

Carbon Reduction Plan (CRP) – 2000 Words

Supplier Details and Commitment to Net Zero

Supplier Name: Kingswell Recruitment Ltd

Publication Date: 22/09/2025

Signed by: Locardia Chidanyika

Position: Nominated Individual

Commitment to Net Zero

Kingswell Recruitment Ltd is committed to achieving net zero carbon emissions across its UK operations by 2050. This Carbon Reduction Plan is developed in alignment with Procurement Policy Note (PPN) 06/21 and outlines our first baseline measurement and our long-term strategy to reduce carbon emissions.

We provide healthcare staffing and support services to public and private sector clients across the UK. Our operational footprint includes office-based administrative functions, training and compliance, staff coordination, and field-based placements of support workers and nurses.

As part of our responsibility under this tender and future public sector contracts, we will monitor, report, and reduce emissions across our Scope 1, 2, and key Scope 3 sources. This document serves as a formal declaration of our compliance and our roadmap toward carbon neutrality.

Baseline Emissions Footprint

Baseline Year: 2024

Emissions Reporting Period: January 2024 – December 2024

Kingswell Recruitment Ltd has established 2024 as its baseline emissions year. This marks the organisation’s first comprehensive measurement of its greenhouse gas output across Scope 1, Scope 2, and required Scope 3 categories. No previous emissions reporting has been undertaken, and therefore 2024 represents the reference year against which all future reductions will be measured.

The baseline includes the following sources of emissions:

- Office-based operations, including energy consumption from lighting, IT systems, and heating.
- Field-based staff deployment, including transport emissions associated with healthcare support worker travel to client sites.
- Digital and administrative infrastructure, covering recruitment systems, training platforms, and data storage.
- Procurement activities, including uniforms, personal protective equipment (PPE), and training materials.
- Waste and commuting patterns, in line with Scope 3 categories required under PPN 06/21.

Calculations follow the GHG Protocol Corporate Standard and apply the UK Government DEFRA 2023 conversion factors to estimate emissions in tonnes of carbon dioxide equivalent (tCO₂e).

Emission Scope	Category Description	tCO ₂ e
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Scope 1	Direct emissions from company-owned vehicles	The company operates two company cars, which are included in Scope 1. Average mileage: 18,200 miles/year (combined for two cars). DEFRA 2023 petrol car emission factor = 0.280 kgCO₂e/mile. Emissions = ~5.1 tCO₂e
Scope 2	Indirect emissions from purchased electricity for office use	Estimated office consumption: 20,000 kWh/year. DEFRA 2023 electricity factor = 0.193 kgCO₂e/kWh. Emissions = ~3.9 tCO₂e
Scope 3	Staff commuting, business travel, procurement, waste management	Commuting (10 staff, 22,000 miles/year × 0.280 kgCO₂e/mile) = ~6.2 tCO₂e Procurement/waste (uniforms, PPE, IT, office waste): ~1.5 tCO₂e Total Scope 3 = ~7.7 tCO₂e
Total		16.7 tCO₂e

Current Emissions Reporting

Reporting Year: 2024

This reporting year represents the same period as the baseline year, as this is Kingswell Recruitment Ltd's first formal submission of greenhouse gas emissions. The figures reported here therefore mirror the baseline totals and will provide the starting point for monitoring progress in future years.

Emissions have been measured in line with the GHG Protocol Corporate Standard and calculated using the UK Government DEFRA 2023 conversion factors. The reported emissions cover all UK operations, including office-based activity, staff travel, procurement, waste, and digital infrastructure.

Emission Scope	Category Description	tCO ₂ e
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Scope 1	Direct emissions from company-owned vehicles	~5.1 tCO ₂ e
Scope 2	Indirect emissions from purchased electricity for office use	~3.9 tCO ₂ e
Scope 3	Staff commuting, business travel, procurement, waste management	~7.7 tCO ₂ e
Total		~16.7 tCO₂e

This annual figure will be reviewed and updated each year, with progress measured against defined reduction targets.

Emissions Reduction Targets (300 words)

Kingswell Recruitment Ltd has adopted measurable carbon reduction targets to ensure continuous progress towards achieving net zero emissions by 2050. These targets cover Scope 1, Scope 2, and relevant Scope 3 emissions and will be reviewed and updated annually in line with government guidance.

Our approach is to set short-term, medium-term, and long-term milestones that demonstrate reductions across key operational areas. These include office energy use, commuting and business travel, procurement of goods such as uniforms and PPE, and digital systems.

