



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<sup>1</sup> 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<sup>2</sup> and Guidance<sup>3</sup>, 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.

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<sup>1</sup>Bidding supplier or 'bidding entity' means the organisation with whom the contracting authority will enter into a contract if it is successful.

<sup>2</sup>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](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)

<sup>3</sup>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](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)

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: Bates Office Services Ltd

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Publication date: 03.06.2026

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## Commitment to achieving Net Zero

Bates Office Services is committed to achieving Net Zero emissions by 2050.

## 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.

<b>Baseline Year:</b> 2019	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
Bates' baseline year is 2019. This was the first year where we calculated, analysed and reported upon our emissions with assistance from Planet Mark. Please note, in 2019, we have very limited data for Scope 3 emissions.	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	992.8
<b>Scope 2</b>	92
<b>Scope 3</b> (Included Sources)	231.3 This includes the following sources (within the inclusion categories for Scope 3)

	<ul style="list-style-type: none"> <li>• Upstream Transportation and Distribution</li> <li>• Waste Generated in Ops</li> <li>• Business Travel</li> <li>• Employee Commuting (limited data at baseline year)</li> </ul> <p>*Please note: downstream transportation and distribution is carried out via Bates' own fleet and as such, emissions have been captured in Scope 1, not Scope 3.</p> <p>Please note; Bates do not report on entirety of Scope 3</p>
<b>Total Emissions</b>	1,316.1

## Current Emissions Reporting

<b>Reporting Year: 2025</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	787
<b>Scope 2</b>	70.2
<b>Scope 3 (Included Sources)</b>	<p>22,219.8</p> <p>Please note that this was the first year that Bates fully achieved Scope 3 emissions reporting for all relevant categories</p> <p>In scope:</p> <ul style="list-style-type: none"> <li>- Cat 1</li> <li>- Cat 2</li> <li>- Cat 3</li> <li>- Cate 4</li> <li>- Cate 5</li> <li>- Cat 6</li> <li>- Cat 7</li> <li>- Cat 11</li> </ul>
<b>Total Emissions</b>	23,077

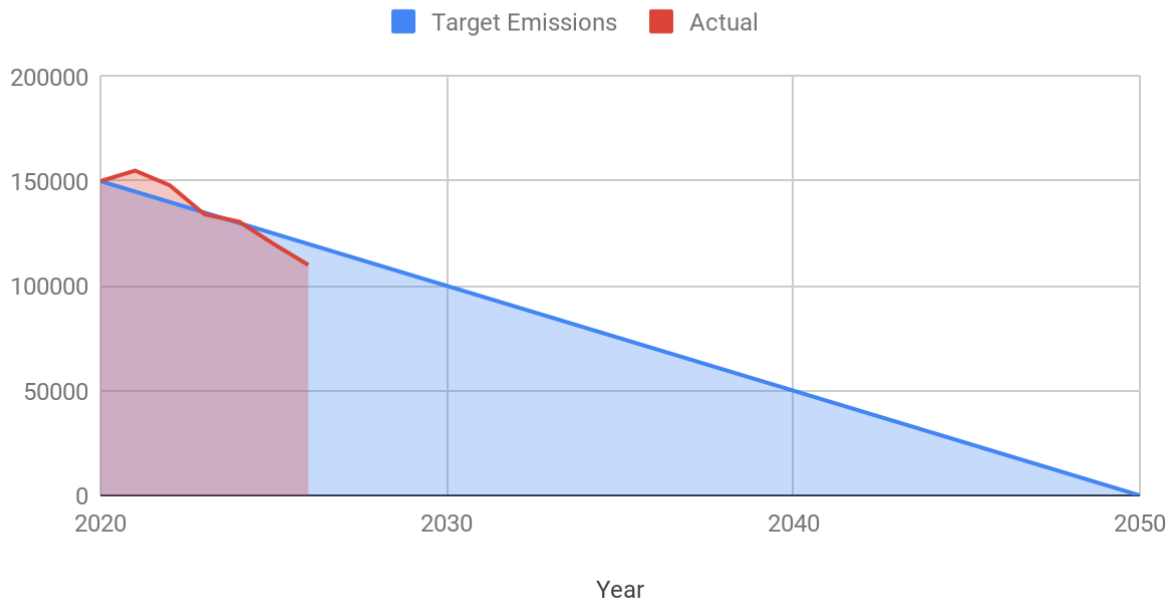
## Emissions reduction targets

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

We project that Scope 1 & 2 carbon emissions will decrease over the next five years to **428.6** tCO<sub>2</sub>e by 2030. This is a reduction of **50%**

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

### Carbon Reduction: Projected vs. Actual



## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2024 baseline (where Scope 3 has been included). The carbon emission reduction achieved by these schemes equate a **-35%**ge reduction against the 2024 baseline and the measures will be in effect when performing the contract

- *Operating at 95% renewable energy sources at our Stoke branch via onsite solar panels.*
- *Movement from 5% of electric vehicles for company fleet in 2019 to 95% in 2025. Complete ban on non-EV vehicles for company cars, all new company vehicles are EV or equivalent.*
- *Hybrid working scheme*
- *Reduction of Company Travel via private cars i.e. prioritising public transport*
- *Complete reporting on Scope 3 emissions*

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

- *The procurement of green energy for Rochester and Bridgend offices*
- *Reduction of Scope 3 through consolidation and workshopping with suppliers*

## 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<sup>4</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>5</sup>.

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<sup>6</sup>.

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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Rebecca Hensman

Communications and Sustainability Director

Date: 03.06.2026 .....

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

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

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