

# Cycling UK's Carbon Reduction Plan

## 1.0 Executive Summary

This Carbon Reduction Plan has been completed in compliance with PPN 06/21 and associated guidance issued by the Cabinet Office. It sets out our commitment to achieving Net Zero emissions by 2050 and outlines the first version of our baseline carbon footprint (2024-2025), planned reduction measures, and reporting approach.

Being primarily a remote-based organisation, our Scope 1 & 2 emissions are incredibly low, with the most opportunity for reduction within Scope 3.

We have included several existing sustainability policies as well as outlined many areas for carbon reduction or improvement of data collection to build a more accurate picture of our emissions. We intend to re-baseline once these changes are made to our data collection over the next year, likely for the 2026-2027 year.

## 2.0 Meeting the reporting requirements

This Carbon Reduction Plan has been completed in compliance with PPN 06/21 and associated guidance issued by the Cabinet Office.

## 3.0 Commitment to Achieving Net Zero

We are committed to achieving Net Zero greenhouse gas emissions by the year 2050. This aligns with our goals to promote sustainable commuting in all communities.

## 4.0 Carbon Emission Baseline Calculations Methodology

Emissions are calculated in accordance with the GHG Protocol Corporate Standard and created using the Equipoise+ resource as a base with additional manual calculations, both using the UK Government emissions conversion factors. This Carbon Reduction Plan will be reviewed and updated annually.

## 5.0 Baseline Emissions Footprint

The following table represents our baseline emissions for the reporting year April 2024 – March 2025, calculated in accordance with the GHG Protocol. This baseline is considered **Base Year Version 1 (v1)** and reflects the best available data at the time.

We acknowledge that some data granularity was limited in this initial reporting period. With the intent to enhance our data collection processes and improve accuracy, we plan to **re-set our base year in the next reporting cycle after we're able to implement changes (April 2026 – March 2027)** using more comprehensive and granular data.

This approach ensures that future emissions reduction targets and progress tracking are based on a more robust and complete understanding of our emissions footprint.

Scope	Emissions (tCO <sub>2</sub> e)
Scope 1	4.4
Scope 2	3.7*
Scope 3	500.5
Biogenic	2.6
Total Emissions	511.2

### Scope 1

Direct emissions from the Guildford office have been estimated as only 1 month was recorded at baseline stage. Degree days were used to estimate the remaining months; however this will need to be checked with 2025-2026 figures.

Cycling UK performed significantly lower than other small to medium charities with only 0.036 tCO<sub>2</sub>e per employee.

### Scope 2

Purchased energy for the Guildford office is done so from a \*100% renewable energy supplier, however GHG protocol stipulates that consumption data is tracked. Furthermore a portion of our energy consumption is provided by solar panels on the roof of our building, but the totals of this are not currently recorded.

Again, Cycling UK performed significantly lower than other small to medium charities, with 0.03 tCO<sub>2</sub>e per employee.

### Scope 3

Accounting for nearly 98% of Cycling UK's emissions, Scope 3 includes the following categories:

Category	tCO <sub>2</sub> e
Purchased Goods & services	146.11
Capital Goods & Services	89.84
Fuel and energy related activities	1.93
Waste generated in operations / water used in operations	0.46
Business travel (activity and spend-based)	95.13
Magazine printing	97.17
Employee commuting & remote working	60.88
End-of-Life treatment	7.29

A number of categories were excluded due to lack of activity or spend-based granularity. These included: staff development costs, staff welfare, various project-based spending, marketing & promotional costs, and office running costs.

Scope 3, whilst on the upper end, is still within the expected range for charities at 4.26tCO<sub>2</sub>e per employee.

## 6.0 Emissions Reduction Targets

Our current target is to reduce our greenhouse gas emissions by 20% by 2030, a further 40% by 2040; and the remaining 40% by 2050 initially using the reporting year April 2024 – March 2025 as our initial baseline (Base Year v1). This baseline was calculated in accordance with the GHG Protocol and reflects the best available data at this time.

