



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 Guidance, 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
- 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 to satisfy this particular condition of participation.

¹ Bidding supplier or 'bidding entity' means the organisation with whom the contracting authority will enter into a contract if it is successful.

² 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

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.

Carbon Reduction Plan Template

Supplier name:

Publication date:

Commitment to achieving Net Zero

[ZEST CONSULT 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.

[Instructions to Suppliers:

Please provide details of your organisation’s baseline emissions below. If your organisation has not previously assessed or reported emissions, please detail this below and use your first reporting period as your Baseline.]

Baseline Year: 2022	
Additional Details relating to the Baseline Emissions calculations.	
Zest’s baseline is listed below and was our first calculation.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)

Scope 1	2.5
Scope 2	0.632
Scope 3 (Included Sources)	0.391
Total Emissions	3.52

Current Emissions Reporting

Reporting Year: 2024-25	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0.101
Scope 2	0
Scope 3 (Included Sources)	1.982
Total Emissions	2.08

Emissions reduction targets

[Instructions to Suppliers:

if your organisation already has emissions reduction targets, please give those targets.

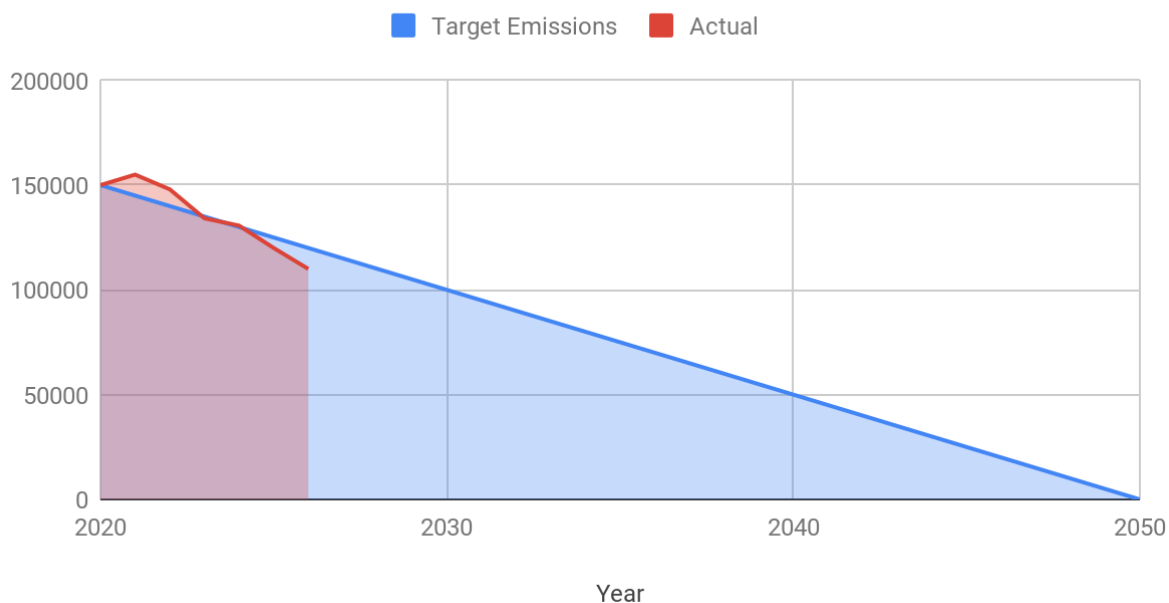
If your organisation has no previous emissions reduction commitment, or if this is your organisation's first carbon footprint, please provide targets for your organisation]

In order 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 **1.8 tCO₂e** by **2030**. This is a reduction of **14%**

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 2022 baseline. The carbon emission reduction achieved by these schemes equate to 1.44 tCO₂e, a 60%ge reduction against the 2022 baseline and the measures will be in effect when performing the contract

[Instructions to Suppliers:

Briefly provide details of some of your completed carbon reduction projects.

This is for information only.

This may include environmental management measures such as certification schemes like ISO14001 or PAS 2060, signing up to SBTI or specific measures you have taken such as; the adoption of LED/PIR lighting controls, changes to policy resulting in a reduction in company travel and flights or the electrification of the company fleet.]

We are ISO14001 certified and our sustainability framework aligns with the UN Sustainable Development Goals and national net-zero ambitions. We prioritise active travel, low-carbon mobility solutions, and circular economy principles in design and implementation. We conduct carbon impact assessments during option appraisal and integrate climate resilience planning into our service delivery. We also operate as a low-emissions

organisation, with hybrid working, digital-first communication, and paperless systems as standard.

Future carbon reduction initiatives

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

[Instructions to Suppliers:

Briefly provide details of some of any likely/proposed future carbon reduction projects. This is for information only.]

Our current and future carbon reduction initiatives, which are reviewed annually, are as follows:

- ✓ Comply with all relevant environmental legislation/regulation and keep up to date on the latest available green initiatives.
- ✓ Promote responsibility for the environment within the organisation and communicate this policy to any external organisations we work with.
- ✓ Train employees to enable them to work within sustainability frameworks and adopt a 'green mindset' in their behaviours.
- ✓ With employees working from home, work with individuals to educate and promote ownership of reduction of energy, water, waste, and other resources.
- ✓ Minimise waste by implementing reduction, re-use and recycling methods. (i.e., materials used are recyclable/made from recycled material)
- ✓ Utilise sustainable procurement, encouraging where practical the use of products, services and suppliers which cause least harm to the environment.
- ✓ Reduce the need for travel or utilise public and sustainable transport.
- ✓ Integrate environmental and sustainability principles into operational procedures and decision processes.
- ✓ Not prioritise funding needs ahead of sustainability requirements.
- ✓ Encourage and facilitate feedback and suggestions from stakeholders to improve good practice.
- ✓ Ensure that our policies and services are developed in a way that is complimentary to this policy and monitor performance for improvement.

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 006 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 standard³ and uses the appropriate

³ <https://ghgprotocol.org/corporate-standard>

Government emission conversion factors for greenhouse gas company reporting⁴.

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) Standard⁵.

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:

 Recoverable Signature

X Geoff Hoyle

Geoff Hoyle
Director
Signed by: Geoff Hoyle

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Date:23/05/2025.....

⁴ <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁵ <https://ghgprotocol.org/standards/scope-3-standard>