

PPN 06/21  
Carbon Reduction Plan  
Commercial Services Group





Prepared by



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## Introduction

The UK Government amended the Climate Change Act 2008 in 2019 by introducing a target of at least **100%** reduction in the net UK carbon account (i.e. reduction of greenhouse gas emissions, compared to 1990 levels) by 2050. This is otherwise known as the '**Net Zero**' Target.

PPN 06/21 is a Procurement Policy Note which sets out how to take account of suppliers' Net Zero Carbon Reduction Plans in the procurement of major Government contracts. It applies to all Central Government Departments, their Executive Agencies and Non-Departmental Public Bodies.

This measure applies to Public Contracts Regulations procurement, where the contract is £5m per annum (at the time of writing) or above. PPN 06/21 applies to contracts, frameworks and Dynamic Purchasing systems.

Commercial Services Group, our portfolios, divisions and brands are keen to demonstrate our commitment to reach Net Zero and to comply with PPN 06/21. This document contains the group's Carbon Reduction Plan (CRP).



## CSG's Organisational Structure

Commercial Services Group (CSG) is one of the UK's largest, local authority-owned, trading organisations. Since its inception over 90 years ago as the supplies division of Kent County Council (KCC), it has grown organically to become one of the leading suppliers of products and services to the public sector.

Today, CSG is the umbrella organisation for 23 trading brands which serve over 16,000 customers globally. With corporate headquarters, plus over 100,000 square feet of warehousing facilities, based in Kent, the Group employs over 1,700 people, generates gross revenue of £602m and manages an additional £380m per annum of public spend through its compliant framework solutions.

## Our Services

The primary focus of the Group is on the provision of services that support customer frontline delivery requirements, such as:

Compliant Procurement Solutions and Frameworks

Temporary and Permanent Staff Recruitment

HR and Payroll Services

Managed IT Solutions

Education Support Services

Legal Services

Office and Education Supplies

Energy Brokerage Services

Carbon Reduction Initiatives

Asset Support Services  
Landscape Maintenance and  
Waste Management Services

## CSG Brands and Brand Structure



**Note:** The businesses within Professional Services and HR Services portfolios are being reviewed in subsequent phases and do not form part of the current data information. Links to the Carbon Reduction Plans for Cantium and The Education People are included on page 6 of this document.

# CSG's Commitment to Achieve Net Zero



CSG is committed to achieving Net Zero emissions by 2050 for Scopes defined by PPN 06/21. Furthermore, Kent County Council (KCC) has committed to achieve net zero greenhouse gas emissions from their own estate, operations and wholly owned traded services by 2030, this commitment applies to **Scopes 1, 2** and selected **Scope 3** emissions. As a wholly owned traded service, CSG are already committed to reach Net Zero by 2030.

## Kent County Council's Net Zero Action Plan

KCC's Net Zero Commitment and Action Plan can be found [here](#):



It should be noted, however, that KCC's declaration does not include all emissions sources in the requirements of PPN 06/21, such as all business travel, upstream and downstream transmission and distribution and employee commuting. Consequently, CSG and all its brands together are now stating our commitment to achieve Net Zero for all emissions sources covered by PPN 06/21 by 2050.

## Two of CSG's Brands Commit to Net Zero by 2030

Cantium Business Solutions (Cantium) and the Education People (TEP) have already published their Carbon reduction plans and have committed to reach Net Zero by 2030.

Both Cantium and TEP became part of the CSG management structure after April 2022, along with the other brands in CSG's Professional Services Division and HR Services division. Consequently, data for these two divisions is not yet included in our Carbon Reduction Plan however we are committed that, as a group, all of our brands will achieve Net Zero by 2050.

Cantium's Net Zero Goals and Carbon Reduction Plan can be found [here](#):



TEP's Environmental Management and Environmental Policy can be found [here](#):



# Baseline Emissions Footprint

**Baseline Year: 2018-19 (1st April 2018 to 31st March 2019)**

CSG has set 2018-19 as the baseline for ISO14001 reporting and has chosen to use this same baseline for PPN 06/21. The reason for a pre-pandemic year is that it is more indicative of our business-as-usual operations at that point. This will help us assess the impact of the changes that have been made on our emissions as, since the pandemic, CSG has adopted a hybrid and home working approach.



