



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:Dams Furniture.....

Publication date:20/09/2022.....

Commitment to achieving Net Zero

Dams Furniture is committed to achieving Net Zero emissions by 2035.

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 Year: 2019

Additional Details relating to the Baseline Emissions calculations.

This is Dams Furniture's first Carbon Reduction Plan. Our baseline year is 2019 as it was the first year where we have a complete data set for Scope 1 and 2 that was not impacted by the pandemic.

In 2019 we only had limited data our Scope 3 emissions. We have started the journey to improve this for 2021 onwards.

Baseline year emissions: 2019

EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	562
Scope 2	803
Scope 3 (Included Sources)	125 total from: <ul style="list-style-type: none">• 75 - transmission & distribution losses• Unknown - Upstream transportation and distribution – currently reviewing how to obtain this information. Full Scope 3 expected for 2027.• Unknown - Waste generated in operations - currently reviewing how to obtain this information. Full Scope 3 expected for 2027.• 50 - business travel• Unknown - Employee commuting – due to the expected low relative value compared to other contributions this has been advised as something to review at a later date by our consultant.

	<p>Full Scope 3 expected for 2027.</p> <ul style="list-style-type: none"> Unknown - Downstream transportation and distribution - currently reviewing how to obtain this information. Full Scope 3 expected for 2027.
Total Emissions	1490

Current Emissions Reporting

Reporting Year: August 2021- July 2022

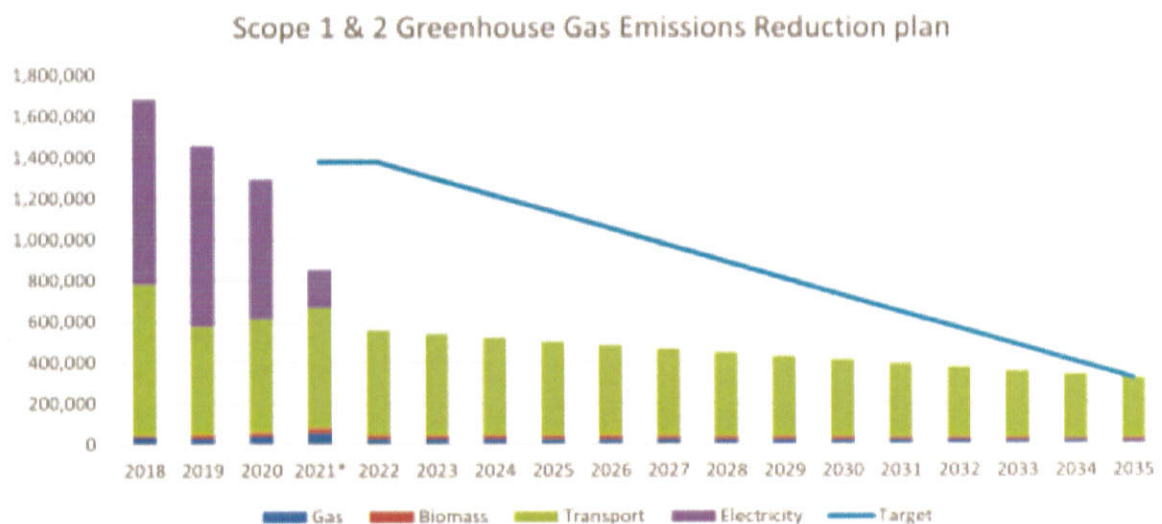
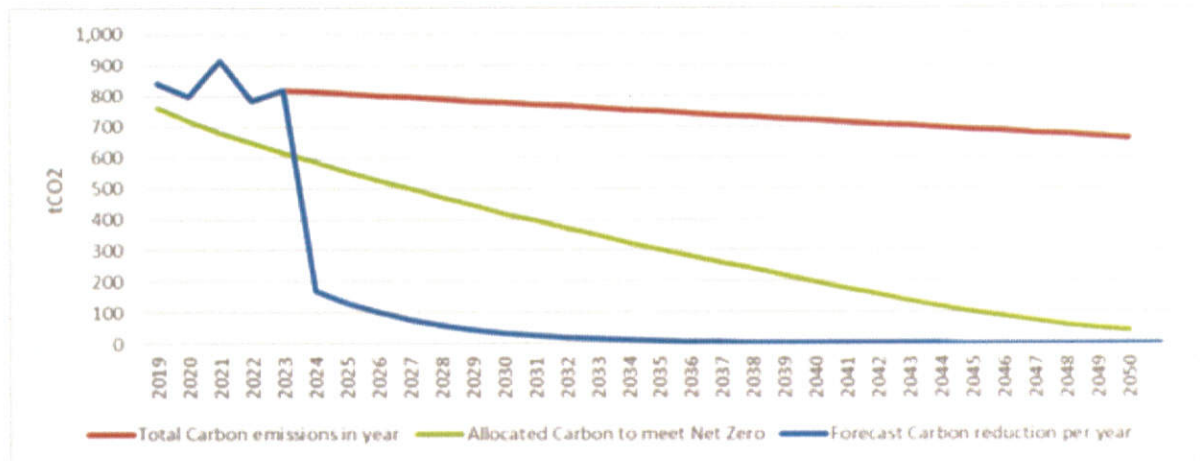
EMISSIONS	TOTAL (tCO₂e)
Scope 1	548
Scope 2	174
Scope 3 (Included Sources)	<p>3064 total from:</p> <ul style="list-style-type: none"> 3010 - purchased goods and services 27 - transmission & distribution losses Unknown - Upstream transportation and distribution – currently reviewing how to obtain this information. Full Scope 3 expected for 2027. Unknown - Waste generated in operations - currently reviewing how to obtain this information. Full Scope 3 expected for 2027. 27 - business travel Unknown - Employee commuting – due to the expected low relative value compared to other contributions this has been advised as something to review at a later date by our consultant. Full Scope 3 expected for 2027. Unknown - Downstream transportation and distribution - currently reviewing how to obtain this information. Full Scope 3 expected for 2027. <p>Please note that 2022 data is not final at this stage and is subject to change.</p>
Total Emissions	3875

Emissions reduction targets

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

For Scope 1 and 2, we project that carbon emissions will decrease over the next five years to 111 tCO₂e by 2027. This is a reduction of 92%

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



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

For Scope 1 and 2, the following environmental management measures and projects have been completed or implemented since the 2019 baseline. The carbon emission reduction achieved by these schemes equate to 643 tCO₂e, a 53%ge reduction against the 2019 baseline and the measures will be in effect when performing the contract. It should be noted that due to significant growth seen by Dams Furniture that our carbon intensity (per unit produced) has decreased from 2.1 kgCO₂e/unit in 2019 baseline to 1.6 kgCO₂e/unit in 2021. This shows a 24%ge reduction against the 2019 baseline.

- Switched to renewable electricity supply (late 2021 so full reduction potential not seen in 2021)
- Completed annual Ecovadis questionnaires and achieved a silver award putting us in the 91st percentile
- Collaborated with consultants to assess our carbon footprint

- Reviewed manufacturing shutdown procedures
- Updated extraction system in manufacturing
- Eco driving targets for fleet drivers
- Full members of FISP
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In the future we hope to implement further measures such as:

- Complete Scope 3 carbon footprint
- Achieve certification in ISO 50001
- Convert fleet to electric vehicles
- Generate solar power on site
- Increase the number of electric car charging points on site
- Train and deliver awareness programs on site
- Review offsetting projects

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:



..... Christopher Scott - Managing Director

Date:20/09/2022.....

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>