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[1] 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 Standard[2] and Guidance[3], 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.

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.

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[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

[3] Guidance 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

Carbon Reduction Plan Template

Supplier name: The Innovation Unit Limited

Publication date: 12th June 2025

Commitment to achieving Net Zero

Innovation Unit is committed to achieving Net Zero emissions by 2035 across all UK operations. As a social enterprise working to reduce inequalities and transform systems, we believe tackling climate change is part of our responsibility to future generations.

To achieve this, we are reducing our carbon footprint across the business and building this commitment into how we work, travel, and partner. We are also exploring credible Net Zero certification and, where emissions cannot be avoided, we will offset through credible and independently verified carbon schemes where residual emissions cannot be avoided.

We are also working with FuturePlus to track and improve our environmental performance using a structured and externally benchmarked framework, supporting our journey to Net Zero.

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: 2024/25 (April 2024 to March 2025)	
Additional Details relating to the Baseline Emissions calculations.	
This is Innovation Unit's first year of formal carbon reporting using a structured and externally benchmarked framework. However, we have had foundational sustainability practices in place for several years. These include our remote-first operating model, the use of shared co-working spaces powered by renewable energy, a paperless office policy, and encouragement of low-carbon travel. These measures have laid the groundwork for this formal baseline, which currently includes verified Scope 3 business travel emissions drawn from Travel Perk data. We will expand this to include commuting, homeworking, and other relevant Scope 3 categories from 2025 onwards.	
Baseline year emissions:	
EMISSIONS	**TOTAL (tCO_2e)**

Scope 1	0
Scope 2	0
Scope 3 **(Included Sources)**	22.11 International flights: 8.45 Trains: 7.33 Hotels: 6.34 Cars: 0.00
Total Emissions	22.11 tCO2e Note: Scope 1 and 2 emissions are reported as zero, as Innovation Unit does not own or control any vehicles or premises and does not procure energy directly. All workspace energy use is managed by third-party providers (e.g. Runway East that uses renewable energy), and most work is conducted remotely. Emissions from homeworking are recognised as a Scope 3 source and will be included in future reporting years.

Current Emissions Reporting

Reporting Year: 2024 (April 2024 to March 2025)	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	0
Scope 2	0
Scope 3 **(Included Sources)**	22.11
Total Emissions	22.11 tCO2e

Emissions reduction targets

Innovation Unit aims to reduce total emissions by 50% by 2030, and to reach Net Zero by 2035. Scope 3 emissions from business travel are targeted for a 25% reduction by 2028. We will expand reporting to include commuting, homeworking, and waste emissions from 2025 and introduce reduction targets accordingly.

We project emissions will decrease to approximately 11 tCO_2e by 2030, representing a 50% reduction from the 2024/25 baseline.

Carbon Reduction Projects

We continue to use FuturePlus to monitor sustainability metrics across areas such as travel, digital resource use, and supply chain impact. This supports decision-making and informs our Net Zero roadmap.

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2024/25 baseline. These actions have contributed to a carbon reduction of 22.11 tCO_2e compared to a business-as-usual scenario, and the measures will remain in effect when performing the contract.

- Remote-first operating model adopted to reduce commuting and office-related emissions
- Use of co-working spaces with sustainability credentials (e.g. Runway East – powered by 100% renewable energy)
- Business travel guidance encouraging rail over air travel
- Carbon tracking enabled via TravelPerk
- Implementation of paperless office policies, clean desktop practice, and IT energy-saving measures
- Use of cloud-based platforms such as Xero and CMAP to support digital delivery and reduce paper usage

In the future, we will implement further measures such as:

- Develop a formal Climate and Environmental Policy rooted in best-practice environmental principles
- Expand Scope 3 reporting to include commuting, homeworking, and waste
- Introduce a Low-Carbon Procurement Policy and prioritise environmentally accredited suppliers
- Comply with all applicable environmental legislation and codes of practice
- Assess the environmental impact of all historic, current, and projected operations
- Identify opportunities to reduce pollution, emissions, and waste wherever possible
- Reduce the use of raw materials, energy, and supplies
- Host employee learning sessions to raise awareness of sustainability and personal carbon impact
- Expect similar environmental standards from all suppliers and contractors

- Assist clients in using products and services in environmentally sensitive ways
- Shift to recycled and low-carbon products
- Discourage unnecessary document printing
- Continue to limit business travel by promoting video conferencing
- Explore certified offsetting schemes for residual emissions
- Publish annual progress updates toward Net Zero

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[4] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[5].

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[6].

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:

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Date:12th June 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