



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 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 Carbon Reduction Plan may only be a temporary measure to satisfy this particular condition of participation.

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: Watts Group Limited

¹ Bidding supplier or 'bidding entity' means the organisation with whom the contracting authority will enter into a contract if it is successful.

² Technical 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

Publication date: 13 May 2025

Commitment to achieving Net Zero

Watts Group Limited 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: 2022	
Additional Details relating to the Baseline Emissions calculations.	
<i>Watts are not required to report Scope 1 emissions as these are not associated with our current business delivery i.e., we do not own any buildings directly which we occupy as office space, and we do not own any vehicles or other assets which directly contribute to greenhouse gas emissions.</i>	
<i>Our reporting period is currently beyond 12 months as the SME Climate Hub themselves have been designing and implementing new reporting requirements. These reporting requirements are much more in depth than previously, and following discussing with the Climate Hub, they have advised we don't submit any data June this year until their new SME Reporting tool is updated and we can use that. We have also reinvigorated our internal working group and discussed how to get new members onboard to achieve our net zero targets in line with baseline commitments.</i>	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	N/A
Scope 2	18.6 tonnes CO ₂ e
Scope 3 (Included Sources)	319.8 tonnes CO ₂ e (Business Travel; upstream transportation and distribution; purchased goods and services, capital goods).
Total Emissions	338 tonnes CO₂e

Current Emissions Reporting

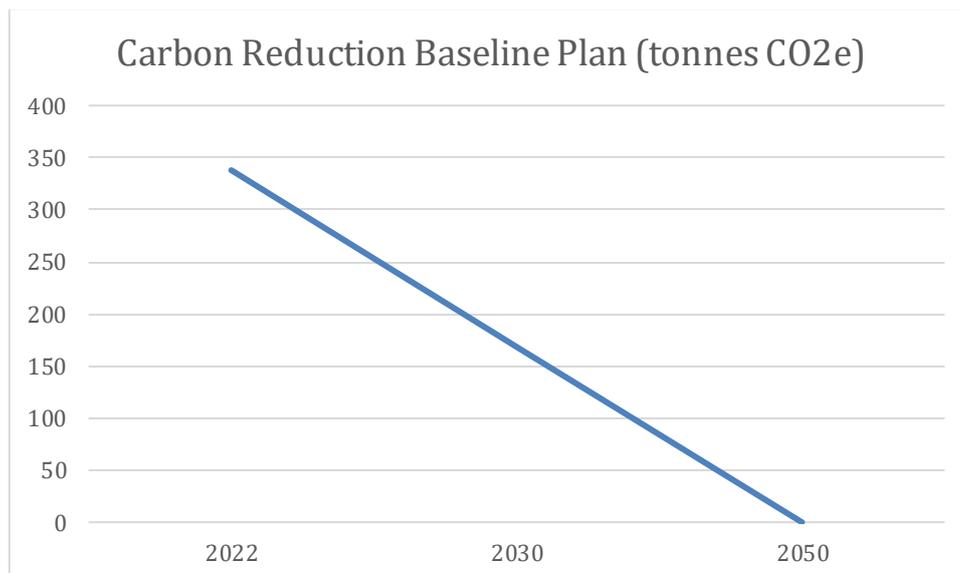
Reporting Year: 2025	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	N/A
Scope 2	In progress – estimated to May 2025 14.41 tonnes Co2e (Final figures to be published in Jan 2026. We are currently on target for 2025).
Scope 3 (Included Sources)	In progress – estimated to May 2025 247.85 tonnes Co2e (Business Travel; upstream transportation and distribution; purchased goods and services, capital goods). (Final figures to be published in Jan 2026.) It is worth noting that the new figures including reporting on commuting, whereas our baseline did not.
Total Emissions	Estimated 262.26 tonnes CO2e (awaiting Carbon Reporting tool update by provider.)

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 **169** tCO₂e by 2030. This is a reduction of **50%**

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



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2022 baseline:

- Appointment of Climate Ambassador
- Appointment of Carbon Accountant in business
- Consolidated UK offices to reduce overall footprint by 24%
- Moved London HQ into more Energy efficient building
- Implementation of staff Electric Vehicle salary sacrifice scheme (SalSac)
- Move to a paperless office

The carbon emission reduction achieved by these schemes equate to **75.74** tCO_{2e}, a **22%**ge reduction against the 2022 baseline and the measures will be in effect when performing the contract.

Watts holds ISO14001 accreditation. We've identified electricity use and travel as our significant impacts. Our climate working group is seeking ways to reduce these impacts.

Future carbon reduction initiatives

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

- Further reducing air travel
- Encouraging reduction in use of fossil fuel vehicles (see SalSac scheme initiative above)
- Moving our second largest office to a more energy efficient building by January 2026.
- Promotion of a green travel policy
- Maintaining sustainable procurement policies and ethical purchasing procedures
- Supporting clients by providing low carbon solutions for their building requirements
- Possible carbon off-setting measures

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 standard³ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁴.

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) Standard⁵.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

³ <https://ghgprotocol.org/corporate-standard>

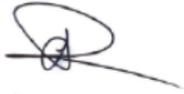
⁴ <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁵ <https://ghgprotocol.org/standards/scope-3-standard>

Signed on behalf of the Supplier:

Corrina Ralph

Managing Director/Company Secretary

A handwritten signature in black ink, appearing to be 'CR', with a long horizontal line extending to the right.

Date:15th May 2025.....