Carbon Reduction Plan for

Parker Smith Inclusion Limited

For the term 01/09/2026 – 31/8/2026

Publication Date: 01/09/2025

Next renewal due on – 01 September 2027

Department for Energy Security & Net Zero

Department for Environment Food & Rural Affairs

Prepared in collaboration with Neuven Consult;Ghulam.Ali@neuven.co.uk
06/10/2025

Sources:

Department for Business, Energy & Industrial Strategy - GOV.UK (www.gov.uk)
climate-change.data.gov.uk
Government conversion factors for company reporting of greenhouse gas emissions - GOV.UK (www.gov.uk)
Corporate Standard | GHG Protocol
Corporate Value Chain (Scope 3) Standard | GHG Protocol

Organisation Name: Parker Smith Inclusion Limited

Company Number: 13184803 | Tel: 0203 011 4848 | Email: hello@psinclusion.co.uk

Website: Parker Smith Inclusion - The Ethical SEND Recruiter - Parker Smith Inclusion

Registered Address: Create Business Hub, 5 Rayleigh Road, Brentwood, CM13 1AB

1. About

Parker Smith Inclusion is dedicated to providing high-quality, ethical recruitment services to the Special Educational Needs and Disabilities (**SEND**) sector, while upholding a strong commitment to environmental stewardship and operational excellence. This commitment is aimed at contributing to global efforts to limit warming to , as outlined in the IPCC's AR6 report and the COP26 agreement. This aligns with the UK government's Net Zero target, which mandates a significant reduction in greenhouse gas (**GHG**) emissions by 2050.

This Carbon Reduction Plan (**CRP**) offers a comprehensive overview of Parker Smith Inclusion's strategy for measuring, managing, and reducing its carbon footprint. It establishes our baseline emissions, defines clear reporting boundaries, sets ambitious reduction targets, and details the specific initiatives we will implement to achieve these targets. This plan has been developed in accordance with Procurement Policy Note (**PPN**) 006/25, its associated guidance, and relevant reporting standards. We regularly review our plan to assess evolving opportunities to meet our targets.

As an ethical, specialist provider of SEND recruitment services, Parker Smith Inclusion connects talented individuals—including Teachers, Support Staff, Therapists, and Senior Leaders—with opportunities in schools and education settings across the United Kingdom. Our operations primarily involve offering specialist recruitment solutions to clients throughout the country, prioritising integrity and fairness through our transparent pay and charge model. We are a people-first business, and our commitment to operational excellence extends to environmental stewardship.

Our main sites of operation, which form the basis of this report, are located at our offices in **Shenfield** and **London**, supporting our nationwide coverage of the SEND education sector.

- **Purpose of this Carbon Reduction Plan**

The core purpose of this Carbon Reduction Plan is to:

- **Establish a baseline:** Quantify Parker Smith Inclusion's current GHG emissions across relevant scopes to provide a reference point for measuring future progress.
- **Define reporting boundaries:** Clearly delineate the organisational and geographical boundaries for emissions reporting, ensuring a comprehensive and transparent approach.
- **Set reduction targets:** Commit to specific, measurable, achievable, relevant, and time-bound (**SMART**) targets for reducing GHG emissions, aligned with climate science and the UK's Net Zero target.
- **Outline reduction initiatives:** Identify and describe the concrete actions and projects that Parker Smith Inclusion will undertake to achieve its emission reduction targets.
- **Ensure compliance:** Adhere to the requirements of PPN 06/21 and other relevant UK regulations and reporting standards.
- **Promote transparency:** Communicate Parker Smith Inclusion's carbon reduction efforts to stakeholders, including schools, candidates, employees, and suppliers.
- **Drive continuous improvement:** Establish a framework for ongoing monitoring, reporting, and review of our carbon reduction performance, enabling us to adapt and improve our strategy over time.

Parker Smith Inclusion acknowledges that its operations contribute to GHG emissions, primarily through energy consumption in our offices, business travel, employee commuting, and the activities of our supply chain. We are committed to taking responsibility for these emissions and implementing effective measures to mitigate our impact.

