



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, as a condition of participation, to submit a CRP which details their organisational carbon footprint and confirms their commitment to achieving net zero by 2050.

CRPs are to be completed by the bidding supplier 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 2050.¹¹

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 CRP 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 Standard¹² and Guidance, 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
- 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 CRP may only be a temporary measure to satisfy this particular condition of participation.

The CRP 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 objectives of the CRP within their strategic plans.

A template for the CRP is set out below. Please complete and publish your CRP in accordance with the reporting standard published alongside this PPN.

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¹¹ 'Bidding supplier' or 'bidding entity' means, for the purpose of this guidance, the organisation with whom the Contracting Authority will enter into a contract if it is successful.

¹² <https://www.gov.uk/government/publications/ppn-006-guidance-on-taking-account-of-carbon-reduction-plans-adopting-and-applying-conditions-of-participation-html>

Carbon Reduction Plan template

Supplier name

The Wiggett Group Ltd

Publication date

30/11/2025

Commitment to achieving net zero

Wiggett Group 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: 2022

Additional details relating to the baseline emissions calculations:

Financial Year 22/23 is the baseline year for future carbon reporting. The emissions detailed with this carbon reduction plan are calculated in accordance with the GHG Protocol Technical Guidance for Calculating Scope 3 Emissions.

Baseline year emissions:

Emissions	Total (tCO ₂ e)
Scope 1	1230
Scope 2	1940
Scope 3 (included sources)	5130
Total emissions	8300

Current emissions reporting

Reporting year: 2025

Emissions	TOTAL (tCO ₂ e)
Scope 1	930
Scope 2	1240
Scope 3 (included sources)	4030
Total emissions	6200

Emissions reduction targets

In order to continue our progress to achieving net zero, we have adopted the following carbon reduction targets.

We project that carbon emissions will decrease over the next five years to **4,340 tCO₂e by 2030**. This is a reduction of **30%**.

Carbon reduction projects

Completed carbon reduction initiatives

The following environmental management measures and projects have been completed or implemented since the 2022 baseline. The carbon emission reduction achieved by these schemes equates to 2,100 tCO₂e, a 25.3% reduction against the 2022 baseline and the measures will be in effect when performing the contract.

100% of lights are LED, significantly reducing energy consumption and associated carbon emissions.

Our head office has undergone energy optimisation, including maximising natural daylight and strategic reorganisation of the office layout. These measures have effectively reduced demand for artificial lighting, heating, and cooling systems.

All company vehicles are equipped with Lightfoot technology, leading to a 15% reduction in CO₂ emissions, and 45% less wear and tear, thereby extending vehicle lifespan and reducing embedded carbon from premature replacements.

We have introduced our first electrical vehicle (EV) into the fleet. It operates with zero tailpipe emissions, is more energy efficient, and has a lower lifecycle carbon footprint compared to internal combustion engine vehicles.

We promote low-carbon culture through visual prompts around the workplace and deliver ongoing staff training, such as 'Toolbox Talks' for apprentices and engineers, to increase awareness of carbon reduction practises, including waste segregation and resource efficiency.

We actively support flexible and remote working, in addition to car sharing, reducing emissions associated with commuting and overnight accommodation.

We seek volunteering opportunities to engage with environmental projects, to increase carbon sequestration and improve environmental management: for example, we volunteered in Kent, developing gardens, planting trees and picking litter. This enhanced carbon sequestration, aided stabilisation of the local climate, reduced flood risk, prevented soil contamination and carbon dioxide (CO₂), methane (CH₄) and volatile organic compound (VOCs) release.

On our London-based contracts, we collaborate with waste management partners to divert 100% of waste from landfill, prioritising reuse, refurbishment, remanufacturing and recycling of products, in line with circular economy principles.

Our offices are equipped with waste segregation systems, and we've introduced flexible plastic (polypropylene) recycling, to reduce carbon emissions from landfill-bound plastic waste.

Future carbon reduction initiatives

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

We will continue our fleet transition to electric vehicles by 2035.

We will transition contracts to a 100% renewable energy provider, such as Octopus Energy, to reduce scope 2 emissions.

Implementing progressive waste reduction targets aims to reduce overall waste consumption by [8]% year on year; reduce landfill waste by [15%] year on year.

We will install photovoltaic (PV) solar panels at our head office to reduce reliance on grid energy and cut emissions from purchased electricity.

Remove all single-use items from our operations; reducing waste volumes and emissions associated with production, transport and disposal.

