



# Carbon Reduction Plan

## Our Values



INNOVATION



PARTNERSHIP



EXCELLENCE



INTEGRITY





## Commitment to achieving Net Zero

Meridian Business Support 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: 2020

### Additional Details relating to the Baseline Emissions calculations.

2020 was the first reporting year for Meridian Business Support Ltd and will function as a baseline for future years reporting. A compliance lite approach has been undertaken, to ensure minimum requirements are met and allow reporting to be consistent year on year.

#### Methodology

The calculations followed the 2019 UK Government Environmental Reporting Guidance and the methods set out in GHG Reporting Protocol – Corporate Standard.

Some of the data collected did not fall within the correct financial period because of quarterly billing. In such circumstances, pro-rata extrapolation was used to provide average consumption for the required periods.

Furthermore, for those sites that did not have reliable data, due to factors such as utility rates being included within service or rent charges, benchmarking has been used. Consumption data has been estimated for these sites based on another unit of similar footprint (m<sup>2</sup>).

Concerning consumption relating to car usage, details of fuel type and car engine was not available in 2020, as such a 50/50 split has been assumed for petrol and diesel. In addition, as the above details was not available, the carbon factor taken from 2020 UK Government's Conversion Factors for Company Reporting was for 'Average Car', to provide a best fit for all fleet.

The chosen intensity metric is total gross emissions in metric tonnes CO<sub>2</sub>e per m<sup>2</sup> of property floor space. This will allow for easy comparison moving forwards, regardless of whether we reduce or increase the number of operational units. It was felt that this was the most appropriate intensity metric to apply for this reporting purpose.

It should be noted that, due to the global COVID-19 pandemic, it is expected that consumption will be lower in this financial year, due to changes in operation.



Baseline emissions- Jan 2020 to Dec 2020	
Emissions	TOTAL (tCO2e)
Scope 1	8.94
Scope 2	78.11
Scope 3	43.16 (this relates to Business travel performed during the year but does not include commuting)  As part of Meridian Business Support's commitment to Net Zero a project to assess further Scope 3 emissions is underway
Total Emissions	130.11

## Current Emissions Reporting

Baseline emissions- Jan 2023 – Dec 2023	
Emissions	TOTAL (tCO2e)
Scope 1	5.56
Scope 2	48.75
Scope 3	85.23 (this relates to Business travel performed during the year but does not include commuting)  214.11 (this relates to staff commuting)
Total Emissions	353.65



## Emissions reduction targets

It was always expected that reporting year 2023 would see an increase over 2020 as the business has fully returned back to normal with staff being in the office a minimum of 3 days per week

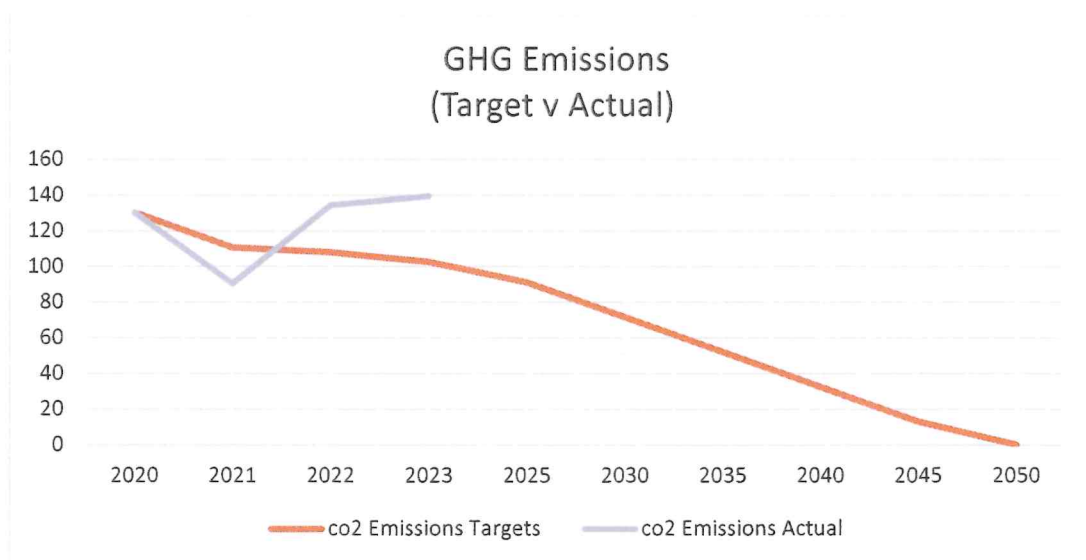
We are pleased that overall, our scope 1 and 2 emissions have fallen by 7.5% compared to 2022 and by 37.6% compared to 2020

