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, as a condition of participation, to submit a CRP which details their organisational carbon footprint and confirms their commitment to achieving net zero by 2050.

CRPs are to be completed by the bidding supplier 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.[11]

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 CRP 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[12] 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 CRP may only be a temporary measure to satisfy this particular condition of participation.

The CRP 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 objectives of the CRP within their strategic plans.

A template for the CRP is set out below. Please complete and publish your CRP in accordance with the reporting standard published alongside this PPN.

[11] 'Bidding supplier' or 'bidding entity' means, for the purpose of this guidance, the organisation with whom the Contracting Authority will enter into a contract if it is successful.

[12] https://www.gov.uk/government/publications/ppn-006-guidance-on-taling-account-of-carbon-redcution-plans-adopting-and-applying-conditions-of-participation-html

Carbon Reduction Plan template

Supplier name	IT Professional Services Limited
Publication dates	February 2025

Commitment to achieving net zero

IT Professional Services 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: 2022

Additional details relating to the baseline emissions calculations:

ITPS commenced carbon reduction planning and activities in 2021. The baseline year has been set to 2022 to provide a full year of comprehensive emissions data following the initial reductions achieved through office consolidation and the introduction of working from home policies in 2021. The 2022 baseline includes the following:

- Consolidation of ITPS office operations into a single primary location (completed in 2022), reducing premises-related energy consumption by approximately 9.7 tCO_2e
- Introduction and extension of flexible working policies enabling 10-20% of staff to work from home, reducing commuting-related emissions
- Continued investment in energy efficiency measures across remaining facilities
- Expansion of business operations following the lifting of COVID-19 restrictions, resulting in increased business travel relative to 2021

Baseline year emissions:	
Emissions	Total (tCO2e)
Scope 1	10.5
Scope 2	74.7
Scope 3 (included sources)	158.7
Total emissions	243.9

Current emissions reporting

Reporting year: 2025	
Emissions	TOTAL (tCO2e)
Scope 1	7.7
Scope 2	79.0
Scope 3 (included sources)	97.2
Total emissions	183.8

Key Achievements:

Total reduction from baseline (2022)	60.1 tCO_2e (24.6% reduction)
Scope 1 reduction	2.8 tCO_2e (26.7% reduction through EV adoption and reduced fossil fuel vehicle usage)
Scope 3 reduction	61.5 tCO_2e (38.8% reduction) through expansion of remote working policies, optimised business travel, and carbon offsetting initiatives

The moderate increase in Scope 2 emissions reflects the company's 11% year-on-year growth in staff numbers and business operations, which has been substantially offset by energy efficiency improvements and transition to renewable energy sources

Emissions reduction targets

To continue progress toward achieving net zero by 2050, ITPS has adopted the following carbon reduction targets and strategies:

2022-2025 Achieved Reductions

Metric	2022	2023	2024	2025
Scope 1 (tCO_2e)	10.5	8.7	7.8	7.7
Scope 2 (tCO_2e)	74.7	88.5	78.2	79.0
Scope 3 (tCO_2e)	158.7	170.2	188.4	97.2
Total (tCO_2e)	243.9	267.4	274.4	183.8
Reduction vs 2022 Baseline	—	+9.9% (projected)	+12.6% (projected)	+24.6% (actual)

2025-2030 Projections

ITPS projects that carbon emissions will decrease to approximately 150-160 tCO_2e by 2030, representing a 35-38% reduction from the 2022 baseline. This ambitious target accounts for:

- Continued expansion of remote working policies to 2 days per week by 2025-2027
- Complete transition to electric vehicles for the company fleet (target 2027)
- Installation of solar power generation (200-250kW capacity, estimated deployment 2027)
- Achievement of 100% renewable energy tariff from electricity suppliers by 2027
- Continuation of established carbon offsetting programmes, offsetting 50+ tCO_2e annually
- Expected 8-11% annual business growth while maintaining or reducing overall emissions intensity per employee

Path to Net Zero by 2050

The pathway to achieving net-zero emissions by 2050 relies on:

1. **Operational Emissions Reductions**

   Target reduction of current emissions to 120-130 tCO_2e through implementation of all planned initiatives

2. **Carbon Offsetting**

   Establishment and maintenance of robust carbon offset programmes through verified tree planting and environmental projects, offsetting the remaining 120-130 tCO_2e annually

3. **Ongoing Innovation**

   Investment in emerging low-carbon technologies as they become available and commercially viable

4. **Supply Chain Engagement**

   Collaboration with key suppliers and service providers to reduce embodied carbon in goods and services

Carbon reduction projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2021 baseline. The carbon emission reductions achieved by these schemes amount to **66.18 tCO_2e**, representing a **27% reduction** relative to the 2022 baseline. These measures are embedded in ITPS operations and will continue during the performance of all contracts.

