



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: **Cotaplan Modular Building System**

Publication date: **10/11/2024**

Commitment to achieving Net Zero

Cotaplan Modular Building System is committed to achieving Net Zero emissions by 2040.

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: 2017	
Additional Details relating to the Baseline Emissions calculations.	
Instruction to Suppliers: Cotaplan has established 2017 as its baseline year for carbon emissions reporting. In line with the requirements, our reporting includes Scope 1 (direct emissions) and Scope 2 (indirect emissions), along with the Waste Collection component of Scope 3. Historically, Cotaplan has not reported all elements under Scope 3, but with this carbon reduction plan, we are expanding our focus to include relevant aspects where data is available and practical to monitor. The baseline is set at 2017, with regular emissions calculated from 2018 to 2023, as we work toward our goal of carbon neutrality by 2040.	
Baseline year emissions: 2017	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	9.475
Scope 2	2.687
Scope 3 (Waste Collection – Yard Waste)	0.067
Total Emissions	12.230

Current Emissions Reporting

Reporting Year: 2023	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	6.057
Scope 2	2.365
Scope 3 (Waste Collection – Yard Waste)	0.009
Total Emissions	8.431

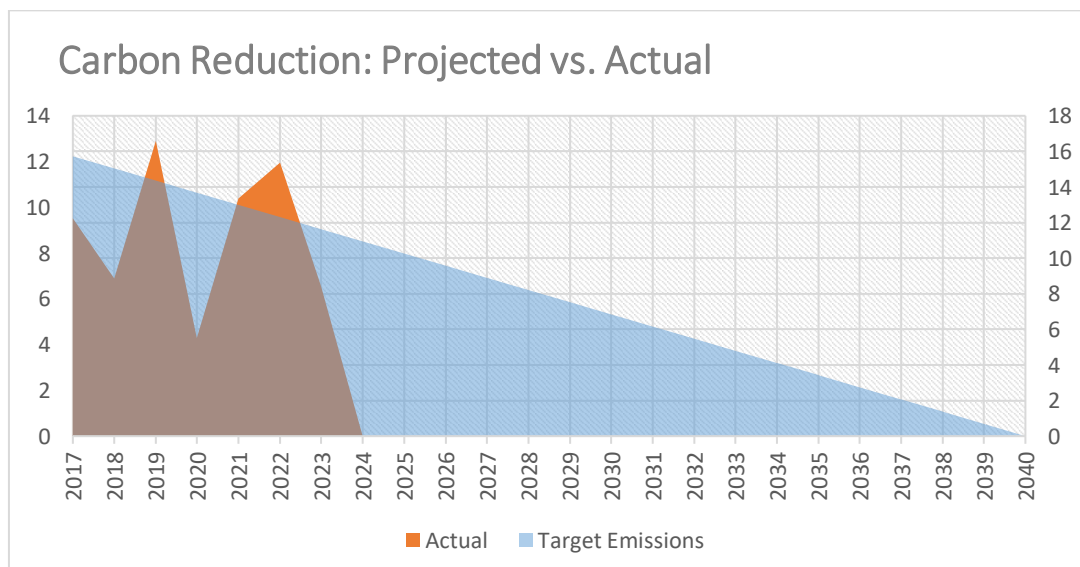
Emissions reduction targets

To continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets. We project the carbon emission will decrease over the next six years to 4 tCO₂e by 2030. This is a reduction of 53% compared to the emission reporting year 2023. We expect to record the Carbon Emission data monthly and publish Carbon Emission Report annually.

Progress against these targets can be seen below:

- Reduction in absolute Scope 1 & 2 carbon emission by 53% by 2030.
- Reduction in absolute Scope 1 & 2 by 75% by 2035.
- Net Zero achieved in Scope 1 & 2 by 2040.

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



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2017 baseline.

- The carbon emission reduction achieved by these schemes equate to 2.7 tCO₂e, a 22% reduction against the 2017 baseline and the measures will be in effect when our office switched from gas heating to fully electric heating and lighting.
- The production of refurbished modular structure has been initiated which shall reduce the Material use/production centric carbon emission (Scope 3). The overall reduction is yet to be recorded, but shall be mentioned in the 2024 annual report.

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

- The sourcing of electricity shall be from a renewable source which shall decrease the Scope 1 & 2 emission by approximately 4 tCO₂e which is a reduction of over 50% of the Scope 1 & 2 emission. This shall be undertaken between 2025 and 2026.
- The feasibility study of renewable source of energy for production as well as operation of machinery/plant will be carried out between 2025 and 2026.

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 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:

Mark Fielding

Director
Cotaplan
30th April 2024

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

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

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