



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.

¹Bidding supplier or 'bidding entity' means the organisation with whom the contracting authority will enter into a contract if it is successful.

²Technical 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

³Guidance 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: DSSR Ltd

Publication date: 04/11/2025

Commitment to achieving Net Zero

DSSR fully support the UK Government’s target of Net Zero Carbon by 2050. As consultants and MEP designers we fully understand the importance of tackling the climate emergency head on That is why DSSR have pledged to achieve Net Zero Carbon in our own operations by 2045.

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: 2020-2021 (1 st of October to 31 st of September)	
Additional details relating to the baseline year emissions calculations: DSSR Ltd have collated Scope 1, Scope 2 and Scope 3 emission data since the 1 st of October 2021. Our baseline year runs 1 st of October 2020 to 31 st of September to align with our financial reporting year.	
EMISSIONS	TOTAL (tCO₂e): 297.46 tCO₂e Total figure is comprised of the following contributions: Total Scope 1 Emissions = 42.37 tCO ₂ e Total Scope 2 Emissions = 93.26 tCO ₂ e Total Scope 3 Emissions = 161.83 tCO ₂ e
Scope 1	TOTAL (tCO₂e): 42.37 tCO₂e Total Scope 1 Emissions is the sum of the following office contributions: Glasgow Office = 40.34 tCO ₂ e Manchester Office = 0.00 tCO ₂ e Harrogate Office = 2.03 tCO ₂ e

Scope 2	<p>TOTAL (tCO₂e): 93.26 tCO₂e</p> <p>Total Scope 2 Emissions is the sum of the following office contributions:</p> <p>Glasgow Office = 42.31 tCO₂e</p> <p>Manchester Office = 38.70 tCO₂e</p> <p>Harrogate Office = 12.25 tCO₂e</p>
Scope 3 (Included Sources)	<p>TOTAL (tCO₂e): 161.83 tCO₂e</p> <p>Total Scope 3 Emissions is the sum of the following office contributions:</p> <p>Glasgow Office = 94.93 tCO₂e</p> <p>Manchester Office = 49.87 tCO₂e</p> <p>Harrogate Office = 161.83 tCO₂e</p>
Total Emissions	297.46 tCO₂e

Current Emissions Reporting

Reporting Year: 2024-2025 (1 st of October to 31 st of September)	
<p>Additional details relating to the current year emission calculations:</p> <p>DSSR Ltd have collated Scope 1, Scope 2 and Scope 3 emission data since the 1st of October 2021. Our reporting year runs 1st of October to 31st of September to align with our financial reporting year.</p>	
EMISSIONS	<p>TOTAL (tCO₂e): 158.63 tCO₂e</p> <p>Total figure is comprised of the following contributions:</p> <p>Total Scope 1 Emissions = 0.00 tCO₂e</p> <p>Total Scope 2 Emissions = 77.43 tCO₂e</p> <p>Total Scope 3 Emissions = 81.20 tCO₂e</p>
Scope 1	<p>TOTAL (tCO₂e): 0.00 tCO₂e</p> <p>Total Scope 1 Emissions is the sum of the following office contributions:</p> <p>Glasgow Office = 0.00 tCO₂e</p> <p>Manchester Office = 0.00 tCO₂e</p> <p>Harrogate Office = 0.00 tCO₂e</p>

Scope 2	TOTAL (tCO₂e): 77.43 tCO₂e Total Scope 2 Emissions is the sum of the following office contributions: Glasgow Office = 43.05 tCO ₂ e Manchester Office = 20.29 tCO ₂ e Harrogate Office = 14.09 tCO ₂ e
Scope 3 (Included Sources)	TOTAL (tCO₂e): 81.20 tCO₂e Total Scope 3 Emissions is the sum of the following office contributions: Glasgow Office = 33.4 tCO ₂ e Manchester Office = 4.65 tCO ₂ e Harrogate Office = 38.87 tCO ₂ e
Total Emissions	158.63 tCO₂e

Emissions Reduction Targets

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

1. DSSR fully support the UK Government's target of Net Zero Carbon by 2050. As Consultants and MEP Designers we fully understand the importance of tackling the climate emergency head on. That is why DSSR have pledged to achieve Net Zero Carbon in our own operations by 2045.
2. Monitor and report our Scope 1, Scope 2 and Scope 3 emission data on an annual basis, in line with the GHG Protocol Standard for corporate carbon reporting and in accordance with PPN 06/21 requirements.
3. In line with the UKGBC guidance, DSSR seek to ensure operational energy demands in each of our offices are reduced by 60% by 2050.
4. Work with the landlords of our Manchester and Harrogate offices to ensure carbon reduction opportunities are identified and maximised.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since our 2020 baseline year. The carbon emission reduction currently achieved by these schemes equate to **138.83 tCO₂e**, a 46.67% reduction against the 2020 baseline.

The carbon reduction measures that will be in effect when performing the contract include:

1. Phased installation of low energy lighting in our all of our offices to reduce operational energy demands.

2. Installing comfort cooling systems in our Glasgow office with lower carbon intensive refrigerants.
3. DSSR are Signatories of Building Services Engineers Declaration of the Climate and Biodiversity Emergency, confirming our commitment to raise awareness of the climate emergency and the urgent need for action amongst our clients, collaborators and supply chains.
4. DSSR have adopted hybrid working practices allowing employees to work from home for a proportion of their week. This has had a positive impact on the Scope 3 carbon emissions associated with employee commuting.
5. We have promoted the benefits of active travel and encourage our employees to commute by more sustainable methods. This includes the introduction of cycle to work and electric vehicle benefit schemes which supports employees to purchase a bicycle or electric vehicle at lower cost via monthly instalments.
6. Staff have undertaken CIBSE ISO 50001:2018 - Energy Management Systems training to inform our energy management programme and to support continual improvement in regards the energy performance of our offices.
7. DSSR have engaged with employees, clients, competitors and wider industry to raise awareness of the benefits of Carbon Reduction Plans. We have hosted presentations on both Net Zero and Carbon Reduction Plans to support the industry's transition to Net Zero.
8. DSSR have implemented an EMS aligned with ISO 14001 and ISO 50001 methodologies to ensure our operational impacts are monitored, recorded and reviewed on annual basis in a clear and consistent manner.

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

1. Securing formal ISO 14001 certification for our Environmental Management System (EMS), covering our Glasgow, Manchester and Harrogate offices
2. We will seek to purchase 100% of our operational electrical energy from renewable energy suppliers.
3. Encourage our staff to commute by sustainable methods by identifying ways to reduce the cost of public transport for our staff.

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 standard⁴ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁵.

⁴<https://ghgprotocol.org/corporate-standard>

⁵<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

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) Standard⁶.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors.

Signed on behalf of the Supplier:

A handwritten signature in black ink, appearing to read 'B. Chalmers', with a large, stylized flourish at the end.

Bill Chalmers

⁶<https://ghgprotocol.org/standards/scope-3-standard>