



**CPC Project Services Limited**

# Carbon Reduction Plan PPN 06/21

Publication Date: 5<sup>th</sup> February 2025



# CPC Carbon Reduction Plan

## Commitment to achieving Net Zero

CPC Project Services Limited 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.

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.

## 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 1 <sup>st</sup> Aug 2019 – 31 <sup>st</sup> July 2020)	
<p><b>1<sup>st</sup> Year Reporting:</b> Greenhouse Gas Protocol's activity categories that are linked to the emission of gases (CO<sub>2</sub>, CH<sub>4</sub>, N<sub>2</sub>O, HFCs, PFCs, SF<sub>6</sub>) that contribute to the Greenhouse Gas effect have been considered:</p> <ol style="list-style-type: none"> <li>1. Company Vehicles, which includes Transport and Distribution (T&amp;D) and Well-to-Tank (WTT) emissions</li> <li>2. Fugitive emissions</li> <li>3. Fossil Fuels, from fuel and energy related activities</li> <li>4. Electricity, which includes T&amp;D</li> <li>5. Third-party Transport, which includes employee commuting and business travel</li> <li>6. Waste generated</li> <li>7. Water</li> <li>8. Manufacturing of Products and Materials</li> <li>9. Material Usage</li> </ol>	
Baseline Year Emissions	
EMMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	100.28 tCO <sub>2</sub> e
Scope 2	23.21 tCO <sub>2</sub> e
Scope 3	178.77 tCO <sub>2</sub> e  For CCS compliance purposes this is broken down: <ul style="list-style-type: none"> <li>• Category 4: Upstream transportation &amp; distribution</li> <li>• Category 5: Waste generated in operations</li> <li>• Category 6: Business Travel</li> <li>• Category 7: Employee Commuting</li> <li>• Category 9: Downstream transportation &amp; distribution.</li> </ul> Total – 170.68 tCO <sub>2</sub> e
<b>TOTAL</b>	<b>302.26 tCO<sub>2</sub>e</b>
<b>TOTAL (per employee)</b>	<b>2.02 tCO<sub>2</sub>e</b>

**Current Emissions Reporting 2023 (CPC Financial Year 1<sup>st</sup> Aug 2023 – 31<sup>st</sup> July 2024)**
**4th 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).**

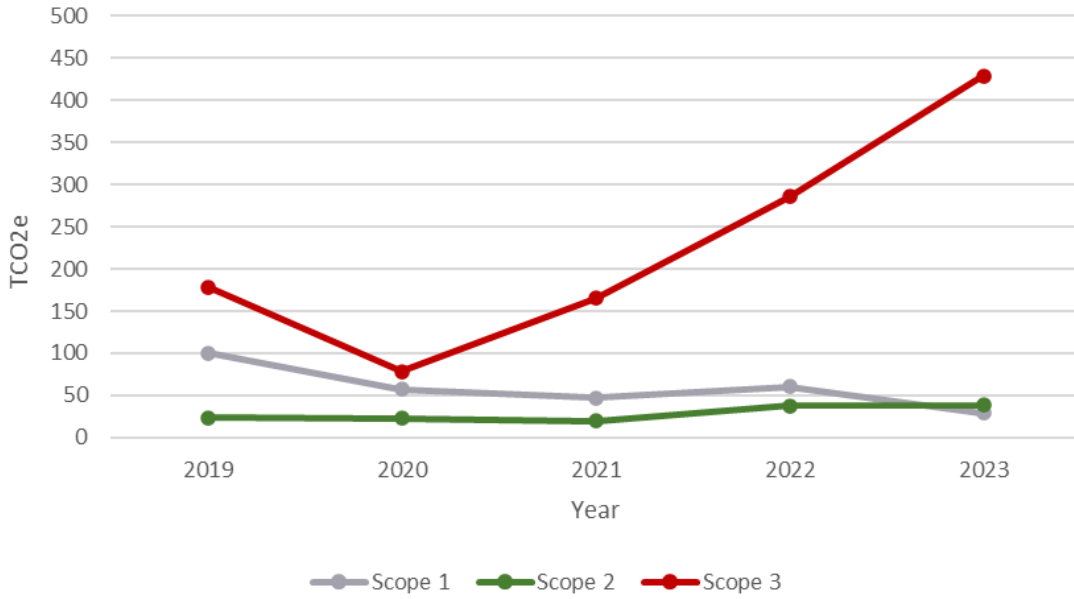
**Year Emissions**

EMMISSIONS	TOTAL (tCO2e)
<b>Scope 1</b>	29.23 tCO2e
<b>Scope 2</b>	38.34 tCO2e
<b>Scope 3</b>	428.85 tCO2e  For CCS compliance purposes this is broken down: <ul style="list-style-type: none"> <li>• Category 4: Upstream transportation &amp; distribution</li> <li>• Category 5: Waste generated in operations</li> <li>• Category 6: Business Travel</li> <li>• Category 7: Employee Commuting</li> <li>• Category 9: Downstream transportation &amp; distribution.</li> </ul> Total – 368.5 tCO2e
<b>TOTAL</b>	<b>496.43 tCO2e</b>
<b>TOTAL (per employee)</b>	<b>1.84 tCO2e</b>