Electric consumption has increased in 2022 by 13.33% (kWh) but this can be explained by a backdated invoice at one of our large locations.

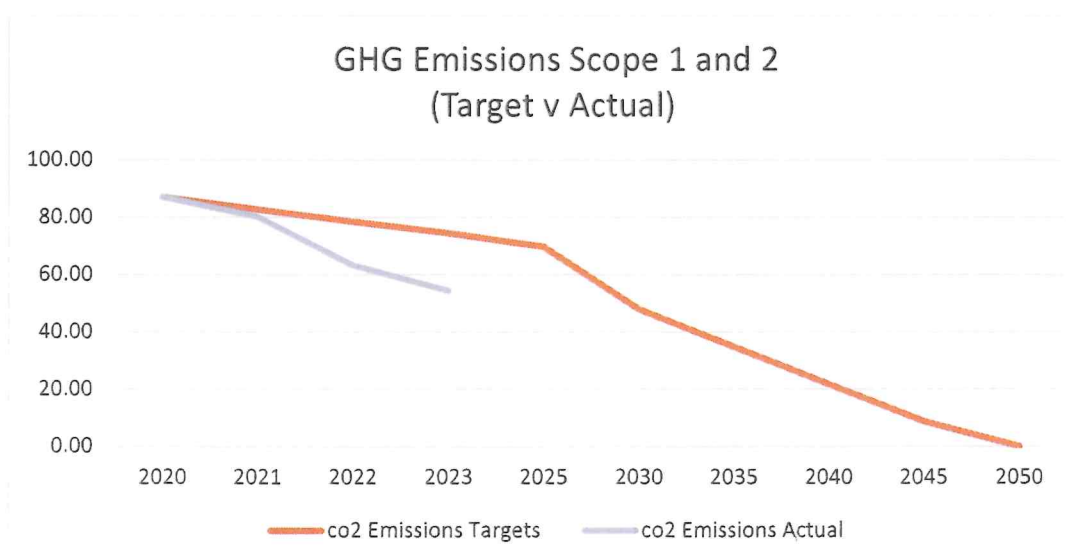
Gas consumption has fallen compared to 2022 by 59.85% and we expect this to continue as we move away from offices that have gas boilers installed.

To continue our progress to achieving Net Zero, we project that carbon emissions from Scope 1 and Scope 2 will continue to decrease over the next five years by 20%.

The graph below represents total GHG emissions (excluding commuting)



The graph below represents Scope 1 and 2 GHG emissions





## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

We continue to use the information provided from the ESOS scheme reports to plan improvement works however it should be noted that we lease the majority of our sites, and as such there are limitations on the energy efficiency measures that we are able to incorporate: so we rely on behaviour change programmes throughout in addition to small scale installations and liaisons with landlords and managing agents to gauge which changes are viable for each site.

The following environmental management measures and projects have been completed or implemented since the 2020 baseline.