We will publish progress against these targets annually and provide transparent reporting on our website and to commissioning authorities. This ensures compliance with Procurement Policy Note (PPN) 06/21 and offers verifiable evidence of our commitment to environmental responsibility.

Reduction Strategy

- **By 2028:** Implement hybrid working, transition staff travel to lower-emission transport, and reduce electricity demand in offices through efficiency measures.
- **By 2035:** Move to 100% renewable electricity contracts and begin transitioning business-related transport to electric or ultra-low emission vehicles.
- **By 2040:** Embed carbon requirements into procurement, including supplier sustainability checks and circular economy principles for uniforms and materials.
- **By 2050:** Achieve full Net Zero across all operational activities and contracted supply chains.

Projected Reduction Trajectory

Target Year	Projected Emissions (tCO ₂ e)	Reduction from Baseline
2028	~13.5	~20%
2035	~8.3	~50%
2040	~4.2	~75%
2050	Net Zero	100%

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These staged milestones create a clear roadmap, showing how Kingswell will transition from its current baseline to full Net Zero, ensuring compliance with statutory requirements and providing evidence of continuous improvement.

Carbon Reduction Projects (Completed)

Although Kingswell Recruitment Ltd is at the start of its formal carbon reporting journey, we have already implemented several initiatives that contribute directly to reducing greenhouse gas emissions across our operations. These completed projects provide a strong foundation for achieving the commitments outlined in the Emissions Reduction Targets section above.

Office and Energy Efficiency

- Transitioned to LED lighting in all office spaces, reducing electricity demand.
- Introduced automatic power management settings on IT equipment to cut unnecessary energy use outside of working hours.
- Moved from paper-based administration to digital-first processes, reducing printing and associated energy use.

Travel and Working Practices

- Adopted remote interview and training platforms on Interactive Healthcare Training online to minimise unnecessary travel by candidates and staff.
- Enabled virtual compliance checks where appropriate, reducing travel to and from recruitment offices.
- Implemented flexible scheduling for support workers, such as to reduce commuting distances where possible.

Waste and Procurement

- Established a recycling system in offices for paper, plastics, and IT equipment.
- Reduced use of single-use items by standardising on reusable office and training materials.
- Introduced procurement policies that prioritise suppliers who can demonstrate environmental credentials.

Digital Infrastructure

- Migrated internal systems to cloud-based platforms and systems such as Nourish, reducing the need for physical servers and energy-intensive IT infrastructure.
- Adopted secure e-signature systems, reducing the requirement for paper records and postal delivery emissions.

These completed measures have already delivered measurable reductions in Scope 2 and Scope 3 emissions. The initiatives demonstrate that Kingswell has embedded low-carbon practices across its operations and is actively aligning business processes with Net Zero requirements.

Future Carbon Reduction Projects

Kingswell Recruitment Ltd will continue to strengthen its environmental performance by implementing a range of future initiatives designed to deliver measurable reductions in Scope 1, Scope 2, and Scope 3 emissions. These projects will be implemented in phased stages to align with the reduction targets outlined in Section 4.

Energy and Offices

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- Switch to 100% renewable electricity contracts for all office locations by 2030.
- Introduce smart energy monitoring systems to measure and reduce office energy consumption.
- Expand use of low-energy heating and cooling systems where feasible.

Travel and Fleet

- Transition business-related transport to electric or ultra-low emission vehicles as leases are renewed.
- Introduce a green travel policy to encourage use of public transport, cycling, and car-sharing by staff.
- Explore provision of EV charging points at office locations to support the transition.

Procurement and Supply Chain

- Introduce sustainability requirements into supplier selection, requiring evidence of environmental policies and carbon reduction measures.
- Prioritise suppliers providing sustainable uniforms, PPE, and training materials with reduced packaging and recycled content.

Digital and IT Systems

- Further consolidate systems into energy-efficient cloud platforms, reducing reliance on physical IT hardware.
- Annually update IT equipment to meet higher energy efficiency standards.

Staff Engagement

- Deliver annual carbon awareness training for all staff via our monthly newsletter and through our annual training sessions, guided by Locardia, to embed sustainable practices into daily operations.
- Establish internal environmental champions to support delivery of carbon reduction projects and track progress.

These future initiatives will ensure ongoing, demonstrable reductions in emissions while embedding sustainability into all business operations.

