



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)
- published and clearly signposted on the supplier's UK website.
- 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.

[Procurement Policy Note 06/21: Taking account of Carbon Reduction Plans in the procurement of major government contracts - GOV.UK \(www.gov.uk\)](#)

Carbon Reduction Plan

Supplier name: Guildmore Ltd.

Publication date: 30th January 2025

Commitment to achieving Net Zero

Guildmore Ltd. 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: 1st April 2023 to 31st March 2024	
Additional Details relating to the Baseline Emissions calculations.	
Guildmore Ltd. have carried out a full analysis of our Scope 1,2 & 3 carbon emissions and we have an action plan in place to reduce them by half by 2030 in line with government targets and the SBTi to limit global warming to 1.5 Degrees Celsius. Our objective is to be a 'Net Zero' construction business by 2040 with a residual annual emissions footprint of approximately 2100 tCO ₂ e (approximately 10% of our benchmark emissions footprint here), which we will then look for options to 'inset' or 'offset' accordingly according to the marketplace at that time. Our next audit will be carried out for the period April 2025 to March 2026 to allow time for the carbon reduction strategy outlined here to be implemented and the benefits full understood.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	245 tCO ₂ e
Scope 2	11 tCO ₂ e
Scope 3 (All Sources)	20,145 tCO ₂ e
Total Emissions	20,401 tCO₂e

Current Emissions Reporting

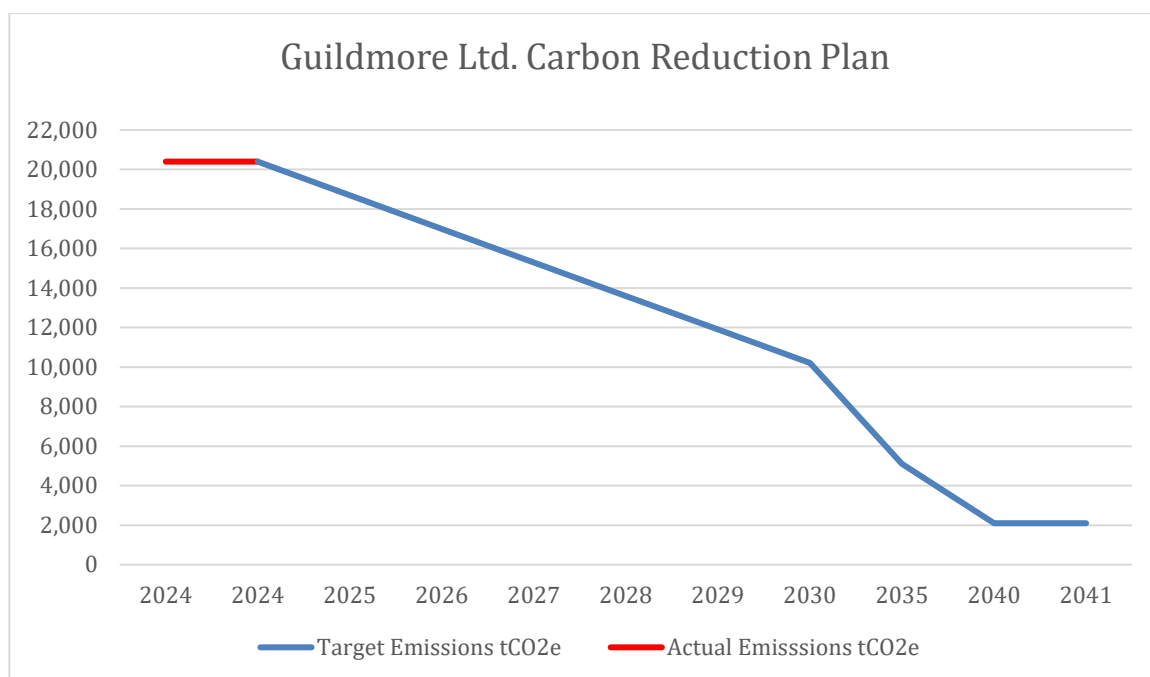
Reporting Year: Baseline Year: 1st April 2023 to 31st March 2024	
EMISSIONS	TOTAL (tCO ₂ e)
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Emissions reduction targets

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

We project that carbon emissions will decrease over the next five years (end 2030) to 10,200 tCO₂e **by 2030**. This is a reduction of **50%**.

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



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the **2023/24** baseline. The carbon emission reduction achieved by these schemes is yet to be measured as we are reporting our baseline year but the measures are and will be in effect when performing the contract.

