



Cabinet Office

CARBON REDUCTION PLAN GUIDANCE

Notes for Completion

Where an In-Scope Organisation has determined that the measure applies to the procurement, suppliers wishing to bid for that contract are required at the selection stage to submit a Carbon Reduction Plan which details their organisational carbon footprint and confirms their commitment to achieving Net Zero by 2050.

Carbon Reduction Plans are to be completed by the bidding supplier¹ and must meet the reporting requirements set out in supporting guidance, and include the supplier's current carbon footprint and its commitment to reducing emissions to achieve Net Zero emissions by 2050.

The CRP should be specific to the bidding entity, or, provided certain criteria are met, may cover the bidding entity and its parent organisation. In order to ensure the CRP remains relevant, a Carbon Reduction Plan covering the bidding entity and its parent organisation is only permissible where the detailed requirements of the CRP are met in full, as set out in the Technical Standard² and Guidance³, and all of the following criteria are met:

- The bidding entity is wholly owned by the parent;
- The commitment to achieving net zero by 2050 for UK operations is set out in the CRP for the parent and is supported and adopted by the bidding entity, demonstrated by the inclusion in the CRP of a statement that this will apply to the bidding entity;
- The environmental measures set out are stated to be able to be applied by the bidding entity when performing the relevant contract; and
- The CRP is published on the bidding entity's website.

Bidding entities must take steps to ensure they have their own CRP as soon as reasonably practicable and should note that the ability to rely on a parent organisation's Carbon Reduction Plan may only be a temporary measure under this selection criterion.

The Carbon Reduction Plan should be updated regularly (at least annually) and published and clearly signposted on the supplier's UK website. It should be approved by a director (or equivalent senior leadership) within the supplier's organisation to demonstrate a clear commitment to emissions reduction at the highest level. Suppliers may wish to adopt the key objectives of the Carbon Reduction Plan within their strategic plans.

A template for the Carbon Reduction Plan is set out below. Please complete and publish your Carbon Reduction Plan in accordance with the reporting standard published alongside this PPN.

¹Bidding supplier or 'bidding entity' means the organisation with whom the contracting authority will enter into a contract if it is successful.

²Technical Standard can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991625/PPN_0621_Technical_standard_for_the_Completion_of_Carbon_Reduction_Plans_2_.pdf

³Guidance can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991623/Guidance_on_adopting_and_applying_PPN_06_21___Selection_Criteria___3_.pdf

Carbon Reduction Plan Template

Supplier name: Pro Staffing Locums Limited

Publication date: 15th December 2023

Commitment to achieving Net Zero

Pro Staffing Locums Limited is committed to achieving Net Zero emissions by 2050

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: 2022

Additional Details relating to the Baseline Emissions calculations.

We have used our baseline reporting figure which were calculated for the 2021 reporting period also being the first year we analysed an entire year's emission data. Moving forwards, we continue to engage an external consultant and work with them having designed a mechanism for effectively capturing and recording data as we advance.

Our aim is to every single year identify target areas for reducing our emission footprint. In the majority of cases, we have used actual data rather than assumptions to calculate more accurately and define target setting.

Being a relatively small niche consultancy, we start from a low emissions baseline having implemented emission reduction plans as part of wanting to be a 'greener company' and plays into our growing specialism and practice focused on Sustainability and ESG. In the last 4 years we have reduced our carbon footprint and emissions, in a conscious move optimising the flexible work from home approach. This enabled us to greatly lower our emissions as our office is smaller in footprint and is only manned 60% of a working week, dramatically reducing the commuting costs and emissions related to a 5-day week in the office.

Scope 1: Zero emissions due to having no Natural Gas appliances (boilers or furnaces) controlled or operated by 1st Executive and no company cars, fleet cars or pool cars.

Scope 2: We rent office space from a commercial office landlord utilising an existing heat cool system and while we occupy 17% of the building, our electricity calculation is accurate as we directly maintain our own electricity contract where our space is separated from the rest of the building.

Scope 3: 5 Sections required as set out below:

Upstream Transportation & Distribution: Zero, we are a professional services organisation requiring no transportation & distribution of goods.

Waste Generated: Zero, we operate a paperless office, no shredding costs or any costs associated with the removal of waste.

Business Travel: Derived from all employee business related expensed travel. We operate across the whole of the UK, EU and North American market

Employee Commuting: We operate a work from home environment where staff on average use the office 50% of the working week.

