



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: Action Together

Publication date: November 2023

Commitment to achieving Net Zero

Action Together 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: 2022/23 (in process of being calculated)	
Additional Details relating to the Baseline Emissions calculations.	
Action Together is currently working on estimating the baseline CO2 emissions for the organisation for 2022/23. For Scope 1: 1 Owned vehicle for patient/client transport service For Scope 2: This will be an estimate due to energy and lighting/power not being metered for the organisation. Energy costs are included within our annual rental / service fee as a tenant in three multiple occupancy buildings. We have requested the relevant data and breakdown of the allocation of costs from each landlord.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	1 owned vehicle for patient/client transport service 2022/23 mileage 8,938 miles
Scope 2	Baseline currently being calculated
Scope 3 (Included Sources)	<ul style="list-style-type: none">• Upstream transportation and distribution – Not applicable• Waste generated in operations – not currently measured (office waste only)• Business travel 6,880 miles• Employee commuting - requires a staff travel survey planned for Dec 2023• Downstream transportation and distribution - Not applicable
Total Emissions	4.932 tonnes Scope 1 owned vehicle 2.599 + business mileage 2.333)

Current Emissions Reporting – Not applicable

Reporting Year:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	
Scope 2	
Scope 3 (Included Sources)	
Total Emissions	

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 for business mileage will decrease over the next five years and our target reduction is 40%

This has been calculated on the basis of increasing the proportion of business miles undertaken by cycling and public transport and the increase in use of electric vehicles by employees for business mileage.

Further emissions targets will be developed on completion of baseline calculations.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented from the 2022/23 baseline. The carbon emission reduction achieved by these schemes is in the process of being calculated. However, these measures will be in effect when performing the contract.

Completed actions (some predate our baseline year):

- Office waste recycling for paper, card, glass, cans, hard plastics, IT (longstanding)
- Promotion of car sharing for business trips (longstanding)
- Promotion of Cycle to Work Scheme (longstanding)
- Environmental Policy (2019)
- Production of Sustainable Procurement Policy (2021)
- Homeworking for all staff 3-4 days per week (2020)

- Board level commitment to development of a 'Net-zero by 2038 action plan'(2022)
- Establishment of an internal Environment Action Group (2022)
- Purchase of carbon offset credits 182 tonnes (2021)

In the future we plan to implement further measures including:

- Completion of baseline emissions calculations for 2022/23 (2023/24)
- Development and implementation of Environmental Management Plan (2023/24)
- Staff awareness and behavioural change programme (2023/24)

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:



Phil Trelease Director of Finance and Operations

Date 19th November 2023

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>