



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: NATIONWIDE FRANKING SENSE LIMITED

Publication date: 1st Feb 2025.

Commitment to achieving Net Zero

NATIONWIDE FRANKING SENSE LIMITED is committed to achieving Net Zero emissions by 2050.

Baseline Emissions Footprint

Baseline Year: 2023	
Additional Details relating to the Baseline Emissions calculations.	
<p>NFS is a stable organisation with no current or planned organisational changes.</p> <p>Scope 1 emissions include our company vehicle fleet.</p> <p>Scope 2 includes indirect emissions from generation of purchased energy Building electrical usage and Building Heating.</p> <p>Scope 3 includes indirect sources such as Other Business Travel (employee commute) Supply Chain and Operational Waste.</p>	
Baseline year emissions: 2023.	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	109.08
Scope 2	18.55
Scope 3 (Included Sources)	43.76
Total Emissions	171.39

Current Emissions Reporting

Reporting Year: 2024	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	90.89
Scope 2	19.78
Scope 3 (Included Sources)	48.76
Total Emissions	159.43

Emissions reduction targets

In order to continue our progress to achieving Net Zero, we will adopt the following carbon reduction policy's.

We will continue to reduce our business travel for meetings. We now use Teams, Zoom and Google Meet to provide 'virtual' meetings. We operate remote service support that allows us to access the equipment identify faults and repair machines without the requirement of engineer attendance. We pre-configure equipment before dispatch so that it can be self-installed by the end user to avoid delays and unnecessary attendance by our field support team.

We expect that the carbon emission reduction achieved by these schemes will equate to a reduction of 2,000 miles in our account management business travel equating to 0.54 tCO₂e, a 10% reduction against the 2023 baseline and the measures will be in effect when performing the contract.

We have reduced the number of field-based Account Managers and replaced them with internal office based staff that manage customers remotely this has reduced the amount of miles travelled per managed account.

Further improvements of our technical helpdesk will reduce engineer call outs and mileage. Based on an estimated engineering mileage of 240,000 per annum, we project and expect that carbon emissions will decrease over the next five years to 1.35tCO₂e by 2030. This is a reduction of 5%.

We have introduced 1 x electric car and three Hybrid cars to our fleet Introducing electric and hybrid vehicles into our fleet. This has reduced our carbon emissions by 5.1tCO₂e.

We have implemented 'direct to site' where possible so goods travel from supplier to customer. This reduces our intervention and duplicated environmental impact

We have partnered with new technology manufacturers that provide equipment made from recycled plastics and ink technology that reduces energy usage and is more reliable so requires less engineer intervention.

We offer print customers the opportunity to offset carbon emissions as part of their managed service.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects will be completed or implemented prior to the 2023 baseline.

NATIONWIDE FRANKING SENSE LIMITED has carried out the following projects:

We hold ISO 14001:2015 certification which maps out a framework that we follow to set up an effective Environmental Management System enabling us to improve resource efficiency, reduce waste, and drive down costs. We have implemented a paper, fuel and energy reduction plan reducing consumption by 15% over the last 3 years.

We also offer our customers a range of Document Management Solutions (DMS) specifically aimed at helping them to reduce their own environmental impact including:

- **Print Management Software which encourages responsible and reduces paper usage.**
- **Document Output Management reduces paper output by transforming physical documents to digital ones.**
- **Our Scan, Archive and Retrieve service converts physical documents into readable, searchable documents.**
- **Continuing development of remote sales and service strategies to allow us to grow whilst decreasing our carbon footprint.**

Declaration and Sign Off

This Carbon Reduction Plan will be completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions will be reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard and uses the appropriate Government emission conversion factors for greenhouse gas company reporting.

Scope 1 and Scope 2 emissions will be reported in accordance with SECR requirements, and the required subset of Scope 3 emissions will be reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard.

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:

DocuSigned by:
Daniel Gilbert
0096C999CE01434...

Daniel Gilbert

NATIONWIDE FRANKING SENSE LIMITED

Date: 1st Feb 2024