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# Carbon Reduction Statement

Crown Integrated Services  
April 2026 | Baseline Year: 2024/25

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## 1. Organisation Details

Detail	Information
Organisation Name	Crown Integrated Services (CIS)
Plan Publication Date	April 2026
Baseline Year	Financial Year 2024/25
Plan Review Date	April 2027

## 2. Commitment to Achieving Net Zero

Crown Integrated Services (CIS) is committed to achieving Net Zero greenhouse gas emissions across its operations by 2050, in line with the UK Government's Net Zero Strategy and the Climate Change Act 2008 (as amended). As a responsible supplier of professional services, CIS recognises its obligation under Procurement Policy Note (PPN) 06/21 to measure, manage, and reduce its carbon emissions in a transparent and accountable manner.

CIS's business model is inherently low-carbon. The workforce operates remotely or on client premises and there are no commercial premises, vehicle fleet or manufacturing processes. Nevertheless, CIS acknowledges that emissions do arise from employee home-working energy consumption, business travel, and the supply chain footprint of IT equipment and cloud services.

CIS commits to the following Net Zero pathway targets:

- Achieve a 40% reduction from baseline by 2030, aligned with the UK's Nationally Determined Contribution
- Achieve a 65% reduction from baseline by 2040
- Reach Net Zero (residual emissions offset through verified carbon credits) by 2050 at the latest

### 3. Baseline Emissions Footprint (2024/25)

#### 3.1 Methodology

Emissions have been calculated in accordance with the GHG Protocol Corporate Accounting and Reporting Standard (Revised Edition) and the DEFRA/BEIS 'Environmental Reporting Guidelines: Including Streamlined Energy and Carbon Reporting requirements' (March 2019). Emission conversion factors are sourced from the DEFRA Greenhouse Gas Conversion Factors for Company Reporting (2023).

All figures are expressed in tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e). The boundary applied is an operational control boundary. As CIS has no company premises or company vehicles, Scope 1 and Scope 2 market-based emissions are nil. The material sources of emissions fall within Scope 3.

#### 3.2 Scope 1 — Direct Emissions

CIS has no company-owned or leased buildings and no company vehicle fleet. Accordingly, Scope 1 direct emissions are zero.

#### 3.3 Scope 2 — Energy Indirect Emissions

CIS does not purchase energy for any company premises. Accordingly, Scope 2 emissions are zero on both a location-based and market-based approach.

#### 3.4 Scope 3 — Other Indirect Emissions

Three material Scope 3 categories have been identified and quantified for the baseline year:

##### Category 6 — Business Travel (Rail)

Fifteen members of the workforce (50% of the total 30) travel by train to London once per week for client or collaborative working purposes. The journey is 100 miles each way (200 miles return = 321.9 km). The DEFRA 2023 conversion factor for national rail travel is 0.03549 kgCO<sub>2</sub>e per passenger-kilometre.

Parameter	Value	Unit	Source
Travelling workforce	15	persons	Client site workforce
Round trip distance	321.9	km	200 miles × 1.6093
Frequency	52	weeks/year	Once weekly
Total passenger-km	250,682	pkm/year	15 × 321.9 × 52
Emission factor (rail)	0.03549	kgCO <sub>2</sub> e/pkm	DEFRA 2023
<b>Rail Emissions</b>	<b>8.91</b>	<b>tCO<sub>2</sub>e</b>	

### Category 7 — Employee Home-Working Energy

DEFRA guidance and industry benchmarks indicate an average incremental energy use of approximately 1.5 kWh per home worker per day (combining equipment load and incremental space heating and lighting). The UK national grid emission factor for 2023 is 0.20707 kgCO<sub>2</sub>e per kWh.

Parameter	Value	Unit	Source
Total workers	30	persons	Home workforce
Energy per person per day	1.5	kWh	DEFRA / HMRC guidance
Working days per year	233	days	UK standard (excl. BH)
Total energy	10,485	kWh/year	30 × 1.5 × 233
Grid emission factor	0.20707	kgCO <sub>2</sub> e/kWh	DEFRA 2023
<b>Home Energy Emissions</b>	<b>2.17</b>	<b>tCO<sub>2</sub>e</b>	

### Category 1 & 11 — IT Equipment and Cloud Services

CIS provides IT equipment (laptops, monitors, peripherals) to employees and engages cloud computing services. The amortised embedded carbon of hardware and the energy-related emissions of cloud services are estimated using sector-average benchmarks. For an organisation of this size, this category is estimated at 1.30 tCO<sub>2</sub>e for the baseline year.

