



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

Supplier name: Oxford Policy Management Ltd

Publication date: 10 March 2023

Commitment to achieving Net Zero

Oxford Policy Management 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: Jan-Dec 2022					
Additional Details relating to the Baseline Emissions calculations.					
<p>2022 is our first year of completing an Emissions calculation and setting up a Carbon Reduction Plan in the PPN-0621 template format, twch hough we have provided emissions data through our annual statutory financial statements in previous years, and developed an Environmental Policy includes our net zero commitments which has been approved by Senior Management and the OPM Board.</p> <p>We will refine the calculations of employee commuting and UK business travel, through improved data capture in 2023.</p>					
Baseline year emissions: (Jan-Dec) 2022					
EMISSIONS	TOTAL (tCO₂e)				
Scope 1	Zero – we do not have direct GHG emissions				
Scope 2	29.44 tCO₂e				
Scope 3	59.56 tCO₂e				
(Included Sources)	<table border="1"><tr><td>4. Upstream transportation and distribution</td><td>Zero</td><td>The only transportation to our entity is for courier of documents and office / IT supplies, and these are minimal. We have not gathered data for 2022.</td></tr></table>	4. Upstream transportation and distribution	Zero	The only transportation to our entity is for courier of documents and office / IT supplies, and these are minimal. We have not gathered data for 2022.	
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	5. Waste (t)	<table border="1"> <tr> <td>waste for landfill</td> <td>0.447</td> </tr> <tr> <td>paper & cardboard recycling</td> <td>0.009</td> </tr> <tr> <td>plastic and metal recycling</td> <td>0.014</td> </tr> <tr> <td>Total</td> <td>0.470</td> </tr> </table>	waste for landfill	0.447	paper & cardboard recycling	0.009	plastic and metal recycling	0.014	Total	0.470	Waste figures provided by our waste management services provider, Biffa
	waste for landfill	0.447									
	paper & cardboard recycling	0.009									
	plastic and metal recycling	0.014									
Total	0.470										
6. Business travel	5.53 tCO₂e	This is our best estimate. Our current systems do not allow full disaggregation of business travel data. We will improve the accuracy of reporting through process change, and new software available Q3 2023/24. For domestic flights we have used our travel agent calculations and for travel by land we have used https://www.climatestewards.org/offset/ for our calculations									
7. Employee commuting	53.56 tCO₂e	Calculation made by extrapolating the sample for commuting in https://www.gov.uk/government/statistical-data-sets/nts04-purpose-of-trips (average data from NTS0409 from 2021). This may be an overestimate as our city centre location means staff are more likely to walk / cycle than the national average. We will conduct a staff survey in 2023 to collect actual data for the next reporting cycle.									
9. Downstream transportation and distribution	Zero	Due to our business (consultancy) the only transportation is for courier of documents, which is minimal. We have not gathered data for 2022.									
Total Emissions	89.00 tCO₂e										

Current Emissions Reporting

Reporting Year: Jan – Dec 2022		
EMISSIONS	TOTAL (tCO₂e)	
Scope 1	Zero – we do not have direct GHG emissions	
Scope 2	29.44 tCO₂e	
Scope 3 (Included Sources)	59.56 tCO₂e	
	4. Upstream transportation and distribution	Zero Comments as per baseline

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Total Emissions	89.00 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 **71.2 tCO₂e** by **2027**. This is a reduction of **20%**
- We will show progress against these targets in graph format in the 2023 CRP update.

Carbon Reduction Projects

In the future the following environmental management measures and projects in order to help us attain our carbon reduction target:

- Setting up an Environmental Sustainability Committee to develop new initiatives such as encourage recycling, the use of public transport, and reducing energy consumption
- Reducing our physical footprint by moving to smaller premises and by doing so we will reduce our energy needs, and will ensure the office is fully compliant on environmental and energy requirements including the EPC compliance of the building
- Continuing to promote our Cycle to Work scheme, monitoring use of A/C through central controls and reducing general electricity through use of LED lights and motion sensor triggers

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

⁴<https://ghgprotocol.org/corporate-standard>

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:



Michael Truscott

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03/10/2023

Date:

⁵<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁶<https://ghgprotocol.org/standards/scope-3-standard>