



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: Adalta Recruitment Solutions Limited

Publication date: July 2022

Commitment to achieving Net Zero

Adalta Recruitment Solutions 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 not previously assessed or reported emissions – we are using our first reporting period as our baseline year.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0 – we do not have owned or controlled boilers, furnaces, vehicles; We are not involved in chemical production in owned or controlled process Equipment.
Scope 2	41.60 tonnes of CO ₂ e per annum
Scope 3 (Included Sources)	Our scope 3 emissions are as follows: <ol style="list-style-type: none">4. Upstream transportation & distribution = 0. The category does not apply to Adalta operations.5. Waste generated in operations = 0.0009366. Business travel<ul style="list-style-type: none">• Total Bus & Rail Footprint = 0.06 tonnes of CO₂e

	<p>7. Employee commuting</p> <ul style="list-style-type: none"> Total Bus & Rail Footprint = 1.22 tonnes of CO₂e Total Car & Van Footprint = 3.17 tonnes of CO₂e <p>9. Downstream transportation & distribution = 0. The category does not apply to Adalta operations.</p>
Total Emissions	47.0469 (47.05) tonnes of CO ₂ e

Current Emissions Reporting

Reporting Year: 2022	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0 – we do not have owned or controlled boilers, furnaces, vehicles; We are not involved in chemical production in owned or controlled process Equipment.
Scope 2	41.60 tonnes of CO ₂ e per annum
Scope 3 (Included Sources)	<p>Our scope 3 emissions are as follows:</p> <p>4. Upstream transportation & distribution = 0 The category does not apply to Adalta operations.</p> <p>5. Waste generated in operations = 0.000936</p> <p>6. Business travel</p> <ul style="list-style-type: none"> Total Bus & Rail Footprint = 0.06 tonnes of CO₂e <p>7. Employee commuting</p> <ul style="list-style-type: none"> Total Bus & Rail Footprint = 1.22 tonnes of CO₂e Total Car & Van Footprint = 3.17 tonnes of CO₂e <p>9. Downstream transportation & distribution = 0 The category does not apply to Adalta operations.</p>
Total Emissions	47.0469 (47.05) tonnes of CO ₂ e

Emissions reduction targets

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

We project that carbon emissions will decrease over the next five years to 35.2875 (35.29) tCO₂e by 2027. This is a reduction of 25%

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

We are looking at the implementation of the following environmental management measures and projects as of our baseline year 2022. The carbon emission reduction achieved by these schemes should equate to 2.3525 (2.35) tCO₂e, a 5%ge reduction against the 2022 baseline.

We anticipate a 5% drop in emissions year on year in order to achieve our stated aim of a reduction in 25% emissions by 2027.

We are looking to implement the following measures in 2022 and beyond.

Strategic:

- Moving towards carbon neutrality in accordance with PAS2060
- The enhance/continuation of our existing strategy of Implementing remote working technologies in order to reduce employee travel.
- Updating our company car policy ensuring that the fleet is comprised of electric vehicles
- Updating our travel policy to include the selection of greener routes/travel options.
- The introduction of a cycle to work scheme.
- Working with our landlords to switch to renewable energy.
- The adoption of more advanced low energy lighting and PIR controls.
- Enhance/improve our company recycling policies – through provision of more recycling points and increased employee awareness.

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

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

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

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:

A handwritten signature in dark ink, consisting of several overlapping loops and strokes, positioned within a light gray rectangular box.

Date: 26th July 2022

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