



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: Andron Facilities Management

Publication date: 28/06/2024

Commitment to achieving Net Zero

Andron Facilities Management 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.	
We have recently restated our 2022 carbon data and designated this year as our new baseline. This decision aligns with the commencement of our partnership with our current consultants, Envantage. Previously, our carbon data was managed by Avieco, who employed their own unique methodology. To ensure accuracy and consistency in our future reporting, Envantage has adopted a widely recognised methodology to reassess and restate our 2022 emissions. This change will provide a more reliable foundation for tracking our progress in carbon reduction efforts.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	144
Scope 2	16.5
Scope 3 (Included Sources)	Purchased Goods & Services – 1428.6 Capital Goods – 121.3 Fuel – and – Energy – Related Activities – 18.9 Upstream Transportation and Distribution – 0.3 Waste generated in Operations – 70.3

	Business Travel – 14.6 Employee Commuting & Homeworking – 1178.4 Upstream Leased Assets – 1.5 Use of Sold Products – 9.0 Total = 2842.9
Total Emissions	3003.4

Current Emissions Reporting

Reporting Year: 2023	
EMISSIONS	TOTAL (tCO_{2e})
Scope 1	41.4
Scope 2	29.8
Scope 3 (Included Sources)	Purchased Goods & Services – 1903 Capital Goods – 141.2 Fuel – and – Energy – Related Activities – 19.6 Upstream Transportation and Distribution – 0.4 Waste generated in Operations – 149.5 Business Travel – 11.3 Employee Commuting & Homeworking – 1385.2 Upstream Leased Assets – 0.8 Use of Sold Products – 8.4 Total = 3619.4
Total Emissions	3690.6

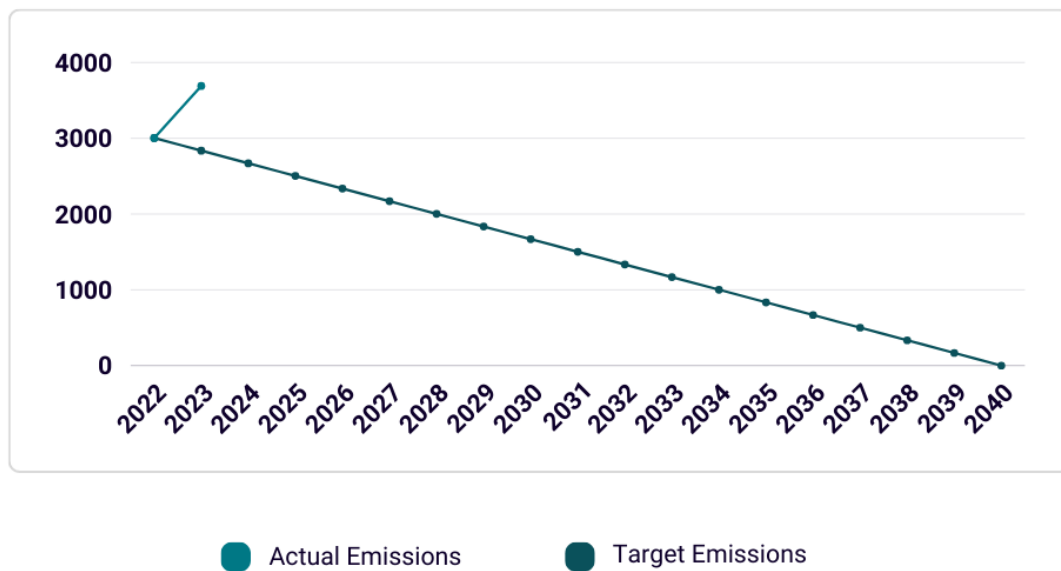
Emissions reduction targets

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 2169.1 tCO₂e by 2027. This is a reduction of 27.8%

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

Carbon Reduction: Projected vs. Actual



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

We have set ambitious targets for our carbon emissions, projecting a decrease from our baseline of 3003.4 tCO₂e in 2022 to 2169.1 tCO₂e by 2027. This represents an annual reduction rate of 5.56%, which aligns with the Science Based Targets initiative recommendation of 4.2% per year for aligning with a 1.5°C pathway. Despite this, we have observed an increase in our emissions to 3619.4 tCO₂e in 2023, Notably, our Scope 1 emissions have decreased by 71%. However, our Scope 3 emissions have increased, largely due to our business growth and expansion. Addressing Scope 3 emissions is now a critical focus area for us. We recognise the need to collaborate closely with our main supplier

to obtain accurate emissions data for the products we procure, as our current calculations are based on spend rather than precise data.

By 2025, we will prioritise the development of a formal carbon reduction strategy. This strategy will include setting individual and realistic targets for Scope 1, 2 and 3 emissions. We will also establish formal plans to better track our Scope 3 emissions to obtain more accurate data. This effort will involve collaborating with expert consultants and utilising a carbon tracking tool to enhance the precision of our carbon reporting and reduction efforts.

Andron has undertaken a range of environmental management initiatives and projects. Since our baseline of 2022, we have:

- maintained our ISO 14001 and ISO 50001 certification
- reported to CDP and received a B for 2023
- reported to EcoVadis annually
- delivered net zero webinars to all supply chain partners
- purchased green energy certificates for our leased offices
- implemented a £100 minimum delivery spend with our main supplier to reduce emissions associated with deliveries to our sites
- committed to procuring chemical-free cleaning products
- we have replaced 73% of our company fleet of vehicles with fully electric vehicles
- implemented a sustainable travel policy
- hired a full-time Sustainability Manager to manage our sustainability strategy
- formed partnerships with expert environmental consultants, Envantage
- hosted our first Sustainability Showcase for our internal staff and clients to raise awareness of our environmental initiatives and our journey to net zero

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

By 2025:

- having a 100% fully electric fleet of vehicles
- implement company-wide sustainability training for all staff
- collaborating with sustainability experts to strengthen our sustainability strategy and leverage their expertise and tools to achieve net zero

By 2030:

- reducing emissions associated with business travel by 50%
- procuring renewable energy at all offices under our direct control
- establishing a supplier engagement programme that will require our supply chain partners to undergo a vetting process. As part of this programme, suppliers will need to report on specific areas such as carbon emissions and energy usage. To be approved as a supply chain partner, suppliers must achieve a minimum score

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

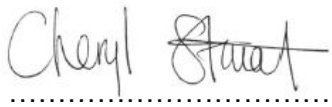
⁴<https://ghgprotocol.org/corporate-standard>

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:



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Cheryl Stewart, Chief Executive Officer

Date: 28/06/2024

⁵<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁶<https://ghgprotocol.org/standards/scope-3-standard>