Although we have established environmental monitoring and reporting procedures, CSG has not previously calculated Scope 3 emissions associated with employee commuting, upstream or downstream transportation and distribution. For this year's CRP submission, we have calculated an estimation of employee commuting emissions using national commuting statistics and our employee data. We are planning to calculate emissions from employee commuting more accurately and will update these emissions accordingly. With regards to upstream and downstream transportation and distribution emissions, we are putting processes in place to systematically source the data which will enable the inclusion of these emissions in our reporting. It is likely that the baseline year emissions will be updated once this data is available.

Emissions	Emissions Source	Units	Quantity	tCO <sub>2</sub> e	TOTAL tCO <sub>2</sub> e
Scope 1	Gas	kWh	439,795	80.90	1,062
	Gas Oil	litres	115,719	343.74	
	Diesel	litres	229,221	602.15	
	Petrol	litres	16,186	35.66	
Scope 2	Electricity	kWh	1,482,763	419.73	420
Scope 3	Business Travel	miles	205,438	59.72	796
	Waste generated in operations	tCO <sub>2</sub> e	7.74	7.74	
	Employee Commuting (including WFH emissions)	tCO <sub>2</sub> e	728.88	728.88	
	Upstream (T&D)	tCO <sub>2</sub> e	0.00	0.00	
	Downstream (T&D)	tCO <sub>2</sub> e	0.00	0.00	
<b>Total Emissions tCO<sub>2</sub>e</b>					<b>2,279</b>

**WFH** – Working from Home **T&D** – Transportation & Distribution

## Current Emissions Reporting

### Current Year: 2021-22 (1st April 2021 to 31st March 2022)

CSG's current year, 2021-22, is our most recent financial year and the figure of 1,548 tCO<sub>2</sub>e reported constitutes a 32% reduction against the base year. This exhibits significant progress with reductions in every area reported, although, it should be noted that 21-22 was impacted by the pandemic and so figures should be regarded in this context.

As outlined, CSG has not previously calculated Scope 3 emissions associated with employee commuting, upstream and downstream transportation and distribution and progress will be updated as this data is obtained and refined.

Emissions	Emissions Source	Units	Quantity	tCO <sub>2</sub> e	TOTAL tCO <sub>2</sub> e
Scope 1	Gas	kWh	311,671	57.09	835
	Gas Oil	litres	79,705	219.87	
	Diesel	litres	214,485	538.86	
	Petrol	litres	8,656	18.99	
Scope 2	Electricity	kWh	920,667	195.49	195
Scope 3	Business Travel	miles	108,976	30.07	517
	Waste generated in operations	tCO <sub>2</sub> e	8.77	8.77	
	Employee Commuting (including WFH emissions)	tCO <sub>2</sub> e	478.59	478.59	
	Upstream (T&D)	tCO <sub>2</sub> e	0.00	0.00	
	Downstream (T&D)	tCO <sub>2</sub> e	0.00	0.00	
<b>Total Emissions tCO<sub>2</sub>e</b>					<b>1,548</b>

**WFH** – Working from Home **T&D** – Transportation & Distribution



## Emissions Reduction Targets

As a group, we had a target to reduce our electricity and gas emissions by 10% per m<sup>2</sup> of floor area between 2018-19 and 2021-22. Progress was monitored as part of our ISO14001 objectives, and the target was achieved. Overall, when accounting for all the emission sources listed by PPN 06/21, we have reduced our overall emissions by 32%.

