



# 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)

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# Carbon Reduction Plan

Supplier name: SEROCOR INVESTMENTS

Publication Date: 4<sup>th</sup> January 2023

Updated 17<sup>th</sup> January 2024

## **Commitment to achieving Net Zero**

Serocor Investments 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 relocated our office in the summer of 2019, shortly after the global Covid-19 pandemic arrived. We adjusted our working practices to ensure business continuity. The most recent full year of data is 2022. This will be our most accurate baseline.

**Baseline year emissions: 2022**

| <b>EMISSIONS</b>                      | <b>TOTAL (tCO<sub>2</sub>e)</b>   |
|---------------------------------------|---|
| <b>Scope 1</b>                        | Zero<br>Serocor Investments occupy a leased property; A recruitment activity business with no products to manufacture and no heavy machinery on site (furnace / boilers etc..) the landlord bears the responsibility of the utilities and sustainability of the building.   |
| <b>Scope 2</b>                        | Zero<br>Serocor Investments occupy a leased property; utilities are managed by the landlords' agents.<br>On site activity is not driven by the consumption of steam, heat or cooling.<br>General electrical use is associated with the use of IT equipment and air conditioning.<br>The choice of the utility supplier is not held within Serocor Investments. Our landlord has provided limited anecdotal information to confirm our energy supply is from renewable sources as of 2022. |
| <b>Scope 3<br/>(Included Sources)</b> | Source 6<br>Mileage 30,079 Co2<br>Source 7<br>Employee Commuting 16,420,456 Co2   |
| <b>Total Emissions</b>                | 16,450,535  |