This plan demonstrates our dedication to environmental stewardship and our proactive approach to addressing climate change. By implementing the initiatives outlined in this CRP, Parker Smith Inclusion aims to minimise its carbon footprint, enhance its operational efficiency, and contribute to a more sustainable future for the education sector and beyond.

This plan will be reviewed and updated annually to reflect our progress, incorporate new data, and align with evolving best practices and regulatory requirements.

Geographical Boundaries

Create Business Hub
5 Rayleigh Road
Hutton
CM13 1AB

14 New Street
London
EC2M 4HE

2. GHG Inventory Reporting

This Carbon Reduction Plan covers the following sites within Parker Smith Inclusion Limited's operational control:

Site	Estate Size (m^2)	% of Total Estate Size	Description	Tenure	Included in this Report
Create Business Hub 5 Rayleigh Road Hutton CM13 1AB	sq metres	100%	Base Operations	Leased	Yes
14 New Street London EC2M 4HE		100%	Branch		Yes
Total Applicable Estate Size	sq metres	100%			
Total Estate Size (including out of scope)	104	100%			
Number of Sites	2				

3. Scope of Works

Parker Smith Inclusion has set its geographical boundaries for greenhouse gas (**GHG**) emissions reporting based on its operational sites and service areas within the UK. This approach ensures the emissions inventory accurately reflects the company's carbon footprint where it conducts its specialist **SEND recruitment** business.

The reporting boundaries cover the following areas:

- **Headquarters and Operations Hubs:** Our central administrative and operational centres are located in **Shenfield** and **London**. Emissions from these locations, including energy use, waste, water consumption, and staff commuting, are included in the reporting.
- **Nationwide Client Sites and Service Network:** As a specialist recruiter, we provide services to schools and education settings throughout the United Kingdom. The geographical boundary

includes all emissions associated with delivering these services, such as travel by our employees to client sites across **England**, **Scotland**, **Wales**, and **Northern Ireland**.

By defining these boundaries, Parker Smith Inclusion ensures a transparent and comprehensive approach to emissions reporting for its UK operations. This aligns with standard GHG accounting principles, allowing us to effectively measure, monitor, and manage our environmental impact across all our business and service areas.

Reporting Metric	Time Period
Baseline Period	**1st September 2024 to 31st August 2025**
Reporting Period	**1st September 2024 to 31st August 2025**

4. Commitment to Achieving Net Zero by 2050

Parker Smith Inclusion is committed to achieving **Net Zero emissions by 2050**, aligning with the UK government's Net Zero target and the global effort to limit warming to as outlined in the IPCC's AR6 report and the COP26 agreement. We recognise the urgent need to reduce greenhouse gas emissions and are taking action to minimise our environmental impact. As the **Ethical SEND Recruiter**, this commitment reflects our wider values of integrity and responsible operation. This Carbon Reduction Plan outlines our strategy and progress towards achieving this vital goal.

5. Descriptive information

Inventory Details	Scope of Reporting
Company name	**Parker Smith Inclusion LIMITED**
Description of the company	Temporary and Permanent recruitment services.
Chosen consolidation approach (equity share, operational control or financial control)	Operational & Financial control
Description of the businesses and operations included in the company's organisational boundary	Create Business Hub 5 Rayleigh Road Hutton CM13 1AB 14 New Street London EC2M 4HE
Reporting period covered	1st Sep 2024 to 31st Aug 2025
List of Scope 3 activities included in the report	Water/Wastewater, Business travel, Employee Commute, Air travel, Homeworking, Hotel Stay
List of Scope 1, Scope 2, and Scope 3 activities excluded from the report with justification for their exclusion	Scope 3 – Upstream & Downstream Transportation & Distribution as these do not fall in our current activities.
The year chosen as base year and rationale for choosing the base year[1]	1st Sep 2024 to 31st Aug 2025

[1] If a company has different base years for different scopes, base year information should be provided separately for each scope. Establishing a base year is required for scope 1 and 2 emissions, and required for scope 3 emissions when companies choose to track performance or set a reduction target.

