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

Supplier name: Sgema Cyf

Publication date: 15 December 2025

Commitment to achieving Net Zero

Sgema Cyf 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 baseline year is 2024, no prior Scope 3 emissions reporting because this is the first year Sgema Cyf has measured its emissions.	
Baseline year emissions: Scope 1 covers direct emissions and Scope 2 indirect emissions. Due to operating within a shared premises, Scope 1 and Scope 2 emissions are not directly attributable. Scope 3 covers indirect emissions relating to business travel, purchased goods and services, waste disposal and employee commuting including employees working from home. Estimates reflect operational activity only.	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	Sgema Cyf does not own vehicles, boilers, or fuel-burning equipment.
Scope 2	~0.2 tCO_2e Electricity usage for one office room, estimated from landlord-provided building data.
Scope 3 **(Included Sources)**	**Business Travel:** 0.3 tCO_2e (occasional car/train travel) **Purchased goods & services:** 0.4 tCO_2e (IT equipment, consumables)

	Waste: Minimal, included within shared building waste management **Employee Commuting:** 0.2 tCO_2e
Total Emissions	~1.1 tCO_2e

Current Emissions Reporting

Reporting Year: 2025	
EMISSIONS	**TOTAL (tCO_2e)** Aggregate emissions remain low and stable
Scope 1	0 tCO_2e
Scope 2	0.2 tCO_2e
Scope 3 **(Included Sources)**	0.8 tCO_2e **Business Travel:** 0.3 tCO_2e (occasional car/train travel) **Purchased goods & services:** 0.3 tCO_2e (IT equipment, consumables) **Waste:** Minimal, included within shared building waste management **Employee Commuting:** 0.2 tCO_2e
Total Emissions	~1.0 tCO_2e

Emissions reduction targets

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

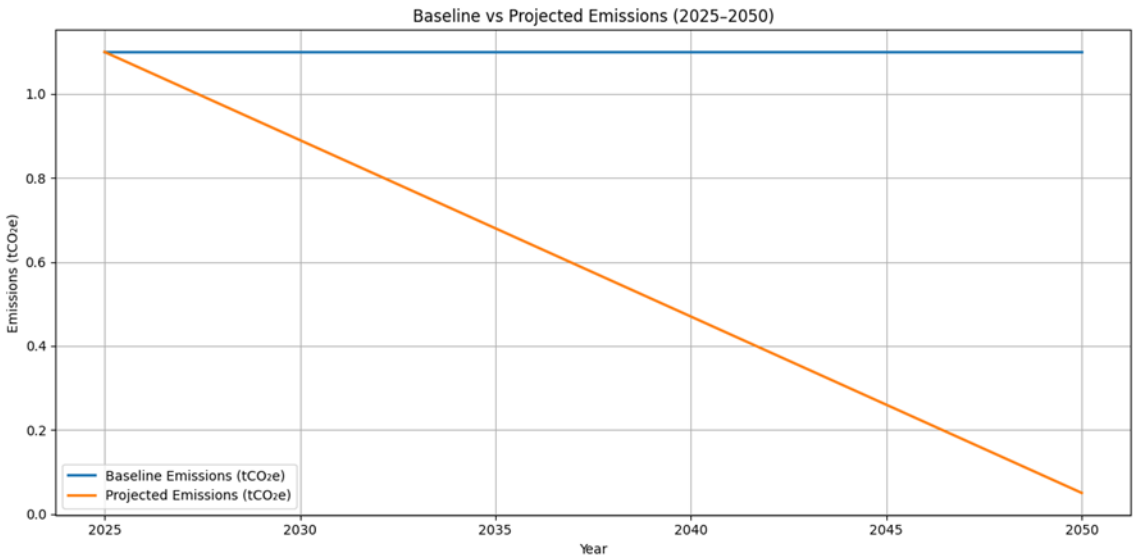
Sgema CYF commits to:

- 50% reduction in operational emissions by 2040
- Net Zero by 2050

Progress will be reviewed annually.

We project that carbon emissions will decrease over the next five years to 0.5 tCO_2e by 2040. This is a reduction of 50%.

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 2024 baseline. The carbon emission reduction achieved by these schemes equate to 0.1tCO_2e, a 10%ge reduction against the 2024 baseline and the measures will be in effect when performing the contract

Carbon Reduction Measures Implemented to Date

Energy Efficiency

- Use of energy-efficient IT equipment (laptops, low-energy monitors).
- Automatic sleep-mode settings on all electronics.
- LED lighting (provided by the landlord).
- Advocacy for building-wide renewable energy procurement.

Travel & Commuting

- Default to **video meetings** to minimise travel.
- Encouragement of **public transport** and low-carbon commuting.
- Adoption of flexible working from home to reduce office energy use and travel.

Digital & Operational Efficiency

- Cloud-based workflows to reduce printing.
- Recycling of IT equipment through certified handlers.
- Minimal use of consumables; focus on digital communication.

These measures have helped maintain emissions below industry averages for similar micro-businesses.

Planned Future Carbon Reduction Measures

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

Energy & Building Use

- Work with the landlord to ensure the supply is **100% renewable electricity** by 2026.
- Install smart plug timers to reduce standby electricity use.
- Evaluate shared-building carbon data to refine accuracy and reduction options.

Travel & Transport

- Achieve **90% low-carbon business travel** by 2027 (train, EV taxi, remote meetings).
- Promote active travel options for employees.

Purchasing & Supply Chain

- Prefer suppliers that demonstrate Net Zero or carbon-reduction commitments.
- Choose refurbished hardware where viable.
- Buy from companies using renewable-powered data centres.

Waste & Circular Economy

- Zero single-use plastic policy in office.
- Reuse and recycle IT equipment and packaging.
- Participate in shared office recycling programmes with improved waste segregation.

Carbon Offsetting (for residual emissions only)

By 2030, any unavoidable residual emissions (likely <0.3 tCO_2e) will be offset through high-quality, verified carbon removal projects

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

Signed on behalf of the Supplier: Meilyr Ceredig

Date: 19 December 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