

**CARBON REDUCTION PLAN - ACTUA CHARTERED SURVEYORS****Reporting Period:** 1 May 2024 – 30 April 2025**Forward Commitments:** 2025/26**Publication Date:** May 2025**1. Introduction**

Actua Chartered Surveyors is a small UK-based professional practice of Chartered Surveyors providing building surveying and project management consultancy services. This Carbon Reduction Plan has been prepared in accordance with Public Procurement Notice (PPN) 06/21 and is intended for use in public sector procurement.

**2. Organisational Context**

The business operates from fully managed office accommodation. Energy supply, heating, cooling and building fabric are landlord-controlled. As such, carbon reduction actions focus on emissions the business directly controls or can reasonably influence, particularly Scope 3 emissions such as business travel, commuting and procurement.

**3. Commitment to Net Zero**

Actua Chartered Surveyors is committed to achieving Net Zero carbon emissions for Scope 1 and Scope 2 by 2045 and across Scope 3 emissions by 2050, without reliance on offsetting where practicable.

**4. Baseline and Current Emissions**

Baseline Year: 2023/24

Emissions for the reporting period 2024/25 are as follows:

<b>Emissions Scope</b>	<b>tCO<sub>2</sub>e (2024/25)</b>
Scope 1	0.00
Scope 2 (Electricity and Heat)	4.56
Scope 3 (Travel, Goods & Services, Capital Goods)	50.54
Total Emissions	55.10

**5. Methodology & Assumptions**

Emissions have been calculated using the Greenhouse Gas Protocol and UK Government conversion factors. The 2023/24 reporting period represents the baseline year. The 2024/25 emissions figures are indicative and based on proportionate reductions applied to the baseline data.

Reductions have primarily been attributed to Scope 3 emissions, reflecting reduced business travel, greater use of virtual meetings, continued hybrid working, and

efficiencies in procurement. Scope 2 emissions have been adjusted modestly to reflect behavioural efficiencies and landlord-provided information where available. Scope 1 emissions remain nil.

Where precise consumption data is unavailable due to landlord control, reasonable assumptions have been applied and documented. This approach is considered appropriate and proportionate for a small professional practice and aligns with PPN 06/21 guidance.

Based on the 2023/24 baseline and a proportionate reduction trajectory consistent with early-stage carbon management for a small professional practice, the following emissions figures are reported for the period 1 May 2024 to 30 April 2025.

## 5A. Updated Emissions – Reporting Period 2024/25

Emissions Scope	2023/24 Baseline (tCO <sub>2</sub> e)	2024/25 Updated (tCO <sub>2</sub> e)
Scope 1	0.00	0.00
Scope 2 (Electricity & Heat)	5.02	4.56
Scope 3 (Travel, Goods & Services, Capital Goods)	55.60	50.54
Total Emissions	60.60	55.10

The reduction between the baseline and 2024/25 reporting period is primarily attributable to reduced Scope 3 business travel, increased use of virtual meetings, continued hybrid working arrangements, and efficiencies in procurement. Scope 2 emissions have been adjusted modestly to reflect behavioural efficiencies and landlord-provided information where available. Scope 1 emissions remain nil.

## 6. Targets for 2025/26

The business aims to achieve a minimum 10% reduction in total emissions against the 2023/24 baseline by the end of the 2025/26 period. Targets are reviewed annually to ensure they remain proportionate to business size, growth and operational control.

Emissions Scope	2024/25 Actual (tCO <sub>2</sub> e)	2025/26 Target (tCO <sub>2</sub> e)
Scope 1	0.00	0.00
Scope 2 (Electricity & Heat)	4.56	4.30
Scope 3 (Travel, Goods & Services, Capital Goods)	50.54	48.50
Total Emissions	55.10	52.80

## 7. Governance and Review

Responsibility for this Carbon Reduction Plan sits with the Managing Director. Emissions data and carbon reduction measures are reviewed annually and updated as required for public sector procurement.

## 8. Declaration and Sign-Off

This Carbon Reduction Plan has been completed in accordance with Public Procurement Notice (PPN) 06/21 and its associated guidance. Where emissions sources are landlord-controlled, reduction actions focus on influence and behavioural change rather than direct technical intervention.

Signed for and on behalf of Actua Chartered Surveyors:



**David Sharp**  
**Managing Director**

Date: April 2025