Our reduction efforts will focus on key areas including the printing and posting of our magazines and membership packs, support of sustainable travel and thorough procurement practices, as well as other initiatives that contribute to lowering our overall carbon footprint. Following the baseline re-set, we will review and, if necessary, adjust our reduction targets to ensure they remain ambitious, credible, and aligned with our updated emissions data.

## 7.0 Carbon Reduction Measures

Key actions planned or already underway include:

### 7.1 Existing

- Use of 100% renewable electricity tariffs
- Promoting sustainable staff commuting by offering 15p above the government rate for bike mileage reimbursement
- Installed waste scales to improve tracking of general, recycling and food waste categories.
- Have undertaken a property estates project to understand our use and requirement of a physical office.
- Have an Action Plan, detailing current carbon reduction goals.
- Have an environmental statement and policy for operational activities that is available to all staff and encourages/includes:
  - Responsible resource usage
  - Responsible waste processing
  - Minimising waste of energy and maximising energy efficiency
  - Optional staff training on sustainability initiatives
  - Environmental considerations to be part of the normal checklist of risk assessment and decision-making consideration
  - To help to protect the environment and inform wider audiences of the issues involved through our relationships with other organisations, local and beyond,

- Audit, monitoring and review of a number of environmental activities
- Committed to maximising use of cycles as modes of transport, to consider if business travel necessary and, if so, to take the most sustainable form of travel practicable.
- Provision of a cycle-to-work scheme and other encouragement for sustainable travel for commuting.
- Broad principles for best practice of selection of suppliers and contractors
- Suggested principles of energy use and conservation of resources for all staff

## **7.2 Planned**

We will continue to support the existing measures. Due to minimal Scope 1 & 2 emissions, we will focus on launching new projects for realising Scope 3 opportunities for reduction:

### ***Printing & Post***

- Undertake a review of the environmental impact of the magazine, both striving to digitalise as many members' magazine deliveries as possible; and, confirm addresses to minimise magazines returned.
- Furthermore, a review will be launched of the environmental impact of the printing and posting of membership packs, and to explore digitisation of these as well.

### ***Vendor engagement***

- A more in-depth scrutiny of our most material suppliers through a vendor survey, understanding how their operations impact our emissions, as well as implementing sustainable procurement policies

### ***Events***

- Complete a review of the environmental impact of our events, including referring to best practice from ISO 20121, primarily for medium to large-scale events. This will include a required form to be completed for each event, reporting on several points that are outlined in the environmental policy

### ***Commuting & Business Travel***

- Introduce a quarterly employee survey regarding travel, both commuting and business to keep sustainable travel at the forefront of their minds, this will be analysed and reported on annually.

### ***Governance***

- Stricter review of environmental policies and commitments through an addition to the staff innovation forum that will strive to put the environmental policy at the heart of organisation

### *Certifications*

- Depending on the outcome of our estates strategy, strive to earn a gold status Cycle-Friendly-Employer status

### *Data collection*

- Improve several data collection points to better understand the impact of our carbon footprint

## 8.0 Data Integrity and Improvement Goals

We recognise that accurate emissions data is fundamental to managing and reducing our carbon footprint. While our current baseline represents the best data available, we have identified opportunities to improve data granularity, completeness, and verification.

Over the next reporting period, we will implement enhanced data collection processes, including engaging suppliers for more detailed emissions information and improving internal tracking systems. This will support a re-baselining of our emissions and ensure that our reduction targets are based on the most accurate and comprehensive data possible.

We commit to regular data quality reviews and transparency in reporting to continuously improve the integrity of our carbon footprint.

Goal	How we plan to achieve it	Expected Completion / Review Date	Notes
Improve spend-based data	Review of accounting codes to be able to track all spend-based categories more accurately	By end of financial year	Resource required: Finance, Operations
Improve employee commuting data	Utilise an employee survey on a quarterly basis to gather commuting data and trends.	Quarterly	Resource required: Operations, Transformation
Business travel	Implement a required distance record to be submitted with expense	By end of financial year	Resource required: Finance

	claims to track all business travel by activity, not spend.		
Solar Panels	Investigate whether amount of energy collected can be tracked to reduce our Scope 2 emissions calculation	September 2025	Resource required: Operations
Gas	Continue to track monthly use of gas to establish an accurate baseline	Monthly	Resource required: Operations
Magazine, membership pack and other supplier printing	Reach out to our print suppliers to receive accurate emissions data	September 2025	Resource required: Operations

