



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 entity 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 Carbon Reduction Plan should be:-

- updated regularly (at least annually)
- published and clearly signposted on the supplier's UK website.
- 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.

[Procurement Policy Note 06/21: Taking account of Carbon Reduction Plans in the procurement of major government contracts - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/policy-notes/06/21-taking-account-of-carbon-reduction-plans-in-the-procurement-of-major-government-contracts)

Carbon Reduction Plan Template

Supplier name: Ballycommon Services Ltd

Publication date: 11/04/2023.....

Commitment to achieving Net Zero

Ballycommon Services 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.

<p>Reduce the impact of waste produced by the company upon the environment.</p>	<p><i>Reduce the number of boxes of paper used. Online registration to be utilised.</i></p> <p><i>Emails are being received regularly from the website in lieu of the old paper method.</i></p>
<p>Reduce the impact of waste produced by the company upon the environment.</p>	<p><i>Reduce amount of excessive printing.</i></p> <p><i>Use email where possible.</i></p> <p><i>Do not multi copy when not needed.</i></p> <p><i>Perform Sentinel check for Med and D&A. Saves copying of Docs if they are already registered.</i></p> <p><i>Recycle old paper archives.</i></p>
<p>Reduce the impact of waste produced by the company upon the environment.</p>	<p><i>Electricity:</i></p> <p><i>Turn out the lights.</i></p> <p><i>Turn off computers</i></p> <p><i>Powersave photocopier.</i></p>
<p>Reduce the impact of waste produced by the company upon the environment.</p>	<p><i>Remove provision of fuel cards on all vehicles – all cards now removed except for the General Manager and the contract managers.</i></p> <p><i>Consider the possibility of gas /electric fuelled vehicles.</i></p>

Baseline Year: 2023

Additional Details relating to the Baseline Emissions calculations.

Baseline Target:

- *Working well and maintain. Think do you need to print it. Target 12 months*
- *Working well and maintain. Think do you need to print it. Target 12 months*

- 12 months
- Ongoing - 12 months

Baseline year emissions:

EMISSIONS	TOTAL (tCO₂e)
Scope 1	1%
Scope 2	1%
Scope 3 (Included Sources)	1%
Total Emissions	3%

Current Emissions Reporting

Reporting Year: 2023

EMISSIONS	TOTAL (tCO₂e)
Scope 1	1%
Scope 2	1%
Scope 3 (Included Sources)	1%
Total Emissions	3%

Emissions reduction targets

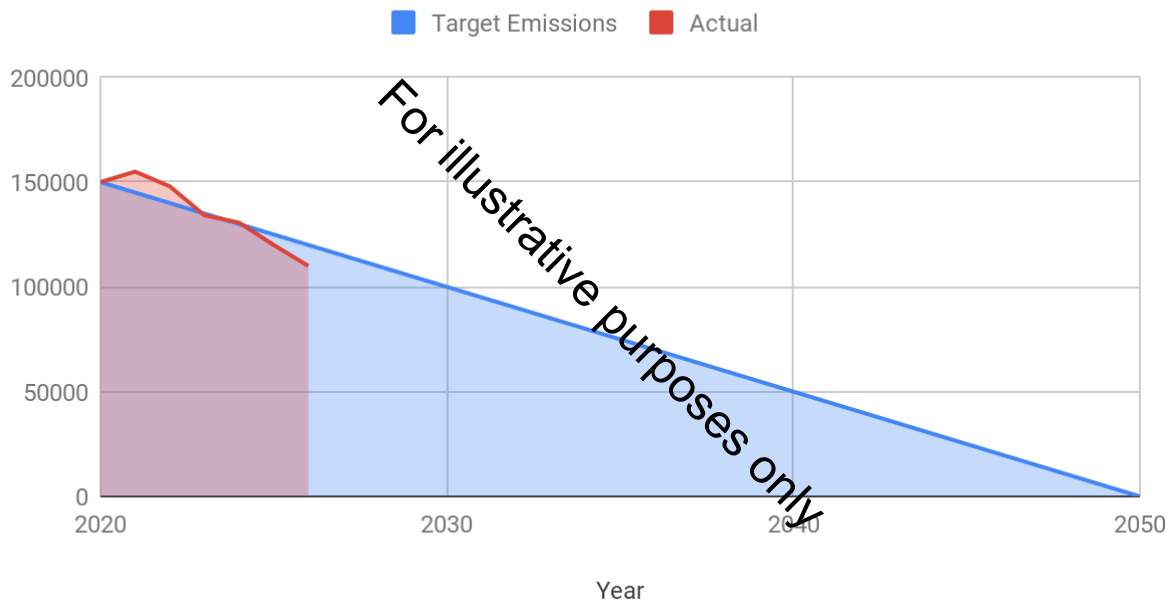
Reduce the impact of waste produced by the company upon the environment.	Reduce the number of boxes of paper used. Online registration to be utilised. Emails are being received regularly from the website in lieu of the old paper method.	Working well and maintain. Think do you need to print it. 12 months
Reduce the impact of waste produced by the company upon the environment.	Reduce amount of excessive printing. Use email where possible. Do not multi copy when not needed. Perform Sentinel check for Med and D&A. Saves copying of Docs if they are already registered. Recycle old paper archives.	Working well and maintain. Think do you need to print it. 12 months
Reduce the impact of waste produced by the company upon the environment.	Electricity: Turn out the lights. Turn off computers Powersave photocopier.	12 months
Reduce the impact of waste produced by the company upon the environment.	Remove provision of fuel cards on all vehicles – all cards now removed except for the General Manager and the contract managers. Consider the possibility of gas /electric fuelled vehicles.	Ongoing - 12 months

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 **zero** tCO₂e by 2050. This is a reduction of **3%**

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

Carbon Reduction: Projected vs. Actual



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the **2023** baseline. The carbon emission reduction achieved by these schemes equate to **3%** tCO₂e, a **6%**ge reduction against the **2023** baseline and the measures will be in effect when performing the contract.

- Remove provision of fuel cards on all vehicles – all cards now removed except for the General Manager and the contract managers. Consider the possibility of gas /electric fuelled vehicles.

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

- Ballycommon Services Ltd to adhere to organisation Carbon reduction Plan, whilst supplying individual project requirements.

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 standard¹

¹ <https://ghgprotocol.org/corporate-standard>

and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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) Standard³.

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:

Debra Colfer.....

Date: 14/08/2024 (revised date).....

² <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

³ <https://ghgprotocol.org/standards/scope-3-standard>