



## 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.

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.

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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)

# Carbon Reduction Plan Template

Supplier name: Garran Lockers Ltd

Publication date: 30 September 2024

## Commitment to achieving Net Zero

Garran Lockers Ltd is committed to achieving Net Zero emissions by **2050**.

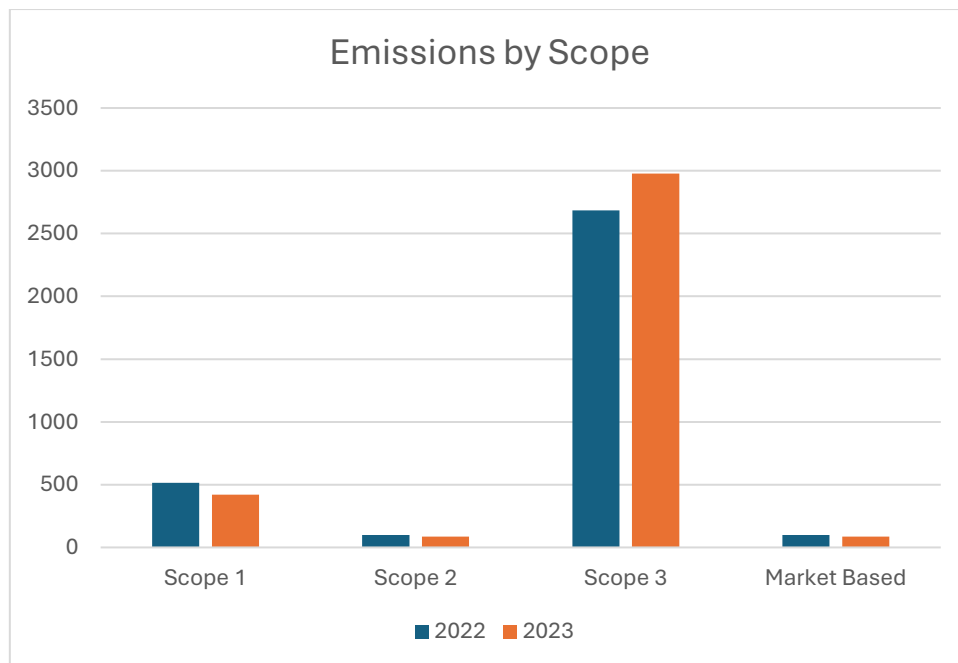
## Baseline Emissions Footprint

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: 2022</b>	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>514.53</b>
<b>Scope 2</b>	<b>97.82</b>
<b>Scope 3 (Included Sources)</b>	<b>2683.49</b>
<b>Total Emissions</b>	<b>3288</b>

Reporting Year: 2023	
EMISSIONS	TOTAL (tCO2e)
Scope 1	419.45
Scope 2	85.79
Scope 3 (Included Sources)	2978
<b>Total Emissions</b>	<b>3478.58</b>

## Emission Comparison



In comparison with our Baseline Reporting Year 2022, results for 2023 saw a clear decrease in our Scope 1, Scope 2 and Market Based emissions.

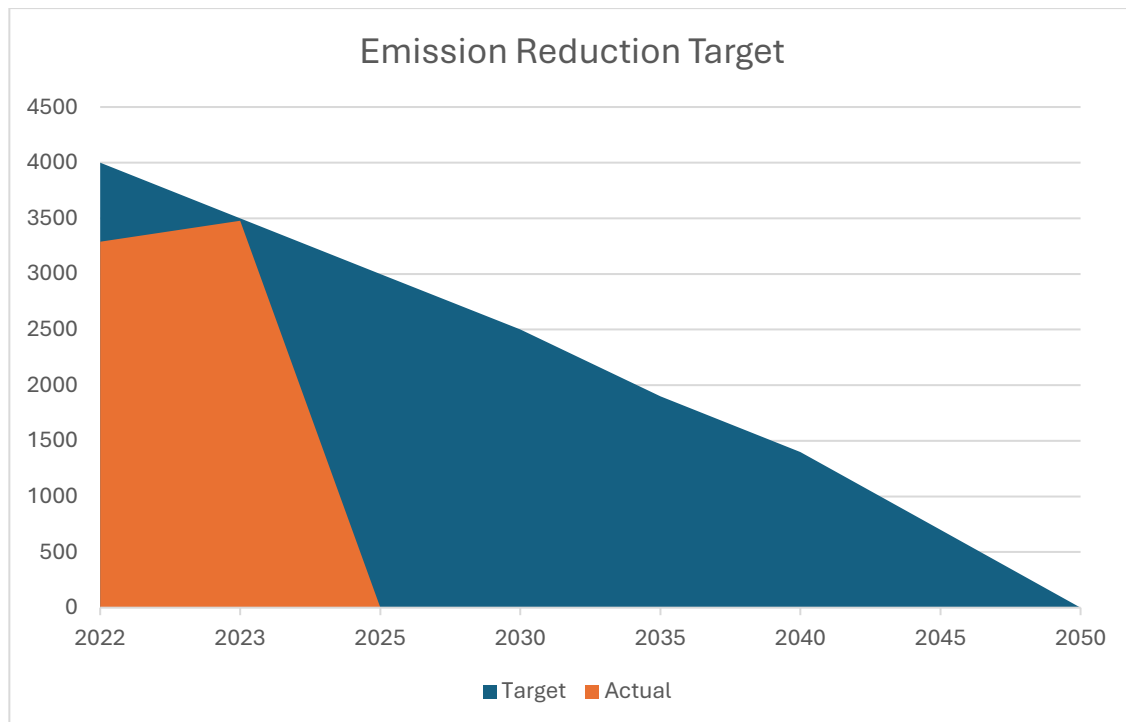
As market conditions returned to normal following the pandemic we saw a rise in demand in 2023 therefore increasing our material consumption. This has resulted in an incline of our Scope 3 emissions which we expect to see fall again in our 2024 calculations.

## Emissions reduction targets

We are currently in the early stages of our journey to Net Zero therefore we have aligned with the Government's target of achieving Net Zero by 2050.

However, as we continue to progress and find improved methods of working to reduce our emissions we will consider reducing this timescale to an achievable target.

Our current reduction target and recorded results for 2022 and 2023 are illustrated in the below.



## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

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

- Implementation of ISO14001 Environmental Management System
- Switched Energy Suppliers – a third of our energy now comes from renewable sources
- LED lighting installed in designated areas of the factory
- Installation of skylights to reduce electricity consumption
- All company vehicles upgraded to Euro 6 standard
- TPM's have been put in place for selected machinery
- Encourage homeworking / virtual meetings where possible to reduce the need to travel
- Undertaken supplier audits resulting in a change to our waste management supplier – all general waste is sorted at the supplier's facility for recycling resulting in zero waste to landfill.

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

- Remainder of our site upgraded to LED lighting
- TPM's in place for all machinery
- Installation of a new roof which will allow for the installation of solar panels leading to 100% renewable energy sources
- Upgrade company cars to Hybrid/Electric vehicles
- Implement a "Cycle to Work" scheme

## 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:

A handwritten signature in black ink, appearing to be 'MGP', is written over a horizontal line.

Date: 30/09/2024

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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>