

CONNAUGHT RESOURCING

PPN 06/21 Carbon Reduction Plan



Produced with Carbonology® Ltd. in line with Procurement Policy Note 06/21:
Taking account of Carbon Reduction Plans in the procurement of major government
contracts.

Reporting period: FY22/23

VERSION: 1.0

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Document Control			
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1.0	04/12/2023	<ul style="list-style-type: none"> Reporting & organisational boundaries added Quantification results added 	Joe Leggett
1.0	06/12/2023	<ul style="list-style-type: none"> Results updated Cover page created Carbon reduction targets and initiatives added 	Joe Leggett
2.0	11/12/2023	<ul style="list-style-type: none"> Assumptions and estimates added Significance policy added General formatting checks 	Joe Leggett

Supplier name: Connaught Resourcing Ltd.

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EXECUTIVE SUMMARY

This Carbon Reduction Plan has been produced in response to Procurement Policy Note (PPN) 06/21 which specifies how Connaught Resourcing should have a plan to manage greenhouse gas (GHG) emissions and have a commitment to Net Zero emissions by 2050 in order to bid for Government contracts.

Connaught Resourcing is committed to supporting Government Net Zero targets by 2050 and are taking all reasonable steps to achieve this before the 2050 deadline. Connaught Resourcing is committed to implementing this Carbon Reduction Plan and providing a wide range of carbon reduction initiatives in the delivery of contracts.

Emissions have been quantified following PPN 06/21 Technical Standard and ISO 14064-1:2019. Below is a summary of emissions for the reporting period spanning from 1st April 2022 – 31st March 2023. This reporting period represents the first attempt at GHG emissions quantification by Connaught Resourcing and serves their base year. Results are subject to change as new data are collected. All changes in results will be documented and explained.

Dual reporting has been used for Scope 2 electricity generation to reflect the renewable tariff used at Tricorn House.

Scope	FY22/23 - tCO ₂ e
Scope 1	2.86
Scope 2 (location)	3.74
Scope 2 (market)	1.17
Scope 3	11.45
Total Emissions (location)	18.05
Total Emissions (market)	15.48

INTRODUCTION

This Carbon Reduction Plan has been prepared in line with Procurement Policy Note (PPN) 06/21 guidance to support the UK Government's commitment to a 100% reduction of greenhouse gas (GHG) emissions (compared to 1990 levels) in the UK by 2050. Also referred to as the 'Net Zero' target.

In line with PPN 06/21 guidance, Connaught Resourcing has taken steps to understand its environmental impact and carbon footprint relevant to the delivery of contracts as specified in the Public Contracts Regulations 2015.

Connaught Resourcing is committed to the following initiatives:

- Making an organisational commitment to reducing emissions over time to achieve Net Zero before 2050.
- Annually quantifying and declaring emissions of GHGs defined within the Kyoto protocol; carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), hydrofluorocarbons (HFC), perfluorocarbons (PFC), sulphur hexafluoride (SF₆) and nitrogen trifluoride (NF₃), where relevant.
- Developing a Carbon Reduction Plan in line with PPN 06/21 Technical Standard for Completion of Carbon Reduction Plans outlining environmental management measures that will be applied in the performance of relevant contracts and wider business operations.
- The Carbon Reduction Plan will be supported and signed off by top management (or equivalent) within the organisation.

Carbon reduction initiatives detailed in this report will be in effect during the delivery of relevant contracts unless states otherwise. This document will be continually updated to reflect the progress of carbon reduction initiatives.

This Carbon Reduction Plan has been prepared in collaboration with leading sustainability experts [Carbonology® Ltd](#) and is based on the [UK Government Template](#). Carbonology® Ltd will be working with Connaught Resourcing moving forward to support carbon reduction targets.

Connaught Resourcing will review this Carbon Reduction Plan and re-quantify its emissions every 12 months to meet Government requirements of the reporting period of a Carbon Reduction Plan being less than 12 months from the date of commencement of the procurement of a contract. If the reporting period is more than 12 months from date of commencement of the procurement, Connaught Resourcing will provide a justifiable reason why this has occurred.

Full details of how this Carbon Reduction Plan meets the requirements specified in [Guidance on adopting and applying the PPN 06/21 – Selection Criteria](#) can be found in the Annex.

