



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

Supplier name: CLC Facilities Limited

Publication date: 31/01/2023

Commitment to achieving Net Zero

CLC Facilities 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: 1st July 2021/ 30th June 2022	
Additional Details relating to the Baseline Emissions calculations.	
CLC Facilities have collected emissions data for the aforementioned period for the purpose of their first Carbon report for the year 2021/22. This data has been verified by ESG PRO Limited. The data evidence is required by PPN06/21. The scope 3 emissions categories which were material to CLC Facilities included Business Travel and Employee Commuting. All other basic scope 3 emissions (Upstream and Downstream Transportation and Distribution, Waste) were deemed to not be material because they do not apply to the company and the way in which it conducts its operations.	
Baseline year emissions: Carbon emission for Baseline Year 2021/22 are as follows	
EMISSIONS	TOTAL (tCO₂e)
Scope 1 CLC Facilities operates a fleet of 29 vehicles, 5 of which are electric, and 24 are diesel.	206.62
Scope 2 Includes the rented office space in a shared building facility with an EPC Rating of 91 - D.	16.96
Scope 3 Emissions measured include: Category 6: Business travel Category 7: Employee commuting	13.09
Total Emissions	236.67

Emissions reduction targets

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

We anticipate reducing our carbon emissions in this financial year by 43.05 tCO₂e, representing a decrease of 18.19%.

We have based this projection on continuing our programme of upgrading our vehicle fleet to EV. Out of our fleet of total 29 cars, we have already purchased 5 EVs. By doubling our EVs to a total of 10 we are confident in our carbon reduction plan.

By continuing this annual programme of reducing our vehicle emissions, by 2027 we will have reduced our carbon emissions by a total 206.62 tCO₂e. This equates to 87.30% reduction in our total carbon footprint.

The balance of our carbon emissions will be reduced further through a range of practical initiatives as detailed below.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented. The carbon emission reduction achieved by these schemes is unknown as this is the baseline year report.

Measures to date:

- Flexible work from home policy,
- Recycling by each employee and in the shared office encouraged.

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

- Improving teleworking emissions data collection,
- Hosting the website on servers certified to use green energy,
- Ensure office printers are EPEAT and Energy Star certified,
- Use energy and battery saving modes on all electronic devices,
- Ensure paper used is FSC certified,
- Have a reforestation grant in place to offset carbon. This will calculate the paper output of the organisation, allowing us to track paper usage and therefore waste,
- Purchase carbon offsets to reach net zero.

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:

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Date:

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>