



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 Template

Supplier name: **VCG Technology Services Limited**

Publication date: **13/01/2023**.....

## Commitment to achieving Net Zero

**VCG Technology Services 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 Year: 2021**

### Additional Details relating to the Baseline Emissions calculations.

These are our areas of concern that we will now start regulating and monitoring to achieve reductions in our emissions. As we were still in lockdown in 2021 our emission levels are showing low. Our levels increased in 2022 as we came out of lockdown and these will now be monitored and regulated year on year to ensure emissions are controlled.

#### Scope 1

- Stationary Combustion (Boilers)
- Mobile Combustion (Fleet)
- Process Emissions (On-Site Manufacturing)
- Fugitive Emissions (F-Gasses)

#### Scope 2

- Electricity
- Gas
- Cloud Servers
- Hybrid Fleets
- Work From Home

#### Scope 3

- Waste Generated in Operations
- Upstream transportation & distribution
- Downstream transportation & distribution
- Business Travel

Commuting	
Baseline year emissions:	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
Scope 1	0.0001
Scope 2	0.0308
Scope 3 (Included Sources)	0.0507
<b>Total Emissions</b>	<b>0.0816</b>

## Current Emissions Reporting

Reporting Year: 2022	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
Scope 1	0.0001
Scope 2	0.0459
Scope 3 (Included Sources)	0.0507
<b>Total Emissions</b>	<b>0.0967</b>

## Emissions reduction targets

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

VCG Technology Services Ltd endeavours to be accountable for continuous development and execution of their Carbon Net Zero Plan, and actively seek to develop its company policies, and practices to promote the battle against climate change.

VCG Technology will note the ways in which we may be able to support this recovery, including but not limited to:

Influence and/or incentivise staff, suppliers, and customers in support of environmental protection and improvement initiatives.

Invest in the adoption and/or deployment of technologies that will help reduce carbon emissions in service delivery across our entire supply chain.

Invest in the monitoring and reporting of carbon emissions of our company, our supply chain, and the solutions we deliver to the customer.

## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since 2022. The carbon emission reduction achieved by these schemes equates to **0.032** tCO<sub>2</sub>e, and the measures will be in effect when performing the contract.

#### **Environmental Sustainability:**

We are looking at ways to promote sustainable production and consumption and an improvement in environmental quality in support of the 25-year environment plan.

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

We have begun monitoring our office electrical usage and have fitted them with motion sensors and LED lights. Ultimately saving us on electrical bills.

We are also in the process of discussing and recommending the landlord on Solar panels for the building.

We now have taken control and audit of our Gas consumption for heating in the office. This will now come under the finance department to actively monitor and advice methods and effective reduction in the use of Gas heating.

## 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>.

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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>

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, consisting of several loops and a long horizontal stroke at the end.

Date: 10<sup>th</sup> January 2023