



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.

¹ Bidding supplier or 'bidding entity' means the organisation with whom the contracting authority will enter into a contract if it is successful.

² 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

³ 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

Carbon Reduction Plan Template

Supplier name: DBD LIMITED

Publication date:22nd November 2024.....

Commitment to achieving Net Zero

DBD LIMITED 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: 2023	
Additional Details relating to the Baseline Emissions calculations.	
2023 is taken as the baseline carbon reporting for DBD International Limited. DBD International Limited is a nuclear engineering consultancy business servicing the nuclear and defence sector with expert knowledge, advice and skillsets. DBD's main business activities involve knowledge based services which are undertaken at premises owned or allocated by our clients, our Warrington based office or through working from home arrangements.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0
Scope 2 (Electricity)	2.4
Scope 3 (Company Travel)	104.5
Total Emissions	106.9

Current Emissions Reporting

Reporting Year: 2024 (Jan – Aug)	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0
Scope 2 (Electricity)	2.9
Scope 3 (Company Travel)	106.9
Total Emissions	109.8

Emissions reduction targets

DBD International Limited is committed to ensuring that our environmental impact is continually reviewed, minimised and, where possible reduced. We are committed to continually working with our clients supporting their carbon reduction targets, either within their business or through their supply chain, which we form part of.

2024 has seen the commencement of carbon emission tracking at DBD, with data from 2023 being collated for benchmarking, as we track and seek to understand our emission profile. DBD is a knowledge service based business, operating as an enterprise within managed premises on a business park. Our scope 2 emissions are managed through property management arrangements. Our scope 3 emissions are weighted towards business travel. Whilst this business critical activity remains a part of the delivery model, the use of public transport and digital remote access are very important to ensuring employee wellbeing and our emission profile.

DBD's business model is one of growth, with knowledge based services being our core product. As we grow we have two main goals;

- minimise the ratio of person to carbon emitted and,
- minimise our total carbon emissions.

We project that our ratio of person to carbon emitted will decrease by 20% by 2028.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2023 baseline.

- Adoption of a paperless office environment.
- Salary sacrifice company benefits focused upon provision of electric vehicles.
- Utilisation of Sustainability Certificated accommodation.

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

- Carbon offsetting

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 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:

.....*Dave Davies*.....

Date:03/12/2024.....

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>