

# DONALD INSALL ASSOCIATES

## PPN 06/21 Carbon Reduction Plan

28th January 2026



# PPN 06/21 Carbon Reduction Plan

**Supplier name: Donald Insall Associates Limited**

**Publication date: 28th January 2026**

**Next update due: 30th March 2026**

## 1. Commitment to achieving net zero

Donald Insall Associates (DIA) is committed to achieving net zero emissions for UK operations by **2045**.

This exceeds the requirement under PPN 06/21 to commit to net zero by 2050.

## 2. 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: 2018-19 (01/10/2018 to 30/09/2019)**

Baseline and current emissions are reported in accordance with the GHG Protocol Corporate Accounting and Reporting Standard and ISO 14064-1. Scope 2 baseline is reported on location-based figures as tariff information was not available. DIA is out of scope for SECR reporting requirements and does not manufacture or distribute tangible products, there is no transportation and distribution impact that needs to be accounted for in this Carbon Reduction Plan.

Included Scope 3 categories (as required by the PPN 06/21 Technical Standard):

- Purchased goods and services (Scope 3, Category 1)
- Fuel- and energy-related activities (not included in Scope 1 or 2) (Scope 3, Category 3)
- Waste generated in operations (Scope 3, Category 5)
- Business travel (Scope 3, Category 6)
- Employee commuting (Scope 3, Category 7)

Emissions	Total (tCO <sub>2</sub> e)
Scope 1 (gas)	9.47
Scope 2 (location-based)	63.35
Scope 3 (included sources)	315.24
– Purchased goods and services	198.07
– Fuel and energy-related activities	6.59
– Waste generated in operations	2.47
– Business Travel	27.16

– Employee commuting	80.95
<b>Total emissions (baseline)</b>	<b>388.06</b>

### 3. Current emissions reporting

**Reporting year: 2023-24 (01/10/2023 to 30/09/2024)**

<b>Emissions</b>	<b>Total (tCO<sub>2</sub>e)</b>
Scope 1 (gas)	6.16
Scope 2 (market-based)	24.11
Scope 2 (location-based)	35.50
Scope 3 (included sources)	409.62
– Purchased goods and services	274.59
– Fuel and energy-related activities	2.49
– Waste generated in operations	2.14
– Business Travel	42.06
– Employee commuting	88.34
<b>Total emissions (2023-24, market-based)</b>	<b>439.89</b>
<b>Total emissions (2023-24, location-based)</b>	<b>451.28</b>

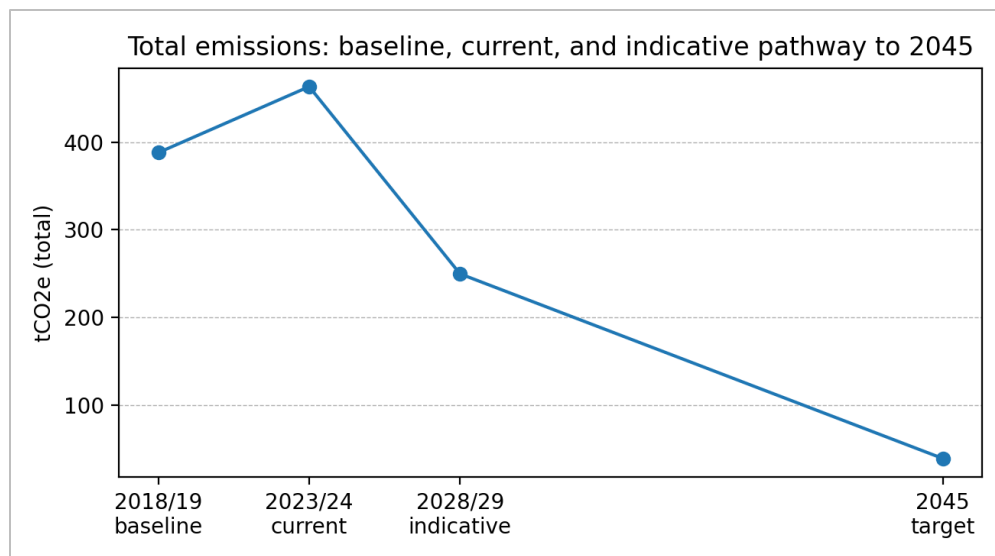
### 4. Emissions reduction targets

In order to continue our progress to achieving net zero, we have adopted the following carbon reduction targets (Science Based Targets initiative (SBTi) validated and verified):

- Near-term: reduce Scope 1 and Scope 2 emissions by 46.2% by 2030 from a 2018-19 base year, and measure and reduce Scope 3 emissions.
- Net zero: achieve net zero by 2045, including a 90% absolute reduction across Scope 1, 2 and 3 by 2045 from a 2018-19 base year.

We have managed to reduce our Scope 1 and 2 operational footprint by some 58% from the 2018-19 base year (from 72.82 to 30.27 tCO<sub>2</sub>e). Indicative five-year projection (illustrative, based on a straight-line pathway to the 2045 target): to align with a 90% absolute reduction by 2045 (to 38.81 tCO<sub>2</sub>e), total emissions would need to reduce to approximately 250 tCO<sub>2</sub>e by 2028-29.

Figure 1: Baseline, current and indicative pathway to 2045 (total emissions, location-based Scope 2).



## 5. Carbon reduction projects

### 5.1. Completed carbon reduction initiatives

The following environmental management measures and projects have been completed or implemented since the 2018-19 baseline and will be in effect when performing contracts:

- Switched to 100% renewable electricity tariffs in 4 out of 9 office locations, contributing to significant reductions in Scope 1 and 2 emissions.
- Maintained hybrid working practices and continued annual measurement of employee commuting using an employee survey (distance-based method).
- Improved the completeness of Scope 3 reporting to cover purchased goods and services, fuel- and energy-related activities, waste, business travel and employee commuting (representing >95% of emissions for which the practice is responsible).
- Enhanced supply-chain emissions accounting by applying supplier-specific emission factors where available for higher-impact suppliers.
- Board engagement workshop to reinforce leadership understanding and commitment to net zero actions.

### 5.2. Future carbon reduction initiatives

- Expand renewable electricity procurement to remaining office locations, and work with landlords/managed offices to obtain actual consumption data (reducing reliance on estimates).

- Supplier engagement programme focused on the highest-emitting categories (consulting services, software, insurance, payment services) to obtain primary emissions data and identify reduction opportunities.
- Business travel demand management: strengthen travel policy (avoidance first, then rail/public transport over car/air where feasible) and improve booking/reporting controls to reduce travel emissions.
- Employee commuting interventions: promote and support lower-carbon commuting options and continue to improve the quality of commuting data through regular surveys.
- ICT and procurement measures: extend device lifetimes, prioritise repair and refurbishment, and specify lower-carbon products and services where practicable.
- Waste and resource management: continue to reduce operational waste and improve segregation and recycling rates across studios.

## 6. 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 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 (where required), 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. Since DIA does not manufacture or distribute tangible products, there is no transportation and distribution impact that needs to be accounted for in this Carbon Reduction Plan.

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: \_\_\_\_\_  \_\_\_\_\_

Name / role: \_\_\_\_\_ Dorian Proudfoot, Chief Executive \_\_\_\_\_

Date: \_\_\_\_\_ 28<sup>th</sup> January 2026 \_\_\_\_\_