



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: PPL (Private Public Ltd)

Publication date: 02/11/2022

Commitment to achieving Net Zero

PPL 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: 2021 (1 Nov 2020 to 31 Oct 2021)	
Additional Details relating to the Baseline Emissions calculations.	
Baseline year is the same as reporting year as this is the first report.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	1.83 tCO₂e Notes: <ul style="list-style-type: none">• We do not have any company vehicles
Scope 2	0.82 tCO₂e
Scope 3 (Included Sources)	3.10 tCO₂e Sources: <ul style="list-style-type: none">• Business Travel – 0.56 tCO₂e• Employee Commuting – 2.11 tCO₂e• Waste generated in operations – 0.44 tCO₂e• Upstream/downstream transport and distribution – None Notes:

	<ul style="list-style-type: none"> • We do not purchase or sell any goods, so we have no upstream or downstream distribution emissions • We do not have specific data on waste generation or employee business travel so we have estimated these figures from estimates of waste generation and an employee survey on business travel • We have estimated employee commuting emissions using employee distances from the office and an employee survey on transport frequency and transport method
Total Emissions	5.75 tCO₂e

Current Emissions Reporting

Reporting Year: 2021 (1 Nov 2020 to 31 Oct 2021)	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	1.83 tCO₂e Notes: <ul style="list-style-type: none"> • We do not have any company vehicles
Scope 2	0.82 tCO₂e
Scope 3 (Included Sources)	3.10 tCO₂e Sources: <ul style="list-style-type: none"> • Business Travel – 0.56 tCO₂e • Employee Commuting – 2.11 tCO₂e • Waste generated in operations – 0.44 tCO₂e • Upstream/downstream transport and distribution – None Notes: <ul style="list-style-type: none"> • We do not purchase or sell any goods, so we have no upstream or downstream distribution emissions • We do not have specific data on waste generation or employee business travel so we have estimated these figures from known waste generation and an employee survey on business travel • We have estimated employee commuting emissions using employee distances from the office and an employee survey on transport frequency and transport method

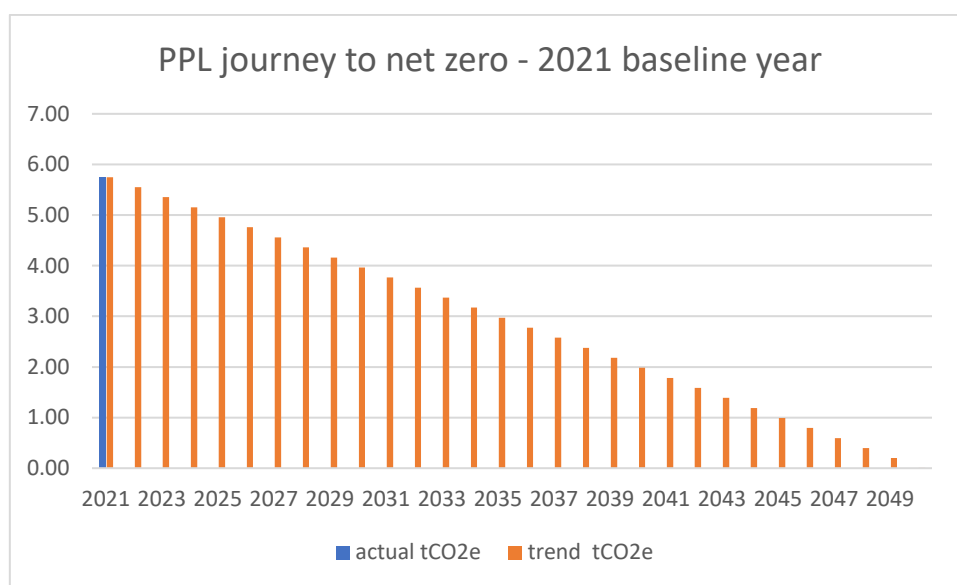
Total Emissions	5.75 tCO₂e
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Emissions reduction targets

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 4.76 tCO₂e by 2026. This is a reduction of 17%.

Projected progress against these targets can be seen in the graph “PPL journey to net zero – 2021 baseline year”. Note that our baseline year is the current year:



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

As this is the first report, we have no carbon reduction data to report as the baseline year is the current year.

PPL is committed to continuously improving how it manages environmental issues, including the proper management of waste, the reduction of pollution and emissions, compliance with environmental legislation and environmental codes of practice and raising the awareness of its staff. PPL understands the social and economic importance of protecting the environment; that its commitment to this must encompass all activities and that it should be prepared to lead by example in promoting a sensitive, considered attitude to the environment. Our approach to managing our environmental issues is compliant to ISO 14001.

We have identified the following Environmental Objectives:

- Comply with the requirements of environmental legislation and approved codes of practice
- Assess the environmental impact of all historic, current and likely future operations

- Moving offices to a more carbon friendly office site
- Continuously seek to improve environmental performances – including installing energy efficient lights bulbs at our new office.
- Identify opportunities to reduce pollution, emissions and waste wherever possible
- Reduce the use of all raw materials, energy and supplies
- Raise awareness and encourage participation in environmental matters - Host employee learning sessions to encourage employees to consider their personal carbon footprint alongside that of the organisation
- Expect similar environmental standards from all suppliers and contractors
- Assist our clients to use products and services in an environmentally sensitive way
- Shifting to recycled products and products with a lower carbon footprint where possible
- Discouraging printing of documents where printing is not necessary
- Investigate installing a more energy efficient boiler at the new office
- Pool deliveries where possible and limit number of deliveries
- Investigate offsetting carbon through buying carbon offsets or volunteering activity to accelerate the path to net zero, achieve net zero earlier or become net carbon positive
- Continue to limit business travel by utilising video conferencing for meetings that do not need to be in-person
- Encourage use of re-usable containers for drinks and meals in the office

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 black ink, consisting of a stylized 'S' followed by a horizontal line and a small peak, then another horizontal line.

...Simon Morioka – Co-founder and Managing Partner.....

Date: ...02/112022.....