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[1] 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[2] and Guidance[3], 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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[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

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: SGC Holdings Limited

Publication date: 03 March 2026

Commitment to achieving Net Zero

SGC Holdings Limited is committed to achieving Net Zero emissions by 2050.

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: 2023/24	
Additional Details relating to the Baseline Emissions calculations.	
The 2022/23 reporting year has been adopted as the formal baseline year to align with improved data capture processes. Emissions were calculated using DEFRA UK Government conversion factors and GHG Protocol Corporate Standard methodology.	
Baseline year emissions: 2023/24	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	98.52 tCO2e
Scope 2	3.70 tCO2e
Scope 3 **(Included Sources)**	140.22 tCO2e
Total Emissions	242.44 tCO2e

Current Emissions Reporting

Reporting Year: 2024/25	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	72.00 tCO2e
Scope 2	3.40 tCO2e
Scope 3 **(Included Sources)**	92.00 tCO2e
Total Emissions	167.40 tCO2e

Emissions reduction targets

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

We have publicly set out our net zero carbon target for Scope 1, 2 & 3 by 2050. During 2025/26 we will further develop our Scope 3 emissions to showcase our dedication to achieving net zero by 2050. We will report on additional scope 3 sectors not previously accounted for, such as Employee Commuting, Working from Home, and Material Use. We predict that we will see a significant increase to our scope 3 emissions due to additional reporting of new categories. However, in-line with our efforts to further reduce Scope 1 and 2 emissions we hope that this won’t affect our total emissions by a staggering amount.

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

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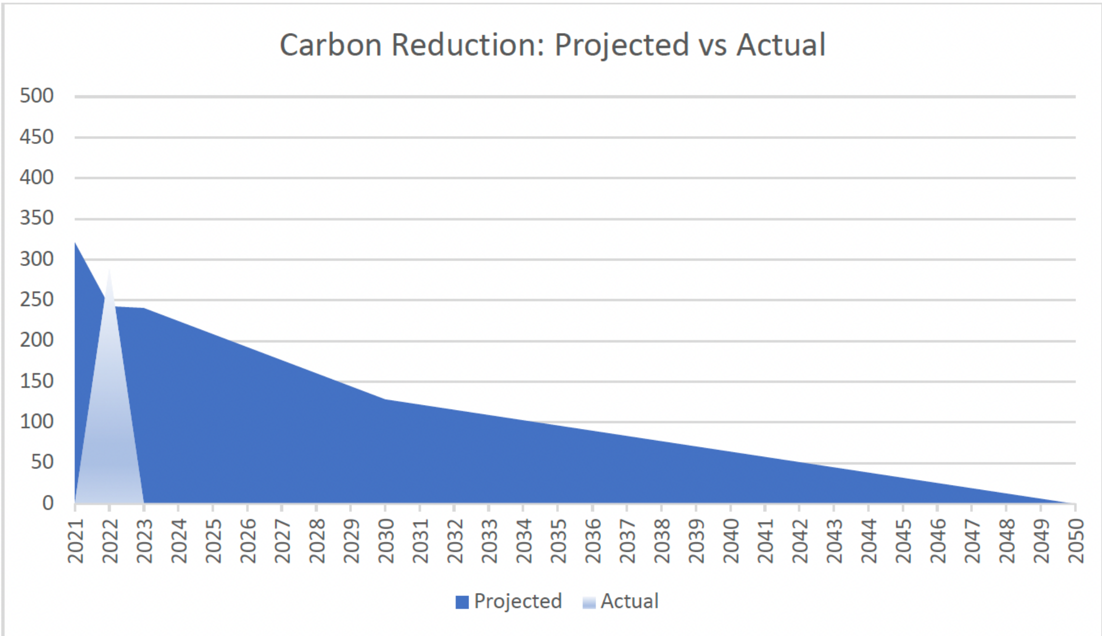

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been implemented since the 2023/24 baseline year and remain in effect when performing public sector contracts. The organisation has strengthened fleet management controls through structured fuel card monitoring, route optimisation and improved vehicle efficiency oversight, reducing unnecessary mileage and improving fuel consumption intensity. A phased transition toward lower-emission vehicles remains embedded within the fleet renewal strategy, with hybrid and electric vehicles introduced where operationally viable. Flexible and hybrid working practices introduced post-pandemic have been retained, contributing to sustained reductions in travel-related emissions. The business has also transitioned to a digital-first operating model through implementation of a CRM system, reducing paper use by approximately 95% and improving operational efficiency. Energy efficiency measures at premises, including LED lighting upgrades, improved equipment specification and active energy management practices, have further reduced electricity consumption. These measures are supported by the organisation's continued compliance with ISO 9001 and ISO 14001 standards, ensuring environmental performance is embedded within management systems and subject to continual improvement.

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[4] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[5].

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[6].

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:

Paul Macarthur – Managing Director 03/032026

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[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