



**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 supplier<sup>1</sup> 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 Standard<sup>2</sup> and Guidance<sup>3</sup>, 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.

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

<sup>2</sup>Technical 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](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)

<sup>3</sup>Guidance 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](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:** Bluelight Healthcare Recruitment Limited

**Office location:** Unit 271, CEME Campus, Marsh Way, Rainham, RM13 8EU

**Publication date:** 14/10/2024

## Commitment to achieving Net Zero

Bluelight Healthcare Recruitment is committed to achieving Net Zero emissions by 2050. We recognize the importance of reducing our carbon footprint and will take measurable steps to reduce our environmental impact.

## 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.

<b>Baseline Year: 2023</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
Bluelight Healthcare Recruitment operates from an office at Unit 271, CEME Campus, Marsh Way, Rainham RM13 8EU. Our emissions are generated from electricity consumption, the use of one company car, and business travel. This is our first carbon footprint assessment, and the company has not previously reported emissions.	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1 (Company Car)</b>	<b>2.5</b>
<b>Scope 2 (Electricity)</b>	<b>0.466</b>
<b>Scope 3 (Business Travel, Waste)</b>	<b>0.2</b>
<b>Total Emissions</b>	<b>3.166</b>



## Current Emissions Reporting

Reporting Year: 2023	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1 (Company Car)	Based on an estimate of 10,000 miles driven annually by the company car, with emissions of 0.25 kg CO <sub>2</sub> e per mile, the total Scope 1 emissions amount to <b>2.5 tonnes CO<sub>2</sub>e</b> .
Scope 2 (Electricity)	For office electricity consumption, using an average of 2,000 kWh per year and a UK grid emission factor of 0.233 kg CO <sub>2</sub> e per kWh, the total Scope 2 emissions amount to <b>0.466 tonnes CO<sub>2</sub>e</b> .
Scope 3 (Business Travel, Waste)	Business travel and indirect emissions from office supplies and waste are estimated at <b>0.2 tonnes CO<sub>2</sub>e</b> .
Total Emissions	All the above Emissions are estimated at a total emission <b>3.166 tonnes CO<sub>2</sub>e</b>

## Emissions reduction targets

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

Bluelight Healthcare Recruitment is committed to reducing its carbon emissions by **25%** over the next five years. We project that carbon emissions will decrease to **2.37 tCO<sub>2</sub>e** by 2028, a reduction of 0.79 tCO<sub>2</sub>e from the baseline year of 2023.

## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

Since the baseline year of 2023, we have implemented the following measures to reduce our carbon footprint:

- **Energy Efficiency:**  
Installed energy-efficient LED lighting and encouraged staff to adopt energy-saving practices.
- **Company Car:**  
Investigating the switch to a hybrid or electric vehicle to reduce Scope 1 emissions.
- **Paperless Office:**  
Reduced paper usage by moving towards digital documentation and workflows.



## Future Initiatives:

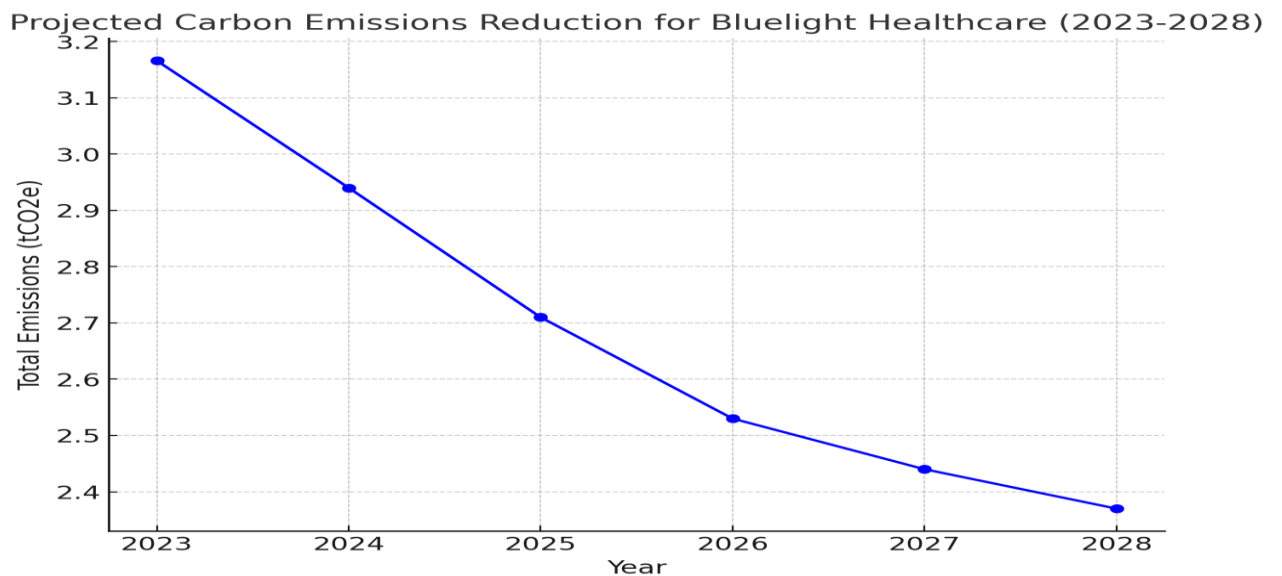
In the coming years, we plan to further reduce emissions by implementing the following initiatives:

- **Switch to Renewable Energy:**  
Explore the option of purchasing electricity from renewable energy providers for the office.
- **Electric Vehicle:**  
Replace the company car with an electric vehicle to significantly reduce Scope 1 emissions.
- **Waste Reduction:**  
Implement a robust recycling program to minimize waste and further reduce Scope 3 emissions.

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## Progress against emissions reduction targets:

The following graph shows our projected progress towards reducing carbon emissions by 25% over the next five years:



## Projected Carbon Emissions Reduction for Bluelight Healthcare Recruitment (2023-2028)



## 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 standard<sup>4</sup> and uses the appropriate Government emission conversion factors for greenhouse Gas Company reporting<sup>5</sup>.

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) Standard<sup>6</sup>.

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:

...Albert Kwachie (CEO) 

Date: ...14/10/2024.....

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

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

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