



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:Verco Advisory Services Limited.....

Publication date:12th of July 2024.....

Commitment to achieving Net Zero

Verco Advisory Services 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: 2022	
Additional Details relating to the Baseline Emissions calculations. Verco updated the baseline line year to 2022 from 2016. Verco had reduced absolute scope 1 & 2 emissions by 52% between 2016 and 2023. During the same period Verco increased head count by 275% and turnover by 280%. Verco updated the baseline year to 2022 to reflect the changes in the size of the business and the improvements in data quality.	
EMISSIONS	TOTAL (tCO_{2e})
Scope 1	0
Scope 2	8.8
Scope 3 (Included Sources)	256.7
	Purchased Goods and Services 42.5
	Capital Goods 3.7
	Fuel and Energy Related Activities 4.5
	Waste in Operations 0.1
	Business Travel 120.2
	Employee Commuting 82.8
	Use of Sold Products 2.5
	End of Life Treatment of Sold Products 0.4
Total Emissions	265.5

Current Emissions Reporting

Reporting Year: 2023	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0
Scope 2	9.2
Scope 3 (Included Sources)	242.5 (SECR DATA REPORT_VERCOFOOTPRINT_2023, tab: ESG submission (New)) Purchased Goods and Services 37.9 Capital Goods 25.5 Fuel and Energy Related Activities 5.4 Waste in Operations 0.1 Business Travel 77.0 Employee Commuting 93.6 Use of Sold Products 2.5 End of Life Treatment of Sold Products 0.4
Total Emissions	251.7

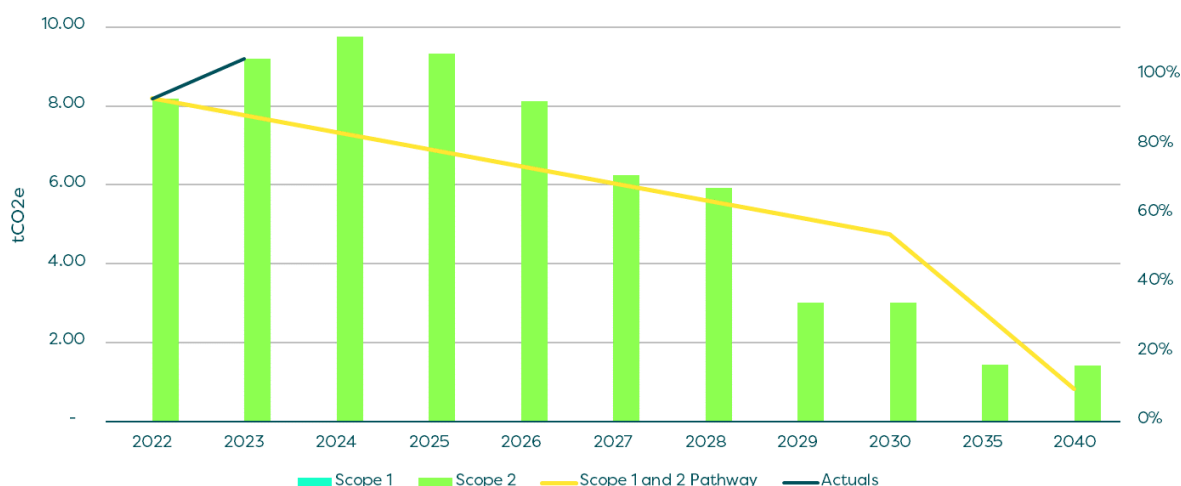
Emissions reduction targets

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

- Long-term: Net Zero by 2030 across all scopes
- Near-term: Reducing Scope 1&2 emissions by 50% by 2027, reducing Scope 3 emissions by 40% by 2027.

We project that scope 1 & 2 carbon emissions will decrease over the next five years to 5.6 tCO₂e by 2028. This is a reduction of 36%.

We have forecast our progress against these targets using pathway analysis, as can be seen in the graph below:



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The carbon emission reduction between 2022 and 2023 equates to 13.8 tCO₂e, a 5.2% reduction against the baseline. These reduced emissions are primarily due to a reduction in international air travel. It is expected that further measures (office relocation) that will be in effect in the next 12 months will reduce the scope 1 & 2 emissions by at least a further 10%.

Verco has held ISO14001 since 2011. Verco has recently updated the organisation baseline year from 2016 to 2022 due to significant changes to turnover and head count (growth of more than 250%). Since first gaining ISO14001 Verco has reduced company owned vehicles to zero, re-lamped all three offices with LED lighting and reduced the number of onsite servers from ten to zero. The impact of these measures reduced premises emissions by 52% against the 2016 footprint.

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

- Verco will relocate the head office to an electric only office location with a smaller footprint and lower energy intensity in August 2024.
- Verco plans to relocate its Chorley office location with a smaller footprint and lower energy intensity in 2025.
- Verco will continue its supply chain engagement looking to work with organisations with Net Zero plans and supporting SMEs with their Net zero Plan on a pro bono basis.
- Verco supports its parent company's Net Zero activities in providing data for the BIP group's SBTi.

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:



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Date:12th 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>