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 supplier[1] 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 Standard[2] and Guidance[3], 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.

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

[2] Technical 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

[3] Guidance 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 Template

Supplier name: …Marten Walsh Cherer Ltd………………………………

Publication date: …September 17, 2024…………...

Commitment to achieving Net Zero

Marten Walsh Cherer 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: : 12 months commencing April 2021
Additional Details relating to the Baseline Emissions calculations.
We use an online carbon calculator service to manage our data inputs, conduct the required calculations, set and record our intensity metrics, and provide monthly carbon reporting. The data that sits behind this is the UK Government Greenhouse Gas reporting database, updated when appropriate. *This provides us with our emissions by source, and total emissions by month, sets our intensity metrics and tracks performance month-on-month.* *Our chosen intensity metric is kg/CO2 per employee.* *Our base year for all measurements is April 2021. This will not change unless there is a significant change to our company structure (e.g. a merger or acquisition) or a change in the company's ownership, in which case the base year may move to the reporting year following the structural change.*
Baseline year emissions:

EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	N/A
Scope 2	7.3
Scope 3 **(Included Sources)**	9.9

Total Emissions	17.2

Current Emissions Reporting

Reporting Year: 12 months commencing September 2023	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	N/A
Scope 2	7.3
Scope 3 **(Included Sources)**	9.9
Total Emissions	17.2

Despite revenue growth in the current reporting period, our CO2 levels have remained constant. This results in a decrease of emissions relative to revenue of at least 2%.

Emissions reduction targets

Marten Walsh Cherer Ltd is committed to achieving Net Zero by 2050 and as part of this commitment has an interim target of reducing emissions by 50% by 2030. This plan is reviewed annually by the Directors to check progress and establish if changes should be made to the actions we have in place to maximise our reduction in carbon emissions.

The basis of our Carbon strategy is one of **Measure – Prioritise – Act – Measure – Repeat**.

Measure

We report on the sources of environmental impact over which we have operational control, calculate our carbon footprint monthly in accordance with the Greenhouse Gas (GHG) Protocols Corporate Standard, and report against the Kyoto Protocol greenhouse gasses in terms of:

- Actual targets – absolute reduction targets which compare actual figures in the target year to those in the base year.
- Intensity targets – based on a normalising factor.

Specific inputs and output used to calculate figures quoted in our Carbon Reduction Plan include:

- Electricity
- Gas
- Fugitive emissions (uncontrolled/unmanaged emissions, e.g. fridges/air conditioners that leak refrigerant gases)
- Water
- Solid waste
- Liquid waste
- Employee commuter mileage by type – walk / cycle / car / bus / train
- Business travel by private car / bus / rail / air / sea.

Prioritise

Our carbon calculations have enabled us to identify the largest sources of GHG emissions, and to focus those which have most impact. That does not imply, however, that we are not implementing actions across the board. We were able to identify quick and easy wins, e.g. changes to processes, upgrade office appliances, WFH policies, whilst also implementing longer-term multi-facet strategies for the larger emission areas.

In the last few years, we have made several changes to the business with a key focus around our environmental impact.

Changes to processes already implemented:

- All data is stored electronically
- Processes are paperless except for the seldom hardcopy transcript
- 99% of transcripts sent via email
- All documents are used electronically
- Use video-conferencing equipment and software to stream court hearings to allow stenographers to WFH
- Remote environments created to allow 80% of staff to WFH full time with the remaining 20% having the ability to WFH
- We only work with companies (for services such as waste disposal, office cleaning, repairs) who are committed to operating to the highest environmental standards - ISO14001 accredited

Changes to technology already implemented:

- Lighting – LED and motion sensor lights have been installed in our office
- Appliances – appliances have been replaced with the best available in terms of energy use
- Water use – low consumption appliances have replaced high-consumption devices

- Reduction in use of paper and consumables through introduction of electronic systems to replace paper-based procedures
- Induction/training, electronic storage of documents, etc.

Act

Our action plan involves Behaviour Change, Process Change and Technology Change.

We have taken the obvious first step and committed to sourcing electricity from a 100% Renewable Energy tariff.

Behaviour Change

We have communicated our Net Zero ambitions across our workforce and have tasked staff with identifying where they can affect carbon reductions through behaviour change. Examples include:

- Encouraging the turning off or powering down of appliances and lights when not in use.
- Eliminating unnecessary heating in unoccupied areas.
- Education programme relating to the importance of saving water as a carbon mitigation measure.
- Permitting home-working and encouraging video-conferencing.
- Encouraging alternative travel to work, e.g. walk, cycle, car-share, public transport.
- Education on waste disposal and recycling.

