



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: Change Grow Live (CGL)

Publication date:

Commitment to achieving Net Zero

Change Grow Live (CGL) is committed to achieving Net Zero emissions by 2040.

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: 2022	
Additional Details relating to the Baseline Emissions calculations.	
<i>Historic baseline deviates from the requirements under PPN 06/21 as follows:</i> <ul style="list-style-type: none">• <i>Categories 1 and 3 are included</i>• <i>Category 9 have no emissions associated with them (as the company do not sell products; no products are transported and distributed between our operations and the end consumer)</i> In addition to this, we have rebased some of our emissions based on errors found in the initial calculation, missing data and changes to methodology. Emissions for scope 3 categories 3, 6 and 7 were updated.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	1,301.33
Scope 2	645.57 (location-based method) 0.00 (market-based method)
Scope 3 (Categories 1, 3, 4, 5, 6, 7)	16,876.19
Total Emissions	18,823.08 (location-based method) 18,177.51 (market-based method)

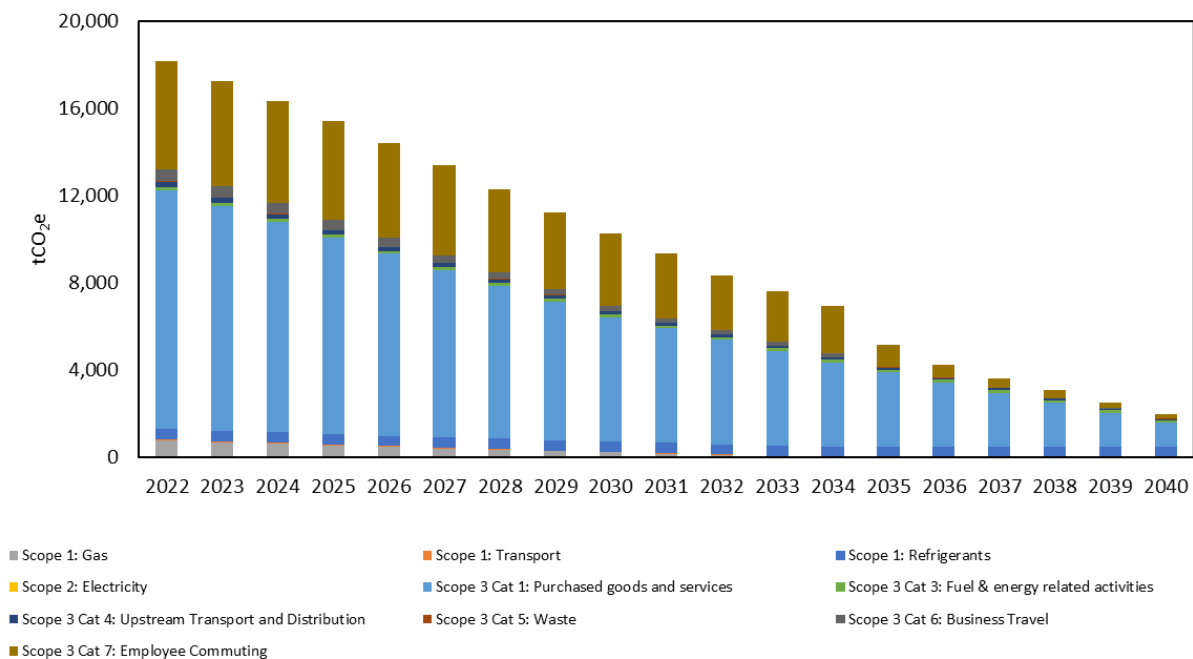
Current Emissions Reporting

Reporting Year: 2023	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	1,439.50
Scope 2	628.43 (location-based method) 0.00 (market-based method)
Scope 3 (Categories 1, 3, 4, 5, 6, 7)	19,943.98
Total Emissions	22,011.91 (location-based method) 21,383.48 (market-based method)

