



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 Template

Supplier name: Liberty Group

Publication date: 5th November 2021

Commitment to achieving Net Zero

Liberty Group 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: 2020-2021

Additional Details relating to the Baseline Emissions calculations.

Our current baseline figures are for the year 2020-2021, which are the most recent reported in our public statements. We are a registered ISO5001 company and SECR reporting company so this information is published where required.

When considering the impact of the pandemic and the significant organisational change we have reset our baseline figures to the most current reported year. Previous years have been reported but were not as rigorous as current and future emissions reports.

Overview

Scope 1 – These emissions are for fuel consumption only, currently we do not record any fugitive emissions across our sites. However this will be included in future revisions to our emissions records. Total fuel consumption for the above period was 1,200,338 Litres (Diesel Carbon Factor – 2.66Kg/Litre)

Scope 2 – These emissions cover the gas and electricity purchased for our office operations, they are recorded as 330,272 kWh of electricity (Carbon Factor – 0.210Kg/kWh) and 229,152 kWh of gas (Carbon Factor – 0.182Kg/kWh).

Scope 3 - There are no current Scope 3 emissions reported

Baseline year emissions:

EMISSIONS	TOTAL (tCO ₂ e)

Scope 1	3,192.89
Scope 2	69.35 – Electricity 41.70 - Gas
Scope 3 (Included Sources)	N/A
Total Emissions	3,303.94

Current Emissions Reporting

As per previous section we have used our most recent reported figures as our current baseline due to impacts from the pandemic in the previous year and organisational changes.

We are currently reviewing how we can report on the emissions of our serviced offices, employees working from home and our wider supply chain emissions known as Scope 3 emissions.

Emissions reduction targets

Within our ISO 50001 Action Plan we have committed to reduce carbon emissions on several fronts. Some of these are summarised in the table below and expanded further after this.

ACTION	RESPONSIBLE	COMMENTS
Reduced yearly electricity use by 1%	All branches	
Reduced yearly gas use by 1%	All branches	
Reduce total diesel usage 1%	All vehicle's	
Replacement of entire fleet of Ford vehicles is with the more economical Peugeot range	Fleet	10% fuel improvement in consumption compared to the outgoing Fords they are replacing
Launch a new suite of reports on driver activity and behavior	Fleet	Highlight the drivers that are using excessive amounts of fuel because of their poor driving habits or style
Conduct updated site energy surveys and develop energy reduction measure proposal	All branches	

Some of the mechanisms we are looking to deploy for reducing our gas and electricity are;

- Use sleep/hibernation and energy-saving modes for PCs.
- Replace old, inefficient equipment with those that have a high energy rating.
- Keep lights free of dust and use LEDs.
- Don't overfill the kettle.
- Turn things off (by the switch) when they're not in use!
- Keep the thermostat between 20-23°C.

- Keep Heating Systems and Appliances Properly Maintained
- Keep Doors and Windows Closed

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

- giving all our company car drivers the options of a zero-emission vehicle with the alternatives being only hybrid or plug-in hybrid variants
- sourcing 80% of our electricity requirements from renewable sources by the end of the business plan period
- All fleet vehicles zero emissions by 2027

We do not currently have a projection graph or a quantified metric of emissions reductions per year as this is being developed along with the inclusion of our scope 3 emissions

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or are being implemented. The carbon emission reduction achieved by these schemes has not currently been quantified as mentioned previously.

At our head office in Knowsley we have already undergone energy efficiency improvements to the air conditioning and heating systems, lighting and due shortly an extensive EV charging system. This is to accommodate the number of plug-in-hybrid or fully electric vehicles already within our fleet.

Our fleet consists of managers vehicles and engineer vans, currently we only allow managers to select vehicles that are either fully electric or have a hybrid or plug-in hybrid option. Our engineer vans will start to be transitioned to an electric fleet from 2023 with an end goal for the business to have a fully electric fleet by 2027.

We have recently reported that 99% of our waste is recycled and prevented from entering landfill. An example of this is our partnership with Eurocell who recycle the window frames from our projects.

We are committed to continually sourcing our energy from renewable sources along with how we can generate energy on some of owned assets.

As mentioned previously we have achieved standards such as ISO 50001 and 14001 and continue to develop these with wider encompassing elements of the business and updated plans of action to help achieve our targets sooner.

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

- Expanding the scope of our reporting to include serviced offices and a fully supply chain; i.e. scope 3 emissions.
- Continued expansion of an electric vehicle fleet and supporting EV charging infrastructure

We are also looking into other elements of carbon reduction through the Carbon Reduction Code for the Built Environment and carbon sequestration through initiatives such as tree planting and kelp forests.

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:



Simon Hindley, Group Finance Director

Date: 8 November 2021

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>