## *Emissions Reporting*

	2019 (baseline)	2023	Direction of Travel	Change	Near Term Target (2030)
	Tonnes CO2 Equivalent (tCO2e)			%	%
Scope 1	100.28	29.23	Down 71.05	-45% in Scope 1 & 2	-46%
Scope 2	23.21	38.34	Up 15.13		In Scope 1 & 2
Scope 3	178.77	428.85	Up 250.08	-	-
<b>TOTAL</b>	<b>302.26</b>	<b>496.43</b>	<b>Up 194.17</b>	-	-

### Scope 1,2,3 Emissions

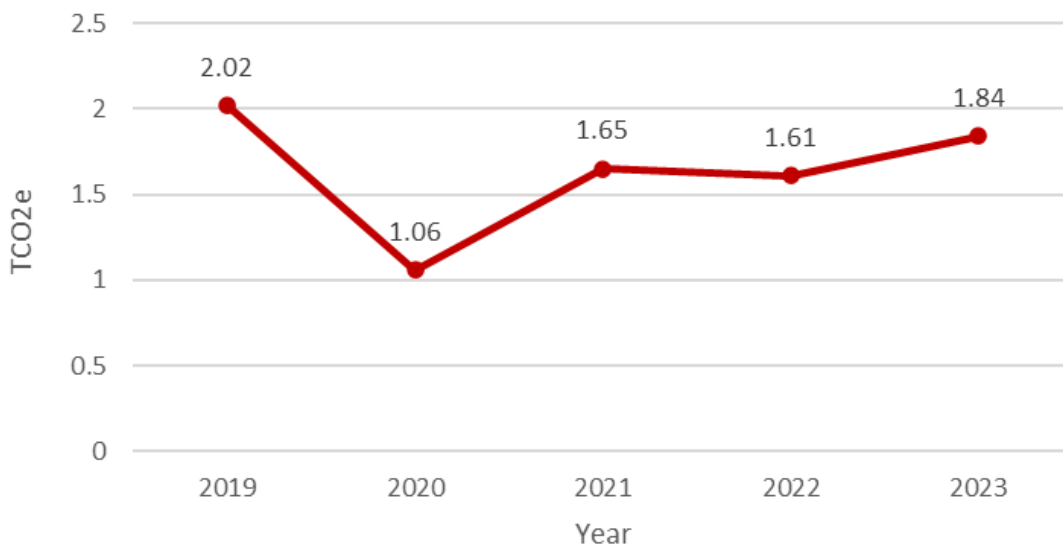


Note: We experienced a decrease in our emissions in 2020, due to Covid-19

### Employee Emissions

	2019 (baseline)	2023	Direction of Travel	% change
tCO2e per employee	2.02	1.84	Down 0.18	-9%
Number of employees	150	270	Up 120	+80%

### Total Emissions per Employee



## Reduction Targets

In April 2024 CPC Project Services LLP transferred ownership to its employees, through an Employee Ownership Trust (EOT), to become CPC Project Services Limited. Our financial year has therefore changed to 1<sup>st</sup> April to 31<sup>st</sup> March (from 1<sup>st</sup> August to 31<sup>st</sup> July).

Our next reporting period 2024 (1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025) will contain a cross over of data (1<sup>st</sup> April 2024 to 31<sup>st</sup> July 2024) as we realign our carbon reporting with our financial year reporting.

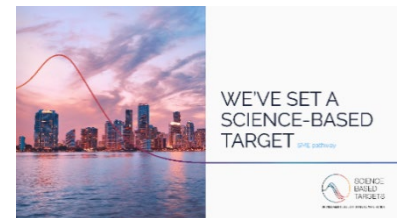
2024 emission data will be available in June 2025.

We anticipate that our total emissions will again increase in this year due to employee growth, increased number of projects in the regions and overseas and as we break into new sectors. However, we aim to continue to reduce our emissions in relation to tCO<sub>2</sub>e per employee from our baseline year.

*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 tCO<sub>2</sub>e) to **66.69 tCO<sub>2</sub>e by 2030**. This is a reduction of at least **46% by 2030**.

### Performance Against Near Term Target

Our 2023 emission reporting on Scope 1 & 2 is **65.57 tCO<sub>2</sub>e** which is a **45% by 2025**. We are currently 1% away from achieving our near term target.

