



# 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<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, 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

<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)

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: Corrigenda

Publication date:

## **Commitment to achieving Net Zero**

Corrigenda 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: 2023/4**

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

Prior to this reporting period, our organisation had not conducted a full Greenhouse Gas (GHG) emissions assessment. Therefore, this reporting year of 2023/4 has been re-established as our new baseline year for all future emissions reduction tracking and target setting. All Scope 1, 2, and required subset of Scope 3 emissions have been recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard to ensure the representativeness of the base-year emissions inventory, allowing for accurate measurement of future progress in the new organisational context given the significant growth over the previous year following the acquisition of a significant number of new clients.

### **Baseline year emissions: 2023/4**

EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	47,225.6
Scope 2	24,775.5

<b>Scope 3 (Included Sources)</b>	4,936.7
<b>Total Emissions</b>	<b>76,937.8</b>

### Current Emissions Reporting

<b>Reporting Year: 2024/5</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	46,995.9
<b>Scope 2</b>	25,497.2
<b>Scope 3 (Included Sources)</b>	3,598.1
<b>Total Emissions</b>	<b>76,091.2</b>

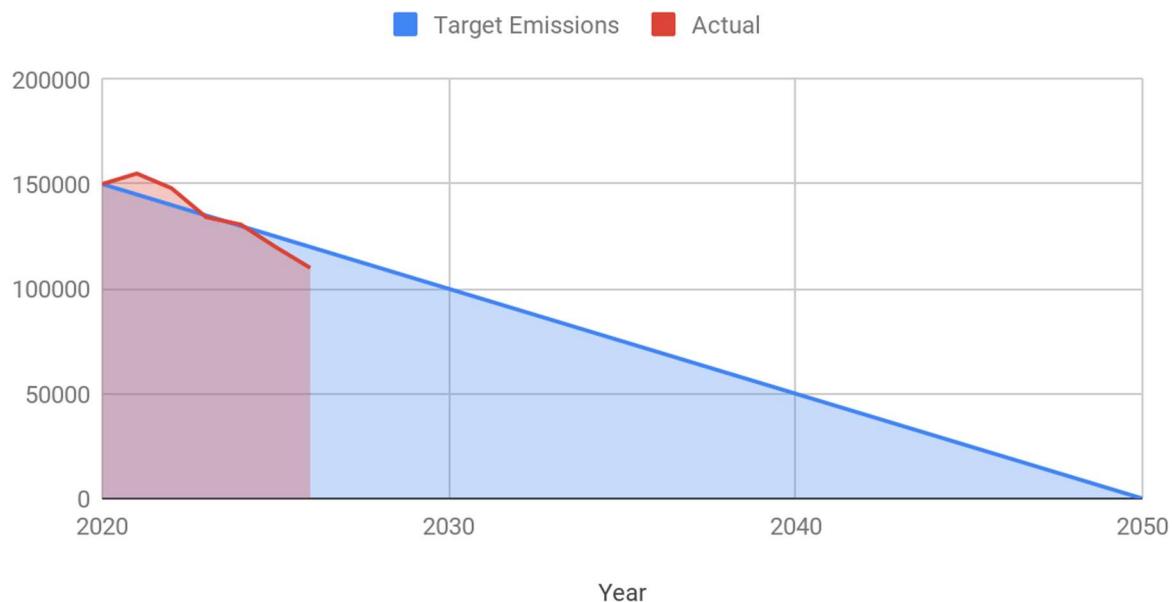
### Emissions reduction targets

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

We project that carbon emissions will decrease over the next five years to 53,263 tCO<sub>2</sub>e by 2031. This is a reduction of 30%

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

## Carbon Reduction: Projected vs. Actual



## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2023 baseline. The carbon emission reduction achieved by these schemes equate to 20 tCO<sub>2</sub>e, a 1.1% reduction against the 2023 baseline and the measures will be in effect when performing the contract:

