



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) 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.

Carbon Reduction Plan

Supplier Name: Gemserv

Publication date: 10/11/2021

Commitment to achieving Net Zero

Gemserv is a purpose driven, professional services firm. We are fully committed to tackling climate change and achieving net zero emissions by 2030.

We are supporting the achievement of net zero in two ways. First, through the business we conduct. We are leading projects that are key to eliminating fossil fuel use and moving to a clean energy system, and we work collaboratively with our clients and partners to help them with the transition to a net zero world.

Second, reducing our own emissions. As a services business, Gemserv has a relatively small carbon footprint and we are certified by the CarbonNeutral Protocol as a carbon neutral company.¹ This involves reducing scope 1, 2 and 3 emissions and offsetting unavoidable emissions through a gold standard carbon credit scheme.

Whilst continuing to reduce and offset emissions, and maintain a 'carbon neutral' status, we recognise that we need to do more to fully align with net zero in accordance with SBTi standards.² This includes investing in carbon removal projects to offset our residual carbon footprint, and other initiatives.

We are also actively pursuing B-Corp Accreditation³ and are currently revising our ESG policies to drive further ambition across the business, including our aim to reach net zero by 2030. We expect to provide further updates in early 2022.

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: 01/04/2019 – 31/03/2020

Additional details relating to the baseline emissions calculations.

Since the 2019/20 financial year Gemserv have estimated their annual footprint internally accounting for a greater number of emission sources such as 'home working'. The carbon footprint in 2019-2020 was estimated to be 308 tCO₂e. In 2020/21 this footprint reduced drastically to 136 tCO₂e due to the Covid-19 pandemic and multiple lockdowns. The 2021/22 is expected to increase again alongside the gradual return to normal work routines but is projected to remain lower than pre-pandemic levels.

It is proposed that the baseline year for carbon reductions should be the 2019/20 financial year, as the intended return to more normal work routines are better represented by pre-pandemic routines.

Methods for carbon accounting are detailed below.

Scope 1:

With zero use of natural gas, the only relevant scope 1 emission source is from refrigerant emissions, which are minimal. These are calculated using the assumption of a standard refrigerant loss rate of 8% and the relevant conversion factor to carbon equivalent emissions.

Scope 2:

Scope 2 emissions are composed exclusively of electricity consumption. This emission source is calculated from electricity bills using the BEIS 2019 electricity emission factor of 0.2556 kgCO₂e / kWh.

Scope 3:

Scope 3 emissions include:

- Water Usage
- Transmission and Distribution Losses
- Waste
- Business Travel
- Employee Commuting
- Working from Home

Scope 3 emissions account for 92% of total emissions and employee commuting accounts for 77% of all scope 3 emissions. This means that accounting for employee commuting accurately is highly important in ensuring a reliable carbon footprint figure. It is a requirement for all employees to fill out an online form describing their method of commute and the distance associated with each leg of the journey. This data has been collated and the relevant emission factors of ten separate forms of transport have been applied.

Home working constitutes the next single largest emission source and has been calculated by multiplying the total number of days working from home by an emission factor of 1.37 kgCO₂e per day, provided by the CarbonNeutral Protocol.

Baseline year emissions (2019/2020):

EMISSIONS	TOTAL (tCO ₂ e)
<p>Scope 1</p>	<ul style="list-style-type: none"> • Natural gas: 0.00 tCO₂e • Refrigerant Emissions: 1.57 tCO₂e <p>Total: 1.57 tCO₂e</p>
<p>Scope 2</p>	<ul style="list-style-type: none"> • Electricity: 23.55 tCO₂e <p>Total: 23.55 tCO₂e</p>
<p>Scope 3 (Included Sources)</p>	<ul style="list-style-type: none"> • Water Usage: 3.85 tCO₂e • Transmission and Distribution Losses: 2.00 tCO₂e

	<ul style="list-style-type: none"> • Other Waste: 15.19 tCO2e • Business Travel: 10.35 tCO2e • Employee Commuting: 216.50 tCO2e • Working from Home: 34.50 tCO2e <p>Total: 282.39 tCO2e</p>
Total Emissions	<ul style="list-style-type: none"> • Scope 1: 1.57 tCO2e • Scope 2: 23.55 tCO2e • Scope 3: 282.39 tCO2e <p><u>Total: 307.50 tCO2e</u></p>

