



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 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 Guidance³, 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.

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

²Technical 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

³Guidance 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

Carbon Reduction Plan

Supplier name: Moffat and Riley North West Heating Services

Publication date: 14/12/2022

Commitment to achieving Net Zero

Moffat and Riley North West Heating Services is committed to achieving NetZero 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.

Baseline Year: 2021-22

Additional Details relating to the Baseline Emissions calculations.

Moffat and Riley North West Heating Services (MnR) began collecting data in accordance with the Streamlined Energy and Carbon Reporting (SECR) requirement for our financial year ending 5 April 2022; this being set as our baseline year. Full Scope 3 data has not been collected or reported as this was not required, but as per reporting guidance, vehicle emissions have been included within Scope 3 calculations.

Data has been calculated/gathered from our fleet of vehicles; using the number of miles they have travelled per annum (gained by the use of trackers on our fleet vehicles), multiplied by the amount of Co2 released per mile. Any personal car usage for business purposes was derived from our expense claim system. This means that data is based on calculations from actual data rather than average data methods to ensure we have a more accurate calculation.

Due to operations being affected by the Covid-19 pandemic, we intend to recalculate our baseline emissions to reflect a full year of usual operation; including scope 3 categories of emissions. At present we expect to use 2022-2023 as our new baseline, assuming no further significant change to our operations. By the end of May 2023 we will be able to update this plan to include applicable Scope 3 categories including:

- Category 4 Upstream transportation and distribution
- Category 5 Waste generated in operations
- Category 6 Business travel
- Category 7 Employee commuting
- Category 9 Downstream transportation and distribution

Baseline year emissions:2022-23	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	00.0 (Emissions from combustion of fuel for transport purposes have been included in Scope
Scope 2	196.8
Scope 3 (Included Sources)	64.6
Total Emissions	261.4

Current Emissions Reporting

Reporting Year: 2023	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	00.0 (Emissions from combustion of fuel for transport purposes have been included in Scope 3 Calculations
Scope 2	174.8
Scope 3 (Included Sources)	45.9
Total Emissions	220.7

Emissions reduction targets

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

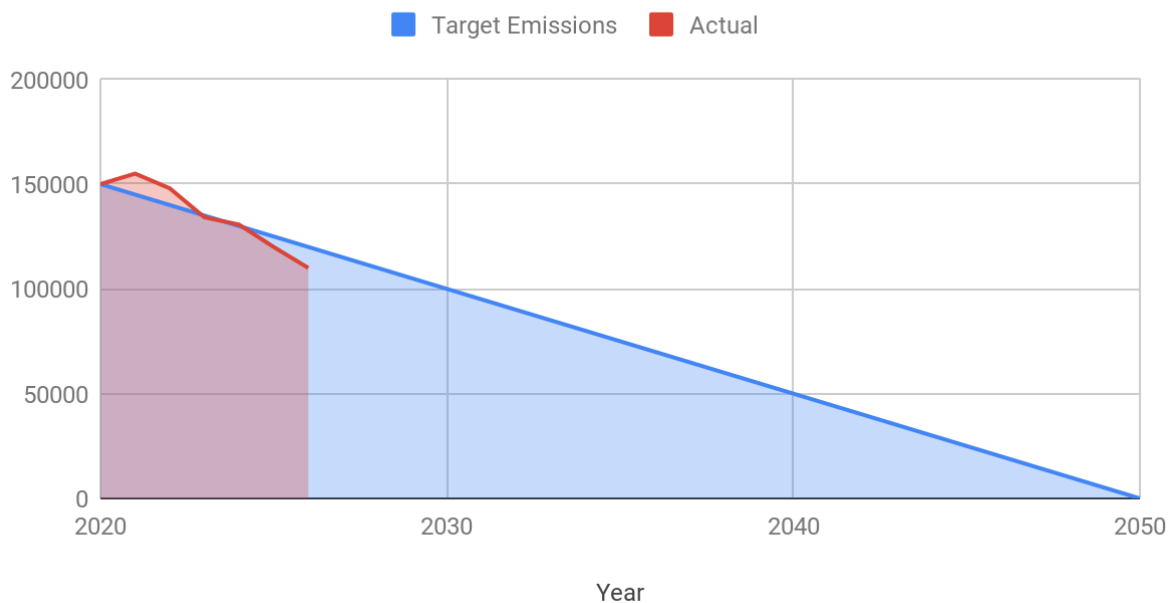
We will reduce our Carbon emissions from Scope 1 and Scope 2 emissions to achieve NetZero by 2050 and will put in place interim targets to ensure sufficient progress is made. We have seen a decrease in our reported carbon emissions of 40.7 tCO₂e (an 8.4% reduction) for our base year to current year. However, this is not a true representation of the impact of our carbon reduction projects as the main components affecting our carbon

emissions (purchased electricity and fuel for transport purposes) have been impacted by the pandemic with restricted use of our offices and restricted travel.

We project that carbon emissions will decrease over the next five years to **150 tCO₂e** by **2027**. This is a reduction of **57.3%**.

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 **2021-22** baseline. The carbon emission reduction achieved by these schemes equate to **40.7 tCO₂e**, a **8.4%**ge reduction against the **2021-22** baseline and the measures will be in effect when performing the contract.

Since 2022 we:

- Launched a hybrid approach to working for 46% of our staff, which supports homeworking and brings a reduction in the amount of carbon generated through employee commuting.
- Agreed a hybrid approach with board/committee members and supplier meetings, meaning less travel will be generated by our governance operations.
- Facilitated the recycling and re-use of over 100 items of network hardware since January 2022

- Supported many colleagues through a cycle to work scheme, with salary sacrifice available to support the purchase of a bicycle and provided facilities at offices including bike storage and showers.
- Wherever possible, we always advocate the purchase and supply of green energy materials in building which we are working.

In the future we are planning to implement the following further measures:

- Exploring how we can use carbon capture and offsetting to reduce our emissions in line with our ambitions
- Requiring our suppliers to confirm their commitment to achieving NetZero by 2050.
- Minimising energy consumption in our works through a life cycle assessment and the introduction of energy optimisation tools and processes.
- Exploring a salary sacrifice scheme for electric cars.
- Prioritising environmental responsibility throughout the design and execution of the future office refurbishments.

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 standard⁴ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁵.

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) Standard⁶.

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:



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Date: ...20//12/2022.....

⁴<https://ghgprotocol.org/corporate-standard>

⁵<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁶<https://ghgprotocol.org/standards/scope-3-standard>

