



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 entity 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 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.

Carbon Reduction Plan Template

Supplier name:UBDS.....

Publication date:16/11/21.....

Commitment to achieving Net Zero

UBDS is committed to achieving Net Zero emissions by 2022.

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: 2020	
Additional Details relating to the Baseline Emissions calculations.	
<p><i>There is no appropriate baseline as:</i></p> <ol style="list-style-type: none"><i>1. The organisation has started its journey to scale in June 2019 and changed size and scope by multiples.</i><i>2. Emissions have not been assessed in years prior to 2020.</i> <p><i>We have measured emissions from 2020, however we expect this to be a poor reflection of a baseline in the future due to the COVID pandemic. We will continue to track our CO₂e across all 3 scopes and are fully committed to reaching a negative carbon footprint by 2022.</i></p>	
Baseline year emissions: 2020	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0.37
Scope 2	63.67
Scope 3 (Included Sources)	777.89
Total Emissions	841.93

Current Emissions Reporting

Reporting Year: 2020	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0.37
Scope 2	63.67
Scope 3 (Included Sources)	777.89
Total Emissions	841.93

Emissions reduction targets

To continue our progress to achieving Net Zero and becoming tCO₂e negative, we have adopted the following carbon reduction targets.

We project that carbon emissions will decrease over the next five years to -10 tCO₂e by 2022 and further reductions across the next 9 years by 2030. This is a reduction of 101% by 2022.

Progress against these targets will move from annual tracking since 2020 to quarterly tracking from Jan 2022. As 2020 is our first year of reporting emissions there is no historical basis for comparison to date.

Scope Area	2020	Baseline Year
Scope 1	0.37	0.37
Scope 2	63.67	63.67
Scope 3	777.89	777.89
Total	841.93	841.93

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2020 baseline. The carbon emission reduction achieved by these schemes will be measure against the 2020 baseline following the end of year reporting in Jan 2022. These measures will be in effect when performing the contract

- *Re-use of corporate devices for new staff, reducing the device production CO2e*
- *Introduced remote and hybrid work policies, reducing staff commuting CO2e*
- *Implemented 100% electric vehicles for corporate vehicles, reducing vehicle usage CO2e*
- *Improved granularity of carbon footprint calculators*
- *Utilise 'Green by Design' architectures for client and corporate IT services, reducing electricity consumption of application and infrastructure services*
- *Blocked the ability for staff to download large corporate files, moving to online access only.*
- *[Instructions to Suppliers:*
- *Briefly provide details of some of your completed carbon reduction projects. This is for information only.*

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

- *Identified two partnerships for carbon offsets, planned to be in place by Q1 2022 (EarthBlanc, ClimateCare)*
- *Achieve environmental management certification ISO14001*
- *Raise awareness with staff of the impact of Internet Services and how to reduce*
- *Implement a supplier assessment framework and policies to reduce Scope 3 CO2e*

Declaration and Sign Off

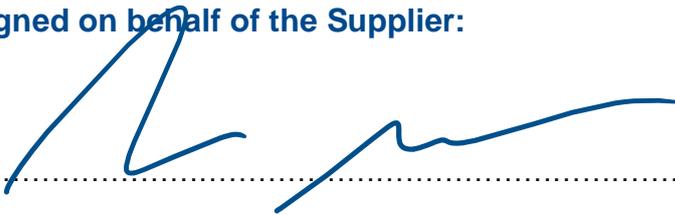
This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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) Standard³.

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:



Date:16/11/2021.....

¹ <https://ghgprotocol.org/corporate-standard>

² <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

³ <https://ghgprotocol.org/standards/scope-3-standard>