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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 2045.

Carbon Reduction Plans are to be completed by the bidding supplier entity 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 2045.

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

Supplier name: SCG South West

Publication date: 28/09/2026

Commitment to achieving Net Zero

SCG South West is committed to achieving Net Zero emissions by 2045.

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: 2025 (04/2024 – 03/2025)	
2024/25 forms the first report of a new base year, this was changed due to previous years plan only covering Eurolink Connect Ltd. This new baseline plan covers Eurolink Connect Ltd, Channel Communications Ltd and Horizon Telecom Ltd, which is now combined as SCG South West in a new office.	
EMISSIONS	**TOTAL (tCO_2e)** (location-based)
Scope 1 - Combustion	0.0
Scope 1 - Transport	1.6
Total Scope 1	**1.6**
Scope 2 - Purchased Electricity	5.8
Scope 2 - EV	0.0
Total Scope 2	**5.8**
Scope 3 - Purchased Goods and Services (Water)	0.01
Scope 3 - Upstream Transportation and Distribution	Not calculated
Scope 3 - Waste Generated in Operations	1.1
Scope 3 - Business Travel – Grey Fleet	18.2
Scope 3 - Business Travel – Other (inc. air travel, trains, accommodation and subsistence)	0.09
Scope 3 - Employee Commuting	49.6
Scope 3 – Downstream Transportation and Distribution	N/A*
Total Scope 3	**69.0**
Total Emissions	**76.3**

*SCG South West arranges and pays for all deliveries to customers either directly or indirectly. This may be arranged through the supplier with paid or free/included delivery or arranged and paid for by SCG South West either via post, courier or when an engineer is installing equipment. No delivery is arranged by customers. Under the GHG protocol, these emissions are therefore included under either Scope 1 under company vehicles, Scope 3 under business travel or Scope 3 under upstream transportation and distribution. SCG South West has no Scope 3 Category 9 downstream transportation and distribution emissions.

Current Emission Reporting Year

Reporting Year: 2026 (04/2025 – 03/2026)	
This year we have increased the depth and granularity of our data collection. This includes estimates for upstream transportation & distribution and more detailed business travel data.	
EMISSIONS	**TOTAL (tCO_2e)** (location-based)
Scope 1 - Combustion	0.0
Scope 1 - Transport	8.5
Total Scope 1	**8.5**
Scope 2 - Purchased Electricity	4.4
Scope 2 - EV	0.0
Total Scope 2	**4.4**
Scope 3 - Purchased Goods and Services (Water)	0.1
Scope 3 - Upstream Transportation and Distribution	1.4
Scope 3 - Waste Generated in Operations	0.01
Scope 3 - Business Travel – Grey Fleet	17.6
Scope 3 - Business Travel – Other (inc. air travel, trains, accommodation and subsistence)	0.3
Scope 3 - Employee Commuting	42.7
Scope 3 – Downstream Transportation and Distribution	N/A*
Total Scope 3	**62.1**
Total Emissions	**75.1**

