



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 entity 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 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.

Carbon Reduction Plan Template

Supplier name: Tender Response

Publication date: 1st January 2024

Commitment to achieving Net Zero

Tender Response 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.

Baseline Year: 2023	
Additional Details relating to the Baseline Emissions calculations.	
<i>The largest impact is through the depreciation of assets, vehicle and IT.</i>	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0.7
Scope 2	<0.1
Scope 3 (Included Sources)	1.2
Total Emissions	1.8

Current Emissions Reporting

Reporting Year: 2024

EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0.7
Scope 2	<0.1
Scope 3 (Included Sources)	1.2
Total Emissions	1.8

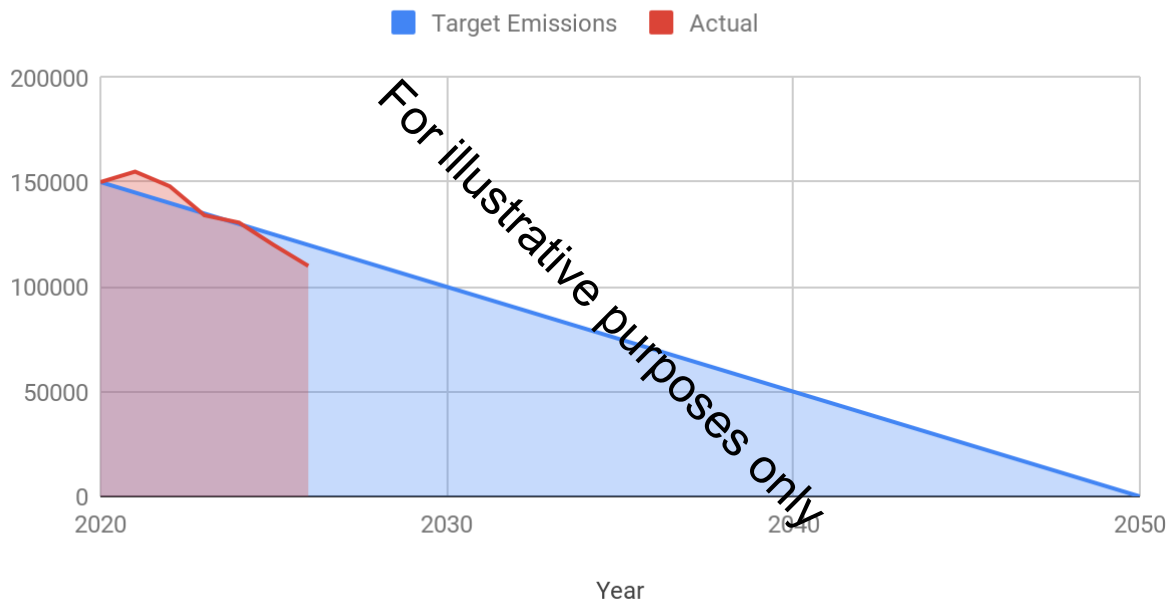
Emissions reduction targets

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 **1 tCO₂e** by **2030**. This is a reduction of **44%**

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

Carbon Reduction: Projected vs. Actual



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2023 baseline. The carbon emission reduction achieved by these schemes equate to 0tCO₂e, a 0%ge reduction against the 2023 baseline and the measures will be in effect when performing the contract

Our main operations are coordinated from a home office in order to minimise commuting related emissions.

We actively promote reduce, reuse and recycle throughout our supply chain and our client base.

We choose suppliers who have a similar approach to our own environmental and sustainable standards.

Our IT company provides exceptional remote support with prerecorded video support should physical IT instructions be required. Following their levels of support, we can now operate completely paper-free saving money on printing, paper and ink. Any equipment that has been purchased has the highest environmental standards. They have also refurbished existing equipment to prolong the use of the equipment. They also have relationships with vendors and manufacturers to strip equipment to component parts for reuse in new manufacturers.

Our contractors also work from home offices and we encourage flexible working around family commitments.

In the future we hope to implement further measures such as:

Powering our main office from renewable energy, such as solar power.

Once our vehicle reaches end of sensible purpose, it will be replaced with low emission/ electric alternative. Ideally, the vehicle will be powered by solar power collected at our location. Our existing vehicle benefits from regular maintenance and is in good working order.

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 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:

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Date: 1st January 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>