## 9.0 Leadership

The Senior Leadership Team (SLT) has given, and will continue to give, its full support to this Carbon Reduction plan and the committee required to achieve Cycling UK's Net Zero ambitions. The SLT will lead by example, by including regular updates from the sustainability committee in bi-annual updates. The staff innovation forum will continue to have SLT support, helping to push for and then implementing changes, along with arranging for specific sub-project funding if and when deemed appropriate.

## 10.0 Declaration and Sign-Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standards for Carbon Reduction Plans [link to be added]. 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 GHG company reporting.



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

Signed on behalf of Cycling UK by:

**Phil Hall – Chief Operating Officer**

A handwritten signature in black ink, appearing to read "Phil Hall", enclosed within a faint, hand-drawn oval.

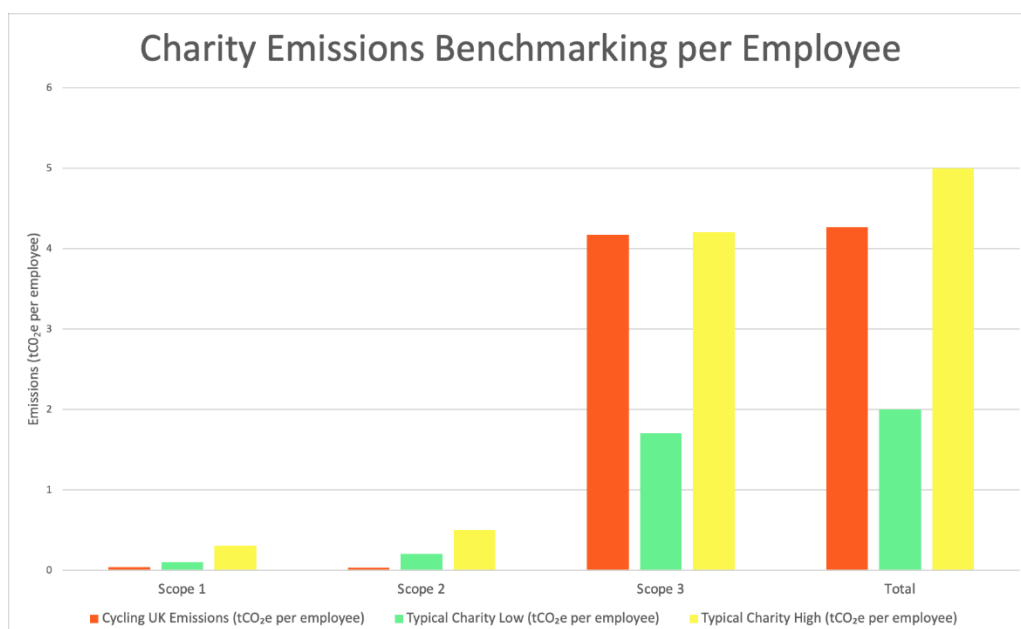
Date: **26/08/2025**

## Appendix 1: Benchmarking

### Charity Emissions Benchmarking Summary

This document benchmarks Cycling UK's greenhouse gas emissions per employee against typical ranges found in UK charities. Scope 3 emissions dominate the footprint, which is consistent with sector norms.

Emission Scope	Cycling UK Emissions (tCO <sub>2</sub> e per employee)	Typical Charity Range (tCO <sub>2</sub> e per employee)
Scope 1	0.036	0.1 – 0.3
Scope 2	0.03	0.2 – 0.5
Scope 3	4.17	1.7 – 4.2
<b>Total</b>	<b>4.26</b>	<b>2.0 – 5.0</b>



### Sources

- DEFRA Greenhouse Gas Reporting: Conversion Factors 2023
- UK Charity Carbon Toolkit (WRAP)
- Charity Commission & Carbon Trust reports on environmental performance
- NHS Sustainable Development Unit for comparative organisational footprints