



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, as a condition of participation, to submit a CRP which details their organisational carbon footprint and confirms their commitment to achieving net zero by 2050.

CRPs are to be completed by the bidding supplier 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 2050.¹¹

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 CRP 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 Standard¹² and Guidance, 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
- 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 CRP may only be a temporary measure to satisfy this particular condition of participation.

The CRP 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 objectives of the CRP within their strategic plans.

A template for the CRP is set out below. Please complete and publish your CRP in accordance with the reporting standard published alongside this PPN.

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¹¹ 'Bidding supplier' or 'bidding entity' means, for the purpose of this guidance, the organisation with whom the Contracting Authority will enter into a contract if it is successful.

¹² <https://www.gov.uk/government/publications/ppn-006-guidance-on-taking-account-of-carbon-reduction-plans-adopting-and-applying-conditions-of-participation-html>

Carbon Reduction Plan

Supplier name

i3Works Group Ltd.

Publication date

30/05/2025

Commitment to achieving net zero

i3Works Group Ltd. is committed to achieving net zero emissions by 2030.

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: 01/05/2020 – 30/04/2021

Additional details relating to the baseline emissions calculations:

Baseline emissions were calculated by a third-party assessor in line with ISO 14064 and the GHG Reporting Protocol. This was the first time i3Works has measured its emissions and is therefore also the first reporting year.

Additionally, it should be noted that due to the nature of i3Works Group Ltd.'s business and COVID-19 rules in place, the company had no Scope 1 emissions during the baseline reporting year. The company had no owned or leased offices or vehicles at this time, which would be the only potential source of Scope 1 emissions. Therefore, between 01/05/2020 - 30/04/2021, i3Works Group Ltd.'s Scope 1 emissions were 0 tCO₂e.

Furthermore, COVID-19 meant i3Works Group Ltd.'s was working completely remotely leading to greatly reduced scope 1-3 emissions – this should be noted for future Carbon Reduction Plans.

Baseline year emissions:

| Emissions | Total (tCO ₂ e) |
|----------------------------|----------------------------|
| Scope 1 | 0 |
| Scope 2 | 3.88 |
| Scope 3 (included sources) | 7.18 |
| Total emissions | 11.06 |

Current emissions reporting

| Reporting year: 01/05/2024 – 30/04/2025 | |
|---|----------------------------|
| Emissions | TOTAL (tCO ₂ e) |
| Scope 1 | 3.71 |
| Scope 2 | 1.03 |
| Scope 3 (included sources) | 118.18 |
| Total emissions | 122.92 |

This is I3Works Group Ltd.'s fourth year of measuring and reporting our carbon emissions, notably this is the first time that we have recorded a decrease in total emissions and t CO₂ per capita (table 1) compared to the previous reporting year. During this time I3Works Group Ltd. has continued to grow in employee numbers which in previous years has correlated to an increase in overall emissions. We have also seen a greater increase in number of colleagues returning to client offices on a more regular basis and this represents the biggest risk of increase emissions in future years.

Table 1: Emissions Equivalent per Capita (2020-2025)

| Reporting Year | Total Emissions (tCO ₂ e) | Employee count | T CO ₂ e per capita |
|-----------------------------|--------------------------------------|----------------|--------------------------------|
| 2020-2021 (Baseline) | 11.06 | 58 | 0.19 |
| 2021-2022 | 17.69 | 83 | 0.21 |
| 2022-2023 | 124.70 | 121 | 1.03 |
| 2023-2024 | 141.06 | 121 | 1.19 |
| 2024-2025 | 122.92 | 131 | 0.94 |

Emissions reduction targets

In order to continue our progress to achieving net zero, we have adopted the following carbon reduction targets.

We project that carbon emissions will decrease over the next five years to 0 tCO_{2e} by 2030, or as close as possible to this figure without impacting on critical operations. This is a reduction of 100% with a maximum of 10% being achieved through Carbon Offsetting.

Carbon reduction projects

Completed carbon reduction initiatives

The following environmental management measures and projects have been completed or implemented since the 2020-2021 baseline. Carbon emissions have increased by 111.86tCO_{2e} which is 1100% against the 2021 baseline. It should be noted that in the baseline year, I3Works Group Ltd. collated emissions monitoring data under COVID-19 conditions and at the time was operating as a fully remote organisation. In the four years since the 2020-21 baseline, the company has experienced a significant shift in how our employees operate on a day-to-day basis. As a result, we have seen an increase total of emissions in this time.

Completed Carbon initiatives are below:

1. Electric Vehicle lease scheme, provided by Octopus, which has been available to all employees since 2023.
2. Cycle-to-work scheme, through Cyclescheme, which is available to all employees from 2020.
3. I3Works Group Ltd. has continued offsetting 100% of company emissions through investment in verified carbon offsetting initiatives over the four years of reporting through our Carbon Reduction Plan since the baseline year of 2020-21.
4. Completed ISO14001 re-certification in November 2024 – Environmental Management System in place and obligates I3Works Group Ltd. to capture, monitor and aim to improve our environmental performance.
5. I3Works Group Ltd. are now working with 'Notch' to capture and analyse our emissions data through their carbon accounting software, this has given us greater accuracy and control through improved visualisation and analytics from 2024.
6. Reviewed waste management for office to promote increased recycling sorting and reduction in waste going to landfill, this was completed in March 2025.
7. Removal of company leased vehicles for business travel in October of 2024.
8. Monitoring and measurement of mains gas and water usage over a full year of using I3Works Group Ltd.'s main office, this will provide baseline figures for design and implementation of reduction objectives in future reporting years – this was completed after the first full year in the I3Works Group Ltd. main office.