BACKGROUND TO CONNAUGHT RESOURCING

We are a specialist recruiter operating within the health and social care sectors throughout the UK. We have a track record of delivering highly professional, compliant and affordable services. Our consultants are specialists within their market areas and ensure positive outcomes for clients and candidates.

Our team of 16 operate from our HQ in Birmingham and our other office in London. We have adopted a hybrid working model, giving staff the flexibility to work from the office and remotely.

COMMITMENT TO ACHIEVING NET ZERO

Connaught Resourcing is committed to achieving Net Zero emissions by 2050 at the latest and is taking pro-active measures to achieve this goal as early as practically possible. This will be achieved via the implementation of a Carbon Reduction Plan to reduce emissions relative to the baseline period.

Emissions have been quantified following ISO 14064-1:2019 and compiled in a GHG Inventory which sub-divides emissions sources into Scope 1, 2 and 3 as defined in the GHG Protocol. UK emission conversion factors from DEFRA have been used to calculate and convert emissions to tCO₂e and other relevant GHGs.

BOUNDARIES

Organisational and reporting boundaries have been defined in alignment with ISO 14064-1:2019. This is the first time that Connaught Resourcing has quantified its organisational emissions.

Connaught Resourcing has quantified emissions in alignment with ISO 14064-1: 2019. This CRP reports on emission sources as specified in PPN 06/21 Technical Requirements.

ORGANISATIONAL BOUNDARIES

This Carbon Reduction Plan covers all our operational facilities. The control approach has been applied in line with ISO 14064-1: 2019. This covers all sites that Connaught Resourcing has operational control of. A review of the base year will occur if there are significant changes to our organisational boundaries in the future.

Emissions are categorised at the facility level and subdivided where data allows. Our organisational boundaries encompass two sites: our head office in Birmingham and an additional office located in London. Of our total

headcount of 16 employees, the primary work location for the majority is within our offices. A review of the base year will be conducted if a significant change to our organisational boundaries occurs.

Below are the specific sites covered by this Carbon Reduction Plan:

- Tricorn House – Head Office
 - Hagley Road, Birmingham, B16 8TU
- Bedford Square
 - 26-27, Bedford Square, London, WC1B 3HP

REPORTING BOUNDARIES

We have collected detailed data to enable accurate and comprehensive GHG quantification to meet PPN 06/21 requirements. As specified in PPN 06/21 Technical Guidance, the required emission sources have been reported on in this document.

Direct and indirect GHG emissions categorisation Summary (From ISO14064-1 Annex B)		
Category	Scope	Included / Excluded
Category 1: Direct GHG emissions and removals	1	Included <ul style="list-style-type: none"> ■ Stationary combustion of gas ■ Fugitive emissions from HVAC systems*
Category 2: Indirect GHG emissions from imported energy	2	Included <ul style="list-style-type: none"> ■ Purchased electricity generation
Category 3: Indirect GHG emissions from transportation	3	Included <ul style="list-style-type: none"> ■ Business travel (rail) ■ Commuting
Category 4: Indirect GHG emissions from services used by the organisation	3	Included <ul style="list-style-type: none"> ■ Transmission and distribution (T&D) ** ■ Waste generated from operations ■ Water supply ■ Water treatment
Category 6: Indirect GHG emissions from other sources	3	Included <ul style="list-style-type: none"> ■ Homeworking

*Fugitive emissions have been identified within the reporting boundaries. All relevant HVAC systems are monitored and documentation is maintained.

***Transmission and distribution (T&D) refers to Scope 3 emissions associated with grid losses (the energy loss that occurs in getting the electricity from the power plant to the organisations that purchase it). This is proportional to kWh consumption.*

We have not included emissions from upstream and downstream transportation of goods as we do not directly engage in the transportation or distribution of physical products.

Significance Policy

Connaught Resourcing considers its significant emission sources to be:

- Those required under mandatory reporting such as with PPN 06/21.
- Those with accessible activity data, enabling emissions quantification.
- Those that produce the largest quantities of tCO₂e.
- Those with the potential to achieve the greatest emissions reductions.

GHG EMISSIONS

QUANTIFICATION METHODOLOGY

Emissions have been quantified in alignment with the following standards:

- ISO 14064-1 Specification with guidance at the organisational level for the quantification, and reporting of greenhouse gas emissions.
- PPN 06/21 Technical Standard for the completion of Carbon Reduction Plans.
- UK Environmental Reporting Guidelines.