Ensure all office appliances achieve EPC rating C or above by 2028; EPC rated B or above by 2030.

We will commit to partnering, sponsoring, and volunteering exclusively with organisations and charities that have a formal net-zero target by 2050, and are actively progressing towards it.

Declaration and sign off

This Carbon Reduction Plan has been completed in accordance with PPN 006 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 standard¹³ and uses the appropriate government emission conversion factors for greenhouse gas company reporting.¹⁴

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements (where required), 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.¹⁵

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: 30/11/2025.....

¹³ <https://ghgprotocol.org/corporate-standard>

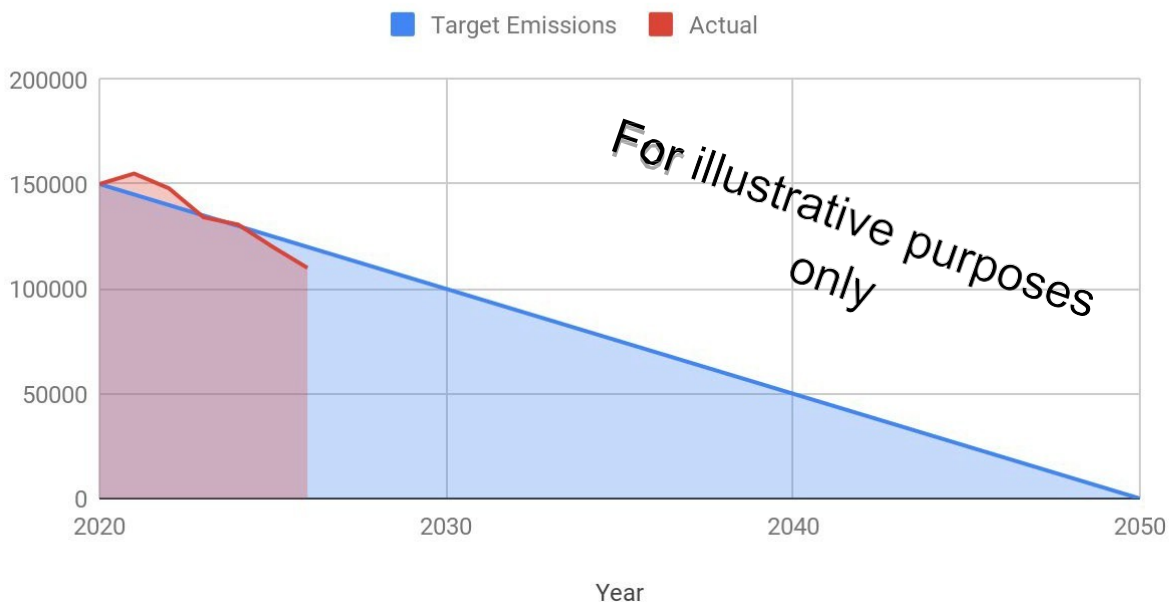
¹⁴ www.gov.uk/government/collections/government-conversion-factors-for-company-reporting

¹⁵ <https://ghgprotocol.org/standards/scope-3-standard>

Annex – Guidance notes

- Please provide details of your organisation’s baseline emissions. If your organisation has not previously assessed or reported emissions, please state this and use your first reporting period as your baseline.
- Under **Additional details relating to the baseline emissions calculations**, please add details of your baseline emissions as required: for example, that it is a historic baseline which deviates from the requirements under this measure (e.g. no prior Scope 3 emissions reporting); that there had been no previous reporting; or that you have created a new baseline due to substantial organisational change or restructuring.
- Under the heading **Emissions reduction targets**, if your organisation already has emissions reduction targets, please give those targets. If your organisation had no previous emissions reduction commitment, or if this is your organisation’s first carbon footprint, please provide targets for your organisation. You may want to show progress against your targets in a graph, like the one show below:

Carbon Reduction: Projected vs. Actual



- Under the heading **Completed carbon reduction initiatives**, please provide brief details of some of your completed carbon reduction projects. This is for information only. This may include environmental management measures such as certification schemes like ISO14001 or PAS 2060, signing up to SBTI or specific measures you have taken such as: the adoption of LED/PIR lighting controls, changes to policy resulting in a reduction in company travel and flights or the electrification of the company fleet.
- Under the heading **Future carbon reduction initiatives**, please provide brief details of some of your likely/proposed future carbon reduction projects, if any. This is for information only.