

**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]](#footnote-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]](#footnote-2) and Guidance[[3]](#footnote-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.

Carbon Reduction Plan Template

Supplier name: …………Skylark Media Ltd………………………………….

Publication date: ………September 2022………………….............................

# **Commitment to achieving Net Zero**

# **Skylark Media** is committed to achieving Net Zero emissions by 20**30**.

# **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.** | |
| This is our baseline recording from when we worked at a central office and the team used public transport and private vehicles to get to work. We also drove to meetings with clients. This effects our scope 3 which is from business travel. | |
| **Baseline year emissions:** | |
| **EMISSIONS** | **TOTAL (tCO2e) (if 40 MWh or less – make a statement in Directors Report that we are a low energy user)** |
| **Scope 1** | **0**  Emissions from activities owned or controlled by organisation that release emissions into the atmosphere |
| **Scope 2** | **36.8 MWh**  Emissions released into the atmosphere associated with organisations consumption of purchased electricity and heating |
| **Scope 3**  **(Included Sources)** | **24.2 MWh**  Emissions that are a consequence of your actions, which occur at sources which you do not own or control eg: business travel or waste disposal. |
| **Total Emissions** | **60.01MWh** |

**Current Emissions Reporting**

|  |  |
| --- | --- |
| **Reporting Year: 2022** | |
| **EMISSIONS** | **TOTAL (tCO2e)** |
| **Scope 1** | **0 MWh** |
| **Scope 2** | **24.9 MWh** |
| **Scope 3**  **(Included Sources)** | **14.54 MWh** |
| **Total Emissions** | **40.44 MWh** |

# **Emissions reduction targets**

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

* Environmental management certification schemes: we are a certified B Corp company and have been externally assessed.
* Staff complete an annual carbon footprint assessment via a Giki Score
* We encourage staff to use green energy suppliers for home offices
* We have a hybrid working model
* We have hot desk space in a sustainable business centre
* We have reduced our business travel by adopting Teams for meetings
* We walk, bike or use public transport to get to our office

Scope 2 impact

* We select both suppliers and clients according to their ESG policies
* We don’t fly crews overseas, but work collaboratively with local crews
* Whenever possible, we travel by public transport or use an e-car service to client shoots and meetings. If travelling by car, we use electric or hybrid options and car share when possible
* We own a basic kit for filming but then hire in equipment from an approved supplier for shoots. This means that we don’t create obsolescence and share resources by hiring in kit. Our kit supplier’s Environment Management system is checked and monitored.
* We only purchase recycled paper and select suppliers against environmental criteria, aiming to use local suppliers where possible.
* We aim to keep waste to a minimum by doing everything we can reasonably to prevent, reuse, recycle and recover waste
* We avoid buying new ICT by keeping our computers clean, deleting old files and maintaining the hard drives. We keep any mobile devices for at least 3 years.

In the future we aim to

* Continue to work with local crews rather than fly ours over seas
* Increase the amount of kit we hire so we are not buying new
* Renew our B Corp certificate and improve upon our score

# **Carbon Reduction Projects**

### Completed Carbon Reduction Initiatives

The above environmental management measures have been implemented since the 2019 baseline. Our energy usage and therefore carbon emissions have been reduced by 33% from our baseline level.

# **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]](#footnote-4) and uses the appropriate [Government emission conversion factors for greenhouse gas company reporting](https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting)[[5]](#footnote-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]](#footnote-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:

………

Mrs Jo Haywood………………………………………………………….

Date: …9.8.22…………………….……….

1. Bidding supplier or ‘bidding entity’ means the organisation with whom the contracting authority will enter into a contract if it is successful. [↑](#footnote-ref-1)
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 [↑](#footnote-ref-2)
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 [↑](#footnote-ref-3)
4. <https://ghgprotocol.org/corporate-standard> [↑](#footnote-ref-4)
5. <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting> [↑](#footnote-ref-5)
6. <https://ghgprotocol.org/standards/scope-3-standard> [↑](#footnote-ref-6)