



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: ...Network 2 Supplies Limited.....

Publication date: ...March 2023.....

Commitment to achieving Net Zero

Network 2 Supplies Limited 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: 2019	
Additional Details relating to the Baseline Emissions calculations.	
2019 was the most recent year of full carbon emissions data which we held before covid-19 impacted the business. As such we used 2019 to model our baseline via a carbon reduction contractor called 'Arete' and also using an emissions reporting tool called 'Enexo'	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	860.14
Scope 2	64.48
Scope 3 (Included Sources)	1270.72
	Category 1: Purchased Goods and Services = 875.49 Category 2: Capital Goods = 160.59 Category 4: Upstream T&D = N/A as done using N2S vehicles Category 5: Waste generates = N/A as N2S is zero to landfill Category 6: Business Travel = 115.36 Category 7: Employee Commuting = 119.27 Category 8: Upstream leased assets = N/A Category 9: Downstream T&D= N/A as done using N2S vehicles
Total Emissions	2195.34

Current Emissions Reporting

Reporting Year: 2022

2022 has been the full year of trading in a normal capacity since covid. The business has grown in employee number and also in footprint with N2S now operating out of three locations in the UK, one existing, one new location and one location where we moved to a larger site. Also on our main site in Bury we have doubled our machinery which has impacted the electricity usage. With this increase we have needed to improve the size of our fleet of vehicles which along with all the other expansions will negatively impact the emission reporting when compared to 2019. Also to note is that the Scope 3 data is not yet prepared for 2022 and we are still awaiting the raw data so that it can be processed. Scope 2 data will slightly increase once we have data from the new midlands site but this is not yet available for a year on that site.

EMISSIONS	TOTAL (tCO₂e)
Scope 1	934.89
Scope 2	85.18
Scope 3 (Included Sources)	Scope 3 data is not yet prepared for 2022 and we are still awaiting the raw data so that it can be processed.
Total Emissions	1020.07 Plus scope 3 to be added at a later date.

Emissions reduction targets

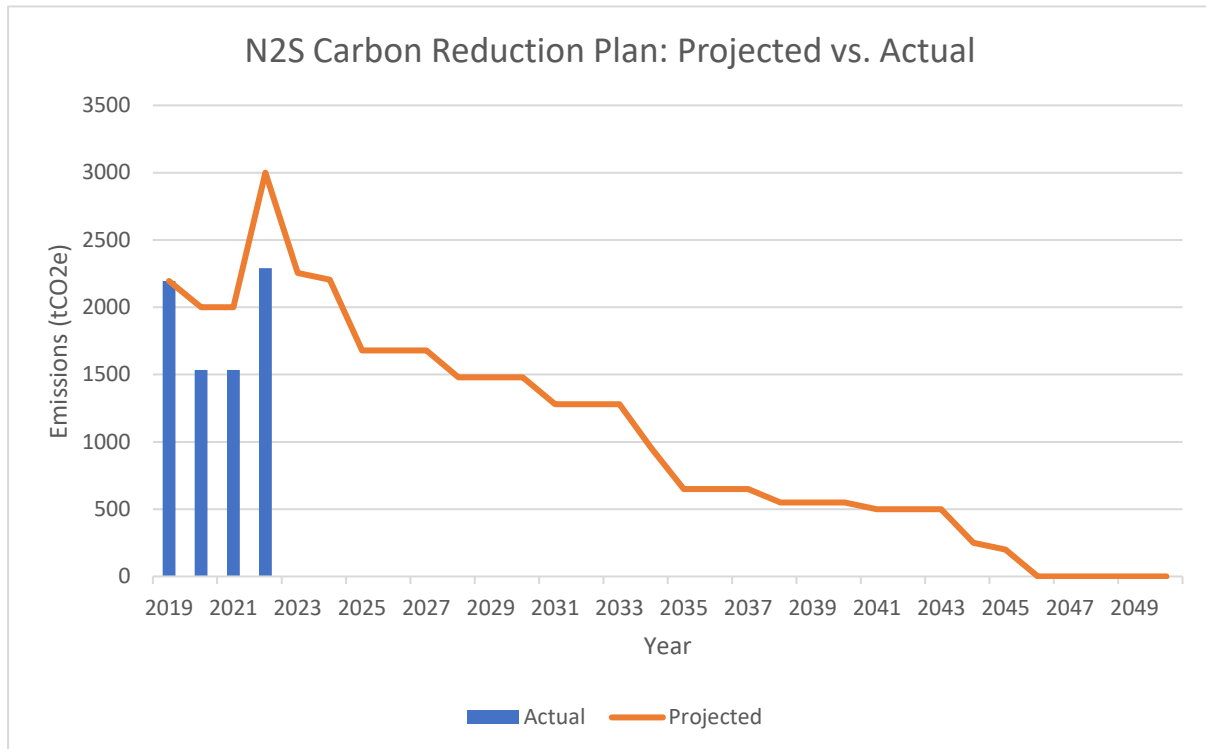
In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

Network 2 Supplies Limited commits to reduce absolute scope 1 emissions by 100% by 2025 and scope 2 emissions by 100% by 2050 from a 2019 base year and scope 3 emissions by 100% by 2045.

The scope 1 and 2 targets cover greenhouse gas emissions from company operations and are consistent with reductions required to keep warming to 1.5 degrees Celsius.

We project that carbon emissions will decrease over the next 5 years to 1680 tCO₂e by 2028. This is a reduction of 23% between 2019 and 2028. Please note that due to the impact of the pandemic on our operational model our reported emissions in 2020 and 2021 are below the 23% reduction level. However we have seen the impact of the pandemic lesson and we have also seen a large increase in our employee numbers, work flow and number of sites owned for 2022 which was forecast and can be seen with an increase in emissions.

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



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

Our emissions from 2019 baseline to the 2022 data has actually seen an increase in the emissions used by the company and this is due to the rapid increase in number of sites and workflow. There have been a number of alterations made during the pandemic and alongside our expansion to improve our emissions output. The following environmental management measures and projects have been completed or implemented since the 2019 baseline. The carbon emission reduction achieved by these schemes equate to 195 tCO₂e, a 9% reduction against the 2019 baseline and the measures will be in effect when performing the contract.

Implemented carbon reduction actions include;

- Certification to 14001, Environmental Management System for UK operations.
- Emissions reporting and support from an independent portal called Enexo.
- Implementation of remote working during the pandemic of which some suitable hybrid working has remained in place.
- Working with energy suppliers to seek renewable energy sources.
- Zero waste to landfill practice in place.

Energy reduction projects include:

- LED lighting installed in the warehouse areas.
- Removal of onsite servers in preference of using cloud based data centres.
- LED lighting being used to replace lighting in store and office areas.

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

- Continue to switch energy suppliers to renewable sources.
- Switch to renewable gas options as and when they become available
- Replace small fleet vans with EV vans when suitable distances are achievable.
- Replace all larger and HGV fleet to EV when a viable solution is available.
- Improve supplier and customer awareness of their net zero responsibilities to close the scope 3 impact to our company.

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:



.....Steve Morris (Managing Director).....

Date: ...15.03.23.....

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>