



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 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: Marjolo Partners Ltd.....

Publication date: 01/09/21.....

Commitment to achieving Net Zero

Marjolo 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: 2020	
Additional Details relating to the Baseline Emissions calculations.	
As an SME we have not previously needed to assess or report emissions, therefore the First Reporting period will be used as our Baseline.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	13740
Scope 2	724
Scope 3 (Included Sources)	N/A
Total Emissions	14464

Current Emissions Reporting

Reporting Year: 2020

EMISSIONS	TOTAL (tCO₂e)
Scope 1	13740
Scope 2	724
Scope 3 (Included Sources)	N/A
Total Emissions	14464

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 7232 tCO₂e by 2025. This is a reduction of 50%

Following the end of each calendar year, we will review our carbon emissions and produce a graph to show progress against target; the first of which will be produced in Q1 2022 following our first full year of assessment.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

There are no completed carbon reduction initiatives as we are yet to complete our first year of assessment.

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

- Implement new partnership with a shared office specialist who can support us reduce emissions across our estate.
- Increase use of public transport options where there is legitimate business need to travel
- Introduce salary sacrifice schemes for such things as:
 - Cycle to Work
 - Electric Vehicle Leasing
- Implement carbon offsetting measures
- Explore further partnerships that can help us meet carbon reduction targets

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 standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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) Standard³.

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: 01/09/21.....

¹ <https://ghgprotocol.org/corporate-standard>

² <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

³ <https://ghgprotocol.org/standards/scope-3-standard>