



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 Guidance, 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
- 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 to satisfy this particular condition of participation.

¹ Bidding supplier or 'bidding entity' means the organisation with whom the contracting authority will enter into a contract if it is successful.

² 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

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:Fraser Brown MacKenna Architects (FBM Architects).....

Publication date:15/10/2025.....

Commitment to achieving Net Zero

[FBM Architects] 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.

[Instructions to Suppliers:

Please provide details of your organisation's baseline emissions below. If your organisation has not previously assessed or reported emissions, please detail this below and use your first reporting period as your Baseline.]

Baseline Year: 2025

Additional Details relating to the Baseline Emissions calculations.

[Instructions to Suppliers:

Add commentary regarding your Baseline Emissions as required: e.g. historic baseline which deviates from the requirements under this measure (e.g. no prior Scope 3 emissions reporting), where there is no previous reporting and the creation of a new baseline due to substantial organisational change or restructuring]

Baseline Year: 2025

Additional Details:

This baseline represents the first full carbon footprint assessment.

The company operates from a single leased office in central London and provides professional and design services. We do not own or operate any vehicles. All employees commute primarily by bicycle or public transport, and business travel is limited to the UK and conducted via train whenever possible.

Our Scope 1 emissions are minimal and arise only from limited natural gas use for space heating. Scope 2 covers electricity consumption in the office, and Scope 3 includes employee commuting, business travel, waste disposal, water use, and purchased goods and services.

Baseline year emissions: 2025

EMISSIONS	TOTAL (tCO₂e)
Scope 1	2
Scope 2	12
Scope 3 (Included Sources)	45
Total Emissions	59 tCO₂e

Current Emissions Reporting

Reporting Year: 2025 (baseline year)

EMISSIONS	TOTAL (tCO₂e)
Scope 1	2
Scope 2	12
Scope 3 (Included Sources)	45
Total Emissions	59 tCO₂e

Emissions Reduction Targets

To continue our progress toward Net Zero, Example SME Ltd has adopted the following targets:

We project that carbon emissions will decrease to 45 tCO₂e by 2030, representing a 24% reduction from the 2025 baseline. This will be achieved through ongoing energy efficiency improvements, reductions in waste generation, continued use of low-carbon transport options, and the transition to a fully electric heating system.

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

Carbon Reduction: Projected vs. Actual



Carbon Reduction Projects

[Instructions to Suppliers:]

Briefly provide details of some of your completed carbon reduction projects.

This is for information only.

This may include environmental management measures such as certification schemes like ISO14001 or PAS 2060, signing up to SBTi or specific measures you have taken such as; the adoption of LED/PIR lighting controls, changes to policy resulting in a reduction in company travel and flights or the electrification of the company fleet.

Future carbon reduction initiatives

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

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or are in place:

- Achieved and maintained ISO 14001 Environmental Management System certification.
- Switched to 100% renewable electricity for all office operations.
- Replaced all lighting with LEDs to reduce electricity consumption.
- Implemented a hybrid working policy, with staff working from home, significantly reducing commuting emissions.
- Introduced comprehensive recycling and waste-reduction policies, achieving approximately 75% diversion from landfill.
- Adopted paper-free workflows and cloud-based document management systems.
- Purchased energy-efficient IT equipment and office appliances.
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These measures have achieved an estimated emissions reduction of 7 tCO₂e (around 12%) compared with business-as-usual projections.

[Instructions to Suppliers:

Briefly provide details of some of any likely/proposed future carbon reduction projects. This is for information only.]

Carbon Reduction Plan will be published by the end of March as we are currently re-vamping our website and also looking at better understanding and implementing carbon-reducing policies and plans.

Future Carbon Reduction Initiatives

Planned measures include:

- Eliminating remaining natural gas use by replacing heating systems with electric air-source heat pumps by 2028.
- Continuing to engage suppliers to measure and reduce their own emissions.
- Offsetting unavoidable emissions through verified UK woodland creation and renewable energy projects.
- Further reducing business travel emissions by prioritising virtual meetings.
- Maintaining ISO 14001 certification and expanding the scope to include sustainability performance tracking.

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 006 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 standard³ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁴.

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) Standard⁵.

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:



On behalf of...Simon Fraser.....

(Founding Director).....

Date:15/10/2025.....

³ <https://ghgprotocol.org/corporate-standard>

⁴ <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁵ <https://ghgprotocol.org/standards/scope-3-standard>