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PPN 006 – Carbon Reduction Plan

Supplier Name: **JGA Recruitment Group Ltd**

Publication date: (...) [To be updated: Annually]

Introduction

JGA Recruitment Group Ltd is a leading specialist recruitment consultancy dedicated to the payroll and HR sectors, operating from its headquarters at Lea Business Park in Harpenden. With a headcount of 22 professionals, the firm provides expert recruitment solutions while maintaining a firm commitment to operational excellence and technical reliability. This focus on quality is reflected in their robust carbon accounting practices, which utilise 2024 UK Government GHG Conversion Factors to ensure all reporting meets the rigorous standards required for a formal Carbon Reduction Plan (CRP).

The organisation's strategy is underpinned by a values-driven approach to sustainability and social responsibility. JGA Recruitment Group Ltd has pledged to achieve Net Zero emissions by 2050, integrating carbon reduction initiatives directly into its core business strategy to ensure a compliant and optimised environment for clients and candidates alike. By combining industry expertise with a transparent commitment to environmental stewardship—including detailed monitoring of commuting, business travel, and office energy use—JGA Recruitment Group Ltd continues to set itself apart as a sustainable partner in the UK recruitment landscape.

Commitment to achieving Net Zero

The most recent report from the Intergovernmental Panel on Climate Change (IPCC), AR6, described the severe consequences of a failure to prevent global temperature rise below 1.5°C. The recently concluded COP26 made clear that to limit global warming to 1.5°C, carbon emissions need to halve by 2030 and drop to net zero by the middle of the century for the best chance to avoid the worst impacts of climate change.

As a responsible business, JGA Recruitment Group Ltd is committed to becoming net-zero by 2050.

This report sets out a net-zero roadmap, detailing the strategies we have put in place to achieve this goal.

Scope Of Works

This Carbon Reduction Plan has been formulated using primary activity data to establish a comprehensive baseline of our environmental impact. The calculations encompass all key operational areas, including detailed records for Business Travel (Car, Taxi, Rail, and Air), Hotel Accommodation, and Employee Commuting. Unlike initial estimates based solely on spend, this report utilises granular mileage and consumption data to provide a precise carbon profile.

To arrive at these figures, we have applied the **2024 UK Government GHG Conversion Factors**, ensuring that our reporting aligns with **PPN 006** compliance standards. While we have utilised industry-standard benchmarks for water and waste where primary data was unavailable, we are committed to refining our data collection processes over time to further increase the precision of our carbon accounting as we progress toward our 2050 Net-Zero target.

This document serves as a comprehensive overview of JGA Recruitment Group Ltd.’s carbon usage. To ensure clarity and provide a reliable year-on-year comparison, the periods covered by this report are:

- **Baseline Period:** 1st January 2025 to 31st December 2025
- **Reporting Period:** 1st January 2025 to 31st December 2025