Key Emissions Reduction Objectives & Strategy Summary **Halving our Scope 1, 2, 3 emissions by 2030 in line with the SBTi**

A sustainability action committee has now been created in the business comprising our operational divisional heads, buying & HR personnel to oversee the following objectives and strategies;

Scope 3 Emissions Associated with Materials & Sub-contractors

- Scope 3 Direct Materials. Reduction target 3261 tCO₂e by 2030 or 544 tCO₂e annually
- Scope 3 Sub-contractors. Reduction target 6777 tCO₂e by 2030 or 1130 tCO₂e annually

The sourcing of lower carbon emissions materials through our supply chain (direct and sub-contractors) will play a vital role in achieving our carbon reduction targets by 2030.

Identifying and working with our 'Top 10%' of materials suppliers (85 in total), accounting for 78% of our materials procurement has kick-started the process of streamlining the supply chain to focus on becoming more sustainable.

Identifying and working with our 'Top 14%' of sub-contractor suppliers (45 in total), accounting for 79% of our procurement spend has also kick-started the process of streamlining the supply chain to also focus on becoming more sustainable.

We now need to ensure this message is re-enforced through our estimating/buying teams with lower carbon solutions feeding into our final tendering proposals enabling us to put forward ROI vs. emissions reduction based arguments for our clients.

Scope 3 Daily Operations

- Reduction target 158 tCO₂e by 2030 or 26 tCO₂e annually

Transport emissions – either through business commuting, site based commuting or employee office commuting constitute 98% of our daily operations emissions.

We have implemented a salary sacrifice car scheme and will measure the direct impact here on our transport emissions annually. No new non EV vehicles will be available for purchase/lease after 2030 in line with current government legislation and we also expect this to have a significant impact as we move nearer the date.

We will also look at ways of incentivising greater use of public transport where possible. Emissions from public transport are on average 87% lower when compared with private vehicles and to date we have not measured this accurately in terms of daily journeys.

Scope 3 Waste

- Reduction target 30 tCO₂e by 2030 or 5 tCO₂e annually

In the next 20 years with the drive towards 'circularity' that we are already seeing in our tender requests, and with an increasingly unsustainable exploitation of our natural resources and Eco systems, Guildmore expect the word 'waste' to largely disappear from the English language!

Segregation and recycling rates in the construction industry are already circa 99% and as we move towards greater re-use and recycling materials directly on site, e.g. soil stabilisation, aggregated via crushing, deliver 'BNG' through the creation of nature areas (again negating the need for 'removal') this will reduce the emissions associated with having to physically move this waste around.

We will continue to work with our suppliers here to monitor this, encourage the uptake of cleaner energy e.g. bio-fuel by the in transportation and see the benefit in reduced emissions accordingly.

ISO 14001 & 9001 accreditation is already in place and we will work towards maintaining this year on year.

Scope 1 Site Fuel

- Scope 1 Site Fuel/Energy. Reduction target 95 tCO₂e by 2030 or 16 tCO₂e annually.

Onsite use of fuel (diesel) to power construction operations is significant. Where possible local supply chain partners should be commissioned on projects to deliver HVO/Bio-fuel alternatives to traditional diesel. This is a 90%+ cleaner alternative and would make a significant difference to your emissions footprint though comes at a price premium!

Making clients aware of 'cleaner' fuel alternatives as part of a carbon budgeting reduction plan from the outset at project costing/initiation stage, should help enable more informed decisions on a 'most advantageous' tender basis rather than evaluating purely on cost. The new Public Procurement Bill expected to be passed shortly should also provide for greater overall accountability here.

Company car usage in the firm is limited. As mentioned above, a salary sacrifice scheme has now been put in place for staff and whilst initial take-up has been slow, we expect this to grow as we near the 2030 mandatory cut-off date for the sale of non EV private vehicles.

Measurement of onsite energy consumption is an area that the business needs to better understand. A key objective therefore will be to ensure more accurate reporting and transparency here for our next audit.

Scope 2 Office Energy

- Reduction target 11 tonnes CO2e by 2025

By switching our energy tariff, we can immediately mitigate our CO2e emissions here.

Energy saving tips for office staff are also always a good idea to cut down on our energy consumption;

- Build on our energy awareness campaign amongst staff. This is essential to ensure staff are 'bought-in' to the changes and will ensure a successful outcome. Energy awareness posters can be put up in communal areas, allowing all employees and sub-contractors to understand the ethos the company has and our drive to reduce emissions.
- Communicate energy consumption targets to all staff. If education in energy usage is a company agenda, staff are more likely to take initiatives to drive consumption down.
- Implement a 'switch off' policy for all equipment when not in use. Laptops are left on for days/weeks, which causes huge energy consumption, and poor performance of equipment. Work is already underway to install energy efficient light bulbs and thermostats for better temperature control and overall energy usage reduction also which is still important regardless of whether it is renewable or not!

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 standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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) Standard³.

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: 30 January 2025

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

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

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