



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 Template

Supplier name: H Jenkinson and Company Limited

Publication date: 02/04/2024

## Commitment to achieving Net Zero

H Jenkinson and Company 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.

<b>Baseline Year: 2018</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
Our baseline year is 2018 (Our financial year Jan – Dec).	
Our baseline emissions are a record of the greenhouse gases that we produced in 2018 and were produced prior to the introduction of our strategies to reduce emissions.	
Our baseline emissions are therefore the reference point against which our emissions reduction is now measured.	
Our baseline figures have been assessed and verified independently by Liverpool John Moores University Low Carbon Eco – Innovatory. (10 <sup>th</sup> May 2022).	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	72.3 (tCO <sub>2</sub> e) - Gas
<b>Scope 2</b>	49.3 (tCO <sub>2</sub> e) - Electric
<b>Scope 3 (Included Sources)</b>	Water – 0.109 Waste – 739.34 Business Travel – 325

	Commuting – 153.09  Total - 1,217.54 (tCO <sub>2</sub> e)
<b>Total Emissions</b>	<b>1339.14 (tCO<sub>2</sub>e)</b>

## Current Emissions Reporting

Reporting Year: 2023	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
<b>Scope 1</b>	39.2 (tCO <sub>2</sub> e) - Gas
<b>Scope 2</b>	19.2 (tCO <sub>2</sub> e) - Electric
<b>Scope 3 (Included Sources)</b>	Water – 0.082 Waste – 659.5 Business Travel – 154.7 Commuting – 97.39  Total – 911.67 (tCO <sub>2</sub> e)
<b>Total Emissions</b>	<b>970.07 (tCO<sub>2</sub>e)</b>

## Emissions reduction targets

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

We project that carbon emissions will decrease over the next five years to 720.10 tCO<sub>2</sub>e by 2029. This is a reduction of 21.34%.

Jenkinsons has committed to net zero by 2050. The Company is working towards halving our emissions by 2030 and has set a reduction target for 2024 of 6% against financial year 2023.

Within the next reporting year, we project that carbon emissions will decrease to 902.16 tCO<sub>2</sub>e

Our most significant contribution to our carbon footprint comes from waste, particularly the packaging associated with our products.

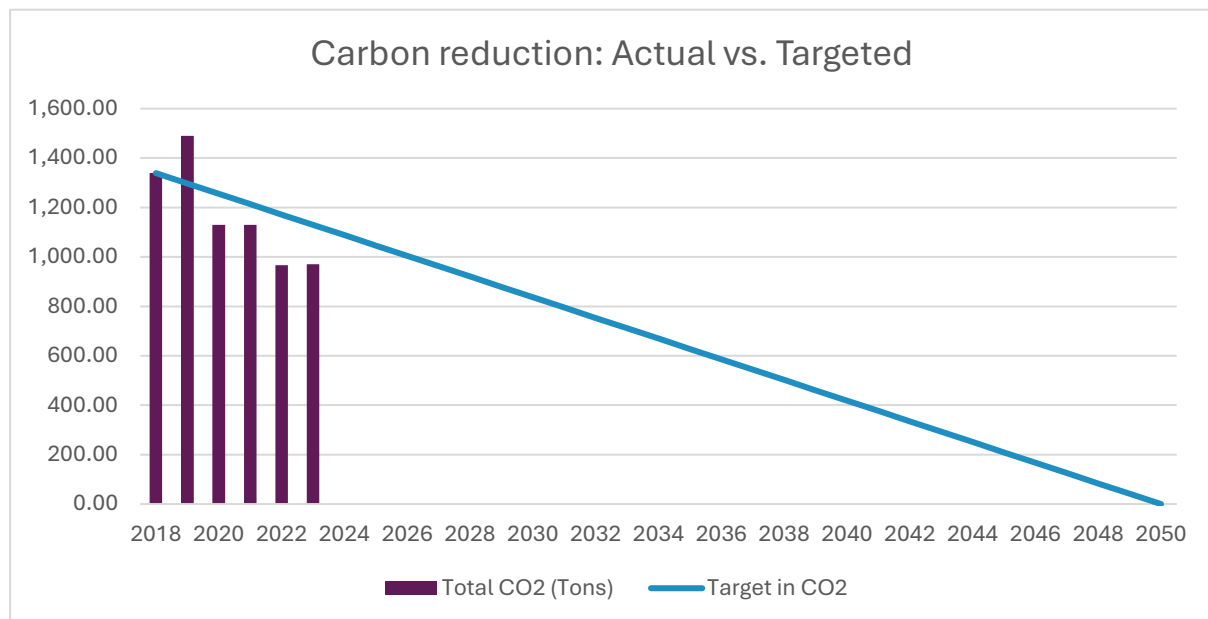
Although we currently achieve zero waste to landfill, we are committed to going further by reducing packaging waste at the source.

We will implement practices to minimise or eliminate the need for packaging altogether, such as opting for bulk packaging and other sustainable alternatives.

Further targets for 2024 include:

- Reduce emissions from business travel by 8%
- Reduce emissions from employee commuting by 5%
- Reduce emissions from electricity by 12%

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



## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2018 baseline. The carbon emission reduction achieved by these schemes equate to 369.07 tCO<sub>2</sub>e, a 27.56% reduction against the 2018 baseline and the measures will be in effect when performing the contract

Completed carbon reduction projects include:

- Investment in solar panels at our Knowsley site.
- Switching to 100% renewable electricity from the National Grid
- Investment in and transitioning company vehicles from Hybrid to EV for sales team.
- Installation of electric charging points at our Knowsley site
- Investment in delivery fleet management software to optimise route planning/reduce mileage.

- Driver training programme for environmental awareness.
- FSC (Forest Stewardship Council) Accreditation meaning we supply FSC certified products, which have a lower carbon footprint compared to products from non-certified sources

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

- **Reduce Paper Consumption:** Identify and document all processes that currently rely on paper, such as invoicing and administrative tasks. Develop and implement new strategies to reduce paper consumption. This could involve transitioning to digital documentation, online invoicing, and electronic communication.
- **Scope 3 Emissions Reduction:** Collaborate with our suppliers to reduce emissions across the supply chain.
- **Boiler Replacement:** We will replace our boiler with a greener option in the next 12 months. This will enhance our energy efficiency. We will consider options like solar thermal or heat pumps, which can utilise our renewable energy source for heating.
- **Energy-Efficient Lighting:** We will install LED lighting in our warehouse to reduce energy consumption. We will also add motion sensors to ensure that lights are only activated when needed, further reducing energy wastage.
- **Business model:** Exploring business models such as furniture leasing to extend product lifespan and minimise waste.

## 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).


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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>

**Signed on behalf of the Supplier:**

A handwritten signature in black ink, appearing to read 'M. Baker', with a stylized flourish extending from the end.

**Martin Baker: Managing Director**

Date: 02/04/2024