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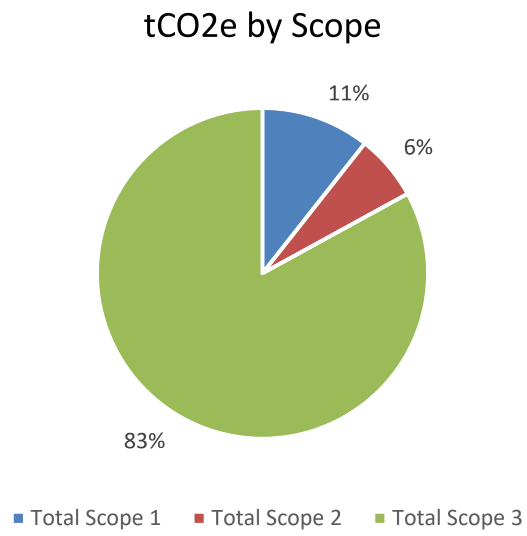
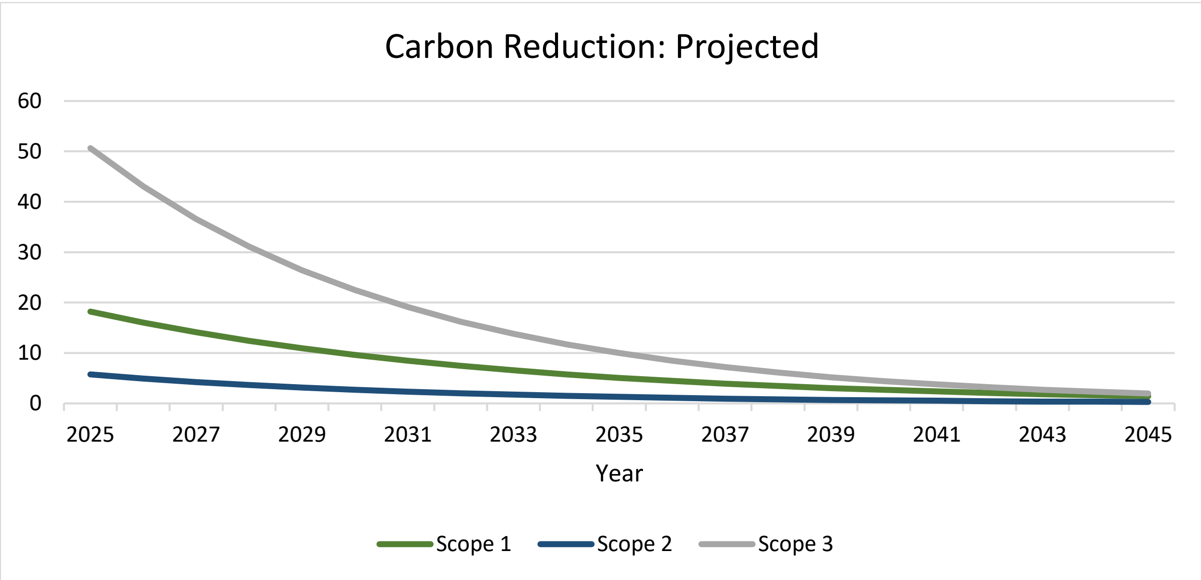


Emissions reduction targets

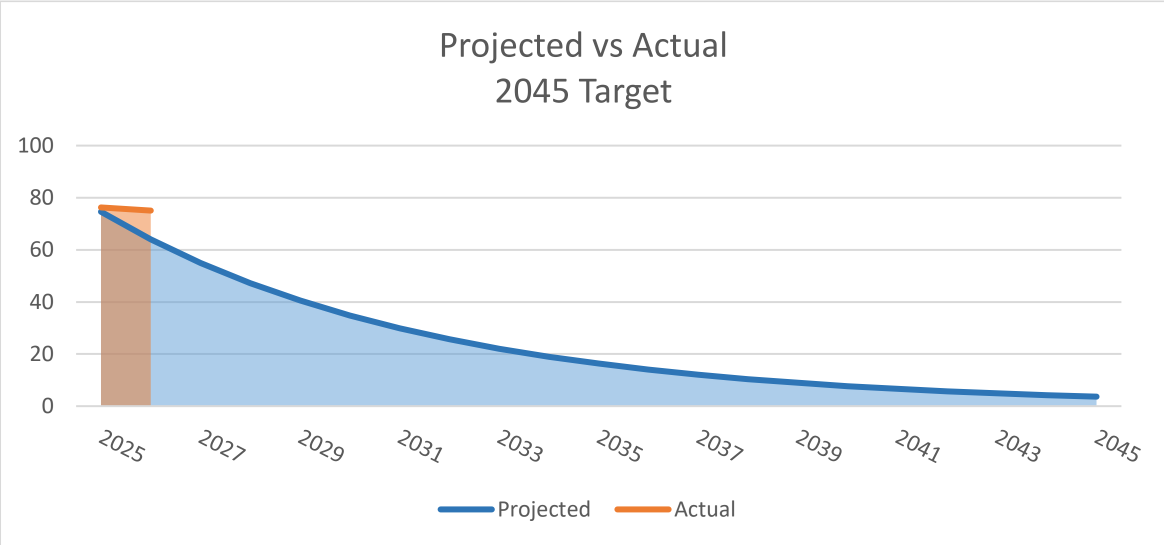
SCG South West are setting emissions reduction targets in line with achieving Net Zero by 2045. The reduction of emissions will be set using the absolute contraction approach, with absolute targets aimed at reducing scope 1 & 2 emissions by 95% by 2045, and scope 3 emissions by 96% by 2045. The trajectory of these targets is illustrated below:

