



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: U-Drive Limited

Publication date: 19th October 2022

Commitment to achieving Net Zero

U-Drive Limited is committed to achieving Net Zero emissions by 2050

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: 2021	
Additional Details relating to the Baseline Emissions calculations.	
2021 was the first reporting year and will therefore be used as our baseline. We carried out a full audit of the Company's emissions, working with Carbon Footprint to produce the appraisal.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	242.90
Scope 2	77.63
Scope 3 (Included Sources)	2818.01 Our scope 3 emissions breakdown is as follows: Rental Vans 1726.05 Well to Tank (Upstream) 607.65 Rental Cars 335.85 Rental Lorries 75.18 Electricity Transmission & Distribution (Upstream) 7.19 Employee Commuting 66.1
Total Emissions	3138.55

Current Emissions Reporting

Reporting Year: 2021	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	242.90
Scope 2	77.63
Scope 3 (Included Sources)	2818.01 Our scope 3 emissions breakdown is as follows: Rental Vans 1726.05 Well to Tank (Upstream) 607.65 Rental Cars 335.85 Rental Lorries 75.18 Electricity Transmission & Distribution (Upstream) 7.19 Employee Commuting 66.1
Total Emissions	3138.55

Emissions reduction targets

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

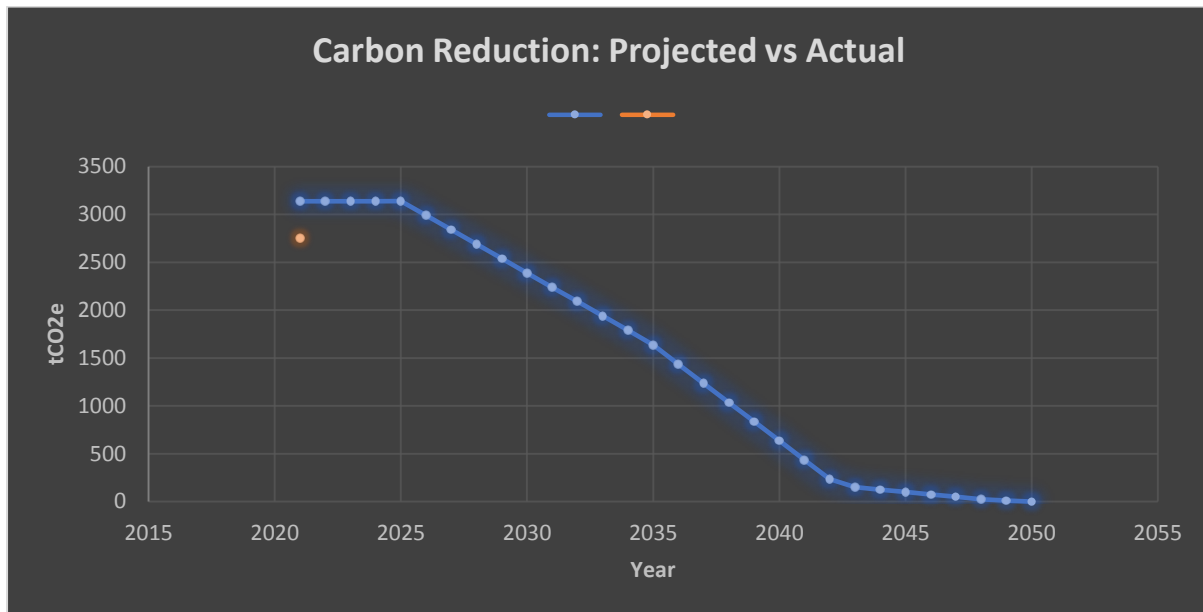
U-Drive commits to reduce absolute scope 1 and 2 GHG emissions by 100% with immediate effect by way of carbon offsetting initiatives. Additionally, we commit to reducing our scope 3 emissions by 40% by 2035.

Based on 2021 turnover we project that carbon emissions will decrease overall by 1500 tCO₂e by 2035. This is an equivalence of 70 tonnes per £million of turnover and is a reduction of 48%.

We see this as a real world decrease of 1200 tCO₂e; the remainder will be offset.

(Please note that as 93.5% of U-Drive emissions arise from vehicles, these projections are based on manufacturers introducing and scaling up production of suitable ICE alternatives. We do not anticipate that significant changes to our fleet make up will occur before 2025-2026).

Progress against these targets can be seen in the graph below:



Carbon Reduction Projects

The following environmental management measures and projects have been completed or implemented since the 2021 baseline. The carbon emission reduction achieved by these schemes equate to 390 tCO₂e, a 12.4% reduction against the 2021 baseline and the measures will be in effect when performing the contract.

U-Drive is immensely proud to have offset 390 tCO₂e of our 2021 emissions by supporting the 'Energising India Using Solar Energy Project' (Verified Carbon Standard) and the 'Buenos Aires Renewable Energy Project' (Gold Standard).

This accounts for our Scope 1 and Scope 2 emissions and offsets our Employee Commuting. This enables us to call ourselves a Carbon Neutral Company.

Implemented carbon reduction projects include:

- Embracing technology and digital communications to reduce business travel
- Updates to our travel policy mandating using zero-emission vehicles where possible for vehicle movements
- Engaging with suppliers, collaborating to reduce our collective emissions
- Switching to zero emissions vehicles at the earliest realistic opportunity when they are made available and supported by the manufacturers. It is believed that by 2030, 100% of our Company Vehicles and Rental Cars will be zero emissions along with at least 30% of our Rental Vans.
- Installation of LED lighting and lighting upgrades across our estate
- Installation of electric vehicle charging points

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

- Reducing our GHG energy consumption by way of solar panels on appropriate real estate and switching to 'green energy tariffs where it is not.

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:



Richard Crane-Sutton

Date: 13 December 2022

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>