



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: Connolly & Fee Ltd

Publication date: 05/07/2023

Commitment to achieving Net Zero

Connolly & Fee Ltd 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 have not been measured first reporting period taken as baseline.

Baseline Year: June 2022 to June 2023

Additional Details relating to the Baseline Emissions calculations.

Scope 1

Fuel consumed in company-owned vehicles.

Fuel oil used to power plant and equipment on site.

Gas used to power office heating systems.

Material Transport & Distribution

Scope 2

Purchased electricity (offices and temporary site supplies).

Scope 3

Purchased goods and Services.

Business Travel

Employee Commuting.

Upstream Transportation and Distribution

Downstream Transport and Distribution

Waste generated in operations.

Baseline year emissions:

EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	325.00
Scope 2	84.73
Scope 3 (Included Sources)	939.10 Purchased goods and services: 862.06 Business Travel: 39.33 Employee Commuting: 3.93 Upstream Transportation and Distribution: 26.06 Downstream Transportation and Distribution 1.06 Waste generated in operations: 6.66
Total Emissions	1348.83

Current Emissions Reporting

Reporting Year: June 2022 to June 2023	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	325.00
Scope 2	84.73
Scope 3 (Included Sources)	939.10 Purchased goods and services: 862.06. Business Travel: 39.33 Employee Commuting: 3.93 Upstream Transportation and Distribution: 26.06 Downstream Transportation and Distribution 1.06 Waste generated in operations: 6.66
Total Emissions	1348.83

Emissions reduction targets

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

2035 - Achieve Net Zero on our own operations (Scope 1 and 2).

2050 - Achieve Net Zero across all operations (Scope 1, 2 and 3).

We project that our Scope 1 and 2 carbon emissions will decrease over the next six years to circa 1000 tCO₂e by 2028.

This is a reduction of 25.5% compared to 2023.

We project that carbon emissions will decrease over the next seven years to **955.00** tCO₂e by **2030**. This is a reduction of **26%**

Carbon Reduction Projects

The following environmental management measures and projects have been implemented after the determination of the company baseline: -

Making early grid connections on our construction sites to minimise our use of diesel generators.

Using energy efficient welfare and site office cabins as well as LED/solar/hybrid lighting systems.

Operating an 'Distance Working' policy to maximise the use of technology such as Microsoft Teams to reduce travel and improve work-life balance.

Achieving and maintaining third party certification to ISO 14001:2015; consequently, all our activities are subject to defined environmental management standards applicable across all our business activities.

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

Sourcing 100% of all electricity we purchased for our permanent offices from renewable energy sources.

Sourcing 85% of all electricity supplied to our construction site offices from renewable sources.

Decreasing on-site fuel use through the greater use of non-fossil fuel powered plant/equipment (e.g., power cubes/hybrid power systems), where early grid connections cannot be made.

Installing electric vehicle charging points at our main permanent office locations.

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:



Mr Conor Connolly, Director

Date: 05/07/2023

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>

