



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 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. 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 Guidance³, 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.

¹Bidding supplier or 'bidding entity' means the organisation with whom the contracting authority will enter into a contract if it is successful.

²Technical 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

³Guidance 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: Gemserv

Publication date: 21/05/2025

Updated: 09/05/2025

Commitment to achieving Net Zero

Gemserv is a purpose driven, professional services firm. We are fully committed to tackling climate change and achieving net zero emissions by 2040.

We are supporting the achievement of net zero in two ways. First, through the business we conduct. We are leading projects that are key to eliminating fossil fuel use and moving to a clean energy system, and we work collaboratively with our clients and partners to help them with the transition to a net zero world.

Second, reducing our own emissions. As a services business, Gemserv has a relatively small carbon footprint and we are certified by the CarbonNeutral Protocol as a carbon neutral company.¹ This involves reducing scope 1, 2 and 3 emissions and offsetting unavoidable emissions through a gold standard carbon credit scheme.

Whilst continuing to reduce and offset emissions, and maintain a 'carbon neutral' status, we recognise that we need to do more to fully align with net zero in accordance with SBTi standards.² This includes investing in carbon removal projects to offset our residual carbon footprint, and other initiatives.

We have also gained B-Corp Accreditation in 2022 and are currently reviewing our ESG policies to drive further ambition across the business, including our aim to reach net zero by 2040.³

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: 01/04/2019 – 31/03/2020

Additional Details relating to the Baseline Emissions calculations.

Since the 2019/20 financial year Gemserv have estimated their annual footprint internally, accounting for a greater number of emission sources, such as 'home working', than were included previously. The carbon footprint in 2019-2020 was estimated to be 350 tCO₂e. In 2020/21 this footprint reduced significantly to 228 tCO₂e due to the Covid-19 pandemic and multiple lockdowns. The 2021/22 footprint increased again to 298 tCO₂e alongside the transition to hybrid work routines but remains lower than pre-pandemic levels

The 2019/20 financial year was selected as the baseline year both due to the full scope of emissions captured and a more representative level of activity compared to the 2 following Covid-19 pandemic affected years.

Methods for carbon accounting are detailed here:

Scope 1:

With no fleet vehicles, electric powered heating, and no refrigerant containing equipment owned by Gemserv, we had zero Scope 1 emissions in the baseline year, and this continues to be the case.

Scope 2:

Scope 2 emissions are composed exclusively of electricity consumption. This emission source is calculated from electricity bills using the BEIS emission factors.

Scope 3:

Scope 3 emissions include:

- Water Usage
- Transmission and Distribution Losses
- Waste
- Business Travel
- Employee Commuting
- Working from Home

Scope 3 emissions accounted for 93% of total emissions in 2019/20 and employee commuting + homeworking emissions accounted for 87% of all scope 3 emissions. This means that accounting for employee commuting accurately is highly important in ensuring a reliable carbon footprint figure. It is an ongoing annual requirement for all employees to fill out an online form describing their method of commute and the distance associated with each leg of the journey. Once this data has been collated and the relevant emission factors of ten separate forms of transport are applied.

Baseline year emissions (2019/2020):

EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	Total: 0.0 tCO ₂ e
Scope 2	<ul style="list-style-type: none"> Electricity: 23.5 tCO₂e Total: 23.5 tCO ₂ e
Scope 3 (Included Sources)	<ul style="list-style-type: none"> Upstream Transportation and Distribution: 0.0 tCO₂e Waste Generated in Operations: 23.1 tCO₂e Business Travel: 10.3 tCO₂e Employee Commuting (inc. homeworking): 285.9 tCO₂e Downstream Transportation and Distribution: 0.0 tCO₂e Other Emission Categories: 7.5 tCO₂e Total: 327.0 tCO ₂ e
Total Emissions	<ul style="list-style-type: none"> Scope 1: 0.0 tCO₂e Scope 2: 23.5 tCO₂e Scope 3: 327.0 tCO₂e <u>Total: 350.5 tCO₂e</u>

Current Emissions

Latest complete year emissions (2023/2024):	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0.0 tCO ₂ e
Scope 2	<ul style="list-style-type: none">Electricity: 32.11 tCO₂e Total: 32.11 tCO₂e
Scope 3	<ul style="list-style-type: none">Upstream Transportation and Distribution: 0.0 tCO₂eWaste Generated in Operations: 0.6 tCO₂eBusiness Travel: 87.3 tCO₂eEmployee Commuting (inc. homeworking): 110.2 tCO₂eDownstream Transportation and Distribution: 0.0 tCO₂eOther Emission Categories: 24.94 tCO₂e Total: 223.04 tCO₂e
Total Emissions	<u>Total: 255.15 tCO₂e</u>

These emissions belong to the last complete financial year of carbon reporting, the carbon accounting for the latest 2024/25 financial year is underway.

