Carbon Reduction Plan

PPN 006 COMPLIANT

Hartley Building Services Ltd — FY 2025-26 · PPN 006 (PPN 06/21)

This Carbon Reduction Plan has been completed in accordance with **PPN 006** (Procurement Policy Note 06/21) and the associated guidance and reporting standard for Carbon Reduction Plans. It is publicly available at: https://carbonpass.co/company/hartley-building-services

1. Organisation Details

Organisation	Hartley Building Services Ltd
Company Number	08451293
Registered Address	Unit 4, Queen Street Offices, London EC4R 1BJ
Sector	Construction — Building services & facilities maintenance
Employees	32
Reporting Period	April 2025 — March 2026
Operational Sites	London HQ (24 staff) · Manchester Warehouse (8 staff)
Reporting Boundary	Operational control approach (UK operations)

Commitment to Net Zero. Hartley Building Services Ltd is committed to achieving Net Zero greenhouse gas emissions by **2050**. We have set an interim target to reduce our Scope 1 and 2 emissions by 25% by 2030 against our FY 2025-26 baseline year.

2. Baseline Emissions

Baseline Year: FY 2025-26 (April 2025 — March 2026). As this is the organisation's first year of carbon reporting, no historical emissions data is available. Therefore FY 2025-26 has been selected as the baseline year in accordance with PPN 006 guidance, which permits use of the first reporting year as the baseline where prior data does not exist.

Methodology. Emissions have been calculated using the GHG Protocol Corporate Accounting and Reporting Standard. Emission factors applied are from the UK Government's Greenhouse Gas Conversion Factors for Company Reporting (**DEFRA 2026**). The reporting boundary follows the operational control approach.

Scope 3 Reporting Boundary. The following Scope 3 categories have been included in accordance with PPN 006 requirements: business travel, employee commuting, waste generated in operations, and upstream purchased goods and services. These represent the most material indirect emissions sources, selected on relevance and materiality per the GHG Protocol Corporate Value Chain (Scope 3) Standard.

Emission Source	Activity	tCO2e	% of Total
Scope 1 — Direct			
Natural gas — London HQ	38,600 kWh	7.04	
Natural gas — Manchester Warehouse	26,300 kWh	4.79	
Fleet diesel (8 vehicles)	103,700 km	30.65	
Scope 1 Total		**42.48**	**51.9%**
Scope 2 — Electricity (location-based)			
Purchased electricity — London HQ	50,200 kWh	6.57	
Purchased electricity — Manchester	33,400 kWh	4.37	
Scope 2 Total		**10.95**	**13.4%**
Scope 3 — Indirect			
Employee commuting (32 staff)	DEFRA commuting	8.50	
Business travel (air, rail, car)	Distance-based	3.60	
Hotel stays (30 nights)	DEFRA hotel	0.50	
Waste disposal (17 tonnes)	DEFRA waste	3.80	
Purchased goods & services	£225k spend-based	12.00	
Scope 3 Total		**28.40**	**34.7%**
TOTAL EMISSIONS		**81.83**	**100%**

Emission Source	Activity	tCO2e	% of Total
Emissions intensity (per employee)	32 employees	2.56	

3. Current Emissions — FY 2025-26

As FY 2025-26 is the organisation's first reporting year and has been designated as the baseline year, current emissions are identical to those reported in Section 2 above. Subsequent reports will present year-on-year comparisons against this baseline.

4. Carbon Reduction Targets

All targets are measured against the FY 2025-26 baseline of **81.83 tCO2e**.

Target	Year	Expected Reduction
Interim — Scope 1 & 2 reduction vs baseline	2030	-25% (13.36 tCO2e)
Switch to 100% REGO-backed renewable electricity	2026	-10.95 tCO2e
Replace 2 diesel vans with hybrid/EV	2027	-7.66 tCO2e
Increase waste recycling to 60%	2027	-1.50 tCO2e
Net Zero — all scopes	2050	-100%

5. Carbon Reduction Projects & Initiatives

LED Lighting Retrofit (Completed 2024)

Replaced all fluorescent lighting at London HQ with LED fittings. Estimated annual saving: 4,200 kWh (0.55 tCO2e). Capital cost: £3,200. Payback: 18 months.

Video Conferencing Policy (Completed 2024)

Teams as default for client meetings, reducing domestic business travel ~30%. Estimated annual saving: 1.1 tCO2e. No capital cost.

Renewable Electricity Procurement (Target: October 2026)

Planned switch of both sites to 100% REGO-backed renewable electricity. Expected to reduce Scope 2 to near zero. Estimated annual reduction: 10.95 tCO2e. Cost premium: ~£1,200/yr.

Fleet Electrification Phase 1 (Target: 2027)

Replace two oldest diesel vehicles with electric/plug-in hybrid alternatives. Estimated annual reduction: 7.66 tCO2e. Budget allocated: £65,000.

Waste Recycling Programme (Target: 2027)

Increase construction waste recycling from 40% to 60% via segregated skips and revised contractor terms. Estimated annual reduction: 1.50 tCO2e.

Employee Commuting Reduction (Ongoing)

Cycle-to-work scheme and hybrid-working policy under evaluation. Impact to be quantified in the FY 2026-27 report.

6. Environmental Management Measures

- Carbon emissions reviewed quarterly by the Operations Director and reported to the Board.
- Energy consumption tracked monthly using the CarbonPass platform (carbonpass.co).
- New equipment purchases evaluated for energy efficiency (minimum A-rated appliances).
- Fleet fuel consumption monitored via fuel cards with monthly management reporting.
- Waste contractor provides quarterly tonnage and recycling-rate reports against targets.
- Environmental considerations included in supplier selection for all contracts above £5,000.
- This Carbon Reduction Plan is reviewed and updated annually; next update due by March 2027.

7. Declaration & Sign-Off

This Carbon Reduction Plan has been completed in accordance with PPN 006 (PPN 06/21) and the associated reporting standard for Carbon Reduction Plans. Emissions have been reported in accordance with the GHG Protocol Corporate Accounting and Reporting Standard. The emission factors used are from the UK Government's Greenhouse Gas Conversion Factors for Company Reporting (**DEFRA 2026**). Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions in accordance with the GHG Protocol Corporate Value Chain (Scope 3) Standard.

This Carbon Reduction Plan has been formally reviewed and approved by the Board of Directors of Hartley Building Services Ltd. The Board accepts responsibility for the accuracy of this report and is committed to the reduction targets set out herein.

Signed	______________________
Name	James Hartley
Position	Managing Director
Date	10 July 2026

On behalf of The Board of Directors, Hartley Building Services Ltd

Emissions calculated using UK Government DEFRA 2026 greenhouse gas conversion factors and the GHG Protocol Corporate Accounting and Reporting Standard. Activity data in this document is self-reported by the organisation and has not been independently verified. This is not a third-party carbon audit; figures are indicative estimates. The organisation is responsible for the accuracy of the underlying data. Independent professional review is recommended before relying on these figures for regulated reporting or contractual commitments.