6. Description of methodologies and data used

Scope	Methodologies used to calculate or measure emissions, providing a reference or link to any calculation tools used
Scope 1	N/A
Scope 2	Purchased Electricity & Gas Monthly bills kWh

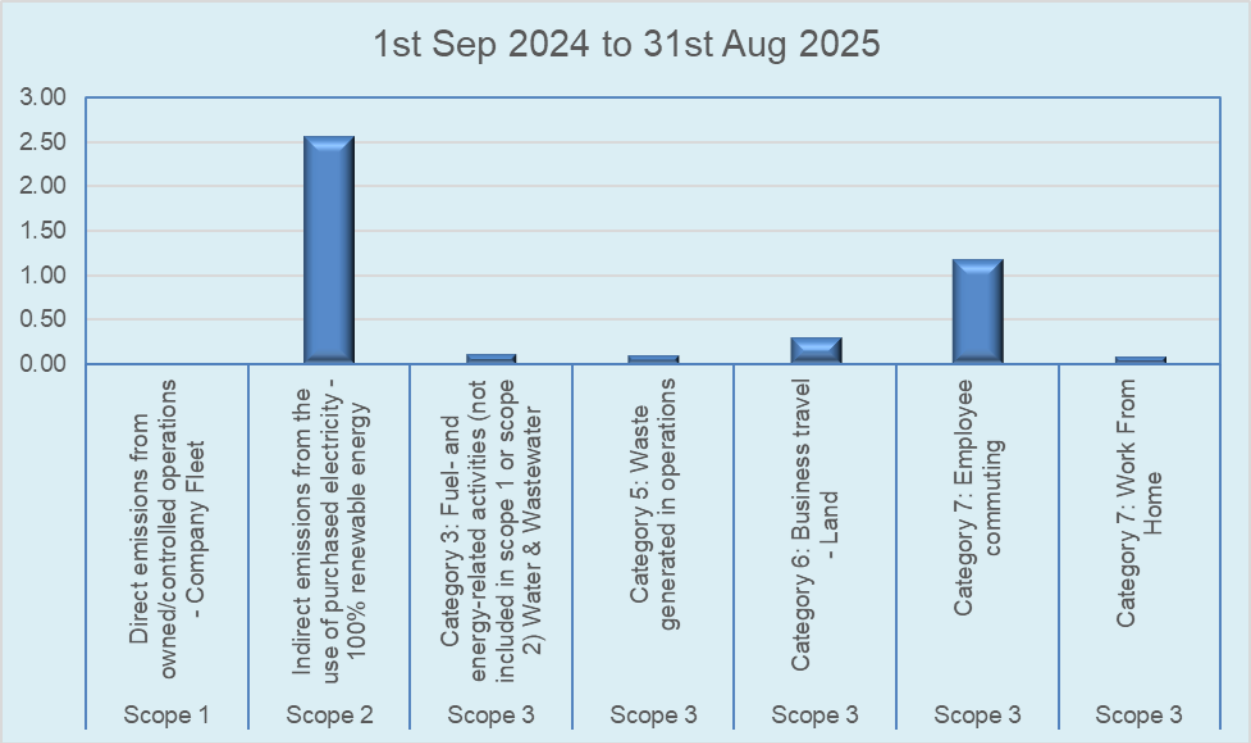
Scope and category	Description of the types and sources of data used to calculate emissions	Description of the data quality of reported emissions	Description of the methodologies, allocation methods, and assumptions used to calculate emissions
Upstream scope 3 emissions			
Category 1: Purchased goods and services	N/A	N/A	N/A
Category 2: Capital goods	N/A	N/A	N/A
Category 3: Fuel- and energy-related activities (not included in scope 1 or scope 2) Water & Wastewater	Rented Premises	Monthly bills	m^3
Category 4: Upstream transportation and distribution	N/A	N/A	N/A
Category 5: Waste generated in operations	Rented premises	Average from Cambridge study	Assumption that collected container weight (1100 litres) is 87.8kg (from Cambridge study)
Category 6: Business travel	Appointments	Journey refunds	Refund slips
Category 7: Employee commuting	Attendance	Journey records	In miles from various modes of commute
Category 8: Upstream leased assets	N/A	N/A	N/A