Carbon Reduction Targets

Gemserv aims to permanently keep total carbon emissions below the 2019/20 baseline level and reduce its emissions per capita by 54% by 2030 year compared with the 2019/20 baseline. By 2040 Gemserv aims to reduce emissions per capita by 90% compared to baseline level. Beyond 2040 Gemserv intends to invest in carbon removal projects, counteracting the equivalent carbon footprint and resulting in a Net Zero status, whilst continuing to reduce emissions per capita.

The graph below illustrates how Gemserv aims to reduce its per capita emissions between now and 2040.

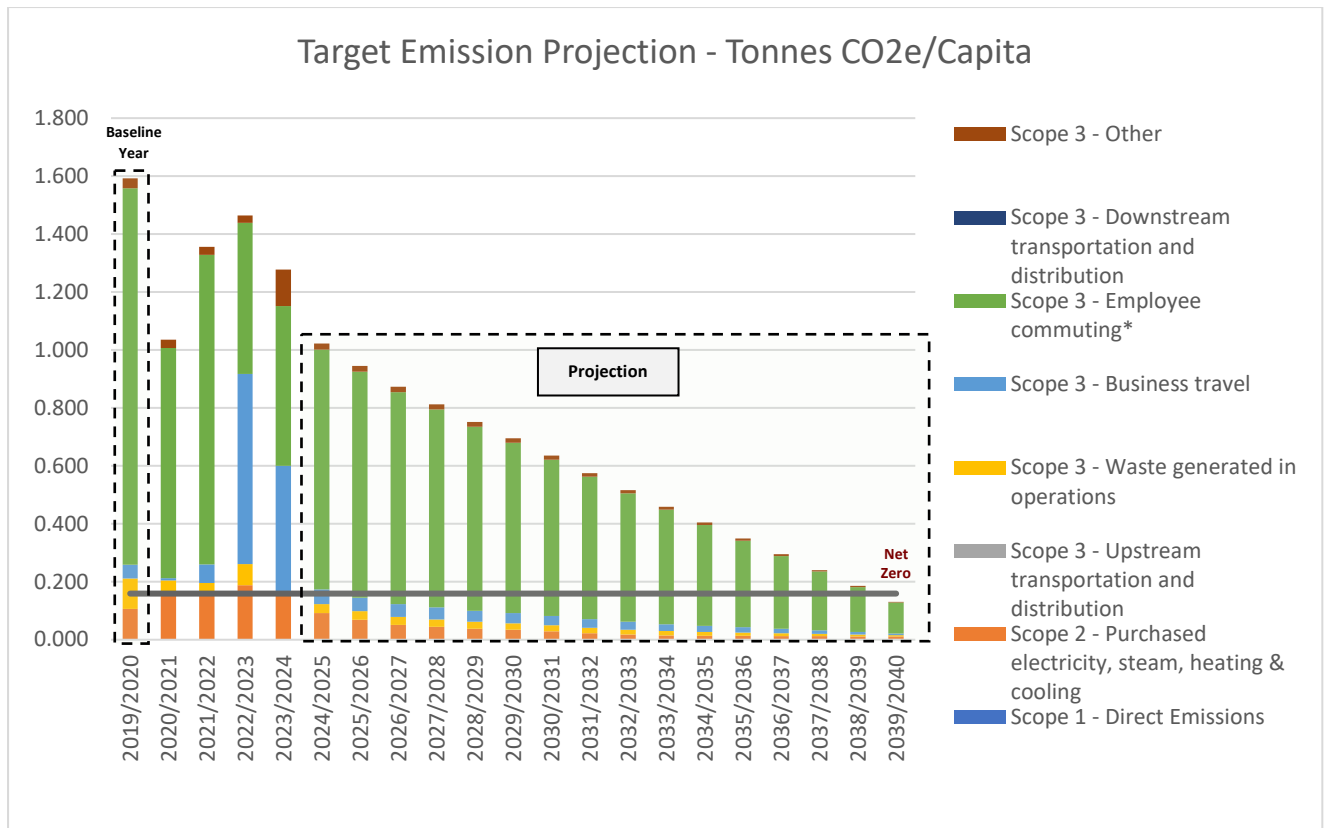


Figure 1: Gemserv's Emission Reduction Pathway (*Employee commuting includes emissions from homeworking)

