

CPC Project Services Carbon Reduction Plan January 2024

Commitment to achieving Net Zero

CPC Project Services is committed to achieving Net Zero emissions by 2050, if not before.

Our near-term target is in line with the Science Based Target initiative (SBTi) SME target: Scope 1 and Scope 2 emission reduction of 46% by 2030 from 2019 baseline year, and to measure and reduce our scope 3 emissions.

We are developing our Net Zero Carbon Plan to fully understand and document how we will achieve this commitment.

Baseline Emissions Footprint

Baseline carbon emissions are a record of the greenhouse gases that have been produced by CPC and its employees in the past. These carbon emissions have been produced prior to any mitigation strategies to reduce CPC carbon emissions and carbon footprint. Baseline emissions are a fixed reference point against which future emissions can be and will be measured against.

Baseline Year: 2019 (CPC Financial Year Aug 2019 – July 2020)	
First Year Reporting	
Greenhouse Gas Protocol’s activity categories that are linked to the emission of gases (CO ₂ , CH ₄ , N ₂ O, HFCs, PFCs, SF ₆) that contribute to the Greenhouse Gas effect have been considered:	
<ol style="list-style-type: none"> 1. Company Vehicles, which includes Transport and Distribution (T&D) and Well-to-Tank (WTT) emissions 2. Fugitive emissions 3. Fossil Fuels, from fuel and energy related activities 4. Electricity, which includes T&D 5. Third-party Transport, which includes employee commuting and business travel 6. Waste generated 7. Water 8. Manufacturing of Products and Materials 9. Material Usage 	
Baseline Year Emissions	
EMMISSIONS	TOTAL (tCO ₂ e)
Scope 1	100.28 tCO ₂ e
Scope 2	23.21 tCO ₂ e
Scope 3	178.77 tCO ₂ e For CCS compliance purposes this is broken down: <ul style="list-style-type: none"> • Category 4: Upstream transportation & distribution • Category 5: Waste generated in operations

	<ul style="list-style-type: none"> • Category 6: Business Travel • Category 7: Employee Commuting • Category 9: Downstream transportation & distribution. Total – 170.68 tCO ₂ e
TOTAL	302.26 tCO₂e
TOTAL (per employee)	2.02 tCO₂e

Current Emissions Reporting 2022 (CPC Financial Year Aug 2022 – July 2023)

Fourth Year Reporting, using the Carbon Neutral Britain Operational Control Consolidation Approach

Scope 1 - Stationary and Mobile Source Emissions (equipment and quantity combusted), Company Owned and Leased Vehicles (vehicle type and distance travelled), Refrigerant Gas Losses (refrigerant type and new/disposed units) for the organisation only.

Scope 2 - Energy (electricity, imported heat, steam in kwh) from the office and vehicles, using the location based method.

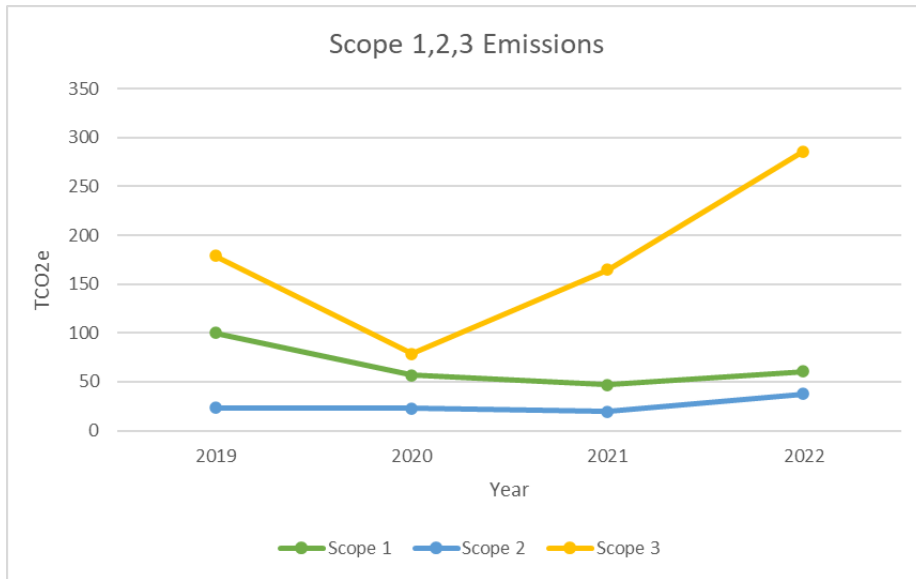
Scope 3 - Homeworking Energy (Days), Water (consumption and waste volume), Waste (landfill, recycled and composted weight), Business Travel (type and distance), Staff Commuting (average distance and type), Hotel Stays (UK, Europe, or Worldwide days), Inbound/Outbound delivery (weight/volume, type, and source).

