



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: **Moston Consultants Ltd.**

Publication date:**03 Jan 2024**.....

Commitment to achieving Net Zero

Moston Consultants Ltd 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: 2024	
Additional Details relating to the Baseline Emissions calculations.	
Moston Consultants Limited established in 2011 is a Recruitment Services Provider and recognise that our operations result in emissions to air and water, and the generation of waste. It is our aim to comply with legislation and other requirements, continue to reduce the environmental impacts of our business and operate in an environmentally responsible manner. Emissions data had not been published in prior years therefore we selected 2024 as our base year. The methodology for measuring our carbon footprint is in line with the Greenhouse Gas protocol. We have removed all single use plastic items from the office and moved to a paperless office.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	11
Scope 2	27

Scope 3 (Included Sources)	7
Total Emissions	45

Current Emissions Reporting

Reporting Year: 2029	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	5
Scope 2	20
Scope 3 (Included Sources)	5
Total Emissions	30

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 2029.

We have had no previous emissions reduction commitment; however, we operate from our Head Office within the Harewood Estate which is fuelled by one of Yorkshire's largest biomass boilers and wood chippings from the Estate. This has led to a 500 tonne saving of CO₂ per year since its launch. We will continue to support and make use of this resource.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2024 baseline.

We continue to promote a hybrid approach to working along with car share and public transport policies to minimise unnecessary travel.

Our persistent investment in fully tech supported recruitment processes and practice enables Moston to minimise travel across our service with clients and candidates as appropriate.

We have electric car charging points to ensure our commitments to limiting CO2 emissions are met.

With sustainability in mind, we sponsor the planting of 500 trees each year as part of our offsetting intensions.

Our charitable events focus on our local community, supporting them annually along with providing hands on team members to help environmental charity projects.

We subscribe to agile working that results in reduction of company business travel and commuting and encourage staff to use video conferencing where possible. We utilise rail travel as opposed to car wherever we can and look to pursuing this further in the future with an ever tightened travel policy.

We continually research and strive to find opportunities to become a greater ally of action against climate change.

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

- Launch a fully electric vehicle lease scheme for Corporate Staff
- Offer a cycle-to-work scheme
- As part of wellness and health internal educational sessions, we will educate on the principles of sustainability and reducing carbon emissions
- ISO14001 & ISO9001 certification
- Design new offices with energy efficiency in mind, incorporating features like efficient heating and cooling systems and also LED lighting
- Further promotion for working with clients who offer green jobs and are green companies

Declaration and Sign Off

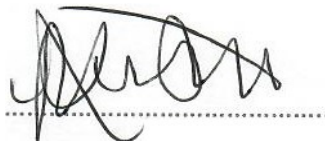
This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

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:

A handwritten signature in black ink, appearing to be 'J. Smith', is written over a horizontal dotted line.

Date: 3rd January 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>