



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 supplier¹ 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 Standard² and Guidance³, 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.

¹Bidding supplier or 'bidding entity' means the organisation with whom the contracting authority will enter into a contract if it is successful.

²Technical 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

³Guidance 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

Carbon Reduction Plan Template

Supplier name: IT Professional Services (ITPS).....

Publication date: February 2023.....

Commitment to achieving Net Zero

ITPS is committed to achieving Net Zero emissions on or before 2035.

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.

[Instructions to Suppliers:

Please provide details of your organisation's baseline emissions below. If your organisation has not previously assessed or reported emissions, please detail this below and use your first reporting period as your Baseline.]

Baseline Year: 2021	
Additional Details relating to the Baseline Emissions calculations. Carbon reduction planning commenced in 2021. Activities to reduce carbon had already begun in this year so therefore the baseline includes savings of 5.33 tCO ₂ e. Total for the year before savings was calculated at 222.3 tCO ₂ e	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	17.6
Scope 2	79.3
Scope 3	120.0
Total Emissions	216.97

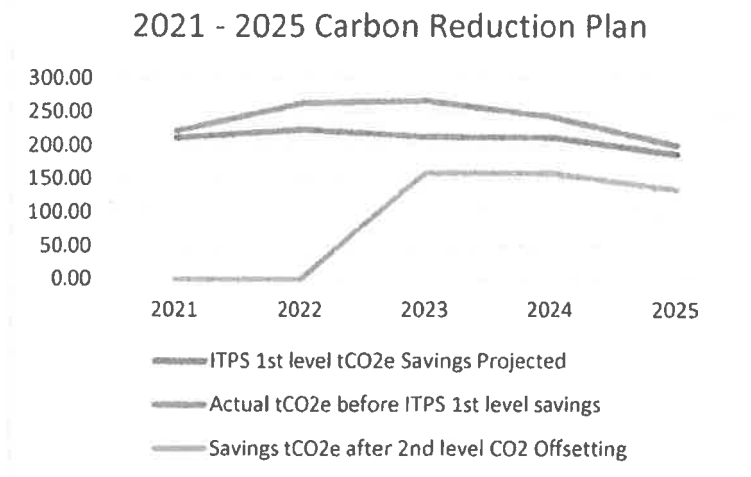
Current Emissions Reporting

Reporting Year: 2022	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	10.5
Scope 2	80.7
Scope 3	158.7
Total Emissions	249.98, Saving 19.65

Emissions reduction targets

To continue our progress to achieving Net Zero, ITPS has adopted the following carbon reduction targets:

1. In 2021, introduced a 10% Home Working Policy – reduced carbon consumption by 5.33 tCO₂e, 2.4%.
2. In 2022, Surplus Office Space closure and extension of home working – reduced carbon consumption by 19.6 tCO₂e 7.43%.
3. Beyond 2022, over the next 3 years plans to reduce carbon emissions by 231 tCO₂e; a reduction of 31% against 2021 baseline, and assumes 11% p.a. growth in business activities.
4. 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 2021 baseline. The carbon emission reduction achieved by these schemes equate to 186.83 tCO₂e, a 22% reduction against the 2021 baseline and the measures will be in effect when performing the contract.

A) Complete an energy Audit [DATES]

The ITPS Carbon Reduction Plan formed the first energy audit that ITPS has undertaken, to establish a baseline for 2021 and 2022 tCO₂e. The audit shall be an ongoing exercise, supported by the ITPS Board, providing ITPS with the information to make informed reductions upon tCO₂e.

B) Close surplus office space

Surplus office space closed in 2022, saved 9.7 tCO₂e

Reduced travel for most staff.

C) Extend Home Working

Remove requirement for 110 staff to work from an office 5 days per week, with at least 1 day a week home working, reduced ITPS tCO₂e by 9.83 in 2022.

When Home Working policy is extended in 2024 and 2025, it will save > 50 tCO₂e over 2024 and 2025.

D) Switch to LED and energy efficient light fittings

Extend PIR room sensors to all areas, and replace inefficient light fittings with LED units.

In the future ITPS plan to review and implement further measures such as:

1. Green workspaces

Introduce environmental and workplace design surveys to make more energy efficient use of the space.

2. Enable Low Carbon Travel

ITPS has several Electric Vehicles (EV) and EV charging points, and has encouraged staff, via a salary sacrifice schemes, to purchase EV and Hybrid vehicles.

Introduce solar EV charging points.

Replace all vehicles with EV equivalents.

3. Change electricity tariff to 100% green energy

Assess 100% renewable energy sources included in the mix of our energy supplier's 'service'.

ITPS is already on track to be net zero in advance of 2035. Net zero targets will be heavily influenced by energy suppliers' commitments regarding their own Net Zero position.

4. Solar Power generation

Assess installation of 200 Solar panels to produce 270,000 kwh per year, with a 2-year ROI based upon 48Pkwh. ITPS calculate that this will save 10.8% of electricity usage, equating to a potential 31.09 tCO₂e reduction.

Declaration and Sign Off

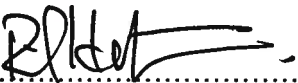
This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard⁴ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁵.

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) Standard⁶.

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:

✓ 

Chief Operating Officer

Date: ...23.2.2023.....

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

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

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