



## 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 Template

Supplier name: Charles Saunders Ltd

Publication date: 7<sup>th</sup> March 2025

## Commitment to achieving Net Zero

Charles Saunders Ltd 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.

**[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.**

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.

Carbon Footprint Ltd has completed a forecast of the greenhouse gas (GHG) emissions of Charles Saunders Ltd until 2030 from the year 1<sup>st</sup> January 2023 to 31<sup>st</sup> December 2023. Carbon Footprint recommends that this is aligned to the ISO 14068-1 international standard on Climate Change Management, which covers topics such as transition to net zero and carbon neutrality.

### **Baseline year emissions: 2022**

<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	533.42
<b>Scope 2</b>	0.00 (market-based)
(3.1 Paper, 3.1 Water, 3.2 Computing purchases, 3.3 Scopes 1 and 2 Well To Tank,	669.19 (market-based)

3.3 Transmission & Distribution of electricity, 3.5 Waste, 3.5 Wastewater	
<b>Total Emissions</b>	669.19 (market-based)

## Current Emissions Reporting

Reporting Year: 2023 (January – December)	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	561.65
<b>Scope 2</b>	23.46 (market-based)
<b>Scope 3</b> (3.1 Paper, 3.1 Water, 3.2 Computing purchases, 3.3 Scopes 1 and 2 Well To Tank, 3.3 Transmission & Distribution of electricity, 3.5 Waste, 3.5 Wastewater)	202.74 (market-based)
<b>Total Emissions</b>	787.86 (market-based)

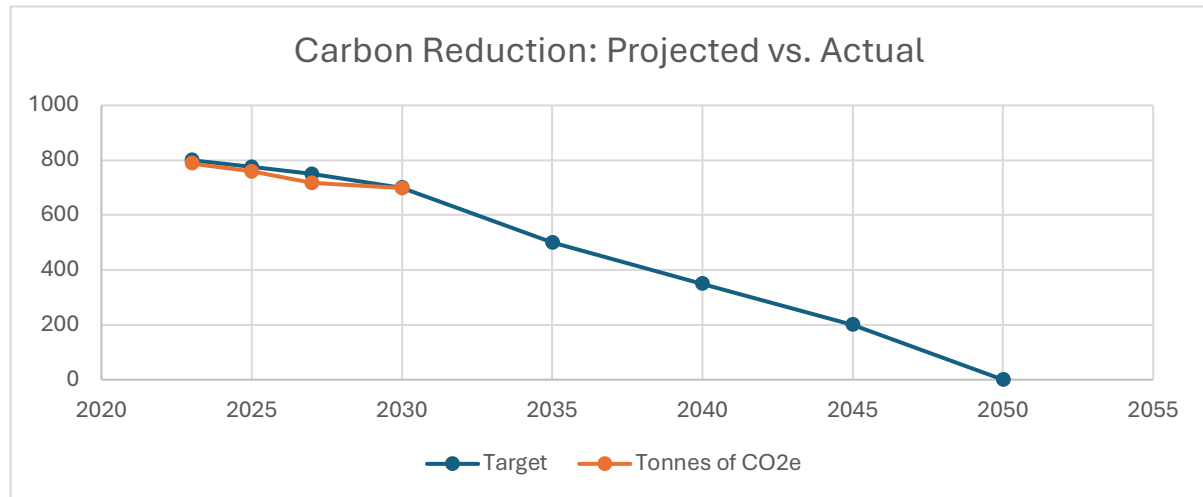
## Emissions reduction targets

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 698.69 (8.73 Tonnes of CO<sub>2</sub>e per employee) tCO<sub>2</sub>e by 2030. This is a reduction of 11%

Progress against these targets can be seen in the graph below:

Year	2023	2024	2025	2026	2027	2028	2029	2030
Tonnes of CO <sub>2</sub> e	787.86	787.69	759.22	722.81	716.70	710.68	704.65	698.69
Tonnes of CO <sub>2</sub> e per employee	9.85	9.85	9.49	9.04	8.96	8.88	8.81	8.73



## 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 8.73 tCO<sub>2</sub>e, a 11%ge reduction against the 2022 baseline and the measures will be in effect when performing the contract

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

LED lights have been installed in the warehouse, We have installed 637 solar panels on at our distribution centre which will generate more than 250kw of power annually, all nine Sales Reps have hybrid cars, we have Euro 6 compliant delivery vehicles

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

We will seek to work with local suppliers to reduce food miles, we will review replacing hybrid cars with full electric cars – to be reviewed as leases run out on cars.

CSL has set a target to reduce all transport emissions by 10% a year. We have a full fleet of 30 new Euro 6 compliant vehicles and will use them on this contract to achieve this target. CSL will monitor and measure the impact of our sustainable business practices

## 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).

**Signed on behalf of the Supplier:**

*CAWalter*.....

Date: 10<sup>th</sup> March 2025

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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>