



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 entity 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 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: Rittman Mead Consulting Ltd.

Publication date: 3<sup>rd</sup> December 2021

## Commitment to achieving Net Zero

**Rittman Mead Consulting 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: 2021**

### Additional Details relating to the Baseline Emissions calculations.

Rittman Mead has not previously assessed or reported on emissions, so the first reporting period (2021) is our Baseline. We do not have any Scope 1 emissions as we are a consultancy with an office within a co-working space. We do not own the property.

We have historically collected some data around scope 3 activities, including information around public transport taken, commuting mileage paid for by the business and fuel used within our coworking office. In developing our pathway to net zero, we have reviewed our Scope 3 carbon emissions categories and have aligned to the Greenhouse Gas Protocol.

We made the decision not to estimate our Scope 3 performance for 2021, but to focus on implementing the reporting processes required to ensure robust Scope 3 data capture to enable setting of an accurate baseline. We will report the 2022 baseline in our 2022 Carbon Reduction Plan update and will report progress against this baseline in subsequent years. The work we have done in 2021 will ensure our Scope 3 baseline for 2022 will be robust and accurate.

Rittman Mead will also be measuring and reporting on carbon emissions from employees working from home, commuting mileage not paid for by the business and hotel stays.

**Baseline year emissions:**

EMISSIONS	TOTAL (kgCO <sub>2</sub> e)
Scope 1	0

<b>Scope 2</b>	<b>6,370 kgCO<sub>2</sub>e</b>
<b>Scope 3 (Included Sources)</b>	<b>Our baseline year for scope 3 will be 2022 (1<sup>st</sup> January 2022 – 31<sup>st</sup> December 2022).</b>
<b>Total Emissions</b>	<b>6,370 kgCO<sub>2</sub>e</b>

## Current Emissions Reporting

<b>Reporting Year: 2021</b>	
<b>EMISSIONS</b>	<b>TOTAL (kgCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>0</b>
<b>Scope 2</b>	<b>6,370 kgCO<sub>2</sub>e</b>
<b>Scope 3 (Included Sources)</b>	<b>Our baseline year for scope 3 will be 2022 (1<sup>st</sup> January 2022 – 31<sup>st</sup> December 2022).</b>
<b>Total Emissions</b>	<b>6,370 kgCO<sub>2</sub>e</b>

## Emissions reduction targets

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

We have no previous emissions reduction commitment as this is our first carbon footprint report. We project that our Scope 2 carbon emissions will decrease over the next five years to 5,000 kgCO<sub>2</sub>e by 2026. This is a reduction of **21.5%**

## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects will be completed or implemented now we have reported on the 2021 baseline. Measures will be in effect when performing the contract.

Rittman Mead has a small office within a co-working space in Hove, called Platf9rm. Platf9rm aim to become a Bcorp in 2022, with plans to move towards lower emissions. Current measures include increased recycling, energy saving bulbs, eco appliances, lights on timers.

Rittman Mead is a small company providing data & analytics consulting services, so our emissions are relatively low. Our consultants and employees are encouraged to work from home where possible to reduce emissions from commuting. When commuting is the only option, we promote our cycle to work scheme. During the past 18 months, we have barely travelled to client site, and have adapted our services and changed policies / contracts so we can deliver 100% of work remotely where required. We also strive to hold meetings and events online. We will continue to do this wherever possible.

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

- Build awareness amongst workforce of our commitments and the impact of their decisions on our journey to net zero
- Invest in green office equipment
- Recycle
- Continue to work remotely and hold meetings and events online
- Reduce business travel by air through effective measurement and a sustainable travel policy
- Offset carbon for flights taken (though this will not be prioritised over making real reductions in carbon emissions)
- Encourage ride sharing / public transport for business trips
- Use our buying power to switch to renewable energy within our co-working space
- Advocacy and engagement down the supply chain
- Develop Scope 3 reporting tools

## Declaration and Sign Off

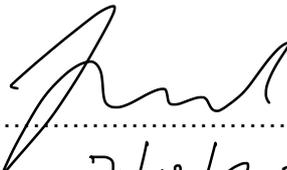
This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

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>1</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>2</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>3</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:

  
.....  
Date: ..... 7/12/2021

<sup>1</sup> <https://ghgprotocol.org/corporate-standard>

<sup>2</sup> <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

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