- Moved to occupancy switches for all office spaces, kitchens, WCs and corridors;
- Increased the number of electric cars and vans in the fleet;
- Replaced older air handling units for newer, less energy-intensive models;
- Achieved ISO 14001;
- Fitted all offices with LED lighting;
- Used timers to maximise return on energy spend;
- Moved towards 100% renewable energy from suppliers;
- Changed to an electric forklift;
- Installed electric vehicle charge points at offices and employee homes;
- Made extensive use of meeting technologies for inter-office conferences;
- Ensured that we have partnered with the appropriate entity for waste recycling and the management thereof, off premises;
- Established a recycling initiative in the warehouse for metals and other items to be segregated and sent to appropriate facilities with a target rate of 85% of all recyclable materials being recycled;
- Moved towards a paperless office by reducing by over 60% the amount of printing on hard copy, sharing files centrally and online;

- Moved towards every person getting a low-power laptop instead of a desktop computer;
- Engaged with suppliers who themselves make a significant contribution to our Scope 3 emissions by reducing unnecessary packaging, and taking back any recyclables themselves for re-use (such as pallets);
- Engaged with suppliers who can evidence their own journey towards Net Zero by acting in a sustainable way in their operations and by stating their intentions in their own Policy submissions, Risk Assessments and Method Statements and showing best practice prior to being engaged on Corrigenda business on client's premises;
- Enabling training and awareness opportunities through meetings and toolbox talks to upskill and inform all operational staff, and making conscious 'right partner' choices;
- Focusing on localism to reduce journey times and travel-related carbon emissions;
- Using telematics tracking data from all Corrigenda vans which allows managers to challenge instances of harsh acceleration, braking and cornering leading to a noticeable reduction in fuel use, excessive speed and idling times with the concomitant reduction in carbon output and the necessity for repairs due to increased awareness of speed and hazards.
- Using technology which is fully embedded in the hard services delivery model in that extensive use is made of hand-held devices which are 4G enabled- engineers work out from home to the job face with their instructions sent directly to their handsets to minimise or avoid travel time to a hub location, thereby reducing vehicle emissions.

### **Future carbon reduction initiatives**

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

- Replacing gas boilers with heat pumps;
- Installing PV where practicable
- Keeping abreast of the latest developments in technology to further assist our own carbon reduction journey, adapting the institutional mindset to encompass new technologies and working methods as they emerge, and thereby support clients with their decision-making towards their own reduction in GHGs.

*Note: although the actual reduction in GHG emissions seems small, this does not take into account the significant increase in growth the company has experienced in the past few years.*

### **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 standard<sup>3</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>4</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>5</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:**

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Date: ...05/01/2026.....

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

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

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

## POL – 06 Carbon Reduction Plan

### Statement of Purpose

At Corrigenda, our purpose is to deliver a high-quality Facilities Management and reactive maintenance service to a broad customer base throughout the geographical areas in which we work.

Our mission is to provide this service in as sustainable a way as possible and we do this through iterative, action-oriented strategies. At the core of our project delivery is technical excellence utilising the latest building methods, innovations and technology to ensure we offer the best value for our clients. Throughout this document, 'carbon emissions' refers to all greenhouse gas (GHG) emissions (CO<sub>2</sub> equivalent / CO<sub>2</sub>e). This Carbon Reduction Plan conforms to the requirements of Procurement Policy Note PPN06/21; 'Taking Account of Carbon Reduction Plans in the procurement of major government contracts', published in June 2021 and the supporting 'Technical standard for the Completion of Carbon Reduction Plans'. The Corrigenda financial year starts on 1st April and ends on 31st March; the current reporting period covered by this plan is 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026.

### Building a Sustainable Future

Corrigenda launched a new sustainability framework in 2025. The framework covers both the environmental and social aspects of sustainability and sets out our pathway to net zero and how our business will achieve net zero carbon by 2035.