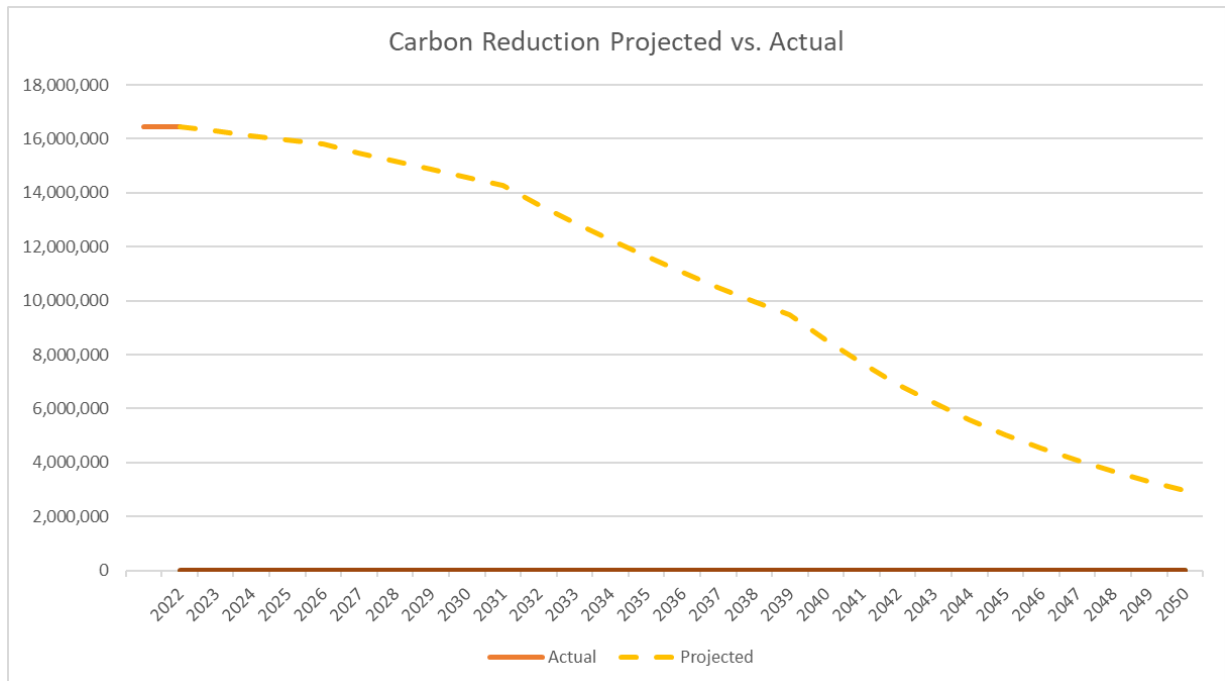
## Current Emissions Reporting

| Reporting Year: 2023          |  |
|-------------------------------|--|
| EMISSIONS                     | TOTAL (tCO <sub>2</sub> e)   |
| Scope 1                       | <p>Zero</p> <p>Serocor Investments continues to occupy a leased property and provide recruitment services with no tangible products to manufacture and no heavy machinery on site (furnace / boilers etc.) The landlord continues to bear the responsibility of the utility suppliers, contracts and sustainability of the building.</p>   |
| Scope 2                       | <p>Zero</p> <p>Serocor Investments continues to occupy a leased property.</p> <p>On site activity is not driven by the consumption of steam, electrical, heat or cooling for the production of any tangible products.</p> <p>General electrical use is associated with IT equipment and air conditioning.</p> <p>The choice of the utility supplier is sits with the landlord and Serocor Investments have no input or influence on these decisions. Our landlord has provided limited anecdotal information to confirm our energy supply is from renewable sources as of the latter part of 2022.</p> |
| Scope 3<br>(Included Sources) | <p>Source 6</p> <p>Mileage 39,079 Co2</p> <p>Source 7</p> <p>Employee Commuting 15,520,438 Co2</p>   |
| <b>Total Emissions</b>        | 15,559,517   |

## Emissions reduction targets

We have a target set that carbon emissions will decrease over the next five years to 16,506,843 tCO<sub>2</sub>e by 2026. This is a reduction of 1%

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



## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

- Cycle to work scheme
- Car sharing
- Working from home / flexible working
- Working with the landlord on building related initiatives

The following environmental management measures and projects have been completed or implemented since the 2022 baseline.

- ISO 14001:2015
- Ecovadis Sustainability

Serocor Investments takes its environmental responsibility seriously, and as an ISO14001:2004 registered company, are committed to work in ways to help protect and improve the environment and incorporate environmental issues into the day-to-day running of our business. Our Integrated Management System Policy provides guidance and assures we achieve our organisational ambition to be Carbon Neutral.

- Annually review our performance with a commitment to continually improve
- Meet the specified requirements to maintain our ISO14001:2004 registration
- Hold quarterly meetings with our employee representative group where initiatives can be suggested, and actions monitored
- Promote and encourage environmental awareness amongst our staff (including the opportunity to support local environmental projects such as hospice residents' gardens as part of our Embrace Volunteering Scheme)
- Ensure environmental criteria are considered in our procurement processes
- Encourage appropriate consideration of environmental issues in the professional services we provide to our clients

Our business is committed to working paperless wherever possible, and our IT systems ensure staff have the capability to remain productive and collaborate digitally through access to suite of Microsoft 365 applications, proven to reduce meeting travel across our business. We continually engage in initiatives that promote the awareness of the environmental impact of travel and encourage the use of rail travel whenever possible.

We raise employee awareness on topics such as reducing energy consumption, creating less waste and recycling. We continuously monitor policies to ensure that we are always up to date with current legislation. Our teams operate hybrid working practices and access car share programmes to reduce undue travel to our headquarters.

All members of staff are actively reminded to place waste of various sorts (paper, cardboard, metal, plastic, magazines, glass and food) into the various collection centres in our office.

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

We have began talks to work with our landlord to introduce solar panels to our building – an initiative that will benefit us and other tenants on site

We have also discussed the potential for electrical car charging ports in the shared car parks.

**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:**

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Date: .....

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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>