



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: Southernsbroadstock Ltd

Publication date: 21st February 2023 (Updated 30th August 2023)

## Commitment to achieving Net Zero

Southernsbroadstock 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: 2020 (April 2020 – March 2021)</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
The measurements for the 2020 was the first year that Southernsbroadstock measured its emissions. Measurements are undertaken using the fiscal year April-March.  Scope 3 is unknown. Research was being undertaken to review how to obtain the information. Measurement to commence for reporting year 2021.	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	1788.25
<b>Scope 2</b>	1242.69
<b>Scope 3 (Included Sources)</b>	0 Unknown. Research being undertaken to review how to obtain the information. Measurement to commence for reporting year 2021.
<b>Total Emissions</b>	<b>3030.94</b>

## Current Emissions Reporting

Reporting Year: 2022 (April 2022 – March 2023)	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	258.95
Scope 2	16.38
Scope 3 (Included Sources)	<p><b>3,694.06</b></p> <p><b>Sources:</b></p> <p>The sub-set of 5 categories of Scope 3 emissions, from the 15 defined by the GHG Protocol, are as detailed in the PPN Guidance Notes and Technical Standards.</p> <p>Upstream transportation and distribution (Category 4) – unknown. Currently reviewing how to obtain this information. Measurement anticipated in 2023.</p> <p>Waste disposal (Category 5) 3,528.53</p> <p>Business travel (Category 6) 36.92</p> <p>Employee commuting (Category 7) 128.61</p> <p>Downstream transportation and distribution (Category 9) – unknown. Currently reviewing how to obtain this information. Measurement anticipated in 2023.</p>
<b>Total Emissions</b>	<b>3,969.39</b>

## Emissions reduction targets

Southernsbroadstock has committed to net zero by 2050. The Company is working towards the achievement of net zero for Scope 1 and 2 categories by 2030. The Company has a minimum annual reduction target for the 2023 measurement period for Scope 1 and 2 of 12%. Within the next reporting year (measurement year is April 23 – March 24), we project that carbon emissions will decrease to 242.29tCO<sub>2</sub>e for Scope 1 and 2.

The carbon footprint for Scope 1 and 2 for 2022 showed over 90% reduction on the 2020 baseline. The minimum reduction target for 2022 (from the 2021 reporting year April 2021 – March 2022) of 12% was exceeded and achieved a 30% reduction.

Measurement of Scope 3 emissions commenced in 2021 reporting period. Waste was identified as a key reduction area. This figure has been reduced by 25% during the 2022 reporting year with continuing initiatives to achieve further reductions. The previous reporting period was during the Covid-19 pandemic including times of lockdown. This has impacted on the Employee Commuting and Business Travel figures for the 2022 report.

The Company continues to focus and improve its carbon reduction plan detailing key actions within business operations. Led by the Chief Executive Officer, the document includes KPI metrics for achievement. Over the past year, the Company has also focussed upon improving the measurement and recording mechanisms for its emissions.

## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2020 baseline. The carbon emission reduction for Scope 1 and 2 achieved by these schemes equate to 2,755.61 tCO<sub>2</sub>e, over 90%ge reduction against the 2020 baseline and the measures, plus new initiatives, will be in effect when performing the contract.

The following carbon reduction initiatives have contributed:

- Continuous improvement required by ongoing certification to ISO14001 and FISP (Furniture Industry Sustainability Programme) by audit.
- Investment in solar panels and switching to renewable electricity from the National Grid together with the increased use of biomass heating at the main manufacturing site.
- Consolidation of the property estate from seven to two sites.
- Adoption of LED / PIR lighting controls at the head office site.
- Investment in and transitioning company vehicles to EV and hybrid. This has commenced with an EV fleet for sales and account management teams, with installation of electric charging points at company sites.
- Staff training programme for environmental awareness, including driver training, the 'Turn it off' initiatives.

Current further initiatives include:

Southernsbroadstock has a signed carbon reduction plan incorporating key performance indicators which is reviewed monthly by Board members. The plan includes:

- Quarterly reporting of Scope 1 and 2. Scope 3 emissions are also being researched and reviewed to improve accuracy and commence reporting of all sub-set categories.
- Data for Scope 3 emissions (categories 5, 6, 7) are included in the 2022 reporting. Research is continuing and new processes are being implemented to enable measurement of categories 4 and 9 and to improve the accuracy of the reporting of categories 5, 6 and 7.
- Publication of a detailed Carbon Reduction management programme covering all areas of business activity.
- Continuation of the Estate-wide transition to 100% renewable electricity and gas.
- Implementation of the Company's Sustainable Travel Policy.
- Implementation of initiatives to reduce Employee Commuting impact including a Cycle to Work scheme.
- Continuing development of the waste reduction systems and product lifecycle management services.
- Use of lower carbon impact materials, including greater recycled content, for the products we manufacture.
- Staff training and engagement with customers and other stakeholders to communicate company carbon reduction initiatives and 'best practice'.

## 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).

### Signed on behalf of the Supplier:

A handwritten signature in black ink, appearing to read 'Ashley Hayward', with a large, stylized flourish below the name.

Name: Ashley Hayward - CEO

Date: 30<sup>th</sup> August 2023

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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>