****

**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 entity 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 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: Shaw Trust

Publication date: 30th September 2021

# **Commitment to achieving Net Zero**

# Shaw Trust is committed to achieving Net Zero emissions by 2030.

# **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: 2019-20** |
| **Additional Details relating to the Baseline Emissions calculations.**  |
| Scope 3 Emissions – Exclusions & Clarifications Excluded from the exercise are emissions from:* Supply chain partners
* Much of our supplied goods (% unknown at this stage)
* Home working
* Embodied emissions from building refurbishments
* Banking and investments including pension provision
 |
| **Baseline year emissions:** |
| **EMISSIONS** | **TOTAL (tCO2e)** |
| **Scope 1** | **672 tCO2e** |
| **Scope 2** | **411 tCO2e** |
| **Scope 3** **(Included Sources)** | **1988 tCO2e** |
| **Total Emissions** | **3,071 tCO2e** |

**Current Emissions Reporting**

|  |
| --- |
| **Reporting Year: 2020-21** |
| **EMISSIONS** | **TOTAL (tCO2e)** |
| **Scope 1** | **777 tCO2e** |
| **Scope 2** | **352 tCO2e** |
| **Scope 3** **(Included Sources)** | **1970 tCO2e** |
| **Total Emissions** | **3,099 tCO2e** |

#

# **Emissions reduction targets**

# To achieve Net-Zero, we have adopted the following carbon reduction targets:

# • To achieve net-zero by reducing carbon emissions and offsetting residual emissions by 2030

# We project that carbon emissions will decrease to 1,547.71 tCO2e by FY 2029-30. This is a reduction of approximately 50% on the baseline year (FY 2019-20).

#

#

#

#

#

#

#

#

#

#

#

#

#

#

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

#

# **Carbon Reduction Projects**

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the FY 2019-20 baseline:

• Committed to become to ISO 14001 by December 2021 to manage and provide assurances with regards environmental impacts; and

• Produced a comprehensive carbon reduction plan, including detailed baseline analysis for emissions scopes 1, 2 & 3, which exceeds the requirements of PPN 06/21, of which this plan is summary.

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

#

Our plan includes the following implementation of carbon reduction measures:

• Becoming more efficient by service design;

• Reducing supply chain emissions though innovative supplier support programmes and award criteria;

• Reducing resource consumption (including fuel, water, electricity, waste, paper, etc.);

• Reducing the need for transport and transitioning towards hybrid/electrified company fleet;

• Increasing space use efficiency, building insulation and leasing energy efficient property;

• Transitioning from gas to renewable electric heating systems, LED lighting and solar PV systems;

• Ensuring that zero waste goes to landfill;

• Promoting the green economy and green job creation;

• Positively influencing our colleagues, participants and extended networks to reduce emissions and

• Offsetting residual emissions via verified carbon offset projects which also maximise social value.

# **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[[1]](#footnote-1) and uses the appropriate [Government emission conversion factors for greenhouse gas company reporting](https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting)[[2]](#footnote-2).

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[[3]](#footnote-3).

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:



**Name: Juliet Mountain**

**Position: Director of Shaw Trust Foundation**

**Date: 30th September 2021**

1. <https://ghgprotocol.org/corporate-standard> [↑](#footnote-ref-1)
2. <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting> [↑](#footnote-ref-2)
3. <https://ghgprotocol.org/standards/scope-3-standard> [↑](#footnote-ref-3)