



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: The Carbon Trust

Publication date: 15/09/2022

Commitment to achieving Net Zero

The Carbon Trust 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.

Baseline Year: 2018 (2018/19)	
Additional Details relating to the Baseline Emissions calculations.	
<i>Our scope 1, 2 and 3 emissions are quantified annually and published on our website along with our baseline emissions.</i>	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	29 tCO₂e
Scope 2	52 tCO₂e location-based 28 tCO₂e market-based
Scope 3 (Included Sources)	UK and international leased assets heating: 6 tCO₂e UK and international leased assets electricity: 11 tCO₂e Scope 3.6 foot print – total travel emissions 577 tCO₂e Of Which: Domestic business travel: 68 tCO₂e International business travel: 463 tCO₂e Other travel related emissions: 46 tCO₂e Scope 3.5 waste generated in operations: 0.11tCO₂e

	Scope 3.7 employee commuting: 50 tCO2
Total Emissions	725 tCO2e location-based 701 tCO2e market-based

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

Reporting Year: 2021/22	
EMISSIONS	TOTAL (tCO2e)
Scope 1	43.7 tCO2e
Scope 2	35.4 tCO2e location-based 0 tCO2e market-based
Scope 3 (Included Sources)	UK and international leased assets heating: 17.6 tCO2e UK and international leased assets electricity: 30.1 tCO2e Scope 3.6 footprint – total travel emissions 15.9 tCO2e Of Which: Domestic business travel: 3.7 tCO2e International business travel: 11.7 tCO2e Other: 0.6 The following scope 3 emissions for the following activities have not yet been calculated for the current year: Scope 3.5 waste generated in operations Scope 3.7 employee commuting
Total Emissions	143 tCO2e location-based 107 tCO2 market-based

Emissions reduction targets

We have adopted the following carbon reduction targets.

We project that scope 1 and scope 2 carbon emissions will decrease to 45 tCO₂e by 2023/24. This is a reduction of 21.0% following a science based target aligned with 1.5oC absolute contraction, equating to a reduction in scope 1 and scope 2 emissions of 4.2% year on year.

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 tCO₂e, or 50% against our 2018 baseline.

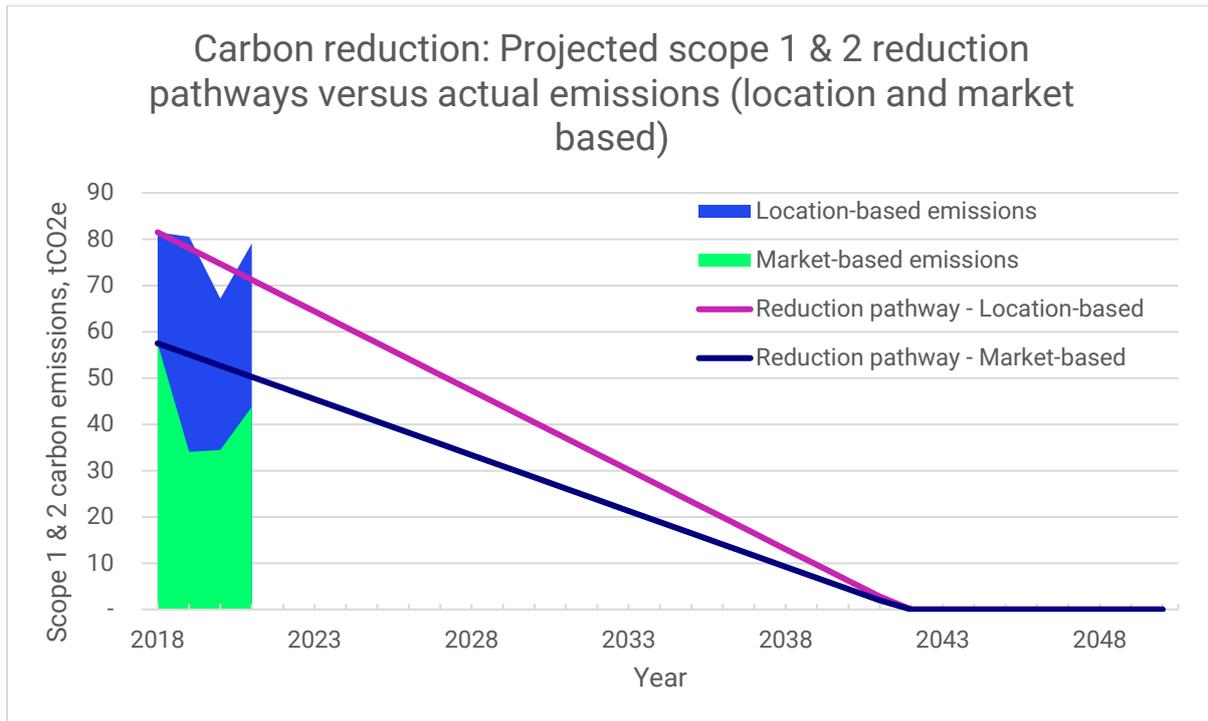
As an SME under the SBTi criteria, the Carbon Trust is voluntarily committing to scope 3 emissions targets that are aligned to a well below 2°C pathway as a minimum. Under the targets Carbon Trust will:

- 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>

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.

- Consolidation of centralised IT assets in our London Office and transitioning functions to cloud-based platforms.
- Engagement with landlord and building managers to improve BMS control throughout, more efficient operation of on floor heating and cooling.
- Introduction of green tariff energy contracts for whole building electricity supply.
- 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.
- Travel emissions reduction targets and metrics establish via the ISO 14001 system to reduce intensity of travel emissions through engagement with staff on selecting more efficient and lower emissions transport modes/vehicles, consolidating travel trips to include multiple clients or using remote working facilities to avoid undertaking travel.
- Benchmarking of office energy and emissions performance against leading commercial real estate benchmarks from the Better Buildings Partnership.

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

Looking forward the main mechanism that the Carbon Trust will use to address our scope 1 and 2 emissions targets is through careful planning for the London office relocation. Key energy and emissions criteria for the new building have been established by the overseeing committee and are based on the modelled emissions trajectory for the SBT, sustainability certifications frameworks and Carbon Trust experts' experience and knowledge:

- Energy use intensity, with an upper threshold calculated to be 158 kWh/m² based on an all-electric building or 178 kWh/m² for buildings using gas heating. This level of energy use will ensure the Carbon Trust will meet the 2030 SBT emissions target trajectory from the commencement of the lease.
- Preference for all-electric buildings and zero fossil fuels. Year-on-year improvement in the UK grid emissions factor contributes to emissions reduction targets. A market-based approach would allow for zero emissions by using suitable renewable energy tariffs to supply electricity.
- Energy monitoring and measurement infrastructure. Capability for the Carbon Trust to separate demised energy and emissions from the rest of the building for accurate analysis and tracking of our emissions.
- Appropriate standards of building technology energy efficiency and thermal envelope performance. For example, LED lighting with automated control, heat recovery ventilation, full BMS control in office demise, solar gain control.

Our actions on scope 3 emissions are focusing on the largest components of our footprint:

- Implementation of emissions budgets for business air travel – initial budgets have been set to ensure that emissions from air travel will not increase against the baseline year, with emissions reducing on a per FTE intensity measure.
- Implementation of a new travel policy to ensure we only travel where absolutely necessary.
- Supplier codes of conduct are being introduced to ensure suppliers as well as organisations we work with either have in place a SBT approved target for emissions reduction or will achieve this within 2 years.

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).

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>

Signed on behalf of the Supplier:

A handwritten signature in black ink, appearing to be 'Tom S', written over a dotted line.

Date:14.9.22.....