



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/0621-taking-account-of-carbon-reduction-plans-in-the-procurement-of-major-government-contracts)

Carbon Reduction Plan

Supplier name: Ballycommon Services Ltd

Publication date: 13.05.2026

Commitment to achieving Net Zero

Ballycommon Services Ltd confirms its commitment 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.

Reduce the impact of waste produced by the company upon the environment.	<ul style="list-style-type: none">• <i>Minimise paper use by switching to online registration</i>• <i>Use website emails instead of paper-based methods</i>
Reduce the impact of waste produced by the company upon the environment.	<ul style="list-style-type: none">• <i>Reduce excessive printing wherever possible</i>• <i>Use email and digital documents instead of printing</i>• <i>Avoid unnecessary multiple copies</i>• <i>Perform Sentinel checks for Med and D&A to prevent reprinting already registered documents</i>• <i>Recycle old paper archives</i>• <i>Promote paperless workflows to minimise waste</i>
Reduce the impact of waste produced by the company upon the environment.	<ul style="list-style-type: none">• <i>Turn off lights when not in use</i>• <i>Shut down computers when not required</i>• <i>Use power-saving mode on photocopiers and office equipment</i>
Reduce the impact of waste produced by the company upon the environment.	<ul style="list-style-type: none">• <i>Remove fuel card provision from all vehicles; all cards have now been withdrawn except for those issued to the General Manager and Contract Managers.</i>• <i>Explore the potential transition to gas or electric powered vehicles.</i>

Baseline Year: 2023

Additional Details relating to the Baseline Emissions calculations.

Baseline Target:

- *Maintain current emission-reduction practices*
- *Reduce paper use by considering the need to print*
- *Promote digital alternatives where possible*
- *Review progress over a 12-month period*
- *Continue actions on an ongoing basis*

Baseline year emissions: 2023

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

Current Emissions Reporting**Reporting Year: 2026**

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

Emissions reduction targets

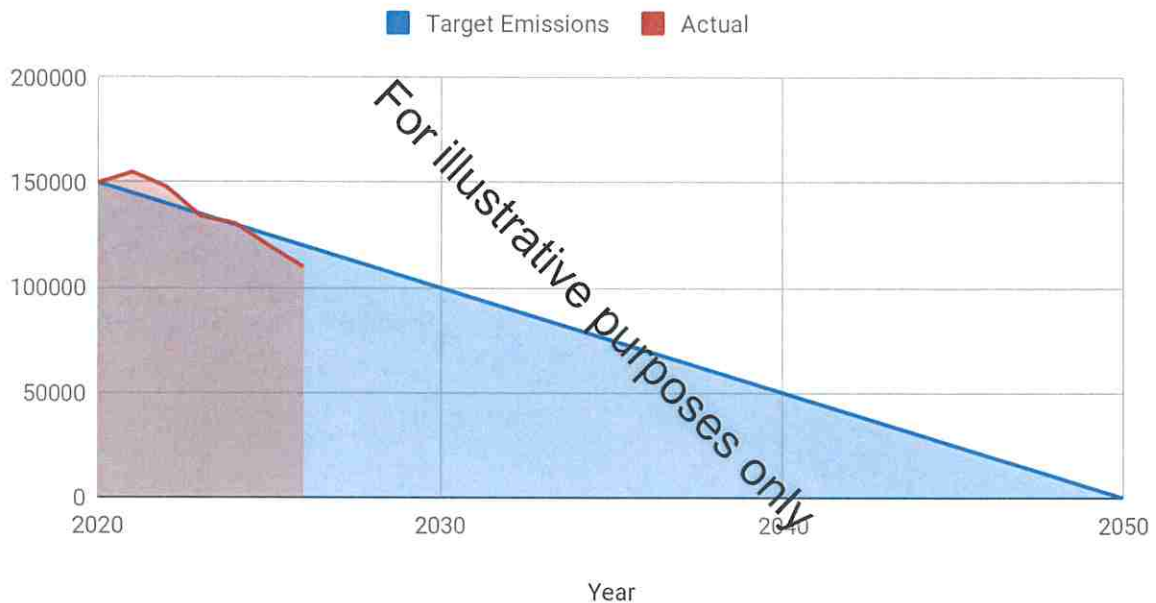
Reduce the impact of waste produced by the company upon the environment.	<p>Reduce the number of paper boxes used by utilising online registration.</p> <p>Replace paper processes with website-generated emails.</p> <p>Encourage staff to consider whether printing is necessary.</p>	<p>Maintain current good practice</p> <p>12 months</p>
Reduce the impact of waste produced by the company upon the environment.	<p>Reduce excessive printing, use email where possible, avoid unnecessary multiple copies, carry out Sentinel checks for Med and D&A to prevent duplicate document printing, and recycle old paper archives.</p>	<p>Encourage staff to consider whether printing is necessary.</p> <p>12 months</p>
Reduce the impact of waste produced by the company upon the environment.	<p>Reduce electricity use by turning off lights and computers when not in use and using power-save settings on photocopiers and office equipment.</p>	<p>12 months</p>
Reduce the impact of waste produced by the company upon the environment.	<p>Remove fuel cards from all vehicles except those required by the General Manager and Contract Managers.</p> <p>Review and consider transitioning to gas or electric-fuelled vehicles.</p>	<p>Ongoing - 12 months</p>

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

We project that carbon emissions will reduce progressively over the next five years, with a long-term commitment to achieving **Net Zero emissions by 2050**. This represents an initial reduction of **3%** against the established baseline.

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.

- Removal of fuel cards from all company vehicles, with the exception of those issued to the General Manager and Contract Managers. The potential transition to gas or electric fuelled vehicles is under ongoing consideration.

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

- Ballycommon Services Ltd continuing to adhere to the organisation's Carbon Reduction Plan, while meeting individual project-specific environmental requirements.
- Ballycommon Services Ltd will review and monitor progress against its Carbon Reduction Plan on an annual basis.

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 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:

HSQE Manager

Vykinta Kirtiklyte-Seferi

Date: 13.05.2026



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

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

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