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[1] 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[2] and Guidance[3], 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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1 Bidding supplier or 'bidding entity' means the organisation with whom the contracting authority will enter into a contract if it is successful.

2 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

3 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

Carbon Reduction Plan Template

Supplier name: …AHLC Solutions Ltd…………………………………………

Publication date: …31/12/2024………………………...

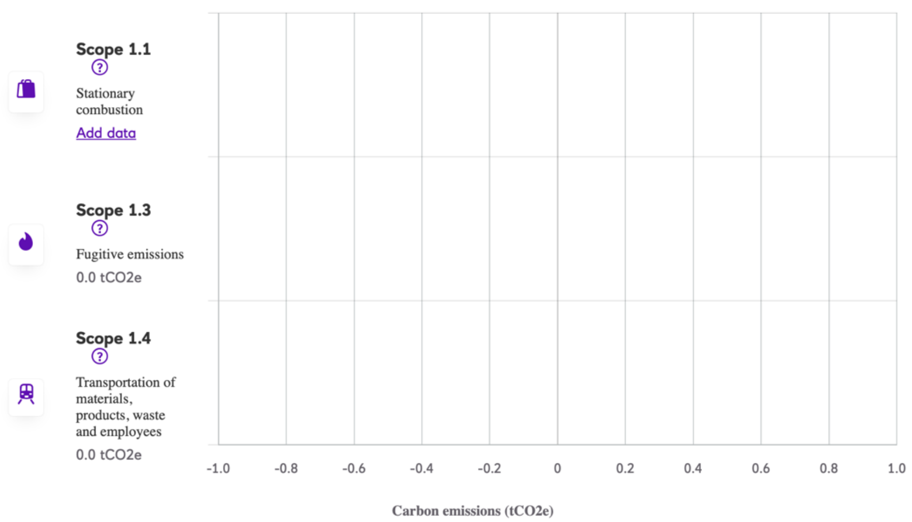
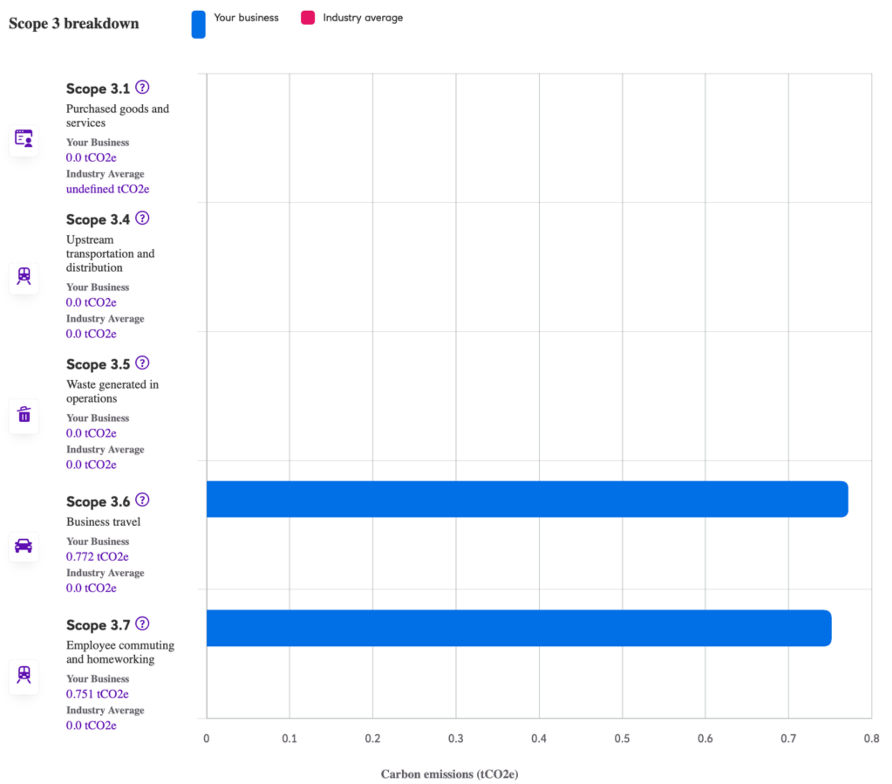
Commitment to achieving Net Zero

AHLC Solutions Ltd is committed to achieving Net Zero emissions by 20**40**.

