



CPC Project Services Limited

Carbon Reduction Plan PPN 006

Reporting Year: 1 Apr 2024 – 31 Mar 2025

Publication Date: 22nd July 2025

Next planned update: June 2026 (annually, within 12 months of reporting year)



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 SBTi-verified target is –46% Scope 1 & 2 by 2030 (vs 2019), and we will measure and reduce Scope 3, consistent with a 1.5°C pathway.

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 st Aug 2019 – 31 st July 2020)	
<p>1st Year Reporting: Greenhouse Gas Protocol's activity categories that are linked to the emission of gases (CO₂, CH₄, N₂O, HFCs, PFCs, SF₆) that contribute to the Greenhouse Gas effect have been considered:</p> <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 • 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

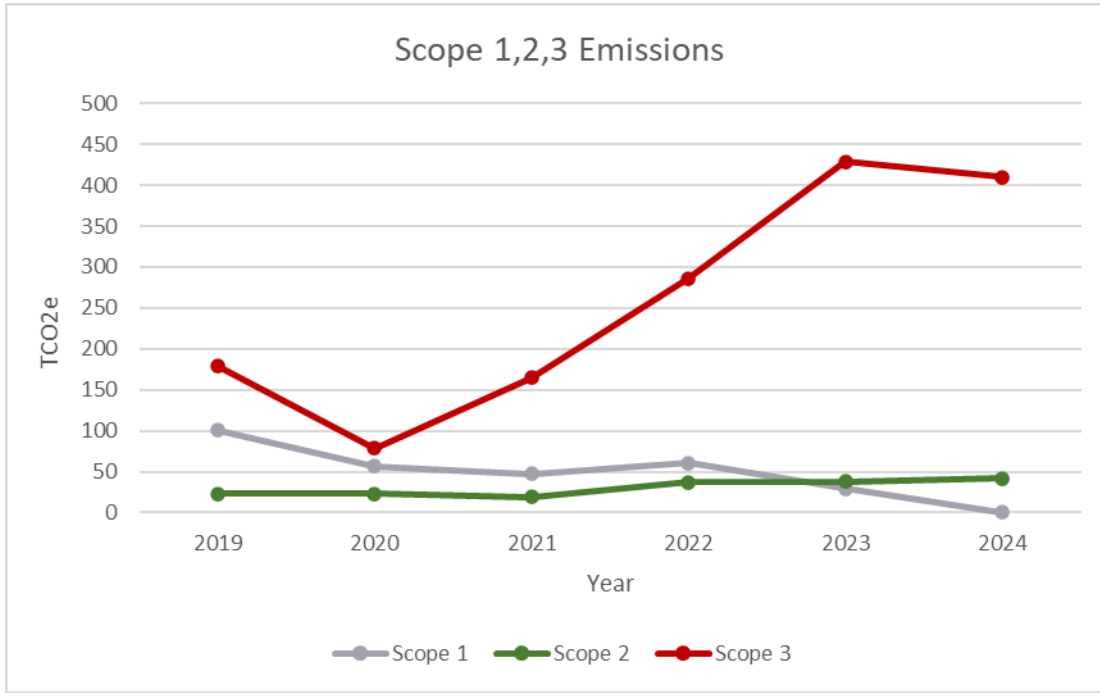
Current Emissions Reporting 2024 (CPC Financial Year 1 st April 2024 to 31 st March 2025)	
5th Year Reporting, using the Carbon Neutral Britain Operational Control Consolidation Approach	
Scope 1 - Stationery and Mobile Source Emissions (equipment and quantity combusted), Company Owned and Leased Vehicles (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)
Scope 1	0 tCO2e
Scope 2	42.22 tCO2e
Scope 3	409.89 tCO2e 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 – 271.95 tCO2e
TOTAL	452.11 tCO2e
TOTAL (per employee)	1.52 tCO2e

Emissions Reporting

Why total emissions increased in 2024

CPC experienced substantial growth in headcount and project delivery across regions and overseas, which increased travel and operational activity. In parallel, we expanded reporting boundaries and improved data capture (e.g., homeworking energy days, hotel stays, expense-level travel), which increased the completeness of Scope 3 reporting compared with earlier years.

