



## 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)

Supplier name: The Carbon Trust

Publication date: July 2023

## Commitment to achieving Net Zero

The Carbon Trust has set Net Zero targets using the SME validation route that have been approved by SBTi. The Carbon Trust commits to reduce scope 1 and scope 2 GHG emissions 42% by 2030, and to measure and reduce its scope 3 emissions as near-term targets. We will reduce our scope 1+2+3 emissions 90% by 2050 from a 2018 base year.

## 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: 2018 (2018/19)</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
<i>Our scope 1, 2 and 3 emissions are quantified annually and published on our website along with our baseline emissions.</i>	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>29 tCO<sub>2</sub>e</b>
<b>Scope 2</b>	<b>52 tCO<sub>2</sub>e location-based 28 tCO<sub>2</sub>e market-based</b>
<b>Scope 3 (Included Sources)</b>	<b>UK and international leased assets heating: 6 tCO<sub>2</sub>e UK and international leased assets electricity: 11 tCO<sub>2</sub>e Scope 3.6 footprint – total travel emissions 577 tCO<sub>2</sub>e Of Which: Domestic business travel: 68 tCO<sub>2</sub>e International business travel: 463 tCO<sub>2</sub>e Other travel related emissions: 46 tCO<sub>2</sub>e Scope 3.5 waste generated in operations: 0.11tCO<sub>2</sub>e</b>

	<b>Scope 3.7 employee commuting: 50 tCO<sub>2</sub></b>
<b>Total Emissions</b>	<b>725 tCO<sub>2</sub>e location-based</b> <b>701 tCO<sub>2</sub>e market-based</b>

Emissions for the following categories are not included as these activities are not applicable to the Carbon Trust's operations:

- Scope 3.4 Upstream transportation and distribution
- Scope 3.9 Downstream transportation and distribution

## Current Emissions Reporting

<b>Reporting Year: 2022/23</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>44 tCO<sub>2</sub>e</b>
<b>Scope 2</b>	<b>11 tCO<sub>2</sub>e location-based</b> <b>0 tCO<sub>2</sub>e market-based</b>
<b>Scope 3</b> <b>(Included Sources)</b>	<b>UK and international leased assets heating: 11 tCO<sub>2</sub>e</b> <b>UK and international leased assets electricity: 51.6 tCO<sub>2</sub>e</b> <b>Scope 3.6 footprint – total travel emissions 219 tCO<sub>2</sub>e</b> <b>Of Which:</b> <b>Domestic business travel: 12.2 tCO<sub>2</sub>e</b> <b>International business travel: 197.8 tCO<sub>2</sub>e</b> <b>Other travel related emissions: 9.4 tCO<sub>2</sub>e</b>  <b>Scope 3.5 waste generated in operations: 1.0 tCO<sub>2</sub>e</b> <b>Scope 3.7 employee commuting: 185 tCO<sub>2</sub>e</b>
<b>Total Emissions</b>	<b>539 tCO<sub>2</sub>e location-based</b> <b>528 tCO<sub>2</sub> market-based</b>

## Emissions reduction targets

We have adopted the following carbon reduction targets.

Under the Carbon Trust's science-based target trajectory, the scope 1 and scope 2 (market based) emissions target for 2030 will require a total reduction of 29 tCO<sub>2</sub>e, or 50% against our 2018 baseline. This target was validated by SBTi in 2022/23.

We project that scope 1 and scope 2 carbon emissions will decrease to 0 tCO<sub>2</sub>e in 2023/24. This is a reduction of 100% reduction in emissions because of our conscious and considered decision to move to a new, all-electric office in London that uses zero-emissions, 100% renewable electricity.

As part of our SBTi-approved Net Zero targets as an SME, the Carbon Trust has committed to scope 3 emissions targets that are aligned to a well below 2°C pathway as a minimum. Under the targets Carbon Trust will:

- Commit to reduce Scope 3 GHG emissions from business travel by 65% per FTE by 2030.
- Commit that 56% of its suppliers, by emissions covering purchased goods and services, will have SBTs by 2026.
- The Carbon Trust will seek to go further by positively influencing our remaining sources of emissions as well as having a positive overall impact through our wider work helping organisations move to Net Zero.

