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Carbon Reduction Plan

Author: Claire Williams & Business Wales

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Version 0.1

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Introduction and Net Zero Commitment

We aim to achieve Net Zero as an organisation by 2050.

To achieve this ambitious aim, we will make reducing carbon emissions integral to all business planning and decision-making processes.

This Carbon Reduction Plan details the key initiatives we will put in place as our business grows to achieve our Net Zero ambitions.

1. Baseline Year Carbon Emissions

Baseline year carbon emissions are the reference point against which emission reductions can be measured. They are a record of the greenhouse gases that have been emitted in the past prior to the introduction of any emission reduction strategies.

Baseline Year	2025
Scope 1 emissions	0.29 tCO ₂ e
Scope 2 emissions	0.06 tCO ₂ e
Scope 3 emissions	6.80 tCO ₂ e
Scope 3 categories (inc. WPPN 06/21 Categories)	0.3 tCO ₂ e
Business Travel	
Total Carbon Emissions	7.15 tCO₂e

2. Current Year Carbon Emissions

Current year carbon emissions are a record of the greenhouse gases that have been emitted in the most current reporting year following the introduction of emission reduction strategies.

Baseline Year	2025
Scope 1 emissions	0.29 tCO ₂ e
Scope 2 emissions	0.06 tCO ₂ e
Scope 3 emissions	6.80 tCO ₂ e
Scope 3 categories (inc. WPPN 06/21 Categories)	0.3 tCO ₂ e
Business Travel	
Total Carbon Emissions	7.15 tCO₂e

2.1. Summary of Current Carbon Emissions

Emission Scope	Description		End Use	Current Year Carbon Emissions (tCO ₂ e)	% of Total
Scope 1	Heating Oil		Heating for home office	0.35	4.9%
Scope 2	Electricity		Energy used to run office equipment and lights	0.08	1.1%
Emission Scope	Scope 3 Category		Relevant to the Business?	Current Year Carbon Emissions (tCO ₂ e)	% of Total
Scope 3	1	Purchased Goods & Services	Yes – Business spends on goods and services	6.45	90.2%
	4	Upstream Transportation & Distribution	No – business is service based		
	5	Waste Generated in Operations (Including water treatment)	Yes – small amount of waste produced annually	0.01	0.2%
	6	Business Travel	Yes – business activity includes occasional travel	0.26	3.6%
	7	Employee Commuting	No – business is home based		
	9	Downstream Transportation & Distribution	No – business is service based		

3. Carbon Emissions Reduction

3.1. Targets

In order to be Net Zero, we need to first make significant reductions to our carbon emissions and then offset them as a last resort. Any offsetting will be used to counteract the essential emissions that remain after all available reduction initiatives have been implemented.