Prior to 2023/24 the per capita emissions increased year on year as anticipated due to the readjustment to normal working patterns post covid. 2023/24 is the first year since covid that we have seen a reduction in per capita emissions, by 19.8% compared to the baseline year. This is slightly below the 32% reduction required to be on track to achieving Net Zero by 2040, therefore Gemserv will continue all current initiatives as well as reviewing any new potential initiatives.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2019/2020 baseline. The carbon emission reductions expected to be achieved by these schemes equate to a cumulative 1,217 tCO₂e saved by 2030 as a result of a reducing carbon footprint, and a cumulative total of 3,865 tCO₂e by 2040.

Gemserv continues to maintain a UKAS accredited ISO 14001:2015 certification⁵, the international standard for environmental management systems.

Through offsetting all its emissions, Gemserv is also certified as a 'carbon neutral' company by the CarbonNeutral Protocol.

In addition to offsetting emissions, Gemserv is also proactive in reducing its emissions internally, focussing in particular on reducing emissions from commuting and business travel, which together accounted for 65% of total emissions in 2019/20. These such efforts include:

- The 'Work from Anywhere' and 'Flexible Working' policies, allowing employees to work from home, has proven effective and it will be maintained. This helps to minimise our employee commuting emissions compared to the 2019/20 baseline.
- The 'Electric Vehicle Salary Sacrifice' scheme incentivises the uptake of electric cars and electric bikes over combustion engine vehicles by making the upfront costs more accessible.
- The 'Sustainable Holiday Travel' policy in which if an employee takes a less carbon intensive form of business travel but which takes longer (e.g. travelling to Berlin by train instead of plane), the excess time can be recovered by additional annual leave, therefore incentivising low-carbon travel.
- The relocation of the London office to an office space approximately 40% smaller in size (adapting to our post-pandemic hybrid working patterns) in 2023. This will help to minimise heat demand and reduce our location-based emissions. We expect to see this reduction from 2024 onwards the relocation only occurred in early 2024.

In addition to these internal carbon reductions, a core element of Gemserv's operations come from its Energy Business Unit which works externally with a range of domestic and international clients from the public and private sectors, helping them to promote low-carbon technologies and policies. Therefore, Gemserv has a much greater role externally in helping to decarbonise the broader economy.

Gemserv intends to continue offsetting its emissions and reduce its carbon footprint per capita in order to retain a carbon neutral status. By the year 2040 Gemserv offsets will transition to investments in carbon removal projects, counteracting the residual annual carbon footprint.

Future Carbon Reduction Initiatives

Following Gemserv's acquisition by Talan in 2023 the last 12 months have been a transitional period. While the business has continued to implement the carbon reduction initiatives above we are still in a process of assessing and planning new carbon reduction initiatives to implement going forward. Meanwhile, through our services we will continue to enable carbon reduction at scale, including support for international renewable energy initiatives such as the Wind Power Portfolio in Turkey.

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 standard⁶ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁷.

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) Standard⁸.

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:

Alex Goodey, CEO

A handwritten signature in black ink that reads "Alex Goodey". The signature is written in a cursive, slightly informal style.

Date: 16/05/2025

References:

- [1]: <https://gemserv.com/about-us/awards-and-certificates/>
- [2]: <https://sciencebasedtargets.org/net-zero>
- [3]: <https://gemserv.com/our-thoughts/gemserv-achieves-b-corp/>
- [4]: <https://www.turley.co.uk/>
- [5]: <https://www.iso.org/iso-14001-environmental-management.html>
- [6]: [Corporate Standard | Greenhouse Gas Protocol \(ghgprotocol.org\)](#)
- [7]: [Government conversion factors for company reporting of greenhouse gas emissions - GOV.UK \(www.gov.uk\)](#)
- [8]: [Corporate Value Chain \(Scope 3\) Standard | Greenhouse Gas Protocol \(ghgprotocol.org\)](#)