



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.

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 Template

Supplier name: University of York

Publication date: 22nd November 2022

## Commitment to achieving Net Zero

University of York 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:** Average of 2017/18 and 2018/19 academic calendar years, with 2019/20 for the Scope suppliers emissions.

**Additional Details relating to the Baseline Emissions calculations:** Average taken between 2017-19 to gauge a greater starting point. The 2019/20 baseline year for scope 3 carbon emissions was used due to significant change in industry sector methodology for calculating these emissions, and therefore increased accuracy

### Baseline year emissions:

| EMISSIONS                     | TOTAL (tCO <sub>2</sub> e) |
|-------------------------------|----------------------------|
| Scope 1                       | 20,647                     |
| Scope 2                       | 5,982                      |
| Scope 3<br>(Included Sources) | 91,320                     |
| <b>Total Emissions</b>        | <b>117,949</b>             |

## Current Emissions Reporting

Reporting Year: 2020/21 academic year

| EMISSIONS                     | TOTAL (tCO <sub>2</sub> e) |
|-------------------------------|----------------------------|
| Scope 1                       | 21,347                     |
| Scope 2                       | 3,240                      |
| Scope 3<br>(Included Sources) | 53,775                     |
| <b>Total Emissions</b>        | <b>78,363</b>              |

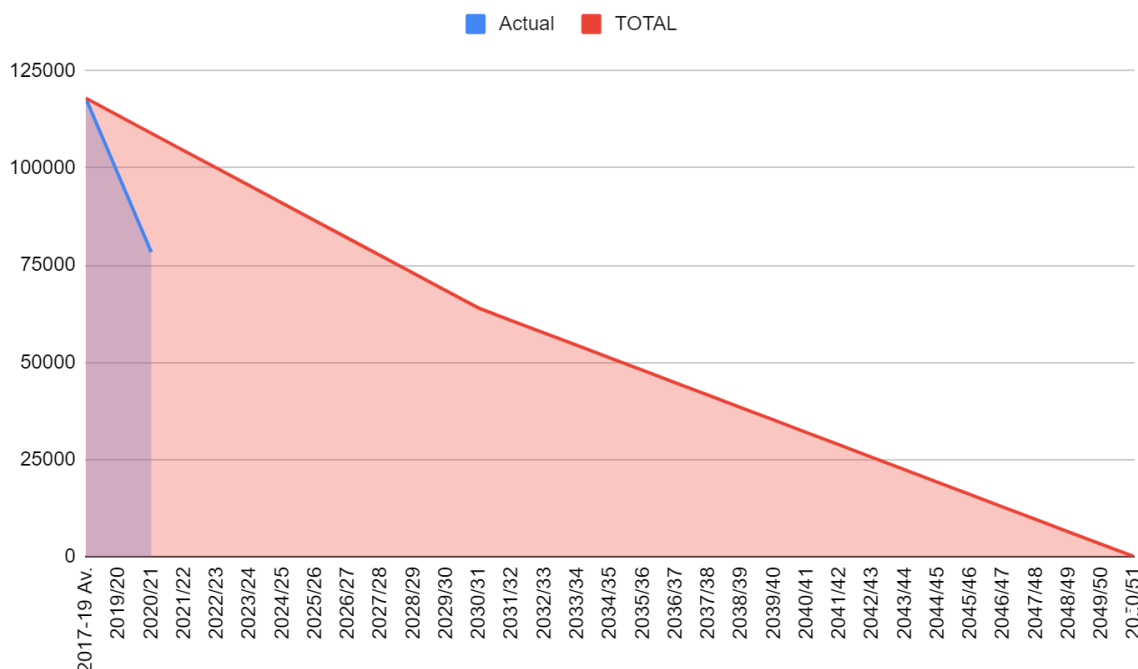
### Emissions reduction targets

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

We project to achieve carbon net zero by 2030 for Scope 1 and 2 emissions as well as our Scope 3 carbon emissions decreasing by 30% by 2030, before being fully carbon net zero across all emission scopes by 2050.

Progress against these targets can be seen in the graph below (please note, 2020/21 was the first year of full monitoring):

Carbon Reduction: Initial approximate projection vs. Actual



# Carbon Reduction Projects

## Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2017-19 average baseline. The carbon emission reduction achieved by these schemes up to the end of 2020/21 (full set of carbon data) equate to 39,586 tCO<sub>2</sub>e, a 33.6%ge reduction against the 2017-19 average baseline and the (non covid impacted) measures will be in effect when performing the contract.

Measures we have currently taken include:

- Building controls optimisation
- Limit building temperature setpoints
- Behaviour change campaigns (Green Impact)
- Optimising district heating controls
- Ventilation optimisation
- Refining controls in association with building opening / closing times
- Lighting upgrades (LED)
- Replacing inefficient boilers
- Sustainable waste treatment
- Covid 19 restrictions resulted in significant travel emission reductions

We are currently undertake a detailed review to identify a structured pathway towards our targets and creation of a UoY Carbon Management Plan but as an initial indication we hope to implement further measures such as:

- Expanding on the existing measures listed above.
- Optimise space usage across the estate.
- Expanding empowerment and agency within the University community.
- Increase carbon literacy across the University community.
- Connecting our research, teaching and operations for opportunity identification.
- Increasing efficiency of technical machinery and equipment.
- Create a Code of Practice for how we sustainably undertake research.
- Using campus estate flexibly to maximise efficiencies.
- Expansion of Internet of Things (IoT).
- Installation of renewable technologies such as Solar arrays.
- Feasibility of other energy source technologies e.g. heat pumps.
- Improving energy efficiency of existing building stock.
- Review building opening / closing times.
- Electrification of fleet vehicles.
- Opportunities for more sustainable travel, including increased governance.
- Improved scope 3 emissions measuring to enable impactful actions.
- Engaging with suppliers to reduce emissions from purchased goods and services.

## 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:**



**Professor Matthias Ruth  
Pro-Vice-Chancellor (Research)**

Date: 24 November 2022

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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>