



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: Eurosafe Limited

Publication date: 30th Sept 2022

Commitment to achieving Net Zero

Eurosafe Limited is committed to achieving Net Zero emissions by 20**50**.

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	
Additional Details relating to the Baseline Emissions calculations.	
2021 is the first year for which we have calculated our emissions.	
The first quarter of 2021 was affected by Covid-related lock-down. We are a very small team with 2 fulltime employees (one of which works from home) and 1 parttime worker. Our function is largely administrative. We did not buy or sell any products in 2021. We rent our office which only has electricity (no gas or other fossil fuels).	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0 (no company cars, no fossil fuels, no fugitive emissions)
Scope 2	2,619 kgCO₂e = 2.62 tCO₂e
Scope 3 (Included Sources)	1,244 kgCO₂e = 1.24 tCO₂e
Total Emissions	3,863 kgCO₂e = 3.86 tCO₂e

Current Emissions Reporting

Current Year: 2021/22	
Additional Details relating to the Baseline Emissions calculations.	
2021 is the first year for which we have calculated our emissions. The first quarter of 2021 was affected by Covid-related lock-down. We are a very small team with 2 fulltime employees (one of which works from home) and 1 parttime worker. Our function is largely administrative. We did not buy or sell any products in 2021. We rent our office which only has electricity (no gas or other fossil fuels).	
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Emissions reduction targets

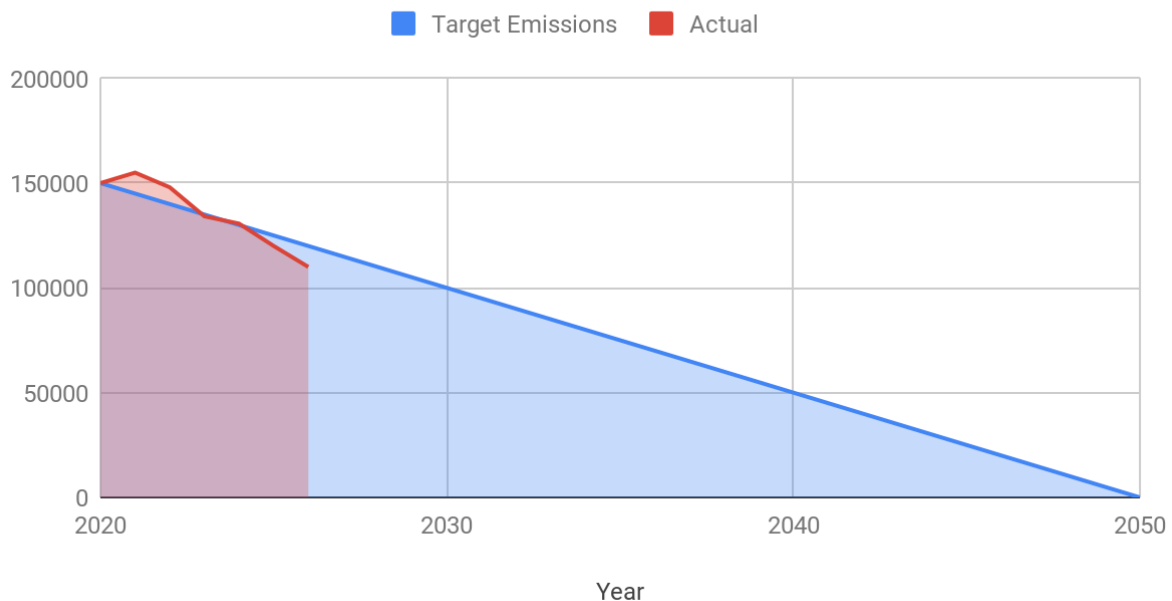
This is our organisation's first carbon footprint:

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

Our baseline year includes 3 months of lockdown in which we were unable to travel. It is likely that our emissions will increase slightly for 2022 but will remain below 10 tCO₂e.

Progress against these targets can be seen in the graph below:

Carbon Reduction: Projected vs. Actual



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2021 baseline. The carbon emission reduction achieved by these schemes will be calculated against the 2021 baseline once the next full year's data has been collected. The measures will be in effect when performing the contract.

We are in the process of collating carbon data for all of our members in order to engage with Trees for the Future (<https://trees.org/about-us/>).

We have changed our company constitution to allow our members to attend board meetings virtually (historically all were required to attend 3 board meetings per year in person). This will dramatically reduce carbon emissions for our members. They are responsible for and will report their travel within their own carbon reduction plans.

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

We are also building a sustainability portfolio across our (indirect) supply chain in order to demonstrate the group's commitment to addressing carbon reduction both up and downstream. Eurosafe itself did not buy or sell physical product in the baseline year (2021) but we are developing this part of the business and understand the importance of holding our supply chain accountable for their carbon emissions.

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:

Janine Reid

Business Services Manager

Eurosafe limited

Date: 28/09/2022

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>