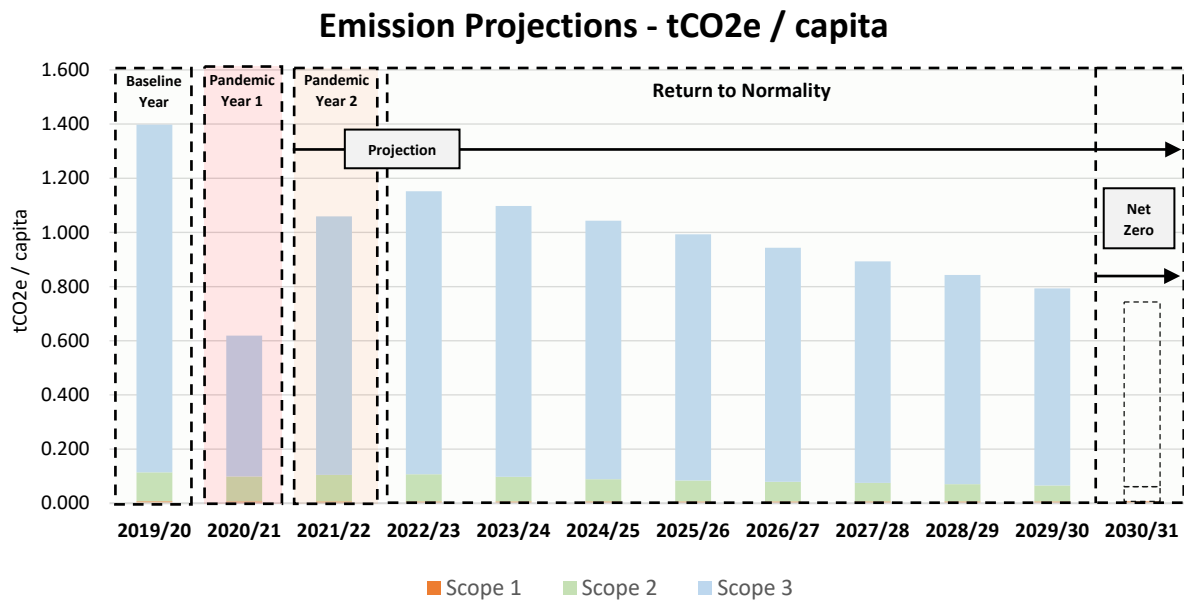
Current Emissions

Latest complete year emissions (2020/2021):	
EMISSIONS	TOTAL (tCO2e)
Scope 1	1.47 tCO2e
Scope 2	20.24 tCO2e
Scope 3	114.42 tCO2e
Total Emissions	<u>Total: 136.12 tCO2e</u>

Carbon Reduction Targets

Gemserv projects that its carbon emissions will increase from the 2020/21 minimum during the peak of the pandemic up to the year 2022/23 as operations return to normal but aims to permanently keep future emissions below the 2019/20 baseline level. Gemserv aims to reduce its emissions per capita by 25% by the 2024/25 financial year compared with the 2019/20 baseline. By the 2029/30 financial year Gemserv aims to reduce emissions per capita by 40% compared to baseline level. Beyond 2030 at the latest Gemserv intends to invest in carbon removal projects, counteracting the equivalent carbon footprint and resulting in a Net Zero status, whilst continuing to reduce emissions per capita. The residual emissions in 2030 are expected to be mainly those from public transport which will remain outside of our control.

The graph below illustrates how Gemserv aims to reduce its emissions between now and 2030.



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2019/2020 baseline. The carbon emission reductions expected to be achieved by these schemes equate to 533 tCO₂e saved by 2025 as a result of a reducing carbon footprint, and a total of 1143 tCO₂e by 2030. A 31% reduction against the baseline and the measures will be in effect when performing the contract.

Gemserv continues to maintain a UKAS accredited ISO 14001:2015 certification⁴, the international standard for environmental management systems developed by ISO Technical Committee.

Through offsetting all emissions, Gemserv is also certified as a 'carbon neutral' company by the CarbonNeutral Protocol.

In addition to offsetting emissions, Gemserv is also proactive in reducing its emissions internally, focussing on reducing emissions from commuting and business travel, which together accounted for 74% of total emissions in 2019/20. These such efforts include:

- The 'Work from Anywhere' and 'Flexible Working' policies, allowing employees to work from home. Moving forwards, Gemserv will allow its employees to work from home up to three days per week, which will help to reduce the carbon footprint from commuting compared to the 2019/20 baseline.
- The 'Electric Vehicle Salary Sacrifice' scheme incentivises the uptake of electric cars and electric bikes over combustion engine vehicles by making the upfront costs more accessible.
- The 'Sustainable Holiday Travel' policy which allows an employee to receive paid travel time by when choosing a less carbon intensive form of travel (e.g., travelling to Europe by train instead of plane), therefore incentivising low-carbon travel.

In addition to these internal carbon reductions, a core element of Gemserv's operations come from its Low Carbon Business Unit which works externally with a range of domestic and international clients from the public and private sectors, helping them to promote low-carbon technologies and policies. Therefore, Gemserv has a much greater role externally in helping to decarbonise the broader economy.

Gemserv intends to continue offsetting its emissions and reduce its carbon footprint per capita to retain a carbon neutral status. By the year 2030 Gemserv offsets will transition to investments in carbon removal projects, counteracting the residual annual carbon footprint – this and other initiatives will ensure Gemserv achieves ‘Net Zero’ in accordance with SBTi standards.²

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 standard⁵ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁶.

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) Standard⁷.

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: 10th November 2021

References:

- [1]: <https://gemserv.com/about-us/awards-and-certificates/>
- [2]: <https://sciencebasedtargets.org/net-zero>
- [3]: [Certified B Corporation](#)
- [4]: <https://www.iso.org/iso-14001-environmental-management.html>
- [5]: [Corporate Standard | Greenhouse Gas Protocol \(ghgprotocol.org\)](#)
- [6]: [Government conversion factors for company reporting of greenhouse gas emissions - GOV.UK \(www.gov.uk\)](#)
- [7]: [Corporate Value Chain \(Scope 3\) Standard | Greenhouse Gas Protocol \(ghgprotocol.org\)](#)