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[1] 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[2] and Guidance[3], 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.

---

[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

[3] 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

Carbon Reduction Plan Template

Supplier name: …Owen Taylor & Sons…….

Publication date: …19th May 2026…….....

Commitment to achieving Net Zero

Owen Taylor & Sons is committed to achieving Net Zero emissions by 2049.

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: 2022	
Additional Details relating to the Baseline Emissions calculations.	
Baseline year emissions:	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	525.02
Scope 2	161.589
Scope 3 **(Included Sources)**	5.113 from water supply and waste
Total Emissions	690.204

Current Emissions Reporting

Reporting Year: 2023		2024	2025 inc Riddings site
EMISSIONS	**TOTAL (tCO_2e)**	**TOTAL (tCO_2e)**	**TOTAL (tCO_2e)**
Scope 1	288.766	313.245	458.13
Scope 2	173.394	237.977	191.67
Scope 3 **(Included Sources)**	4.94 from water supply and waste	4.78	4.703
Total Emissions	467.10	551.23	654.503

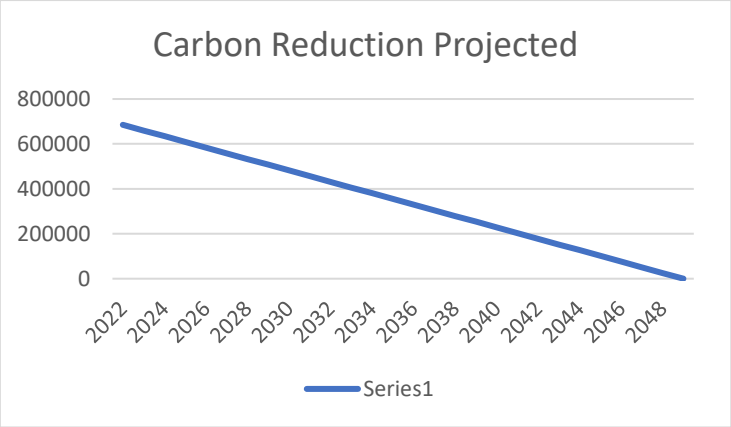
Emissions reduction targets

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 nine years to 330 tCO_2e by 2036. This is a reduction of 50%

Emissions have not decreased in line with a linear format as production volumes increased physically by 3% from 2023 to 2024 and a further 2% from 2024 to 2025 with a move of Bakery department, large despatch coldstore and temporary freezer to the secondary site causing increased emissions on a temporary basis.

Progress needs to fall within targets the graph below:



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2022 baseline. The carbon emission reduction achieved by these schemes equate to 139 tCO_2e, a 20%ge reduction against the 2022 baseline and the measures will be in effect when performing the contract

Completed carbon reduction projects:

- LED installation throughout the main Factory at Leabrooks completed in 2018 with D2EE grant assistance
- Refrigeration plant was replaced 2022 to 2024 that reduced the type and volume of refrigerant leakage.
- Installation of 60.6kWp Solar System to roof of main factory Leabrooks. Online 8th July 2023.
- Installation of 90.3kWp Solar System to rook of Riddings factory. Online 20th Oct 2023.
- Installation of secondary 300kWp Solar System to roof of Riddings factory. Online 27th February 2025
- Move of Bakery to Riddings with energy efficient equipment and powered by solar (during daylight hours) Q3 2025

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

- Move to purpose built unit on the Riddings site with all new energy efficient insulation latest technology refrigeration plant and powered by solar power.
- Move from diesel powered vans to electric powered vans when range and load meets requirements.
- Install rainwater capture off Riddings roof to utilise to wash vans.
- Install heat transfer system to pre heat factory washing water from refrigeration system

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 calculated using carbontrust.com

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions will be reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard .

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:

…Mr R Taylor…….

Date: …28th May 2026……..…….