A) Energy Audit and Baseline Analysis

Status: Completed (2022-2023)

ITPS conducted a comprehensive energy audit using the Carbon Footprint Calculator to establish robust baselines for 2021 and 2022 emissions. This audit remains an ongoing exercise supported by the ITPS Board and provides evidence-based data to inform future carbon reduction decisions. Key elements include:

- Monthly tracking of gas and electricity usage (kWh and currency values)
- Analysis of renewable energy components in the supplier mix
- Quantification of business mileage and commuting impacts
- Assessment of business travel (train, bus, taxi, air travel)
- Measurement of the supply chain and goods/services carbon footprint

The audit framework has been institutionalised within ITPS operations to ensure continuous monitoring and improvement.

B) Office Consolidation and Space Optimisation

Status: Completed (2022) | Savings: 9.7 tCO_2e

ITPS closed surplus office facilities and consolidated operations into a single primary office location in Chester-le-Street, County Durham. This initiative delivered:

- Reduced heating, cooling, and lighting energy consumption
- Eliminated redundant utility usage and facility maintenance
- Reduced travel requirements for staff accessing multiple locations
- Streamlined operational efficiency and management overhead

The consolidated facility remains optimised for energy efficiency and forms the basis for further sustainability improvements.

C) Extended Flexible Working Policies

Status: Ongoing (Commenced 2021, Extended 2022-2025) | Cumulative Savings: 30+ tCO_2e

ITPS expanded its flexible working policy from 10% in 2021 to 20% in 2022, with progressive increases to 30% (2023), and 2 days per week (40%, 2024 and 2025). This strategic initiative delivers:

- Reduced commuting-related emissions (primary benefit from Scope 3)

- Decreased office facility energy consumption (heating, cooling, lighting)
- Improved employee work-life balance and satisfaction
- Reduced demand for parking and associated infrastructure

Conservative estimates indicate that each 10% increase in remote working reduces associated emissions by 10-11 tCO_2e. By 2025, this policy is projected to deliver cumulative savings exceeding 40 tCO_2e when fully implemented across the organisation.

D) LED Lighting Upgrade and Energy-Efficient Fittings

Status: Ongoing (2023-2025)

ITPS has progressively replaced inefficient incandescent and fluorescent lighting with LED alternatives and installed passive infrared (PIR) occupancy sensors across all office areas. Benefits include:

- 70-80% reduction in lighting energy consumption
- Automatic room vacancy detection prevents unnecessary energy use
- An extended bulb lifespan reduces replacement and waste

This initiative supports ITPS commitment to energy efficiency and forms part of broader facility optimisation.

E) Electric Vehicle Fleet Transition

Status: Ongoing (2023-2025) | Savings: 3-5 tCO_2e annually

ITPS has initiated the replacement of fossil-fuel vehicles with electric vehicles (EVs) through:

- Introduction of company EV pool vehicles with dedicated charging infrastructure
- Salary sacrifice scheme enabling staff to lease or purchase EV and hybrid vehicles
- Priority allocation of charging facilities at ITPS premises

Fourteen (14) company vehicles have been identified for replacement with EV equivalents by 2027. UK lifecycle emissions for EVs are approximately 40% of equivalent diesel/petrol vehicles. Each 4-5 vehicles replaced delivers approximately 1 tCO_2e annual reduction. Full fleet conversion is targeted by 2027.

F) Business Travel Optimisation

Status: Ongoing (2023-2025) | Savings: 3.5-7 tCO_2e annually

ITPS has implemented measures to reduce business travel-related emissions:

- Improved pool vehicle usage tracking and optimisation
- Promotion of virtual meetings and remote collaboration tools
- Preference for train travel over air travel for domestic routes where practical
- 10% target reduction in vehicle-based business travel

These measures offset increased travel requirements driven by business growth and help maintain the emissions intensity per employee.

