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 Standard[12] 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.

[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-taling-account-of-carbon-redcution-plans-adopting-and-applying-conditions-of-participation-html

# Carbon Reduction Plan

| | |
|---|---|
| **Supplier name** | **i3Works Group Ltd.** |
| **Publication date** | **26/08/2026** |

## Commitment to achieving net zero

**i3Works Group Ltd.** is committed to achieving net zero emissions by 2035.

### 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 emissions provide the reference point against which emissions reductions are measured and progress towards environmental targets is assessed. This year, we have revised our baseline year from 2020–2021 to 2022–2023 to better reflect the company's current day-to-day operations and provide a more accurate representation of our greenhouse gas (GHG) emissions. This updated baseline will ensure that future reductions are measured against a position that is representative of i3Works Group Ltd.'s ongoing activities as the company continues to grow.

| **Baseline year: 01/05/2022 – 30/04/2023** |
|---|
| **Additional details relating to the baseline emissions calculations:** |

i3Works Group Ltd. has elected to re-baseline it's Carbon Emissions using the 22-23 reporting cycle as the reference point against which emissions reductions can be measured against. The organisation started reporting Carbon Emissions during the 20-21 reporting period, however, due to changes in ways of working and externally driven factors, this report is not representative of the organisations current operations and provides an unrealistic comparison against Carbon Reduction.

Between i3Works 1st year of Emission Reporting and the new baseline year, employee count grew by ~240%, a significant increase that contributes to a sharp increase emissions output, especially around employee commuting and business travel. During the first 2 years of reporting, the organisation utilised rented and shared office space, which changed for the new baseline period after acquiring ownership of its own office. This changed the practices of the organisation and allowed increased level of reporting on office specific categories like 'Fuel & Energy Related Activities'.

i3Works reporting began during the COVID-19 pandemic, under an initial period of lockdown and followed through into a period of uncharacteristic working practices requiring employees to work from home, which saw reduce levels of travel and waste. The 22-23 reporting period represents a return to representative working practices and return to working on client premises reflected in a sudden increase in Scope 3 Cat 6 & 7 associated emissions.

A new reporting tools was adopted by i3Works Group Ltd. for 22-23, causing a maturation of data management and reporting. An increase in scopes & categories reported from the matured process means an increased level of scrutiny and in turn and higher volume of emissions reported during this reporting period. These practices are reflective of current process, so allow a comparative view between the current reporting year and this baseline.

In summary, the re-baselining of i3Works Group Ltd. is reflective of changes to the organisations size, practises, external drivers, and process maturity, which allows a more accurate comparison and enables a more targeted Carbon Reduction Plan.

*Please see the breakdown below.*

| **Baseline year emissions:** | |
|---|---|
| **Emissions** | Total (tCO2e) |
| **Scope 1** | **1.09** |
| **Scope 2** | **2.14** |
| **Scope 3** (included sources) | **121.64** |
| Capital Goods | - |
| Fuel & Energy Related Activities | 10.83 |
| Upstream Transportation & Distribution | <0.01 |
| Waste Generated in Operations | 0.95 |
| Business Travel | 34.78 |
| Employee Commuting | 75.05 |
| Downstream Transportation & Distribution* | 0 |
| **Total emissions** | **124.70** |

## Current emissions reporting

| **Reporting year: 01/05/2025 – 30/04/2026** | |
|---|---|
| **Emissions** | TOTAL (tCO2e) |
| **Scope 1** | **2.34** |
| **Scope 2** | **0.97** |
| **Scope 3** (included sources) | **101.19** |
| Capital Goods | 4.38 |
| Fuel & Energy Related Activities | 0.76 |
| Upstream Transportation & Distribution | 0.01 |

| | |
|---|---|
| Waste Generated in Operations | 0.02 |
| Business Travel | 43.33 |
| Employee Commuting | 52.67 |
| Downstream Transportation & Distribution* | 0 |
| **Total emissions** | **104.50** |

*i3Works Group Ltd do not report 'Downstream Transportation & Distribution' Scope 3 emissions due to the nature of the company being a consultancy for providing professional services, i3Works Group Ltd does not: sell, retail, or store any product.

