

PPN 006 – Carbon Reduction Plan

April 2026



BESPOKE
IT SOLUTIONS LTD

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Document Approval

Approved By:	Natalie Alden	Approved by e-mail
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0.1	28 Oct 24	J Cox	Draft	For Review
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Introduction

As specialists in providing bespoke IT solutions, BESPOKE IT SOLUTIONS LTD is proud to present its updated Carbon Reduction Plan, completed in accordance with PPN 0006 (formerly PPN/06/21) guidelines. Our commitment to technical excellence and operational integrity is reflected in our existing certified management systems, including ISO 9001 (Quality Management), ISO 27001 (Information Security Management), and our Cyber Essentials certification. These standards mirror our dedication to environmental sustainability and ensure the highest level of rigour in our corporate reporting.

This document details our decisive commitment to achieving Net Zero emissions across our operations and value chain by 2040. This goal is driven by the global imperative to limit warming to 1.5°C, making it essential to accelerate our decarbonisation efforts well ahead of the UK’s 2050 statutory deadline.

Intended audience

Public

Responsibilities

	Create	Establish	Communicate	Implement	Review	Comply
Senior Management	x	x	x		x	x
Wider Management			x	x	x	x
Quality Team					x	x
Team Leaders				x		x
All staff and contractors						x

Commitment to achieving Net Zero

The most recent report from the Intergovernmental Panel on Climate Change (IPCC), AR6, described the severe consequences of a failure to prevent global temperature rise below 1.5°C. The recently concluded COP26 made clear that to limit global warming at 1.5°C, carbon emissions need to halve by 2030 and drop to net zero by the middle of the century for the best chance to avoid the worst impacts of climate change.

As a responsible business BESPOKE IT SOLUTIONS LTD is committed to become net-zero by 2040.

This report sets out a net-zero roadmap, detailing the strategies we have put in place to achieve this goal.

Geographical Boundaries

Site	Estate size (sqft)	% of total estate size	Description	Tenure
Head Quartered in 161 Fleet Road, Fleet, GU51 3PD	1300 sq ft	100%	Commercial Office	Rented
Registered Address: 22 Manfield Road, Ash, Aldershot, GU12 6NE	0	0	Registration only.	Owned
Total applicable estate size (excludes out of scope properties)	1300 sq ft	100%		
Number of sites	1			
Number of full-time employees	35			

Baseline Carbon Footprint (1st April 2024 to 31st March 2025)

FYE 2024 - 2025 is the first year where we have a complete GHG inventory, including the five Scope 3 categories required for PPN 006 compliance. Reasonable assumptions are made in calculating the Scope 3 emissions for this period – not all of scope 3 has been calculated at this time, this is a work in progress.

Reporting/Submission Carbon Footprint (1st April 2024 to 31st March 2025)

Our Carbon Reduction Plan for the FY 2025–2026. Utilising DESNZ 2025 conversion factors, total emissions are calculated at 4.29 tCO₂e (Scope 1: 0.00; Scope 2: 0.48; Scope 3: 3.81) for 35 FTEs.

The methodology adheres to the GHG Protocol, applying conservative "Average Car" proxies for transport data. The EFs used for the reporting year are from the June 2025 published factors from <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>.

This plan establishes the trajectory for the firm's 2040 Net Zero commitment through year-on-year comparative analysis against the FYE 2024–2025 baseline.
**For a granular breakdown of emissions data, please refer to the Emissions Inventory document.*