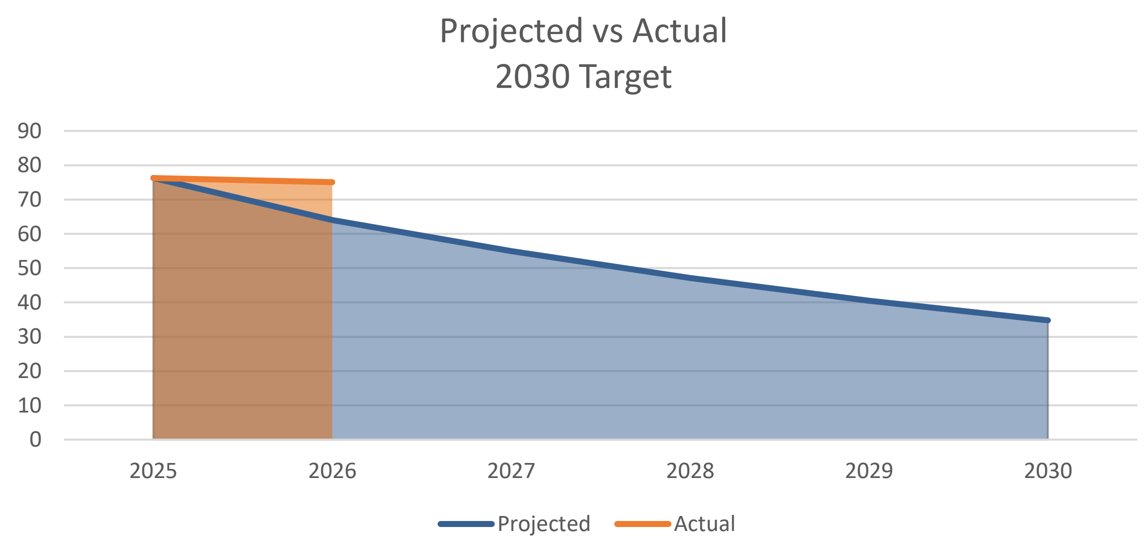
To achieve their Net Zero goal, SCG South West must not exceed 3.6 tCO2e across all scopes by 2045.



In addition to reaching net zero emissions by 2045, SCG South West have also set a reduction target of halving reported emissions by 2030. To achieve this, SCG South West must limit total emissions to a maximum of 37.3 tCO2e across all reported sources by their target year. The trajectory of this target is illustrated below:

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





This year's increase is due largely to changes in the business fleet, which was reduced in 2025 and then increased again in 2026. This has therefore caused a notable increase in Scope 1 transportation emissions.

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Intensity metrics

To track progress toward Carbon Reduction Plan in a way that accounts for business activity, emissions intensity metrics are used alongside absolute emissions. These provide meaningful measures of performance relative to scale and enable year-on-year comparison.

Selected metrics:

- tCO_2e/£m turnover: Primary organisational metric, ensuring comparability over time.
- tCO_2e/m^2 floor space: Will assess building efficiency once data becomes available.
- tCO_2e/employee: Reflects emissions linked to staffing levels.
- tCO_2e/business mileage per 1,000 miles: Tracks efficiency of business travel.
- tCO_2e/commuting per 1,000 miles: Monitors commuting behaviours and transport choices.

	2025		2026	
Intensity Metric	**Intensity Figure**	**tCO_2e Figure**	**Intensity Figure**	**tCO_2e Figure**
The first three intensity metrics are based on our full carbon footprint (Scope 1, 2 and 3)				
tCO_2e /m2 floor space	346	0.22	346	0.22
tCO_2e /£m turnover	5.6	13.74	6.9	10.86
tCO_2e /employee number (FTE)	27	2.28	29	2.59
The next two intensity metrics are based only on the carbon associated with the relevant mileage (Scope 3 grey fleet for the first, Scope 3 employee commute for the second).				
tCO_2e /business mileage (per 1000 miles)	68.8	0.29	100.1	0.26
tCO_2e /Commuting (per 1000 miles)	164.6	0.30	149.3	0.29

Carbon Reduction Projects

Scope 1 – Direct emissions (combustion, company vehicles, on-site fuel use)

Near-term (by 2025-2027)

- Investigate regular boiler/plant servicing for efficiency, fleet management system to monitor mileage & fuel use and switching to low-carbon fuels.

Completed-near terms actions:

- ✓ Align temperature settings across BMS/thermostats across sites.
- ✓ Eco-driver training for company vehicle users

Medium-term (by 2030 onwards)

- Transition company cars/vans to hybrid or electric vehicles.
- Investigate viability replacing older gas boilers with high-efficiency condensing models, installing on-site EV Charging (powered by renewable supply) and Air Source Heat Pumps.

