



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: ACS Technology Group

Publication date: 15<sup>th</sup> July 2023

## Commitment to achieving Net Zero

ACS Technology Group 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.

ACS set the baseline year as 2019, whilst the business achieved carbon neutral status through carbon neutral partners, ACS recognise the business did not have an official sustainability strategy in place prior to 2019 and therefore use this as our baseline.

|   |                                 |
|---|---------------------------------|
| <b>Baseline Year: 2019</b>  |                                 |
| <b>Additional Details relating to the Baseline Emissions calculations.</b>  |                                 |
| Our baseline year is 2019, all calculations were made in line with Carbon Neutral partners guidelines. Measurements were recorded using calculations provided by CNP. |                                 |
| <b>Baseline year emissions:</b>   |                                 |
| <b>EMISSIONS</b>  | <b>TOTAL (tCO<sub>2</sub>e)</b> |
| Scope 1   | <b>49</b>                       |
| Scope 2   | <b>42</b>                       |
| Scope 3<br>(Included Sources)   | <b>292</b>                      |
| <b>Total Emissions</b>  | <b>383</b>                      |

## Current Emissions Reporting

| <b>Reporting Year: 2022</b>           |   |
|---------------------------------------|---|
| <b>EMISSIONS</b>                      | <b>TOTAL (tCO<sub>2</sub>e)</b>           |
| <b>Scope 1</b>                        | <b>12</b>                                 |
| <b>Scope 2</b>                        | <b>27.01 (REGO Renewable Energy used)</b> |
| <b>Scope 3<br/>(Included Sources)</b> | <b>68.17</b>                              |
| <b>Total Emissions</b>                | <b>107.18</b>                             |

### **Emissions reduction targets**

#### ACS Targets

- 1 – Net Zero by 2030.
- 2 - £250,000 investment into sustainable initiatives by 2024.
- 3 – All electric company fleet by 2025.
- 4 – Lower customer emissions by reducing small orders within contracted accounts by 50% throughout.
- 5 – Help raise awareness of the 721 challenges

Our journey to net zero begins by establishing 5 main goals for our business to strive towards. We completed 2022 goal 3 – Self-generated on-site energy with the installation of 220 solar panels on the roof of our head office. We have chosen these specific objectives as we feel they are measurable and although these are ambitious, we believe ACS has the passion to successfully achieve them. Being transparent about our progress will hopefully demonstrate our commitment and focus to attaining them within the agreed timescales.

# Carbon Reduction Projects

## Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2019 baseline. The carbon emission reduction achieved by this scheme equates to 276tCO<sub>2</sub>e, a 72% reduction against the 2019 baseline and the measures will be in effect when performing the contract. ACS have achieved the PAS2060 standard for the second year - 'the only recognised international standard for carbon neutrality is PAS 2060 which offers business partners a methodical approach of reducing gas emissions. ACS have also achieved the ISO 14001 certification. ACS have completed a range of measures to help reduce our operational impact as a business, LED move sensitive lighting controls installed (2020) alongside the installation of an EV charging point in the car park. All electricity used in ACS premises is renewable energy generated from offshore windfarms. ACS have a zero waste to landfill agreement with our waste provider. Policies have been amended internally with regards to business travel and company car leasing which will be electric by 2024. We are hopeful of hitting our 5 main goals as detailed below.

- 1 – Net zero by 2030.
- 2 - £250,000 investment into sustainable initiatives by 2024.
- 3 – Self-generated on-site energy, reducing scope 2 emissions by 2024.
- 4 – All electric company fleet by 2025.
- 5 – Create a local sustainability business group by 2023

## 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>

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

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: 03/08/2023

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<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>