



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: Denward Manufacturing Ltd

Publication date: 1st April 2024

Commitment to achieving Net Zero

Denward Manufacturing Ltd is committed to achieving Net Zero emissions by 2050.

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: 2023-2024

Additional Details relating to the Baseline Emissions calculations.

Establishment of a New Baseline:

This baseline represents the first time we are formally reporting our Scope 1 and Scope 2 emissions. No prior emissions reporting had been conducted, so this baseline will serve as the foundation for tracking future reductions. The time period chosen for the baseline is the most recent 12-month period for which complete and accurate data was available. Moving forward, this baseline will be adjusted as necessary to reflect any operational changes, improvements in data accuracy, or changes in emissions factors.

Methodology and Assumptions:

The emissions were calculated following the GHG Protocol Corporate Standard and relevant UK Government guidelines. Emission factors for fuel combustion, electricity consumption, and specific gases used in our processes were sourced from BEIS and other industry standards. Where specific data was unavailable, conservative estimates were made to ensure the baseline reflects our operational emissions as accurately as possible.

Conclusion:

The baseline emissions of 10.581 tCO₂e for Scope 1 and 13.82 tCO₂e for Scope 2 (totalling 24.401 tCO₂e) provide us with a clear starting point for our Carbon Reduction Plan. This baseline will help us set reduction targets and implement mitigation strategies that are aligned with our commitment to reducing our environmental impact. Through ongoing monitoring, improved energy efficiency, and operational changes, we aim to significantly lower our Scope 1 and 2 emissions in the coming years.

Baseline year emissions: 2023-2024	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	10.581
Scope 2	13.82
Scope 3 (Included Sources)	Currently being evaluated
Total Emissions	24.401

Current Emissions Reporting

Reporting Year: 2024 - 2025	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	The current years emissions are still being calculated
Scope 2	The current years emissions are still being calculated
Scope 3 (Included Sources)	Currently being evaluated
Total Emissions	The current years emissions are still being calculated

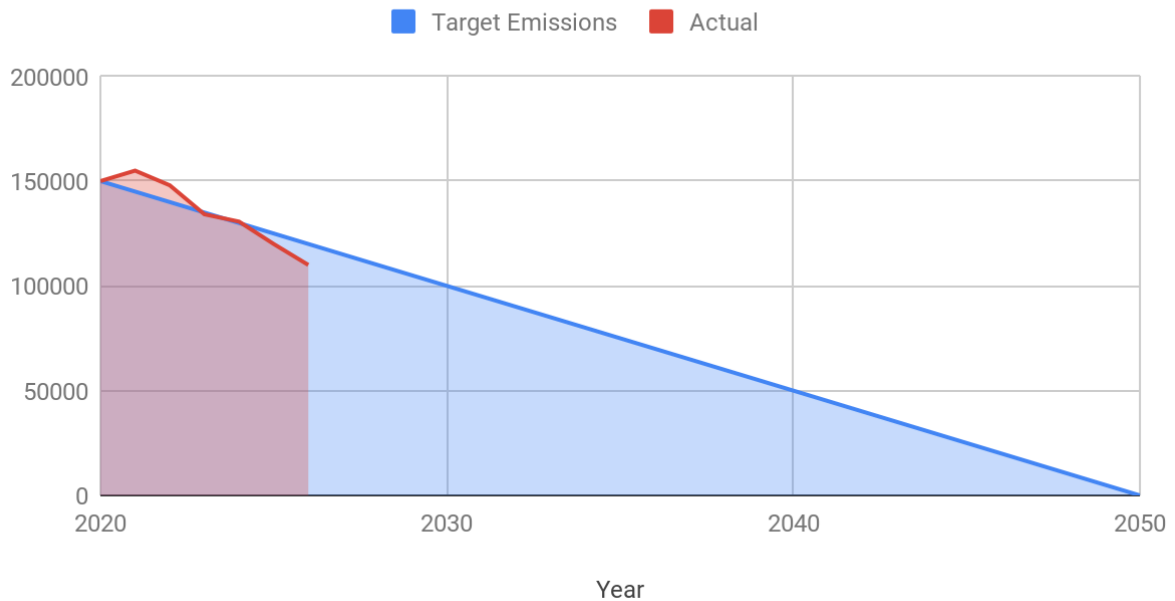
Emissions reduction targets

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

We project that carbon emissions will decrease over the next five years to **20.70 tCO₂e** by **2030**. This is a reduction of **15%**

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 2023-2024 baseline. The carbon emission reduction achieved by these schemes we estimate will equate to 1.316 tCO₂e, a 5%ge reduction against the 2023-2024 baseline and the measures will be in effect when performing the contract

Completed Carbon Reduction Initiatives

Investment in the upgrade of 50% of company vehicles to plug in hybrid and we plan to implement a further investment to ensure all vehicles are either hybrid or where possible fully electric by 2027-2028

Implementation of a cycle to work scheme which has seen 23% of staff sign up

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

Installation of PV panels across our facilities

Adoption of LED/PIR lighting controls across our office and factory premises.

We will also work towards the implementation of ISO14001

These projects aim to further reduce our carbon footprint while engaging and incentivizing our staff to participate in our sustainability journey.

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:

Richard Halfhide
Date: 01/04/2024

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>