Emissions reduction targets

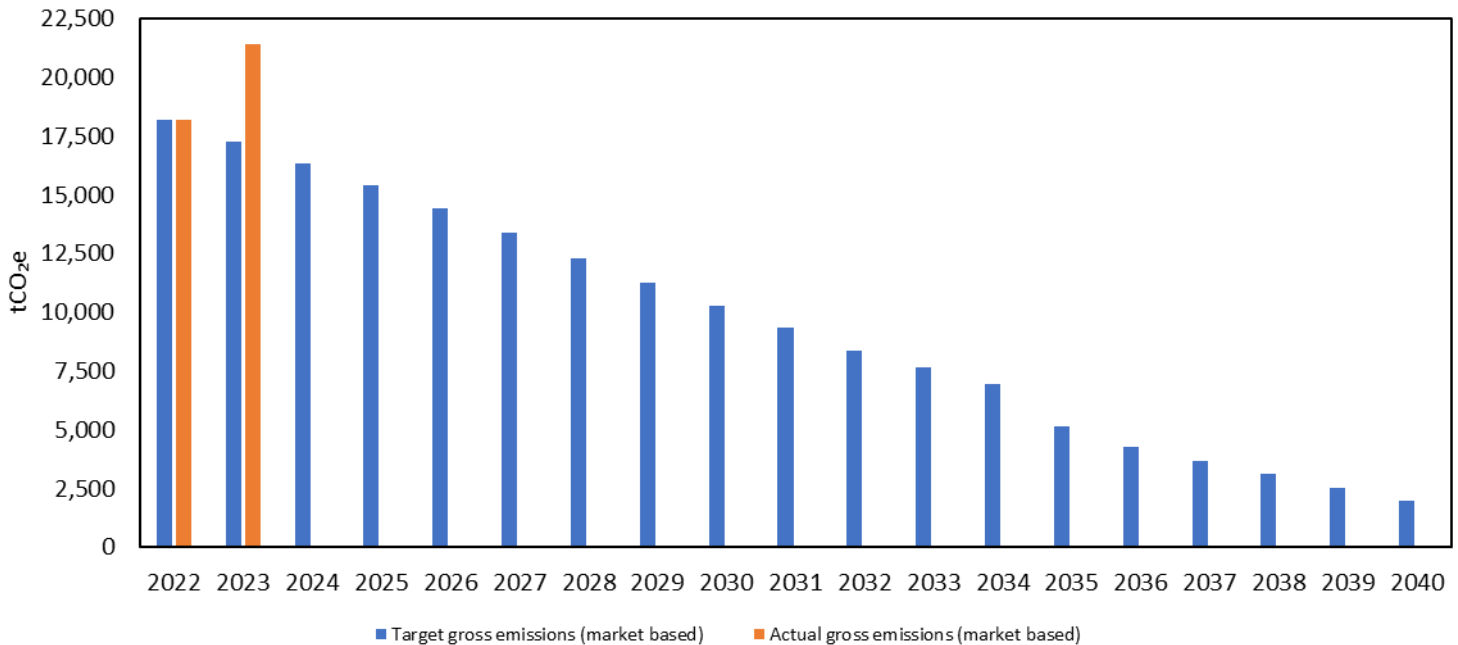
In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

- 15% absolute reduction in emissions by 2025 from 2022 baseline levels
- 43% absolute reduction in emissions by 2030 from 2022 baseline levels
- 72% absolute reduction in emissions by 2035 from 2022 baseline levels
- 89% absolute reduction in emissions by 2040 from 2022 baseline levels



We project that our carbon emissions will decrease over the next five years to 12,300.25 tCO₂e by 2028. This is a reduction of 32%.

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



Our gross emissions (market based) have increased by 18%. This is as a result of increased business travel due to staff resuming travel habits and us making more material purchases compared to the (rebased) base year.

While we recognise our emissions have increased, we have successfully implemented sound environmental management techniques and have reduced our electricity consumption alongside our refrigerants and waste emissions. To achieve our reduction objectives, CGL will continue to implement our decarbonisation initiatives.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2022 baseline.

- We have been installing energy efficient elements when conducting refurbishments over the past 12 months: where items have needed repairing and/or replacing, we have ensured newer, more energy efficient versions have been installed wherever possible:
 - We install LED lighting throughout all new premises; we also switch out traditional fittings in set programs, and as and when individual luminaires fail. Over the past twelve months, we replaced individual units in Northampton, Wellingborough, Kettering, Tower Hamlets, Havering, Gloucester and Coventry. New buildings in Birmingham, Huddersfield and Sefton received complete new LED installations as part of their implementation.

- We have conducted a number of lagging exercises within buildings including Sunderland and Huddersfield.
- We install sensor taps to a number of our basins to ensure water is not unnecessarily consumed/wasted.
- Three diesel cars have been removed from our fleet and we now have five hybrid electric and nine electric vehicles compared to two hybrid electric and two electric vehicles in our FY22 baseline year
- We have set an objective to increase Environmental Products spend. Our target is to increase Environmental Products spend from 21% to 25% based on figures for 2021. We will continually revise this target
- Change Grow Live also have a number of energy savings initiatives:
 - 100% certified green electricity at all sites.
 - Resource efficiency by having an energy broker procure and manage our energy contracts, with savings achieved re-directed into energy saving projects.
 - Smart meters where possible.
 - Working towards consolidating our water estate.
 - Encourage staff to use public transport, video conferencing, and turn off all lighting and equipment at the end of the working day.
 - Reduce, reuse, recycle, and aim for a paperless office.

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

- Reduce our reliance on gas use and replace gas boilers with renewable heat sources.
- Move diesel and petrol owned and leased vehicles to electric vehicles (EV).
- Ensure EV's are charged using green electricity sources where possible including installing charging points at our sites which are supplied with green electricity contracts. We will be installing 8 charging points at our services in FY24.
- Engage with our suppliers to encourage carbon reduction behaviours, consider where more sustainable choices can be made and be selective about working with sophisticated carbon suppliers.
- Energy surveys will be undertaken at sites consuming large amounts of electricity to identify CapEx opportunities. We are in communication with a company called ICARUS who will be carrying out 10 surveys of selected buildings (cross range of age) in FY24 to look at what realistic and financially viable improvements can be made to support green efficiencies.
- Investigate opportunities to install green energy production facilities onsite where practi-

cable (e.g., solar panels, wind turbines). Three of our CGL freeholds in East Kent are being surveyed in FY24 with a view to install solar panels with battery storage.

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:

Signature:



Name: Mark Moody
Position: Chief Executive
Date: 7/11/2023

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>