



# 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<sup>1</sup> 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 Standard<sup>2</sup> and Guidance<sup>3</sup>, 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.

---

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

<sup>2</sup>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](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)

<sup>3</sup>Guidance 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](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:** Halfords Limited

**Publication date:** 14.03.24

## Commitment to achieving Net Zero

Halfords 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.

<b>Baseline Year: 2020</b>					
<b>Additional Details relating to the Baseline Emissions calculations.</b>					
Our reporting base year (FY20) covered scopes 1 & 2 – with Scope 3 unreported and based on spend-based data. This was updated in FY24 with our first Scope 3 volumetric dataset. Within the next 6months we will rebase line FY20 (to incorporate all recent acquisitions) with volumetric data, and re-submit to the SBTi community.					
<b>Baseline year emissions:</b>					
<b>EMISSIONS</b>	<b>2019-20</b>	<b>20-21</b>	<b>21-22</b>	<b>22-23</b>	<b>23-24</b>
<b>Scope 1</b>	13,617	13,095	12,781	15,196	15,200**
<b>Scope 2</b>	13,473	10,126	8,107	8,095	9,020**
<b>Scope 3 (Included Sources)</b>	Not reported	Not reported	Not reported	1,029,360*	1,029,360*
<b>Total Emissions</b>	27,090	23,221	20,88	1,052,650	1,053,580*

\* Repeated Scope 3 data kept in for FY24 to maintain view of value-chain emissions (we are not planning to conduct a new scope 3 dataset each year). Data driven from public LCAs, Databases, and volumetric business data – with support from consultancy, Carbon Trust Ltd

\*\*FY24 data – we reduced 12% of building gas usage, but the increase is up from Lodge Vans (increased by 9%)

## Current Emissions Reporting

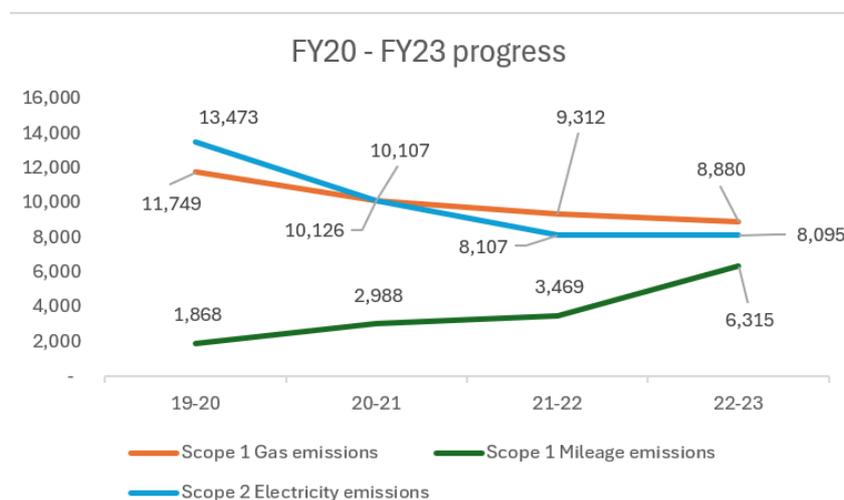
Reporting Year: FY24	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	15,200**
Scope 2	9,020**
Scope 3 (Included Sources)	1,029,360  Halfords owns this data, driven from public LCAs, Databases, and volumetric business data – with support from consultancy, Carbon Trust Ltd
<b>Total Emissions</b>	<b>1,053,580</b>

## Emissions reduction targets

To continue our progress to achieving Net Zero, we have the following carbon reduction targets:

- short-term target to deliver 42% reduction in direct scope 1 + 2 emissions by 2030
- long-term target to deliver net zero emissions (all scopes) by 2050 (scope 3 linked to material upstream emissions).
- source 100% renewable energy (2030)

Progress against these targets can be seen in the scope 1+2 graph below:



## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

- We installed Building Management Systems (BMS) to centrally reduce heating across the estate, leading to reduction in building emissions.
- We have installed LED lighting across 60% of the estate.
- We've partnered with a supply-chain assessment company, EcoVadis, who capture up to 60 supplier Scope1+2 datasets across our supply-chain partners. We have delivered educational workshops to suppliers who were not able to provide us with Scope1+2 datasets.
- We have hosted Asia supplier conference in Shanghai, China – presenting carbon-emission reduction requirements to many of our retail suppliers.
- Trial installation of batteries on HME vans, designed to stop vans running on diesel when on customer drives – expected to save 1,000tonnes of Scope 1 emissions when expanded.

### In the next 12months our plans are to:

- Building upon strong foundations laid in FY24, the key focus in FY25 is to create the strategy and roadmap for Halfords Net Zero plan.
- Continue to seek ways to further reduce Scope 1 and Scope 2 emissions e.g. increased EV adoption rates for colleagues.
- Utilise improved tools and datasets to engage positively with suppliers on reducing Scope 3 emissions, whilst supporting them on their own Net Zero roadmap.

## 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 standard<sup>4</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>5</sup>.

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

---

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

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

accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard<sup>6</sup>.

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:**

Dan Boyle – ESG Manager - Halfords

.....

Date: .....25/11/24.....

---

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