



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.

CARBON REDUCTION PLAN

TPXimpact

Publication date: 22/04/2024

Commitment to achieving Net Zero

TPXimpact is committed to achieving the Science Based Targets Initiative definition of near term emissions reductions aligned to 1.5 of warming by 2027, and long term net zero reductions by 2050.

Baseline Emissions Footprint

Baseline Year: Financial Year 2022	
Additional Details relating to the Baseline Emissions calculations.	
Emissions were calculated in line with The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard, developed by the World Resources Institute (WRI) and the World Business Council for Sustainable Development.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	3.84
Scope 2	36.04
Scope 3	Category 4 – Upstream transportation and distribution = 0.11 Category 5 – Waste generated in operations = 11.36 Category 6 – Business travel = 64.21 Category 7 – Employee commuting (including Teleworking) = 358.31 Category 9 – Downstream transportation and distribution = 0 TOTAL = 433.99
Total Emissions	473.87

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Current Emissions Reporting

Reporting Year: April 2022 – March 2023

EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	2.39
Scope 2	36.41
Scope 3	Category 4 – Upstream transportation and distribution = 0 Category 5 – Waste generated in operations = 11.36 Category 6 – Business travel = 135.18 Category 7 – Employee commuting (including Teleworking) = 435 Category 9 – Downstream transportation and distribution = 0 TOTAL = 581.54
Total Emissions	620.34

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Emissions reduction targets

From our basemark FY22 year we will;

- reduce our absolute scope 1 emissions by 42% by 2030
- ensure 100% of our scope 2 electricity is coming from renewable sources
- reduce the carbon intensity of our scope 3 emissions per £ revenue by 52%

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

We have made significant improvements to our internal reporting systems, giving us more confidence in our carbon data. We've been using this data to inform decisions across the business from procurement to employee engagement.

We made two acquisitions in the year, growing the size of business operations by adding an office as well as increasing headcount and supply chain expenditure. Despite that, our scope 1 emissions declined by 38% due to our strategy of moving offices away from gas heating.

Location-based scope 2 emissions are up by 1% due to gaining an additional office into our portfolio, however our market-based emissions are down 16%.

Scope 3 emissions saw the biggest absolute decrease overall due to rationalising our supply chain.

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 board of directors (or equivalent management body).

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>

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Signed on behalf of the Supplier:

Bryony Wilde

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Date:22/04/2024.....