



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_06_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___Selection_Criteria__3_.pdf

Carbon Reduction Plan Template

Supplier name: Greenarc Limited.....

Publication date: December 2025.....

Commitment to achieving Net Zero

Greenarc Limited is committed to achieving Net Zero emissions by 2045.

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: Financial Year Ending March 31 2024	
Additional Details relating to the Baseline Emissions calculations.	
Greenarc have had a historic baseline, in 2023 which deviates from the requirements under this measure as there required scope 3 emissions were not measured. As Greenarc is a serviced based business we are unable to measure Scope 3 Categories Upstream and Downstream Transportation and Distribution. Due to the tenancy agreement in place Greenarc have no access to information relating to waste or control of the waste processes – therefore this is also not measured.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0 – There in no gas/fuel used onsite to heat and no company owned vehicles. There is an air conditioning unit but it has not been serviced in the baseline year.
Scope 2	4973.2
Scope 3 (Included Sources)	44.3 - Business Travel (Expense Reports) and Employee Commuting (Company wide survey)
Total Emissions	5017.5

Current Emissions Reporting

Reporting Year: Financial Year Ending March 31 2025	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0 - There is no gas/fuel used onsite to heat and no company owned vehicles. There is an air conditioning unit but it has not been serviced in the current year.
Scope 2	3647.9
Scope 3 (Included Sources)	33.7 Business Travel (Expense Reports) and Employee Commuting (Company wide survey)
Total Emissions	3681.6

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 4360 tCO₂e by 2030. This is a reduction of 20%

In the first year we have had a reduction of 1335.9 tCO₂e, which is a reduction of 27%, which means that we have already outperformed our initial target. Our intensity ratio has decreased from 74 tCO₂e to 72 tCO₂e per employee.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented prior to the 2024 baseline.

- Greenarc have achieved ISO14001 Certification in September 2024
- Implementation of an EV salary sacrifice scheme available to eligible staff
- Broadening of the products available to include EV Fuel Cards
- Longstanding commitment to enable customer to offset their fuel purchases

The measures will be in effect when performing the contract.

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

- Negotiation with the landlord to increase information available to improve data availability for reporting

- Further role out of EV Car Scheme

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 006 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 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:



... Zak Deaves (Finance Director)....

Date: ... 15/12/2025.....

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

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

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