



Cabinet Office

## CARBON REDUCTION PLAN GUIDANCE

### RM6116 Network Services 3

#### 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<sup>1</sup> 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<sup>2</sup> and Guidance<sup>3</sup>, 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.

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

<sup>2</sup> 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](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)

<sup>3</sup> 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](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)

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: .....Chess ICT Limited.....

Publication date: .....Final 28<sup>th</sup> April 2023 .....

## Commitment to achieving Net Zero

Chess ICT Limited is committed to achieving Net Zero emissions by 2030.

## 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.

<b>Baseline Year: 2020</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
Only 5% of our omissions (estimate) come from our own directly controllable activity – and we are working with suppliers whose targets are available depending on the solution provided under the agreement	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
Scope 1	0 (due to Chess renting offices which solely use electricity we have no emissions from direct purchases of Gas)
Scope 2	33,172
Scope 3 (Included Sources)	66,600 (Emissions from business travel in rental cars or employee-owned vehicles where company is responsible for purchasing the fuel tCO <sub>2</sub> e (Scope 3))

<b>Total Emissions</b>	<b>99,832</b>
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## Current Emissions Reporting

<b>Reporting Year: 2022</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>0 (due to Chess renting offices which solely use electricity we have no emissions from direct purchases of Gas)</b>
<b>Scope 2</b>	<b>33,496</b>
<b>Scope 3 (Included Sources)</b>	<b>43,688</b>  <b>(Emissions from business travel in rental cars or employee-owned vehicles where company is responsible for purchasing the fuel tCO<sub>2</sub>e (Scope 3))</b>
<b>Total Emissions</b>	<b>77,184</b>

## Emissions reduction targets

### Environmental Measures in Effect

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

**Chess measure our carbon usage in line with the IFRS102 carbon reporting disclosures. In the disclosure we measure our energy consumption in kWh, emissions from electricity purchases, emissions from vehicle travel, total greenhouse gas emissions (tCO<sub>2</sub>e) and our intensity ratio. This is reported each year in our annual accounts.**

The following environmental management measures and projects have been completed or implemented since the **2020** baseline. The carbon emission reduction achieved by these schemes equate to **17000 tCO<sub>2</sub>e**, an **almost 20%**ge reduction against the **2020** baseline and the measures will be in effect when performing the contract

## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the **2020** baseline. The carbon emission reduction achieved by these schemes equate to **17000 tCO<sub>2</sub>e**, an **almost 20%**ge reduction against the **2020** baseline and the measures will be in effect when performing the contract

Chess Response:

Only 5% of our omissions (estimate) come from our own directly controllable activity – and we are working with suppliers whose targets are available depending on the solution provided under the agreement.

Over 90% of internal, supplier and customer meetings take place over Teams thereby we have significantly reduced our carbon footprint

95% of our emissions are from our supply chain/customer usage of our products and we are working on our supplier strategy to fully understand their plans and are working with them on proactively transitioning our customers onto more environmentally responsible products and services (eg Broadband -> FTTP) to help them hit their targets.

5%- Chess - We have moved to 96% home working, reduced our office footprint from 6 to 1 and have seen a substantial reduction in our emissions and utilities usage (we report this annually within our Strategic Document see table below). This equates to over 350 people no longer commuting.

### Chess Green Team

In early 2022 we have been excited to launch our new 'Green Team' which involves a variety of our people in various roles across the business who are passionate about Environmental Issues.

#### Our Mission:

To protect and care for the environment by engaging with our People, Customers and Suppliers to encourage them to lead an environmentally conscious lifestyle thus playing our part in achieving climate change targets.

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

#### Our Objectives:

We will achieve this by targeting 3 areas:

##### 1. Chess People

Raise and increase awareness around environmental issues and climate change.

Participate in environmental awareness days/weeks (eg. Earth Day in April 2022 Chess Goes Green for Earth Day ([chessict.co.uk](https://chessict.co.uk)) <https://chessict.co.uk/resources/blog/posts/2022/april/earth-day-at-chess/>

- Share Best practice.

- Encourage our people to consider the impact they have on climate change and to encourage them to change their behaviours. Over 50 of our people made Green pledges – from reducing their food miles, litter picking, increasing the use of public transport or building a bug hotel
- Inform our people of potential government grants they may be entitled to reduce the impact of their homes upon the environment.

