



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

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

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: Gallagher Bassett International

Publication date:

Commitment to achieving Net Zero

Gallagher Bassett International is aligned to a global [goal of Net Zero carbon emissions](#) in direct operations (Scope 1 and Scope 2) by 2050. With respect to the subset of Scope 3 categories as defined in PPN 06/21, we are working to incorporate Scope 3 emissions into our global carbon reporting, which our United States headquarters is currently developing.

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: 2019	
Additional Details relating to the Baseline Emissions calculations.	
Note: Gallagher in the UK collects emissions data for our UK business overall, and therefore the figures in the table are based on a percentage of FTE (Full Time Equivalent) headcount.	
Baseline year emissions: 2019	
EMISSIONS	TOTAL (please see Gallagher Bassett International explanation in relation to Scope 3 emissions. We do not currently have an overall emissions total for the Global business.)
Scope 1	Total Scope 1: 156.38 tCO ₂ e
Scope 2	Total Scope 2 (location): 254.47 tCO ₂ e Total Scope 2 (market): 216.03 tCO ₂ e
Scope 3 (Included Sources)	With respect to the subset of Scope 3 categories as defined in PPN 06/21, we are working to incorporate Scope 3 emissions into our global carbon reporting, which our United States headquarters is currently developing.

Total Emissions	Total (Location Based): 410.85 tCO₂e Total (Market Based): 372.41 tCO₂e
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Current Emissions Reporting

Reporting Year: 2022	
EMISSIONS	TOTAL (please see Gallagher Bassett International explanation in relation to Scope 3 emissions. We do not currently have an overall emissions total for the Global business.) Note: Gallagher in the UK collects emissions data for our UK business overall, and therefore the figures in the table are based on a percentage of FTE (Full Time Equivalent) headcount.
Scope 1	Total Scope 1: 70.82 tCO₂e
Scope 2	Total Scope 2 (location): 149.34 tCO₂e Total Scope 2 (market): 93.52 tCO₂e
Scope 3 (Included Sources)	With respect to the subset of Scope 3 categories as defined in PPN 06/21, we are working to incorporate Scope 3 emissions into our global carbon reporting, which our United States headquarters is currently developing.
Total Emissions	Total (Location Based): 220.16 tCO₂e Total (Market Based): 164.34 tCO₂e

Emissions reduction targets

Gallagher Bassett International is aligned to a global [goal of Net Zero carbon emissions](#) in direct operations (Scope 1 and Scope 2) by 2050. With respect to the subset of Scope 3 categories as defined in PPN 06/21, we are working to incorporate Scope 3 emissions into our global carbon reporting, which our United States headquarters is currently developing.

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2019 baseline. In the past four years, Gallagher Bassett International has adopted several projects and policy changes including, but not limited to:

- Gallagher Bassett International have continued the roll out of LED lighting and PID sensors at several sites, and have invested heavily in lighting upgrades at larger sites, including the companies UK head office in London.
- Gallagher Bassett International has employed a policy where staff can now only choose from either hybrid or fully electric vehicles for company cars. This is reflected in reduced Scope 1 emissions.
- Tracking and monitoring of EPC ratings is periodically undertaken to ensure the improvements of Gallagher Bassett International sites.
- The company strategy has been to purchase renewable energy where possible backed by Renewable Energy Guarantees of Origin (REGO) certificates. Gallagher Bassett International are continuing discussions with landlords around the option of receiving renewable energy for the electricity use for landlord-controlled sites. This is reflected in Gallagher Bassett International's reduced Scope 2 emissions.
- Gallagher Bassett International have trailed an air conditioning optimization technology, utilizing a latent energy system to reduce energy costs associated with Scope 1 emissions.

Future Carbon Reduction Initiatives

Going forwards, Gallagher Bassett International will aim to implement a range of decarbonisation levers to secure continued reduction in emissions, including, but not limited to:

1. Where Gallagher Bassett International do not have direct control regarding the ability to introduce electrification technologies/ infrastructure due to landlord limitations, introduce a landlord engagement programme to ensure that all applicable sites consider the installation of electrification technologies (supplied by 100% REGO-certified renewable electricity supply) to replace office heating requirements.
2. Where Gallagher Bassett International has direct control regarding the procurement of electricity for consumption, ensure that all applicable sites procure 100% REGO-certified renewable electricity as soon as possible, if not already doing so.
3. Review and introduce a corporate policy to install sub-meters across all applicable offices to ensure the long-term measuring and recording of consumption patterns.
4. Engaging with waste suppliers to obtain accurate and specific data/ information requiring the carbon emissions associated with waste collection/ disposal routes.

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.

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:

Simon Pemberton

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Date: ...21/12/23.....

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

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