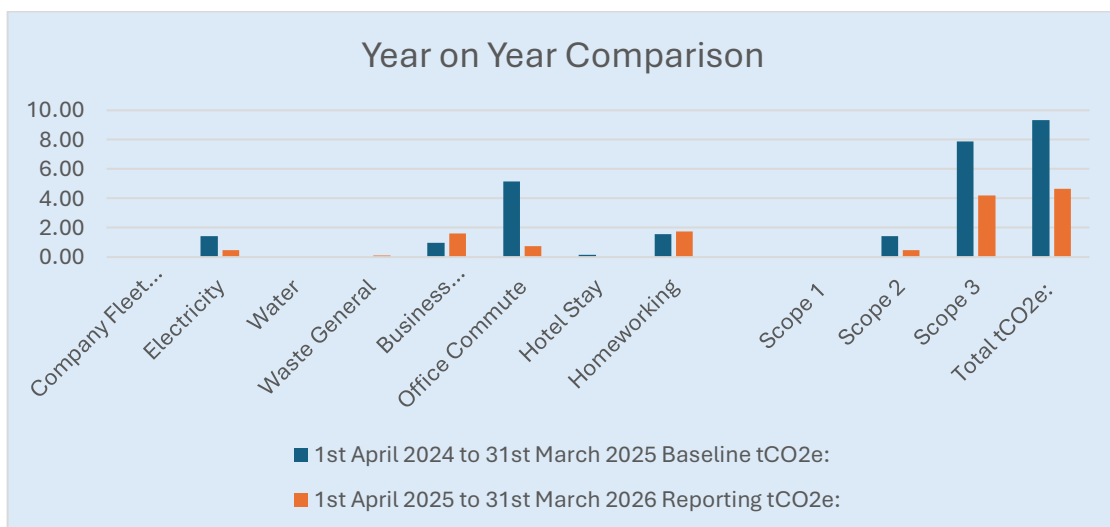
For the 2024–2025 reporting period, the baseline figures confirm that zero tonnes of waste generated by your operations were sent to landfill. We remain committed to ensuring that all client waste collected on our behalf maintains a Zero Landfill status, with full data transparency and verification provided by our supply chain partners.

Emissions Breakdown

		1st April 2024 to 31st March 2025	1st April 2025 to 31st March 2026
Scopes	Sources of Emissions	Baseline tCO ₂ e:	Reporting tCO ₂ e:
Scope 1	Company Fleet - Vans	0.00	0.00
Scope 2	Electricity	1.4495	0.48
Scope 3	Water	0.00	0.00
Scope 3	Waste General	0.00	0.10
Scope 3	Business Travel - Land	0.9946	1.6
Scope 3	Office Commute	5.1751	0.74
Scope 3	Hotel Stay	0.1668	0.00
Scope 3	Homeworking	1.5621	1.74

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Scope 1	0.00	0.00
Scope 2	1.45	0.48
Scope 3	7.90	4.18
Total tCO₂e:	9.35	4.66



Description of methodologies and data used

Scope and category	Description of the types and sources of data used to calculate emissions	Description of the data quality of reported emissions	Description of the methodologies, allocation methods, and assumptions used to calculate emissions
Category 1: Purchased goods and services	N/A	N/A	N/A
Category 2: Capital goods	N/A	N/A	N/A
Category 3: Fuel- and energy-related activities (not included in scope 1 or scope 2) Water & Wastewater	Rented Premises	Industry Average	m ³
Category 4: Upstream transportation and distribution	N/A	N/A	N/A
Category 5: Waste generated in operations	Rented premises	Average from Cambridge study	Assumption that collected container weight (1100 litres) is 87.8kg (from Cambridge study)
Category 6: Business travel	Appointments	Journey refunds	Refund slips
Category 7: Employee commuting	Attendance	Journey records	In miles from various modes of commute
Category 8: Upstream leased assets	N/A	N/A	N/A

BESPOKE IT SOLUTIONS LTD (Company Number: 08992273), based at 22 Manfield Road, Ash, Aldershot, GU12 6NE, is committed to driving sustainable progress through our specialist IT services and the rigorous management of our environmental impact. We continue to adopt a science-based approach to emissions reduction, ensuring our targets remain ambitious and aligned with the Science Based Targets initiative (SBTi) framework.

Emissions Progress

Our carbon footprint is measured against a baseline year of 1st April 2024 to 31st March 2025, during which total emissions were 9.35 tonnes of CO₂e.

We have made significant progress in our current reporting period (1st April 2025 to 31st March 2026), with total emissions reduced to 4.66 tonnes of CO₂e. This substantial decrease has been driven largely by reductions in Scope 3 categories, particularly regarding Office Commuting, alongside improvements in our Scope 2 energy efficiency.

Our Science-Based Targets

Our targets are designed to deliver meaningful cuts in the immediate future while maintaining a clear trajectory towards full decarbonisation.

Near-Term Target (2030)

- **Target:** Reduce Scope 1 and 2 emissions by 15% by 2030 from our 1st April 2024 to 31st March 2025 base year (1.45 tonnes CO₂e).
- **Alignment:** This remains consistent with a 1.5°C pathway. Having already reduced Scope 2 emissions to 0.48 tonnes in the latest period, we are well on track to exceed this near-term goal through continued operational improvements and maintaining our zero-emission fleet.

Long-Term Target (2040)

- **Target:** Achieve Net Zero emissions across all scopes (1, 2, and 3) by 2040.
- **Alignment:** By setting our target for 2040, we are demonstrating a heightened level of ambition. This commitment signifies our dedication to the full decarbonisation of our operations and value chain ten years ahead of the UK's national statutory target.

