



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 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.

Carbon Reduction Plan Template

Supplier name: Business 2 Business (UK) Ltd.

Publication date: 04.02.2022

Commitment to achieving Net Zero

Business 2 Business (UK) Ltd is committed to achieving Net Zero emissions by 2030.

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.	
Baseline Emissions: At Business 2 Business Ltd we have established new baseline metrics for 2022 to provide Carbon Reduction benchmarks for future reductions in emissions from our business activities. N.B. There are no Scope 1 results to report.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	N/A
Scope 2	Carbon Emission – 39,327
Scope 3 (Included Sources)	Carbon Emission - 812
Total Emissions	40,139

Current Emissions Reporting

Reporting Year: 2022											
EMISSIONS	TOTAL (tCO ₂ e)										
Scope 1											
Scope 2	<table border="0"> <thead> <tr> <th></th> <th>Carbon Emission</th> </tr> </thead> <tbody> <tr> <td>Electricity – 55,000kwh</td> <td>14,058</td> </tr> <tr> <td>Gas – 69,767,000kwh</td> <td>12,826</td> </tr> <tr> <td>Business mileage – 1,777</td> <td>599</td> </tr> <tr> <td>Staff commute mileage – 35,133</td> <td>11,844</td> </tr> </tbody> </table>		Carbon Emission	Electricity – 55,000kwh	14,058	Gas – 69,767,000kwh	12,826	Business mileage – 1,777	599	Staff commute mileage – 35,133	11,844
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Emissions reduction targets

This is the first year in which we have measured our carbon emissions and established a carbon emissions target. In order to achieve Net Zero, we have adopted the following carbon reduction targets.

We project that carbon emissions will decrease over the next 8 years to 0% tCO₂e by 2030. This is a reduction of **100%**

We forecast for future reductions the following reduction targets:

4 Years – 2026	10%
6 Years – 2028	30%
8 Years – 2030	100%

Projected progress against these targets can be seen in the chart below:

Emission					
40,000	40,139				
30,000	36,126				
20,000	28,097 0				
	2022 – Baseline Year 1	2026 – 10% Year 4	2028 – 30% Year 6	2030 – 100% Year 8	Year 2022 – 2030

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been implemented since the 2022 baseline. Business 2 Business shall be able to calculate against the 2022 baseline in 2023.

The 2023 baseline reduction calculations will provide the carbon emission reduction achieved by the schemes below.

Pending 2023 calculations: equate to **38,935 tCO₂e**, a **3%** reduction against the 2022 baseline and the measures will be in effect when performing the contract

Carbon reduction projects currently taking place include:

- Working towards ISO14001
- Donate to the National Trust to plant trees - <https://www.nationaltrust.org.uk/features/plant-a-tree>. N.B. This is carbon offsetting, not carbon reduction, but together they are part of the solution.
- Work with B-Corp Movement and are working on a plan and roadmap to become accredited.
- Replacing PCs with laptops (the average estimated power use of a PC is around 200 W/hour, whereas a laptop is just 50 – 100 W/hour)
- Recycling initiatives in all office environments.
- Remote meetings, participant appointments and learning portals.
- Reduction in use of plastic initiatives.
- Staff Travel Management Charter – Direct and supply chain employees.
- Energy reduction awareness through team briefings.
- Introduction of Social Value policy and action plans.

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

- 10% reduction in carbon emissions from existing heating and electricity supply (2026)
- 100% net zero heating and electricity supply (2030)
- 100% - delivering carbon neutral recycling initiatives (2023)
- 80% - delivering carbon neutral procurement policy (2023)
- Travel management – staff, supply chain and visitors
- All supply chain partners to adopt Business 2 Business policies and operational strategies to reduce carbon emissions in line with our Carbon Reduction targets.

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

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

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 the board of directors (or equivalent management body).

Signed on behalf of the Supplier:



Veejay Patel

Date: 14.02.2022

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

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