G) Carbon Offsetting Programme

Status: Commenced 2023, Ongoing | Offsetting: 53 tCO_2e annually

ITPS established a carbon offsetting programme commencing in 2023, offset through verified environmental projects including tree planting and habitat restoration initiatives. This programme:

- Offsets approximately 53 tCO_2e annually (aligned with residual emissions difficult to eliminate operationally)
- Utilises accredited carbon offset providers and methodologies
- Supports verified environmental projects delivering measurable climate benefits
- Forms part of a comprehensive pathway to net zero

The offsetting programme complements operational reduction initiatives and is projected to offset approximately 160 tCO_2e cumulatively by 2025.

Future carbon reduction initiatives

ITPS has identified the following initiatives for implementation through 2030, targeting the achievement of net zero by 2050:

Near-Term (2025-2027)

1. Gas-Fired Combined Heat and Power (CHP) System Implementation

ITPS will implement a gas-fired Combined Heat and Power (CHP) system at its primary Chester-le-Street facility, recognising the facility's heritage as a data centre with significant thermal energy requirements. This initiative targets:

- Installation of a gas-fired CHP unit as the primary power source, providing both electricity and usable heat
- Failover to the mains electricity supply as a secondary power source for continuity
- Diesel generator backup system for critical resilience and emergency operations
- Optimisation of thermal energy recovery from CHP for facility heating and process use
- Estimated fuel efficiency improvement: 60-70% (vs. conventional grid electricity + separate heating)
- Transition pathway to renewable gas (biogas, biomethane) as availability and economics improve
- Estimated carbon reduction: 15-20 tCO_2e annually upon implementation

The CHP system recognises ITPS's unique operational requirements as a managed service provider operating energy-intensive data centre infrastructure. As renewable gas infrastructure develops and pricing becomes commercially competitive, ITPS commits to transitioning the system to utilise biomethane and other renewable gas sources, further reducing carbon intensity.

2. Solar Power Generation Installation Assessment

ITPS plans to assess and implement solar photovoltaic (PV) generation capacity at its primary facility, targeting:

- Installation of 200-250 kW capacity solar panels
- Estimated annual generation: 250,000-300,000 kWh
- Projected savings: 31-37 tCO_2e annually (10-12% of current electricity consumption)
- Return on investment: Approximately 7-9 years, improving with rising energy costs and renewable energy incentives

Solar installation would be coupled with battery storage to optimise usage and support EV charging requirements.

3. 100% Renewable Energy Supply Tariff

ITPS will conduct a comprehensive market review of energy suppliers in early 2025 to transition to 100% renewable energy sources. Key criteria include:

- Preference for suppliers with the highest percentage of renewable generation (wind, solar, hydro)
- Evaluation of long-term renewable energy commitments and investment plans
- Competitive pricing and contract stability
- Procurement timing to align with contract renewal periods

Transition to 100% renewable energy would eliminate approximately 80-86 tCO_2e annually from Scope 2 emissions.

4. Complete Electric Vehicle Fleet Conversion

ITPS targets completion of EV fleet transition by 2027:

- All company vehicles converted to electric equivalents
- Installation of additional EV charging infrastructure (workplace and employee home charging support)
- Expansion of EV charging to include solar-powered charging options
- Estimated additional savings: 5-7 tCO_2e annually beyond 2025 baseline

Medium-Term (2028-2030)

1. Energy Management System Enhancement

Implementation of an advanced Building Energy Management System (BEMS) to:

- Optimise HVAC operation and maintenance schedules
- Real-time monitoring of energy consumption by area/equipment
- Predictive maintenance to identify efficiency issues
- Integration of renewable energy generation and storage

2. Scope 3 Emissions Reduction through Supply Chain

Engagement with key suppliers and service providers to:

- Encourage adoption of sustainability practices and certifications (ISO 14001, B Corp, etc.)
- Reduce embodied carbon in purchased goods and services
- Optimise logistics and delivery routes
- Support the supplier transition to low-carbon operations

3. Facility Optimisation and Possible Expansion

As ITPS grows, any facility expansion will incorporate:

- Net-zero energy design principles
- Advanced insulation and building envelope optimisation
- Heat recovery systems and waste heat utilisation
- EV charging infrastructure as a standard requirement