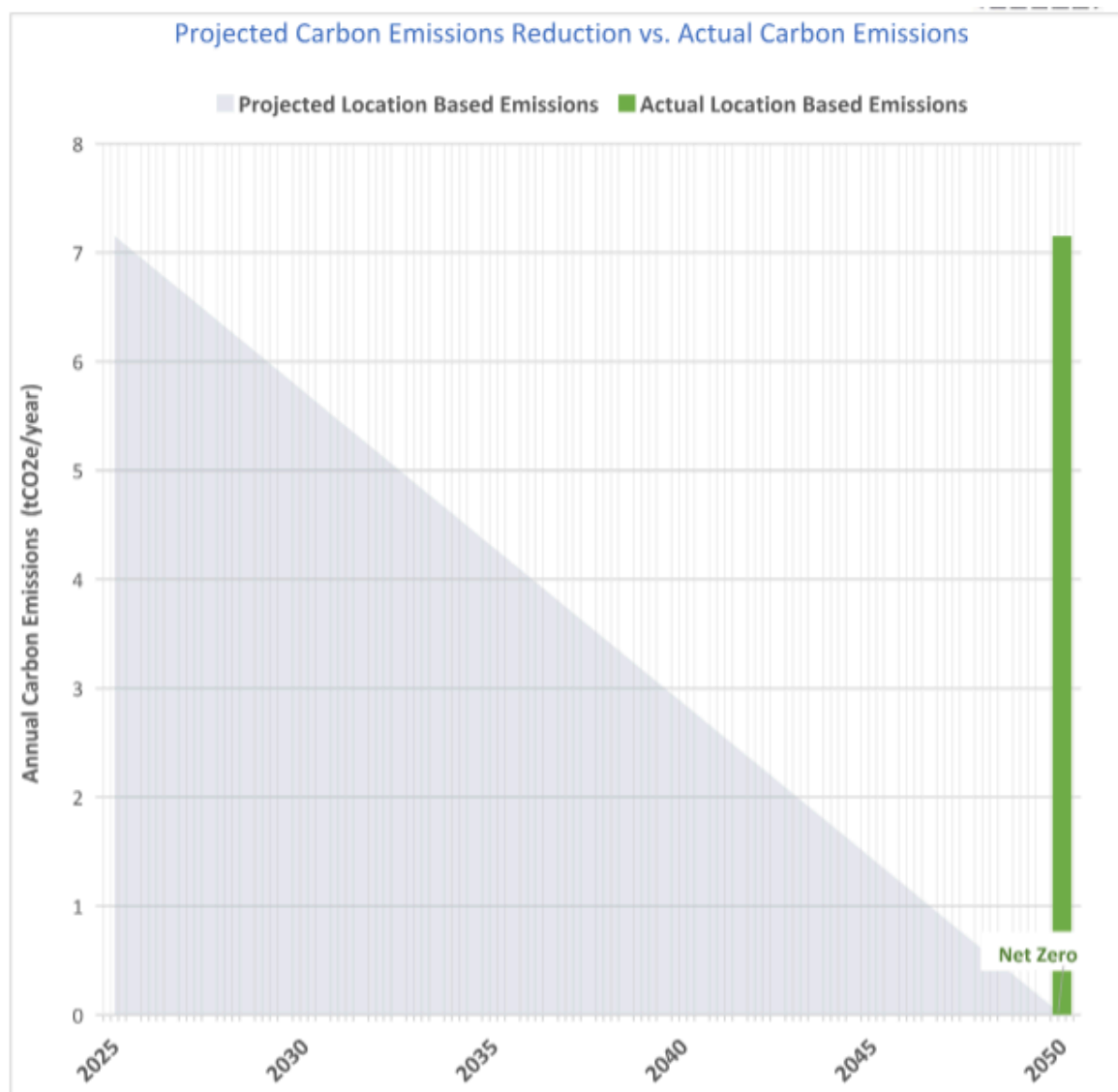
To achieve Net Zero by 2050, we have adopted the following carbon reduction target:

We project that our carbon emissions will decrease over the next five years to 5.72 tCO₂e by 2030

This is a reduction of 20%

3.2. Projected vs. Actual Reduction

Using the Science-Based Targets Initiative 1 recommended 4.2% annual reduction on baseline emissions, the projected Net Zero pathway is shown in the chart below, demonstrating our actual carbon emissions to date against our projected carbon emissions.



3.3. Highest Emitting Sources

Rank	Emissions Source	Current Carbon Emissions (tCO ₂ e)	% of Total	Suggested Actions
1	Purchased Goods & Services	6.45	91%	• Reduce unnecessary purchases • Reuse & repair • Use sustainable suppliers
2	Heating	0.35	5%	• Behaviour change
3	Business Travel	0.26	4%	• Reduce business travel • Choose alternative methods

4. Action Plan

4.1. Calculating Our Emissions

To manage our emissions, we need to regularly monitor and record our emissions, following the actions below. The Sustainability Champion is responsible for collecting and recording the data as well as publishing the annual emissions report.

Action	Target	Timeframe
Identify a person in the organisation who is responsible for collecting the emission data and for reviewing the progress of these actions.	Sustainability champion appointed	ASAP
Record travel mileage	Record on spreadsheet	ASAP

4.2. Energy & Water Efficiency

We will encourage staff to be energy efficient by following these energy saving practices.

Action	Target	Timeframe
Encourage staff to be energy efficient by making it part of usual procedure to turn all electrical equipment and lighting when not in use.	100% staff aware of and engaged in our energy and water efficiency practices.	On-going
Consider energy efficient vehicles	Transition to electric	Long-term

4.3. Logistics

We will continue to minimise mileage and logistic fuel consumption through the following methods.