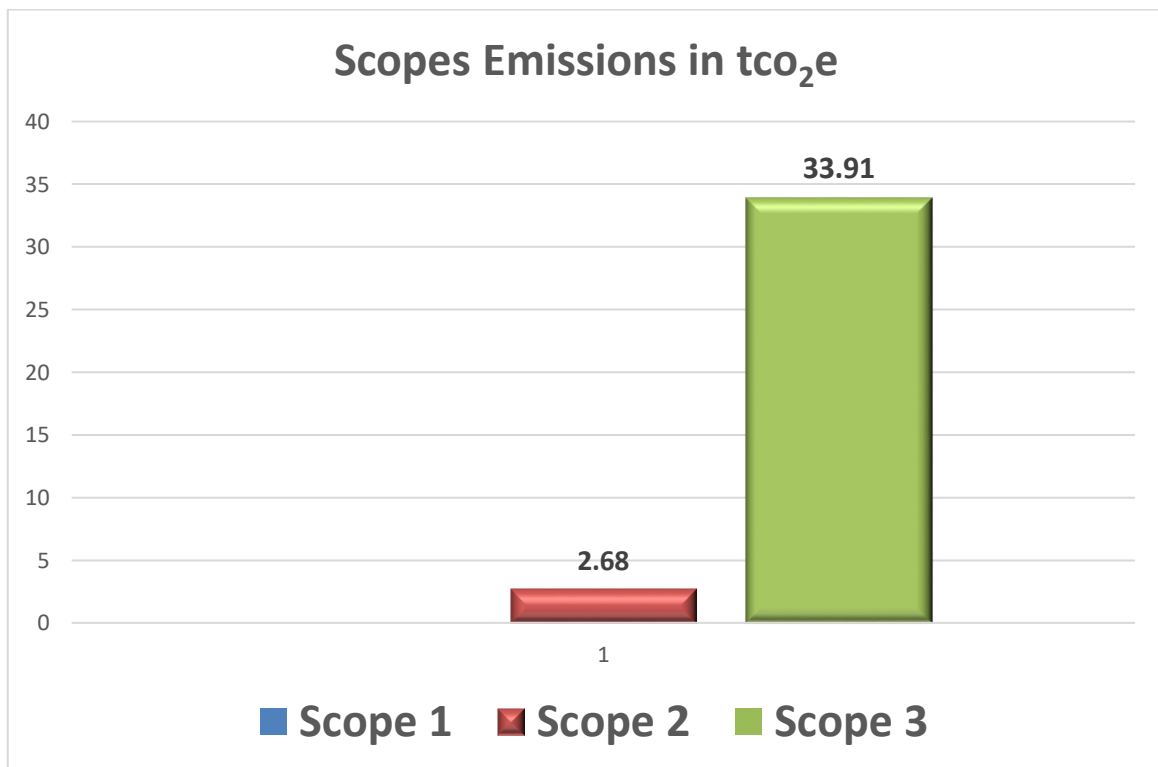
Sites In Our Estate

Site	Estate size (sqmt)	% of total estate size	Description	Tenure
Headquarters: Suite 4, 1 Lea Business Park, Lower Luton Road, Harpenden, AL5 5EQ	(180.23) sqmt	100%	Commercial Office	Rented
Registered Address: 3 Kensworth Gate, 200-204 High Street South, Dunstable, LU6 3HS	0	0	Registered address.	
Total applicable estate size (excludes out of scope properties)	(180.23) sqmt	100%		
Number of sites	1			

Baseline Carbon Footprint (1st Jan 2025 to 31st Dec 2025)

Jan-Dec 2025 is the first year where we have a complete GHG inventory, including the five Scope 3 categories required for PPN 006 compliance. Reasonable assumptions are made in calculating the Scope 3 emissions for this period – not all of Scope 3 has been calculated at this time, this is a work in progress.

