



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.

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<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: Bates Office Services Ltd

Publication date: 31st March 2023

## Commitment to achieving Net Zero

**Bates Office Services** 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: 01.01.2019 – 31.12.2019</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
<i>Bates Office's baseline year in 2019. This was the first year where we calculated, analysed and reported upon our emissions with assistance from Planet Mark. Please note, in 2019, we only had limited data for Scope 3 emissions. We started the journey to improve this year on year.</i>	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	992.8
<b>Scope 2</b>	92
<b>Scope 3 (Included Sources)</b>	231.3  This includes the following sources (within the inclusion categories for Scope 3) <ul style="list-style-type: none"><li>- Upstream Transportation and Distribution</li></ul>

	<ul style="list-style-type: none"> <li>- Waste Generated in Ops</li> <li>- Business Travel</li> <li>- Employee Commuting (limited data at baseline year)</li> </ul> <p>*Please note: downstream transportation and distribution is carried out via Bates' own fleet and as such, emissions have been captured in Scope 1, not Scope 3.</p>
<b>Total Emissions</b>	<b>1,316.1</b>

## Current Emissions Reporting

<b>Reporting Year: 01.01.2022 – 31.12.2022</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	770.8
<b>Scope 2</b>	42.93
<b>Scope 3 (Included Sources)</b>	<p>225</p> <p>This includes the following sources (within the inclusion categories for Scope 3)</p> <ul style="list-style-type: none"> <li>- Upstream Transportation and Distribution</li> <li>- Waste Generated in Ops</li> <li>- Business Travel</li> <li>- Employee Commuting (note that hybrid working as part of 2022 strategy)</li> </ul>
<b>Total Emissions</b>	<b>1,038.73</b>

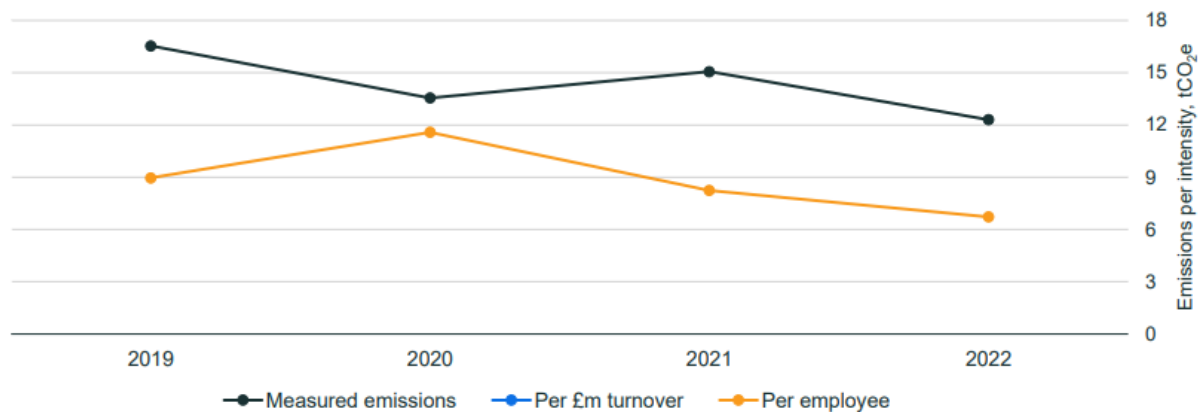
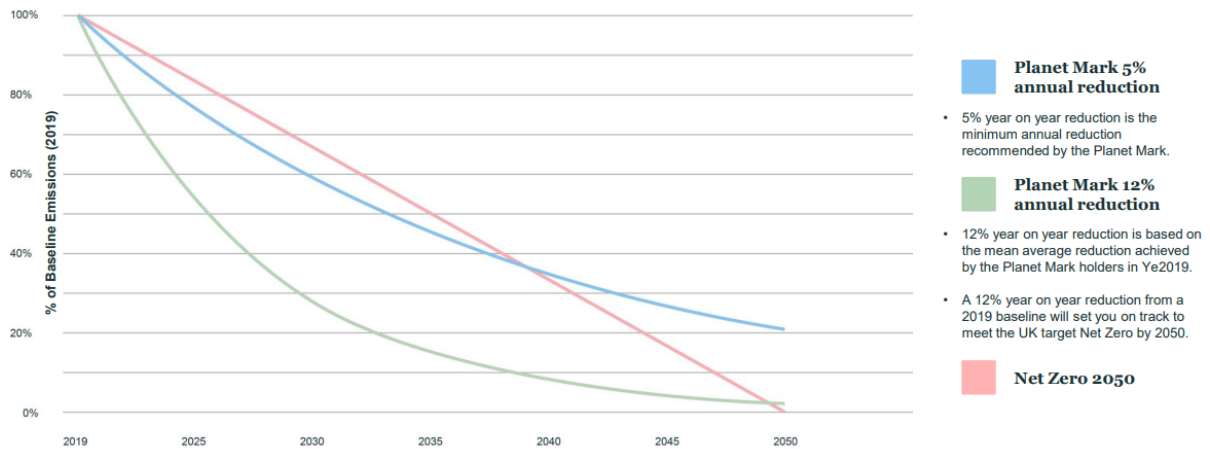
## Emissions reduction targets

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

We project that Scope 1 & 2 carbon emissions will decrease over the next five years to **406.9 tCO<sub>2</sub>e by 2027**. This is a reduction of **50%**

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

A Decade of Action: Pathways to Net Zero through varying emissions reduction trajectories



## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2019 baseline. The carbon emission reduction achieved by these schemes equate to 277.37tCO<sub>2</sub>e, a 21.1%ge reduction against the 2019 baseline and the measures will be in effect when performing the contract

- Operating at 90% renewable energy sources at our Stoke branch via onsite solar panels.
- Collaboration with Planet Mark, sustainability consultancy.
- Lightfoot installed in all vehicles; eco driving targets and monitoring.
- Movement from 5% of electric vehicles for company fleet in 2019 to 80% in 2022. Complete ban on non-EV vehicles for company cars, all new company vehicles are EV or equivalent.
- Hybrid working scheme and video conferencing to reduce unnecessary business travel.

- *Energy efficiency programme at all sites; LED lighting controls, sensor lights, overall reduction of on-site energy to reduce emissions and costs.*
- *Waste reduction schemes; collaborating with supply chain and packaging manufacturers to implement more effective packaging for goods.*

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

- *Transition to a fully EV fleet of company vehicles by 2028*
- *Invest in renewable energy sources for all sites by 2027*
- *Full Scope 3 reporting by 2030*
- *Engage with supply chain to actively reduce emissions – particularly upstream transportation; continuous policy*

## 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:

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Date: 31.03.2023

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<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>