



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.

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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)

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.

# Carbon Reduction Plan Template

Supplier name: .....ACT Training Ltd.....

Publication date: ...12 February 2026.....

## Commitment to achieving Net Zero

ACT Training 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: August 2024 – July 2025 (ACT financial year)</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
ACT has an historic carbon baseline set in 2022; however, this doesn't adhere to the requirements of a carbon reduction plan due to the absence of scope 3 emissions. Scope 3 data is available for the most recent ACT financial year, running August 2024 to July 2025 so this period has been used to set the baseline for this emissions reduction plan.	
<b>Baseline year emissions: August 2024 – July 2025 (ACT Financial Year)</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	75.428
<b>Scope 2</b>	108.208
<b>Scope 3 (Included Sources)</b>	20,301.609
<b>Total Emissions</b>	20,485.423

## Current Emissions Reporting

Reporting Year: August 2024 – July 2025	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	75.428
Scope 2	108.208
Scope 3 (Included Sources)	20,301.609
<b>Total Emissions</b>	<b>20,485.423</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 under our control will decrease over the next five years to 16,389 tCO<sub>2</sub>e by 2030. This is a reduction of 20% from our baseline.*

## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2025 baseline. The carbon emission reduction achieved by these schemes equate to 3.7 tCO<sub>2</sub>e per annum, and the measures will be in effect when performing the contract.

*In 2023 ACT achieved ISO14001 certification for its EMS. This has helped identify areas of improvement within the business which ACT continues to work on. Examples include the replacement of the company diesel van with an electric van in 2025, which reduced emissions by 3.7 tonnes CO<sub>2</sub>e per annum, and supply of natural gas through a biogas procurement agreement, which provides a near 100% reduction in emissions associated with natural gas combustion in our buildings.*

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

*In future, ACT plans to electrify the fleet of pool cars with battery EV or hybrid models that are used for student enrichment activities as the existing vehicles reach end of useful life. Work is planned to replace any remaining fluorescent lighting with energy efficient LEDs at end of life, with scope to extend this to inclusion of PIR sensors in areas of highest energy impact, such as conference rooms.*

## **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).

### **Signed on behalf of the Supplier:**



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Date: 12 February 2026 .....

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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>