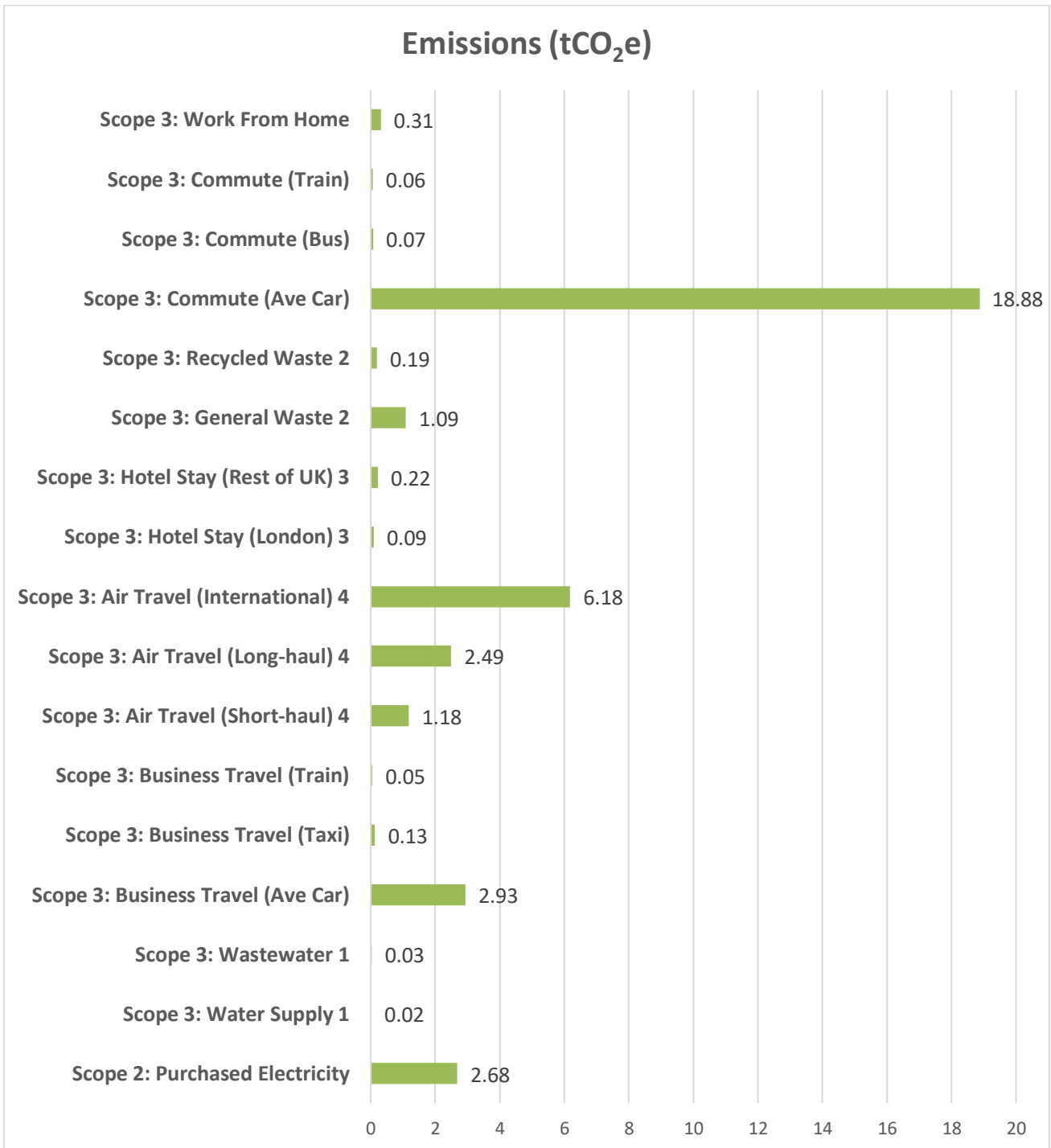
Emissions	Total (tCO ₂ e) for reporting period	Total (tCO ₂ e) for baseline period
Scope 1	0.00	0.00
Scope 2	2.68	2.68
Scope 3	33.91	33.91
Total emissions	36.59	36.59



Emissions Breakdown

Category	Activity Data (Total)	2024 Conversion Factor	Emissions (kg CO ₂ e)	Emissions (tCO ₂ e)
Scope 2: Purchased Electricity	11,892 kWh	0.22499	2,675.58	2.68
Scope 3: Water Supply	110 m ³	0.14900	16.39	0.02
Scope 3: Wastewater	104.5 m ³	0.27200	28.42	0.03
Scope 3: Business Travel (Ave Car)	10,724 miles	0.27303	2,927.97	2.93
Scope 3: Business Travel (Taxi)	635 miles	0.20369	129.34	0.13
Scope 3: Business Travel (Train)	1,375 miles	0.03345	46.00	0.05
Scope 3: Air Travel (Short-haul)	7,850 miles	0.14981	1,176.01	1.18
Scope 3: Air Travel (Long-haul)	13,300 miles	0.18731	2,491.22	2.49
Scope 3: Air Travel (International)	33,000 miles	0.18731*	6,181.23	6.18

Category	Activity Data (Total)	2024 Conversion Factor	Emissions (kg CO₂e)	Emissions (tCO₂e)
Scope 3: Hotel Stay (London)	8 nights	11.50000	92.00	0.09
Scope 3: Hotel Stay (Rest of UK)	21 nights	10.40000	218.40	0.22
Scope 3: General Waste	2.2 tonnes	497.0000	1,093.40	1.09
Scope 3: Recycled Waste	8.8 tonnes	21.28000	187.26	0.19
Scope 3: Commute (Ave Car)	69,156 miles	0.27303	18,881.66	18.88
Scope 3: Commute (Bus)	648 miles	0.10231	66.30	0.07
Scope 3: Commute (Train)	1,920 miles	0.03345	64.22	0.06
Scope 3: Work From Home	1,056 days	0.29700	313.63	0.31
TOTAL			36,588.03	36.59



Reporting / Submission year (1st Jan 2025 to 31st Dec 2025)

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

Emissions Reduction Targets

JGA Recruitment Group Ltd is dedicated to advancing sustainable progress within the recruitment sector while rigorously mitigating its environmental footprint. In this Carbon Reduction Plan, we have adopted a robust approach to carbon accounting that aligns with the principles of the Science Based Targets initiative (SBTi) framework.