7. GHG emissions data

- **Baseline Period:** 1st Sep 2024 to 31st Aug 2025
- **Reporting Period:** 1st Sep 2024 to 31st Aug 2025

Scopes and categories	Baseline 1st Sep 2024 to 31st Aug 2025 Tons CO_2e
Scope 1: Direct emissions from owned/controlled operations **- Company Fleet**	0.00
Scope 2: Indirect emissions from the use of purchased electricity **- 100% renewable energy**	2.57
Scope 3: Emissions	
Category 1: Purchased goods and services	0.00
Category 2: Capital goods	0.00
Category 3: Fuel- and energy-related activities (not included in scope 1 or scope 2) Water & Wastewater	0.12
Category 4: Upstream t&d	0.00
Category 5: Waste generated in operations	0.10
Category 6: Business travel - Land	0.30
Category 7: Employee commuting	1.19
Category 7: Work From Home	0.09
Category 8: Upstream Leased Assets - Vehicles	0.00
Category 9: Downstream t&d	0.00
Scopes	
Scope 1	**0.00**
Scope 2	**2.57**
Scope 3	**1.80**
Total Emissions	**4.37**

Figure 1



Analysis of Emissions

Reporting Metric	Time Period
Baseline Period	**1st September 2024 to 31st August 2025**
Reporting Period	**1st September 2024 to 31st August 2025**

This section provides a comprehensive overview of our greenhouse gas (**GHG**) emissions for the reporting period, which also serves as our baseline. The data reflects the emissions from our operational activities and establishes our current carbon footprint, highlighting areas for future focus in our reduction efforts across our specialist SEND recruitment services.

Summary of Emissions

A summary of our emissions for the reporting period is as follows:

- **Scope 1 Emissions (Direct Emissions):**
  - tCO_2e

These emissions, generated by the company's vehicle fleet, were recorded as zero during this period.

- **Scope 2 Emissions (Indirect Emissions from Purchased Electricity):**
  - **2.57** tCO_2e

Emissions from purchased electricity contribute to our Scope 2 total.

- **Scope 3 Emissions (Other Indirect Emissions):**
  - **1.80** tCO_2e

The breakdown by category is as follows:

- **Category 3** (Fuel- and energy-related activities, Water & Wastewater): **0.12** tCO_2e
- **Category 5** (Waste generated in operations): **0.10** tCO_2e
- **Category 6** (Business travel - Land): **0.30** tCO_2e
- **Category 7** (Employee commuting): **1.19** tCO_2e
- All other Scope 3 categories were recorded as **0.00 tCO_2e** .
- **Total Emissions:**
  - **4.37** tCO_2e

Observations

This data provides a clear snapshot of our current emissions profile.

The majority of our emissions during this period fall under **Scope 2** (2.57 tCO_2e) and **Scope 3** (1.80 tCO_2e). The largest single contributor is **Scope 2** (purchased electricity), followed closely by **Scope 3 Employee Commuting** (1.19 tCO_2e).

This profile highlights that our largest areas for future focus in our carbon reduction strategies will be energy consumption in our offices and the commuting habits of our staff. In contrast, **Scope 1** emissions are zero, and emissions from **Business Travel** are low at 0.30 tCO_2e, reflecting the nature of our office-based recruitment operations.



GHG emissions data (Submission Year **1st September 2024 to 31st August 2025**)

Since this is our initial Carbon Reduction Plan our submission year and data is the same as Baseline year.

Zero Emissions Reasons: Organisational Activities Currently Out of Scope (and Inherent in 2024-2025 Data)

Category	1st Sep 2024 to 31st Aug 2025	Zero Emissions Reason
Scope 1 Direct Emissions	0.00	Our operations for this reporting period did not involve direct emissions from owned or controlled sources, such as a company-owned vehicle fleet.
Scope 3 Category 1 & 2	0.00	Emissions from purchased goods and services, as well as capital goods, were calculated as zero for this reporting period.
Scope 3 Category 4: Upstream T&D	0.00	There were no emissions associated with the upstream transmission and distribution of purchased goods and services.
Scope 3 Category 9: Downstream T&D	0.00	No emissions were generated from the downstream transmission and distribution of sold products.
Activities, operations, or assets located outside of	N/A	Emissions from these are excluded as this report focuses solely on

the United Kingdom		Parker Inclusion's activities within the defined geographical boundaries of the United Kingdom. This includes any business travel outside the UK, supply chain emissions from international suppliers, and the use of our services by customers in other countries.
Emissions from franchises or subsidiaries	N/A	These are excluded because such entities have separate legal identities and operational control from Parker Inclusion Limited.