### Reporting Standards and Scope

The calculation of Corrigenda's carbon footprint is in line with the Greenhouse gas Protocol Corporate Accounting and Reporting Standard and the ENCORD Construction CO<sub>2</sub>e Measurement Protocol.

Corrigenda employs Trident as the consultancy providing carbon accounting services. Trident undertake a series of quality assurance checks in line with industry best practice to ensure the Greenhouse gas (GHG) statements are as accurate as possible. The process follows of the principles of ISAE 3410, Assurance Engagements on Greenhouse Gas Statements standard, but is not a formal assurance to that standard at this time. It is undertaken to ensure that the statement is considered materially correct, a fair representation of the greenhouse gases emitted and is prepared in alignment with the greenhouse gas protocol and the relevant scope of activities of Corrigenda as a company. Our current carbon footprint accounts for carbon emissions over which Corrigenda has financial control but in addition, we will seek to influence those with whom we do business on their own journey towards building a sustainable business relationship.

### Commitment to achieving net zero.

Corrigenda is committed to achieving net zero carbon emissions by 2045. We refer to our scope 1 and 2 carbon emissions as our 'business operations carbon' as it relates to the use of energy for our own operations and therefore more under our control. We will achieve net zero for scope 1 and 2 by 2040 and we are aiming to achieve this target without offsetting. We will achieve net zero across our value chain carbon (scope 3) by 2035.

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

The Carbon Reduction Plan update and will report progress against this baseline in subsequent years. In Q1 of 2024 we are developing new tools to enable scope 3 data collection, including for materials embodied carbon and subcontractor fuel and energy reporting. The work we have done so far in the financial year 2024 will ensure our scope 3

baseline for financial year 2024/25 will be robust and accurate. The table below shows our existing scope 3 emissions categories and how these will deliver the requirements of PPN06/21 in relation to scope 3 reporting. In addition to these emissions categories, Corrigenda will also be measuring and reporting on carbon emissions from employees working from home and commuting mileage not paid for by the business.

Relevant Corrigenda scope 3 carbon emissions reporting categories:

- Vehicle fuel
- Public transport
- Waste Materials embodied carbon Employees PPN06/21 scope 3 reporting requirements
- Upstream transportation and distribution
- Cradle to site emissions included in embodied carbon figures
- Waste generated in operations
- Construction, demolition and excavation waste
- Business travel
- Car allowance & private mileage paid for by Corrigenda
- Public transport
- Commuting mileage not paid for by Corrigenda
- Emissions in relation to Corrigenda activities and services, downstream transportation and distribution.

#### Emissions reduction targets

Our overall approach to achieving net zero carbon follows a four-step process:

- Review - assess and improve processes, tools and systems for carbon emission data collection;
- Reduce - implement energy and carbon reduction and efficiency measures to reduce energy demand;
- Renew - identify and implement measures to increase generation and use of renewable energy;
- Rebalance - offset the remaining balance of carbon following reduce and renew measures.

For all the energy and carbon emitted as part of scopes 1 and 2, it is our intention to achieve net zero by 2045. We aim to do this without needing to offset (as we believe that offsetting is a last step), and we will not prioritise offsetting over making real-life, sustainable and measurable reductions in our carbon footprint.

A significantly high proportion of emissions from Corrigenda's activities relate to the occupation of office premises by a small number of employees, and business mileage that arises from our need to deliver services on client's sites. The carbon reduction measures required for Corrigenda to achieve net zero carbon in line with the Corrigenda Carbon Reduction Plan pathway, and related thereto, are incorporated into existing company-wide actions such as the assessment of offices and premises for the incorporation of energy efficiency, carbon reduction measures such as occupancy lighting and smart heating controls, the change to life-cycle costing for our vehicle fleet, and increased access to electric and hybrid vehicles through our fleet management partner.