Year Emissions

EMMISSIONS	TOTAL (tCO ₂ e)
Scope 1	60.53 tCO ₂ e
Scope 2	37.45 tCO ₂ e
Scope 3	286.15 tCO ₂ e For CCS compliance purposes this is broken down: <ul style="list-style-type: none"> • Category 4: Upstream transportation & distribution • Category 5: Waste generated in operations • Category 6: Business Travel • Category 7: Employee Commuting • Category 9: Downstream transportation & distribution. Total – 236.75 tCO ₂ e
TOTAL	384.13 tCO₂e
TOTAL (per employee)	1.61 tCO₂e

Emissions Reporting

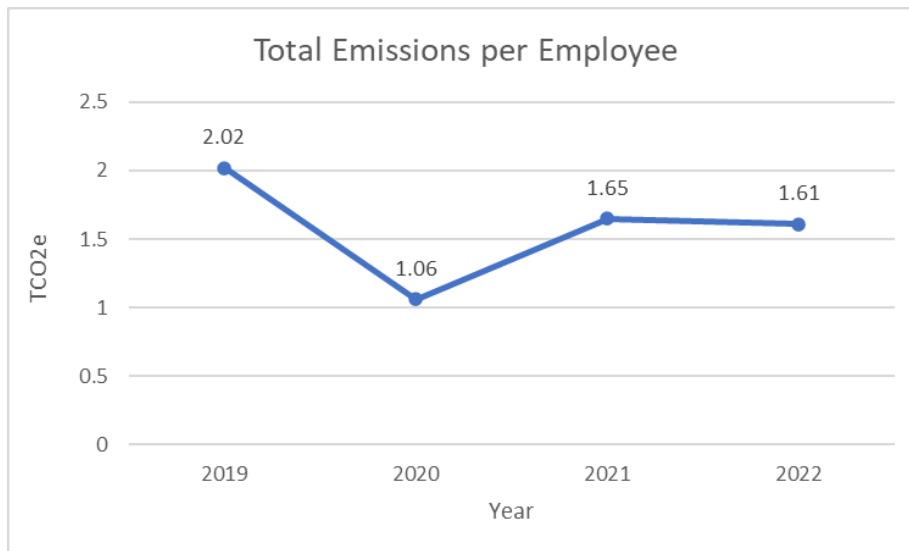
	2019 (baseline)	2022	Direction of Travel	Reduction
	Tonnes CO ₂ Equivalent (tCO ₂ e)			%
Scope 1	100.28	60.53	Down 39.76	21% in Scope 1 & 2
Scope 2	23.21	37.45	Up 14.24	
Scope 3	178.77	286.15	Up 107.38	-
TOTAL	302.26	384.13	Up 81.87	-



We experienced a decrease in our emissions in 2020, due to Covid-19

Employee Emissions

	2019 (baseline)	2022	Direction of Travel	% Reduction
tCO2e per employee	2.02	1.61	Down 0.41	20%



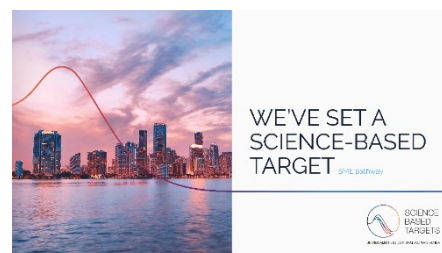
Reduction Targets

Our next reporting period 2023 (CPC Financial Year Aug 2023 to Jul 2024) data will be available in Nov 2024. We anticipate that our total emissions will again increase in this year due to employee growth, however we aim to continue to reduce our emissions in relation to tCO2e per employee.

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

Near Term Target

We have set and had our emissions reduction targets verified by the Science Based Targets initiative (SBTi) SME near term target: scope 1 and scope 2 emission reduction of 46% by 2030 from 2019 baseline year, and to measure and reduce our scope 3 emissions.



From our baseline year we projected that carbon emissions will decrease over the next 7 years:

Scope 1 & 2 (123.49 tCO₂e) to **66.69 tCO₂e by 2030**. This is a reduction of at least **46% by 2030**.

Performance Against Near Term Target

As an independent programme and project management consultancy, our main emissions occur from business travel of staff. Due to agile working, the energy usage from home working is also calculated. This is why we have seen an increase in our Scope 3 emissions.

We report that following a review of Scope 1 & 2 emissions they have reduced by **25.51 tCO₂e** at the end of our 2022_23. Achieving a reduction of **21% as of Jul 2023**. Meaning we are almost halfway there to achieve our target.

