



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.

---

<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: EVM UK

Publication date: 28/09/22

## Commitment to achieving Net Zero

EVM UK 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.

<b>Baseline Year: 2021</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
We have used 2021 as our baseline. It is our first year of reporting and is detailed below.	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>101.93</b>
<b>Scope 2</b>	4.2
<b>Scope 3</b> (Included Sources)	<b>115.1</b>
<b>Total Emissions</b>	<b>221.23</b>

## Current Emissions Reporting

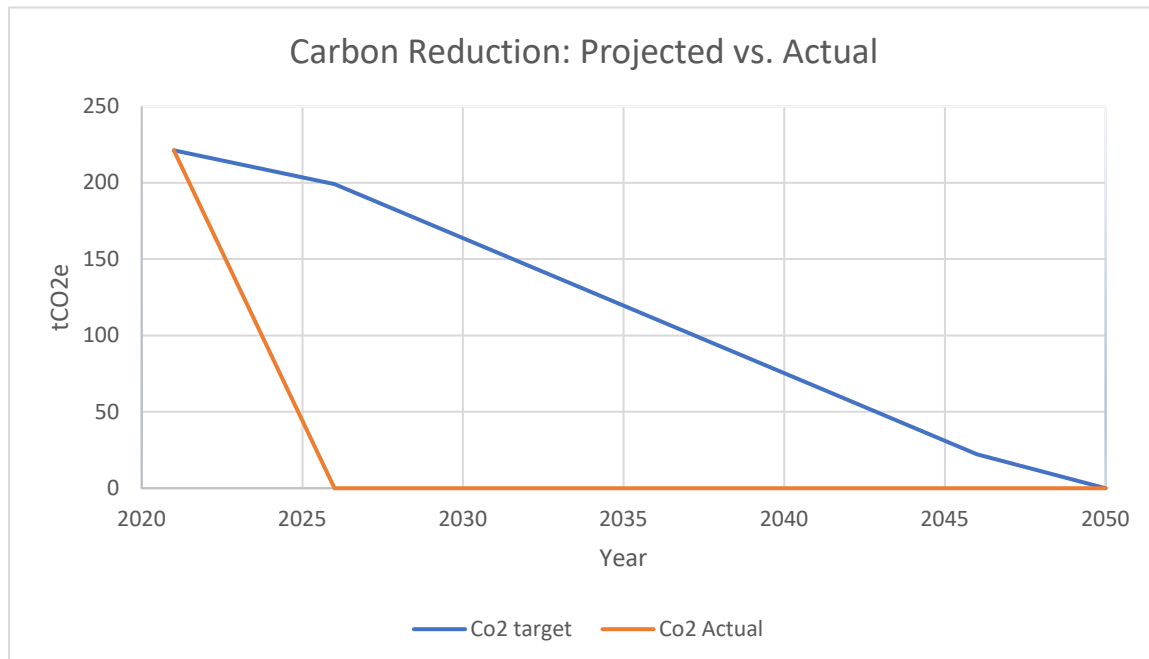
Reporting Year: 2021	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	101.93
Scope 2	4.2
Scope 3 (Included Sources)	115.1
<b>Total Emissions</b>	<b>221.23</b>

## 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 199.10 tCO<sub>2</sub>e by 2026. This is a reduction of 10%

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 2021 baseline. The measures will be in effect when performing the contract and will be reported on for the first time at the end of 2022.

*We have completed the following carbon reduction projects (as explained in our company carbon reduction presentation).*

*We have implemented an offering of electric vehicles to sell to our customers which will reduce fuels used for deliveries which has been in force since the 1<sup>st</sup> March 2022.*

*On the 1<sup>st</sup> October 2021, we started to offer all staff to opportunity to convert to an electric company vehicle and over time we plan to get rid of all diesel vehicles in our fleet.*

*Where possible a public transport initiative has started this year where all staff drivers must use public transport in the first instance.*

*When moving to our new offices this year in April we have installed a new environmentally friendly air conditioning unit to prevent leaks of harmful gases and has a regular maintenance contract carried out. We have also implemented office and PIR lights throughout where the operation is triggered by movement only, minimising electrical wastage. In the kitchen we have installed a Quooker tap, rather than using a kettle which reduces the electricity and water usage.*

*Since moving to the new offices on the 1<sup>st</sup> April, we have supplied all staff with laptops to achieve 80% more energy efficiency from standard computers.*

*From the 1<sup>st</sup> January 2022 we implemented the cycle to work scheme for all employees. This has helped reduce congestion and parking.*

*With all materials left over such as cardboard and metal, we will either reuse, recycle or reduce. We re-use all cardboard boxes to send parts to customers and none of our rubbish is sent to land fill it is utilised by our supplier Veolia.*

*Staff have the ability to work from home remotely where possible which aids saving fuel being used and reduces congestion and parking.*

*Travelling is only required where necessary. All meetings are now held via Zoom or Teams where this is possible. When visiting our factories or customers, meetings are encouraged via the internet to reduce our carbon footprint.*

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

*We would like to investigate into the following projects to take on board at EVM.*

*Rechargeable batteries – This would reduce the number of batteries we put into recycling centres and would encourage all staff members to re-use instead.*

*Solar panels – With our new offices we have the capacity to put solar panels on top of the roof. This would help benefit reducing our electricity usage by using natural sources.*

*Car sharing – We'd like to look into this further to see if members of staff who live near by would participate in car sharing to work, which would in turn reduce congestion, parking and fuels.*

*Electric vehicles to transport postage/parts etc – If possible, we'd like to look into using local suppliers e.g. postage couriers who use and offer electric vehicles to transport their goods.*

## **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.

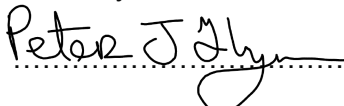
Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard<sup>4</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>5</sup>.

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:**

Peter Flynn



.....

Date: 28/09/22

DIRECTOR

---

<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>