Action	Target	Timeframe
Encourage staff to car share, use public transport and cycle / walk to work	Increase the number of staff sharing / using public transport and cycle / walk	On-going
Use digital technologies for meetings	Increase virtual meetings	On-going

4.4. Procurement

We will increase the sustainability of our supply chain using the following practices and policies.

Action	Target	Timeframe
Use local suppliers where possible	Most of our suppliers are local	On-going
Consider suppliers with sustainable practices as part of service choice consideration	Sustainability part of the evaluation process	On-going

4.5. Waste Generated in Operations

We will focus on reducing the waste generated by the business by implementing the below actions.

Action	Target	Timeframe
Order quantities we know we will use	No leftovers after projects	On-going
Avoid single use plastic, reuse and recycle (e.g. travel cups / water bottles)	No purchasing of single use plastics	On-going
Become a paperless business to reduce paper waste	All suppliers & businesses we work with to send emails rather than any letters	On-going

4.6. Biodiversity

We will promote the importance of improving the local biodiversity, increasing sustainability and our environmental impact.

Action	Target	Timeframe
Promote biodiversity	NED part of rewilding projects	On-going

4.7. Employees

We do our best to provide our staff with support on matters such as upskilling, mental health and emotional wellbeing. We encourage staff to take breaks and their holidays and encourage a work life balance.

4.8. Local Community

Our preference is to work on projects that benefit people and this forms part of our decision making process when taking on work / projects.

5. Methodology & Governance

The Sustainability Champion will monitor our progress against the actions set out in this Action Plan and ensure that we meet the targets set within the timeframes.

The Sustainability Champion will review our progress annually and publish the findings in an annual sustainability report. They will also regularly report our progress to the key stakeholders of the business.

6. Declaration & 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.

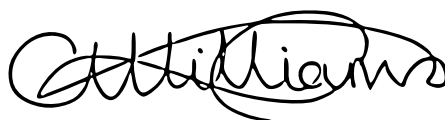
Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard and uses the appropriate Government emission conversion factors for greenhouse gas company reporting.

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.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Name: Claire Williams

Signature:

A handwritten signature in black ink, appearing to read 'C Williams', enclosed within a large, loopy oval stroke.

Position: Managing Director

Date: 23rd July 2026

Next Review Date: 23rd July 2027

7. Appendix

7.1. Background of the Carbon Emissions Scopes

One of the leading organisations offering standards and guidance for the accounting of a business's carbon emissions is the GHG Protocol. The GHG protocol first categorised the reporting of carbon emissions into 3 Scopes: Scope 1, Scope 2, and Scope 3. The GHG Protocol defines each scope as follows:

- Scope 1: Direct emissions from owned or controlled sources.
- Scope 2: Indirect emissions from the generation of purchased electricity.
- Scope 3: All other indirect emissions that occur in a company's supply chain.