Baseline Emissions Footprint

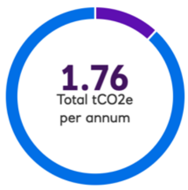
Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

Baseline Year: 2019	
Additional Details relating to the Baseline Emissions calculations.	
Our baseline emissions have been calculated using tooling provided by GHG to calculate emissions based on limited available data points, including a defined subset of Scope 3 emissions. Our methodology is documented and will be consistent for future measurements. Additional data points will be captured in future to enable more detailed emissions calculations.	
Baseline year emissions:	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	**0**

	Scope 1 emissions are your direct emissions – the ones from sources owned or controlled by your business. We capture your scope 1 emissions info in the Fuels and Electricity, Business Vehicles, Materials, and Refrigerant Gas data sections. **Scope 1 breakdown** 
Scope 2	**0.21**
Scope 3 **(Included Sources)**	**1.56**  **Upstream transportation and distribution is 0 as we have no incoming Freight from third party suppliers.**

<table>
<tr><td></td><td>Downstream transportation and distribution is 0 as we have no outgoing Freight from third party suppliers.

Waste generated in operations is 0 due to not using 3rd parties for our waste disposal.</td></tr>
<tr><td>Total Emissions</td><td>1.76



Scope 1 (1.1, 1.3 and 1.4)
0.0 tCO2e
0% of overall footprint

Scope 2
0.21 tCO2e
12% of overall footprint

Scope 3 (3.1 and 3.4 to 3.7)
1.56 tCO2e
89% of overall footprint</td></tr>
</table>

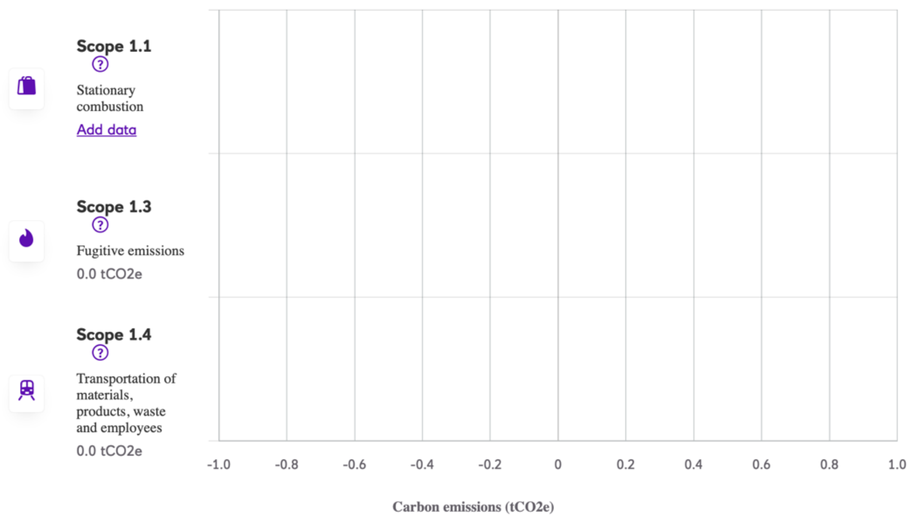
Current Emissions Reporting

<table>
<tr><td colspan="2">Reporting Year: 2024</td></tr>
<tr><td>EMISSIONS</td><td>TOTAL (tCO_2e)</td></tr>
<tr><td>Scope 1</td><td>0

Scope 1 emissions are your direct emissions – the ones from sources owned or controlled by your business.

