



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 entity 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 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.

# Carbon Reduction Plan Template

Supplier name: Sentinel Partners Limited

Publication date: November 2021

## Commitment to achieving Net Zero

Sentinel Partners Limited is committed to achieving Net Zero emissions by 2026.

## 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: 2021</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
No previous assessed or reported emissions.	
<b>Baseline year emissions: N/A</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>N/A</b>
<b>Scope 2</b>	<b>N/A</b>
<b>Scope 3 (Included Sources)</b>	<b>N/A</b>
<b>Total Emissions</b>	<b>N/A</b>

## Current Emissions Reporting

Reporting Year: 2021

<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>16.3T – 20 x Servers, 17 x laptops, 6 x 1 hr per day mobile phones</b>
<b>Scope 2</b>	<b>7.1T – Travel to client sites 8.5T – office working 42.5T – home working</b>
<b>Scope 3 (Included Sources)</b>	<b>8T – employee commute</b>
<b>Total Emissions</b>	<b>82.4T</b>

## **Emissions reduction targets**

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

1. Recycle – we need to ensure we recycle all we can as a business and we need to encourage our employees to do the same, both work and at home. We will communicate to our employees regularly on how they can recycle more
2. Virtual meetings – we will minimise, as we already have, on site meetings and the default position for all meetings will be virtual.
3. Car-share – when we do need to travel to client's site, we will always look at the lowest impact way to travel. This may be public transport or car-sharing where multiple employees are travelling to the same location
4. Cycle to work – we will encourage employees who come to the office to cycle or use public transport.
5. Remove single use items – we will review our current purchasing to see where we have single use plastics and remove them where we can. WE will also encourage employees to do the same both at work and at home
6. Switch off and unplug – we will ensure that equipment is not left switched on or plugged in when it is not needed. Even charger cables that are not connected use electricity if they are plugged in and left switched on
7. Reduce energy usage – we will engage our landlord to ensure that everything possible is done to bring down the carbon footprint of our office space.
8. Heating – we will assess the temperature of the office and ensure we are not wasting energy by having the temperature too high
9. We will look at how we can offset our carbon footprint
10. Plant trees – we will look at partnering with a charity to plant trees. This is to be investigated further.

We project that carbon emissions will decrease over the next five years to 0T CO<sub>2</sub>e by 2026. This is a reduction of 100%

## 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 0T CO<sub>2</sub>e, a 0.00%ge reduction against the 2021 baseline and the measures will be in effect when performing the contract

This is our first report and therefore our baseline

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

Offsetting home working and reducing further our travel to site.

### Declaration and Sign Off

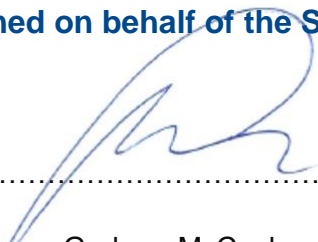
This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

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>1</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>2</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>3</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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Name: ...Graham McCusker...

Title: ...Director.....

Date: ...1<sup>st</sup> December 2021....

<sup>1</sup> <https://ghgprotocol.org/corporate-standard>

<sup>2</sup> <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

<sup>3</sup> <https://ghgprotocol.org/standards/scope-3-standard>