- ✓ Implementation of 'hybrid' working patterns for most staff which has resulted in a significant reduction in employee commutes.
- ✓ Implementation and embedding of 'remote' meetings which has seen a reduction in the number of face-to-face appointments and meetings which has resulted in a reduction in business travel.
- ✓ Automatic light shut off in our newly refurbished head office.
- ✓ Encouraged sustainable ways of employee commuting to the office. The business encourages car-pooling and the use of bikes by participating in the UK Government's Cycle to work scheme.
- ✓ Responsible waste management and promotion of waste recycling.
- ✓ Promoted a paperless culture with most of our wastepaper being recycled.
- ✓ Removed the need for single-use cups.
- ✓ Regular monthly meter readings across most sites where possible. In some locations the utilities are included and managed by the building owner. Where this is the case, we have used an annual usage figure for the property and apportioned this with the % of space occupied and are collaborating with the landlords to get accurate figures going forwards.
- ✓ Digital strategy upgrade to laptops for all employees with resulting lower energy usage than previously used PCs across the whole of the business.
- ✓ Regular maintenance checks on electrical and gas appliances.
- ✓ Availability of electric charging points at our new head office
- ✓ Continual replacement of office lighting with energy efficient LED bulbs
- ✓ Training for all staff on environmental awareness as part of our induction programme and annually for existing staff thereafter.
- ✓ Purchasing of sustainable merchandise.
- ✓ Recycled Office furniture when moving offices.
- ✓ In discussions with a provider of electric vehicles via salary sacrifice to support employees wishing to purchase electric cars.
- ✓ Renewed electricity contract with 100% renewable energy for offices where we are responsible for the supply.





- ✓ Working with the landlord at our Head Office location on a number of initiatives that have recently been completed including planting of trees, introduction of Bee Hives, Bird Boxes, Bug Hotels and Herb Garden all helping to offset any emissions that we can't via our reduction plan.
- ✓ A 41% reduction in printers across our office portfolio helping to reduce both paper and energy usage.
- ✓ Re-tendered for a new water cooler and printer contract and partnered with like-minded organisations which have similar sustainability and environmental goals as ourselves.

## Future Carbon Reduction Initiatives

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

- ☐ The adoption of smart plugs and energy efficient light bulbs such as LED lighting at all locations where we have an internal repairing lease to reduce our usage and consumption.
- ☐ Influencing property owners and managing agents on energy consumption measures where the implementation of such initiatives is out of our control to improve a property's EPC rating. Working with such properties to reduce energy consumption.
- ☐ Continued consideration of EPC ratings on potential commercial properties when looking for new office locations.
- ☐ Continued consideration of accreditation such as ISO 14001 and ISO 5001.
- ☐ Quantification, measurement, and reporting of Scope 3 emissions.
- ☐ Continue to review sustainable and green branded products.
- ☐ Define our sustainability strategy, milestones, and targets.
- ☐ Develop success stories with strategic suppliers that have the most direct impact on our operations, energy consumption and sustainability targets.
- ☐ Modify supply chain and tendering process to reduce waste and emissions.
- ☐ Evaluation of waste management initiatives.
- ☐ Consideration of Solar Panel Blinds throughout offices.
- ☐ Consolidating our office locations to seek a reduction in our overall footprint.
- ☐ Consideration of Vehicle Telematics and Data Management to identify areas to reduce consumption.
- ☐ Transition inhouse data storage to more lower carbon cloud base solutions.
- ☐ We aim for the whole company to use laptops rather than desktop PC's as laptops use a lot less power, therefore the CO2 emissions from generating the power to run them is less.
- ☐ Improve energy management practices. Notably:
  - Switching off lights in unoccupied areas.
  - Undertaking a switch off campaign for small power appliances.
  - Fit timers to water coolers and vending machines.
  - Review heating controls and timings.



## Declaration and Sign Off

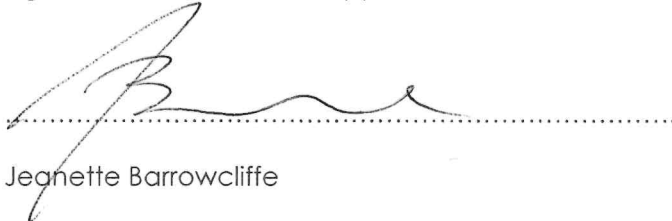
This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

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

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions will be reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard.

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:



Jeannette Barrowcliffe  
Finance Director

Date:...30/05/2024....