4. Continued Carbon Offsetting Enhancement

- Expansion of offsetting programmes to 60-80 tCO_2e annually
- Transition to nature-based solutions (verified carbon credits from reforestation, wetland restoration)
- Potential investment in direct air capture (DAC) technologies as costs decline

Long-Term Pathway to Net Zero (2031-2050)

ITPS will:

- Achieve operational emissions reductions to 100-120 tCO_2e through a combination of all the above initiatives
- Maintain and expand carbon offsetting to neutralise remaining operational emissions
- Monitor and adopt emerging technologies (green hydrogen, advanced carbon capture, etc.)
- Ensure business growth is achieved while maintaining or reducing emissions intensity
- Maintain net zero status through 2050 and beyond

Carbon Reduction Governance and Accountability

Organisational Structure

ITPS has established a Carbon Reduction Team, chaired by executive leadership, comprising:

- CEO (Executive Sponsor)
- CTO (Technology and Infrastructure Strategy)
- COO (Operations and Facility Management)
- Finance Director (Budget and ROI Assessment)
- Facilities Manager (Implementation and Monitoring)
- Business Development Lead (Supply Chain Engagement)
- HR Representative (Employee Engagement)

Review and Reporting Schedule

- **Quarterly Reviews**

  Detailed progress assessment against quarterly targets and initiative milestones

- **Annual Reviews**

  Comprehensive plan update with emissions recount, target reassessment, and strategic direction adjustment

- **Stakeholder Communication**

  Publication of the annual Carbon Reduction Plan update on the ITPS website with transparent progress reporting

All team members are encouraged to consider their personal carbon impact and identify opportunities for organisational improvement.

Integration with Procurement

ITPS fully commits to implementing these carbon-reduction projects and environmental measures when performing any relevant contracts (including those subject to PPN 06/21 requirements). Key commitments include:

- Maintenance of office consolidation and flexible working policies
- Continuation of EV fleet transition and charging infrastructure
- Implementation of solar generation and renewable energy procurement
- Ongoing carbon offsetting programme
- Regular monitoring and reporting of emissions performance

Declaration and sign off

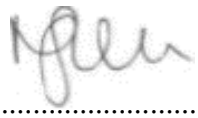
This Carbon Reduction Plan has been completed in accordance with PPN 006 and the associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard[13] and uses the appropriate government emission conversion factors for greenhouse gas company reporting.[14]

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements (where required), and the required subset of Scope 3 emissions has been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard.[15]

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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Name and Title: Nicola Johns, Chief Executive Officer

Date: ..... 30/01/2025 .....

Additional Signatories:

.....

Name and Title: Andy Hunter, Chief Technology Officer

Date: ..... 30/01/2025 .....

[13] https://ghgprotocol.org/corporate-standard

[14] www.gov.uk/government/collections/government-conversion-factors-for-company-reporting

[15] https://ghgprotocol.org/standards/scope-3-standard

Supporting References

Annex A: Emissions Calculation Methodology

ITPS has employed the standardised methodology provided by SSE Energy Solutions Carbon Footprint Calculator, supplemented by government-published emissions conversion factors. The analysis process includes:

- Monthly gas and electricity usage in kWh and currency values
- Renewable energy component percentages in supplier mix
- Business vehicle mileage by fuel type and CO_2/km ratings
- Staff commuting mileage to and from primary office locations
- Business travel data (train, bus, taxi, air travel with radiative forcing index applied)
- Hotel stay calculations
- Supply chain and purchased goods/services carbon quantification

Note: Some historical data have required estimation based on pragmatic assumptions. As data collection processes improve operationally, future iterations will benefit from more precise measurement. Current figures are considered conservative estimates; actual emissions may be marginally higher due to incomplete historical data capture.

Annex B: ITPS Office and Facilities Information

Registered Office:

IT Professional Services Ltd
Angel House
Drum Industrial Estate
Chester-Le-Street
County Durham
DH2 1AQ

Primary Facilities:

- Main headquarters: Chester-Le-Street, County Durham (primary office and consolidation point)
- Data centre operations: Strategically located facilities providing energy-efficient hosting services
- Staff base: Approximately 120+ employees (as of 2025), with flexible working arrangements enabling 40% remote work capacity

Contact Information:

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- Phone: 0191 442 8300

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This Carbon Reduction Plan is published on the ITPS website and made available to customers, partners, and stakeholders as evidence of ITPS's commitment to environmental sustainability and to achieving net zero by 2050.