



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. 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: Sirius Analysis Ltd

Publication date: Apr 2023

## Commitment to achieving Net Zero

Sirius Analysis is committed to achieving net zero emissions by 2050 and contributing to the Paris Agreement 2016 climate accords to reduce global warming by 1.5 degrees by 2030, through reducing our Greenhouse Gases.

## Baseline Emissions Footprint

Baseline emissions are a record of the Green House Gases (GHG) 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.**

Sirius Analysis was formed in Nov 2019 and took up permanent premises in Oct 2020 to support the company's growth from 4 to 16 personnel. The baseline provided is our first assessment of our emissions footprint in 2021.

Our carbon footprint calculations have been generated in line with the Greenhouse Gas Protocol's Corporate Accounting and Reporting Standard, with GHG's aligning with those featured in the Kyoto Protocol. The GHG emissions, reductions of greenhouse gas emissions and removals of greenhouse gas from the atmosphere have been calculated in tonnes of carbon dioxide equivalent (CO<sub>2</sub>e) using the appropriate conversion factors published by BEIS (Department of Business, Energy and Industrial Strategy).

Our carbon footprint accounts for emissions within our operational boundary using Operation Control methodology.

### **Scope 1 calculations**

None to report as no gas supply, all electricity

### **Scope 2 calculations**

Our calculations are based on our electricity consumption.

### **Scope 3 calculations**

Categories	Calculations (CO <sub>2</sub> e)
1. Purchased goods and services	0.022
2. Upstream transport and distribution	0.001
3. Waste generated in company operations (if you do not own or control the waste management facilities)	0.256
4. Business travel	2.933
5. Employee commuting	7.899

**Baseline year emissions: 2021**

EMISSIONS	TOTAL (tCO <sub>2</sub> e)												
Scope 1	0												
Scope 2	<b>0.075</b>												
Scope 3 (Included Sources)	<b>11.111</b>												
	<table border="1"> <thead> <tr> <th>Categories</th> <th>Calculations (CO<sub>2</sub>e)</th> </tr> </thead> <tbody> <tr> <td>1. Purchased goods and services</td> <td>0.022</td> </tr> <tr> <td>2. Upstream transport and distribution</td> <td>0.001</td> </tr> <tr> <td>3. Waste generated in company operations (if you do not own or control the waste management facilities)</td> <td>0.256</td> </tr> <tr> <td>4. Business travel</td> <td>2.933</td> </tr> <tr> <td>5. Employee commuting</td> <td>7.899</td> </tr> </tbody> </table>	Categories	Calculations (CO <sub>2</sub> e)	1. Purchased goods and services	0.022	2. Upstream transport and distribution	0.001	3. Waste generated in company operations (if you do not own or control the waste management facilities)	0.256	4. Business travel	2.933	5. Employee commuting	7.899
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5. Employee commuting	7.899												
<b>Total Emissions</b>	<b>11.186</b>												

**Current Emissions Reporting**

Since the baseline taken in 2021, the company has grown substantially in headcount (from 16 people in 2021 to 26 people in 2022, an increase of 62.5%). This has led to a corresponding increase in total emissions (of circa 16%).

Reporting Year: 2023													
EMISSIONS	TOTAL (tCO <sub>2</sub> e)												
Scope 1	0												
Scope 2	0.066												
Scope 3 (Included Sources)	<p><b>Total scope 3 emissions are 14.668 tonnes of CO<sub>2</sub>e</b></p> <table border="1"> <thead> <tr> <th>Categories</th> <th>Calculations (CO<sub>2</sub>e)</th> </tr> </thead> <tbody> <tr> <td>1. Purchased goods and services</td> <td>0.042</td> </tr> <tr> <td>2. Upstream transport and distribution</td> <td>0.002</td> </tr> <tr> <td>3. Waste generated in company operations (if you do not own or control the waste management facilities)</td> <td>0.257</td> </tr> <tr> <td>4. Business travel</td> <td>6.191</td> </tr> <tr> <td>5. Employee commuting</td> <td>8.176</td> </tr> </tbody> </table>	Categories	Calculations (CO <sub>2</sub> e)	1. Purchased goods and services	0.042	2. Upstream transport and distribution	0.002	3. Waste generated in company operations (if you do not own or control the waste management facilities)	0.257	4. Business travel	6.191	5. Employee commuting	8.176
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5. Employee commuting	8.176												
<b>Total Emissions</b>	<b>14.734</b>												

## Emissions reduction targets

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

We estimate that annual carbon emissions will decrease over the next five years to 12.2 tCO<sub>2</sub>e by 2026. This is a total emissions reduction of approximately 7.7%. This will be achieved predominantly through a combination of our E-bike, electric car utilisation, purchasing sustainable supplies and waste reduction and recycling initiatives.

Although the company has experienced exponential growth which has increased total emissions outputs, on analysis our emissions per-person have reduced marginally from 0.697 tCO<sub>2</sub>e to 0.567 tCO<sub>2</sub>e. This is due to increased uptake of cycle to work initiatives, purchasing of sustainable office products and furniture as well as waste reduction.

