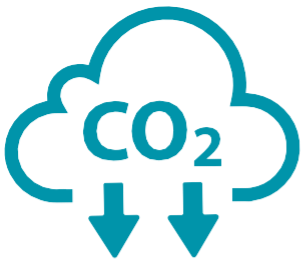


PPN 06/21
Carbon Reduction Plan
Commercial Services Group





Prepared by



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Contents

Introduction	3
Organisational Structure	4
CSG's Commitment to Achieve Net Zero	6
Baseline Emissions Footprint	7
Current Emissions Reporting	8
Emissions Reduction Targets	9
Carbon Reduction Projects	10
Declaration and Sign Off	11

Introduction

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

The Government Net Zero Target is used to align with the requirements of PPN 06/21, which requires Suppliers bidding for major government contracts to commit to achieving Net Zero by 2050 and publish a Carbon Reduction Plan annually. 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. With over 95 years of trading, initially incepted 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 25 trading brands which serve over 15,000 customers in over 85 countries. With corporate headquarters, plus over 100,000 square feet of warehousing facilities, based in Kent, the Group employs over 1,500 people in the United Kingdom alone.

CSG generates a gross revenue of ~£600m 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

Legal Services

Temporary and Permanent
Staff Recruitment

Office and Education Supplies

HR and Payroll Services

Energy Brokerage Services

Managed IT Solutions

Carbon Reduction Initiatives

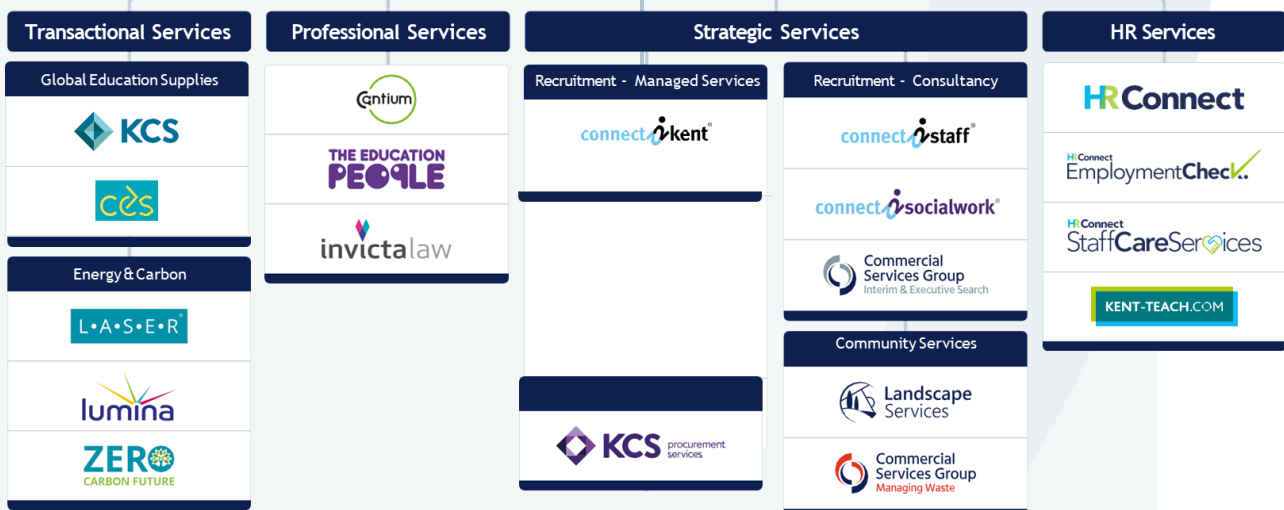
Education Support Services

Asset Support Services,
Landscape & Waste Management
Services

CSG Brands and Brand Structure



2023 Portfolio Structure



CSG has grown significantly in recent years. Since the 2021-22 CRP was published, Cantium, Invicta Law and The Education People were brought into the CSG portfolio, and their emissions have been included within the CRP for the 2022-23 reporting year. Lifecycle Management Group and Prospects Payroll joined the group after April 2023 and will be included within our 2023-24 CRP reporting in due course.

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 transportation 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.

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 ₂ e	TOTAL tCO ₂ 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 ₂ e	7.74	7.74	
	Employee Commuting (including WFH emissions)	tCO ₂ e	728.88	728.88	
	Upstream (T&D)	tCO ₂ e	0.00	0.00	
	Downstream (T&D)	tCO ₂ e	0.00	0.00	
Total Emissions tCO₂e					2,279

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

Current Emissions Reporting

Current Year: 2022-23 (1st April 2022 to 31st March 2023)

CSG's current year, 2022-23, is our most recent financial year and the figure of 2,294 tCO₂e reported constitutes a 0.66% increase against the base year. This increase is primarily due to the increase in size of the company, with the additions of Cantium, Invicta Law and The Education People into CSG, and the associated significant increase in number of employees.

Gas and electrical consumption has increased with the inclusion of new trading brands into the CSG portfolio. There has also been an increase in consumption from some entities such as Kent Commercial Services.