8. Carbon Reduction Targets

Parker Smith Inclusion is committed to a science-based approach to emissions reduction, ensuring our targets are both ambitious and achievable. We align our goals with the Science Based Targets initiative (SBTi) framework, which provides a clearly defined pathway for companies to reduce greenhouse gas emissions in line with the latest climate science.

Our current targets are as follows:

- **Interim Target:** Reduce Scope 1 and Scope 2 emissions by **15% by 2030** from a **1st September 2024 – 31st August 2025** base year. This target is consistent with a **pathway**, demonstrating our commitment to significant short-term reductions that contribute to limiting global warming.
- **Net Zero Target:** Achieve **Net Zero emissions** across all scopes (1, 2, and 3) **by 2050**. This long-term target signifies our dedication to a sustainable future and the full decarbonisation of our operations and value chain, in line with the most ambitious climate goals.

We will continuously review and update these targets annually to ensure they remain ambitious, aligned with the latest climate science, and our operational realities. This allows for the flexibility to refine our targets as our capabilities and opportunities evolve.

9. Carbon Reduction Initiatives

To support our science-based targets and drive meaningful decarbonisation, Parker Smith Inclusion is implementing a comprehensive set of carbon reduction initiatives. These efforts span internal operations, our supply chain, and data transparency—each underpinned by measurable Key Performance Indicators (KPIs) and aligned to our 2030 and 2050 climate goals.

9.1. Monitoring and Reporting

Robust and transparent emissions tracking is foundational to our carbon reduction journey. We will strengthen our data collection, reporting, and verification processes to align with global standards.

Key Actions	KPIs
Deploy a carbon data platform across our entities by Q1 2026.	100% of Scope 1, 2, and material Scope 3 emissions reported annually from 2026.
Conduct annual GHG inventories using the GHG Protocol.	First external limited assurance of GHG data by 2027.
Align disclosures with and future Corporate Sustainability Reporting Directive requirements.	Annual publication of progress towards near- and long-term targets.

9.2. Employee Training and Engagement

We recognise that our people—our recruiters, consultants, and support staff—play a vital role in achieving our sustainability objectives. Parker Smith Inclusion will implement a targeted sustainability training programme tailored to our industry, building awareness around emissions sources (e.g., office energy use, commuting) and encouraging carbon-conscious decision-making in our ethical recruitment service.

Key Actions	KPIs
Launch carbon literacy workshops for all employees by Q1 2026.	90% employee training completion by Q1 2026.
Integrate sustainability modules into onboarding and manager training.	Annual employee sustainability engagement score above 80%.
Promote staff participation in green initiatives (e.g., remote working where applicable, digital-first practices, car sharing to our offices).	

9.3. Supply Chain – Focus on Third-Party Suppliers

Given the contribution of upstream emissions (**Scope 3**), Parker Smith Inclusion will work closely with third-party suppliers to improve environmental performance, particularly concerning our offices and outsourced services.

Key Actions	KPIs
Conduct a supplier emissions risk mapping by Q2 2026.	67% of Scope 3 supplier emissions covered by SBTi targets by **2030**.
Engage top 80% of suppliers (by spend/emissions) in carbon disclosure by 2026.	100% of new strategic supplier contracts include environmental clauses by 2026.
Include SBTi-aligned emissions criteria in new supplier contracts from 2025 onwards.	

9.4. Sustainable Service Delivery and Waste Management

As a specialist service provider dedicated to ethical recruitment, we are committed to minimising the environmental impact of our operations by enhancing sustainable practices in service delivery and improving waste handling across our sites.

