

When the Adults Change Carbon Reduction Plan

October 2027



Cabinet Office

Carbon Reduction Plan guidance

Notes for completion

Where an in-scope organisation has determined that the measure applies to the procurement, suppliers wishing to bid for that contract are required, as a condition of participation, to submit a CRP which details their organisational carbon footprint and confirms their commitment to achieving net zero by 2050.

CRPs are to be completed by the bidding supplier and must meet the reporting requirements set out in supporting guidance and include the supplier's current carbon footprint and its commitment to reducing emissions to achieve net zero emissions by 2050.¹¹

The CRP should be specific to the bidding entity, or, provided certain criteria are met, may cover the bidding entity and its parent organisation. In order to ensure the CRP remains relevant, a CRP covering the bidding entity and its parent organisation is only permissible where the detailed requirements of the CRP are met in full, as set out in the Technical Standard¹² and Guidance, and all of the following criteria are met:

- the bidding entity is wholly owned by the parent
- the commitment to achieving net zero by 2050 for UK operations is set out in the CRP for the parent and is supported and adopted by the bidding entity, demonstrated by the inclusion in the CRP of a statement that this will apply to the bidding entity
- the environmental measures set out are stated to be able to be applied by the bidding entity when performing the relevant contract
- the CRP is published on the bidding entity's website

Bidding entities must take steps to ensure they have their own CRP as soon as reasonably practicable and should note that the ability to rely on a parent organisation's CRP may only be a temporary measure to satisfy this particular condition of participation.

The CRP should be updated regularly (at least annually) and published and clearly signposted on the supplier's UK website. It should be approved by a director (or equivalent senior leadership) within the supplier's organisation to demonstrate a clear commitment to emissions reduction at the highest level. Suppliers may wish to adopt the objectives of the CRP within their strategic plans.

A template for the CRP is set out below. Please complete and publish your CRP in accordance with the reporting standard published alongside this PPN.

¹¹ 'Bidding supplier' or 'bidding entity' means, for the purpose of this guidance, the organisation with whom the Contracting Authority will enter into a contract if it is successful.

¹² <https://www.gov.uk/government/publications/ppn-006-guidance-on-taking-account-of-carbon-reduction-plans-adopting-and-applying-conditions-of-participation-html>

Carbon Reduction Plan template

Supplier name

When the Adults Change Ltd

Publication date

Approved on 12th October 2026

Commitment to achieving net zero

When the Adults Change Ltd is committed to achieving net zero emissions by 2050.

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: 2025–26 (1 October 2025 to 30 September 2026)

Additional details relating to the baseline emissions calculations:

First reporting period: 1 October 2025 to 30 September 2026; no previous footprint. Operational-control boundary. All staff work from home; no company premises, vehicles, energy payments or commuting. No operational waste reported. Occasional team meetings in a central location.

Travel: 10,000 miles includes three Heathrow–Belfast City return trips. Assumes one passenger per leg; six legs at 313.2 miles/504.1 km each leave 8,120.8 conventional hybrid-car miles. Car 1.693755 tCO₂e plus flights 0.693480 tCO₂e = 2.387236 tCO₂e.

Deliveries: 10 parcels × 20 books × 0.5 lb = 45.359 kg of books. Model assumes UK road deliveries of 500 km per parcel, using the government average-van factor as a proxy: 0.045359 tonnes × 500 km × 0.63940 kg CO₂e/tonne-km ÷ 1,000 = 0.014501 tCO₂e. Distance, domestic routing and van transport are modelling assumptions, not confirmed DPD routes. Packaging mass, hub energy and fuel supply-chain emissions are not included; replace with DPD shipment data when available.

Scope 3 category 4: 0.014501 tCO₂e, assuming WTAC purchases all book transport; category 5: 0 (no waste reported); category 6: 2.387236; category 7: 0 (no commuting); category 9: 0 under the company-paid delivery assumption, avoiding double counting. Estimated total before rounding: 2.401737 tCO₂e, reported as 2.402. No other transport activity has been supplied.

Baseline year emissions:

Emissions	Total (tCO ₂ e)
Scope 1	0.000
Scope 2	0.000
Scope 3 (included sources)	2.402 (estimated)
Total emissions	2.402 (estimated)

Current emissions reporting

Reporting year: 2025–26 (same as first baseline)

Emissions	TOTAL (tCO ₂ e)
Scope 1	0.000
Scope 2	0.000
Scope 3 (included sources)	2.402 (estimated)
Total emissions	2.402 (estimated)

Emissions reduction targets

Our long-term commitment is net zero by 2050. The following five-year target and measures are presented for director approval.

We propose reducing emissions by 20% from the estimated 2025–26 baseline of 2.402 tCO₂e to 1.922 tCO₂e by 30 September 2031. Annual reviews will track progress and improvements in the accuracy of our activity records. Targets will be recalculated transparently if the baseline changes.

Carbon reduction projects

Completed carbon reduction initiatives

This is our first baseline assessment. No quantified reduction against a previous baseline is claimed.

Staff work mainly from home, with occasional commuting for in-person meetings at a central location (not business premises), no separate business premises or company vehicles. Online courses and digital administration reduce the need for travel and printing. No work-related paper, cardboard or other operational waste is reported. Training materials are not posted, only books. Reported road travel uses hybrid, diesel and petrol vehicles. No quantified saving against a previous baseline is claimed.