GHG emissions have been calculated in-line with ISO14064-1 methodology and presented in a GHG Inventory displaying specific sources of emissions. UK Government conversion factors from the Department for Business, Energy and Industrial Strategy have been used to convert activity data into kilograms of carbon dioxide equivalent (kg CO₂e) as well as directly into kg of carbon dioxide (CO₂), methane (CH₄) and nitrous oxide (N₂O) where appropriate. Emissions are calculated by multiplying the metric (e.g., kWh or km travelled) by the appropriate conversion factor. Conversion factors are based on the global warming potential of these gases.

$$tCO_2e = \frac{\text{activity data} \times \text{emission factor}}{1000}$$

Connaught Resourcing have converted all available activity data to GHG emissions where it has been practical to do so. No data have been intentionally excluded.

BASELINE EMISSIONS FOOTPRINT

Baseline emissions are a record of the greenhouse gases (GHGs) 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.

The baseline period for quantification of GHG emissions is FY22/23 (1st April 2022 - 31st March 2023). This period serves as the base year as it is the first time that Connaught Resourcing have performed an in-depth analysis of GHG emissions. All future reporting periods will adhere to the financial year reporting format, unless specified otherwise.

Below is a summary of emissions for FY22/23.

FY22/23 Emissions Summary		
Scope	Source	tCO ₂ e
Scope 1	Gas	2.26
	Fugitive emissions	0.60
Total Scope 1		2.86
Scope 2 (location)		3.74
Scope 2 (market)		1.17
Total Scope 1 & 2 (location)		6.60
Total Scope 1 & 2 (market)		4.03
Scope 3	Business Travel – Rail	0.15
	Commuting	9.20
	Water Supply	0.07
	Water Treatment	0.11
	Total Waste	0.01
	Electricity T&D	0.34
	Homeworking	1.57
Total Scope 3		11.45
Total Emissions (location)		18.05
Total Emissions (market)		15.48
FTE Staff		0.97

BASE YEAR: FY22/23

Categories referenced below are from the GHG Protocol as referenced in PPN 06/21 guidance.

Baseline and Current Reporting Year: FY22/23 (1 st April 2022 – 31 st March 2023)	
Additional details relating to the Baseline Emissions calculations	
FY22/23 was the first period that Connaught Resourcing quantified GHG emissions in accordance with ISO 14064-1:2019. Referenced categories are from the GHG Protocol.	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	2.86
Scope 2	3.74 (location) 1.17 (market)

Scope 3 Included Sources	11.45 <ul style="list-style-type: none"> ■ Category 1 – Purchased goods and services (water supply): 0.07 ■ Category 3 - Fuel and energy related activities (T&D): 0.34 ■ Category 5 - Waste generated in operations: 0.12 ■ Category 6 - Business Travel 0.15 ■ Category 7 - Employee commuting: 9.20 ■ Category 7 - Employee homeworking (teleworking): 1.57
Total Emissions	18.05 tCO₂e (location) 15.48 tCO₂e (market)

ASSUMPTIONS AND ESTIMATES

Emissions were calculated using a combination of 2022 and 2023 DEFRA emission conversion factors to account for the reporting period spanning across 2022 and 2023. A conservative approach was taken in all instances where an assumption or estimate was required. Overall, few estimates were required as detailed and up to date activity data were provided. The overall uncertainty of results judged to be low.

Utilities

Activity data for electricity, gas and water consumption were provided in the form of meter readings. Activity data were multiplied by the respective conversion factors for the relevant years. Where feasible to do so, activity data spanning from 1st April 2022 – 31st December 2022 were multiplied by 2022 conversion factors, while activity data from 1st January 2023 – 31st March 2023 were multiplied by 2023 conversion factors.

The meter readings for utilities at Bedford Square represented consumption for the entire building which is shared with other companies. Connaught Resourcing's share of utility consumption was calculated as a percentage, based on the number of Connaught Resourcing employees relative to the total number of people that work in the building.

When calculating emissions from water supply and wastewater treatment, it was assumed that 100% of water supplied was disposed of via drains.

Emissions from electricity T&D were quantified using the 'T&D – UK Electricity' conversion factor.