Long-term (by 2045)

- Full electrification of fleet (cars, vans, HGV if applicable).
- Investigate feasibility of phased removal of natural gas via large-scale heat pumps or district heating connection, full green gas purchasing and hydrogen-ready boiler installation.

Scope 2 – Indirect emissions (electricity purchased & used on-site/EV charging)

Near-term (by 2025-2027)

- PIR/motion sensors for lighting & occupancy controls

Completed-near terms actions:

- ✓ Staff energy awareness campaigns (switch-off, efficient equipment use).
- ✓ Investigate switch to LED lighting (replace fluorescent/halogen)

Medium-term (by 2030 onwards)

- Purchase 100% renewable (REGO-backed) electricity.
- Investigate feasibility of installation of solar PV across suitable roofs/car parks, the upgrade to high-efficiency HVAC & cooling equipment and battery storage linked to solar for peak load shaving.

Long-term (by 2045)

- Investigate full transition to on-site renewable generation (solar, wind, storage), Vehicle-to-grid (V2G) charging infrastructure for EV fleet and on-site microgrid or energy-positive buildings.

Scope 3 – Indirect chain emissions

Purchased goods & services – Water use

Near-term (by 2025-2027)

- Staff awareness campaigns on water conservation.
- Investigate installation of water-efficient taps, dual-flush toilets, and urinal controls and introduction regular water audits.

Medium-term (by 2030 onwards)

- Investigate Rainwater harvesting for toilet flushing/landscape irrigation, greywater recycling and low-flow appliances in kitchens/showers.

Long-term (by 2045)

- Work with water supplier for green tariffs or carbon-neutral water supply.
- Investigate on-site water treatment/recycling for near closed-loop use and Carbon Reduction Plan water target (balance use with recycling/harvesting).

Upstream transportation and distribution

Near-term (by 2025-2027)

- Engage with top suppliers by spend to improve data quality around deliveries.

Medium-term (by 2030 onwards)

- Investigate prioritising suppliers with net-zero commitments or who are actively decarbonising their delivery transportation.

Long-term (by 2045)

- Work towards reduction in our upstream transportation through supplier engagement.

Waste generated in operations

Near-term (by 2025-2027)

- Record all waste streams (general, recycling, hazardous).
- Improve recycling rates (bins, signage).

- Implement paperless systems where possible.

Completed-near terms actions:

✓ Staff training on packaging reuse and recycling

Medium-term (by 2030 onwards)

- Investigate introduction of zero-waste-to-landfill contract with waste providers, Composting or anaerobic digestion for organic waste, circular waste programmes (reuse/re-manufacture schemes).

Long-term (by 2045)

- Work towards zero operational waste and engage suppliers to reduce packaging at source.

Business travel (grey fleet)

Near-term (by 2025-2027)

- Work with C-suite to develop a travel policy to clarify group stance on video conferencing instead of face to face meetings.
- Mileage claim monitoring (identify high-travel staff).

Medium-term (by 2030 onwards)

- Investigate feasibility of grey fleet replacement policy (move to company-provided EVs), incentivise public transport or active travel (bike-to-work, season tickets), carpooling initiatives with booking platforms.

Long-term (by 2045)

- Investigate offsetting any residual travel via verified schemes.

Business travel other (trains, taxis, buses etc.)

Near-term (by 2025-2027)

- Review our travel policies and develop further actions for reducing emissions from this category.

Long-term (by 2045)

- Investigate offsetting any residual travel via verified schemes.

Employee commuting

- Investigate how to reduce Commute emissions potentially by introduction of cycle-to-work scheme, secure cycle parking, showers, car sharing etc.
- Work with C-suite to develop a travel policy to clarify flexible working policy.

Completed-near terms actions:

- ✓ Staff commuting survey (baseline emissions).

Medium-term (by 2030 onwards)

- Investigate EV salary sacrifice schemes for staff, subsidised public transport passes and car park management to prioritise parking for car pooling.

Long-term (by 2045)

- Work towards 100% staff commuting via active, public, or EV methods.
- Investigate Carbon Reduction Plan commuting policy with offsetting for any residual emissions.

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[1] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[2].

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[3].

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:

Name: Claire Maddox ………………………………………………………………….

Position: Managing Director……………………………………….

Signature: Signed by: Claire Maddox B3ED5B2D65684BD…………………………………………………

Date: 22-Sep-2026 | 3:48 PM BST ……………………………….

1 https://ghgprotocol.org/corporate-standard
2 https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting
3 https://ghgprotocol.org/standards/scope-3-standard