



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 at the selection stage to submit a Carbon Reduction Plan which details their organisational carbon footprint and confirms their commitment to achieving Net Zero by 2050.

Carbon Reduction Plans are to be completed by the bidding supplier¹ 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.

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 Carbon Reduction Plan 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 Standard² and Guidance³, 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; and
- 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 Carbon Reduction Plan may only be a temporary measure under this selection criterion.

The Carbon Reduction Plan 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 key objectives of the Carbon Reduction Plan within their strategic plans.

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

¹Bidding supplier or 'bidding entity' means the organisation with whom the contracting authority will enter into a contract if it is successful.

²Technical Standard can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991625/PPN_0621_Technical_standard_for_the_Completion_of_Carbon_Reduction_Plans_2_.pdf

³Guidance can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991623/Guidance_on_adopting_and_applying_PPN_06_21_Selection_Criteria_3_.pdf

Carbon Reduction Plan

Supplier name: Medhurst Communications Limited

Publication date: 20th March 2024

Commitment to achieving Net Zero

Medhurst Communications Limited 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: 1st November 2021 – 31st October 2022	
Additional Details relating to the Baseline Emissions calculations.	
<p>This is the first year we have assessed our carbon footprint and will be used as a benchmark year for future assessments to be compared against- we used a professional organisation carbon footprint to help us create our baseline. The calculation uses the 2022 emission factors developed by the Department for Environment, Food and Rural Affairs (DEFRA) and the Department for Business, Environment & Industrial Strategy (BEIS) for reporting emissions.</p> <p>In the baseline assessment, Medhurst Communications Limited have captured emissions for company owned vehicles (cars and vans), office energy (natural gas and electricity consumption), Purchased goods and services (paper and water), purchased capital goods (computing equipment), fuel and energy activities including Well-To-Tank and Electricity transmission and distribution, waste generated in operations, business travel and employee commuting.</p> <p>Emissions from inbound and outbound freight logistics (Scope 3.4 Upstream transportation and distribution & 3.9 Downstream transportation and distribution) were considered outside of Medhurst Communications Limited operations due to not having any operational or financial control over the logistics elements and delivery of products from suppliers or to customers.</p>	
Baseline year emissions: Market based emissions calculated	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	On-site fuel use (Natural Gas), Company Owned Vehicles (Company Cars), Company Owned Vehicles (Company Vans), 38.94
Scope 2	On-site Consumption of purchased electricity 5.39
Scope 3 (Included Sources)	Scope 3.1 Purchased goods and services (Partial), Scope 3.2 Capital Goods (Partial), Scope 3.3 Fuel- and energy related activities (not included in scope 1 or scope 2), Scope 3.5 Waste generated in operation, Scope 3.6 Business travel (not included in scope 1 or scope 2), Scope 3.7 Employee commuting 134.36

Total Emissions	178.69
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Current Emissions Reporting

Reporting Year: 1st November 2022 – 31st October 2023	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	On-site fuel use (Natural Gas), Company Owned Vehicles (Company Cars), Company Owned Vehicles (Company Vans), 34.97
Scope 2	On-site Consumption of purchased electricity 20.71
Scope 3 (Included Sources)	Scope 3.1 Purchased goods and services (Partial), Scope 3.2 Capital Goods (Partial), Scope 3.3 Fuel- and energy related activities (not included in scope 1 or scope 2), Scope 3.5 Waste generated in operation, Scope 3.6 Business travel (not included in scope 1 or scope 2), Scope 3.7 Employee commuting 149.37
Total Emissions	205.06