#### Carbon reduction projects and environmental management measures.

The following existing measures apply to all parts of the Corrigenda business:

- Certification to ISO14001 (original certification achieved in 2019);

- Policies, standards, processes, guidance from Governments, global protocols to identify, inform and reduce environmental impacts, including carbon emissions;
- Invite and reward ideas for carbon reduction opportunities in both new and existing projects from all parts of the business;
- Full and in-depth review of emissions data sources, processes and methodology, emissions categories and business reporting structure;
- Setting of scope 1 and 2 emissions baseline for financial year 2024/5;
- Regular reporting of carbon emissions to CEO and senior officers of the Company;
- Development of scope 3 emissions categories and data collection processes for calculation of 2024/5 baseline;
- Development of scope 3 reporting tools including materials, embodied carbon and subcontractor reporting;
- Engagement with supply chain partners on sustainable procurement practices and carbon reduction initiatives

What we are committing to.

We are making public commitments to the following to ensure we are transparent and accountable in our reporting and target-setting:

Communication and engagement strategy:

- Internal and external presentations and webinars;
- Training opportunities through meetings and toolbox talks;
- A regular series of intranet articles and documents outlining our approach to carbon management;
- Implementation of a Sustainability Attitudes survey to all Corrigenda employees to understand and promote employee engagement;
- Inclusion of a higher proportion of electric and hybrid vehicles;
- Installation of LED lighting and or occupancy switching to offices and operational sites where Corrigenda has control;
- Development of the agile working policy introduced to ensure effective but flexible working practices and reduce carbon emissions from unnecessary travel;
- Roll out of our net zero management system which is aligned to ISO 50001;
- Electric Vehicle Charging points - installation of infrastructure at Corrigenda premises.

The measures described above are applicable company-wide, and in particular to Corrigenda inhabited property. Other measures which align to the strategy are:

- Roll out Toolbox Talks and other upskilling sessions to Corrigenda construction and maintenance employees
- Update and standardise the pre-contract information pack to include low carbon options (e.g., plant, site accommodation) and where eco options will be the default
- Investigate and roll out more accurate embodied carbon reporting;
- Appoint and train subject matter experts within the relevant departments (e.g., Procurement, Design, Projects Teams, etc.);
- Reviewing subcontract orders, pre-order and pre-start documents to improve carbon and sustainability requirements and asking questions to improve performance monitoring for the supply chain;
- Create and roll out a “No idling” policy signed off and rolled out with communications workforce wide;
- Update all project mobilisation checklists with all actions identified within our Sustainability Plan;

- Developing basic mobilisation guide / prompt sheet for project teams showing how sustainability plan (which includes carbon reduction actions) integrates with supporting tools and processes;
- Reviewed our plant hire process with a view to making key items default for hire, chosen because of their low carbon footprint in use and delivered using as sustainable method as possible;
- Employing an external consultant with access to approved carbon reporting tools with granular datasets;
- Review of telematics data to improve fuel-efficient driving and reduce idling;
- Implement campaign on carriage of unnecessary equipment;
- Have a policy of choosing tyre replacements, when necessary, to improved rolling resistance standards;
- Energy efficiency audits of existing site accommodation including insulation, double glazing, PIR sensors, non-concussive taps, timers for heating & lighting;
- Review on-hire generators for suitability and compliance with Company policy
- Have a policy of using local offices to reduce travel and response times and the impact of commuting.

#### 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 and uses the appropriate Government emission conversion factors for Greenhouse gas company reporting. Scope 1 and scope 2 emissions have been reported in accordance with SECR requirements. For the 2026 update of this Carbon Reduction Plan, the required subset of scope 3 emissions will be reported in accordance with the published reporting standard for Carbon Reduction Plans. This Carbon Reduction Plan is the responsibility of and under the ownership of the Health, Safety and Environment Manager and has been reviewed and signed off by the CEO.

Name: Ian Lister  
 Position: Head of Safety, Health & Environment  
 Signed: *Ian Lister*  
 Date: 15/4/2025