activities have the potential to have a major impact on the environment on a local, regional and global scale. Speller Metcalfe aim to minimise any harmful effects by adopting a responsible attitude to all environmental and carbon emission-related issues.

Speller Metcalfe commit to monitoring their business' carbon footprint on an annual basis with the aim of continual reduction in relation to the net value of works carried out. Where they will meet, and where practicable exceed, all relevant legislation and regulations and aim to continually improve their environmental performance as well as the contribution to society and the economy that their projects can bring. As new and improved ways of working continue to be developed, so will their Carbon Roadmap, to ensure they continue to reflect best practice and more importantly reduce their emissions in line with their 2032 target.

Furthermore, as the construction sector has a huge impact on sustainable development and the environment from the amount of energy it uses to the emission the business emits, it is within the business drive to be at the forefront of innovation, collaboration and sustainable construction. They will continue to share their knowledge and learning from these carbon reduction initiatives to support the betterment of the wider industry. Speller Metcalfe are aware that the majority of

their clients will also have their own carbon reduction plans embedded within their organisations which will likely include their own aspirations to reduce the emissions from their built estate. Speller Metcalfe will support this by offering guidance on the reduction of operational and embodied carbon through the promotion of low carbon construction methodologies of which they have expert knowledge and experience.

Emissions Reduction Targets

As noted within the baseline emissions section, Speller Metcalfe have utilised the same data in the Streamline Energy Carbon Report. In order to progress towards achieving, Net Zero (Scope 1 and 2 emissions) by 2032, Speller Metcalfe projected that carbon emissions would decrease to circa 599 tCO₂e by 2025, our 2023 to 2024 figure of 837.12 tCO₂e is clearly above our target but we are mindful that a downward trend from our base year is maintained.

Speller Metcalfe's overall approach to achieving their target follows the following process:

- Plan – Planning a Net Zero Strategy for the business in the form of a strategic plan, policies and education guides for all staff
- Do – working towards the Speller Metcalfe Net Zero target by working towards targets and measuring business operations on a regular basis
- Assess – Regularly assess the business operations and targets in line with the benchmark and predicted data to fine tune our projects accordingly
- Revise – Completing an analysis of the carbon data, and taking on board the lessons learned to maximise success.

By following this approach, it enables Speller Metcalfe to realign their targets and operations to enable us to follow their reduction trajectory. The progress against these targets can be seen in the graph below.