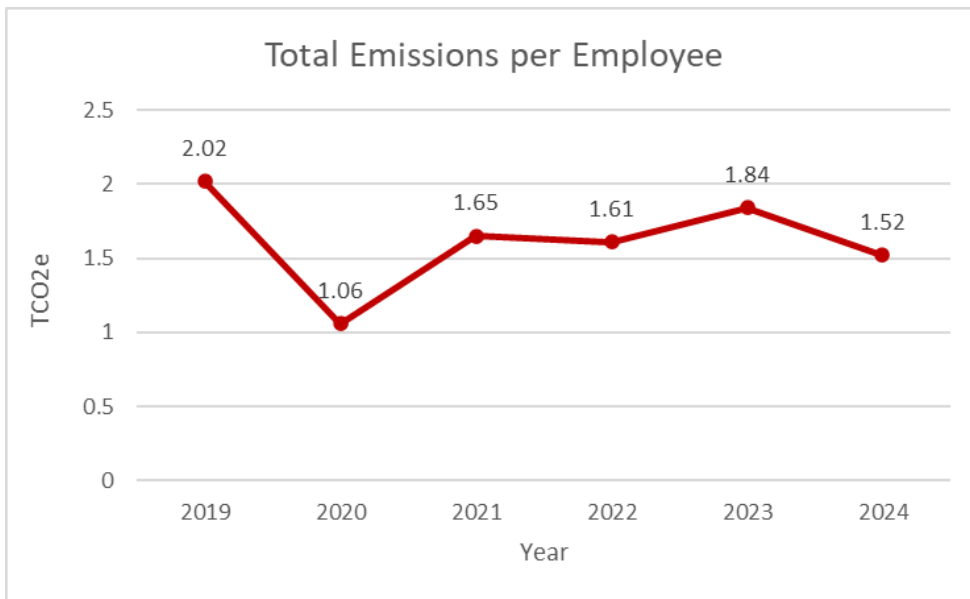
	2019 (baseline)	2024	Direction of Travel	Change	Near Term Target (2030)
	Tonnes CO2 Equivalent (tCO2e)			%	%
Scope 1	100.28	0	Down 100.28	-65.8% in Scope 1 & 2	-46%
Scope 2	23.21	42.22	Up 19.01		In Scope 1 & 2
Scope 3	178.77	409.89	Up 230.12	+129.3%	-
TOTAL	302.26	452.11	Up 149.85	+49.6	-

