Carbon Reduction Plan

2025/26

Our commitment

Sensible Staffing Ltd is committed to achieving net zero greenhouse gas emissions by 2050.

As a small business, we focus on practical measures suited to the way we work: remote working, lower-emission commuting, online meetings and limited business travel. We also aim to improve the information we collect so we can measure our progress more reliably.

Our business and working arrangements

We have 20 staff and operate from one serviced office. Fifteen staff work remotely, while five office-based staff attend an average of four days per week.

Of the five office-based staff, two share a car, two cycle and one walks.

Most meetings take place online through Microsoft Teams. Business travel is infrequent and, when journeys are needed, they are mainly made by train.

The company has two directors' cars: one petrol and one electric. The petrol car undertakes approximately 1,000 business miles per year or less. The electric car is currently used for personal journeys only.

Emissions baseline and measurement

Our original plan established an estimated 2024 baseline of **22.82 tonnes of carbon dioxide equivalent (tCO■e)**. This covered company vehicles, estimated office energy use, employee commuting, business travel and certain distribution and waste activities.

This remains our reference point. However, the original figures relied on estimates, and we have not yet completed an updated emissions calculation for 2025/26. We are therefore not claiming a measured reduction against that baseline.

Our serviced-office provider does not supply separate electricity or heating consumption figures for our office. Future calculations will need to use clearly explained estimates where actual usage data remains unavailable.

We will also review how company vehicle use, commuting and homeworking are recorded so that future comparisons use a consistent basis. The electric car's personal use will not automatically be treated as having no company-related emissions.

Reduction targets

Our long-term commitment is to achieve net zero emissions by 2050.

Our existing interim target is to reduce emissions by **25% against the estimated 2024 baseline by 2030**, equivalent to approximately **17.12 tCO■e per year**.

This remains a target, rather than an achieved reduction. We will review it as our emissions information improves and explain any changes to the baseline or calculation method.

Actions for 2026/27

During the next financial year, we will:

• Continue remote working arrangements and use Microsoft Teams for meetings wherever practical.

• Encourage walking, cycling and car sharing for office attendance.

• Keep business travel to necessary journeys and favour rail where practical.

• Record business journeys by transport type and distance.

• Improve vehicle mileage and fuel or charging records, distinguishing business, commuting and personal use where possible.

• Ask our serviced-office provider whether energy consumption data or information about the building’s energy supply can be made available.

• Review a practical method for estimating office energy use and emissions associated with homeworking.

• Recalculate our emissions using available records and clearly identify estimates, assumptions and reporting boundaries.

Review and responsibility

The directors are responsible for overseeing this plan and reviewing progress annually.

Our next review will assess progress against these actions, update the available emissions information and consider whether further practical reductions can be made.

Source: Sensible Staffing’s published Carbon Reduction Plan 2025/26. PDF copy of the website statement.