



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 (or earlier).

Carbon Reduction Plans are to be completed by the bidding supplier¹ 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 (or earlier).

The CRP should be specific to the bidding entity, or, provided certain criteria are met, may cover the bidding entity and its parent organisation. In order to ensure the CRP remains relevant, a Carbon Reduction Plan covering the bidding entity and its parent organisation is only permissible where the detailed requirements of the CRP are met in full, as set out in the Technical Standard² and Guidance³, and all of the following criteria are met:

- The bidding entity is wholly owned by the parent;
- The commitment to achieving net zero by 2050 for UK operations is set out in the CRP for the parent and is supported and adopted by the bidding entity, demonstrated by the inclusion in the CRP of a statement that this will apply to the bidding entity;
- The environmental measures set out are stated to be able to be applied by the bidding entity when performing the relevant contract; and
- The CRP is published on the bidding entity's website.

Bidding entities must take steps to ensure they have their own CRP as soon as reasonably practicable and should note that the ability to rely on a parent organisation's Carbon Reduction Plan may only be a temporary measure under this selection criterion.

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.

¹Bidding supplier or 'bidding entity' means the organisation with whom the contracting authority will enter into a contract if it is successful.

²Technical Standard can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991625/PPN_0621_Technical_standard_for_the_Completion_of_Carbon_Reduction_Plans__2_.pdf

³Guidance can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991623/Guidance_on_adopting_and_applying_PPN_06_21__Selection_Criteria__3_.pdf

PPL Carbon Reduction Plan 2024/25

Supplier name: PPL (Private Public Ltd)

Publication date: 16/02/2025

Commitment to achieving Net Zero

PPL is committed to achieving Net Zero emissions in 2025 and being an Emissions Negative organisation by 2030. This is an update, and significantly more ambitious target, compared to our original publicised goal of achieving Net Zero emissions by 2050. This year will be the second consecutive year that we fully offset our emissions by purchasing high quality carbon credits.

Net Zero will be achieved through reducing our carbon footprint as much as possible (using methods set out in this plan) and offsetting the residual elements of this carbon footprint with high quality, certified carbon offsets that deliver on this commitment and advance our company values.

This year, as in the previous year, we will purchase high quality carbon offsets that exceed the estimated emissions detailed in this plan. We are in discussions with certification bodies to begin the process of formally certifying as Net Zero. We intend to have our self-assessment of our emissions externally audited and formally certify as Net Zero as soon as possible, and ideally before the end of 2025.

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: 2021 (1 Nov 2020 to 31 Oct 2021)	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	1.83 tCO ₂ e Notes: <ul style="list-style-type: none">We do not have any company vehicles
Scope 2	0.82 tCO ₂ e
Scope 3	3.10 tCO ₂ e

(Included Sources)	<p>Sources:</p> <ul style="list-style-type: none"> • Business Travel – 0.56 tCO₂e • Employee Commuting – 2.11 tCO₂e • Waste generated in operations – 0.44 tCO₂e • Upstream/downstream transport and distribution – None <p>Notes:</p> <ul style="list-style-type: none"> • We do not trade in any goods, so we have no upstream or downstream distribution emissions • We do not have specific data on waste generation or employee business travel so we have estimated these figures from estimates of waste generation and an employee survey on business travel • We have estimated employee commuting emissions using employee distances from the office and an employee survey on transport frequency and transport method
Total Emissions	5.75 tCO₂e

Current Emissions Reporting

Reporting Year: 2024 (8 Jan 2024 to 8 Jan 2025)	
<p>Since our baseline year, we have increased in size from 27 to 38 full time employees at our London office.</p>	
<p>This year, our carbon emissions have been estimated at 19.16 tCO₂e. This is primarily driven by employee commuting, and an increased number of staff living further from the PPL office location.</p>	
<p>This year, we will purchase high quality offsets with a value that exceeds 19.16 tCO₂e. Our next step is to have our assessment of our carbon emissions audited by an external auditor and formally certify as Carbon Neutral with an aim of completing this by the end of 2025.</p>	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	<p>0 tCO₂e</p> <p>Notes:</p> <ul style="list-style-type: none"> • Our current office does not use gas as an energy source, the only energy consumption is from electricity usage and is therefore included in scope 2 emissions • We do not have any company vehicles