Process Change

We continuously review all our processes to identify opportunities to further reduce or eliminate physical waste and making more efficient use of materials.

Technology Change

We have developed our action plan to implement the Best Available Technology in relation to:

- Heat Loss – sourcing a building with better insulation
- Heating and Ventilation – upgrade of HVAC system
- Moving to a fully cloud-based solution for data storage.

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

Scope 1

The values for Scope 1 baseline and current emissions are zero due to our self-employed staff using public transport and personal vehicles to travel to work when they are not working from home.

Scope 3

Whilst we can influence the Scope 3 emissions arising from our staff travel to work, other upstream and downstream emissions are harder to measure and report.

Measure

Our monthly carbon reporting means that we are in a continual measurement programme, and by implementing the above actions we are able to see how well each specific measure is working and refine our processes accordingly.

Audit

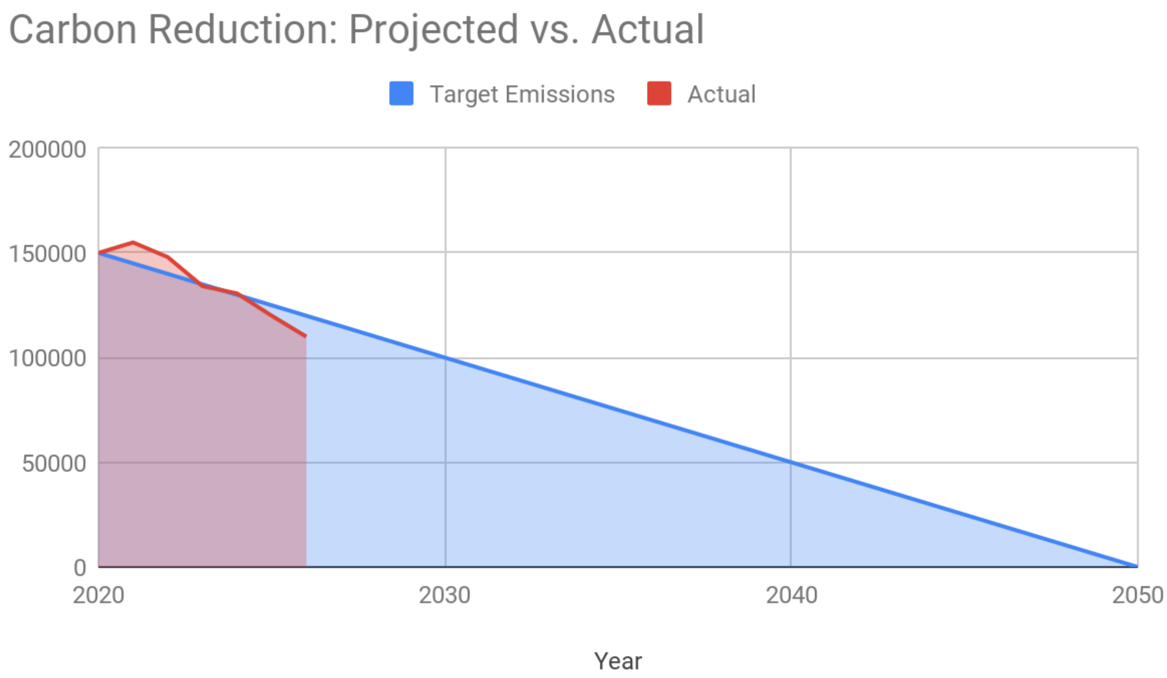
Whilst not compulsory, we have committed to an annual audit of our carbon data reporting by an independent third party.

Offsetting

Offsetting the emissions that we cannot mitigate will become part of our strategy, but only at the point that we have implemented all the possible behavioural, process and technology changes that we can influence.

We project that carbon emissions consumption relative to revenue levels will decrease over the next five years at a rate of 8%.

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 baseline. The carbon emission reduction achieved by these schemes equate to a 2%ge reduction against the 2021 baseline and the measures will be in effect when performing the contract

- Employees now turn off / power down appliances and lights at the end of the work-day.
- Employees now incorporate more home-working and video-conferencing into their weeks.
- Employees separate recycling from regular waste in the office.
- We have moved to a fully cloud-based solution for data storage.

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

- Heating and Ventilation – upgrade of HVAC system

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 standard[4] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[5].

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[6].

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:

Jennifer Chandler

NAME: JENNIFER CHANDLER

POSITION: MANAGING DIRECTOR, MARTEN WALSH CHERER LTD

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Date: 17 September 2024

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[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