Business Travel

Minimal business travel occurs within company, with activity data unavailable. Emissions were calculated based on a comprehensive narrative which summarised business travel. All business travel occurred via rail and emissions were quantified using the 'National rail' conversion factor, the unit passenger.km was applied to quantify the emissions of individual employees per train journey.

Estimating business travel emissions was not considered to be detrimental to the accuracy of emissions quantification due to business travel being a low contributor to overall emissions. Throughout the reporting period, one employee was responsible for the majority of business travel, as they travelled between Birmingham and

London several times via rail. Additionally, five employees from Bedford Square made a return trip to Birmingham for the company Christmas party, also via rail.

No company or employee-owned vehicles were used for business travel during the reporting period.

Commuting and Homeworking

Data used to quantify commuting emissions were gathered via an online survey. Staff responded to the survey and provided information on commuting distance (in km), homeworking patterns and their method of commuting.

Conversion factors specific to each employee's method of commuting were used to quantify emissions, such as: 'Rail – National rail', 'Rail – London Underground', 'Small car – Diesel', 'Medium car - Petrol', 'Large car - petrol' and 'Bus – average local bus'. Quantification accounted for annual leave and bank holidays to avoid overestimating emissions. Results were extrapolated to estimate emissions for 100% of staff.

Additionally, the survey provided the total number of homeworking days per week, allowing an estimation of the total homeworking hours per year. It was assumed that employees worked standard 8-hour days and quantification accounted for annual leave and bank holidays.

For homeworking emissions, it was assumed that staff turned off their central heating systems for 7 months of the year (April, May, June, July, August, September and October). The results were then extrapolated to estimate the emissions for 100% of staff.

Waste

Data on the weight (kg) and types of waste produced by Connaught Resourcing were supplied for Tricorn House. The weight of waste produced by the company was calculated based on the known total weight of waste produced by Tricorn House each month, Connaught Resourcing's share of waste was calculated based on their floor space within the building.

Data were unavailable for the weight of waste generated by Bedford Square. The average quantity of waste produced per employee was determined for employees at Tricorn House, this value was used to estimate the quantity of waste produced at Bedford Square.

Fugitive Emissions

There was a leak of the F-gas R134a in May 2022 at Tricorn House. The Utilities Manager at Tricorn House reported Connaught Resourcing's share of the leak based on their floorspace within the building.