Scope 2	2.86 tCO₂e Notes: <ul style="list-style-type: none"> In our baseline year, our office used both gas and electricity. In the current year, all energy is supplied through electricity and is therefore counted in scope 2 emissions
Scope 3 (Included Sources)	16.3 tCO₂e Sources: <ul style="list-style-type: none"> Business Travel – 0.93 tCO₂e Employee Commuting – 14.87 tCO₂e Waste generated in operations – 0.51 tCO₂e Upstream/downstream transport and distribution – None Notes: <ul style="list-style-type: none"> We do not trade in any goods, so we have no upstream or downstream distribution emissions We do not have specific data on waste generation or employee business travel so we have estimated these figures from known waste generation and an employee survey on business travel We have estimated employee commuting emissions using employee distances from the office and an employee survey on transport frequency and transport method
Total Emissions	19.16 tCO₂e <i>(this value will be fully offset by the purchase of high-quality carbon offsets)</i>

Emissions reduction targets

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction target:

- We intend to formally certify as Carbon Neutral by the end of 2025 and carbon negative by 2030 or earlier. We intend to meet this goal through a combination of reducing our overall carbon footprint, whilst also purchasing high quality carbon offsets that sequester the emissions we cannot reduce and align with our company values.
- For the current year, as in the previous year, we will purchase high quality carbon offsets to a value that exceeds our internally assessed carbon emissions, making PPL Carbon Neutral for the current reporting period according to self-assessed emissions.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

Since our baseline year, we have increased in size from 27 to 38 employees at our London office. This increase in employee headcount has resulted in the need for more resources (including moving to a larger office space) and this has a resultant impact on our carbon

footprint. As in the previous year, we will purchase high quality carbon offsets that meet and exceed our estimated emissions detailed in the current year of this plan.

This year our carbon emissions are higher than our previous reporting period, this reflects several drivers but principally this is driven by increased employee commuting emissions. This is driven by more employees living further from the office and more office-based days of work per employee. We are working to reduce these emissions through encouraging more environmentally friendly travel via the cycle to work scheme, provision of facilities within the office for showering and provision of storage for active travel equipment. We will be focussing our efforts on encouraging this more environmentally friendly transport in 2025.

In addition, we have several initiatives completed since our baseline year and ongoing including:

- Moved office to a more energy efficient site and significant investment in energy efficient infrastructure at this new site. This has resulted in an upgrade of the building EPC rating from an F to a B. Some of the interventions used to increase this score were:
 - Removing any reliance on gas
 - Installation of Infrared heating systems
 - Offering battery recycling on site for all staff
 - Educating staff on recycling practices and the correct use of the sorted recycling bins
 - Improved shower facilities to encourage active travel
- Availability of reusable containers for all food and drink consumed in the PPL office
- “Clear desk policy” including use of monitors – these screens are only used when needed and are unplugged and put into a storage cupboard at the end of every day
- Relaunch of our cycle to work scheme to encourage active travel

PPL is committed to continuously improving how it manages environmental issues, including the proper management of waste, the reduction of pollution and emissions, compliance with environmental legislation and environmental codes of practice and raising the awareness of its staff. PPL understands the social and economic importance of protecting the environment; that its commitment to this must encompass all activities and that it should be prepared to lead by example in promoting a considered attitude to the environment. Our approach to managing our environmental issues is compliant to ISO 14001.

Future Carbon Reduction Initiatives

We have identified the following Environmental Objectives moving forward:

- Engage with Carbon Neutral certification bodies to formally certify as carbon neutral by the end of 2025
- Continue vegetarian only staff catering at all PPL events
- Comply with the requirements of environmental legislation and codes of practice
- Assess the environmental impact of all historic, current and likely future operations
- Identify opportunities to reduce pollution, emissions and waste wherever possible

- Reduce the use of all raw materials, energy and supplies
- Raise awareness and encourage participation in environmental matters - Host employee learning sessions to encourage employees to consider their personal carbon footprint alongside that of the organisation
- Expect similar environmental standards from all suppliers and contractors
- Assist our clients to use products and services in an environmentally sensitive way
- Shifting to recycled products and products with a lower carbon footprint
- Discouraging printing of documents where printing is not necessary
- Investigate installing a more energy efficient boiler at the office
- Pool deliveries where possible and limit number of deliveries
- Investigate offsetting carbon through volunteering activity to accelerate the path to net zero, achieve net zero earlier or become net carbon positive
- Continue to limit business travel by utilising video conferencing for meetings
- Encourage use of re-usable containers for drinks and meals in the office

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 standard⁴ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁵.

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) Standard⁶.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of the Supplier:



...Simon Morioka – Co-CEO and Managing Partner.....

Date: ...16/02/2025.....

⁴<https://ghgprotocol.org/corporate-standard>

⁵<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁶<https://ghgprotocol.org/standards/scope-3-standard>