



# 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 supplier<sup>1</sup> 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 Standard<sup>2</sup> and Guidance<sup>3</sup>, 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.

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<sup>1</sup>Bidding supplier or 'bidding entity' means the organisation with whom the contracting authority will enter into a contract if it is successful.

<sup>2</sup>Technical 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](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)

<sup>3</sup>Guidance 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](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

Supplier name: BTTC

Publication date: 01/04/22

## Commitment to achieving Net Zero

**BTTC** is committed to achieving Net Zero emissions by 20**30**.

## 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.

<b>Baseline Year: financial year 22 – 01/04/21 to 31/03/222</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
<b>Baseline year emissions: financial year 22 – 01/04/21 to 31/03/222</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
Scope 1	<b>0</b>
Scope 2	<b>5.84</b>
Scope 3 (Included Sources)	<b>126</b>
<b>Total Emissions</b>	<b>132</b>

Estimated total emissions

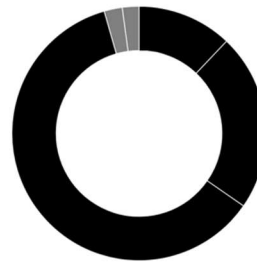
tonnes CO<sub>2</sub>e ⓘ

Your scope overview

tonnes CO<sub>2</sub>e ⓘ

# 132

Your emissions estimate is only based on the expenses and activities you provide. Missing expenses or activities would mean your full carbon footprint is not covered. Check out the [Business Carbon Calculator methodology](#) to better understand how we estimate your emissions.



Scope 1 - Direct emissions

0

Scope 2 - Indirect emissions

5.84

Scope 3 - Supply chain emissions

126

Expense coverage (scope 3)

Great🌱

## What are scopes?

### Scope 1

Direct emissions from the combustion of fuel in assets that a company operates, such as fuel emissions from company-owned cars, diesel generators, gas boilers and air-conditioning leaks.

### Scope 2

Indirect emissions from the generation of energy purchased from a utility provider, such as heating, cooling, steam, and electricity.

### Scope 3

All indirect greenhouse gas emissions that do not fall under scope 2 - upstream and downstream. This calculator includes upstream emissions from purchased goods and services, capital goods, upstream transport and distribution, and business travel, calculated from your expenses.

## Current Emissions Reporting

Reporting Year: financial year <b>23</b> – 01/04/22 to 31/03/23 TBC	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	XX
Scope 2	XX
Scope 3 (Included Sources)	XX
Total Emissions	XX

**This is BTTCs first year of reporting our carbon footprint and as such has no previous emissions reduction commitment. Please see Emissions reduction targets for our organisations plan to reach Carbon Neutral by 2030**

## Emissions reduction targets

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

- Travel
  - o Review airline companies carbon footprint, reduction plan and use of Green Hydrogen over Blue. Base air travel on these factors. Air travel to be reduced to minimum with strategy to employ or relocate staff to given country.
  - o All cars Leased/owned or hired to be fully electric
  - o Train travel always preferred method of transport
- Waste Management
  - o Making sure our staff understand the importance of Recycling
  - o Recycling bins in all locations
- Deliveries of goods
  - o Only using suppliers who use recyclable packaging
- Supply chain
  - o Making sure the supply chain understand the importance of carbon reduction
  - o Help the supply chain complete their carbon reduction plan
  - o Only work with suppliers committed to carbon neutral by 2050 or sooner
- Staff Training
  - o Global Issue training and sustainability training as mandatory for all staff
  - o Staff training in Doughnut Economics as mandatory
- Carbon Offset
  - o For every flight we will plant the equivalent Trees to offset the Carbon footprint
  - o Investment into Renewable energy companies and technologies

We project that carbon emissions will decrease over the next five years to **38** tCO<sub>2</sub>e by 2027. This is a reduction of **71**%

## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2022 baseline. The carbon emission reduction achieved by these schemes equate to N/A tCO<sub>2</sub>e, a N/A%ge reduction against the 2022 baseline and the measures will be in effect when performing the contract

- Signed up to the supply chain school
- Signed up to the SBTi
- Signed up to the SME Climate Hub and Agreed to be Carbon Neutral by 2050
- Signed up to Normative and completed the Carbon emissions estimate
- Role created to head up the Environmental and Sustainability sector of the business with a goal set to be Carbon Neutral by 2030
- Creation of the Carbon Neutral policy document which includes the planting off trees to offset against Air travel
- Current review and strategy to invest in renewable energy companies and technologies

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

We will be Carbon Neutral by 2030

### 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 standard<sup>4</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>5</sup>.

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) Standard<sup>6</sup>.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

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<sup>4</sup><https://ghgprotocol.org/corporate-standard>

<sup>5</sup><https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

<sup>6</sup><https://ghgprotocol.org/standards/scope-3-standard>

**Signed on behalf of the Supplier:**

...LKilkenny .....

Date: 01/04/22