This reduction is due to:

- Reduction in the number and use of company owned cars, and their engine size, (scope 1)
- Change in emissions from scope 1 to scope 3 due to modal shift from travel by company owned cars to using public transport

Long Term Target

CPC commits to:

- Reaching net-zero by 2050. As part of this, we commit to reduce absolute scope 1, 2 and 3 GHG emissions 90% by 2050 from a 2019 base year.
- Neutralising any unabated emissions when the long-term science-based target is achieved.

Carbon Reduction Projects

CPC have undertaken an audit of carbon emissions across the business, to cover scope 1 and 2 and scope 3 emissions which are relevant to our business operations.

We constantly review our operations to determine how we can make changes to the way we work to reduce carbon emissions to the lowest amount and accurately report on this.

CPC first achieved **Carbon Neutral** certification in November 2021 with Carbon Neutral Britain™. Again, this year we have offset our emissions via the Climate Fund™ Portfolio of certified carbon reduction projects, funding programmes in the developing world that help provide education, employment, clean water, energy and a positive impact on the local wildlife and ecology. Also, up to 10% of their budget is spent on carbon offsetting or sustainable tree planting projects in Britain.



Our challenges are that we lease all our buildings (so not in control of the energy), and most mileage is undertaken in staff owned vehicles, so not managed by CPC. We must travel to fulfil contractual requirements, so not always able to conduct meetings via on-line. We also recognise the well-being and skill development aspect of working in the office / client site as opposed to in isolation at home.

We have always been conscious of our effect on the environment and have the below management practices in place:

- Adherence to our certified ISO14001 Environmental Management System
- Reduction in travel due to meetings being held via Microsoft Teams
- Change in Policy to reduce the need for commuting – our Agile Working Policy provides a framework for fair home working practices
- “follow me” printing to reduce our paper use, reduction in printing (i.e. reports) as now work off digital report on laptop
- Implementation of Climate Action Group to research and promote positive action, providing regular updates on sustainability issues, championing initiatives, and sharing best practice on our projects – for example Green Quiz and Save the Bees Campaign
- Quarterly Climate Newsletters
- Climate Action Intranet page with useful information on how to ‘do your bit’ to help protect our environment
- Cycle to Work Scheme - encouraging staff to use bicycles
- Environmental review of each office
- Joined the Race to Zero via the Science-Based Targets Initiative (SBTi) as being in line with a 1.5°C pathway – targets have been verified
- Improved office recycling facilities and awareness
- Reduction in the number and use of company owned cars, in and their engine size, (scope 1)
- Change in emissions from scope 1 to scope 3 distanced travelled in company owned cars to using public transport
- Removal of single use plastics from offices
- Improved expenses system to determined more accurate reporting of staff travel for work purposes

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

Processes, Information, Monitoring & Reporting

- Continually improved process for collating data and reporting on our scope 1,2,3 emissions
- Improved process for reporting project sustainability data
- Maintaining awareness of industry innovations in best practice to share knowledge and integrate positive behaviour

Behavioural Change & Commuting

- Our biggest carbon use is through travel, both commuting and travelling to client sites. We will regularly review staff travel habits and use this information to identify any further measures we can implement to reduce these emissions
- Carry out a programme of awareness with staff to reduce travel and energy use behaviours when working in an office and in daily life (changing behaviour should be both in and outside of work to get the biggest impact)
- Provide information to enable staff to consider the most carbon efficient transport mode where there is a need to travel
- Bicycle subscription service for London commuting

- Supply Chain Sustainability School Learning Pathways to raise awareness of climate change and how to improve carbon footprint

Our Offices

- All our offices are managed by Landlords, we will liaise with them regularly to determine carbon reduction measures for their buildings and ensure they are progressed. The London Head Office is by far our biggest office. The Landlord will be providing an ESG Report for building
- Energy usage analysis and reduction strategy for London office following receipt of data from Landlord
- Our company aims to grow, when looking for new office space a buildings carbon footprint will be a consideration factor in where we lease

Procurement

- At least 60% of company owned or leased vehicles to be either hybrid or electric by 2030 with 20% of fleet by 2025
- Requests for environmental impact data in the supplier / subconsultant approval process
- Liaison with suppliers to understand their environmental impact and reduction strategies

Offsetting

- Continue to invest in a high quality certified offsetting program to offset residual emissions
- Prioritising offsetting programs which enhance the existing ecology biodiversity, create social value and economic value for our local communities

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.

This Carbon Reduction Plan has been reviewed and signed off by the CPC Board of Partners.

Signed on behalf of CPC Project Services LLP: Steve Mole, Managing Partner

Date: 30th January 2024

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>