



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.

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:Chess ICT Limited.....

Publication date:July 2024

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.

Baseline Year: 2020	
Additional Details relating to the Baseline Emissions calculations.	
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	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
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 ₂ e (Scope 3))
Total Emissions	99,832

Current Emissions Reporting

Reporting Year: 2023	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0 (due to Chess renting offices which solely use electricity we have no emissions from direct purchases of Gas)
Scope 2	14,525
Scope 3 (Included Sources)	78,016 Upstream – Category 6. Business Travel
Total Emissions	92,542

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 (tCO₂e) and our intensity ratio. This is reported each year in our annual accounts.

Our auditors Adler & Allan Group Limited ('A&A') was instructed by Chess ICT Limited ('the Client') to undertake a desktop-based transport audit of the Client's fleet and employee mileage to comply with the Energy Saving Opportunity Scheme (ESOS) Regulations 2014. This report will be filed with the Environmental Agency in July 2024 and then published on our website.

Currently Chess reduces our technical waste in two main areas. We push our devices to the full supported lifecycle rather than schedule refreshes and we operate a repair first philosophy keeping devices in service longer. When devices are no longer fit for purpose, we upcycle them where possible rather than dispose of them, we have refurbished and donated devices for reuse within several local charities. Additionally, Any onsite recycling facilities are open to our people to use for their household recycling.

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 tCO₂e, an almost 20%ge reduction against the 2020 baseline and the measures will be in effect when performing the contract

Over the last two years, Chess has made huge steps in reducing its carbon footprint. One of the biggest successes has been the move to Home First where over 95% of our people work from home. The move to Home First and Hybrid Working has allowed us to significantly reduce our office space and has almost eliminated the daily commute to work. We have an environmental statement available on our website ([Chess Group Environmental Policy](#)) and are working to improve our ESG governance generally ([ESG at Chess | Chess ICT](#))

We identified that 95% of our carbon consumption, including embodied carbon, comes from our supply chain. We have consciously decided to focus on promoting suppliers, products and services which are ethically produced and minimise environmental and social impact. Our key suppliers including eg Microsoft, Cisco, Gamma, EE, Umbraco have robust commitments to achieve Net Zero

Over the past 4 years we have focused heavily on reducing the number of sites in operation by consolidating and moving our server estate from 6 sites to a datacentre. This has massively reduced our power consumption through reduced compute and cooling requirements, and we strategically chose our co-location supplier based on their energy policy which is due to be 100% carbon neutral by 2025. We have calculated that this move to a datacentre has enabled us to save per month the same energy as is used by 7 domestic fridges per year.

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 standard³⁴ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁴⁵.

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) Standard⁵⁶.

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>

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:

Warren Pryer

Warren Pryer (Jul 4, 2024 16:31 GMT+1)

Name: Warren Pryer

Job Title: Sales Director

Date: 04/07/2024