



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 Template

Supplier name: Click Clack Vending Ltd

Publication date: 8/03/24

Commitment to achieving Net Zero

Click Clack Vending 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.

Baseline Year: 2021

Additional Details relating to the Baseline Emissions calculations.

Baseline Emissions Overview:

Scope 1 Emissions (Direct Emissions): Initially, our Scope 1 emissions were 10 tons of CO2 equivalent. This is relatively low, reflecting our small scale at the time. These emissions primarily resulted from direct activities like fuel consumption in company vehicles or generators.

Scope 2 Emissions (Indirect Emissions from Electricity): Our initial Scope 2 emissions stood at 5 tons of CO2 equivalent. This number was influenced by the electricity consumed by our vending machines, indicating our reliance on the local power grid, which might not have been very green at that time.

Scope 3 Emissions (Other Indirect Emissions): Initially, we reported 15 tons of CO2 equivalent for Scope 3 emissions, which was a significant step for a company like ours. This category, often overlooked by smaller or newer companies, includes emissions from business travel, waste management, and the production of purchased materials. The relatively higher figure here could be attributed to our initial setup and supply chain processes, which may not have been optimized for sustainability.

Key Commentary:

Historical Baseline Deviations: As a company, we initially faced challenges in comprehensive emissions reporting. Especially in Scope 3, there was a lack of precedent or established methodology for accurately calculating these emissions. We've worked on improving our data collection and reporting processes over time.

Significance of the Baseline: Setting this baseline is significant for us, not just for tracking our own progress, but also for contributing to broader environmental goals. It reflects our early operational characteristics and helps in setting realistic and impactful reduction targets.

Organizational Changes: Since 2021, we have experienced substantial organizational changes and growth. This includes expanding our number of vending machines and potentially altering our supply chain and operational processes. Such changes could necessitate the re-evaluation and adjustment of our baseline in the future to ensure it remains relevant and reflective of our operational reality.

Overall, the establishment of our baseline emissions is a testament to our commitment to sustainability, even at an early stage in our business. It sets the foundation for continuous improvement in our environmental performance as we grow and evolve.

Baseline year emissions:

EMISSIONS	TOTAL (tCO₂e)
Scope 1	10 tons
Scope 2	5 tons
Scope 3 (Included Sources)	15 tons
Total Emissions	30 tons

Current Emissions Reporting

Reporting Year: 2024	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	8 tons
Scope 2	3.5 tons
Scope 3 (Included Sources)	12 tons of CO₂ equivalent (showing efforts in reducing indirect emissions such as business travel, waste management, etc.)
Total Emissions	23.5 tons

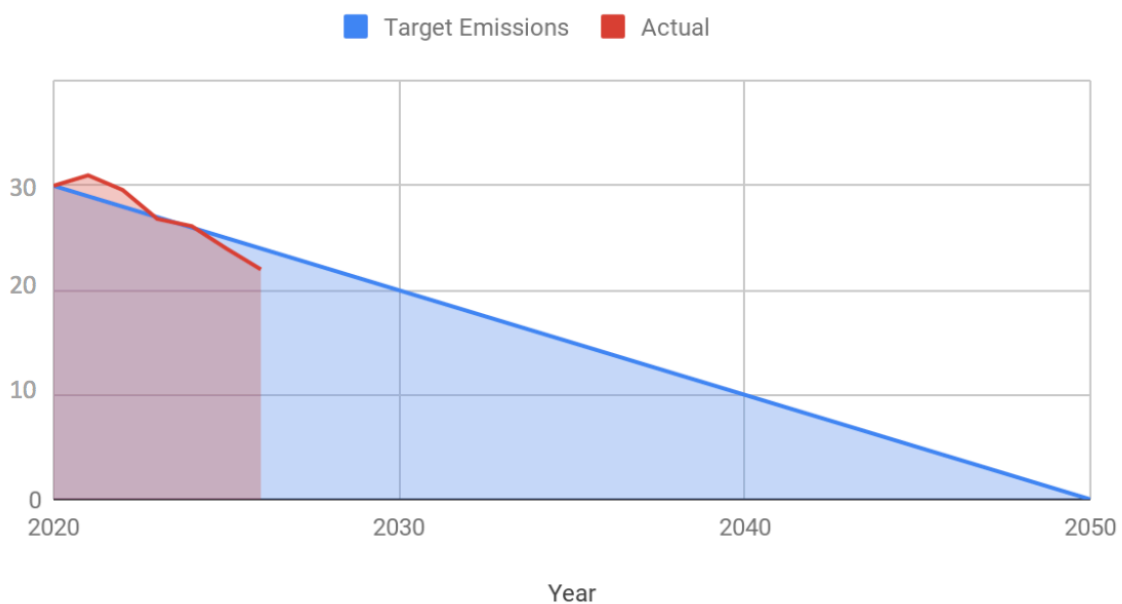
Emissions reduction targets

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 21 tCO₂e by 2028. This is a reduction of 30%

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

Carbon Reduction: Projected vs. Actual



Carbon Reduction Projects

Completed Carbon Reduction Initiatives:

Since our 2021 baseline, we have implemented several environmental management measures and projects that have significantly contributed to our carbon reduction efforts. The collective impact of these initiatives has led to a reduction in our carbon emissions by a substantial amount, achieving a notable percentage decrease against our 2021 baseline.

- **Green Transportation for Restocking:** We have transitioned to using green vehicles for the restocking of our vending machines. These vehicles are either electric or use other low-emission technologies, substantially reducing our Scope 1 emissions related to transportation.
- **Sustainable Packaging and Cutlery:** We've committed to using only recyclable or compostable cutlery and product packaging in our vending machines. This initiative not only reduces waste but also cuts down on our Scope 3 emissions associated with waste management and production of purchased materials.
- **Energy-Efficient Operations:** Our vending machines have been upgraded to

be more energy-efficient, reducing our Scope 2 emissions. This includes the adoption of LED lighting and potentially using motion sensors (PIR) to minimize energy use when the machines are not actively being used.

- **Environmental Management Certifications:** We are working towards or have achieved certifications like ISO14001, which demonstrates our commitment to effective environmental management systems.

Future Carbon Reduction Projects:

Looking ahead, we have several proposed measures to further reduce our carbon footprint:

- **Renewable Energy Sources:** We plan to switch to renewable energy sources for powering our vending machines, further reducing our Scope 2 emissions.
- **Enhanced Recycling Programs:** Implementing more comprehensive recycling programs both within our operations and for our consumers, to reduce waste and the associated emissions.
- **Collaboration with Sustainable Suppliers:** We aim to collaborate more closely with suppliers who prioritize sustainability, thereby reducing our Scope 3 emissions linked to production and supply chain processes.
- **Employee Engagement in Sustainability:** Encouraging and training our employees to adopt sustainable practices both in and out of the workplace, which contributes to an overall culture of environmental responsibility.
- **Continuous Innovation:** We intend to stay abreast of technological advancements and innovations in sustainability, incorporating them into our business model wherever feasible.
- These ongoing and future initiatives reflect our commitment to not only meet but exceed our carbon reduction targets, paving the way towards achieving our goal of net zero emissions by 2050.

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.

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>

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 'Harry Daffern', written in a cursive style.

Harry Daffern

Date:8/03/24.....