



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: Samba Catering

Publication date: 24th January 2024

Commitment to achieving Net Zero

Samba Catering 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.

The Carbon Reduction Plan is particularly focused on enabling Samba Catering Ltd document and commit to its carbon footprint reduction strategies, emphasizing the importance of annual updates, and adherence to specific reporting standards. We outline steps for establishing baseline emissions, setting reduction targets, and documenting completed and future reduction initiatives. This structured approach is crucial for the organisation's aim, as it aligns with the broader goal of achieving Net Zero emissions by 2050.

Baseline Year: 2023

Additional Details relating to the Baseline Emissions calculations.

Initial Assessment and Baseline Establishment:

As part of our commitment to sustainability and in response to the growing need for environmental accountability, our organization has undertaken its first comprehensive carbon footprint assessment. This marks a significant step in our journey towards understanding and mitigating our impact on the environment.

Absence of Historical Baseline:

Prior to this assessment, our organization did not have a formal baseline for greenhouse gas (GHG) emissions. The absence of historical data on emissions presents both a challenge and an opportunity. It challenges us to build our understanding from the ground up, but it also offers a clean slate to establish robust and meaningful metrics for our environmental performance.

Establishing 2023 as the Baseline Year:

We have designated the year 2023 as our baseline year. This is a pivotal year for us, representing a point from which we will measure all future emissions reductions and enhancements in our sustainability practices. The data gathered during this period will serve as a reference for assessing our progress in reducing our carbon footprint.

Scope of Baseline Emissions:

The baseline emissions assessment encompasses:

Scope 1 Emissions: Direct emissions from sources owned or controlled by our organization

Scope 2 Emissions: Indirect emissions from the generation of purchased electricity, heating, and cooling.

Scope 3 Emissions: This initial assessment has also ventured into evaluating certain Scope 3 emissions, particularly those related to waste generated in our operations.

Forward-Looking Statement:

This baseline year assessment sets the stage for our future environmental initiatives.

Recognizing the gaps in our historical data, we are now more focused on building a comprehensive emissions inventory that will guide our strategies towards reducing our environmental impact. We are committed to regular monitoring, reporting, and transparency in our sustainability journey.

Commitment to Continuous Improvement:

We understand that environmental stewardship is an ongoing commitment. As such, we pledge to continually refine our measurement methods, stay abreast of best practices in environmental management, and set progressive targets to reduce our GHG emissions in line with global standards and our organizational values.

Baseline year emissions: 2023

EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	213.66 tCO ₂ e
Scope 2	18.795 tCO ₂ e
Scope 3 (Included Sources)	9.44 tCO ₂ e
Total Emissions	241.895 tCO₂e

Current Emissions Reporting

Reporting Year: 2023	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	213.66 tCO ₂ e
Scope 2	18.795 tCO ₂ e
Scope 3 (Included Sources)	9.44 tCO ₂ e
Total Emissions	241.895 tCO₂e

Emissions reduction targets

Total Baseline Emissions: The total baseline emissions is approximately 241.895 tCO₂e, with a Target Year: 2028

A five-year target is a standard timeframe, allowing for the implementation and impact of various carbon reduction initiatives.

Reduction Targets:

Overall Emissions Reduction: Aiming for a 20% reduction in total emissions by 2028 is a challenging yet attainable target. This would equate to reducing emissions to approximately **193.51 tCO₂e**

Carbon Reduction Projects

Proposed Carbon Reduction Initiatives

As part of our ongoing commitment to environmental sustainability and achieving Net Zero emissions, our organization is planning to implement several key carbon reduction projects in the near future:

- **Renewable Energy Transition:** We are exploring cost effective investments in renewable energy sources, such as installing solar panels, to power our operations. This transition aims to reduce our reliance on non-renewable energy sources significantly.

- **Electrification of the Company Fleet:** A major initiative in the pipeline is the electrification of our vehicle fleet. This transition to electric vehicles (EVs) will help reduce emissions from transportation.
- **Adoption of LED and PIR Lighting Controls:** We plan to retrofit our facilities with energy-efficient LED lighting and install Passive Infrared (PIR) sensors. This will ensure lights are only active when needed, reducing energy consumption.
- **Implementation of an Energy Management System:** To optimize our energy use and identify areas for efficiency improvements, we will implement a comprehensive energy management system.
- **Green Procurement Policy:** We aim to develop and enforce a green procurement policy to ensure that our purchasing decisions favor environmentally sustainable products and services.
- **Waste Reduction Initiatives:** A key future project involves enhancing our waste management system to increase recycling rates and reduce overall waste generation, with a particular focus on minimizing single-use plastics and non-recyclable materials.
- **ISO 14001 Certification:** We intend to pursue ISO 14001 certification to demonstrate our commitment to effective environmental management and continuous improvement in our environmental performance.
- **Carbon Offsetting Program:** We are also considering investing in carbon offsetting projects, such as reforestation and renewable energy projects, to compensate for emissions that cannot be eliminated immediately.
- **Building Retrofit for Energy Efficiency:** Future plans include retrofitting existing buildings with improved insulation, energy-efficient windows, and HVAC systems to further reduce energy consumption.
- **Employee Sustainability Engagement Programs:** We will launch initiatives to engage our employees in sustainability practices, encouraging behaviours that contribute to carbon reduction both in the workplace and in their personal lives.

Reporting and monitoring

Regular Assessments: Conduct annual assessments of emissions to track progress against these targets.

Adjustments and Improvements: Be prepared to adjust strategies and targets based on new technologies, operational changes, and progress made.

We are actively involving suppliers and customers in our sustainability initiatives, aiming to create a collaborative and holistic approach to environmental stewardship. Sustainability

principles are being integrated into our core business decisions, ensuring that environmental considerations are a part of everyday operational choices.

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:

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the right.

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Date: 24th January 2024

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>