



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.

i3Works Carbon Reduction Plan

Supplier name: i3Works Ltd

Publication date: 28/08/2024

Commitment to achieving Net Zero

i3Works 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: 1/5/2020 - 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' 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 vehicles at this time, which would be the only potential source of Scope 1 emissions. Therefore, between 01/05/2020 - 30/04/2021, i3Works' Scope 1 emissions were 0tCO ₂ e.	
Furthermore, COVID-19 meant i3Works' 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 (tCO₂e)
Scope 1	0
Scope 2	3.88
Scope 3 (Included Sources)	7.18
Total Emissions	11.06

Current Emissions Reporting

Reporting Year: 1/5/2023 - 30/04/2024	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	8.05
Scope 2	1.54
Scope 3 (Included Sources)	131.48
Total Emissions	141.06

It should be noted that in the baseline year i3Works collated emissions monitoring data under COVID-19 conditions and at the time was operating as a fully remote organisation. In the two years since the 2020-21 baseline the company has experienced a significant shift in how our employees operate on a day-to-day basis. Additionally, over the reporting year covered we have temporarily leased and then moved in a purchased office space. This, alongside changes to ways of working, has meant staff now work under a hybrid working arrangement between their home, client and i3Works' main office locations which has led to an increase in Scope 3 emissions – particularly arising from business travel and commuting. Emphasis is given to working from home but client requirements and emergent issues such as a drive to have Defence staff (including contractors) in office 60% of the time have influenced this increase. Finally, the company has grown further across this reporting year which also has influenced the increase in Scope 3 emissions.

As stated in previous years, the office purchase, company growth and increase in travel to client sites were expected and, consequently, growth in total emissions is in line with this expectation. It should be said that total emissions within what the company expected to see and would suggest that a rebaseline is required to reflect our emissions outputs more accurately.

Annual carbon report for 2023-2024 and data for emissions reporting accurately accounted by third-party, CBN Expert Limited (Notch Carbon Accounting Digital Platform).

Emissions reduction targets

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

- As a company, we are committed to achieving Net Zero by 30th September 2030 and our Carbon Reduction Plan (CRP) and activities reflect this commitment. By 2030 the percentage of our CRP roadmap reliant on offsetting (verified carbon credits) will be a maximum of 10%.

- We work with independent verifiers and assessors to monitor and measure emissions across Scopes 1,2,3. This enables us to identify areas to reduce emissions and deliver additional environmental benefits.
- We will continue to offset our emissions with carbon offsetting projects/credits, all of which are verified by one of the following:
 - The Peatland Code
 - Woodland Carbon Code
 - Gold Standard
 - VERRA
 - CER
- i3Works achieved ISO14001 (Environmental Management Systems) in October 2021 and have maintained this over the past two years, in line with organisational restructuring and growth. As we go into a recertification year, we have targeted completion of this process to continue being ISO14001 accredited until 2027.

Carbon Reduction Projects

Completed/In Progress Carbon Reduction Initiatives

The following environmental management measures and projects have been from the 2020 baseline year:

- Achieved ISO14001 certification in October 2021 and implemented an Environmental Management System.
- Implemented a new company-wide environmental policy committing the company to the achievement of the targets set within the Environmental Management System.
- i3Works has continued offsetting 100% of company emissions through investment in verified carbon offsetting initiatives over the three years of reporting through our CRP.
- Continued promotion of remote working, reducing business travel and energy consumption.
- Purchase of a new office space for i3Works', which has been in use since December 2022. This will allow the company to have control over energy usage, waste and water management and explore new initiatives for reducing tCO₂e emissions going forward.

The following measures and projects are currently in progress:

- Raising awareness of Net Zero targets across i3Works staff through improvements to internal communications:
 - Continuous improvements driven through Environmental Management System involving staff at all levels of i3Works to feedback and be involved in the process.
 - Use of a cycle-to-work scheme and two separate electric car leasing schemes which are available to all staff.
 - Donation of old IT equipment, instead of sending it to a landfill.
- Implementation of energy efficiency measures:
 - Seek ISO5001 certification and implement an Energy Management System.
 - Continued use of Valda Energy to power the i3Works' office.

- Turning off all non-essential electrical items when the office is not in use to reduce wasted energy.
- Investigation into implementation of Heat Pumps for the office.
- Integration of sustainability into supply chain and procurement processes.
- Monitoring and measurement of mains gas and water usage over a full year of using the i3Works' main office, this will provide baseline figures for design and implementation of reduction objectives in future reporting years.
- Continued provision of home-office equipment to all FTEs.

Coming into the third reporting year we have seen an increase in total emissions (figure 1); however, this was to be expected with the resumption of normal ways of working post-COVID-19.

It should be noted that that i3Works has seen further growth in this reporting period and explains the growth in scope 1,2,3 emissions. However, this increase has meant that tCO₂e per capita has also increased (table 1).

Table 1: Emissions Equivalent per Capita (2020-2023)

Reporting Year (April – March)	Total Emissions (t CO 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	118	1.19

In the future, we will implement further measures such as:

- Continued use of a hybrid model that encourages staff to work from home
- Waste Management initiatives to control the levels of waste that go to landfill
- Tracking of water consumption in the i3Works office to ensure that we develop initiatives

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 standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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) Standard³.

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

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

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

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

Signed on behalf of the Supplier:

Signed: Murray Simpson

Date: 28.08.2024