



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: Master Class Education Ltd

Publication date: September 2022

Commitment to achieving Net Zero

Master Class Education Ltd 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.	
<p>Master Class Education have not previously assessed or reported emissions, we will be using the first reporting period as our baseline year (2021). We understand that the data from the baseline year will be impacted by the pandemic and will make considerations for this when measuring against future years.</p> <p>The information has been generated from <i>all</i> the office of Master Class Education, and where possible calculations are based on actual data, some average data methods have been used, to provide accurate statistics.</p> <p>A reputable tool has been used to calculate this data.</p>	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0 (we don't have manufacturing operations or company vehicles)
Scope 2	1.42 tCO ₂ e (all but one office is serviced with coworking spaces, we do not purchase electricity, steam, heat or cooling directly. I have requested data from our landlord, to better understand our emissions)
Scope 3 (Included Sources)	Business travel 7.8 tCO ₂ e

	<p>Employee commuting</p> <p>Using averages, we calculated 46.01 tCO₂e for temporary staff & 8.17 tCO₂e for internal permanent staffing</p> <p>Downstream transportation and distribution</p> <p>0 (we do not transport or distribute products)</p>
Total Emissions	63.40 tCO ₂ e

Current Emissions Reporting

Reporting Year: 2021	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0 (we don't have manufacturing operations or company vehicles)
Scope 2	1.42 tCO ₂ e (all but one office is serviced with coworking spaces, we do not purchase electricity, steam, heat or cooling directly. I have requested data from our landlord, to better understand our emissions)
Scope 3 (Included Sources)	<p>Business travel</p> <p>7.8 tCO₂e</p> <p>Employee commuting</p> <p>Using averages, we calculated 46.01 tCO₂e for temporary staff & 8.17 tCO₂e for internal permanent staffing</p> <p>Downstream transportation and distribution</p> <p>0 (we do not transport or distribute products)</p>
Total Emissions	63.40 tCO₂e

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 tCO₂e by 2027. This is a reduction of 30%

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

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 0 tCO_{2e}, a 0% reduction against the 2021 baseline and the measures will be in effect when performing the contract

- *Establish a sustainability strategy, introducing a dedicated environmental management group*
- *Increase the regularity of emission calculations and understanding of the data.*
- *Research carbon off-setting, understand the steps we can take to off-set our emissions*
- *Keep up to date with technologies that aid with emission reduction, evaluating their relevance to our business, and implement when possible.*

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

Transport reduction project

- *Policy to incentivise staff to use energy-efficient modes of transport i.e., electric vehicles, car-sharing, public transport, walking, cycling.*
- *Use technologies to embed video and virtual meetings*
- *Implement a hybrid working scheme, to reduce travel.*

Waste reduction project

- *Remove all single-use plastic from the office*
- *Invest in technologies to reduce paper waste (MCE will be implementing an online registration process, to avoid printing candidate documents/ implement online timesheets that can be digitally authorised)*

Property reduction project

- Inform landlords of our reduction plan, providing details of our commitment and projects to reduce emissions.
- Request copies of landlord's carbon reduction plan.
- Request involvement in the energy supplied to our service offices, understand our landlords' processes for choosing suppliers and help to source renewable energy.

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:

Name: Ellie Coveley-Mckeady

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Date: 29/09/2022

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>