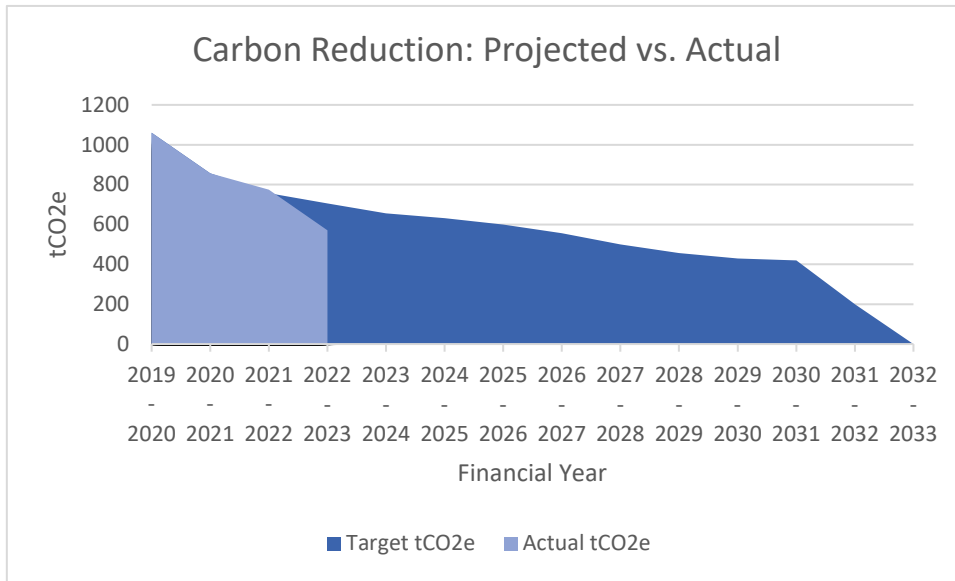
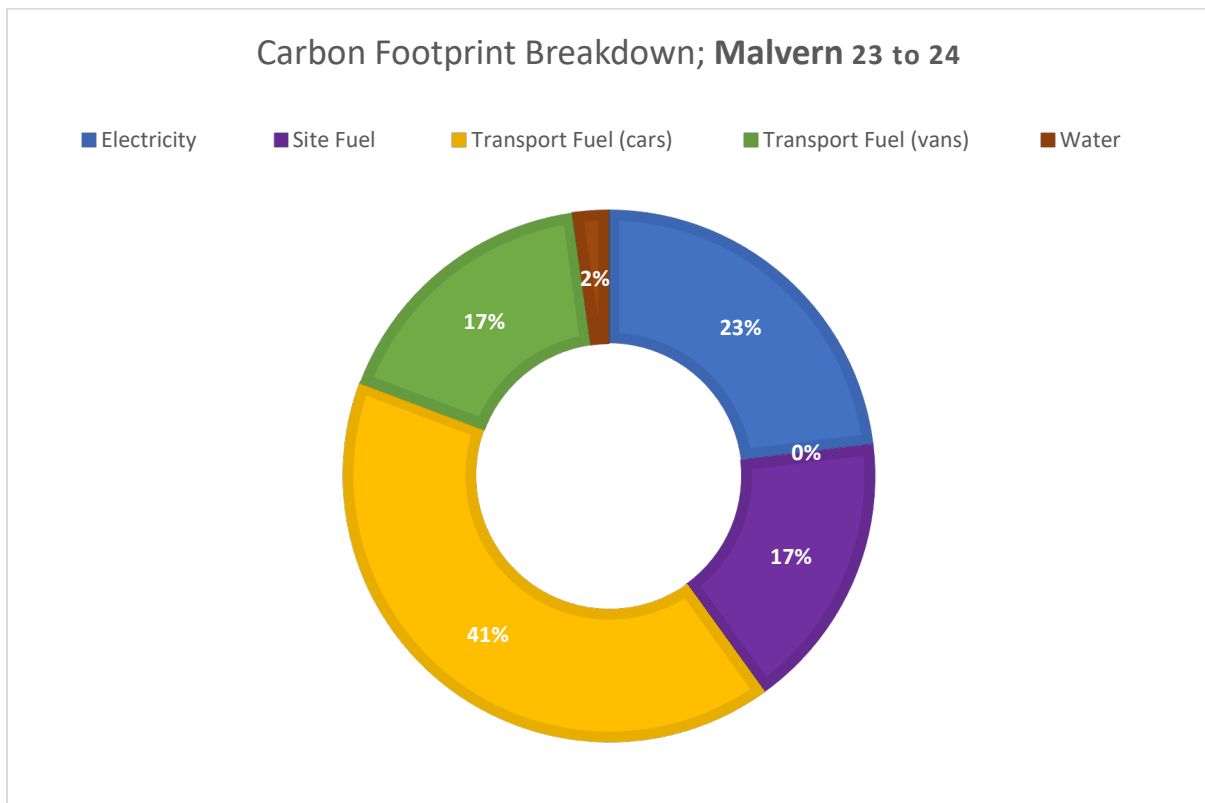


Figure 1 - A graph showing Speller Metcalfe's Emission Reduction Projected Targets versus Actual

The breakdown of Speller Metcalfe Malvern's footprint per item can be seen below, demonstrating that travel to and from project sites is our main source of carbon



Carbon Reduction Projects

Speller Metcalfe have taken their duty of care seriously and this is evident within our completed carbon Initiatives.

Completed and continual Carbon Initiative

Certification to ISO 14001:2015 - Speller Metcalfe has adopted and work within a UKAS accredited ISO14001 Environmental management system to enable assessment and operation of the group of companies' environmental requirements. This includes policies, standards, guidance and processes to identify and reduce environmental impacts, including carbon emissions.

Carbon Policy – Speller Metcalfe has a pragmatic approach to reviewing their Carbon Policy, initially developed in line with the National Targets set in the UK Climate Change Act 2008, to reduce the UK's carbon footprint by 80% from 1990 levels, by 2050. As such, reduction of (GHG's) at source has become the focus of their company Sustainability Strategy, facilitated through the monitoring of carbon emissions resulting from; employee business travel, commercial vehicles, plant fuel and office energy usage. Furthermore, they have worked with their clients and associate supply chain to reduce their energy use and emission output.

