



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: Thomas Stoner Supplies Limited

Publication date: 23rd January 2023

Commitment to achieving Net Zero

Thomas Stoner Supplies Limited is committed to achieving Net Zero emissions by 2045.

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.

[Instructions to Suppliers:

Please provide details of your organisation's baseline emissions below. If your organisation has not previously assessed or reported emissions, please detail this below and use your first reporting period as your Baseline.]

Baseline Year: 2022	
Additional Details relating to the Baseline Emissions calculations.	
While Thomas Stoner Supplies have implemented environmental and sustainability initiatives in recent years in keeping with our ISO 14001 accreditation, we have not previously assessed or reported emissions. 2022 is therefore our baseline year.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	29.975
Scope 2	3.297
Scope 3 (Included Sources)	958.25
Total Emissions	991.522 Upstream Transportation & Distribution - 445.40

	Downstream Transportation & Distribution - 371.73 Waste Generated in Operations - 121 Business Travel - 0.16 Employee Commuting 18.96
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Current Emissions Reporting

Reporting Year: 2022	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	29.975
Scope 2	3.297
Scope 3 (Included Sources)	958.25
Total Emissions	991.522 Upstream Transportation & Distribution - 445.40 Downstream Transportation & Distribution - 371.73 Waste Generated in Operations - 121 Business Travel - 0.16 Employee Commuting 18.96

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 793.222 tCO₂e by 2028. This is a reduction of 20%.

Please note this is our first year of recording and reporting carbon emission, so 2022 will be our baseline for future years.

Carbon Reduction Projects

[Instructions to Suppliers:

Briefly provide details of some of your completed carbon reduction projects. This is for information only.

This may include environmental management measures such as certification schemes like ISO14001 or PAS 2060, signing up to SBTi or specific measures you have taken such as; the adoption of LED/PIR lighting controls, changes to policy resulting in a reduction in company travel and flights or the electrification of the company fleet.]

Completed Carbon Reduction Initiatives

Thomas Stoner Supplies are committed to reducing the environmental impact of our operations. Each of our operating sections has a series of environmental key performance indicators that monitor practices and procedures, set minimum annual improvement goals and provide stretch targets for performance. We are ISO 14001 accredited and have implemented a set of annual improvement targets as part of our environmental management scheme that will contribute to our 2023 Carbon reduction targets.

In recent years TSS has made considerable progress in assessing and analysing the environmental impact of our delivery and distribution systems to offer alternative delivery solutions. We have:

- Overseen the transition of all petrol and diesel company cars to electric or hybrid equivalents.
- Utilised national carriers that adhere to reductions in vehicle CO₂ emissions e.g., electric/hybrid vehicles for deliveries.
- Assessed and evaluated Suppliers through our Supply Management Process and regular liaison to ensure their delivery/distribution systems adhere/align with the TSS Green Solutions Methodology.

In 2023 we hope to implement further measures such as:

Briefly provide details of some of any likely/proposed future carbon reduction projects. This is for information only.]

Office reduction in energy consumption: -5%

- Aim to reduce our gas heating usage.
- Keep energy usage low. E.g., making use of low energy light bulbs throughout and using schedules to ensure computers are shut down at the end of the working day.

Waste Reduction: -5%

- Recycle all waste material where possible and reduce the amount of waste material produced.
- Avoid the use of paper wherever possible. E.g., sending quote documents as PDF files.
- Reuse wastepaper (from the printer) where possible, making use of the blank side for notes etc.

Reduction in CO² Emissions (Embedded Carbon): -3%

- To make use of recycling schemes wherever possible, to reduce plastic waste and lower carbon emissions.
- As part of our Green Travel Plan, we encourage our employees to use low impact transport for travel to and from work and travel for business. E.g., we use public transport to attend meetings and offer a Cycle Scheme to encourage staff to cycle to work.
- Avoid unnecessary travel by making use of instant messaging, video and audio conferencing, telephone and email.
- Avoid the use of postal services, saving on transportation and on paper (envelopes). E.g., emailing invoices and statements of accounts (going paperless).
- Recycling equipment that is no longer of use to the company. E.g., we give away items such as computers and printers that we no longer use via recognised charitable organisations.
- Utilising national carriers for long haul deliveries such as DHL and DPD, who make environmental commitments to their customers including utilising electric vehicles, reduced carbon emissions and planting trees/offsetting as part of their customer pledge.

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:

A handwritten signature in blue ink, consisting of a stylized 'S' followed by a horizontal line.

Date: 23rd January 2023

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>