Baseline Emissions Data

The greenhouse gas emissions baseline for the 12-month period ending December 2025 totals **36.59 tCO₂e**. The primary driver of our footprint is Scope 3, accounting for **33.91 tCO₂e**, which is largely influenced by employee commuting and business air travel. Scope 2 (Purchased Electricity) contributes **2.68 tCO₂e**, representing the power used for our Harpenden office operations. Scope 1 emissions remain at **0.00 tCO₂e**, as the organisation does not operate a company-owned fleet or on-site gas combustion systems.

Science-Based Targets

JGA Recruitment Group Ltd has established ambitious targets to deliver immediate reductions and ensure long-term decarbonisation:

- **Near-Term (2030):** Our goal is to significantly reduce our Scope 3 emissions by encouraging sustainable commuting alternatives and optimising business travel requirements. We aim to lower the carbon intensity of our office operations by investigating renewable energy tariffs to further reduce our Scope 2 impact.
- **Long-Term (2050):** We commit to achieving Net Zero across all scopes by 2050.

Targets will be reviewed annually, refining our data—which currently incorporates a mix of direct activity records and industry benchmarks—into even more granular reporting to ensure our operations remain aligned with the latest climate science.

Carbon Reduction Initiatives

To support our science-based targets, JGA Recruitment Group Ltd is implementing comprehensive carbon reduction initiatives across our operations and value chain.

1. Operational Efficiency (Scope 2)

With Scope 2 emissions standing at **2.68 tCO₂e**, focusing on office energy consumption is vital for our near-term targets.

- **Actions:** Investigate the transition to certified renewable energy tariffs for the Harpenden office by 2026 and implement energy-saving measures such as LED lighting and sensor-based controls.
- **KPIs:** Aim to reduce Scope 2 energy intensity by **5% annually** to support a 15% reduction by 2030.

2. Value Chain and Travel (Scope 3)

Our primary impact lies in Scope 3 activities, which total **33.91 tCO₂e**, driven largely by employee commuting and business travel.

- **Commuting Strategy:** Encourage the continued use of public transport, building on the existing **648 miles** of bus travel and **1,920 miles** of rail travel recorded in our baseline.
- **Business Travel:** Prioritise rail over short-haul domestic flights and continue to apply Radiative Forcing (RF) inclusive factors for all air travel to maintain **PPN 006** compliance.
- **KPIs:** Achieve a **10% reduction** in car-based business travel mileage (**10,724 miles** baseline) by 2027 through increased use of virtual meeting technologies.

3. Remote Work and Data Integrity

We will refine our data collection to move beyond benchmarks for waste and water towards primary, activity-based reporting.

- **Engagement:** Promote sustainable energy-saving behaviours for the **1,056 recorded days** of homeworking to mitigate the incremental energy impact of remote offices.
- **Reporting:** Maintain transparent, annual emissions tracking to ensure our 2025 baseline remains on a pathway aligned with our **2050 Net-Zero** goal.

Completed Projects:

Optimisation of Site Lighting (CP Electronics) In addition to standard energy management, we have successfully integrated an automated, light-sensitive control system provided by CP Electronics. This system utilises advanced sensors to monitor ambient light levels and occupancy, ensuring that artificial lighting is only deployed when necessary. By automatically dimming or deactivating lights in response to natural daylight availability and room vacancy, the system significantly reduces unnecessary electricity consumption. This proactive infrastructure investment demonstrates a

commitment to operational efficiency and serves as a foundational element of our ongoing strategy to reduce Scope 2 emissions.

Methodology used in the calculation of disclosures

For carbon only related matters, the SECR methodology as specified in "Environmental reporting guidelines: including Streamlined Energy and Carbon Reporting and greenhouse gas reporting (GHG)" was used in conjunction with Government GHG reporting conversion factors.

- <https://ghgprotocol.org/corporate-standard>
- <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>
- <https://ghgprotocol.org/standards/scope-3-standard>


Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 006 and the 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 standard⁷ and uses the appropriate Government emission conversion factors for greenhouse gas 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 and is a work in progress as data is currently being collated to one central system.

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

Signed: 
Signed by: Ros Winchester
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Ros Winchester

Name:

Operations & Sustainability Director

Position:

2/19/2026

Date: