



# 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<sup>1</sup> 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 Standard<sup>2</sup> and Guidance<sup>3</sup>, 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.

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

<sup>2</sup>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](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)

<sup>3</sup>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](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

**Supplier name:** Salisbury Trading Limited (T/A Salisbury Linen Services & Eastbourne Linen Services).

**Publication date:** November 2023.

## Commitment to achieving Net Zero:

Salisbury Trading Limited (T/A Salisbury Linen Services & Eastbourne Linen services) 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.

<b>Baseline Year: 1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
This is Salisbury Trading Limited (T/A Salisbury Linen Services & Eastbourne Linen Services) first time assessing and reporting emissions. This is our baseline emissions. Salisbury Trading Limited (T/A Salisbury Linen Services & Eastbourne Linen Services) worked with Wylde Connections Consultancy to achieve the most in-depth report possible. The report includes assumptions and limitations in baseline data collection and processing. In cases of missing or unreliable data, assumptions and estimations were applied to enhance result accuracy.	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
Scope 1	3 593
Scope 2	3 91
Scope 3 (Included Sources)	15 704 <b>Includes, but not limited to:</b> <ul style="list-style-type: none"><li>a. Upstream transportation &amp; distribution</li><li>b. Waste generated in operations</li><li>c. Business Travel</li><li>d. Employee commuting</li><li>e. Downstream transportation &amp; distribution</li></ul>
<b>Total Emissions</b>	<b>19 689</b>

## Current Emissions Reporting

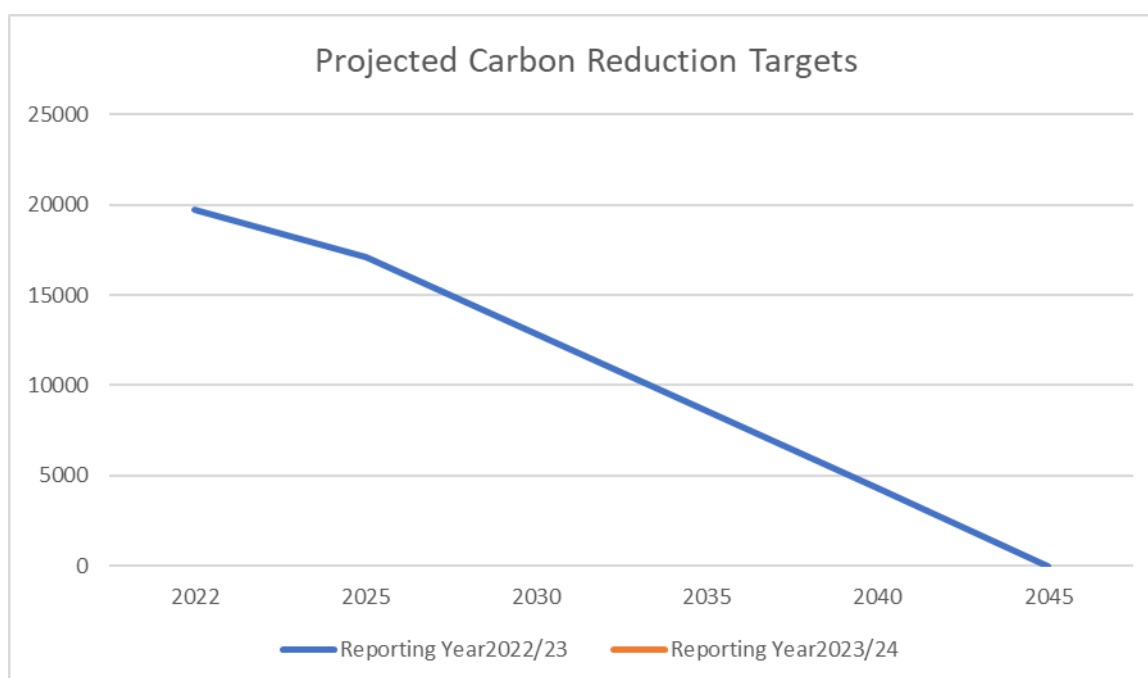
Reporting Year: 1 <sup>st</sup> April 2022 – 31 <sup>st</sup> March 2023	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	3 593
Scope 2	3 91
Scope 3 (Included Sources)	<b>15 704</b> <b>Includes, but not limited to:</b> <ul style="list-style-type: none"><li>a. Upstream transportation &amp; distribution</li><li>b. Waste generated in operations</li><li>c. Business Travel</li><li>d. Employee commuting</li><li>e. Downstream transportation &amp; distribution</li></ul>
<b>Total Emissions</b>	<b>19 689</b>

## Emissions reduction targets

In order to achieve Net Zero by 2045, Salisbury Trading Limited (T/A Salisbury Linen Services & Eastbourne Linen Services) have adopted the following carbon reduction targets.

We project that carbon emissions will decrease over the next five years to **14766** tCO<sub>2</sub>e by 2028. This is a reduction of **25%**

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



## Carbon Reduction Projects

The following environmental management measures and projects were implemented during 2022, some benefits will be included in the 2022/23 baseline.

- Converted to LED Lighting in our warehouses
- Banned the use of single use plastic cups
- Changed energy suppliers to renewable energy only
- Reviewed plastics used within the transportation of linen

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

- Introduce a natural cleaning product than can be made onsite, reducing the use of harmful chemicals and plastics.
- Reduce upstream transportation & distribution (scope 3).
- Introduce electric vehicles and the use of biofuels where electric is currently not suitable.
- Reduction in the use of water.

## 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>4</sup> and uses the appropriate [Government emission conversion factors for greenhouse gas company reporting](#)<sup>5</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>6</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:**



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Date: .....20<sup>th</sup> November 2023.....

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

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

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