Our People's Green Pledges >



At Chess, we are passionate about playing our part in the wider community by supporting charities, minimising our impact on the environment, and creating opportunity.

Doing something for the environment doesn't have to be huge, like changing your entire house-heating system or switching to an all-electric car. Small actions by lots of people can really make a difference, especially within our local communities.

**Community Litter Pick**

Our Chess Green Team decided to run a community litter-pick from the 11<sup>th</sup>-17<sup>th</sup> July. We encouraged our people to get out and about to collect litter from local parks, streets, and community areas. Whether they could collect just a few items of litter or whole bags, our people have been playing their part.

**Laura Gagon, Office & Knowledge Project Manager**

*"My pledge is to reduce my car weekly car journeys by 4 school runs per week - this means walking to school on my days off and working from home rather than jumping in the car. I also pledge to reduce my meat intake by having 1 meat-free day per week."*

So I pledged to reduce my car journeys on school trips, I have definitely cut down! I am at about 75% of target.

The challenges have been if I am going somewhere after the school run I tend to still jump in the car but other than that we are a walking school bus!

**Laura's Eco Tip**

Other ways to avoid the journey and my top tip - my neighbour collects the children one pick up per week so it reduces automatically. The kids question me and ask to walk now if we go to jump in the car, so overall a positive change!

**Kathryn Flood, Bid Writer**

*"Reduce the amount of food waste through meal planning & more awareness of what we already have in while shopping. To commit to one meat free day a week for all of us in the household. Finally, to adopt a more green approach to cleaning products around the home."*

In summary we're doing pretty well with our Green pledge - meal planning and online food ordering has definitely helped reduce the food waste we have been generating. Eating meat free each week is, however, still a work in progress - I'm planning to reintroduce that once the summer holidays are over and we're back in a routine.

**Kathryn's Eco Tip**

I did some research for green washing alternatives and have discovered the Laundry Egg ecoegg which is a reusable Ecoegg filled with mineral pellets which replaces both washing power and fabric conditioner. I've been giving it a try and it's doing a good job! Using the ecoegg reduces the chemicals and plastics released into the water every time the washing machine is on as well as cutting the number of single use plastic bottles and containers I buy.

Our people's commitment to playing their part for the environment is fantastic and shows how making your lifestyle more eco-friendly can start with just a few small changes that work for you.

If you want to run a similar event we would be delighted to help - please feel free to drop us an email at [greenteam@chessit.co.uk](mailto:greenteam@chessit.co.uk) and we will see what we can do.



## 2. Chess Customers

- Raise awareness of the environmental measures Chess are putting in place and encourage our customers to do the same.

- Initiate environmental campaigns that our customers can become actively involved in (eg. fundraising for environmental charities).

### 3. Chess Suppliers

- Raise awareness through communication of the environmental measures Chess are putting in place and encourage our suppliers to do the same.
- Initiate environmental campaigns that our suppliers can become actively involved in (eg. fundraising for environmental charities).
- When choosing a new supplier, make their environmental credentials a key part of the selection process.
- Make sustainability a critical factor in all purchasing decisions.

## 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>4</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>5</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>6</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:

  
 \_\_\_\_\_  
 Mark Lightfoot (Apr 28, 2023 10:14 GMT+1)

Date: Apr 28, 2023  
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<sup>4</sup> <https://ghgprotocol.org/corporate-standard>

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

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






# Chess Carbon Reduction Plan Final v2.0

Final Audit Report

2023-04-28

Created:	2023-04-28
By:	Kathryn Flood (kathrynflood@chessict.co.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAApIX1Qn08qXGXVCyVaKe75YAORpcA5RN

## "Chess Carbon Reduction Plan Final v2.0" History

-  Document created by Kathryn Flood (kathrynflood@chessict.co.uk)  
2023-04-28 - 8:58:45 AM GMT
-  Document emailed to Mark Lightfoot (marklightfoot@chessict.co.uk) for signature  
2023-04-28 - 8:59:09 AM GMT
-  Email viewed by Mark Lightfoot (marklightfoot@chessict.co.uk)  
2023-04-28 - 9:13:49 AM GMT
-  Document e-signed by Mark Lightfoot (marklightfoot@chessict.co.uk)  
Signature Date: 2023-04-28 - 9:14:18 AM GMT - Time Source: server
-  Agreement completed.  
2023-04-28 - 9:14:18 AM GMT