



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: Portakabin

Publication date: October 2022

Commitment to achieving Net Zero

Portakabin is committed to achieving Net Zero emissions by 2040.

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: 2019**Additional Details relating to the Baseline Emissions calculations.**

Our net zero targets are science based, aligned with the Science Based Target initiative (SBTi) and with the goals of the Paris Agreement. Emissions from our indirect activities (scope 3) account for 97% of our total footprint. This includes emissions from sources such as customer usage of our buildings, and the production of raw materials for the construction and maintenance of our products. Scope 2 emissions are market based.

Upstream transport and distribution has not been calculated due to lack of available data. This will be reviewed for inclusion in 2024. Employee commuting is not calculated as we do not currently track employee methods of transport other than company vehicles. This will be reviewed for inclusion in 2024. Our roadmap to net zero will be reviewed to include all applicable scope 3 categories, with targets, before 2025.

Baseline year emissions:

EMISSIONS	TOTAL (tCO₂e)
Scope 1	
Fleet	2,446
Natural gas	1,250
LPG	157
Total	3,854
Scope 2	
Purchased electricity (market based)	434
Total	434
Scope 3	
Purchased goods and services (water use)	32
Purchased goods and services (raw materials)	33,297
Fuel and energy related losses (T&D)	281
Waste generated in operations	129
Business travel	90
Downstream transport and distribution	1,458
Downstream rented assets (electricity and water)	126,359
Total	161,646
Total Emissions	165,934

Current Emissions Reporting

Reporting Year: 2021	
Additional Details relating to the Baseline Emissions calculations.	
<p>2021 is the year in which our climate programme was developed and, therefore, no actions were undertaken during this year which would have contributed to a reduction in emissions. We anticipate an increase in emissions up to 2022.</p> <p>T&D losses increased significantly due to a change in the calculation methodology used by our consultant and waste generated from operations increased significantly due to a change in the emissions factor used.</p> <p>Upstream transport and distribution and employee commuting have not been estimated as described in the baseline additional details.</p>	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	
Fleet	2,534
Natural gas	1,830
LPG	137
Total	4,501
Scope 2	
Purchased electricity (market based)	390
Total	390
Scope 3	
Purchased goods and services (water use)	34
Purchased goods and services (raw materials)	32,229
Fuel and energy related losses (T&D)	1,646
Waste generated in operations	611
Business travel	10
Downstream transport and distribution	2,000
Downstream rented assets (electricity and water)	134,826
Total	171,356
Total Emissions	176,247

Emissions reduction targets

We have committed to achieving the following net zero targets;

- Reduce scope 1 and 2 emissions by 96% by 2030
- Reduce scope 3 emissions by 75% by 2040
- We will use offsets for the remainder of the emissions which have not been removed by reduction methods by 2040

Carbon Reduction Projects

Completed carbon reduction initiatives

- 75% of our electricity use is from renewable energy sources.
- 100% of waste diverted from landfill from our manufacturing site and around 92% from our other locations.
- Delivery of BREEAM certified and Passivhaus projects for customers
- ISO14001 certification for over 10 years
- Reporting under SECR and ESOS

Proposed carbon reduction projects (Net Zero Roadmap)

- 1) Renewable energy acceleration – purchase or generation of renewable electricity and phasing out of natural gas
- 2) Driving towards a cleaner future – 100% electric vehicle fleet and efficient building transport
- 3) Engaging with key stakeholders across our value chain – developing more energy efficient buildings and encouraging customers to use renewable energy
- 4) Lower carbon materials – working with suppliers to find sustainable and efficient alternative materials
- 5) Carbon removal - using leading practice carbon removal techniques to tackle any final residual emissions

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:

Dan Ibbetson

Chief Executive

Date: 11/10/2022

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>