Downstream Transportation & Distribution: Zero, we are a professional services organisation requiring no transportation & distribution of goods

Baseline year emissions:

EMISSIONS	TOTAL (tCO₂e)
Scope 1	0
Scope 2	2.54
Scope 3 (Included Sources)	Upstream Transportation & Distribution – 0 Waste generated in operations – 0 Business Travel – 4.97 Employee Commuting – 13.72 Downstream Transportation and Distribution – 0
Total Emissions	21.23

Current Emissions Reporting

Reporting Year: 2023	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0
Scope 2	2.42
Scope 3 (Included Sources)	Upstream Transportation & Distribution –0 Waste generated in operations –0 Business Travel –4.41 Employee Commuting –13.01 Downstream Transportation and Distribution –0
Total Emissions	19.84

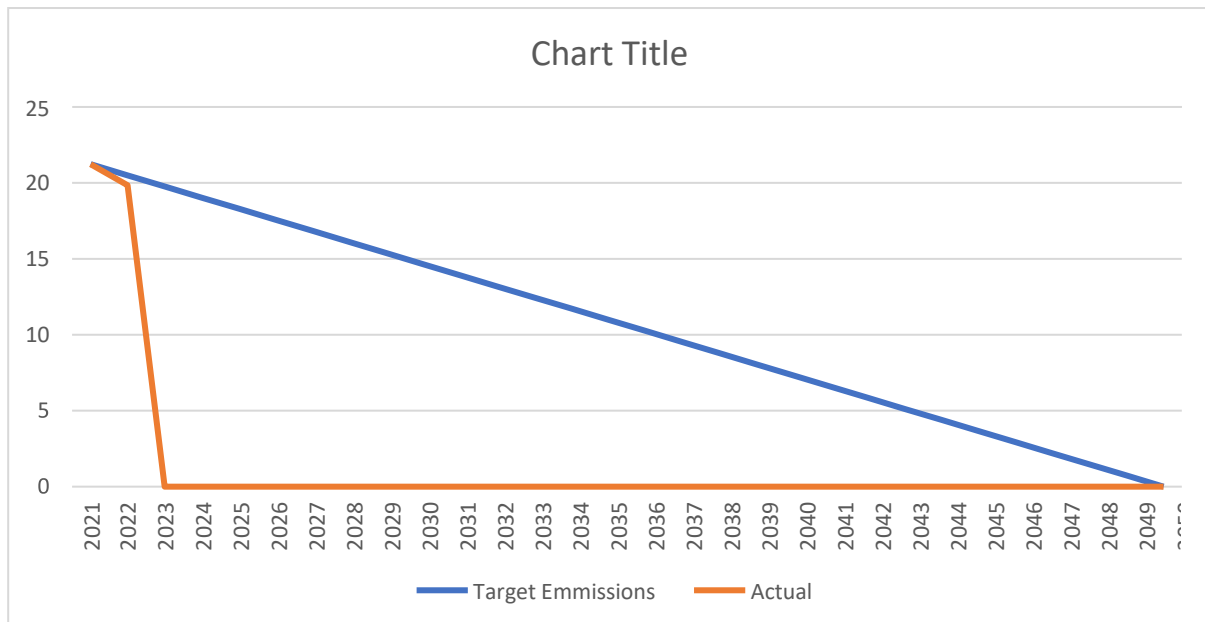
Emissions reduction targets

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

- Reduce Energy usage by 10% over next 5 years by launching a staff energy awareness programme, both for home working and company office and full flexibility to work from home
- Reduce scope 3 emissions by 10% through increased work from home flexibility and reduction in business travel by implementing a greater use of online tools such as Teams for both client and company meetings, coaching, training and interviewing

We project that carbon emissions will decrease over the next five years to 16.98tCO₂e by 2027. This is a reduction of 20%

Progress against these targets can be seen in the graph below:



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2021 baseline. The carbon emission reduction achieved by these schemes equate to 1.39tCO₂e, a 6.54% reduction against the 2021 baseline and the measures will be in effect when performing the contract

The following environmental management measures and projects have been completed or implemented since the 2021 baseline. We do not yet have actual data to measure reductions as 2021 is our first year of measuring output to set a baseline

- Launched staff energy awareness programme, both for home working and company office
- Ensure we remain paperless both at home and in the office – no home printers provided to encourage the use of online resources
- The replacement of all office lighting to LED and the installation of PIR sensors to further reduce energy consumption
- In combination with our landlord the installation of a number of Electric vehicle charging points has been completed which should in time encourage more use of electric vehicles for commuting purposes

In the future we hope to implement further measures such as:

- Continued staff energy awareness programme updates, both for home working and company office
- Reduce commuting emission by increased work from home flexibility implementing a greater use of online tools such as Teams for company meetings, coaching and training

- Reduce business travel emissions by increasing the use of online Teams meetings and the greater use of public transport, car share schemes or electric vehicles

Proposed future carbon reduction projects

- In Combination with our Landlord plans to implement a Heat Pump System in the adjacent river canal whilst maintaining environmental aspects and to reduce energy consumption to our building.
- Investigate carbon offset options
- Further encourage electric vehicles as part of our car allowance scheme.
- Cycle to work scheme – has limited use due to the proximity of remote team members to our office however future recruitment initiatives will focus on staff being within a 2 hour commutable distance to the office therefore ensuring less impact to our CRP

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 standard⁴ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁵.

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) Standard⁶.

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:

Shai Awobayiku

Date: 27th March 2024

⁴<https://ghgprotocol.org/corporate-standard>

⁵<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁶<https://ghgprotocol.org/standards/scope-3-standard>