Carbon Reduction Plan

Supplier name: Collaborative Environmental Advisers Limited (CEA)

Publication date: September 2026

1. Commitment to achieving Net Zero

CEA is committed to achieving Net Zero emissions by 2030.

Procurement Policy Note 06/21: Taking account of Carbon Reduction Plans in the procurement of major government contracts - GOV.UK (www.gov.uk)

2. Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

Baseline Year: 2023-24	
Additional Details relating to the Baseline Emissions calculations.	
CEA does not undertake any activity or own any vehicles that results in Scope 1 emissions. CEA does not purchase electricity, heating or fuel etc. directly, instead power and heating is purchased indirectly through the provider of serviced offices and home-working arrangements. As such, Scope 2 emissions cannot be quantified. CEA has baselined its Scope 3 emissions (business travel related emissions) during 2023/24.	
Baseline year emissions: 2023-24	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	0
Scope 2	0
Scope 3 (Included Sources)	22.05
Total Emissions	**22.05**

3. Current Emissions Reporting

Reporting Year: 2024-25	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	0
Scope 2	0
Scope 3 (Included Sources)	50.95
Total Emissions	**50.95**

Reporting Year: 2025-26	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	0
Scope 2	0
Scope 3 (Included Sources)	30.16
Total Emissions	**30.16**

4. Emissions reduction targets

To support our progress towards Net Zero, we have adopted the following carbon reduction targets:

- In 2023/24, we established a baseline for our Scope 3 emissions and began considering annual reduction targets aligned with achieving Net Zero by the end of 2030.
- In 2024/25, we continued monitoring emissions through improved data-collection practices and began developing a KPI that accounts for business growth.
- In 2025/26, we will implement a progressive emissions-reduction target and use verified carbon offsets for residual emissions, supporting our goal of achieving Net Zero by the end of 2030.

We will continue to monitor our performance and review the effectiveness of these targets to ensure they remain appropriate as the business grows sustainably.

5. Carbon Reduction Projects

The following environmental management measures and projects have been completed:

- Maintained ISO 14001 certification since 2020.
- Implemented a travel hierarchy that prioritises lower-carbon travel options and online communications.
- Provided environmental awareness training to all employees.
- Prioritised suppliers with appropriate environmental management systems and controls.

We plan to implement further carbon reduction measures, including:

- Introducing a verified carbon-offsetting scheme for residual emissions.

6. 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[1] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[2].

[1] https://ghgprotocol.org/corporate-standard

[2] https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting

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[3].

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

Signed on behalf of CEA:



Lisa Jones
Chief Operating Officer
Collaborative Environmental Advisers (CEA) Limited
Date: 14 September 2026

[3] https://ghgprotocol.org/standards/scope-3-standard