

CARBON REDUCTION PLAN

2026–2030

Hale Harmony Outreach Services Limited

Registered office	54D Farnborough Road, Manchester, M40 7NH
Company number	15742355
Website	https://haleharmony.co.uk
Sustainability lead	Ferguson Oseghale
Plan owner	Ferguson Oseghale
Proposed publication date	20 June 2026

Initial publication status

Hale Harmony is collecting its first complete organisational emissions dataset. This plan sets out the organisation's Net Zero commitment, governance, reduction targets and environmental management measures. Baseline and current-year emissions figures are not yet available and must be added before the plan is represented as fully compliant with the PPN 006 reporting standard.

Prepared for approval by the Board of Directors

1. Commitment to achieving Net Zero

Hale Harmony Outreach Services Limited is committed to achieving Net Zero greenhouse gas emissions by 2050 at the latest. We have also adopted an interim target to reduce our operational carbon emissions by 10% by 2030, measured against the 2026/27 baseline once established.

We will prioritise genuine emissions reductions before considering the use of recognised carbon removals for residual emissions that cannot reasonably be eliminated. Our approach will focus on travel, energy use, digital working, procurement, waste reduction and workforce engagement.

2. Organisational boundary and reporting approach

- Reporting boundary: Hale Harmony's United Kingdom operations under the operational control approach.
- Reporting unit: tonnes of carbon dioxide equivalent (tCO₂e).
- Reporting period: the financial year from 1 April to 31 March.
- Conversion factors: the relevant UK Government greenhouse gas conversion factors for the reporting year.
- Scope coverage: all applicable Scope 1 and Scope 2 emissions and the five Scope 3 categories required by PPN 006: business travel, employee commuting, waste generated in operations, upstream transportation and distribution, and downstream transportation and distribution.
- Review cycle: annually, within six months of the end of the financial year.

3. Baseline emissions footprint

Baseline year: 1 April 2026 to 31 March 2027.

Hale Harmony is a small and developing organisation and has not previously completed a full organisational carbon footprint. We are establishing the records needed to produce a reliable baseline, including energy bills, business mileage, reimbursed staff travel, employee commuting data, waste information and supplier transport information. We will not report estimated zero values where data has not yet been measured.

Emission source	Baseline emissions (tCO ₂ e)	Current status
Scope 1	Not yet calculated	Data collection in progress for fuel used in any company-owned or controlled vehicles, heating or equipment.
Scope 2	Not yet calculated	Electricity and other purchased energy data are being collected from premises and suppliers.
Scope 3 – business travel	Not yet calculated	Mileage, public transport, accommodation and other business travel records are being standardised.
Scope 3 – employee commuting	Not yet calculated	A staff commuting survey and annual update process will be introduced.
Scope 3 – waste generated in operations	Not yet calculated	Waste type, volume or weight and disposal route will be recorded where information is available.
Scope 3 – upstream transport and distribution	Not yet calculated	Supplier deliveries and transport associated with purchased goods will be assessed.
Scope 3 – downstream transport and distribution	Not yet calculated	Applicability will be reviewed and any relevant emissions reported.
Total emissions	Not yet calculated	The baseline total will be published after the first complete reporting year.

4. Current emissions reporting

Current/most recent reporting year: Not yet available. The first complete reporting year will be 2026/27.

Emission category	Current emissions (tCO ₂ e)
Scope 1	Not yet calculated
Scope 2	Not yet calculated
Scope 3 – required categories	Not yet calculated
Total emissions	Not yet calculated

The first verified baseline and current emissions statement will be added to this plan within six months of the end of the 2026/27 financial year. Hale Harmony will then compare future reporting years against that baseline and publish the updated plan on its website.

5. Emissions reduction targets

- Achieve Net Zero greenhouse gas emissions by 2050 at the latest.
- Reduce operational carbon emissions by 10% by 2030 against the 2026/27 baseline.
- Capture at least 95% of business mileage and energy data by 31 March 2027.
- Complete the first formal Scope 1, Scope 2 and required Scope 3 calculation by 30 September 2027.
- Review the feasibility of strengthening the 2030 target once the first baseline has been verified.

Progress will be measured using absolute tCO₂e emissions and relevant activity indicators, including emissions per support hour, business miles per support hour, office energy use and paper purchasing. We will explain material changes in organisational size or service volume so that performance can be interpreted fairly.

6. Carbon reduction measures

6.1 Travel and service delivery

- Recruit workers locally wherever this is compatible with safe and effective service delivery.
- Use electronic rotaring system to cluster visits geographically, reduce avoidable journeys and provide realistic travel time between calls.
- Monitor business mileage and investigate repeated or unnecessarily long journeys.
- Encourage public transport, walking, cycling and car sharing where practical, safe and consistent with the person's support plan.
- Consider lower-emission and electric vehicles when company-controlled vehicles are introduced or replaced.

6.2 Digital working and paper reduction

- Use electronic care planning, recording, scheduling and rota management.
- Use electronic communication, digital forms and secure document sharing as the default.
- Set printers to double-sided and black-and-white printing and print only where operationally necessary.
- Monitor paper and printer consumable purchases and reduce unnecessary storage of duplicate paper records.

6.3 Energy and premises

- Switch off lighting, computers, chargers and equipment when not in use.
- Choose energy-efficient lighting and equipment when items are replaced.
- Review electricity tariffs and seek renewable electricity options where commercially and contractually feasible.
- Record energy use from bills or obtain apportioned consumption information from the landlord where premises are shared.

6.4 Procurement and supply chain

- Use local suppliers where they meet quality, safeguarding, cost and contractual requirements.
- Consolidate orders to reduce deliveries and avoid unnecessary express delivery.
- Consider packaging, durability, repairability, reuse and end-of-life disposal when purchasing goods.
- Ask key suppliers for relevant environmental information and include sustainability within supplier reviews.

6.5 Waste and resource efficiency

- Separate recyclable materials where facilities are available.
- Reduce single-use items where this is safe and consistent with infection prevention requirements.
- Use confidential waste services for sensitive paper and retain destruction records.
- Avoid over-ordering supplies and monitor obsolete or wasted stock.

6.6 Workforce awareness

- Include sustainability expectations within induction and team briefings.
- Provide practical guidance on lower-emission travel, energy saving, waste reduction and responsible purchasing.
- Invite staff to identify avoidable journeys, waste and other opportunities for improvement.
- Recognise practical suggestions that reduce emissions without compromising safety or service quality.

7. Implementation and monitoring plan

Action	Lead	Target date	Evidence
Introduce a central carbon data register covering energy, mileage, travel, commuting, waste and relevant supplier information.	Ferguson Oseghale	30 September 2026	Data register, reporting guidance and assigned data owners
Configure operational processes so business mileage and travel data are recorded consistently.	Ferguson Oseghale with Operations Manager	31 October 2026	RoundSys/process records and monthly mileage report
Complete staff commuting survey and agree annual refresh arrangements.	Ferguson Oseghale	31 January 2027	Survey results and methodology record
Complete first full organisational carbon footprint using the relevant Government conversion factors.	Ferguson Oseghale	30 September 2027	Emissions calculation workbook and evidence file
Update, approve and publish the Carbon Reduction Plan with baseline tCO ₂ e figures.	Board of Directors	30 September 2027	Signed plan and website publication
Review performance against the 10% reduction target and agree corrective action where progress is off track.	Board of Directors	Annually	Governance minutes and updated action plan

8. Governance and accountability

Ferguson Oseghale is Hale Harmony's sustainability lead and is responsible for coordinating data collection, maintaining the carbon data register, monitoring action delivery and preparing the annual update. Operational managers will provide mileage, energy, purchasing, waste and staffing information. The Board of Directors will review performance, approve targets and sign off each published Carbon Reduction Plan.

Performance will be reviewed quarterly. Actions will record an accountable lead, target date and evidence of completion. Where progress is delayed, the sustainability lead will identify the cause, agree corrective action and report the position to the Board. The plan will be reviewed after significant organisational changes, including new premises, acquisition of vehicles, material growth in service volume or changes to the supply chain.

9. Declaration and sign-off

This Carbon Reduction Plan has been prepared using the structure and technical requirements of Procurement Policy Note 006. Hale Harmony confirms its commitment to achieving Net Zero by 2050 and has set out the environmental management measures that are in place or planned for the delivery of its services.

At the date of this initial plan, Hale Harmony has not completed a full organisational greenhouse gas calculation. Baseline and current emissions are therefore recorded as not yet calculated rather than being reported as zero. The plan will be updated with Scope 1, Scope 2 and the required Scope 3 emissions figures once the first complete reporting period has ended. It must not be described as fully compliant with the PPN 006 reporting standard until those figures have been inserted and the updated plan has been formally approved and published.

Approved by	Kim Mahlangu
Position	Director
Signature	K.Mahlangu
Date of approval	24 June 2026

Plan prepared by: Ferguson Oseghale, Sustainability Lead

10. Reporting references

- Cabinet Office, PPN 006: Taking account of Carbon Reduction Plans in the procurement of major government contracts.
- Cabinet Office, PPN 006: Technical standard for completion of Carbon Reduction Plans.
- Greenhouse Gas Protocol Corporate Accounting and Reporting Standard.
- UK Government greenhouse gas conversion factors for company reporting.