



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

Supplier Name: Bishops Beds

Supplier Address: Unit 2, Brindley Road, Peterlee, SR8 2LT

Publication Date: 04/04/2025

Commitment to achieving Net Zero

Bishops Beds is committed to achieving Net Zero emissions by 2050 and reducing its overall environmental impact. As part of this commitment, the company has developed its first Carbon Reduction Plan with Business Growth Durham.

Bishops Beds has taken significant steps in tracking emissions data, establishing a strong baseline from which to build. The company recognises that Scope 3 emissions will likely increase as data collection improves. This will provide a clearer understanding of its carbon footprint and guide more effective reduction strategies.

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: 2023	
Additional Details relating to the Baseline Emissions calculations.	
Baseline emissions were calculated using historic utility data for Scope 1, 2, and 3 emissions. The UK government's GHG conversion factors were applied to ensure accuracy.	
Baseline year emissions: 2023	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	2.9 tCO ₂ e
Scope 2	5.5 tCO ₂ e
Scope 3 (Included Sources)	Water 0.03 tCO ₂ e Transmission and Distribution of Electricity 0.5 tCO ₂ e

Total Emissions	8.93 tCO₂e
------------------------	------------------------------

Current Emissions Reporting

Reporting Year: 2024	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	2.7 tCO ₂ e
Scope 2	4.8 tCO ₂ e
Scope 3 (Included Sources)	Water: 0.02 tCO ₂ e Transmission and Distribution of Electricity: 0.4 tCO ₂ e Business Travel: 37.71 tCO ₂ e Total: 38.13 tCO₂e
Total Emissions	45.63 tCO₂e

Note: The significant increase in Scope 3 emissions is due to the inclusion of business travel, which was not previously reported.

Emissions reduction targets

Bishops Beds aims to reduce its carbon footprint by 20% by 2030 and achieve Net Zero by 2050.

This will be achieved through a combination of:

- Operational efficiency improvements,
- Supply chain engagement,
- Sustainable travel initiatives.

Projected Emission Reduction Targets

Year	Target Emissions (tCO ₂ e)	Reduction from 2024 Baseline
2027	38.00 tCO ₂ e	~17% reduction
2030	36.50 tCO ₂ e	~20% reduction
2040	22.81 tCO ₂ e	50% reduction
2050	Net Zero	100% reduction

Scope Three Emissions Reduction Plan

Short-Term (2025-2026)

- Business Travel & Fleet: Promote electric/hybrid vehicles and prioritise virtual meetings.
- Employee Commuting: Promote carpooling, cycling, and public transport; install EV charging stations, begin to track employee commuting to understand related emissions.
- Supply Chain: Collaborate with suppliers to track emissions and source low-carbon materials.

Medium-Term (2027-2030)

- Waste & Recycling: Enhance recycling efforts and reduce landfill waste.
- Sustainable Procurement: Prioritise low-carbon materials and partner with environmentally-conscious suppliers.

Long-Term (2030-2050)

- Full Electric Transition – Move to 100% electric vehicles and expand carbon offset initiatives.
- Circular Economy Initiatives – Explore mattress recycling programs and product lifecycle assessments.
- Enhanced Scope 3 Tracking – Strengthen data collection on supply chain emissions, waste, and transport.

Current Sustainability Initiatives

Bishops Beds has already implemented several sustainability initiatives aimed at reducing its environmental impact and progressing towards Net Zero. The company has transitioned to a Zero-carbon electricity tariff with British Gas, ensuring that all purchased electricity comes from renewable sources.

In terms of energy efficiency, Hive thermostats and radiator valves are in place to regulate heating, and some areas of the building have been upgraded to LED lighting. Efforts to reduce waste include a take-back and recycling program for old mattresses, as well as a waste contractor managing dry mixed recycling for production waste.

Additionally, Bishops Beds sources packaging made from recycled materials and is actively engaging with low-carbon suppliers. To reduce transport emissions, the company promotes carpooling and public transport use among employees and is exploring the implementation of a Cycle to Work scheme. These initiatives lay a strong foundation for further sustainability improvements and emissions reduction in the coming years.

Recommended Carbon Reduction Initiatives

1. Energy Efficiency & Building Operations

- LED Lighting: Some areas have LED lighting, but not all—plan for a full conversion.
- Lighting Controls: Some lights are on sensors, but most are manually controlled—install timers & motion sensors to optimise energy use.
- Heating Efficiency: The site uses Hive thermostats & radiator valves, but lacks a
- Building Energy Management System (BEMS)—assess feasibility for automated energy management.

- Energy Audit: No formal energy audit has been conducted—schedule a review to identify further efficiency gains.

2. Renewable Energy Adoption

- Assess the feasibility of installing Solar PV (if owned or with landlord approval).

3. Sustainable Transport and Business Travel

- EV Transition: Consider gradual fleet transition to electric/hybrid vehicles.
- Employee Transport: Some employees carpool and use public transport—expand cycle-to-work incentives.
- Travel Reduction: Increase remote meetings and sustainable travel policies.

4. Packaging and Waste Reduction

- Mattress Recycling: Continue take-back & recycling programs for old mattresses.

5. Water Usage and Conservation

- Current Measures: Toilet flushes have been adjusted to use less water, but no low-flow taps or meters are installed—assess water-saving solutions.
- Tracking: Implement water monitoring to establish usage patterns and set reduction targets.

6. Procurement and Supply Chain

- Supplier Engagement: Strengthen collaboration on tracking & reducing supply chain emissions.

7. Employee Engagement and Sustainability

- Sustainability Leadership: A sustainability champion will be appointed in September to oversee initiatives.

Historical Energy and Carbon Emissions Data 2019-2024

Year	Gas Usage (kWh)	CO2e (t)	Electricity Usage (kWh)	CO2e (t)	Water Usage (m³)	CO2e (t)
2019	20,651	4.2	21,760	5.6	1,218	0.4
2020	10,772	2.2	15,437	3.6	304	0.1
2021	7,839	1.6	17,313	3.7	162	0.003
2022	16,061	3.2	23,821	4.6	146	0.022
2023	14,546	2.9	26,449	5.5	183	0.03
2024	13,200	2.7	23,157	4.8	131	0.02

Bishops Beds has made significant progress in tracking and reducing emissions, with a clear commitment to sustainability. Continued emphasis on energy efficiency, low-carbon travel, supply chain engagement, and renewable energy will be crucial to reaching Net Zero by 2050.

By implementing the outlined initiatives and regularly reviewing progress, Bishops Beds can further reduce its carbon footprint, lower operational costs, and strengthen its position as an environmental leader in the industry.

Declaration and Sign Off

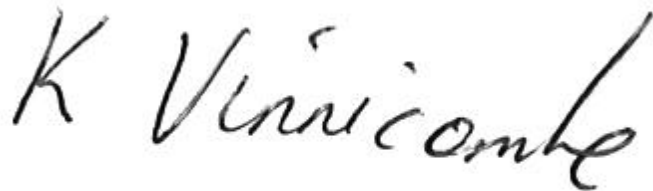
This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

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:

A handwritten signature in black ink, reading "K Vinicombe". The signature is written in a cursive, flowing style.

Date: 4th April 2025

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>