



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_0621_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_21_Selection_Criteria_3_.pdf

Carbon Reduction Plan Template

Supplier name: Birkin Cleaning Services Ltd

Publication date: 19th July 2024

Commitment to achieving Net Zero

Birkin Cleaning Services Ltd is committed to achieving Net Zero emissions by 2040.

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.	
Birkin Cleaning Services Ltd has commissioned a full and independently verified ISO 14064 compliant organisational carbon footprint assessment and report to enable us to formally set our emissions baseline and create a targeted carbon reduction plan. The below emissions totals are figures for the 2023 calendar year and have been designated as our baseline.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	108.22
Scope 2	12.459
Scope 3 (Included Sources)	Business travel – 30.041 Commuting & Homeworking – 646.857 Waste – 5.714 Water – 0.311 Deliveries upstream – 2.176 Purchased G&S – 897.365 WTT – 195.494 Total scope 3 emissions – 1,778.492
Total Emissions	1,899.171

Current Emissions Reporting

Reporting Year: 2024	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	tbc
Scope 2	tbc
Scope 3 (Included Sources)	tbc
Total Emissions	tbc

Emissions reduction targets

In order to set a credible carbon reduction target Birkin Cleaning Services Ltd have established an emissions baseline as detailed above. Following our completion of our ISO compliant organisational footprint report and our baseline has been set, we are now in the process of setting our reduction targets. Once complete we will publish accordingly.

Birkin Cleaning Services will set and publish reduction targets and on-going progress against these targets will be reported on and demonstrated on an annual basis.

Carbon Reduction Projects

Carbon Reduction Initiatives

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

Currently Birkin Cleaning Services runs 19 EV's and 8 Hybrid vehicles. By 2026, our remaining vehicles within our fleet are due to be replaced with less emission's intensive alternatives. We are currently undergoing a transition analysis to establish the predicted emissions reductions possible by these actions.

As Birkin Cleaning Services Ltd continues to grow and increase the number of employees at our head office, we aim to implement a recycling programme for office and organic waste. We will also conduct regular training on sustainable practices and carbon reduction strategies, including journey planning and route optimisation to reduce fuel consumption.

This year we launch our Sustainable Business Travel Policy, which sets guidelines for prioritising virtual meetings over face-to-face meetings when travel time exceeds meeting duration. The policy also mandates purchasing rail travel through Trainhugger, which plants a tree for every journey, and encourages carpooling, public transport, biking, and walking.

We have begun our effort to reduce carbon emissions by digitising records and communication, and reformatting internal documents to use minimal colours, thereby reducing paper and ink usage when printing is necessary.

We are committed to partnering with suppliers that prioritise sustainability and have robust carbon reduction plans and we have recently onboarded Lime Supply, who support our goals by offering environmentally friendly products that reduce ecological impact, promote social responsibility, and adhere to high governance standards. Environmentally, their biodegradable and sustainable ingredients help minimise waste and pollution, reducing the overall carbon footprint. Lime Supply engages in fair trade practices and supports local communities, ensuring ethical sourcing and contributing to social equity and they maintain transparency and accountability in their operations, ensuring compliance with environmental regulations and promoting sustainability as a core business principle. This partnership underscores our ongoing commitment to reducing our environmental impact and promoting a greener future.

Birkin Cleaning Services Ltd is committed to achieving net zero by 2040. In order to achieve this, we have committed to the implementation of a comprehensive three-phase carbon management programme delivered by specialist carbon management and certification platform Neutral Carbon Zone (NCZ), that identifies, reports on and facilitates the reduction of all of our associated organisational, operational and supply-chain emissions.

The initial phase of our programme has been completed and provides us with an independently verified ISO 14064 compliant assessment and report of all scope 1, 2 and 3 GHG emissions, identifying our emissions drivers and allows us to set a baseline from which to establish clear and strategic decarbonisation strategies and reduction targets to maximise success, and monitor and report on our progress on an ongoing basis. This involves a comprehensive data capture process with full customer success support, compliance with internationally recognised standards for the calculation of our emissions and a detailed report to clearly understand the impact of our activities.

We have also completed the second phase of our programme, which is to deliver a PAS 2050 compliant Lifecycle Assessment (LCA) to model the specific emissions associated with the services we provide our clients and enable us to report on the emissions of our operational activities as an intensity metric with relevance on a client-by-client or site-by-site basis, delivering value, insight and clarity into the impact of our clients spend.

By 2025, we will publish a formal carbon reduction strategy. This strategy will include setting individual targets for Scope 1, 2 and 3 emissions.

Since our baseline of 2023, we have:

- maintained our ISO 14001 certification
- achieved NCZ Gold certification
- committed to procuring chemical-free cleaning products
- implemented a sustainable travel policy
- hired a full-time ESG Manager to manage our sustainability strategy

- formed partnerships with expert environmental consultants, Neutral Carbon Zone (NCZ)
- Installed Lightfoot Vehicle Tracking to assist in reducing our carbon footprint by providing real-time feedback and analytics on driver behaviour, encouraging more efficient driving practices, such as smoother acceleration, deceleration, and maintaining optimal speeds, which collectively contribute to lower fuel consumption. By promoting these eco-friendly driving habits.

Future plans

The third phase of our carbon management programme will establish a supply-chain compliance programme to ensure Birkin Cleaning Services Ltd can report on, monitor and ultimately influence the reduction of the emissions associated with this wider scope 3 aspect of our overall carbon footprint. This will allow us to understand where emissions arise, collaborate with our supply partners to find efficiencies and report on the progress being made. Completion of this phase will see Birkin achieving NCZ Platinum certification.

By integrating such a comprehensive programme, we will not only identify the emissions drivers throughout our business, ensuring a targeted and appropriate approach to minimising our own environmental impact, it will also enable us to go beyond what is within our direct control and facilitate the ability to create a wider reaching and ultimately more successful reduction of emissions throughout our entire value-chain.

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:

Daisy Hunter
ESG Manager

Date: 19th July 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>