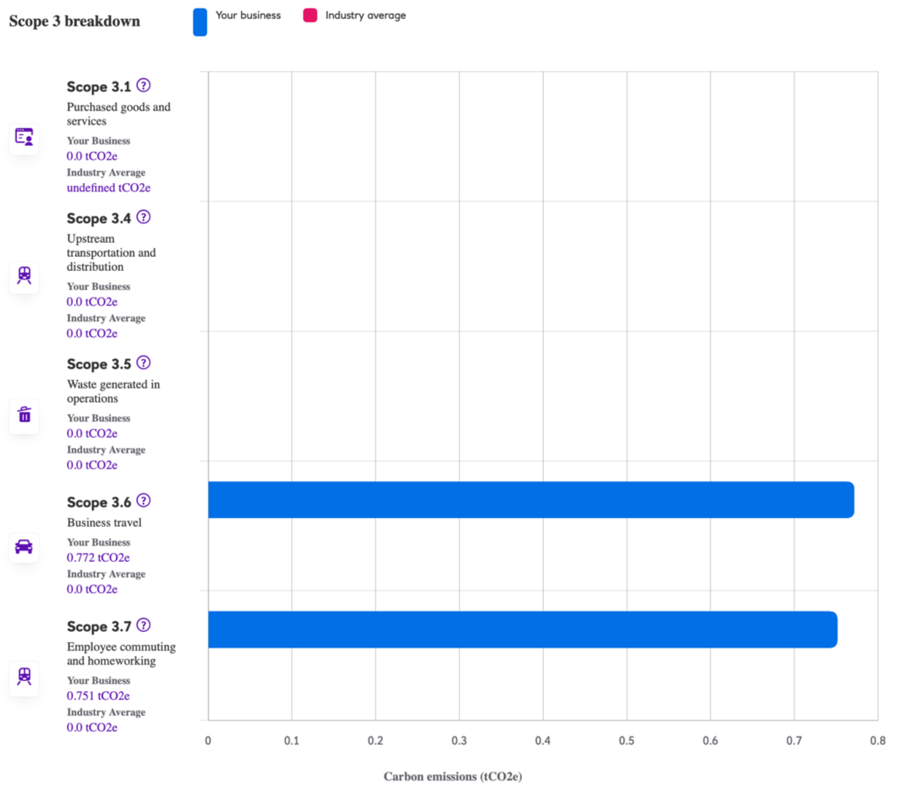
We capture your scope 1 emissions info in the Fuels and Electricity, Business Vehicles, Materials, and Refrigerant Gas data sections.

Scope 1 breakdown


</td></tr>
</table>

<table>
<tr><td>Scope 2</td><td>0.21</td></tr>
<tr><td>Scope 3

(Included Sources)</td><td>1.56



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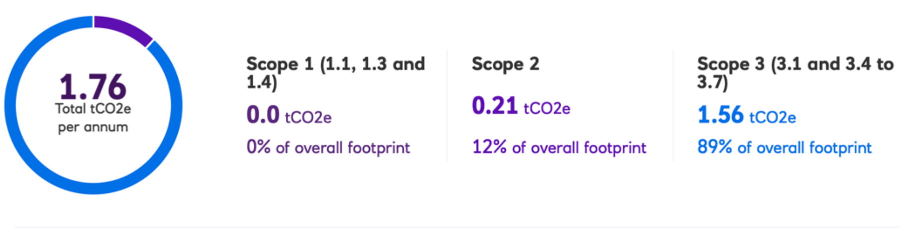

</td></tr>
</table>

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 **105.22** tCO_2e by 20**30**. This is a reduction of **35**%

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been implemented or are being implemented on an ongoing basis since the 20**19** baseline and will continue to deliver reductions in our total emissions. The measures will be in effect when performing the contract

Business premises, staff and travel

- Working remotely where possible, promoting the use of alternatives such as video/phone conferences, travelling only when necessary. Since lockdown, our people have shown the same levels of productivity working remotely and the use of digital tools allows effective communication through projects.
- All internal servers have been migrated to the cloud, removing the need for a 24/7 air-conditioned server room.
- Creating local teams (permanent, contractors, suppliers) for on-site work to minimise travel.
- Our cycle to work scheme encourages employees to avoid car travel for work.
- Our green car incentive scheme encourages electric vehicles to be affordable leased (through salary sacrifice) for work and personal transport.
- Promoting use of public transport for company travel, favouring green transport where possible.
- Seeking to reduce energy waste, e.g. using energy efficient equipment and 'turn off when not in use' policy. Example: 2021, AHLC has replaced all internal lighting with low energy LED lights.
- AHLC is evaluating the viability of moving to a renewable power source for our office and is currently conducting feasibility assessments for both solar and air source power.
- Encouraging minimal use of printing, increased recycling and elimination of single use plastics in offices, including providing staff reusable cups and water bottles (all staff issued water bottles)
- Facilitating volunteering opportunities for when staff are between projects, to support environment initiatives, agreeing a fixed number of days per year.

Use of technology

- Adopting a 'sustainable by design' approach to projects
- IT Equipment meets Regulation No 106/2008 on energy-efficiency labelling programmes for office equipment and we typically purchase laptops over desktops (80% less energy). Device refresh is a 4- year cycle with devices being donated to charity or bought through employee purchase schemes.

- Re-issuing IT equipment wherever possible to reduce the purchase/disposal of end user devices, documenting the age at point of disposal with asset registers.

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[4] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[5].

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[6].

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:

…  ……………

A.J Williams,

Managing Director

AHLC Solutions Ltd………….

Date: …31/12/2024……………………….……….

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[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