Sustainable Development & Environmental Policy - Speller Metcalfe acknowledges that their activities have an impact on the environment on a local, regional and global scale and will minimise any harmful effects by adopting a responsible attitude to related issues. They also recognise that sustainable development rests not only on environmental matters but the combination of four legs as advised in 'The Chair of Sustainability'; economy, society, Culture and the environment/Ecology. As such they aim to address their impacts and commitment to managing these impacts within this policy.

Material Sourcing Policy - Speller Metcalfe have worked in line with their Material Sourcing Policy to increase the procurement of sustainably produced construction materials to reduce embodied carbon in the construction lifestyle. This is achieved through continual use of 'The Green Guide Specification' to reference materials with; high recycled content, low-carbon odours, non-toxic, low global warming potential refrigerants and low-carbon concrete mixes. Speller Metcalfe have an inter-site programme to co-ordinate reuse of materials on other projects where the material is no longer required, thus reducing waste and further nonessential purchasing. Timber products are procured from sustainable sources, with certificate of authenticity (i.e., FSC/PEFC), and they prioritise suppliers who have ISO 14001 environmental accreditation. Furthermore, we limit the buying of materials with high Volatile Organic

Compounds (VOCs), such as flooring adhesive and glues and ensure insulation bought has a Global Warming Potential of less than 5, where specification allows.

Construction Sustainability Measures - Speller Metcalfe undertakes the construction of sustainable builds, for example, BREEAM (Building Research Establishment Environmental Assessment Method) and Passivhaus. Speller Metcalfe has vast experience in working to BREEAM, Passivhaus standards and the historic Code for Sustainable Homes (CSH) standard, to support the continual sustainable assessment and certification across the built environment lifecycle. This is demonstrated by a significant portfolio of projects that have met or exceeded these standards.

Labour and material sourcing - Speller Metcalfe endeavour to procure both labour and material resources as locally to each of our sites as possible, in accordance with the local pound multiplier effect. They seek to source materials from ISO14001 or BES6001 accredited sources where possible. An example includes, sourcing timber from FSC or PEFC sustainable sourcing certification. Speller Metcalfe also limit the number of materials we purchase with high Volatile Organic Compounds (VOCs). In 2020 61% of all orders were placed within 30 miles of site with 84% falling within 50 miles. This figure has been adjusted so that our target going forward is to source 80% of labour and materials within 30 miles of a project by 2026.

HVO Fuel - From April 2022, Speller Metcalfe decided that the use of HVO or Hydrogenated Vegetable Oil is now preferred due to its uniform hydrocarbon molecules which allows it to burn more cleanly. HVO produces up to 90% less CO₂, making it a more environmentally friendly alternative. In 2023 to 2024, a total of 19,000L of HVO fuel was used. HVO fuel has a conversion factor of 0.036 kg CO₂e per litre and therefore produced 0.68T of CO₂e. This offers a carbon saving of 46.25T CO₂ as 19,000L of diesel would generate 46.93T of CO₂e. 2.

Recycled Material Preference -Speller Metcalfe will work in line with the CL:AIRE Definition of Waste Code of Practice, on viable projects where material is proven not to present a risk to human health or the environment, Material Management Plans are and will be implemented to maintain material on site. This will reduce offsite disposal and associated transportation as well as virgin material use and associated transportation.

Business location refocus strategy - Throughout the financial period of 2020 to 2021, Speller Metcalfe undertook a business 'Refocus' strategy, during which they fine-tuned the geographical area in which the business has agreed upon project contracts, to minimise the distance direct employees and subcontractors travel and commute for business needs. In the financial period 2023 to 2024 , 90% of projects were within 30 miles of the company's core operating area and this is anticipated to continue.

Hybrid working policy – Speller Metcalfe has a commitment to flexible working and supports hybrid working arrangements. A policy is in place to ensure that those working under a hybrid working arrangement are treated equally to workers based in the workplace and that hybrid working is carried out safely and in accordance with our policies and current legislation. Any hybrid working arrangement is subject to an employee spending a minimum of three days of their time working from their workplace; and the remaining time either from their workplace or remote working location.

Current Carbon Reduction Opportunities

Site Welfare Electric Preference - On Speller Metcalfe projects that are isolated, welfare provision require the use of diesel generators. It is the business' intention to reduce the number of diesel generator provided welfare to less than 15% of live projects by 2026, preferring mains connected supply to allow the benefits of collective energy production and supply.

