



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 Guidance, 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
- 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 to satisfy this particular condition of participation.

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

Carbon Reduction Plan

Supplier name:McBains Ltd.....

Publication date: ...May 2025.....

Commitment to achieving Net Zero

McBains is committed to achieving Net Zero emissions by 2050.

Baseline Emissions Footprint

[Instructions to Suppliers: Please provide details of your organisation's baseline emissions below. If your organisation has not previously assessed or reported emissions, please detail this below and use your first reporting period as your Baseline.]

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: 2019

Additional Details relating to the Baseline Emissions calculations.

[Instructions to Suppliers: Add commentary regarding your Baseline Emissions as required: e.g. historic baseline which deviates from the requirements under this measure (e.g. no prior Scope 3 emissions reporting), where there is no previous reporting and the creation of a new baseline due to substantial organisational change or restructuring]

The 2019 baseline was established as part of our initial organisational carbon foot printing process, aligning with the requirements of PPN 06/21. It represents the earliest year for which consistent and reliable data was available across all relevant Scope 1, 2, and key Scope 3

No significant organisational changes or restructuring events occurred between 2019 and the current reporting period that would warrant the recalibration of this baseline.

This baseline remains our primary reference point for measuring carbon reduction progress and supports our long-term commitment to achieving net zero by 2050

Baseline year emissions:

EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	14
Scope 2	44
Scope 3	150

(Included Sources)	
Total Emissions	208

Current Emissions Reporting

Reporting Year: 2025 (presenting complete 2024 records)	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0
Scope 2	24.5
Scope 3 (Included Sources)	77.5
Total Emissions	102

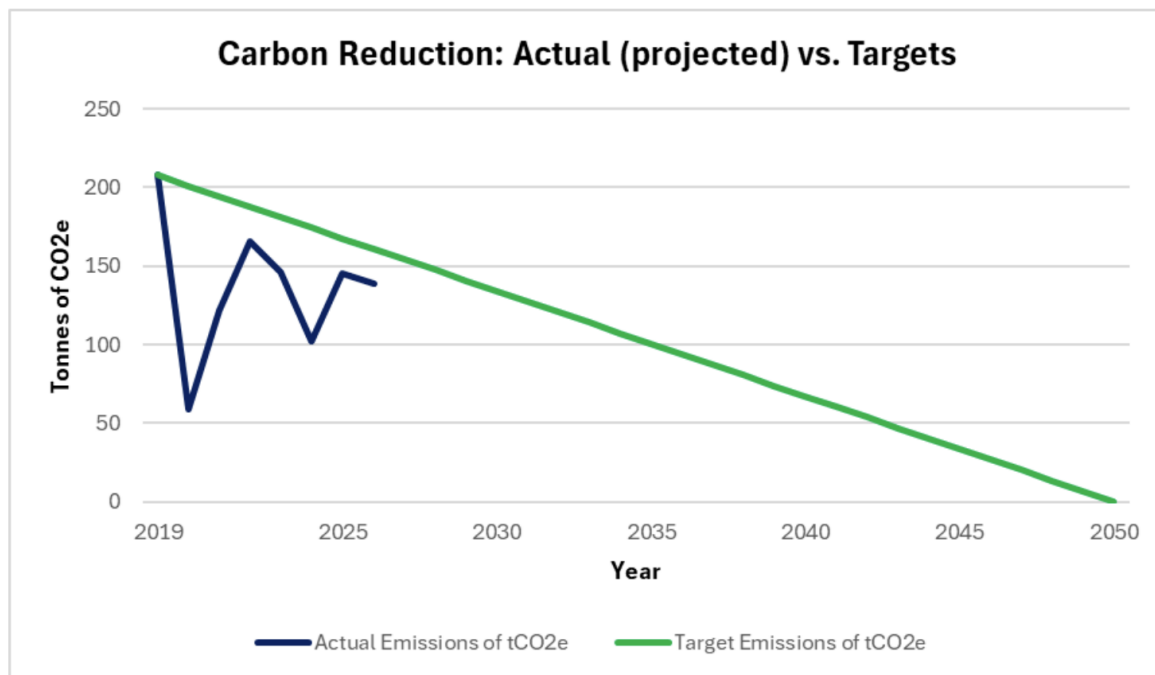
Emissions reduction targets

[Instructions to Suppliers: if your organisation already has emissions reduction targets, please give those targets. If your organisation has no previous emissions reduction commitment, or if this is your organisation's first carbon footprint, please provide targets for your organisation]

Our emissions in 2024 (102 tCO₂e) are already closely aligned with the original 2030 target trajectory shown in our Carbon Reduction Plan and graph below and supports our long-term commitment to achieving net zero by 2050. This suggests we have effectively met our earlier 2030 milestone six years ahead of schedule. In light of this early progress, we are reassessing our pathway and exploring opportunities to accelerate our emissions reductions. We aspire to achieve a further 5% reduction in 2025 and another 5% in 2026, supported by the planned relocation to a BREEAM Excellent-rated, fully metered office, enhanced energy efficiency, continued hybrid working, and behaviour-led change. Beyond 2026, we aim to deepen our annual reductions and bring forward our longer-term Net Zero ambition, where feasible.

We project that carbon emissions will decrease over the next five years, surpassing the indicative trajectory previously set , to approximately 75 tCO₂e by 2030. This is a reduction of 64%

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



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

[Instructions to Suppliers: Briefly provide details of some of your completed carbon reduction projects. This is for information only. This may include environmental management measures such as certification schemes like ISO14001 or PAS 2060, signing up to SBTi or specific measures you have taken such as; the adoption of LED/PIR lighting controls, changes to policy resulting in a reduction in company travel and flights or the electrification of the company fleet.]

The following environmental management measures and projects have been completed or implemented since the 2019 baseline. The carbon emission reduction achieved by these schemes equate to **106 tCO₂e**, an approximate **50%** reduction against the 2019 baseline and the measures will be in effect when performing the contract

McBains has implemented several carbon reduction measures since 2019, supported by our ISO 14001-certified Environmental Management System. Key actions include upgrading office equipment to LED lighting and low-energy devices, introducing printing controls to reduce waste, and adopting a formal hybrid working model to cut down on commuting and office energy use.

We have also improved recycling processes, rolled out remote working tools, and relocated several of our regional offices to newer, all-electric spaces. In 2026, we plan to move our London office to a BREEAM Excellent-rated, fully electric building to further reduce emissions through improved energy efficiency and metering.

Future carbon reduction initiatives

[Instructions to Suppliers: Briefly provide details of some of any likely/proposed future carbon reduction projects. This is for information only.]

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

In the future, we plan to implement further measures to reduce our carbon footprint. These include the relocation of our London office in 2026 to a BREEAM Excellent-rated, fully electric and energy-efficient building. We also intend to explore the procurement of certified green electricity across all our offices to further reduce Scope 2 emissions.

Additionally, we will continue to monitor travel-related emissions and promote sustainable commuting options, such as cycling, walking, public transport, and electric vehicle use, through internal policies and staff engagement.

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 006 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 standard³ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁴.

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) Standard⁵.

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:



Clive Docwra, Managing Director, McBains Ltd

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Date: ...14/05/2025.....

³ <https://ghgprotocol.org/corporate-standard>

⁴ <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁵ <https://ghgprotocol.org/standards/scope-3-standard>


PPN 006 Carbon Reduction Plan 2025_McBains

Final Audit Report

2025-05-15

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