This is i3Works Group Ltd.'s sixth year of measuring and reporting our carbon emissions. As shown in Table 1, the 2025-2026 reporting year marks the second consecutive year in which we have recorded a reduction in both total emissions and $tCO_2e$ per capita compared with the previous reporting year. Total emissions decreased from 122.92 $tCO_2e$ in 2024-2025 to 104.50 $tCO_2e$ in 2025-2026, representing a reduction of approximately 15%. Over the same period, $tCO_2e$ per capita reduced from 0.94 to 0.76, representing a reduction of approximately 19%.

This reduction has been achieved alongside continued organisational growth; while this has historically contributed to higher overall emissions, the latest reporting period indicates progress in reducing emissions across i3Works Group Ltd. During this period, we have also seen an increase in both the number of colleagues working in client offices and the frequency they are doing so, driven by growing demand for more client-facing delivery. This has contributed to nearly halving work from home emissions compared to the previous reporting year, which has caused an increase in Business Travel but a reduction in employee commuting for an overall net reduction.

| Reporting Year | Total Emissions ($tCO_2e$) | Employee count | T $CO_2e$ per capita |
|---|---|---|---|
| **2020-2021** | 11.06 | 58 | 0.19 |
| **2021-2022** | 17.69 | 83 | 0.21 |
| **2022-2023 (Baseline)** | 124.70 | 121 | 1.03 |
| **2023-2024** | 141.06 | 121 | 1.19 |
| **2024-2025** | 122.92 | 131 | 0.94 |
| **2025-2026** | 104.50 | 137 | 0.76 |

*Table 1: Emissions Equivalent per Capita (2020-2026)*

## Emissions reduction targets

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

Based on our current reported emissions of 104.50 $tCO_2e$ for 2025–2026, we are targeting a reduction in emissions over the next nine years, with the aim of reaching 0 $tCO_2e$ by 2035, or as close as possible to this figure without impacting critical operations. This represents a targeted reduction of 100% from the current reporting year, with a maximum of 10% being achieved through Carbon Offsetting.

## Carbon reduction projects

Since establishing our current baseline year of 2022-2023, i3Works Group Ltd. has continued to build on environmental management measures, many of which were first introduced following our initial Carbon Accounting in 2020-2021. Total emissions have reduced from 124.70 tCO2e in 2022-23 to 104.50 tCO2e in 2025-26. This is a reduction of 20.20 tCO2e, a 16.2% decrease. This reduction has been achieved despite headcount growing from 121 to 137 employees over the same period, meaning per capita emissions have fallen more sharply, from 1.03 tCO2e per employee in the baseline year to 0.76 tCO2e per employee in 2025-26; a reduction of 26.2% per capita. This demonstrates that i3Works Group Ltd. has begun to decouple emissions growth from organisational growth and reflects the impact of the environmental management measures and projects outlined below.

**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 Cycle scheme, 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 five 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. Continue to work 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.

9. i3Works Group Ltd. moved 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.

10. Installation of secondary double glazing and smart thermostats in our office has reduced the heating requirement in our company office, contributing to a 12% reduction in gas usage in the 25-26 reporting period compared to the previous year.

**Future carbon reduction initiatives**

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

1. Continued promotion of sustainable practices in and around the workplace, such as sustainable travel options (including our Electric vehicle scheme and cycle-to-work scheme), reduced business travel, remote working, and reducing energy consumption. This will be measured against our 'Employee Commuting' emissions, which contributes the majority of our emissions (50.4%).

2. Review and implement sustainable hardware practices company-wide, considering delivery and whole-life emissions, to reduce the impact of capital goods emissions, which currently account for approximately 4.2% of total emissions.

3. Adoption of a fully green energy tariff for our office electricity and gas supply by reviewing available green energy contracts at renewal. This builds on a transition to an energy contract with a higher renewable and nuclear contributing fuel mix during this (25-26) reporting period.

4. 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.

## 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 standard[13] 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:

Ben Ames – i3Works Group Ltd Executive Director

Date: 24th August 2026

[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