



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: Railway Project Services Consulting Ltd ("RPS") Company Number: 10783006

(Parent Company is Railway Project Services Holdings Limited. Company Number: 15921396)

Publication date: 16 October 2025

Commitment to achieving Net Zero

RPS 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.

As we have not previously assessed or reported emissions, this report shows our first reporting period as our Baseline.

Baseline Year: September 2024 to September 2025

Additional Details relating to the Baseline Emissions calculations.

RPS has not previously assessed or reported emissions therefore these calculations are our first time.

Calculations have been made using DEFRA 2024 and UK Government GHG Conversion Factors 2024

All metrics are in Tonnes

- Scope 1 – Direct emissions from our owned assets (fleet vehicles and gas)
- Scope 2 – Purchase of energy (electricity)
- Scope 3 – Supply chain (employee commuting, including working from home, business travel and waste generated in operations. Due to the nature of our business, downstream and upstream transportation and distribution are not applicable to RPS as we do not sell any products and our relationships with suppliers such as accountants/HR are virtual).

Baseline year emissions: 2025

EMISSIONS	TOTAL (tCO₂e)
Scope 1	17.08
Scope 2	0.41
Scope 3 (Included Sources)	Business Travel: 2.99 Employee Commuting: 18.31 Waste: 0.00 Total: 21.3
Total Emissions	38.79

Current Emissions Reporting

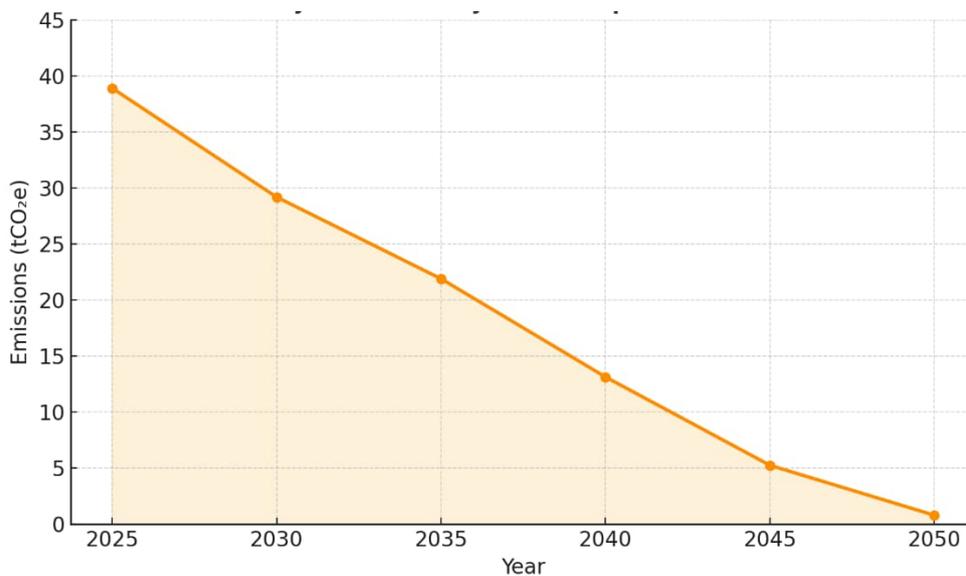
Reporting Year: Please see baseline year	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	
Scope 2	
Scope 3 (Included Sources)	
Total Emissions	

Emissions reduction targets

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

We project that carbon emissions will decrease over the next five years to **29.18 tCO₂e by 2030**. This is a reduction of **25%**

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 in recent years. We are unable to quantify the carbon reduction as this is our first reporting year however we are able to measure from this reporting year onwards.

RPS Completed Carbon Reduction Initiatives

- Adopted a circular approach by recycling and re-using office furniture from client projects
- Introduced IT energy-efficiency measures, including shutdown of laptops and equipment when not in use
- Rollout of RPS Environmental Responsibility Policy
- ISO14001 certified
- Display of ISO14001 office posters sharing facts and figures about CO2 emissions

Future carbon reduction initiatives

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

- In the process of relocating our headquarters to Birmingham with a train-first travel approach, reducing reliance on higher-emission modes of transport. Our office is located directly opposite to Grand Central station therefore train is by far the easiest mode of transport.
- When refurbishing the office, we are prioritising purchasing preloved and recycled furniture
- Upgrade office which maximises natural daylight with large windows in a south facing direction which lowers electricity demand, particularly in the summer months
- Developing written policies around IT equipment encouraging colleagues to shutdown equipment when not in use
- Exploring electric cars and the financial impact of changing our current fleet

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 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:



Joe Whalen

Chief Executive Officer

Date: 30th September 2025.

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

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

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