



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: Imperial Civil Enforcement Solutions Limited

Publication date: 4th August 2025

Commitment to achieving Net Zero

Imperial Civil Enforcement Solutions 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: 2024
Additional Details relating to the Baseline Emissions calculations.
Our organisation is in the initial stages of measuring our carbon emissions. The measurements below are based on assumptions which we are currently reviewing. We intend to use our first full year of emissions reporting as the baseline against which future reductions will be measured. This initial reporting will include Scope 1, Scope 2, and the required subset of Scope 3 emissions.
Baseline year emissions: 2024

EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	48.175.24
Scope 2	2.859.47
Scope 3 (Included Sources)	2,882.08165
Total Emissions	2,933.82565

Current Emissions Reporting

Reporting Year: 2025 – Not Yet Available

we are still in the process of confirming our emissions values for the year 2025

EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	Not yet measured
Scope 2	Not yet measured
Scope 3 (Included Sources)	Not yet measured
Total Emissions	Not yet measured

Emissions reduction targets

As this is our first Carbon Reduction Plan, we are in the process of setting our emissions reduction targets. Once our baseline is established, we will set clear, science-aligned targets for reducing emissions in line with our commitment to achieving Net Zero by 2050.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

To date, no formal carbon reduction initiatives have been completed. However, we are in the early stages of developing our carbon reduction

strategy and are committed to integrating environmental considerations into our operations, and reviewing our supply chain's environmental credentials.

Existing environmental initiatives include:

- *Relocation to an energy efficient office space – we recently relocated our central office in Bristol to shared office space which includes:*
 - *Energy efficient lighting*
 - *Bike storage lockers to support our Ride2Work scheme.*
 - *Better public transport links, close to the Bristol bus station.*
 - *A smaller office space with hot-desks to better reflect our hybrid-working policy*
- *Flexible home working policy, to reduce unnecessary travel.*
- *Our offices are equipped with appropriate bins for recyclable and compostable materials.*
- *Microsoft Teams for internal and external meetings.*

Future carbon reduction initiatives

In the near future, we plan to:

- *Explore opportunities to reduce energy consumption across our facilities.*
- *Review policies with a view to reducing emissions.*
- *Review the environmental credentials of our supply chain*

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

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

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:

A handwritten signature in black ink, appearing to read 'Mandy Watson', with a stylized flourish at the end.

Mandy Watson – Imperial General Manager
Date: 4th August 2025

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

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