



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 entity 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 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: Mitie Cleaning & Environmental Services Ltd

Publication date: 22/9/21

## Commitment to achieving Net Zero

Mitie Cleaning & Environmental Services Ltd is committed to achieving Net Zero Carbon emissions by 2025 (Scope 1 and 2) and 2035 (Scope 3).

## 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: 2018/19</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
FY18/19 is the baseline year for future carbon reporting. The Carbon Emissions detailed within this Carbon Reduction Plan are calculated in accordance with the GHG Corporate Accounting & Reporting Standard and the GHG Protocol Scope 3 Technical Guidance. The operational boundary has been set using the Financial Control Approach. This is restricted to the UK where we have full financial control over our operations. All greenhouse gas emissions are reported in tonnes of carbon dioxide equivalent (tCO <sub>2</sub> e) to account for all seven of the Kyoto Protocol GHG's. Additional Scope 3 reporting of carbon emissions has been undertaken in the current reporting year compared to the baseline year.	
<b>Baseline year emissions: FY18/19</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>2,837.29</b>
<b>Scope 2</b>	<b>86.68</b>
<b>Scope 3</b> (Included Sources)	<b>1,146.47</b> (Waste, water and expensed fuel)
<b>Total Emissions</b>	<b>4,070.43</b>

## Current Emissions Reporting

Reporting Year: FY20/21	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	1,760.08
Scope 2	46.11
Scope 3 (Included Sources)	641.02 (Waste, water and expensed fuel, business travel data (rail / air / hotel), upstream / downstream transportation, employee commuting and emissions from EV charging)
<b>Total Emissions</b>	<b>2,450.21</b>

## Emissions reduction targets

To continue our progress for achieving Net Zero Carbon Emissions prior to the Government's target of 2050, we have adopted the following carbon reduction targets.

- Committed to a Net Zero Carbon Target by 2025 (Scope 1 and 2)
- Committed to a Net Zero Carbon Target by 2035 (Scope 3)
- Public commitment for a Science Based Target (Feb 2021)

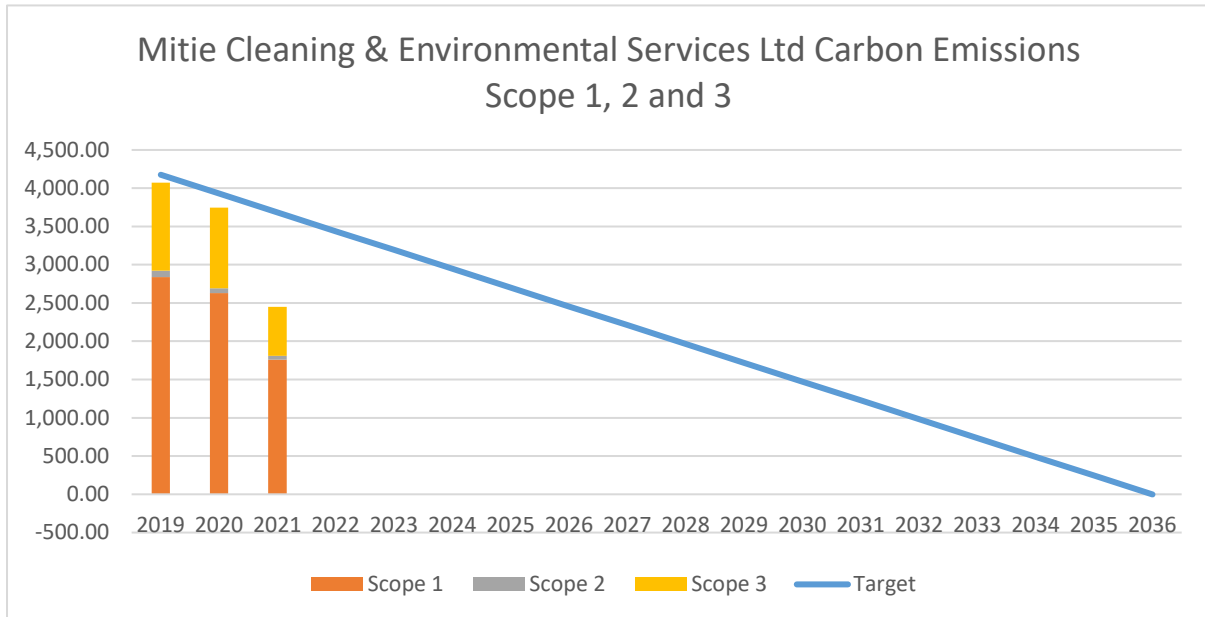
## Strategy

1. Eliminating all Scope 1 emissions (Fossil fuels) from our operations by 2025
2. Adopt natural renewable sources for Scope 2 emissions (complete)
3. Measure, report & influence Scope 3 emissions throughout the value chain to align with Points 1 & 2 above

We project that carbon emissions will decrease over the next five years to 2,455.47 tCO<sub>2</sub>e (all three scopes) by 2026. This is a reduction of 41.2% based on the 2018/19 baseline year emissions.