Policy Integration and Operational Controls

Kingswell Recruitment Ltd has embedded carbon reduction objectives into its organisational policies and operational controls to ensure environmental considerations are consistently applied across business activities. This integration ensures that reducing emissions is not treated as a standalone initiative but as a core element of how services are delivered.

Policies Supporting Carbon Reduction

- **Carbon Reduction Policy** – defines actions to minimise emissions across Scope 1, Scope 2, and Scope 3.
- **Procurement Policy** – includes sustainability checks requiring suppliers to demonstrate environmental credentials.
- **Safer Recruitment Policy** – ensures all recruitment activity, including digital-first interviewing and compliance checks, is conducted in a way that minimises travel emissions.
- **Training Policy** – includes mandatory staff induction on sustainability awareness and annual refresher modules.

Operational Controls

- **Energy Use:** Smart meters and office monitoring systems will track and control energy consumption.

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- **Travel Management:** A Green Travel Policy will regulate commuting and business journeys, requiring justification for all non-essential travel.
- **Digital-first Approach:** E-signatures, online training, and digital recruitment records reduce paper and postal usage.
- **Supplier Engagement:** Sustainability requirements will be integrated into supplier contracts, ensuring compliance throughout the supply chain.

Accountability and Oversight

- Responsibility for delivery rests with the Nominated Individual, Locardia Chidanyika, supported by senior managers.
- Progress will be reviewed quarterly, with outcomes reported to the Board.

By aligning policies with measurable operational controls, Kingswell ensures environmental commitments translate into consistent, practical outcomes across all areas of service delivery.

KPIs & Monitoring

Kingswell Recruitment Ltd will monitor progress against its carbon reduction commitments using clear Key Performance Indicators (KPIs). These KPIs will be measured quarterly and reported annually as part of our Carbon Reduction Plan update, ensuring alignment with Procurement Policy Note (PPN) 06/21.

Carbon Reduction KPIs

- **Energy Efficiency:** Annual office electricity usage (kWh per employee) reduced by 20% by 2028.
- **Travel Emissions:** Total business travel emissions reduced by 30% by 2028, monitored through mileage logs and expense records.
- **Waste Management:** 70% of office waste diverted from landfill by 2028 through recycling and reuse.
- **Supply Chain Compliance:** 80% of suppliers to provide environmental credentials or Carbon Reduction Plans by 2030.

Monitoring Approach

- **Quarterly Reviews:** Internal audits led by the Nominated Individual to check progress against targets.
- **Annual Reporting:** Publication of updated emissions figures on the company website and submission to contracting authorities.
- **Integration with Service Standards:** Monitoring will also support Middlesbrough Council's requirements for quality assurance, incident reporting, and compliance with housing standards. For example, checks on accommodation safety and repair records will be carried out with energy efficiency and carbon considerations in mind.

These KPIs ensure carbon reduction is embedded into daily practice, linked to both operational delivery and the Council's wider objectives for high-quality, sustainable housing services.

Governance

Governance of the Carbon Reduction Plan is overseen at board level to ensure carbon reduction remains a strategic priority. Responsibility sits with the Nominated Individual, Locardia Chidanyika, supported by senior managers including the Care Home Manager, Rebecca

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Braithwaite, and operational leads. This ensures accountability is embedded within the organisation's leadership structure.

The Board will review carbon reduction progress quarterly, considering updates on Scope 1, Scope 2, and Scope 3 performance, and sign off on annual public reporting. Clear minutes will be recorded, and agreed actions will be assigned with deadlines.

Operational delivery teams will be responsible for implementing controls such as travel management, procurement checks, and office efficiency measures. Performance will be reported upwards via monthly management reports, which will include carbon-related KPIs alongside service performance indicators.

This layered approach ensures that carbon reduction is monitored, verified, and delivered consistently, with senior leadership accountable for outcomes and continuous improvement.

Declaration and Sign-Off

This Carbon Reduction Plan has been completed in accordance with Procurement Policy Note (PPN) 06/21 and the associated technical standard for Carbon Reduction Plans. Emissions have been reported and recorded in line with the GHG Protocol Corporate Standard and the UK Government's DEFRA conversion factors for greenhouse gas reporting.

Scope 1 and Scope 2 emissions have been reported in line with the Streamlined Energy and Carbon Reporting (SECR) requirements, while Scope 3 emissions have been included as required under PPN 06/21.

This plan has been reviewed and approved by the Board of Directors of Kingswell Recruitment Ltd.

Signed on behalf of the Supplier:

Name: Locardia Chidanyika

Position: Nominated Individual

Date: 22/09/2025