CARBON REDUCTION INITIATIVES

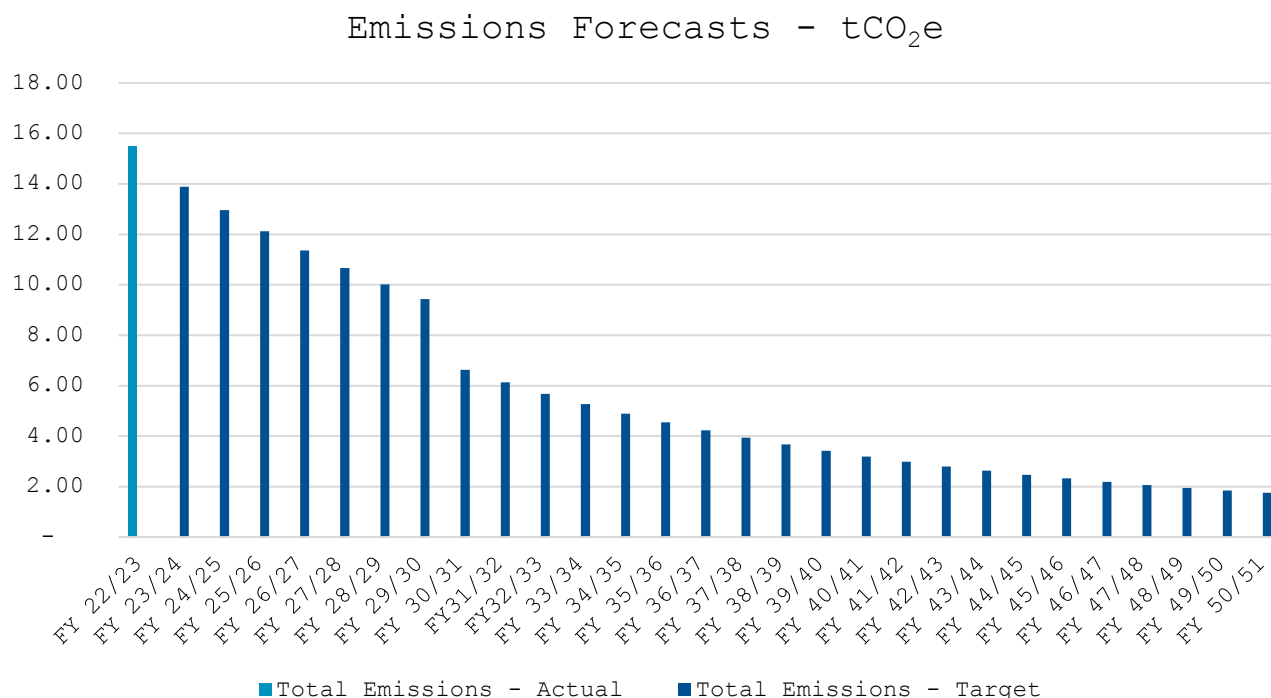
REDUCTION TARGETS AND FORECASTS

Below is a summary of our reduction targets and forecasted results. In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets;

- **Remove gas heating by 2030.**
 - Existing heating infrastructure to be replaced by electric alternatives.
- **Reduce emissions from electricity consumption by 12% each year.**
 - 0.55 tCO₂e reduction over the next 5 years.
- **Reduce emissions from commuting by 8% each year.**
 - 3.14 tCO₂e reduction over the next 5 years.
- **Reduce emissions from homeworking by 8% each year.**
 - 0.54 tCO₂e reduction over the next 5 years.

We project that carbon emissions will decrease over the next five years to 10.66 tCO₂e by FY27/28. This is a reduction of 31.14% from the base year (FY22/23).

Forecasted progress against these targets is detailed in the graph below.



Carbon Reduction Projects

Energy

Tricorn House is on a 100% renewables-based tariff and therefore market-based emissions for the site are 0 tCO₂e. Connaught Resourcing do not have direct control over the energy supplied to Bedford Square but are eager to support a transition to renewable energy in the future.

Travel and Hybrid Working

Connaught Resourcing utilise a hybrid working model, allowing employees the flexibility to work from home. This reduces emissions from unnecessary commuting and business travel.

Summary of Completed Carbon Reduction Initiatives

Below is a summary of carbon reduction initiatives that have been completed and will be in effect during the delivery of contracts:

- 100% renewables tariff obtained for Tricorn House.
- Implemented hybrid working policy to reduce commuting and business travel.
- HVAC maintenance to avoid F-gas leaks.
- Commitment to the annual quantification of GHG emissions in alignment with ISO 14064-1.
- Enhanced employee awareness regarding recycling and waste segregation to effectively manage waste.
- New Emissions Monitoring System created to track GHG performance over time.

Summary of Planned Carbon Reduction Initiatives

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

- Phase out the use of gas for heating across the company by 2030.
- Continually review existing travel and commuting policies and make updates where there are emissions reductions opportunities.
- Avoid exceeding base year levels of tCO₂e produced per employee (0.97) in future reporting periods.
- Explore potential for obtaining renewables tariff for Bedford Square.

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 standardⁱ and uses the appropriate Government emission conversion factors for greenhouse gas company reportingⁱⁱ.

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) Standardⁱⁱⁱ.

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:



Laura Evans
Operations Manager
13/12/2023

ANNEX

Features a Carbon Reduction Plan must contain as specified in [Guidance on adopting and applying the PPN 06/21 – Selection Criteria](#)

Requirement	Connaught Resourcing Response
1 Carbon Reduction Plan submitted which; confirms the supplier's commitment to achieving Net Zero by 2050	Connaught Resourcing is committed to achieving Net Zero by 2050 at the latest but is aiming to achieve this as early as possible, while going beyond passive reductions presented by the market. Connaught Resourcing is committed to implementing this Carbon Reduction Plan as part of its business operations and quantifying emissions annually to gauge its success. The aims of this CRP will be integrated to Connaught Resourcing's Environmental Policy.
2 Carbon Reduction Plan submitted which contains emissions reported for all required Scopes (in accordance with the required methodology),	Connaught Resourcing has quantified and reported on 100% of Scope 1 and 2 emissions. Minimal estimates and assumptions were required. All required Scope 3 categories as specified in PPN 06/21 requirements have been quantified and reported. Upstream and downstream transportation were excluded as Connaught Resourcing do not engage in the physical transportation of goods.

