



# 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: Seven Resourcing

Publication date: 08 December 2022

## Commitment to achieving Net Zero

Seven Resourcing is committed to achieving Net Zero emissions by 2038.

## 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: 2021 (01 January 2021 – 31 December 2021)**

### Additional Details relating to the Baseline Emissions calculations.

Emission data have not previously quantified and reported

The following assumptions were made to support this assessment:

- Employees attended the office 230 days a year in 2021
- Scopes 1 and 2: Square footage data were used alongside average gas/electricity consumption for office buildings to estimate the emissions in these scopes
- Scope 3: assuming each employee used 50 litres of water per day, water requiring treatment was 90% of the total water supplied, data on commuting (means of transportation and distances) were collected from 16 employees and prorated to estimate emissions from commuting travel by 75 employees

**Baseline year emissions: 97 tCO<sub>2</sub>e**

EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	10 (Gas usage – Using data on average gas consumption for offices and square footage)
Scope 2	6 (Electricity usage – Using data on average electricity consumption for offices and square footage)
Scope 3 (Included Sources)	81 (Water usage, water treatment, paper usage, employees' commuting, IT equipment, waste processing of IT equipment) 1. Upstream transportation and distribution: 0 tCO <sub>2</sub> e

	<ul style="list-style-type: none"> <li>2. Waste generation in operation: 0.0002 tCO<sub>2</sub>e</li> <li>3. Business travel: 0 tCO<sub>2</sub>e</li> <li>4. Employee commuting: 73.1 tCO<sub>2</sub>e (estimating using data from surveys on 16/75 employees)</li> <li>5. Downstream transportation and distribution: 0 tCO<sub>2</sub>e</li> <li>6. Other sources: 7.81 tCO<sub>2</sub>e (water supply/treatment using estimation, IT equipment purchase and paper usage)</li> </ul>
<b>Total Emissions</b>	<b>97</b>

## Emissions reduction targets

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

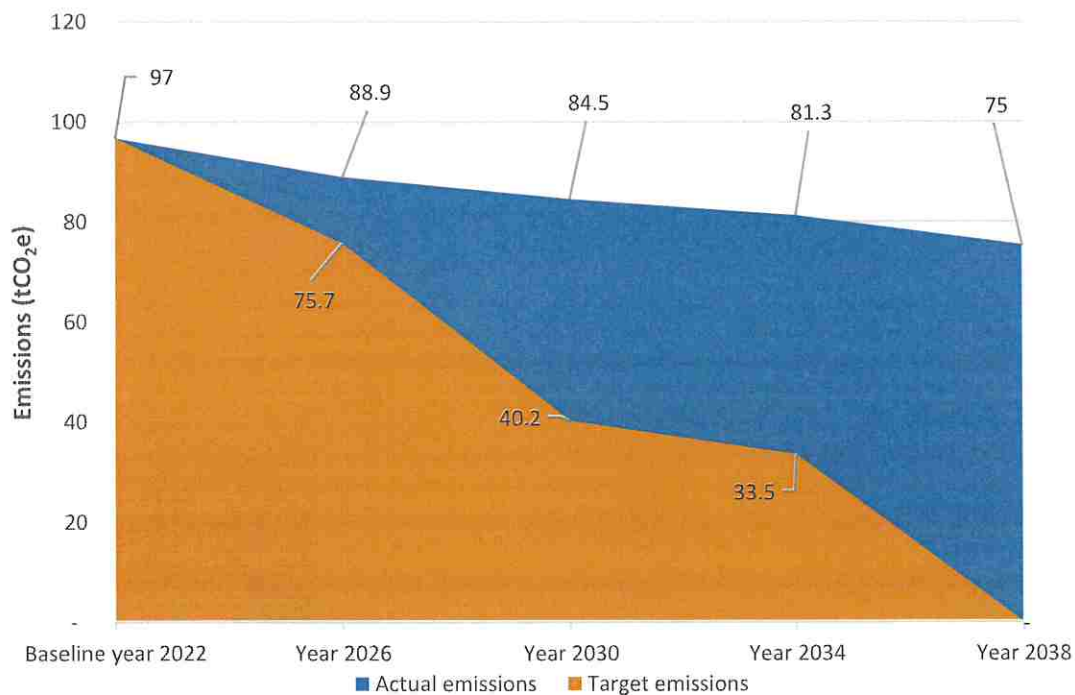
We project that carbon emissions will decrease over the next 12 years to 33.5 tCO<sub>2</sub>e by 2034. This is a reduction of 59%, using projected emission data for 2034 which are based on emission factors extrapolated using data in 2021 and 2022.

The plan to achieve Net Zero Carbon by 2038 is:

- 1) Reach the target by 2038
- 2) Emission reduction initiatives
  - Scope 1: Switching to electric heating (once electricity has been sourced renewably, see the recommendation for scope 2)
  - Scope 2: Switching to renewable electricity by using solar panels or purchasing electricity
  - Scope 3: Allowing employees to work from home 50% of their time to reduce the emissions from employees' commuting (assuming 50% reduction); Repairing and reusing IT equipment where possible (assuming 75% of IT equipment can be repaired and reused).
- 3) Offsetting:

The remaining carbon emissions after implementing the reduction initiatives will be offset using accredited carbon offset providers whose projects do not rely on tree-planting such as reforestation. This is because these projects can be vulnerable to the consequences of climate changes such as wildfires.

Progress against these targets can be seen in the graph below. Note that estimated emission factors for between 2023-2038 were based on data from 2021 and 2022.



## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects will be completed or implemented from the 2022 baseline. The carbon emission reduction achieved by these schemes equate to 59% reduction from the projected total emissions in 2034.

1. Energy Efficiency: Implementing motion sensors and smart meeting room to minimise electricity usage
2. Using electricity from renewable sources
3. Minimise the need for business travel and allow home-based working where possible

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

1. If possible, allow travelling using electric cars where electricity is sourced from renewable sources
2. Encourage business partners and suppliers to be aware of Net Zero requirements.

### 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>

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

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: 16.11.2022  
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<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>