Future carbon reduction initiatives

In the future we hope to implement further measures such as:

1. Review and implement sustainable hardware practices company-wide, considering delivery and whole life emissions as employee work from home has become the greatest contributor to emissions at 60.7%.

2. We are moving to a new energy supplier in 2026, whose fuel mix portfolio incorporates an increase renewable and nuclear portion at a combined 71% renewable and nuclear, which is above the national average by 18.2%. We will continue to work to increase this percentage over time.
3. Improvements in communication to colleagues on I3Works Group Ltd. environmental performance and initiatives to achieve our Net Zero goals, aiming to enhance engagement and promotion of more conscious environmental decision making from our staff. This will have intangible benefits to our emissions but is not currently quantifiable.
4. Continued promotion of remote working, reducing business travel, employee commuting, and energy consumption.

Declaration and sign off

This Carbon Reduction Plan has been completed in accordance with PPN 006 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 standard¹³ and uses the appropriate government emission conversion factors for greenhouse gas company reporting.¹⁴

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements (where required), 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.¹⁵

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:

Murray Simpson

Date: 30/05/2025

¹³ <https://ghgprotocol.org/corporate-standard>

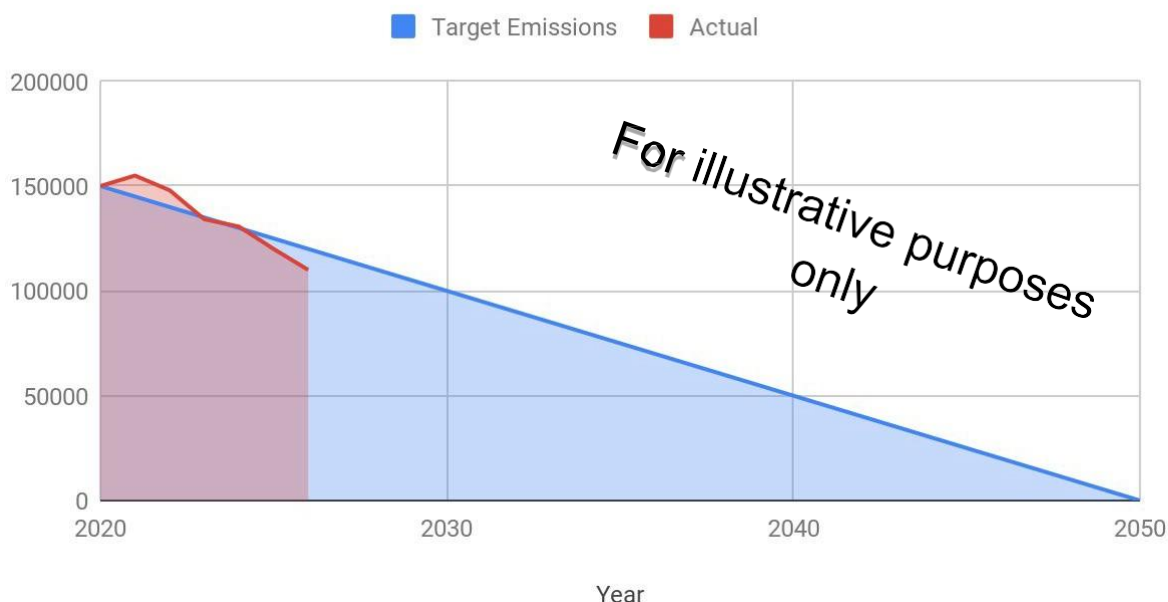
¹⁴ www.gov.uk/government/collections/government-conversion-factors-for-company-reporting

¹⁵ <https://ghgprotocol.org/standards/scope-3-standard>

Annex – Guidance notes

- Please provide details of your organisation's baseline emissions. If your organisation has not previously assessed or reported emissions, please state this and use your first reporting period as your baseline.
- Under **Additional details relating to the baseline emissions calculations**, please add details of your baseline emissions as required: for example, that it is a historic baseline which deviates from the requirements under this measure (e.g. no prior Scope 3 emissions reporting); that there had been no previous reporting; or that you have created a new baseline due to substantial organisational change or restructuring.
- Under the heading **Emissions reduction targets**, if your organisation already has emissions reduction targets, please give those targets. If your organisation had no previous emissions reduction commitment, or if this is your organisation's first carbon footprint, please provide targets for your organisation. You may want to show progress against your targets in a graph, like the one show below:

Carbon Reduction: Projected vs. Actual



- Under the heading **Completed carbon reduction initiatives**, please provide brief details of some of your completed carbon reduction projects. This is for information only. This may include environmental management measures such as certification schemes like ISO14001 or PAS 2060, signing up to SBTI or specific measures you have taken such as: the adoption of LED/PIR lighting controls, changes to policy resulting in a reduction in company travel and flights or the electrification of the company fleet.
- Under the heading **Future carbon reduction initiatives**, please provide brief details of some of your likely/proposed future carbon reduction projects, if any. This is for information only.

