



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: HS Infra Ltd

Publication date: 2 Feb 2022

## Commitment to achieving Net Zero

HS Infra 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: 2021</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
2021 is HS Infra Ltd's baseline year. We have elected to base our decisions on those services over which we have operational control. Scope 1 we do not own or control boilers, furnaces or conduct any chemical processes. Scope 2 is our consumption of purchased electricity in our offices in Leominster. Scope 3 includes subset 6 business travel and 7 employee commuting.	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
Scope 1	0
Scope 2	2,158
Scope 3 (Included Sources)	5, 254 Our scope 3 emissions breakdown is as follows: 4. Upstream transportation & distribution. 0 We are not a production company and have no upstream transportation or distribution aspects.

	<p>5. Waste generated in operations. 0 We are not a production company and have no waste generated.</p> <p>6. Business travel. 1,804</p> <p>7. Employee commuting. 3,450</p> <p>9. Downstream transportation &amp; distribution 0 We are not a production company and have no downstream transportation or distribution aspects.</p>
<b>Total Emissions</b>	<b>7,412</b>

### Current Emissions Reporting

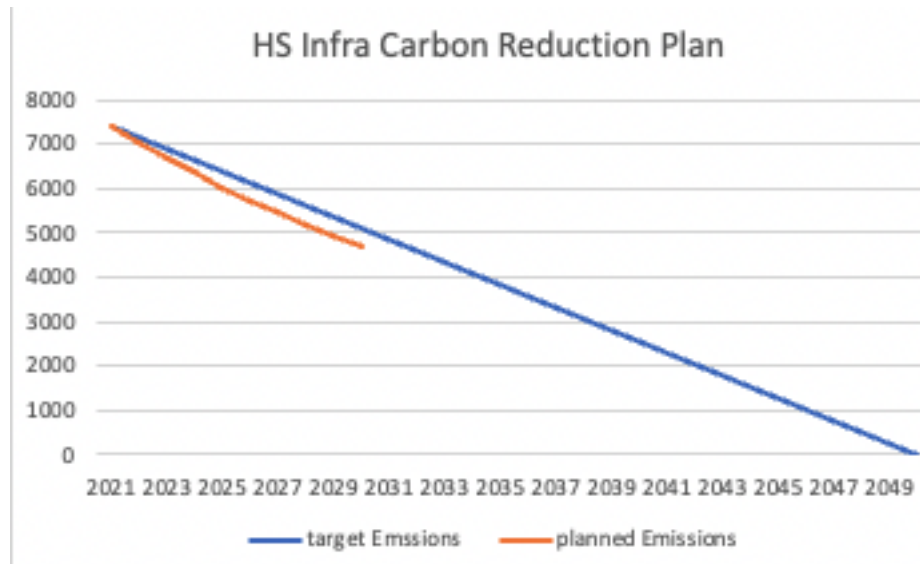
Reporting Year: 2021. As this is our first plan this is the same as our baseline year.	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2e</sub>)</b>
Scope 1	0
Scope 2	2,158
Scope 3 (Included Sources)	<p>5,254</p> <p>Our scope 3 emissions breakdown is as follows:</p> <p>4. Upstream transportation &amp; distribution. 0 We are not a production company and have no upstream transportation or distribution aspects.</p> <p>5. Waste generated in operations. 0 We are not a production company and have no waste generated.</p> <p>6. Business travel. 1,804</p> <p>7. Employee commuting. 3,450</p> <p>9. Downstream transportation &amp; distribution 0 We are not a production company and have no downstream transportation or distribution aspects.</p> <p>1.</p>
<b>Total Emissions</b>	<b>7,412</b>

## Emissions reduction targets

In order to continue our progress to achieving Net Zero by 2050, we have adopted the following carbon reduction targets.

We project that our carbon emissions will decrease over the next eight years to 4,671 tCO<sub>2</sub>e by 2030. This is a reduction of 36%

Planned progress against these targets can be seen in the graph below:



## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been implemented since the 2021 baseline. The carbon emission reduction achieved by these schemes equate to 4,671 tCO<sub>2</sub>e, a 36%ge reduction against the 2021 baseline and the measures will be in effect when performing the contract.

Changing our electricity supplier to one which uses only renewable energy sources.

Installing insulation in the roof space of the office headquarters.

Turning the temperature in the office down one degree to 19 degrees.

All lights in the office will be replaced with LED lights.

When the Company vehicle is replaced, it will be with an electric vehicle.

All rental vehicles will be electric vehicles.

Install additional dual charging points in the office car park.

All employees will be encouraged to car share to reduce the number of commuting journeys.

All employees will be encouraged to move to electric when selecting their next car.

Support employees who wish to cycle to work through adoption of the Government approved Bike 2 work scheme.

Further measures will be adopted in the future.

## **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>1</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>2</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>3</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:**

Stephen Hutchinson Director



Date: 2 September 2022

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

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

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