



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.

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.

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

Carbon Reduction Plan Template

Supplier name: ...Core Arts

Publication date:May 2026.....

Commitment to Achieving Net Zero

Core Arts is committed to achieving Net Zero carbon emissions by 2045.

Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases produced prior to the introduction of carbon reduction strategies and environmental improvements. These emissions provide the reference point against which future reductions can be measured.

Baseline Year: 2024

Additional Details relating to the Baseline Emissions Calculations

Core Arts is a small charitable organisation delivering arts, horticulture, wellbeing, and community support services across London. As this is our first formal carbon reporting process, 2024 has been adopted as our baseline year.

At present, the organisation does not have a fully audited carbon footprint assessment, and the figures below are estimated based on current operational activities including building energy use, staff travel, procurement, waste, and horticultural/community activities.

Our baseline assessment includes Scope 1, Scope 2, and selected Scope 3 emissions sources where data is currently available. We recognise that our reporting methods will continue to improve over time as we strengthen environmental monitoring and data collection processes.

Baseline year emissions:

EMISSIONS	TOTAL (tCO₂e)
Scope 1	4.2
Scope 2	7.8
Scope 3 (Included Sources)	18.5
Total Emissions	30.5

Scope 3 Included Sources

- Staff commuting
- Business travel
- Waste disposal
- Purchased goods and services

- Water usage
- Delivery and transport of materials and supplies

Current Emissions Reporting

Reporting Year: 2026

EMISSIONS	TOTAL (tCO2e)
Scope 1	3.8
Scope 2	6.9
Scope 3 (Included Sources)	16.2
Total Emissions	26.9

The reduction in emissions reflects the implementation of energy-saving measures, increased recycling and reuse practices, sustainable horticultural activities, reduced paper use, and greater reliance on digital communication and remote meetings.

Emissions Reduction Targets

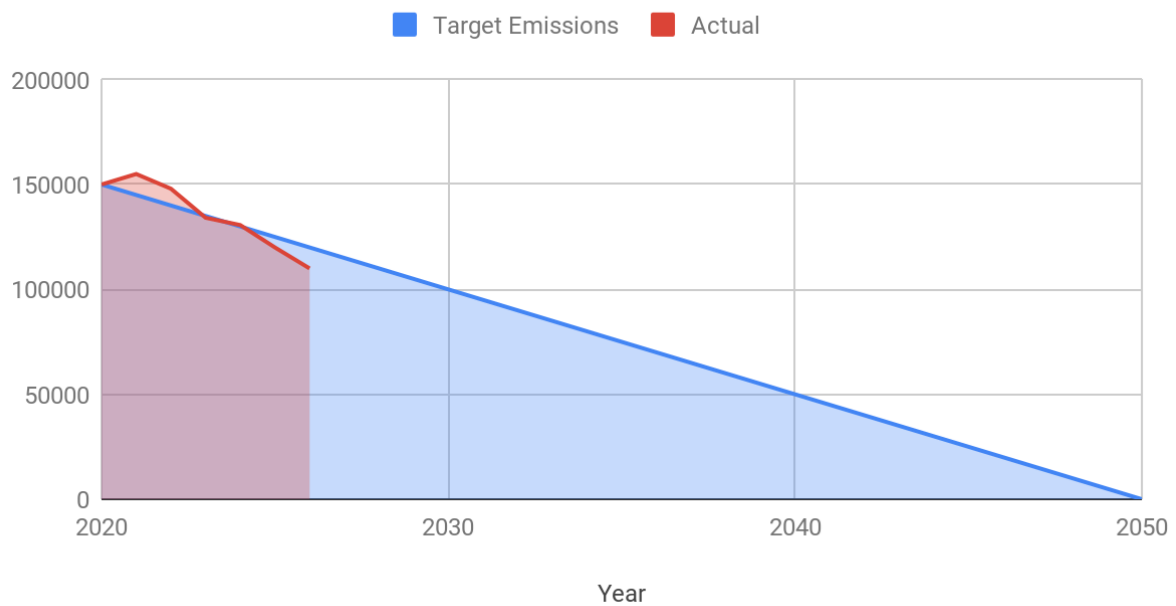
In order to continue our progress towards achieving Net Zero, we have adopted the following carbon reduction targets:

- Reduce overall carbon emissions by a minimum of 35% by 2030 against the 2024 baseline.
- Continue reducing building energy consumption through improved efficiency measures and sustainable working practices.
- Increase biodiversity and carbon capture through expansion of our landscape gardening and community horticulture projects.
- Reduce travel-related emissions through greater use of online meetings and sustainable travel options.
- Improve environmental procurement and recycling practices across all organisational activities.
- Continue embedding sustainability and environmental awareness into our arts, well-being, and community programmes.

We project that carbon emissions will decrease over the next five years to approximately 20 tCO2e by 2030. This would represent a reduction of approximately 35% against our 2024 baseline emissions.

Progress against these targets can be seen in the graph below:

Carbon Reduction: Projected vs. Actual



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

Since our baseline year, Core Arts has implemented a range of environmental and carbon reduction measures across our creative, horticultural, and community programmes. These initiatives support both environmental sustainability and improved wellbeing outcomes for our members and local community.

Our completed and ongoing carbon reduction initiatives include:

- The development and maintenance of community landscape gardens and green spaces, increasing biodiversity, supporting pollinators, improving local air quality, and creating accessible therapeutic outdoor environments for vulnerable adults.
- Expansion of our horticulture and urban gardening projects, including composting, seasonal planting, recycling of green waste, and the reuse of materials and containers wherever possible.

- Increased use of sustainable gardening methods, reducing reliance on chemical pesticides and encouraging organic growing practices.
- Introduction of energy-saving measures within our buildings, including the installation of LED lighting and improved energy management practices to reduce electricity consumption.
- Greater use of digital communications and online meetings to reduce unnecessary travel, printing, and paper use across the organisation.
- Recycling initiatives across our art studios, offices, and workshop spaces, including the reuse of art materials, timber, fabrics, and packaging.
- Encouraging walking, cycling, and use of public transport by staff, freelancers, volunteers, and participants wherever practical.
- Local sourcing of plants, materials, and supplies where possible to reduce transport-related emissions and support local businesses.
- Continued development of environmental awareness through creative workshops, gardening activities, and community engagement projects focused on sustainability and wellbeing.

These measures have contributed to a reduction in waste, improved environmental practices, and a growing culture of sustainability across the organisation. The initiatives will continue to be maintained and developed throughout the delivery of future contracts and projects.

Future Carbon Reduction Projects

In the future, Core Arts hopes to implement additional carbon reduction measures and environmental improvements, including:

- Further expansion of our community gardens, edible planting schemes, and biodiversity projects across our outdoor spaces.
- Installation of additional energy-efficient systems and appliances as funding allows, including improved insulation and low-energy heating solutions.
- Exploring opportunities for renewable energy generation and greener building improvements.
- Increasing rainwater collection and sustainable water management within our horticultural projects.
- Developing more environmentally sustainable procurement policies, prioritising recycled, reused, and locally sourced materials.
- Expanding digital working practices to further reduce paper consumption and unnecessary travel.
- Exploring the future use of electric or low-emission vehicles for transport and outreach work where financially viable.
- Continuing to embed environmental sustainability within our arts, wellbeing, and training programmes through workshops, exhibitions, and community engagement activities.
- Working towards more formal environmental monitoring and carbon reduction planning as organisational capacity and resources grow.

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.

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 (or equivalent management body).

Signed on behalf of the Supplier:

Giuliana Molinari

Core Arts

Deputy CEO

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Date: ...21st May 2026.....

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

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

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