



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: PlanNet 21 Communications Limited

Publication date: 06th November 2024

Commitment to achieving Net Zero

PlanNet 21 Communications is committed to achieving Net Zero emissions by 2040.

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: 2019	
Additional Details relating to the Baseline Emissions calculations.	
Our Baseline emissions footprint is a record of the greenhouse gases that have been produced in 2019 prior to the introduction of any strategies to reduce emissions. The baseline measurements shall serve as a reference point for which future emission reductions will be benchmarked against.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	6.7
Scope 2	37.62
Scope 3 (Included Sources)	219.32
	Waste Generated from Operations .67
	Staff commuting 152.28
	Business Travel - Flights 19.57
	Business Travel - Expense Claims (Cars) 35.6
	Business Travel - Company Transport (Fuel) 11.2
Total Emissions	263

Current Emissions Reporting

Reporting Year: 20 23		
EMISSIONS	TOTAL (tCO₂e)	
Scope 1	5.25	
Scope 2	23.65	
Scope 3 (Included Sources)	Waste Generated from Operations	1.02
	Staff commuting	39.45
	Business Travel - Flights	15.55
	Business Travel - Expense Claims (Cars)	25.45
	Business Travel - Company Transport (Fuel)	14.85
Total Emissions	125	

Emissions reduction targets

[Instructions to Suppliers:

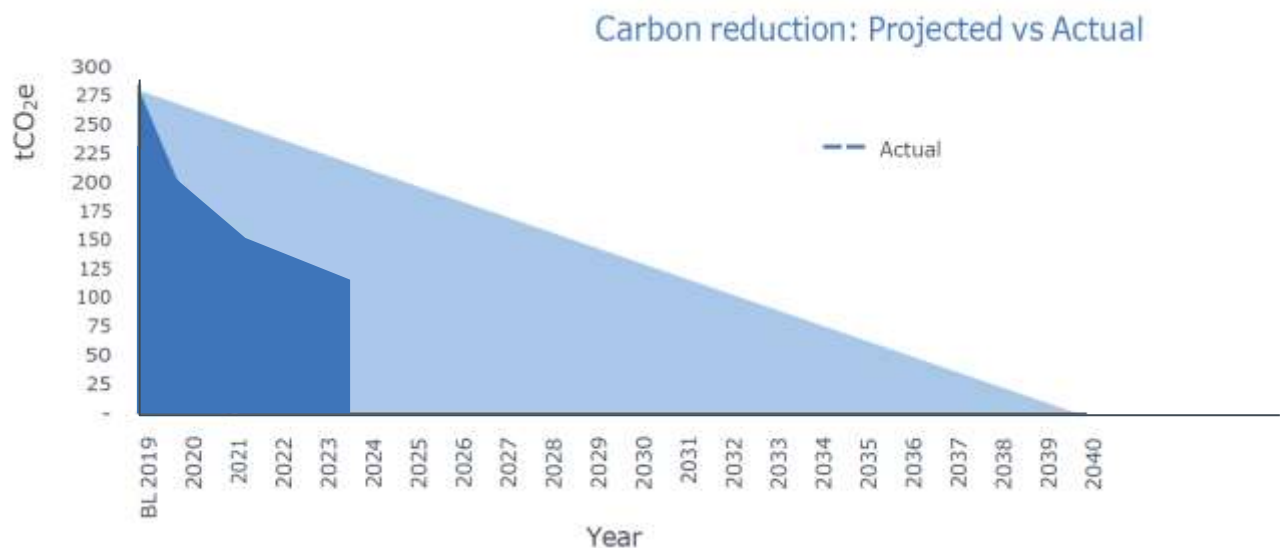
If existing emissions reduction targets are in place for your organisation, please provide details below.

If you have no previous emissions reduction commitment, or if this is your organisation's first carbon footprint, please provide targets for your organisation]

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 five years to **75** tCO₂e by 2028. This is a reduction of **40**%

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



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2019 baseline. The carbon emission reduction achieved by these schemes equate to 138 tCO₂e, a 47%ge reduction against the 2019 baseline and the measures will be in effect when performing the contract

The following environmental management measures and projects have been completed.

- Introduced energy efficient low carbon equipment, lighting and heating systems.
- Where possible, we procured certified 100% renewable electricity contracts.
- Encouraged staff to utilise more sustainable modes of transport and introduced electric car charging points at our offices.
- We reduce travel as much as possible, relying on video for example to reduce our carbon footprint.
- We drive awareness around events such as World Environment Day.
- All monitors and computers are set to sleep after 5mins of inactivity to reduce energy consumption.

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

In the future we plan to implement the following initiatives and projects to achieving our Net Zero Carbon targets.

- We propose to use more renewable sources of energy, such as solar panels. We have also investigated investing in a timer system to programme controls on heating, lighting, appliances, and more.
- For our offices, we will investigate the viability of a smart building management system that automates control depending on occupancy — for example, switching off lights

when the last person leaves a room. Although some of these initiatives require investment at first, we believe that there is a considerable return on investment available in term of both reduced spending on energy, and reduction in greenhouse gas emissions.

- We identified that there was still a significant amount of paper within the business, and the production of paper causes substantial amounts of carbon dioxide be released into the atmosphere.
- We have committed to becoming a paperless office as much as possible and where this is not possible, staff are strongly encouraged to recycle paper and cardboard. We encourage employees to edit and proof all their documents on their computer and print on recycled paper. Unless it is a formal document, staff should always print on both sides of a sheet of paper before recycling it. Memos, company announcements, and all internal communications can and should be sent through email or posted on an online message board.
- As well as reducing our carbon footprint, our recycling initiative has also led to a reduction in the amount of material that we send to local landfill. Based on the results of our paper recycling pilot, other recyclable materials will start to be recycled, including metal, certain plastics, and glass. For recycling of electrical appliances, we will partner with local businesses to ensure that all our appliances are disposed of or recycled in accordance with WEEE regulations.

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).

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>

Signed on behalf of the Supplier:

A handwritten signature in blue ink, appearing to read "Denise Torrey". The signature is written in a cursive style with a large initial "D".

Denise Torrey

Founder and Director

PlanNet 21 Communications

Date: 6th November 2024