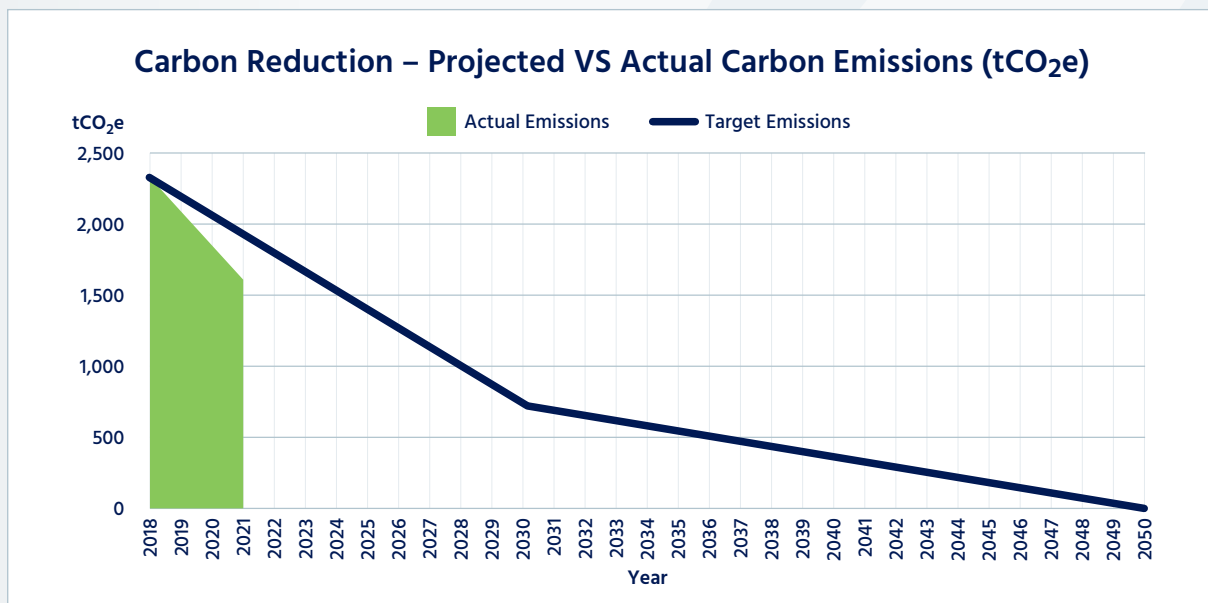
In order to continue our progress toward achieving Net Zero, we have adopted the following carbon reduction targets:

🎯 To be in line with our commitment to Kent County Council, we have a target to reduce all our **Scope 1, Scope 2** and **Scope 3** emissions related to Business Travel and Waste generated in operations to **0** by 2030.

🎯 We aim to reduce emissions related to Employee Commuting, Upstream T&D and Downstream T&D to **0** by 2050.

We project that carbon emissions will decrease to **729 tCO<sub>2</sub>e** by 2030. This equates to a reduction of **68%** from our baseline year, 2018-19.

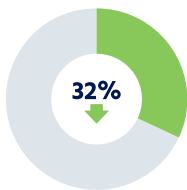
However, the above emission reduction target and our total emissions from the baseline year and current year will have to be updated once we have calculated our emissions associated with Upstream and Downstream T&D. Progress against our emission reduction targets can be seen in the graph below:



## Carbon Reduction Projects

CSG has held ISO 14001 accreditation since 2013 which approves and certifies our Environmental Management System. As a part of the work, we have completed towards obtaining and maintaining this accreditation, we have collated the following environmental management measures that have been implemented since the 2018-19 baseline and will help to reduce the emissions of our group and its employees:

- Implemented an electronic customer contract system across CSG to reduce the use of paper contracts. This has a beneficial impact on reducing ink and electricity through printing as well as reducing paper usage.
- Introduced an additional 20% uplift on lease car allowances for colleagues taking an Electric Vehicle through our internal fleet scheme.
- Retained a hybrid and home working approach, where appropriate, which has significantly reduced ongoing commuting emissions.
- Retained remote meetings as a standard with suppliers and customers, significantly reducing business travel.



The above measures have contributed to emissions reductions over the last three years equating to **731 tCO<sub>2</sub>e**, which is a **32%** reduction against the 2018-19 baseline.

While the action listed above is significant and has had a substantial impact, the group are now developing an overarching plan to conceive our route to Net Zero by 2030. This is termed our Carbon Descent Plan and will be an evolving strategy that will sit alongside our Carbon Reduction Plan (these documents are separately compiled due to the differing purposes, scopes and timescales as described in “CSG’s Commitment to Achieve Net Zero” above).

In developing our Carbon Descent Plan we have assessed our carbon footprint and potential long-term emissions. Analysed emissions and emissions sources by division and started to explore how to reduce these emissions. Site decarbonisation surveys have been completed for our two highest emitting buildings by a highly reputable environmental and engineering consultancy and plans to implement recommendations around solar PV and other low carbon technologies are in train.

## 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. The appropriate Government conversion factors for greenhouse gas company reporting have been used.

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) Standard.

This Carbon Reduction Plan has been reviewed and signed off by CSG Executive Board and is signed on behalf of Commercial Services Group by the Chief Operating Officer, Sally Richards.



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v1.0	June 2023

To find out more about CSG's Carbon Reduction Plan please contact LASER Zero Carbon Future team on **0800 484 0840** or email [zerocarbon@laserenergy.org.uk](mailto:zerocarbon@laserenergy.org.uk).

