



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: **Barnet Mencap**

Publication date: **02/07/2024**

Commitment to achieving Net Zero

Barnet Mencap 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: 2023-4 (01/04/23 - 31/03/24)	
Additional Details relating to the Baseline Emissions calculations.	
2023-4 serves as Barnet Mencap's baseline year for emissions recording. This was chosen as 2023-4 was a stable year in contrast to the fluctuations and rapid change experienced during and immediately after the COVID-19 pandemic where some services were put on hold and travel was restricted. Barnet Mencap has not previously directly recorded its climate impact and it is therefore some data has had to be extrapolated to cover existing gaps in records. the total tCO ₂ e for Scope 3 emissions. Emissions in Scope 3 for 2024 have been calculated from milage claims, staff travel surveys, and purchase records against the 2023 UK Government GHG Conversion Factors for Company Reporting figures wherever possible.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	Direct emissions from on-site fuel combustion (e.g., heating, vehicles). 7.50 tCO₂e Sources: Gas heating across two offices 7.5 tCO ₂ e
Scope 2	Indirect emissions from purchased electricity: 6.32 tCO₂e Sources:

	Electricity use across two offices. 6.32 tCO ₂ e
Scope 3 (Included Sources)	<p>Other indirect emissions (e.g., business travel, waste): 44.99 tCO₂e</p> <p>Sources:</p> <p>Business supplies (paper, stationary etc.) 0.32 tCO₂e</p> <p>IT hardware 0.47 tCO₂e</p> <p>Waste (recycled and non-recycled) 0.34 tCO₂e</p> <p>Staff travel (private vehicle) 2.06 tCO₂e</p> <p>Staff commute 7.45 tCO₂e</p> <p>Water utilities for two offices and 3 shared houses 4.4 tCO₂e</p> <p>Electricity and gas for 3 shared houses 32 tCO₂e</p>
Total Emissions	58.82 tCO₂e

Current Emissions Reporting

Reporting Year: 2023-4 (01/04/23 - 31/03/24)	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	<p>Direct emissions from on-site fuel combustion (e.g., heating, vehicles). 7.50 tCO₂e</p> <p>Sources:</p> <p>Gas heating across two offices 7.5 tCO₂e</p>
Scope 2	<p>Indirect emissions from purchased electricity: 6.32 tCO₂e</p> <p>Sources:</p> <p>Electricity use across two offices. 6.32 tCO₂e</p>
Scope 3 (Included Sources)	<p>Other indirect emissions (e.g., business travel, waste): 44.99 tCO₂e</p> <p>Sources:</p>

	Business supplies (paper, stationary etc.) 0.32 tCO ₂ e IT hardware 0.47 tCO ₂ e Waste (recycled and non-recycled) 0.34 tCO ₂ e Staff travel (private vehicle) 2.06 tCO ₂ e Staff commute 7.45 tCO ₂ e Water utilities for two offices and 3 shared houses 4.4 tCO ₂ e Electricity and gas for 3 shared houses 32 tCO ₂ e
Total Emissions	58.82 tCO₂e

Emissions reduction targets

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

Transition to 100% renewable energy sourcing by 2040 through changes in upstream energy provision and local solar power where possible (limited by budget and property agreements)

Reduce single-use plastic use by 25% and increase the proportion of recycled paper use to at least 75% by 2030.

We project that carbon emissions will decrease over the next five years to 50 tCO₂e by 2029. This is a reduction of 11%

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2023-24 baseline. As this is the first year of reporting carbon emissions for Barnet Mencap, the recent reporting year is also the baseline year, we are unable to identify the current effectiveness/impact of our current measures. The impact of these initiatives will be detailed in the 2024-25 report.

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

Barnet Mencap's CO₂ emissions primarily result from Scope 3 emissions, the largest source of which is heating and energy use of the shared houses. Barnet Mencap does not have direct control of utility use of these properties as they are residential houses occupied by rent paying service users. Barnet Mencap is working with these tenants to support them in understanding their carbon footprint, the impacts of climate change, and identifying areas of waste and opportunities of CO₂ emission reduction

Barnet Mencap has begun a phased replacement of its existing fluorescent lighting with LEDs. This is estimated to save at least 0.65 tonnes CO2e emissions per annum

Declaration and Sign Off

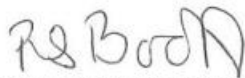
This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

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:



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Date: 02/07/2024

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>