



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

Supplier name:Smarter Services Ltd

Publication date:August 2023.....

Commitment to achieving Net Zero

Smarter Services Ltd 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.

Baseline Year: 2022											
Additional Details relating to the Baseline Emissions calculations. 2022 was our first year for assessment of carbon emissions figures. The appropriate GHG conversion factors (2022) have been used across all calculations.											
Baseline year emissions:											
EMISSIONS	TOTAL (tCO₂e)										
Scope 1	89.2592										
Scope 2	23.6178 (includes EV charging)										
Scope 3 (Included Sources)	16.2519 <table><tr><td>Category 4</td><td>0</td></tr><tr><td>Category 5</td><td>1.2825</td></tr><tr><td>Category 6</td><td>2.0008</td></tr><tr><td>Category 7</td><td>12.9685</td></tr><tr><td>Category 9</td><td>0</td></tr></table> We commenced auditing our upstream and downstream emissions in late 2022 and intend to report on these in our 2023 update.	Category 4	0	Category 5	1.2825	Category 6	2.0008	Category 7	12.9685	Category 9	0
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Category 6	2.0008										
Category 7	12.9685										
Category 9	0										
Total Emissions	129.1290 tCO₂e										

Current Emissions Reporting

Reporting Year: 2022	
EMISSIONS	TOTAL (tCO₂e)

Scope 1	89.2592										
Scope 2	23.6178 (includes EV charging)										
Scope 3 (Included Sources)	16.2519 <table style="width: 100%; border: none;"> <tr> <td style="text-align: right;">Category 4</td> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: right;">Category 5</td> <td style="text-align: right;">1.2825</td> </tr> <tr> <td style="text-align: right;">Category 6</td> <td style="text-align: right;">2.0008</td> </tr> <tr> <td style="text-align: right;">Category 7</td> <td style="text-align: right;">12.9685</td> </tr> <tr> <td style="text-align: right;">Category 9</td> <td style="text-align: right;">0</td> </tr> </table> <p>We commenced auditing our upstream and downstream emissions in late 2022 and intend to report on these in our 2023 update.</p>	Category 4	0	Category 5	1.2825	Category 6	2.0008	Category 7	12.9685	Category 9	0
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Emissions reduction targets

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

Setting carbon reduction targets for our integrated facility management company Smarter Services in a smarter services style involves aligning sustainability goals with agile, effective, and efficient practices. Here we have listed some SMARTER (Specific, Measurable, Achievable, Relevant, Time-bound, Environmental, and Responsible) carbon reduction targets:

Specific: By clearly defining the scope of carbon emissions we aim to reduce. For example, focus on reducing Scope 2 and Scope 3 emissions from our company's operations.

Measurable: Establishing specific metrics to quantify our carbon emissions, such as tons of CO₂ emitted per year. We will ensure that we have accurate baseline data to track progress in the coming years.

Achievable: Set targets that are realistic and attainable for our facility management company. Considering our current emissions, available resources, and industry benchmarks.

Relevant: Ensuring that our carbon reduction targets align with our company's mission and values. Emphasize how reducing emissions contributes to a more sustainable and environmentally responsible business.

Time-bound: Year on year we will achieve 20% percentage of reduction towards our targets within the next five years.

Environmental: Emphasize the environmental impact of our targets by committing to reducing energy consumption, water usage, and waste generation across our facilities.

Responsible: We have designated a sustainability team to oversee and coordinate efforts.

Breaking down some specific carbon reduction targets:

Energy Efficiency:

Target: Reduce energy consumption by 15% over the next three years.

Strategies: Implement energy-efficient lighting, HVAC system upgrades, and monitor energy usage through smart building technology.

Renewable Energy Adoption:

Target: Source 20% of our energy from renewable sources within the next five years.

Strategies: Invest in on-site solar panels, purchase renewable energy certificates (RECs), and explore power purchase agreements (PPAs) for green energy.

Transportation:

Target: Reduce emissions from company vehicles by 10% in the next two years.

Strategies: Transition to electric or hybrid vehicles, optimize routes to minimize fuel consumption, and encourage employees to use public transportation or carpool.

Waste Reduction:

Target: Divert 50% of waste from landfills by implementing recycling and composting programs within the next three years.

Strategies: Educate employees on proper waste sorting, provide recycling bins, and work with waste management companies to optimize disposal methods.

Carbon Offsetting:

Target: Offset 100% of remaining emissions through verified carbon offset projects within the next 3 years.

Strategies: Invest in carbon offset projects such as reforestation, renewable energy, or methane capture to compensate for emissions that cannot be eliminated.

Customer Engagement:

Target: Educate and engage clients on sustainability practices, encouraging them to adopt more eco-friendly operations.

Strategies: Offer sustainability assessments, share success stories, and provide recommendations for clients to reduce their own carbon footprint.

With total transparency in tracking and reporting progress toward these targets it is essential to build trust with clients and stakeholders. By regularly reviewing and adjusting our goals as needed to ensure they remain relevant and effective in reducing carbon emissions while maintaining agility, effectiveness, and efficiency in our integrated facility management services.

“We project that carbon emissions will decrease over the next five years to 101 tCO_{2e} by 2027. This is a reduction of 22%“

Carbon Reduction Projects

The following environmental management measures and projects have been put in place. The carbon emission reduction achieved by these schemes equate to **30** tCO_{2e}, a **15%**ge reduction against the **2021** baseline and the measures will be in effect when performing the contract.

As a business we have already achieved ISO14001 and as part of this accreditation we have achieved in moving fleet towards EV and Hybrid. Out of a fleet of 46 vehicles 13 are now electric which equates to a 28% reduction in our carbon emissions compared to 2021.

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

Smarter Services have trained and are in the process of delivering a publicly available sustainability report to the GRI (Global Reporting Initiative) Standard. A sustainability report discloses environmental impacts, including emissions; scope 1,2, and 3 of the carbon reduction plans, and waste etc. The sustainability report will map UN 2030 Agenda Sustainable Development Goals including Goal 13 Climate Change with its focus on carbon reduction. Reporting will be annual and approved by the SSL Board, it will reside on SSL's website when published, and shared later this year.

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:

I Whittingham

Date: 12/9/23

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>