



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: GEOFFREY ROBINSON LIMITED

Publication date: 16TH SEPTEMBER 2024

Commitment to achieving Net Zero

GEOFFREY ROBINSON LIMITED 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.

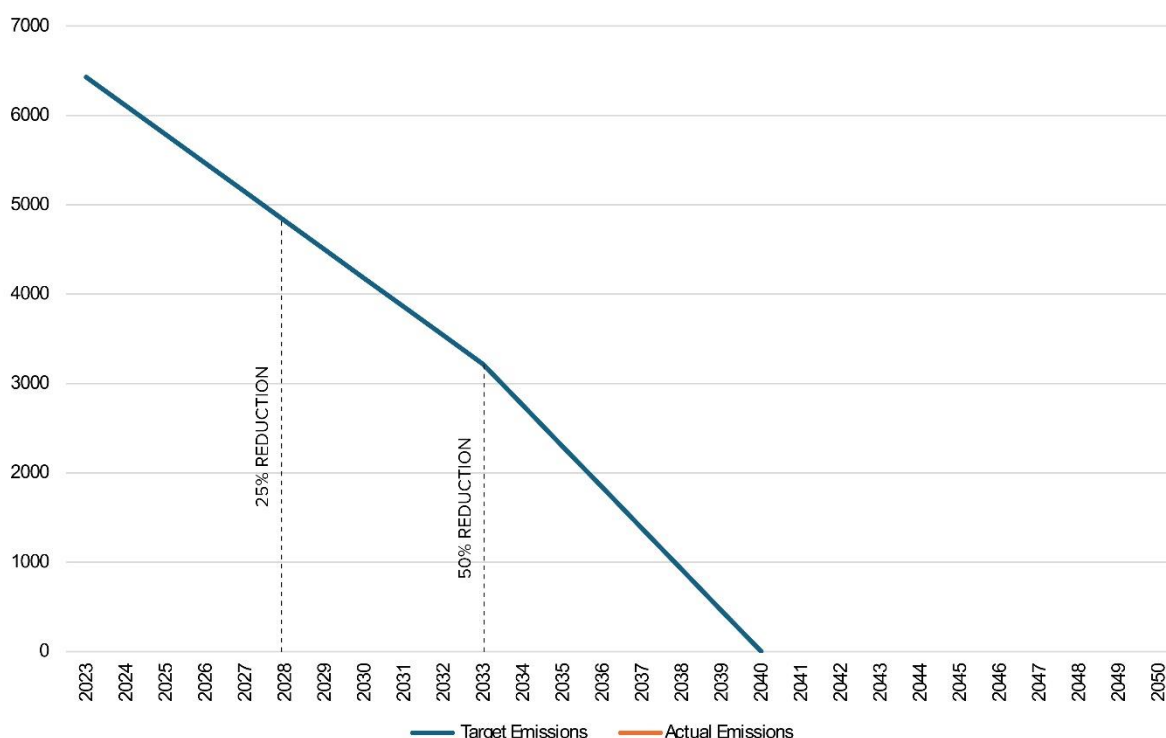
Baseline Reporting Year: 2023 Following a previous baseline year, we have readjusted our baseline due to a substantial increase in both the number of categories we are reporting as well as increases in the accuracy of reporting using usage metrics rather than monetary metrics.	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	587
Scope 2	624
Scope 3 (Included Sources)	5,806 <ul style="list-style-type: none">Cat 01 – Purchased Goods & Services (5,383.37)Cat 02 – Capital Goods (150.62)Cat 03 - Fuel & energy related activities (159.16)Cat 04 - Upstream transportation & distribution (0.87)Cat 05 - Waste disposal (8.56)Cat 06 - Business Travel (14.77)Cat 07 - Employee Commuting (87.4)Cat 12 - End-of-life treatment of sold products (1.44)
Total Emissions	6,430

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 in line with the following interim targets:

Year	Interim Target (tCO ₂ e)	Reduction from Baseline	Reduction (tCO ₂ e)	Year on Year Reduction (tCO ₂ e)
2028	4,822	25%	1,608.0 (2023-2028)	321.6
2033	3,215	50%	1,607.0 (2028-2033)	321.4
2040	0	100%	3,215.0 (2033-2024)	459.3

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 2022 baseline (previous baseline).

1. achieved an ISO 14001:2015-accredited environmental management system which has been maintained since 2018.
2. re-benchmarked our sustainability commitments during 2023 to better understand our impact and improve our outcomes.
3. implemented 100kw of Solar Photovoltaic at our Head Office which has generated 43,726kWh throughout its lifetime.
4. incorporated electric/hybrid across our fleet which now constitutes 20% of company-owned vehicles, and implemented 35 EV charging points across offices.