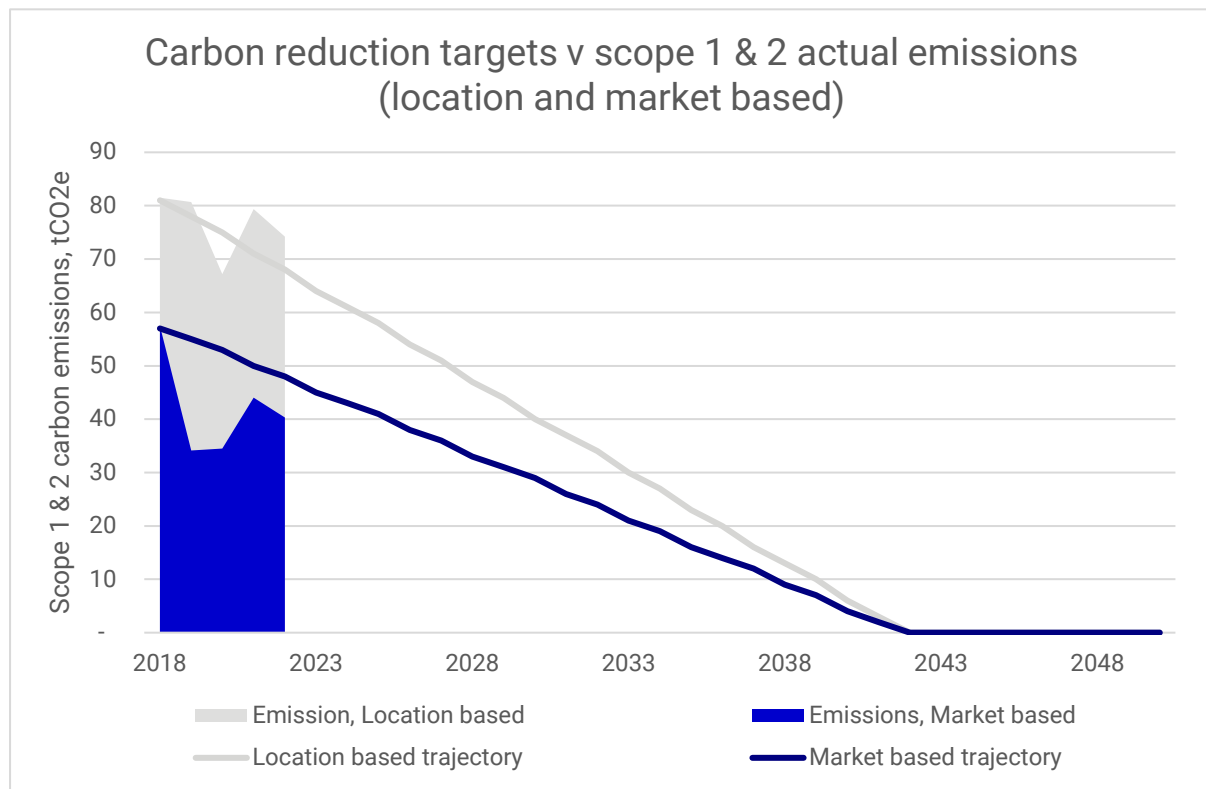
The Carbon Trust public statement on our science-based target can be found at the following link:

<https://www.carbontrust.com/who-we-are/principles-and-company-information>

The Carbon Trust's approved targets can be found on the SBTi's Companies Taking Action dashboards at the following link:

<https://sciencebasedtargets.org/companies-taking-action>

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 2018 baseline.

- Selection of a high efficiency, all electric building for the new London office location that has specific design features enabling a projected energy performance level that can achieve our near-term targets through reduced energy consumption alone.
- Negotiation of several key green clauses as part of the new lease including the requirement for the purchase of renewable energy supply, zero waste to landfill policy and operational energy target setting among others.
- Reduced scope 3 emissions related to the new office fit out through several methods:
  - Re-use of 95% of previous office furniture, including refurbishment of worn or faulty items
  - Materials and component reclaim, or recycling of furniture categorised as too worn.
  - Furniture and items not required returned to market as pre-loved.
  - Additional furniture and office items sourced from the pre-loved market, reupholstery, where required, was specified to use recycled/reclaimed materials (ocean plastic)

- Only 5% of furniture and items in the office are completely new, where no options in the pre-loved market were available.
- Sustainable carpet tiles sourced for raised access flooring.
- Reclaimed timber used throughout joinery items.
- Sustainable countertop materials.
- Natural cork materials used in feature wall finishes and flooring.
- Process monitored and managed through SKA; Gold rating awarded.
- Establishing a sustainability template for all other Carbon trust offices based on the process used for the London office.
- Consolidation of centralised IT assets in our London Office and transitioning functions to cloud-based platforms, taken further in the London office move in 2023.
- Temperature monitoring throughout London and Wales offices using indoor air quality sensors, thermal imaging and infra-red temperature devices to assist in energy savings through office temperature management.
- Aligning ISO 14001 EMS processes with the SBT and Net Zero targets to establish departmental travel carbon budgets to manage ongoing business travel emissions, new travel policy, new travel expenses approval and logging, improved data capture and analysis, team dashboards, staff awareness and engagement with business travel suppliers.
- Supplier engagement through procurement policy that includes a requirement for suppliers, project partners and other organisations we work with to already have in place a SBT or to have set one by 2026.
- Overall improvements in data collection and analysis relating to scope 3 emissions.

The Carbon Trust has maintained an ISO 14001 Environmental Management System, which has been externally certified by NQA and monitored on an annual basis.

## Declaration and Sign Off

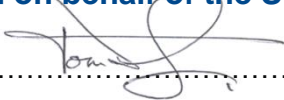
This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

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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Tom Delay

Date: ...15<sup>th</sup> August 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>