In 2023:

- Scope 1 decreased due to the removal of company owned vehicles
- Scope 3 increased, as an independent programme and project management consultancy, our main emissions occur from business travel of staff. We have experienced growth in employee numbers and been commissioned on new projects in the regions and overseas

Our challenges are that we lease our buildings (so not in control of the energy), and significant mileage is travelled in staff owned vehicles. 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.

### 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 – Complete and Business as Usual

We constantly review our operations to determine how we can improve the way we work to reduce carbon emissions and accurately report on this. We have always been conscious of our effect on the environment and have the below management practices in place:

### *Processes, Information, Monitoring & Reporting*

- Adherence to our certified ISO14001 Environmental Management System
- Reduction targets verified by the Science Based Targets Initiative (SBTi) since 2022, including Business Ambition for 1.5°C Campaign Member
- Change in Policy to reduce the need for commuting. Our Agile Working Policy provides a framework for fair home working practices
- Implementation of Climate Action Group to research and promote positive action, providing regular updates on sustainability issues, championing initiatives (Green Quiz and Save the Bees Campaign), and sharing best practice on our projects through Skills Share Sessions
- Quarterly Climate Newsletters to raise awareness and drive behaviour change
- Climate Action Intranet page with useful information on how reduce your carbon footprint
- Supply Chain Sustainability School (SCSS) Silver Member, benefitting from their training and resources
- Improved expenses system for greater accuracy reporting on staff travel for work purposes

### *Behavioural Change & Commuting*

- Reduction in travel due to meetings being held via Microsoft Teams
- “follow me” printing to reduce our paper use, and digital reporting / presentations in meetings
- Continual promotion of our Cycle to Work Scheme - encouraging staff to use bicycles
- Partnered with Octopus to introduce an Electric Car Salary Sacrifice Scheme
- All cars are now leased and fully electric, saving c. 4.78 tonnes of CO2 emissions (2024). In 2024 we achieved our target by of ‘at least 60% of company owned or leased vehicles to be either hybrid or electric by 2030 with 20% of fleet by 2025’
- Mandatory Environmental Awareness online training for staff which looks at the problems faced by our environment and addresses how we can reduce negative environmental impact
- Encouraging staff to follow our guidance on how to live and work more sustainably at home

### *Our Offices*

- Annual environmental review of each office, including waste audits
- Improved office recycling facilities and awareness campaigns
- Removal of daily single use plastics from offices – in London we have gone back to milk bottles!
- Energy Management in relation to temperature and energy saving features on office equipment - making sure turned off out of hours

### *Procurement*

- Procurement of environmentally friendly products and services through selection awareness
- Supply chains process which requires all our suppliers to provide information about their current environmental policies and strategies.

### *Offsetting*

- Carbon Neutral certification since 2021 with Carbon Neutral Britain™, offsetting our emissions via their Climate Fund™ Portfolio of certified carbon reduction projects.

## Carbon Reduction Projects - Future

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

### *Processes, Information, Monitoring & Reporting*

- Further improved process for collating data and reporting on our scope 1,2,3 emissions
- Improved process for reporting project sustainability data
- Increased participation in industry forums, gaining insight into best practice carbon reduction strategies to share knowledge and integrate positive behaviour with colleagues and clients
- Progress to Supply Chain Sustainability School (SCSS) Gold Member
- Review and promote our travel and expense policies to ensure that travel is minimised, and the lowest carbon emissions mode is selected. Regularly review staff travel to identify any further measures to reduce emissions (particularly around air travel)

### *Behavioural Change & Commuting*

- Conduct a programme of awareness with staff to reduce travel and energy use behaviours when working in an office and in daily life
- Promote the 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 consult with them regularly to determine carbon reduction measures for their buildings and ensure they are progressed. We will collaborate with all landlords to implement energy efficiency and renewable energy initiatives
- London (Head Office) is by far the largest and busiest office. Energy usage analysis and reduction strategy for London office following receipt of data from Landlord
- Recycling analysis and improve strategy for London office. From Feb 2025 the Landlord will be providing waste statistic to each tenant (KPI is 75% recycling)
- Introduction of food waste recycling in all offices
- Our growth strategy includes moving to bigger offices and opening offices in new regions and when looking for new office space a buildings carbon footprint will be a consideration factor

### *Procurement*

- Development of supply chains process to further engage with suppliers, particularly those which are less mature in this area
- Engage with travel providers to implement the most sustainable option and carbon footprint data per trip (i.e. Trainline, Holiday Inn)

### *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 standard<sup>1</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>2</sup>.

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<sup>3</sup>.

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

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

*Date: 5<sup>th</sup> February 2025*

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

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

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