5. undertaken local recruitment drives and maintained a local workforce which reduces commute emissions with our average commute distance being below 18 miles.
6. utilised eco-friendly and energy-saving electricals which have been appropriately tested across sites and offices.
7. delivered waste reduction training across our workforce, implemented recycling facilities throughout our buildings, and employed an on-site waste management hierarchy, with 75% of site waste being recycled.
8. considered and operated Value Engineering and Modern Methods of Construction techniques throughout projects for the reduction of operational/embedded carbon.
9. reduced paper-for-print usage by 2.5% during 2023 via company memos, initiatives, training, and equipment upgrades.
10. aligned our net zero targets (and interim targets) with key clients (NHS)
11. appointed Smart Carbon as our partner carbon consultants

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

1. install additional renewables at all site locations
2. review of gas fired plant in our offices and manufacturing facilities with a progressive change to electric solutions at end of life
3. commitment to a fully-electric fleet
4. salary sacrifice company car scheme exclusively for electric vehicles to increase uptake
5. increase in EV charging on site providing free charging from renewable sources for staff and visitors
6. develop a new minimum standard for site welfare reducing reliance on diesel generators
7. improvement in our reporting methods replacing spend calculations with usage equivalents
8. increased communication and education regarding carbon reduction and energy behaviours
9. training for carbon champions - 'Carbon Footprinting (GHG Accounting), Net Zero Targets and Carbon Reduction Planning for Organisations'
10. develop a solution to review and audit supply chain partners to reduce downstream emissions beginning with an audit of our top 10 subcontractors (by spend)
11. obtain ISO14068-1:2023-accreditation to provide further assurances/accuracy of reporting.
12. maintain our ISO 14001:2015-accredited environmental management system.
13. reiterate waste management training and improve waste management processes for improved recycling outcomes.
14. Implement initiatives which target the amount of single use plastics used across our organisation.

Notes About Methodology

- Geoffrey Robinson has adopted an operational control approach to establishing the boundary. The methodology adopted in line with the Greenhouse Gas Protocol and the BEIS Environmental Reporting Guidelines. The calculations were completed on the SmartCarbon™ Calculator using the UK Government emissions factors.
- CO₂e is the universal unit of measurement to indicate the global warming potential (GWP) of Greenhouse Gases (GHGs), expressed in terms of the GWP of one unit of carbon dioxide. There are seven main GHGs that contribute to climate change, as covered by the Kyoto Protocol: carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulphur hexafluoride (SF₆) and nitrogen trifluoride (NF₃). Different activities emit different gases. Using CO₂e allows all greenhouse gases to be measured on a like-for-like basis.
- For National grid electricity consumption, Geoffrey Robinson has included factors for the transmission and distribution of electricity (T&D) losses, which occur between the power station and site(s). The emissions from T&D has been accounted for in Scope 3. As with other Scope 3 impacts, reporting T&D is voluntary but is recommended standard practice by UK Government.

Estimations

Geoffrey Robinson has included for the following estimations when producing this report:

- Geoffrey Robinson has estimated an average self-generated electricity measurement as expense reports could not exclude December 2022.
- Geoffrey Robinson has estimated data entered into Scope 3, Category 12 – End-of-Life Treatment of Sold Products based upon material sourced in Scope 3, Category 1 - Purchased Goods and Services.

Exclusions:

Geoffrey Robinson has included for the following exclusions when producing this report:

- Geoffrey Robinson have excluded Hotel and Rail Travel from Scope 3, Category 6 – Business Travel, as this is currently project costed and will be captured within Scope 3, Category 1 – Purchased Goods and Services. We will look to change this in the future.
- Geoffrey Robinson have excluded car size from Scope 3, Category 6 – Business Travel as we do not currently hold this information but will implement a database for this information in the future.
- Geoffrey Robinson have excluded car size and fuel type from Scope 3, Category 7 – Employee Commute as we do not currently hold this information but will implement a database for this information in the future.

Definitions

Carbon footprint - The total set of greenhouse gas emissions (GHG) caused directly and indirectly by an individual event, organisation, or product expressed as Carbon Dioxide Equivalent (CO₂e). (Source: Greenhouse Gas Protocol).

Scope 1 (direct emissions) emissions are those from activities owned or controlled by your organisation. Examples of Scope 1 emissions include emissions from combustion in owned or controlled boilers, furnaces and vehicles; and emissions from chemical production in owned or controlled process equipment.

Scope 2 (energy indirect) emissions are those released into the atmosphere that are associated with your consumption of purchased electricity, heat, steam and cooling. These indirect emissions are a consequence of your organisation's energy use, but occur at sources you do not own or control.

Scope 3 (other indirect) emissions are a consequence of your actions that occur at sources you do not own or control and are not classed as Scope 2 emissions. Examples of Scope 3 emissions are business travel by means not owned or controlled by your organisation, waste disposal, materials or fuels your organisation purchases. Deciding if emissions from a vehicle, office or factory that you use are Scope 1 or Scope 3 may depend on how you define your operational boundaries. Scope 3 emissions can be from activities that are upstream or downstream of your organisation. More information on Scope 3 and other aspects of reporting can be found in the Greenhouse Gas Protocol Corporate Standard.

References:

- . The GHG Protocol Corporate Accounting and Reporting Standard. Revised Edition (2015) World Resource Institute and World Business Council for Sustainable Development.
- . Environmental Reporting Guidelines: Including streamlined energy and carbon reporting guidance (March 2019) UK Government Department for Business, Environment and Industrial Strategy.
- . SmartCarbon Calculator: <https://www.smartcarboncalculator.com/>
- . Greenhouse gas reporting: conversion factors - Full set (for advanced users). More at this link: <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

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 black ink, appearing to read 'Andy Talbot', written in a cursive style.

Andy Talbot, Executive Director

Date: 16/09/2024

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>