## 3.5 Summary Emissions Table

Scope	Category / Source	tCO <sub>2</sub> e (2024/25)	Methodology
1	Direct emissions — combustion, vehicles	0.00	No company premises or fleet
2	Electricity — location-based	0.00	No company premises
3	Category 6 — Business travel (rail)	8.91	DEFRA 2023 national rail factor
3	Category 7 — Employee home-working energy	2.17	DEFRA 2023 grid factor; 1.5 kWh/person/day
3	Categories 1 & 11 — IT equipment & cloud	1.30	Sector benchmarks
<b>Total</b>	<b>All scopes</b>	<b>12.38</b>	<b>Baseline year 2024/25</b>

## 4. Emissions Reduction Targets

CIS has adopted a science-aligned emissions reduction trajectory consistent with limiting global warming to 1.5°C. Starting from a baseline of 12.38 tCO<sub>2</sub>e in 2024/25, the following quantified interim targets have been established:

Target Year	% Reduction vs Baseline	Target Emissions (tCO2e)	Key Milestone
2024/25	Baseline	12.38	Baseline year established
2029/30	40%	7.43	Aligned with UK NDC / Carbon Budget 5
2034/35	65%	4.33	Deep decarbonisation of supply chain
2050	Net Zero	0.00	Residual emissions offset via verified credits

## 5. Carbon Reduction Projects and Measures

The following initiatives are either underway or planned to achieve CIS's reduction targets. Each is assessed against the primary emission source it addresses.

### 5.1 Business Travel — Rail

Business travel represents the single largest source of emissions. The following measures are planned:

- Implement a formal Travel Policy requiring pre-approval for any journey that could be conducted via video conference.
- Introduce a quarterly review of in-person meeting schedules to consolidate journeys — reducing return rail trips by targeting multi-meeting days where colleagues are already travelling.
- Maintain a target of no more than 40 return journeys per travelling staff member per year (down from 52), reducing rail emissions by approximately 23%.
- Where alternative rail routing via inter-city express reduces journey distance, this should be preferred.

### 5.2 Home-Working Energy

Although home energy is consumed at employees' own premises, CIS recognises a duty to assist the workforce in reducing emissions through information and incentives:

- Issue an annual Home Energy Guidance Note to all employees and contractors, covering: switching to a 100% renewable energy tariff (expected to reduce Scope 3 Category 7 market-based emissions to near zero), optimising heating schedules, and adopting energy-efficient peripherals.
- Encourage all workers to switch to verified renewable energy tariffs..
- Provide guidance on laptop power settings, monitor brightness optimisation, and end-of-day shutdown procedures.
- Offer a one-off energy efficiency allowance to support workers in purchasing Energy Star or equivalent-rated monitors or supplementary insulation for home offices.

### 5.3 IT Equipment and Cloud Services

- Adopt a minimum 4-year hardware replacement cycle (extended from the current 3 years) to reduce the amortised embedded carbon of IT equipment by approximately 25%.
- When procuring replacement hardware, prioritise manufacturers with published Net Zero commitments and verified environmental product declarations (EPDs).
- Review cloud hosting providers and migrate to those with published 100% renewable energy matching or direct power purchase agreements (PPAs).
- Establish a hardware reuse and responsible recycling programme — donating end-of-life equipment to registered refurbishers (e.g., Computers for Schools) before disposal.

### 5.4 Supply Chain Engagement

- Include carbon reduction criteria in supplier selection and evaluation for all contracts above £100,000 per annum.
- Require key suppliers to provide basic emissions data by 2027 to improve Scope 3 Category 1 (Purchased Goods and Services) accuracy.
- Incorporate sustainability clauses into new contractor agreements from April 2026 onwards.

### 5.5 Residual Emissions and Offsetting

CIS acknowledges that a small residual level of emissions may remain even after all technically and economically feasible reduction measures have been implemented. Residual emissions will be offset using high-quality, independently verified carbon credits, in accordance with the Oxford Principles for Net Zero Aligned Carbon Offsetting. CIS will prioritise nature-based solutions (woodland creation, peatland restoration) within the UK where available, supplemented by internationally certified projects (Gold Standard or Verified Carbon Standard).

## 6. Monitoring, Reporting and Review

CIS will monitor progress against this plan through the following mechanisms:

- Annual carbon footprint calculation using the same methodology as this baseline, with updated DEFRA conversion factors applied each year.
- Internal reporting to senior leadership each April.
- This Carbon Reduction Plan will be reviewed and updated annually, with a full revision at least every three years or following material changes to the business model.
- Results will be published on the CIS website and submitted to contracting authorities as required under PPN 06/21.

CIS will additionally seek independent third-party assurance of this plan and the underlying footprint data at the 2029/30 interim target review point.

## 7. Declaration and Sign-Off

This Carbon Reduction Plan has been completed in accordance with the requirements of Procurement Policy Note (PPN) 06/21 — Taking Account of Carbon Reduction Plans in the Procurement of Major Government Contracts — and meets the conditions required for suppliers tendering for UK public sector contracts with a value above the relevant threshold.

The information and data presented within this Carbon Reduction Plan is an accurate reflection of the carbon emissions generated by Crown Integrated Services during the period covered. CIS confirms that this plan has been reviewed by its senior leadership and represents a genuine commitment to reducing greenhouse gas emissions.

Field	Detail
Authorised by	Chris Hodges
Role	Executive Director, Crown Integrated Services
Date	April 2026
Signature	
Next Review Date	April 2027

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*This document is compliant with UK Procurement Policy Note 06/21 (PPN 06/21).  
Emission factors sourced from DEFRA Greenhouse Gas Conversion Factors for Company Reporting (2023).  
Crown Integrated Services*