There is a significant reduction in FY20/21 due in part to the COVID 19 Lockdown and our continued carbon reduction efforts. We predict this to increase in FY21/22 back towards pre-lockdown levels. Progress against these targets can be seen in the graph below

## Carbon Reduction: Projected vs Actual



## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2018/19 baseline. The carbon emission reduction achieved by these schemes equate to 1,620.23 tCO<sub>2</sub>e, a 39.8% reduction against the 2018/19 baseline and the measures will be in effect when performing the contract.

### Clean sources of energy

Mitie purchases 100% of power backed by Renewable Energy Guarantee of Origin (REGO), for Mitie-controlled offices, achieving RE100, the Climate Group's initiative 25 years early. Mitie has the largest pure electric vehicle (EV) fleet in the UK, with over 1,902 currently on the road (178 dedicated to Mitie Cleaning & Environmental Services Ltd). This transition to a zero-emissions fleet aligns to our signatory to EV100, The Climate Group's initiative to commit organisations to transitioning to an EV fleet by 2030 and we will complete this by 2025. Together with our Mina Platform, we have enabled direct payment for EV charging at home. Our next steps are recommending 100% renewable tariffs for Mitie drivers, increasing the uptake to power not only EVs, but homes too.

### Energy efficiency

Our built estate has been benchmarked and audited by our in-house team of certified Energy Managers. All energy optimisation measures have been implemented, identifying an annual carbon saving of 200 tonnes, including air-source heat pumps, electric air-conditioning systems, and timing schedules. Transitioning to these low-carbon alternatives will improve our energy consumption and decarbonise our heating systems. The estate will then be prepped for the larger CAPEX projects, including installing LED lighting systems and boiler replacement programmes.

- Our largest carbon emissions relate to our vehicle fleet and Mitie are committed to replacing them with zero carbon emission electric vehicles by 2025.
- Over 1400 electric vehicle charge points have been installed across both the Mitie estate, employee homes and client sites, supporting transitions to an electric vehicle fleet.
- We have committed to doubling our energy productivity, through The Climate Group's EP100 initiative. We are one of only a handful of organisations to hold all three accreditations (RE100, EV100, EP100)
- Over 28 boiler replacement opportunities have been identified and four buildings are currently undergoing decarbonisation works to replace with heat pumps.
- All new buildings that Mitie occupy will be BREEAM excellent and we are undergoing a consolidation of our built estate to dispose of older inefficient buildings.
- Mitie has increased recycling rates and all other waste is diverted from landfill to produce energy. This includes our 'bin the bag' scheme that removes over 600kg of plastic.
- Training and awareness programmes are being deployed to demystify carbon reduction throughout the organisation and customer base.
- We actively promote flexible and remote working (via Teams) where possible to reduce travel and accommodation requirements.
- We are working with our supplier to assist and influence carbon reduction throughout the value chain.

### **Pace of change in reducing emissions**

Our unique position of attaining an in-house Sustainability Consultancy allows Mitie to become a leader in carbon reduction, accelerating not only our journey to net-zero, but our clients too.

To date, across all our trading entities, we have saved our customers over 353,000 tonnes of carbon. Over the course of three years, Mitie has helped our telecommunications customer save over 100GWh and £10m in energy costs, equivalent to 25,000 tonnes of CO<sub>2</sub>.

Mitie and Sustainable Development Capital LLP (SDCL) have launched a new partnership to help both public and private sector organisations plan their decarbonisation roadmap and fund the low carbon equipment and technology they need to make their sites net zero carbon.

More information can be found at -

<https://www.mitie.com/esg/> and <https://www.planzerocarbon.com>

In the future we will implement further measures such as:

- Continuing our fleet transition to electric vehicles by 2025
- Replace additional gas fired boilers across our estate to reduce our Scope 1 carbon emissions.
- Work with our Landlords to influence them to procure 'green' low carbon energy on our behalf.
- Remove all single use items from our operations and therefore reduce our waste and associated carbon emissions.
- Reduce our water consumption by 5% year on year.
- Improve our measurement, reporting and influence of our supply chain emissions, though our commitment to a Science Based Target.

## 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>1</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>2</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 accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard<sup>3</sup>.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors

### **Signed on behalf of the Supplier:**

Peter Dickinson -Chief of Staff and General Counsel for Mitie Group

Date: 22 September 2021

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<sup>1</sup> <https://ghgprotocol.org/corporate-standard>

<sup>2</sup> <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

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