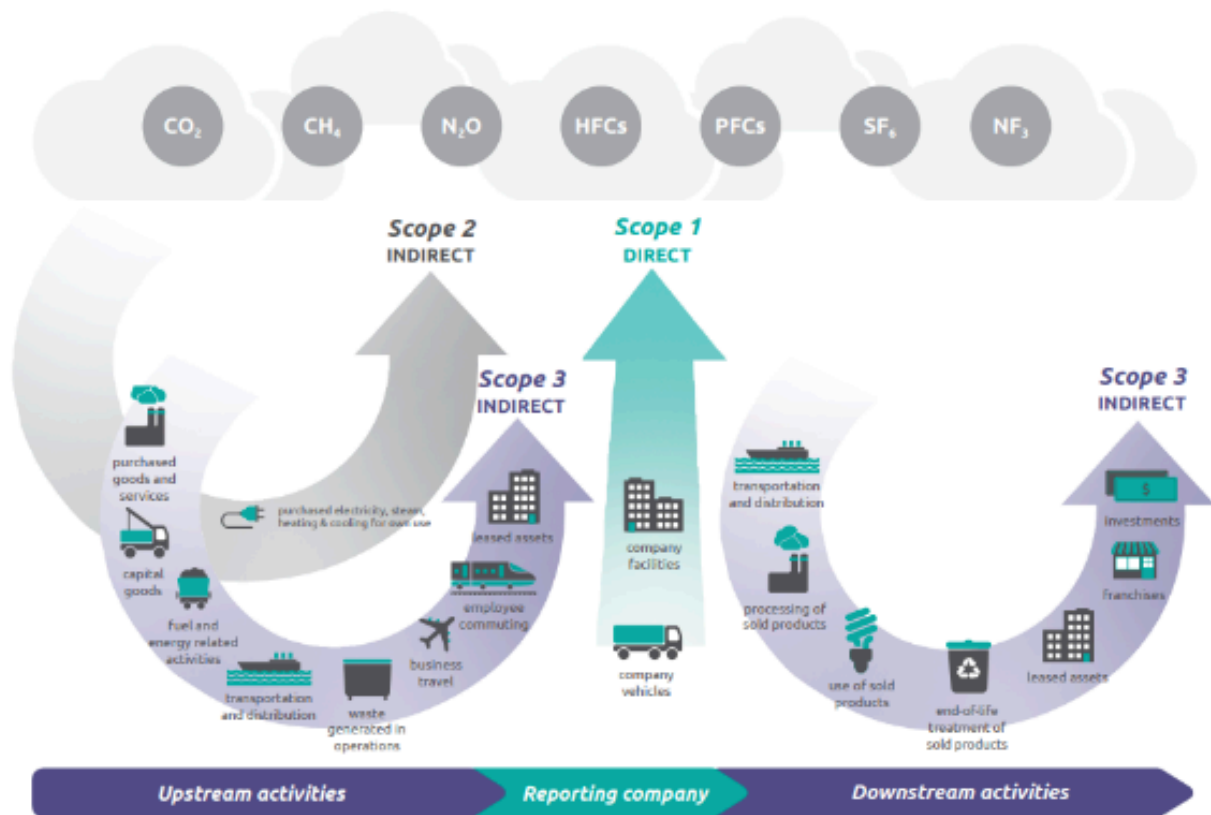


Figure 1: Overview of GHG Protocol Scopes and Emissions 3

7.2. Legislative & Policy Context

The climate crisis is one of the biggest challenges of our time. Wales declared a climate emergency in 2019 and the Welsh Government has legislated to reduce greenhouse gas (GHG) emissions to net zero by 2050.

This document and the Carbon Reduction Plan supports:

- The 17 UN Sustainability Development Goals (SDG4) 4 , which cover global issues such as poverty, inequality, and climate change and which the private sector is expected to contribute towards.
- The Well-being of Future Generations (Wales) Act (2015) 5 , which provides a framework for sustainable development in Wales and aims to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.
- The Environment (Wales) Act 2016 6 , which requires Wales to reduce greenhouse gas emissions to net zero for the year 2050 and introduces several measures to improve and protect the environment in Wales.
- Prosperity for All: A Low Carbon Wales 7 and Net Zero Wales Carbon Budget 2 8 , which set out the different commitments and actions needed from Welsh individuals, businesses, and the public sector in order to reach net zero emissions by 2050.
- The Towards Zero Waste 9 and Beyond Recycling 10 strategies which set out the actions needed for Wales to become a zero-waste nation by 2050 while maximising on the economic potential from the circular economy.

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<https://sciencebasedtargets.org/resources/files/SBTiProgressReport2021.pdf>

2. An introductory guide to Scope 3 emissions:

<https://www.carbontrust.com/our-work-and-impact/guides-reports-and-tools/an-introductory-guide-to-scope-3-emissions>

3. World Resources Institute – Greenhouse Gas Protocol:

<https://www.wri.org/initiatives/greenhouse-gas-protocol>

4. The 17 UN Sustainability Development Goals: <https://sdgs.un.org/goals>

5. Well-being of Future Generations (Wales) Act 2015:

<https://www.futuregenerations.wales/about-us/future-generations-act/>

6. Environment (Wales) Act 2016:

<https://www.gov.wales/environment-wales-act-2016-factsheets>

7. Prosperity for all: a low carbon Wales:

<https://www.gov.wales/prosperity-all-low-carbon-wales>

8. Net Zero Wales Carbon Budget 2 (2021 to 2025):

<https://www.gov.wales/net-zero-wales-carbon-budget-2-2021-2025>

9. Towards zero waste: our waste strategy:

<https://www.gov.wales/towards-zero-waste-our-waste-strategy>

10. Beyond recycling: <https://www.gov.wales/beyond-recycling>