Future carbon reduction initiatives

We propose using online meetings and training where suitable; combining visits to avoid repeat journeys; considering rail and lower-emission travel where practical; reviewing flights before booking; consolidating book deliveries; and continuing digital administration. We will seek courier emissions reports and maintain annual records of travel by mode, vehicle type, courier activity and any waste. The Director will oversee annual review and implementation following approval.

Declaration and sign off

This Carbon Reduction Plan has been prepared using the PPN 006 template and associated reporting guidance. It contains an estimated first baseline based on management information and the explicitly documented assumptions below.

Emissions estimates use UK Government conversion factors 2026: hybrid car 0.20857 kg CO₂e/mile; domestic flight including radiative forcing 0.22928 kg CO₂e/passenger-km; average van of unknown fuel type 0.63940 kg CO₂e/tonne-km. Aviation distance uplift is already included in the factor. The 2026 factor set is used throughout because activity has not been split by calendar year.

The plan uses an operational-control boundary. No company-controlled premises, vehicles or purchased energy are reported, so Scope 1 and Scope 2 are recorded as zero on that basis. Private homeworking energy is outside this boundary, and optional homeworking emissions are excluded. Required Scope 3 sources comprise estimated travel and deliveries, minimal reported commuting and zero reported operational waste. Fuel supply-chain emissions and book manufacture are outside the required subset reported here.

By signing below, the Director confirms board approval of this plan, including its estimates, reporting boundary, assumptions, targets and proposed measures. The approved plan will be published on WTAC's UK website and reviewed annually.

Signed on behalf of When the Adults Change Ltd by Ellie Dix, Director:

Signature: 

Approval date: 12th October 2026

¹³ <https://ghgprotocol.org/corporate-standard>

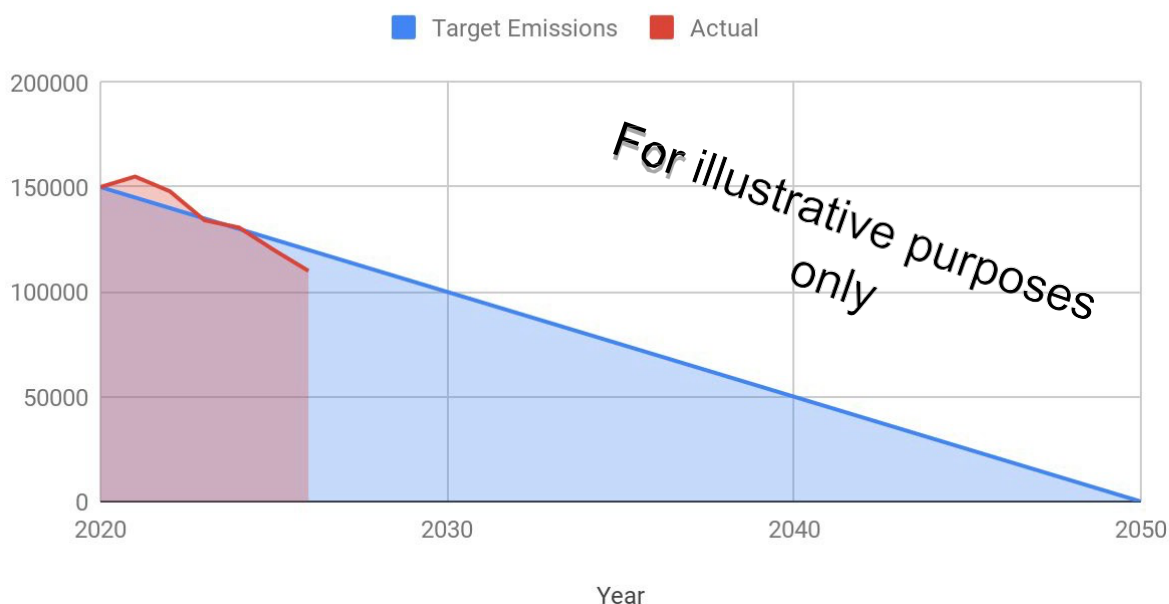
¹⁴ www.gov.uk/government/collections/government-conversion-factors-for-company-reporting

¹⁵ <https://ghgprotocol.org/standards/scope-3-standard>

Annex – Guidance notes

- Please provide details of your organisation's baseline emissions. If your organisation has not previously assessed or reported emissions, please state this and use your first reporting period as your baseline.
- Under **Additional details relating to the baseline emissions calculations**, please add details of your baseline emissions as required: for example, that it is a historic baseline which deviates from the requirements under this measure (e.g. no prior Scope 3 emissions reporting); that there had been no previous reporting; or that you have created a new baseline due to substantial organisational change or restructuring.
- Under the heading **Emissions reduction targets**, if your organisation already has emissions reduction targets, please give those targets. If your organisation had no previous emissions reduction commitment, or if this is your organisation's first carbon footprint, please provide targets for your organisation. You may want to show progress against your targets in a graph, like the one shown below:

Carbon Reduction: Projected vs. Actual



- Under the heading **Completed carbon reduction initiatives**, please provide brief details of some of your completed carbon reduction projects. This is for information only. This may include environmental management measures such as certification schemes like ISO14001 or PAS 2060, signing up to SBTi or specific measures you have taken such as: the adoption of LED/PIR lighting controls, changes to policy resulting in a reduction in company travel and flights or the electrification of the company fleet.
- Under the heading **Future carbon reduction initiatives**, please provide brief details of some of your likely/proposed future carbon reduction projects, if any. This is for information only.