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

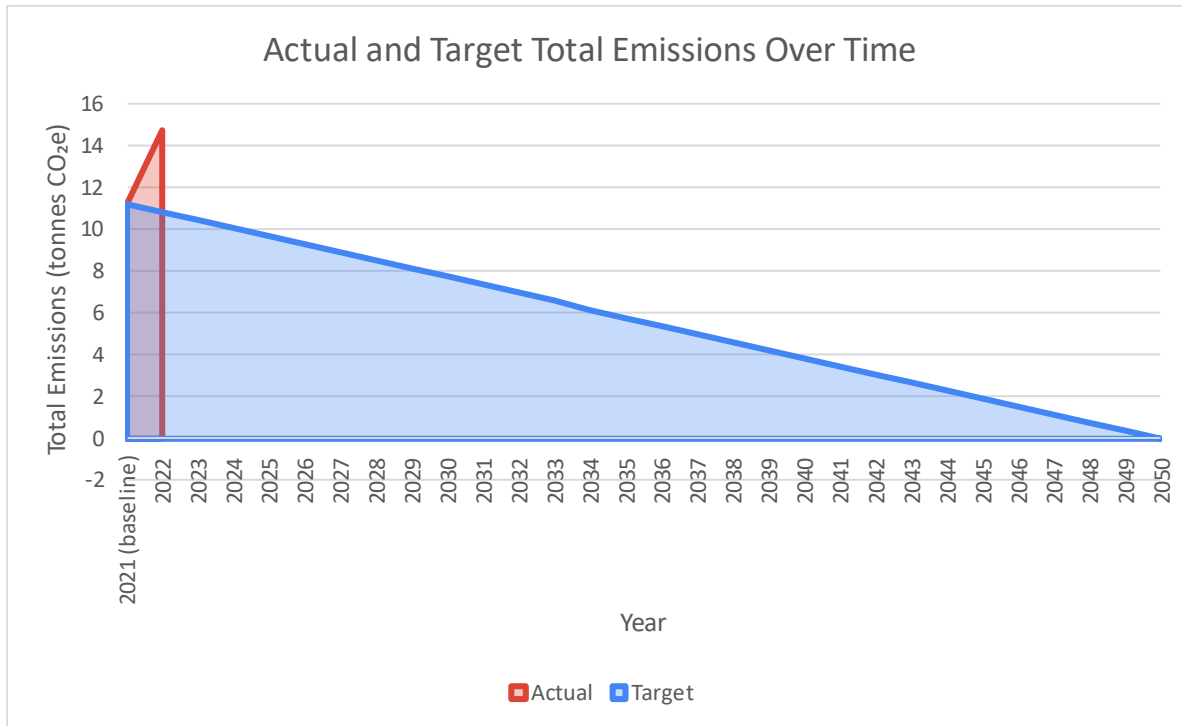


Figure 1: Actual and target Emissions

## Carbon Reduction Projects

As a business in our third year of operation, we are in early infancy with initiatives that support the reduction in our carbon footprint. The initiatives we have set up to date have been an e-bike scheme, increased purchase of sustainable goods eg office furniture, stationary and promoting awareness amongst staff to engage in environmentally friendly practices.

### Bicycle incentivisation scheme

Sirius currently has 2 initiatives to encourage its employees to take active travel, a cycle-to-work policy and centrally owned E-bikes available for loan.

Implementation of the bicycle incentivisation to offset carbon emissions generated through commuting to the workplace from home. This is estimated it could save up to 0.204 tonnes of CO<sub>2</sub>e per year, giving a reduction of 1.021 tonnes of CO<sub>2</sub>e over the next 5 years. This initiative would reduce our annual commuting emissions by 1.6%.

### Behavioural change

We have developed the mechanisms to support behavioural change through enhancing our environmental policy and procedures, application of waste recycling facilities within the office environment, promoting energy efficiency and implementing a standing item on carbon reduction as part of team meetings. Identified a 'sustainable development' lead to engage the company in more net zero related contracts.

## Reduction of Carbon Emissions in our Value Chain

We will actively look to reduce our carbon emissions in our value chain by utilising more fully, the levers for carbon reduction in our value chain. This will be achieved through furthering our analysis in generating Science Based Targets (SBT) in line with good practice guidance '*Value Change in the Value Chain: BEST PRACTICES IN SCOPE 3 GREENHOUSE GAS MANAGEMENT*'. We will therefore actively look at carbon reduction when undertaking any future:

- Business modelling
- Supplier engagement
- Procurement policy and choices developments
- Customer engagement
- Operational policy development

### **Reduction in Business Travel**

To reduce carbon emissions associated with business travel we will support the following activities by encouraging staff to:

- Utilise digital technology to conduct business meetings where possible and appropriate or practical to do so.
- Utilise lower carbon transport alternatives where face to face business meetings are required.

### **Digital Technology**

We plan to increase the use of digital technologies and virtual meeting spaces and encourage continued use across our customers and supply chains.

### **New Initiatives Introduced**

#### **Electric Car Scheme**

Since Jan 2023 we have also introduced an electric car scheme where staff are being encouraged to convert their petrol / diesel cars to electric or hybrid cars a financial support scheme that offers lower repayment rates.

#### **Office Furniture**

As we have grown as a business there has been a need to reconfigure the workspace. In doing so we have actively sought a local furniture scheme to supply recycled office furniture. As a result we have been able to reuse furniture that has been upcycled rather than sent to landfill supporting the reduction in our carbon footprint.

### **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:**

*Tom Baldwin*

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Date: .....25 Apr 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>