Company Behavioural Changes - Speller Metcalfe have systematically adopted their company working attitudes and behaviour to allow for greater awareness and a more sustainable working pattern, in line with reducing the carbon footprint of the business. These adjustments include and are not limited to:

- Reducing the business travel facilitated through virtual communication
- Introducing flexible working such as remote working from home has been encouraged to increase business production whilst reducing commuting emissions
- The publication of awareness pieces in the business magazine, The Blueprint to inform all staff members on Speller Metcalfe's journey to Net Zero
- Hiring site accommodation meeting an Energy Performance Certificate Rating of 'A' under the 2013 building regulations.
- Adjusting Speller Metcalfe environmental audits to reflect key issues within the business such as material management and carbon reduction measures implemented on site.

Electric and Hybrid Vehicles (Cars) - Speller Metcalfe completed a company vehicle review with the Energy Saving Trust, in order to assess where alternative fleet transport (hybrid and electric vehicles) can be effectively utilised to reduce the business energy consumption, fossil fuel output and GHG emissions from business vehicles. Following this review the following has been completed:

- Electric car charging points have been installed at the Malvern and Living office to encourage hybrid and electric vehicle charging

- No longer offering staff the choice of solely fossil fuel powered company vehicles. This system will enable the migration to 100% electric or hybrid company vehicles by 2030 with an at least 70% inclusion by 2026. This will offer clear reductions in GHG emissions. In Q2 2024, Speller Metcalfe utilised the following; 39 Company diesel Vans, 1 Company diesel car (a drop from 13 in the year), 8 Company Hybrid Cars & 15 Company electric vehicles and increase from 4 in the year). In the financial year of 2022 – 2023
- Trialling electric vehicle car charging points on several live construction projects
- Speller Metcalfe has now migrated to the [Octopus electric vehicles salary sacrifice scheme](#)

Carbon Reduction Action Group

From Q3 2024, a Carbon Reduction Action Group (CRAG) is required, where passionate, motivated, influential and knowledgeable individuals within the group of companies would work together to research, lead and implement carbon reduction measures as outlined in the CRAG Charter.

Sustainability Charter and Support Guide - The environmental team will seek approval of a sustainability charter and support guide for all staff. These documents will demonstrate and require commitment to sustainability at all levels of the organisation. This charter will have carbon reduction specific requirements and will be available digitally for all employees to aid carbon impact reduction both at work and personally.

Green Energy Procurement - Speller Metcalfe's headquarter office in Malvern has demonstrated a commitment to supporting renewable energy to lower their carbon output as an organisation through the installation and running of PV (solar) panels. As a business, the other three offices are committed to sourcing electricity from green providers generating electricity from 100% renewable energy by 2026. This will be achieved through responsible sourcing and preferred procurement. In addition to this, a feasibility study will be completed to ensure that any options considered give a sustainable long term carbon reduction.

Central Energy Management – Speller Metcalfe is to explore the use of a third-party contractor, [Gaia Group UK](#) to aid in reducing on site CO₂ emissions and fuel consumption. This is to be trialled on projects that will be selected based on scale, project duration, visibility and so on.

Sustainability Accreditation – To aid the business in achieving their target of becoming Net Zero (Scope 1 and 2 emissions) by 2032 – 18 years ahead of the national target, Speller Metcalfe will consider becoming certified annually on their carbon emission, measuring Scopes 1, 2 and elements of Scope 3 so that they can

report their progress with confidence, engage staff to drive change and communicate their environmental contributions with credibility through [Planet Marks](#) services.

Carbon Offsetting - Further to energy efficient actions stated, Speller Metcalfe are developing strategies to offset its 'unavoidable' carbon expenditure in the principled UK approach. These could include; tree planting where possible, creation of wild flower beds and flower planters made from recycled timber pallets, introduction of pollinator species such as honeybees (beehive) on site to pollinate and diversify urban flora, ensure bicycle storage on site to encouraging cycling to work, as well as supporting the 'Cycle to Work Scheme' and providing bicycles on site for operatives to cycle to local shops, instead of driving vehicles.

Speller Metcalfe are developing a partnership approach with Carbon Neutral Britain, with a view to pursue offsetting opportunities

Declaration and Sign Off

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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) Standard³.

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:



Sam Minett-Smith, EHS Risk and Opportunity Manager

Date: July 2024

¹ <https://ghgprotocol.org/corporate-standard>

² <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

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