

Carbon Reduction Plan Template

Supplier name: ...turn IT on.....

Publication date:February 2023.....

Commitment to achieving Net Zero

Turn IT on is committed to achieving Net Zero emissions by 2050.

Year 2021/22 is turn IT on's baseline year.

Year 2022/23 turn IT on will be able to start to compare year on year. The timesheet reporting system is being updated to allow for reporting on employee commuting and a wider range of transport modes including carbon neutral travel.

Year 2023/24 turn IT on will be able to report on employee commuting. Carbon reduction plan and results will be published online.

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 new strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

Reporting Year: 2021/2	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	Vehicles leased by the company 68,582.70 Business mileage with non-owned/leased cars 63,800.52 – petrol 52,572.75 - diesel Total scope 1 – 184,955.97
Scope 2	Electricity at PR and Witney offices 9,666.32 and 3,481.70 Total scope 2 – 13,148.02 – this is already offset and so is a value of 0

Scope 3 (Included Sources)	Water supply to company owned/managed buildings 9.83 Wastewater for company owned/managed buildings 17.95 Waste disposal 784.64 784.64 Shipment of goods to customers and between sites 0 Hotel stays 861.80 Material use – turn IT on does not procure materials for manufacturing/production purposes. 0 Total scope 3 – 2,458.86
Total Emissions	193,109 kgCO₂e

Cost to offset = 193 tonnes = £9,600 approx

Emissions reduction targets

2021/22 is our base year.

2022/23 will be the first year where we can compare year on year, but we will only just start to be able to fully report on all travel including commuting towards the end of the year and where we can fully report on all of the different types of travel and the emissions related to it.

2023/24 this will be the first year where we can compare full data year on year although this will be the first year with commuting information.

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets. When we report on 2023/24 emissions data, we will be in the position to start measuring accurately and be able to choose our target of reduction.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

Turn IT on became certified with ISO14001 in xxx

The following environmental management measures and projects have been completed or implemented since the 2021/22 baseline.

- Introduce new electric car lease scheme that operates on a carbon neutral basis. This is open to staff that only use cars to commute as well as those that drive on business introduce
- Ensure that all offices have electricity that is fully green. (Both offices now use renewable/fully green energy)

Planned Carbon Reduction Initiatives

- Reduce the PR office size when able to renegotiate the lease – summer 2024
- Virtualisation plan for PR in 2022/23
- Solar panel installation in the Witney office early 2023.

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 standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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) Standard³.

This Carbon Reduction Plan has been reviewed and signed off by Senior Leadership Team.

Signed on behalf of the Supplier:

Sally Bannister

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Date:14/02/2023.....

¹ <https://ghgprotocol.org/corporate-standard>

² <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

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

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 entity 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 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.