



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 (or earlier).

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 (or earlier).

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

PPL Carbon Reduction Plan 2023/24

Supplier name: PPL (Private Public Ltd)

Publication date: 16/02/2024

Commitment to achieving Net Zero

PPL is committed to achieving Net Zero emissions by 2025 and being a Carbon Negative organisation by 2030. This is an update, and significantly more ambitious target, compared to our previously publicised goal of achieving Net Zero emissions by 2050.

This will be achieved through reducing our carbon footprint as much as possible (using methods set out in this plan) and offsetting the residual elements of this carbon footprint with high quality, certified carbon offsets that deliver on this commitment and advance our company values.

This year, we have purchased high quality carbon offsets that exceed the estimated emissions detailed in this plan. We are in discussions with certification bodies to begin the process of formally certifying as Carbon Neutral. We intend to have our self-assessment of our carbon emissions externally audited and formally certify as Carbon Neutral as soon as possible, at the latest by 2025.

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)	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	1.83 tCO ₂ e Notes: <ul style="list-style-type: none">We do not have any company vehicles
Scope 2	0.82 tCO ₂ e
Scope 3 (Included Sources)	3.10 tCO ₂ e 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 <p>Notes:</p> <ul style="list-style-type: none"> • We do not trade in 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: 2023 (8 Jan 2023 to 8 Jan 2024)	
<p>Since our baseline year, we have increased in size from 27 to 45 employees. This is a 67% increase in employee headcount.</p> <p>Against this 67% increase in headcount, our carbon footprint has increased by only 22%. This reflects a significant reduction in carbon footprint per employee of 0.05705 tCO₂e per employee, or a 27% reduction in tCO₂e added to the atmosphere per employee compared to our baseline year.</p> <p>This year, we have also purchased high quality offsets with a value of 8 tCO₂e. This exceeds our estimated carbon emissions in this year of our CRP. Our next step is to have our assessment of our carbon emissions audited by an external auditor and formally certify as Carbon Neutral in 2025.</p>	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	<p>0 tCO₂e</p> <p>Notes:</p> <ul style="list-style-type: none"> • Our current office does not use gas as an energy source, the only energy consumption is from electricity usage and is therefore included in scope 2 emissions • We do not have any company vehicles
Scope 2	2.07 tCO₂e

	<p>Notes:</p> <ul style="list-style-type: none"> In our baseline year, our office used both gas and electricity. In the current year, all energy is supplied through electricity and is therefore counted in scope 2 emissions
<p>Scope 3 (Included Sources)</p>	<p>4.95 tCO₂e</p> <p>Sources:</p> <ul style="list-style-type: none"> Business Travel – 0.93 tCO₂e Employee Commuting – 3.51 tCO₂e Waste generated in operations – 0.51 tCO₂e Upstream/downstream transport and distribution – None <p>Notes:</p> <ul style="list-style-type: none"> We do not trade in 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
<p>Total Emissions</p>	<p>7.02 tCO₂e <i>(fully offset by the purchase of high quality carbon offsets)</i></p>

Emissions reduction targets

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

- We intend to formally certify as Carbon Neutral by 2025 or earlier and carbon negative by 2030 or earlier. We intend to meet this goal through a combination of reducing our overall carbon footprint, whilst also purchasing high quality carbon offsets that sequester the emissions we cannot reduce and align with our company values.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

Since our baseline year, we have increased in size from 27 to 45 employees. This is a 67% increase in employee headcount, resulting in the need for more resources (including moving to a larger office space) and this has a resultant impact on our carbon footprint. This year, we have purchased high quality carbon offsets that meet and exceed our estimated emissions detailed in the current year of this plan.

Against this 67% increase in headcount, our carbon footprint has increased by only 22%. This reflects a significant reduction in the carbon footprint per employee of 0.05705 tCO₂e per employee, or a 27% reduction in tCO₂e added to the atmosphere per employee since our baseline year.

We have achieved this through a number of ongoing initiatives including:

- Moved office to a more energy efficient site and significant investment in energy efficient infrastructure at this new site. This has resulted in an upgrade of the building EPC rating from an F to a B. Some of the interventions used to increase this score were:
 - Removing any reliance on gas
 - Installation of Infrared heating systems
 - Offering battery recycling on site for all staff
 - Educating staff on recycling practices and the correct use of the sorted recycling bins
 - Improved shower facilities to encourage active travel
- Availability of reusable containers for all food and drink consumed in the PPL office
- “Clear desk policy” which extends to use of second screens – these screens are only used when needed and are required to be unplugged and put into a storage cupboard at the end of every day
- Relaunch of our cycle to work scheme to encourage active travel

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.

Future Carbon Reduction Initiatives

We have identified the following Environmental Objectives moving forward:

- Engage with Carbon Neutral certification bodies to formally certify as carbon neutral in 2025 and certify as Carbon Negative by 2030
- Implement vegetarian only staff catering at all PPL events
- Investigation of how our annual leave structure can support environmentally conscious leisure and travel – including offering additional leave days for train travel where a faster plane travel alternative exists
- 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 and maximise any and all avenues to improve the efficiency of this 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).

Signed on behalf of the Supplier:



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

Date: ...16/02/2024.....

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>