



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: .....Fresh Connect.....

Publication date: .....January 2025.....

## Commitment to achieving Net Zero

**Fresh Connect** 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: 2024</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
<i>Fresh Connect have not previously reported or assessed emissions previous to 2024</i>	
<b>Baseline year emissions:2024</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
Scope 1	<b>188.61</b>
Scope 2	27.26
Scope 3 (Included Sources)	2,094.35
<b>Total Emissions</b>	<b>2310.22</b>

## Current Emissions Reporting

Reporting Year: 2024	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	188.61
Scope 2	27.26
Scope 3 (Included Sources)	2,094.35
Total Emissions	2310.22

## 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 **1178.21** tCO<sub>2</sub>e by 2030. This is a reduction of minimum 49%

### Emissions reduction target:

#### Current Emission Levels:

Scope 1: 188.61 CO<sub>2</sub>e

Scope 2: 27.26 CO<sub>2</sub>e

#### Year 1 Goal (10% Reduction):

Scope 1 Target: 169.74 CO<sub>2</sub>e (10% reduction)

Scope 2 Target: 24.53 CO<sub>2</sub>e (10% reduction)

#### Year 2 Goal (10% Reduction from Year 1):

Scope 1 Target: 152.76 CO<sub>2</sub>e

Scope 2 Target: 22.077 CO<sub>2</sub>e

#### Year 3 Goal (10% Reduction from Year 2):

Scope 1 Target: 137.48 CO<sub>2</sub>e

Scope 2 Target: 19.86 CO<sub>2</sub>e

#### Year 4 Goal (10% Reduction from Year 3):

Scope 1 Target: 123.73 CO<sub>2</sub>e

Scope 2 Target: 17.87 CO<sub>2</sub>e

## **Year 5 Goal (10% Reduction from Year 4):**

Scope 1 Target: 110.7 CO<sub>2</sub>e

Scope 2 Target: 16.08 CO<sub>2</sub>e

## **Carbon Reduction Projects**

### **Completed Carbon Reduction Initiatives**

The following environmental management measures and projects have been completed or implemented since the 2024 baseline. The carbon emission reduction achieved by these schemes equate to **151.31 tCO<sub>2</sub>e**, a minimum of **49%**ge reduction against the 2024 baseline and the measures will be in effect when performing the contract

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction initiatives since the 2024 baseline:

#### **Utilisation of food waste:**

Educate and encourage suppliers to adopt sustainable practices, minimising overall waste generation.

Partner with a local food bank to donate any produce that we are unable to use.

#### **Transition to Electric Vehicles:**

Evaluate the feasibility of integrating electric delivery vehicles into our fleet of temperature controlled vehicles after successful trials.

#### **Carbon Training for Staff:**

- a. Develop and implement a comprehensive training program on carbon reduction for all employees.
- b. Fostering a culture of sustainability by promoting energy-efficient practices and responsible resource use.
- c. Regularly update staff on the progress of carbon reduction initiatives and celebrated achievements.

#### **Sustainable Packaging:**

Source and implement eco-friendly packaging alternatives to reduce the environmental impact of our packaging including removing plastic where possible.

Explore partnerships with suppliers committed to sustainable and recyclable packaging solutions.

#### **Energy Efficiency Measures:**

Conducted an energy audit to identify areas for improvement in energy efficiency.

Established guidelines for employees to follow energy-saving practices in daily operations.

**Regular Monitoring and Reporting:**

- a. Monitor key performance indicators (KPIs) to measure and monitor carbon reduction efforts.
- b. Implement regular reporting mechanisms to track progress and identify areas for improvement.

By implementing this Carbon Reduction Plan Fresh Connect aims to make a meaningful contribution to environmental sustainability while fostering a culture of responsibility and innovation within our organisation. We look forward to achieving these goals collectively and celebrating future milestones with a greener and more sustainable business model.

**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:**

...R.Scott.....

Date: .....01.01.25.....

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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>