



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: A2C Services Ltd t/a Circular Computing.

Publication date: 24<sup>th</sup> March 2023.

## Commitment to achieving Net Zero

A2C Services Limited 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>	
Emissions data had not been published in prior years, therefore we selected 2020/21 as our base year. The methodology for measuring our carbon footprint is in line with the Greenhouse Gas protocol and the BEIS Environmental Reporting Guidelines. The calculations were completed on the SmartCarbon Calculator using the UK Government emissions factors.	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>0</b>
<b>Scope 2</b>	<b>336.48</b>
<b>Scope 3</b> (Included Sources)	<b>1611.68</b>
<b>Total Emissions</b>	<b>2895.37</b>

## Current Emissions Reporting

Reporting Year: 2022	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	77.69
Scope 2	355.09
Scope 3 (Included Sources)	2902.64
<b>Total Emissions</b>	<b>3335.42</b>

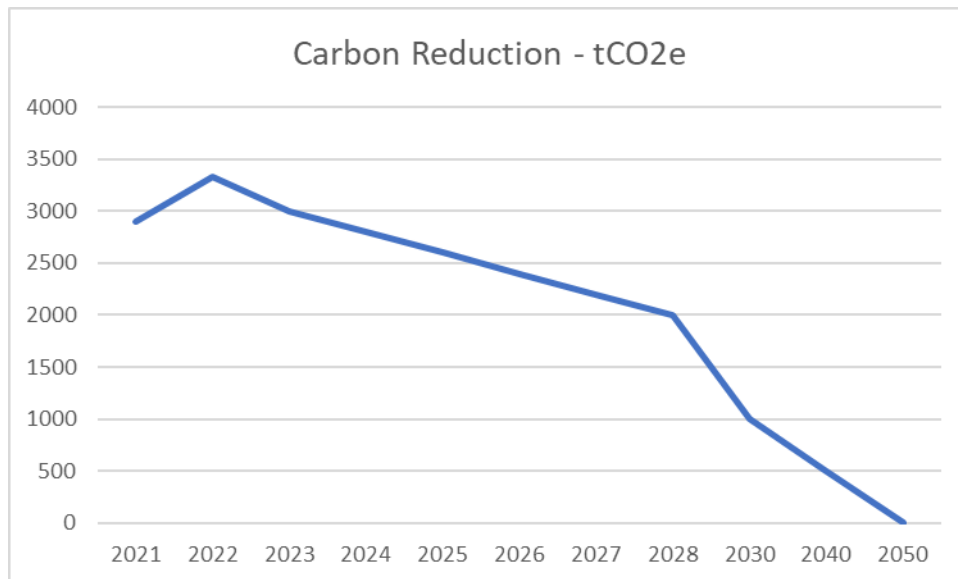
### Emissions reduction targets

We have no previous emissions reduction commitment.

In order to continue our progress to achieving Net Zero since the base year 2020/21, we have adopted the following carbon reduction target.

We project that carbon emissions will decrease over the next five years to 2,000 tCO<sub>2</sub>e by 2028. This is a reduction of 33% against the baseline year and 40% reduction on the current year. It is envisaged that carbon offsetting, and/or technology such as carbon capture and storage will be deployed to achieve the difference between actual emissions and net zero carbon.

Progress against these targets can be seen in the graph below (2019 to 2021 are actuals 2022 to 2030 are projected):



## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

It should be noted that audited emissions attributed to both the benchmark year and current year are heavily influenced by COVID which significantly impacted operational capacity, and does not represent business as usual. 2022/23 is likely to be a more typical operational year, more in line with 2017/2018 – the year of our first audit.

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.

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- Move to agile working that has resulted in reduction of company business travel and, especially, commuting.
- Reduced dependency on office space.
- Staff encouraged to use video conferencing where possible.
- Installation of LED Lighting in managed properties.
- Building management systems have been upgraded to reduce energy usage.

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

- Air freight continues to be A2C's most significant emissions source, accounting for 60.1% of the location-based emissions, and 89.1% of our outsourced freight. A2C will undertake a feasibility and cost study to look at using airlines with modern fuel-efficient fleets and those that use Sustainable Aviation Fuel (SAF), which is a biofuel. Additionally, we will look to educate our customers to accept a more planned method of receiving product, and move away from "Just in Time" systems which will allow us to use shipping as opposed to air-freight, known to be better for the environment.
- Feasibility study for onsite renewable energy sources through solar panel installation.

- Interventions to reduce power consumption focussed on air conditioning, building fabric, insulation, space heating, ventilation and hot water.
- Purchase of 100% renewable energy.
- Transition to zero emission vehicles. All vehicles purchased or leased to be ULEV towards goal of 90% of total fleet low, ultra-low or zero emissions by 2028 and totally net zero by 2030.
- All suppliers to have produced their own net zero target and plan (by 2030 latest) that align with our own targets.
- Requiring suppliers to report their carbon footprint data to us to improve the accuracy of carbon measurement and engaging with suppliers to support our net zero goal.
- Active management and reduction of emissions from staff travel. Measures to include a tighter travel policy, switching domestic flights, and local Europe to rail, selecting lower emission flights through new booking technology and introducing travel carbon budgeting and reporting.
- Deliver further reductions in emissions resulting from commuting to work. Encouragement of staff to use low carbon transport methods such as walking, cycling and public transport as well as a scheme to promote use of low or zero emission cars, including provision of EV charging points.

## **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:**

A handwritten signature in black ink, appearing to read 'Steve', with a long, sweeping horizontal stroke extending to the right.

STEVE HASKEW (Group Sustainability Director)

Date: 16-04-2023