



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.

---

<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: ...Research Consulting Limited .....

Publication date: Sept 22.....

## Commitment to achieving Net Zero

Research Consulting is committed to achieving Net Zero emissions by 2050.

## 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: 2019/20</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
<p><i>[Instructions to Suppliers:</i></p> <p><i>Add commentary regarding your Baseline Emissions as required: e.g. historic baseline which deviates from the requirements under this measure (e.g. no prior Scope 3 emissions reporting), where there is no previous reporting and the creation of a new baseline due to substantial organisational change or restructuring]</i></p> <p><b>Our Baseline Emissions were calculated using data from the financial year ending 31/1/2020. This was before Covid and was a fair representation of our standard operations at the time. We are a small consulting company based in a leased office within a managed building and as such only report Scope 3 emissions.</b></p>	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>0 – we operate a services company out of a managed building and therefore are not in control of any Scope 1 emissions</b>
<b>Scope 2</b>	<b>0 – we operate a services company out of a managed building and therefore are not in control of any Scope 2 emissions</b>
<b>Scope 3 (Included Sources)</b>	<p><b>15.1</b></p> <p>11.68 is from transport, 0.92 WFH allocation</p> <p>Other measures based on industry averages as we cannot source actual data:</p>

	Electricity 0.98, Gas 1.45, Water 0.06, Waste 0.01
<b>Total Emissions</b>	<b>15.1</b>

## Current Emissions Reporting

<b>Reporting Year: 2021/22</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>0 – we operate a services company out of a managed building and therefore are not in control of any Scope 1 emissions</b>
<b>Scope 2</b>	<b>0 – we operate a services company out of a managed building and therefore are not in control of any Scope 2 emissions</b>
<b>Scope 3 (Included Sources)</b>	<b>9.01</b> 3.26 from working at home and 2.81 transportation Other measures based on industry averages as we cannot source actual data: Electricity 0.94, Gas 1.97, Water 0.02, Waste 0.01
<b>Total Emissions</b>	<b>9.01</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 vs our baseline over the next five years to 11 tCO<sub>2</sub>e by 2027. This is a reduction of 28%. This will reflect a normalisation of the business operating model post covid and allowing for a growing team.

## 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 3.83 tCO<sub>2</sub>e, a 33%ge reduction against the 2019/20 baseline and the measures will be in effect when performing the contract

We operate a small professional services company out of a managed building. The building is part of the University of Nottingham Innovation Park on the Jubilee Campus – a Green Flag award-winning model of brown-field regeneration with sustainable buildings and biodiverse grounds created to encourage wildlife. Jubilee Campus has 5,250 square metres of green roofs providing ecologically sound heat insulation.

We do not produce or manufacture physical items, our "products" are digital reports for clients. Therefore, we have no upstream or downstream transportation, distribution or waste products.

**Business Travel** is the key area over which we have control. This has dramatically reduced since our baseline, in part as a result of Covid and latterly as a continuing change in client expectations and acceptance of virtual delivery. Whilst some travel has started again, our business model has changed significantly meaning an ongoing reduction in business travel. The reporting year of 21/22 produced an abnormally low result for business travel due to covid measures still being in place, but business travel has reduced significantly since the baseline. We now operate a travel hierarchy for business travel – i.e., eliminating it where possible. We now travel by train domestically or instead of short haul flights where possible which would have saved 1.33tCO<sub>2</sub>e on the baseline. Unnecessary business travel could have saved in the region of a further 2.5tCO<sub>2</sub>e.

Employee commuting is another area where we have some control. However, whilst the company can encourage good practice it does not mandate it. We now operate a hybrid working model, meaning commuting to the office has reduced since our baseline. 70% of the team of the team usually use public transport, cycle or walk to the office. Being based on the University of Nottingham Innovation Park means we are subject to the Nottingham City Workplace Car Parking Levy, therefore discouraging employees to drive as they have to pay for their parking. The two Company Directors both cycle to work, setting the example for the rest of the team and leading the way towards our net zero commitments.

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

- Strategy
  - We will sign the SME Climate Commitment, committing to halve our emissions by 2030, be net zero by 2050 and disclose our annual progress. Access to the SME Climate Hub will provide ongoing support.
  - Update the company's environmental policy.
  - Nominate a sustainability champion, which would also have responsibility for setting up and maintaining a system for gathering accurate sustainability data.
- Employees:
  - Working with our team to encourage good practice when working from home
  - Increased encouragement for carbon friendly commutes e.g., cycle schemes, electric cars
  - Include sustainability within the staff induction, as well as ongoing briefings and an annual team review of company performance

- Encourage the team to sign up to Nottinghamshire 'Green Rewards' programme, implementing changes in their personal lives to support a changing workplace culture.
- Office:
  - Working with the building management to continually improve the carbon footprint of the office, such as the introduction of food waste bins
  - Continue to promote good office practice, such as not using standby when electrical items are not in use, minimising waste and setting to printers to default optimal settings.
  - Ensure waste disposal is optimised and waste signage is clear is consistent.
  - Updating our procurement policies to ensure we purchase items with a lower carbon footprint, making use of the Governments Together for the Planet campaign claiming tax relief where applicable.
- Clients:
  - Continuing to minimise business travel to client sites and where this is necessary, chose appropriate modes of transport, including public transport rather than taxis.
  - Adding carbon commitments to our client acceptance checklist to ensure we are working for clients as committed to net zero as we are

## Declaration and Sign Off

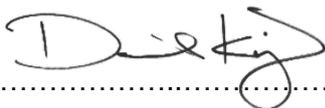
This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

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 have been 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 has been reviewed and signed off by the board of directors (or equivalent management body).

### Signed on behalf of the Supplier:



.....Daniel King, Company Director.

Date: ...18/10/22.....

<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>