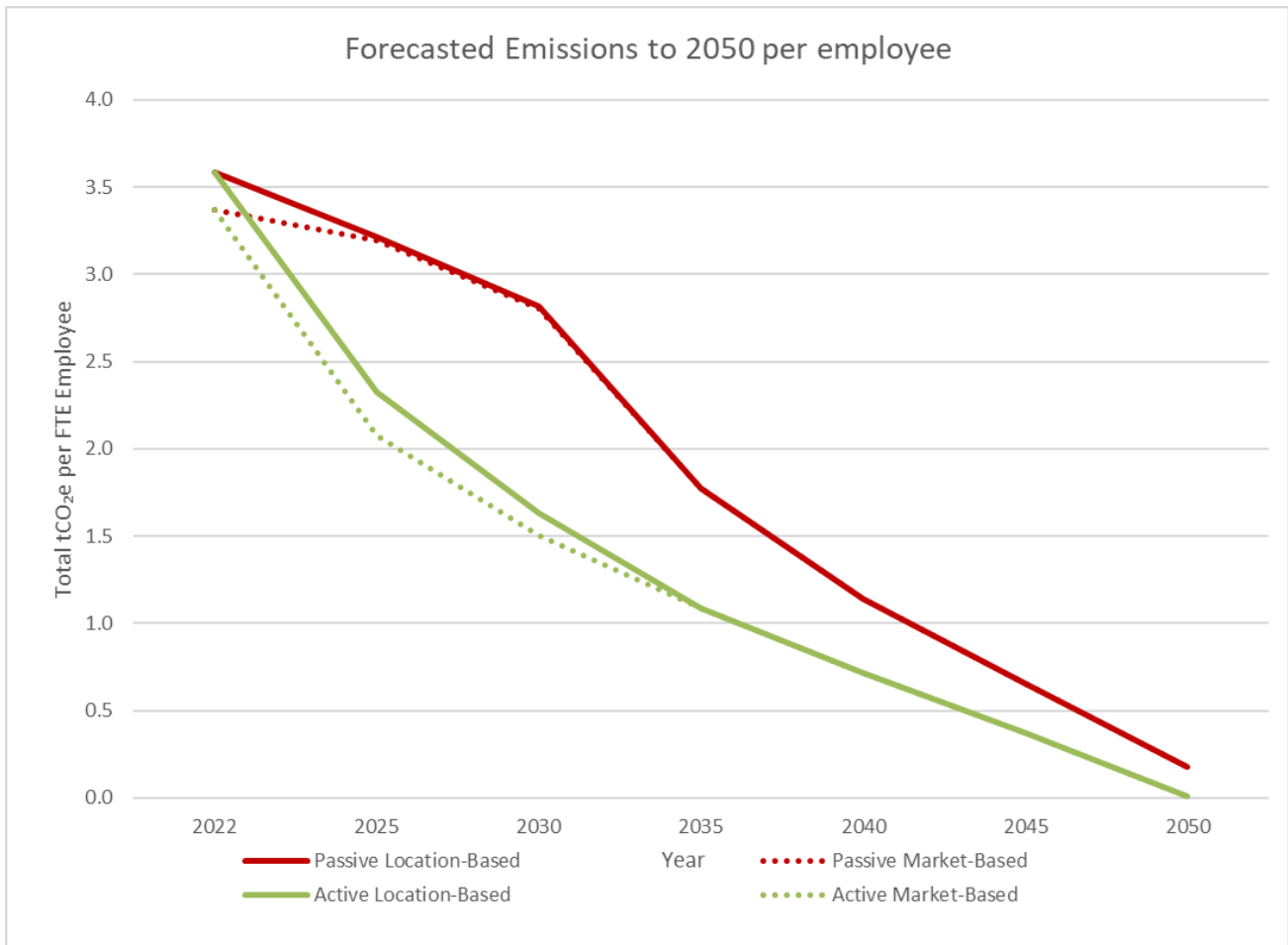
Emissions reduction targets

Type of Travel / Transport	Tonnes of CO ₂ e	Percentage
Commuting	68.69	49.9%
Employee-owned car travel (grey fleet)	49.23	35.7%
Company car travel	11.29	8.2%
Owned Vans	8.50	6.1%
Total	137.71	100%

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

We project that carbon emissions will decrease over the next five years to **87.95** tCO₂e by **2028** from our baseline year emissions of 2021/22. This is a reduction of **49.2%**

Progress against these targets can be seen in the graph below:



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the **2021/22** baseline. The overall carbon emissions have increased by 29.61tCO_{2e} during the 2022/2023 reporting period which is due to the growth of the business and having more employees. However, the schemes detailed below have allowed us to achieve an **18% reduction** based on emissions per employee and a **33% reduction** in emissions per £m turnover in comparison to the baseline year.

Please note - In the first year of our baseline there were no logged completed projects that we could measure. We were ISO14001 certified, had Solar panels installed into our head office, and had adopted **LED** lighting in our offices.

During the last reporting period we have launched an electric car salary sacrifice scheme to entice staff to convert to electric vehicles (for both business & personal journeys). We have also increased the number of Electric Vehicles in our fleet.

In the future we hope to implement further measures such as:

Offset the calculated footprint by supporting climate change solutions around the world to become a 'Carbon Neutral Organisation'.

Set up a scheme where employees can purchase bicycles (e-bikes) through the business through a salary sacrifice scheme.

Continue to install additional EV charging points at work encouraging staff to switch to low carbon electric vehicles. Providing an electric charging facility shows your staff and

stakeholders that your business is serious about reducing emissions and will support other staff behavioral change initiatives.

Consideration is being given to decommissioning gas heating systems and moving to heat pump air-conditioning throughout the offices which will heat and cool.

Switch our energy supply to a company that uses renewable energy sources. Currently in contract until 31st May 2025.

Declaration and Sign Off

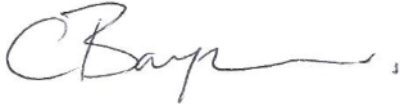
This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard⁴ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁵.

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) Standard⁶.

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

Signed on behalf of the Supplier:



Date: 20/03/2024

⁴<https://ghgprotocol.org/corporate-standard>

⁵<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁶<https://ghgprotocol.org/standards/scope-3-standard>