We review these targets annually to ensure they remain aligned with the latest climate science and our operational data. This transparency allows us to refine our strategies as we evolve and continue our journey towards Net Zero by 2040.

Carbon Reduction Initiatives

To support our science-based targets and drive meaningful decarbonisation, BESPOKE IT SOLUTIONS LTD is implementing a comprehensive set of carbon reduction initiatives. These efforts focus on our core operations and value chain—each underpinned by measurable Key Performance Indicators (KPIs) and aligned to our 2030 near-term and 2040 long-term climate goals.

1. Sustainable Operations and Supply Chain (Scope 3 Focus)

As a specialist IT consultancy, a significant portion of our emissions is generated within our value chain. Our data indicates that Office Commuting and Homeworking

are primary contributors. We are committed to improving transparency and driving change with our primary suppliers and through our operational policies.

Key Actions:

- **Commuting and Remote Work Optimisation:** Formalise a 'Sustainable Commute' policy that encourages the use of public transport and cycling. We will continue to refine our homeworking model to balance operational efficiency with reduced travel emissions.
- **Supplier Emissions Engagement:** Engage our key Scope 3 suppliers to secure their commitment to setting their own Science Based Targets (SBTs) by 2028.
- **Sustainable Sourcing Criteria:** Integrate environmental performance (such as a supplier's own carbon footprint and hardware life cycle) as a key criterion in all new strategic service and equipment procurement contracts from 2026.
- **Travel Hierarchy Policy:** Maintain a 'Digital First' approach for client consultations to minimise the impact of business travel, mandating rail travel over domestic flights where in-person attendance is essential.

KPIs:

- Achieve a 10% absolute reduction in Business Travel and Commuting emissions by the end of 2027.
- 70% of material Scope 3 supplier emissions to be covered by SBTi-aligned targets by 2030.
- 100% of new strategic service contracts to include verifiable carbon disclosure requirements by 2027.

2. Monitoring, Training, and Data Reporting

We are strengthening our data collection, reporting, and verification processes to ensure transparent emissions tracking that aligns with global standards. The data collection and reporting process are underpinned by the organisation's existing certified management systems:

- **ISO 27001:** Ensuring the integrity and security of our environmental and operational data through robust Information Security Management.

- **ISO 9001:** Applying Quality Management Systems to ensure consistency, accuracy, and continuous improvement in our carbon accounting.
- **Cyber Essentials:** Maintaining Cyber Security Compliance to protect the digital infrastructure used for monitoring and reporting our progress.

Robust data collection and employee engagement are foundational to driving cultural change and ensuring accurate progress tracking against our 2040 Net Zero goal.

Monitoring and Reporting We are strengthening our data collection, reporting, and verification processes to ensure transparent emissions tracking that aligns with global standards.

- **Key Actions:**

- Utilise a carbon data platform to track electricity consumption, business travel, and material purchases centrally.
- Conduct annual GHG inventories using the GHG Protocol, covering Scopes 1, 2, and all material Scope 3 categories.
- Align future disclosures with UK-specific sustainability reporting requirements and best practices.

- **KPIs:**

- 100% of Scope 1, 2, and material Scope 3 emissions reported annually.
- Annual publication of progress towards our 2030 and 2040 targets.

3. Employee Training and Engagement:

We recognise that our workforce is vital to achieving our sustainability objectives. Bespoke IT Solutions Ltd will implement a targeted engagement programme to foster a 'carbon-conscious' culture.

- **Key Actions:**

- Implement sustainability awareness training for all staff, focusing on energy efficiency within both office and homeworking environments.

- Launch internal communications to promote waste reduction, digital sobriety (reducing data storage impact), and energy-saving behaviours.

By focusing on these strategic areas, we ensure that our journey to Net Zero by 2040 is supported by actionable steps and transparent reporting.

Methodology used in the calculation of disclosures

For carbon only related matters, the SECR methodology as specified in "Environmental reporting guidelines: including Streamlined Energy and Carbon Reporting and greenhouse gas reporting (GHG)" was used in conjunction with Government GHG reporting conversion factors.

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

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

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

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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 standard⁷ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting.

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 and is a work in progress as data is currently being collated to one central system.

This Carbon Reduction Plan has been reviewed and signed off by the Senior Management Team

Signed: 

Name: James Cox

Position: Chief Business Officer

Date: 29th April 2026

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