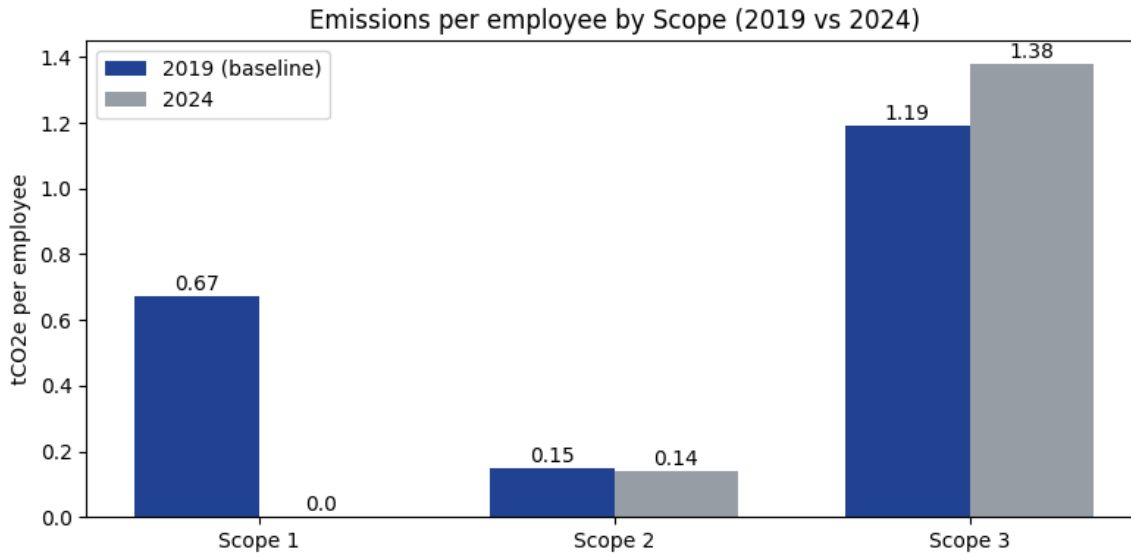


Note: We experienced a decrease in our emissions in 2020, due to Covid-19

Employee Emissions

	2019 (baseline)	2024	Direction of Travel	% change
tCO2e per employee	2.02	1.52	Down 0.5	-24.7%
Number of employees	150	297	Up 147	+98%





Reduction Targets

In April 2024 CPC transitioned to an Employee Ownership Trust and changed financial year-end to 31 March. This reporting year includes a transition crossover, and 2025 (1 Apr 2025 – 31 Mar 2026) will be the first full year on the new cycle. Additionally, 2024 includes broader Scope 3 coverage (homeworking energy days, hotels, expense-level travel).

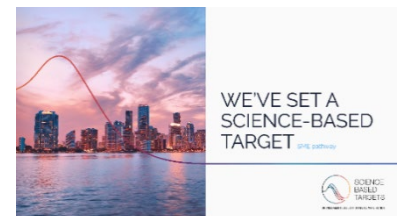
This reporting period 2024 (1st April 2024 to 31st March 2025) contains a cross over of data (1st April 2024 to 31st July 2024) as we realign our carbon reporting with our financial year reporting.

2025 emission data will be available in June 2026 (for 1st April 2025 to 31st March 2026). 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 tCO₂e 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 tCO₂e) to 66.69 tCO₂e by 2030. This is a reduction of at least 46% by 2030.

Performance Against Near Term Target

Our 2024 emission reporting on Scope 1 & 2 is **42.22 tCO₂e** which surpasses out near term target.

In 2024:

- Scope 1 removed due to no longer having company owned vehicles
- Scope 2, we report on a location-based basis. As a tenant in leased offices, our ability to procure specific tariffs or green energy is mediated by landlords.
- Scope 3 increased, as a consultancy, our main emissions occur from business travel of staff, which includes staff owned vehicles (so outside our control). We have experienced growth in employee numbers and been commissioned on new projects in the regions and overseas. 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 ISO14001:2015 Environmental Management System, certified by LRQA
- 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) Gold 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
- Low-carbon fleet: all company cars leased and fully electric; Scope 1 reduced to 0 in 2024.
- 100% staff completed Environmental Awareness online training 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 through awareness campaigns, with building targets for our London head office which are reviewed in detail each quarter
- 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
- Introduction of food waste recycling in all offices (and in line with the Separation of Waste (England) Regulations 2025)

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 & Neutralisation

- CPC prioritises abatement in line with SBTi. We maintain annual Carbon Neutral certification to offset residual emissions and will neutralise any unabated emissions at Net Zero (≥90% absolute reduction first).
- 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 improve process for collecting data and reporting on our scope 1,2,3 emissions
- Improved process for reporting project sustainability data which includes a digital case study
- Increased participation in industry forums, gaining insight into best practice carbon reduction strategies to share knowledge and integrate positive behaviour with colleagues and clients
- Travel hierarchy embedded in policy: virtual-first where permitted; rail-first for UK journeys under defined thresholds; pre-trip justification for higher-carbon options (Agile Working and Expenses Policies).

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
- Employee awareness: 100% completion of environmental training; Climate Action Group campaigns and monthly updates.

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)
- 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)
- Apply the Sustainable Procurement Policy to request environmental information/targets from top suppliers and track % supplier coverage.

Offsetting & Neutralisation

- Continue to prioritise abatement in line with SBTi and 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 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 CPC Board of Partners, is updated annually and published on our website.

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

Date: *22nd July 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>