



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: Locality (UK) **Publication Date:** October 2024

Commitment to achieving Net Zero

Locality (UK) is committed to achieving Net Zero emissions by 2040.

Baseline Emissions Footprint

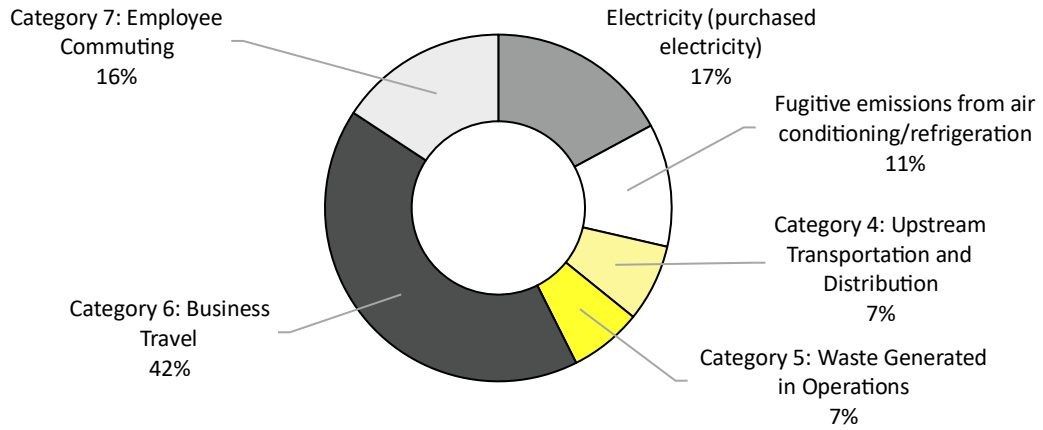
Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

Baseline Year: July 2019-June 2020	
Additional Details relating to the Baseline Emissions calculations.	
Baseline emissions are calculated in line with the requirements of this measure, including required scope 3 emissions.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0
Scope 2	7 (location-based) 1.2 (market-based)
Scope 3 (Included Sources)	26 (Sources: business travel, employee commuting, upstream transport and distribution, waste. Downstream transport and distribution not applicable.)
Total Emissions	33 tCO₂e (Gross) 27.2 tCO₂e (Net)

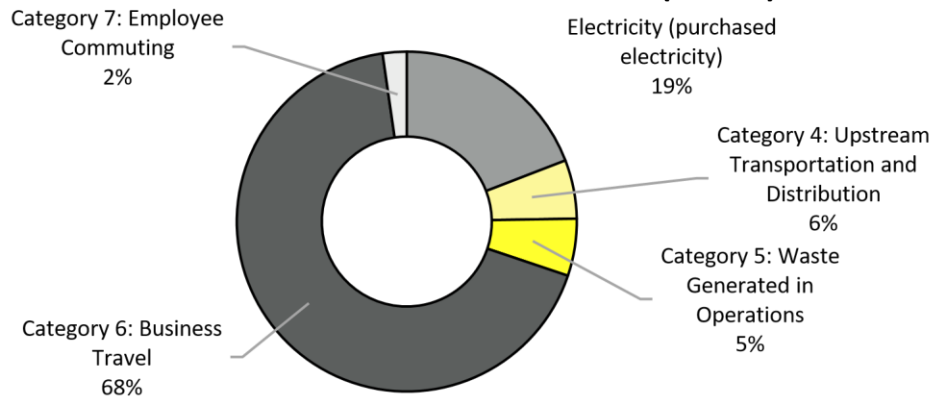
Carbon Reduction Projects

Completed Carbon Reduction Initiatives

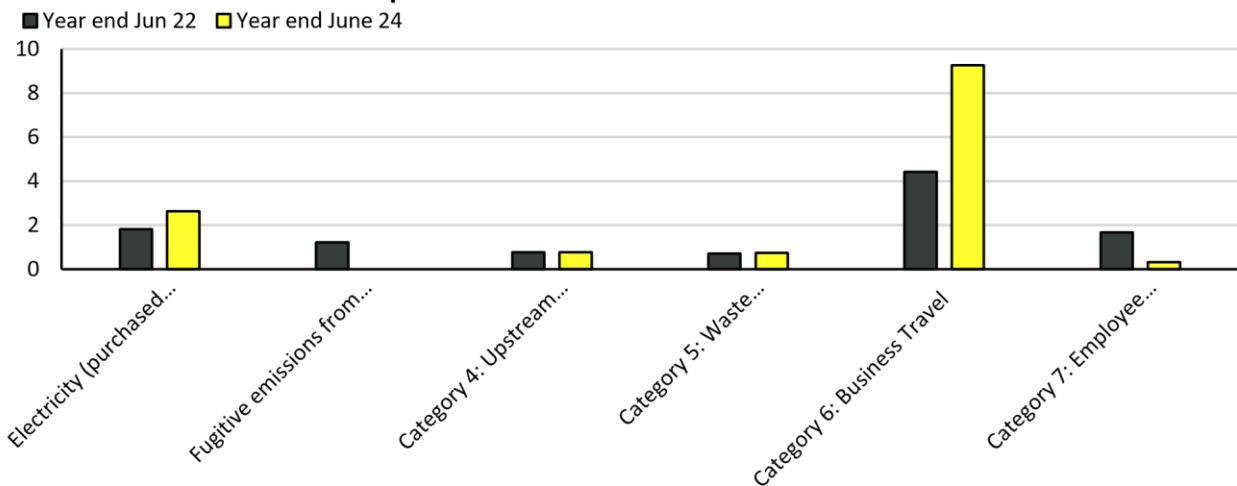
Total Gross GHG Emissions FYE22 (tCO2e)



Total Gross GHG Emissions FYE24 (tCO2e)



GHG Emissions - Annual comparison



We have calculated our scope 1, 2 and relevant scope 3 emissions and associated energy consumption for a third year in order to continue to monitor the highest emitting areas. The distribution of emissions in FYE24 compared to the previous reporting year can be seen in the charts above.

Overall gross emissions have increased by 32% compared to FYE Jun-22 while net emissions increased by 28% to 11.4 tCO₂e. This is likely largely due to the impacts of the Covid-19 lockdown restrictions still in place in the previous reporting year with increased business travel in FYE24 as business as usual resumed, emissions associated with business travel increased by 110% to 9.3 tCO₂e, accounting for 68% of the total gross emissions.

Employee commuting emissions have decreased by 81% to 0.3 tCO₂e, with an increasing number of staff on homeworking / remote contracts aligning Locality with the post-pandemic working landscape.

Purchased electricity saw an increase of 45% to 2.6 tCO₂e due to Locality utilising more space within their premises, which they had previously rented out to a tenant. This is counter-acted by Locality procuring 100% renewable electricity through a green energy tariff. Therefore, the market-based electricity emissions are 0 tCO₂e.

During this reporting period we have put the following measures in place to reduce our energy consumption and carbon emissions:

- Reduced cleaning from 3 times per week to 2 times per week
- Reduced IT sites visit from once a month to once a quarter
- Transferred 6 employees to homeworking contracts, reducing the number of staff commuting
- Switched to British Gas Zero Carbon Electricity

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:



Tony Armstrong, CEO, Locality

Date: 25/10/2024.

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>