3	Carbon Reduction Plan submitted which details environmental management and carbon reduction measures in effect during the delivery of the contract	<p>This Carbon Reduction Plan outlines numerous environmental management and carbon reduction measures. Quantitative targets have been set based on milestones. These targets will be reviewed each year to account for changes in conversion factors and other external factors.</p> <p>All reduction initiatives will be in effect during the delivery of contracts unless specified otherwise.</p>
4	Reporting period falls no more than 12 months prior to the date of commencement of the procurement	The reporting period is 1 st April 2022 – 31 st March 2023, thus making it valid until 31 st March 2024. Emissions for 1 st April 2024 onwards will be quantified and included in future CRPs. Updates will be reflected in this document.
5	Carbon Reduction Plan not submitted	This Carbon Reduction Plan, or a summary version of it, will be submitted upon request for relevant contracts. If Carbon Reduction Plan requires updates or amendments as a result of reasonable feedback from tendering process, they will be made in time for submission deadlines.
6	Carbon Reduction Plan fails to confirm supplier's commitment to achieving Net Zero by 2050	See row 1.
7	Emissions in the Carbon Reduction Plan are not reported for any Scopes or only for some Scopes without explanation why	<p>Connaught Resourcing are committed to Net Zero targets but acknowledge that the business has limited control over some Scope 3 sources. Reasonable and achievable targets have been set to account for this. A simple linear target to Net Zero has been avoided in favour of a more realistic carbon pathway.</p> <p>100% of Scope 1 and Scope 2 emissions quantified and reported. Required Scope 3 sources included with the exception of upstream and downstream transportation and distribution.</p> <p>Where quantification has been possible, no emissions have been intentionally excluded. Conservative estimates have been performed in some cases.</p>
8	Emissions in the Carbon Reduction Plan not reported for any Scopes or only for some Scopes, but supplier provides an acceptable explanation why	See row 7
9	Reporting period is more than 12 months from the date of commencement of the procurement	See row 5
10	Reporting period is more than 12 months from the date of commencement of the procurement, but provides an acceptable explanation why	See row 5
11	Supplier fails to detail the environmental management measures in effect , including certification schemes or specific carbon reduction measures that will be in effect during the performance of the contract	<p>Environmental management measures are detailed in the main body of this Carbon Reduction Plan, including those that have been completed and will be in effect in the delivery of contracts.</p> <p>Planned future initiatives are referenced. Future initiatives are feasible and not based off speculative technologies.</p>

Scope 3 emissions. Table adapted from [Technical standard for Completion of Carbon Reduction Plans](#) . Full details of category descriptions can be found within this link. Scope 3 emissions are defined in the GHG Protocol.

Scope 3 Category	Minimum Boundary	Justification for Inclusion/Exclusion
4. Upstream transportation and distribution	The scope 1 and scope 2 emissions of transportation and distribution providers that occur during use of vehicles and facilities (e.g., from energy use) Optional: The life cycle emissions associated with manufacturing vehicles, facilities, or infrastructure	Excluded The company does not engage in the transportation or distribution of physical products.
5. Waste generated in operations	The scope 1 and scope 2 emissions of waste management suppliers that occur during disposal or treatment Optional: Emissions from transportation of waste	Included Solid and liquid waste disposal included. Waste water estimated to 100% of water supply by volume.
6. Business travel	The scope 1 and scope 2 emissions of transportation carriers that occur during use of vehicles (e.g., from energy use) Optional: The life cycle emissions associated with manufacturing vehicles or infrastructure	Included Business travel via rail included. Estimates were made based on a narrative of minimal business travel by the company.
7. Employee commuting	The scope 1 and scope 2 emissions of employees and transportation providers that occur during use of vehicles (e.g., from energy use) Optional: Emissions from employee teleworking	Included Commuting and homeworking emissions calculated based off results from an electronic survey sent to all staff. Homeworking calculations based off total estimated home working hours over the year.
9. Downstream transportation and distribution	The scope 1 and scope 2 emissions of transportation providers, distributors, and retailers that occur during use of vehicles and facilities (e.g., from energy use) Optional: The life cycle emissions associated with manufacturing vehicles, facilities, or infrastructure	Excluded The company does not engage in the transportation or distribution of physical products.



Produced in collaboration with [Carbonology® Ltd](#)



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

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

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