Key Actions	KPIs
Establish and promote a certified reuse and recycling network for operational waste across key UK markets.	95% of operational waste diverted from landfill by 2028.
Educate clients and end-users on sustainable waste management practices related to our services.	100% of service delivery includes an option for sustainable waste disposal by 2027 where contractually applicable.
	Publish annual service delivery environmental impact data starting in 2026.

10. 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[2] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[3].

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[4].

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

***Signed on behalf of Parker Inclusion LIMITED*:**

This Carbon Reduction Plan has been reviewed and signed off by the board of directors

[2] https://ghgprotocol.org/corporate-standard
[3] https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting
[4] https://ghgprotocol.org/standards/scope-3-standard



Signed on behalf of the supplier: Darragh Ryan
Date: 07/10/2025
Name: Darragh Ryan

Annex A: Alignment with PPN 006/25 (Carbon Reduction Plan)

PPN 006 Requirement	Description of Alignment within	Reference within
Commitment to Net Zero by 2050	The explicitly states Parker Smith Inclusion's commitment to achieving Net Zero emissions by 2050, aligning with the UK government's target and the climate goal.	"This commitment aligns with the UK government's Net Zero target, which mandates a significant reduction in greenhouse gas (GHG) emissions by 2050."
Baseline Emissions Data	The CRP clearly establishes a baseline using measured GHG data for Scope 1, 2, and 3 emissions across defined categories.	Baseline Period: 1st Sep 2024 to 31st Aug 2025 "Table: Scopes and categories showing emissions data for Scope 1, 2, and 3 Categories." The total baseline emissions for this period are 4.37 tCO_2e**.**
Reporting Period	The CRP provides a summary of the emissions for a period that matches the baseline period, allowing for a direct and transparent comparison of our initial footprint.	Reporting Period: 1st Sep 2024 to 31st Aug 2025 "This section provides a comprehensive overview of Parker Smith Inclusion's greenhouse gas (GHG) emissions for the reporting period."
Current Carbon Reduction Targets	The defines clear interim and Net Zero targets, consistent with a 1.5^0C pathway approach for emissions reduction.	"Our current targets are as follows:" "Interim Target: Reduce Scope 1 and 2 emissions by 15% by 2030 from a 1st Sep 2024 – 31st Aug 2025 base year." "This target is consistent with a 1.5^0C pathway." "Net Zero Target: Achieve Net Zero emissions across all scopes (1, 2, and 3) by 2050."
Carbon Reduction Initiatives	The CRP outlines specific initiatives, including Key Actions and KPIs, to drive decarbonisation across Monitoring & Reporting, Employee Engagement, Supply Chain, and Waste Management to achieve our targets.	"Section: Carbon Reduction Initiatives: Strategy and Implementation" "These efforts span internal operations, supply chain management, and data transparency..."

PPN 006 Requirement	Description of Alignment within	Reference within
Declaration and Sign-Off	The CRP includes a formal declaration that it has been completed in accordance with 006 and approved at the board of directors' level.	"This Carbon Reduction Plan has been reviewed and signed off by the board of directors." "This Carbon Reduction Plan has been signed off by the board of directors."
Publication	The Publication Date of the CRP is clearly stated, confirming public transparency.	**Publication Date: 06/10/2025**

References:

- **PPN 006:** Procurement Policy Note 006: "Taking Account of Carbon Reduction Plans in the Procurement of Major Government Contracts", UK Government.
- **IPCC's AR6 report:** Intergovernmental Panel on Climate Change, Sixth Assessment Report.
- **COP26 agreement:** Conference of the Parties (COP26) Glasgow Climate Pact.
- **GHG Protocol:** The Greenhouse Gas Protocol: "A Corporate Accounting and Reporting Standard" and "Corporate Value Chain (Scope 3) Accounting and Reporting Standard".
- **SECR requirements:** Streamlined Energy and Carbon Reporting requirements, UK Government.
- **CDP:** CDP (formerly Carbon Disclosure Project).
- **CSRD:** Corporate Sustainability Reporting Directive.