Carbon Reduction Plan (CRP 2025)

Prepared in accordance with PPN 006 and applicable NHS Net Zero supplier requirements

Organisation: Concept Care Solutions Ltd
Reporting Period: 1 January 2025 to 31 December 2025
Baseline Year: 2024

Commitment to Achieving Net Zero

Concept Care Solutions Ltd is committed to achieving Net Zero greenhouse gas emissions from its UK operations by 2040, which is earlier than the PPN 006 requirement of 2050 at the latest. This commitment covers the reporting boundary used in this Carbon Reduction Plan and will be supported by annual measurement, management review and publication.

Carbon Reduction Targets

- Achieve Net Zero greenhouse gas emissions by 2040.
- Achieve a minimum 20% reduction in operational carbon emissions by 2030 against the 2024 baseline.
- Review carbon reduction performance annually through the management review process.

Baseline Emissions Footprint (2024)

The organisational baseline year is 2024 for verified Scope 1 and Scope 2 emissions. Employee commuting data was not collected in 2024; 2025 is therefore the first measured year and baseline for Scope 3 Category 7 employee commuting. Progress for commuting will be assessed against the 2025 commuting baseline rather than retrospectively estimating unavailable 2024 data.

Baseline boundary and verification

The organisation is a small office-based recruitment agency. Its verified operational footprint comprises natural gas used for office heating within Scope 1 and purchased electricity within Scope 2. There were no company-owned vehicles or other identified material Scope 1 sources. The 2024 Scope 1 and Scope 2 calculations have been verified by the organisation.

Emissions Source	2024 Total
Electricity	17,101.7 kWh
Gas	14,710.3 kWh
Water	31,200 m^3
General Waste	20,520 litres

Recyclable Waste	1,440 litres
Paper	81,899 sheets
Verified operational emissions	**10.96 tCO_2e**

Source data: verified 2024 organisational gas and electricity records. Employee commuting was not measured in 2024 and has a separate 2025 baseline.

Current Emissions Reporting (2025)

Emissions Source	2025 Total
Electricity	13,059.3 kWh
Gas	18,801 kWh
Water	27,650 m^3
General Waste	20,520 litres
Recyclable Waste	17,640 litres
Paper	61,561 sheets
Verified operational emissions	**9.44 tCO_2e**

Source data: verified 2025 Scope 1 and Scope 2 records and the complete 2025 staff commuting dataset. The supporting commuting workbook contains personal postcode data and will be retained securely rather than published.

2025 emissions status

Scope 1 and Scope 2 calculations have been verified by the organisation. Business travel was zero and upstream and downstream transportation and distribution were not applicable to the office-based recruitment service. Employee commuting is disclosed separately. The operational estimate of 9.44 tCO_2e and commuting estimate of 29.01 tCO_2e give a combined disclosed footprint of 38.45 tCO_2e for the quantified categories.

Employee Commuting — Scope 3 Category 7

Employee commuting measurement began in 2025. The staff travel dataset covers January–June and July–December 2025, records return commuting mileage and office attendance for nine commuting staff, and identifies three remote workers with zero commuting mileage. The resulting 2025 figure is the baseline for future comparison.

The two half-year schedules each report 91,655 miles and 14,506.7 kg CO_2e. The full-year result is therefore 183,310 miles and 29,013.4 kg CO_2e (29.01 tCO_2e). The calculation applied the vehicle factors embedded in the workbook: petrol 0.16152 kg CO_2e/km and electric 0.02951 kg CO_2e/km, after converting miles to kilometres using 1.609344 km per mile.

The commuting workbook uses the stated vehicle-specific calculation method and records the complete 2025 commuting activity available to the organisation. The organisation will apply the conversion-factor set appropriate to each reporting year consistently in future updates and retain the calculation workbook as supporting evidence.

Progress against the Baseline

Like-for-like progress against the 2024 operational baseline is assessed using the verified Scope 1 and Scope 2 inventory. Employee commuting is reported separately from its first measured year of 2025. Future annual reports will compare each source against the appropriate established baseline and will explain any boundary or methodology changes.

Activity indicators show lower electricity, water and paper consumption and higher recycling volumes in 2025; gas consumption increased. These indicators inform reduction actions but are not presented as a substitute for verified tCO_2e results.

- Improved electricity efficiency.
- Reduced water consumption.
- Significant increases in recyclable waste volumes.
- Reduced paper usage through digital-first processes.

Carbon Reduction Projects and Initiatives

Concept Care Solutions Ltd has implemented the following measures:

Energy Efficiency

- Reduction in electricity consumption through improved operational controls.
- Staff engagement and awareness initiatives promoting energy-efficient behaviours.

Waste and Recycling

- Improved waste segregation processes.
- Increased recycling capacity and supplier engagement.
- Reduced reliance on landfill disposal.

Paper and Digitalisation

- Transition to digital records and communications.
- Reduced dependency on printed materials.

Water Management

- Monitoring of water consumption.

- Behavioural initiatives to reduce unnecessary water usage.

Future Carbon Reduction Initiatives

Concept Care Solutions Ltd will continue to:

- Further reduce electricity and gas consumption through efficiency improvements.
- Explore renewable energy options where feasible.
- Expand recycling and waste minimisation initiatives.
- Further reduce paper use through digitalisation.
- Review supplier sustainability credentials to support reductions in Scope 3 emissions.

Scope 3 Emissions

The required PPN 006 Scope 3 categories have been assessed against the organisation's office-based recruitment activities. Upstream transportation and distribution: not applicable, because the organisation does not purchase physical goods requiring material inbound freight or logistics services. Waste generated in operations: office waste activity is recorded and included within the verified operational assessment where data is available. Business travel: 0.00 tCO_2e; no business travel occurred during 2025. Employee commuting: quantified separately above. Downstream transportation and distribution: not applicable, because the organisation provides recruitment services and does not distribute physical products. These boundary determinations were approved by the Managing Director.

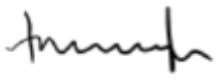
Document Control

Item	Detail
Organisation	Concept Care Solutions Ltd
Document Title	Carbon Reduction Plan (CRP 2025)
Version	1.1
Baseline Year	2024
Approved By	Edith Fongho
Review Frequency	Annual
Next Review Date	January 2027
Status	Approved — ready for signature

Source: aligned with the 2024 document control structure.

Declaration and Sign-Off

This Carbon Reduction Plan has been completed in accordance with PPN 006 and its Technical Standard. It reports the organisation’s verified Scope 1 and Scope 2 emissions and assesses the required subset of Scope 3 categories, including quantified employee commuting and documented zero or not-applicable categories. The Managing Director has approved the plan. It will be signed, published in an accessible location and reviewed annually.

Signed: _____  _____

Name: Edith Fongho

Position: Managing Director

Date: 03/01/2026