The inclusion of Kerosene has come from TEP which has one site running on a kerosene boiler. Within Scope 3, business travel has seen the highest % change, this is due to the addition of new entities and a covid readjustment/return to work scheme. Employee commuting emissions increased by 67% and WFH emissions by 175%, predominantly due to an increase in full-time equivalent staff. Waste emissions have reduced overall including waste sent to landfill, there has also been a change in waste providers.

CSG has not previously calculated Scope 3 emissions associated with upstream and downstream transportation and distribution.. Progress and the inclusion of T&D emissions will be made once this data is obtained and refined.

Emissions	Emissions Source	Units	Quantity	tCO ₂ e	TOTAL tCO ₂ e
Scope 1	Gas	kWh	571,386	104	832
	Gas Oil	litres	454	1	
	Kerosene	litres	2,500	6	
	Diesel (Machinery)	litres	69,052	177	
	Diesel (Fuel cards)	litres	203,929	522	
	Petrol (Fuel cards)	litres	10,268	22	
Scope 2	Electricity	kWh	1,077,847	208	208
Scope 3	Business Travel	miles	657,173	180	1,253
	Waste generated in operations	tCO ₂ e	7.61	8	
	Employee Commuting (including WFH emissions)	tCO ₂ e	1,064.72	1,065	
	Upstream (T&D)	tCO ₂ e	0	0	
	Downstream (T&D)	tCO ₂ e	0	0	
Total Emissions tCO₂e					2,294

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

Emissions Reduction Targets

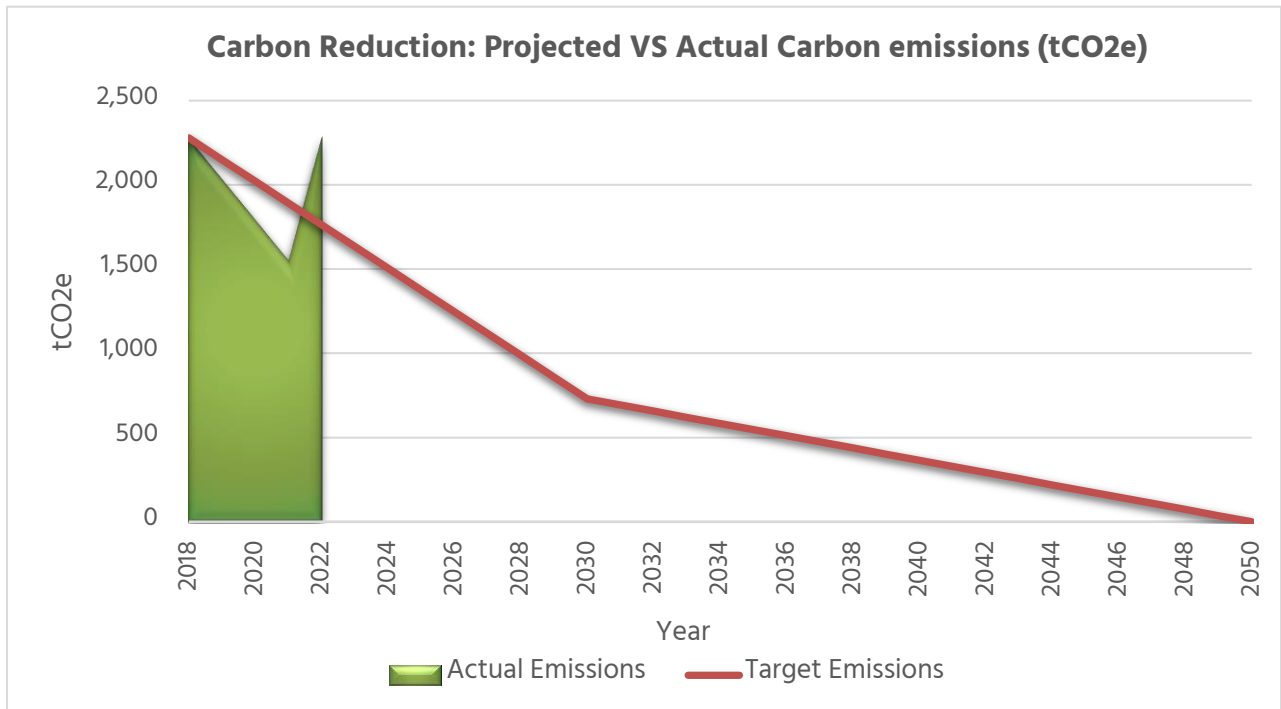
As a group, we had a target to reduce our electricity and gas emissions by 10% per m² of floor area between 2018-19 and 2021-22. Progress was monitored as part of our ISO14001 objectives, and the target was achieved. We had reduced our overall emissions by 32% between 2018-19 and 2021-22.

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

<p>To be in line with our commitment to KCC, 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.</p>	<p>We aim to reduce Scope 3 emissions related to Employee Commuting, T&D to 0 by 2050.</p>
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We project that carbon emissions will decrease to **729 tCO₂e** 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 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 the **32%** reduction in emissions between 2018-19 and 2021-22. However, CSG's emissions are currently higher than the baseline year due to the increasing scope, both in terms of emissions sources and the size of the group.

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 Group Chief Strategy Officer, Sally Richards.



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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.

