



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 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.

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 Guidance, 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
- 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 to satisfy this particular condition of participation.

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

² Technical 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

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 Template

Supplier name: CS Comms Ltd

Publication date: 09/02/2026

Commitment to achieving Net Zero

CS Comms Limited is committed to achieving Net Zero emissions by 2050.

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: 2026	
Additional Details relating to the Baseline Emissions calculations.	
<i>For CS Comms, we have not previously measured or reported our baseline carbon emissions. The year 2026 will represent the first year in which we establish our baseline, as part of our commitment to understanding and reducing our environmental impact. At this stage, no historic Scope 1, Scope 2, or Scope 3 emissions data is available, and the 2026 baseline will serve as the reference point for future carbon reduction initiatives.</i>	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)

Scope 1	0
Scope 2	1.59t
Scope 3 (Included Sources)	8.95t
Total Emissions	10.54t

Current Emissions Reporting

Reporting Year: 2026	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0
Scope 2	1.59t
Scope 3 (Included Sources)	8.95t
Total Emissions	10.54t

Emissions reduction targets

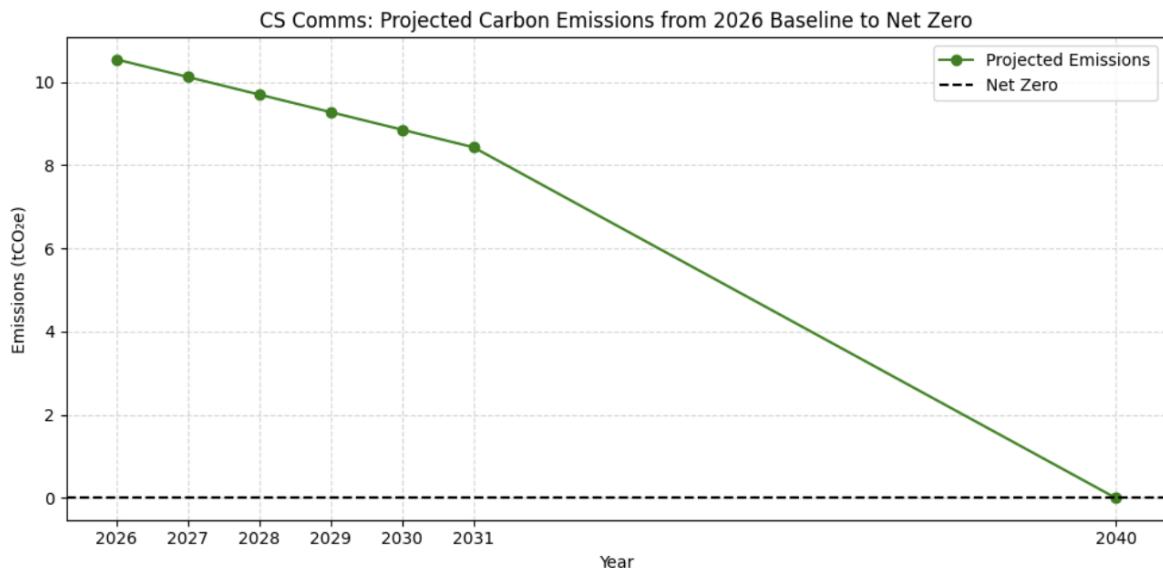
- *Transitioning 100% of our electricity supply to renewable sources by 2031.*
- *Reducing business-related travel emissions by 25% by 2031 through continued use of hybrid meetings and promotion of low-carbon travel options.*
- *Reducing office-related waste and implementing low-carbon procurement practices, aiming for a 50% reduction by 2031.*

Exploring opportunities to further offset residual emissions, such as participation in verified carbon offset schemes, once reduction opportunities within our operations have been maximized.

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

We project that carbon emissions will decrease over the next five years to **8.43 tCO₂e** by 2031. This is a reduction of 20%

Progress against these targets can be seen in the graph below:



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2026 baseline. The carbon emission reduction achieved by these schemes equate to 0 tCO₂e, a **0%** reduction against the 2026 baseline and the measures will be in effect when performing the contract

Examples of completed measures:

- Adoption of energy-efficient practices in the office, including LED lighting and motion-sensor (PIR) controls.
- Implementation of policies to reduce business travel where possible, including encouraging virtual/hybrid meetings.
- Establishment of internal monitoring to track electricity consumption and office-related emissions.

Future carbon reduction initiatives

In the future, we hope to implement further measures such as:

- Transitioning 100% of our electricity supply to renewable sources by 2031.
- Reducing business-related travel emissions by 25% by 2031 through continued use of hybrid meetings and promotion of low-carbon travel options.
- Reducing office-related waste and implementing low-carbon procurement practices, aiming for a 50% reduction by 2031.
- Exploring opportunities to further offset residual emissions, such as participation in verified carbon offset schemes, once reduction opportunities within our operations have been maximised.

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 standard³ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁴.

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) Standard⁵.

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:

Craig Sykes

Date: 09/02/2026.

³ <https://ghgprotocol.org/corporate-standard>

⁴ <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁵ <https://ghgprotocol.org/standards/scope-3-standard>