

Carbon Reduction Plan

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Macegreen Consulting Ltd
Watling House
33 Canon Street
London
EC4M 5SB

www.macegreen.co.uk





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 Template

Supplier name: Macegreen Consulting Limited

Publication date: 24/04/2023

Commitment to achieving Net Zero

Macegreen Consulting 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: 2022/23	
Additional Details relating to the Baseline Emissions calculations.	
Macegreen Consulting Ltd has measured its Baseline Emissions for the period 1 st April 2022 to 31 st March 2023 – these are set out below. Macegreen has set a target to reduce overall business travel emissions by 5% per capita by 2025 and 100% of electricity used from renewable sources by July 2025.	
Baseline year emissions:	
EMISSIONS	TOTAL (tonnes CO₂e)
Scope 1	3.03
Scope 2	1.76
Scope 3 (Included Sources)	
• Business Travel	30.4
• Purchased Goods & Services	26.1
• Capital Goods	1.18
Total Emissions	62.5

Current Emissions Reporting

Reporting Year:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	
Scope 2	
Scope 3 (Included Sources)	
Total Emissions	

Emissions reduction targets

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

- 5% per capita reduction in overall business travel emissions by 2025
- 100% of electricity used from renewable sources by end-March 2025
- We project that carbon emissions will decrease over the next 5 years to 50 tCO₂e by 2027. This is a reduction of 20%.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented within the Baseline year.

Carbon reduction initiatives implemented to date.

- Obtaining ISO 14001 Accreditation
- Thermal upgrades to Bristol office windows
- Up-grade of Bristol office heating system to more efficient gas fired combination boiler

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

- Switch 100% of our electricity contracts to 100% renewable electricity *
- Switch all applicable gas contracts over to green suppliers *
- Provision of electric pool car or use of electric hire cars for business travel
- Promote use of virtual meetings (as default) to reduce requirement / extent of business travel.
- Reduce use of mechanical ventilation and air conditioning in all offices.
- Energy efficiency upgrades to servers, printers and IT equipment

- Implement paperless office strategy across organisation
- Implement recycle strategy for paper, plastic, glass, toner cartridges, packaging and other re-usable materials.
- Consider viability of implementing composting scheme for office generated waste.
- Review carbon offset strategies to further reduce our carbon emissions.

(*) reliant on engagement with landlord as all our offices are 'serviced' and we don't have direct influence on procurement of fuel / electricity.

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 Macegreen Consulting:

A handwritten signature in blue ink, appearing to read 'R. Chudley', is written over a horizontal line. The signature is stylized and cursive.

Rob Chudley
Director

Date: 24/04/2023

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>