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Carbon Reduction Plan

MEDCO RECRUITMENT LTD

Reporting Period: 1st April 2025 – 31st March 2026

Prepared: September 2026

Baseline Year: April 2025 – March 2026

Publishing Date: [Enter date]

1. Introduction

MEDCO RECRUITMENT LTD ("Medco") is committed to reducing its carbon emissions and supporting the United Kingdom's transition to net zero. This Carbon Reduction Plan (CRP) sets out the company's current emissions inventory, its reduction targets, and the operational actions it will take to achieve them.

This CRP has been prepared in accordance with UK Government procurement requirements (PPN 006/11 / PPN 06/25) and references the GHG Protocol Corporate Standard, the GHG Protocol Corporate Value Chain (Scope 3) Standard, and the UK Government's Environmental Reporting Guidelines.

2. Organisational Boundary

This CRP covers MEDCO RECRUITMENT LTD and its UK operations:

- **Head Office / Operational Base:** Gloucester House, 399 Silbury Boulevard, Milton Keynes, MK9 2AH (50 sq m serviced office tenancy).
- **Field Deployed Personnel:** Managed network of 250 healthcare placement staff deployed across NHS Trusts, private healthcare facilities, and community care sites across the UK.

Item	Detail
Reporting Entity	MEDCO RECRUITMENT LTD
Company Number	10491518

Item	Detail
Registered Address	GLOUCESTER HOUSE, 399 SILBURY BOULEVARD, MILTON KEYNES, MK9 2AH
Reporting Period	1st April 2025 to 31st March 2026
Consolidation Approach	Operational Control

3. Net Zero Commitment

MEDCO RECRUITMENT LTD is committed to achieving Net Zero carbon emissions across all scopes (Scope 1, Scope 2, and Scope 3) by 2050.

This commitment covers all operational and value chain emissions sources within the company's operational control, including:

- Direct fuel combustion and fleet operations (Scope 1).
- Purchased electricity for head office administrative operations (Scope 2).
- Value chain spend, waste, water, business placement travel, employee commuting, and teleworking (Scope 3).

Medco recognises that achieving net zero requires deep reductions in absolute emissions. Direct emission reductions will be prioritised in line with the Science Based Targets initiative (SBTi) 1.5°C pathway, using credible carbon removal mechanisms only for genuinely unavoidable residual emissions. Progress will be reported annually alongside intensity metrics.

4. Site Portfolio and Reporting Approach

Medco operates a single-location operational administrative base. Field healthcare staff are placed directly at external client facilities.

Site / Asset	Location / Details	Operational Status
Gloucester House (Head Office)	399 Silbury Boulevard, Milton Keynes, MK9 2AH	Operational (50 sq m Serviced Office)
Field Healthcare Network	External NHS Trusts & Healthcare Sites across the UK	Operational (250 Placed Agency Staff)

4.1 Reporting Approach for Serviced Offices & Placed Field Workforce

- **Operational Control Boundary:** Medco reports emissions from activities over which it maintains operational control. Electricity for the 50 sq m serviced office is supplied via landlord central utilities. Field staff travel emissions are included under Scope 3 Business Travel in full compliance with PPN 006 requirements.
- **Location-Based & Market-Based Reporting:** Scope 2 electricity emissions are reported using the UK DESNZ 2025 grid average emission factor (0.20705 kg CO_2e/kWh). As sub-metered renewable contracts are held by the master landlord, market-based emissions match location-based emissions.
- **Placement Travel Distinction:** Placement travel for 250 agency staff to healthcare facilities constitutes the largest proportion of Medco's Scope 3 footprint. This is modeled based on standardized placement proxies (30-mile daily round trip across 230 working days) to provide full value-chain transparency.

5. Baseline Emissions Inventory (April 2025 – March 2026)

5.1 Note on Rounding and Data Precision

Individual figures, sub-totals, and intermediate emissions calculations throughout this report have been calculated using unrounded primary activity data and full-precision DESNZ emission factors. Figures presented in tables and narrative text are rounded to two or three decimal places for readability. As a result, minor discrepancies of ± 0.01 tCO_2e to ± 0.02 tCO_2e may occur between displayed line items and reported totals.

5.2 Emissions Summary by Scope

This table provides the summary format required for submission to government procurement portals.

Scope	Baseline Emissions (tCO2e)
Scope 1	0.000
Scope 2	0.880
Scope 3	531.428
Total Gross Footprint	**532.308**

5.3 Detailed Baseline Emissions by Source

Scope	Emission Source	Activity Data	DESNZ 2025 Factor	Emissions (tCO2e)
Scope 1	Owned/Leased Vehicles & Stationary Combustion	0 kWh / 0 km	N/A	**0.000**
Scope 2	Purchased Electricity (Location-Based)	4,250 kWh	0.20705 kg/kWh	**0.880**
Scope 3 Cat 1	Purchased Goods & Services (EEIO Spend)	£12,000 spend	EEIO Factor	**0.820**
Scope 3 Cat 3	Fuel & Energy-Related Activities (FERA)	4,250 kWh	T&D + WTT Factors	**0.324**
Scope 3 Cat 4	Upstream Transportation & Distribution	0 tonne-km	Service Provider	**0.000**

Scope	Emission Source	Activity Data	DESNZ 2025 Factor	Emissions (tCO2e)
Scope 3 Cat 5	Waste Generated in Operations (Headcount Proxy)	2.00 tonnes	Landfill/Recycle/AD	**0.457**
Scope 3 Cat 5/Add	Water Supply & Wastewater Treatment	69.00 m^3	Supply + Treatment	**0.028**
Scope 3 Cat 6	Business Travel (250 Agency Staff & Hotel Stays)	2,771,500 p-km	Direct + Upstream WTT	**490.462**
Scope 3 Cat 7	Employee Commuting (20 FTEs) & WFH	222,088 p-km / 80 WFH Days	Direct + WTT + WFH	**39.337**
Scope 3 Cat 9	Downstream Transportation & Distribution	0 tonne-km	Service Provider	**0.000**
TOTAL	**All Scopes Combined**	—	—	**532.308**

6. Intensity Metrics

To provide a fair and meaningful evaluation of carbon performance independent of business expansion, absolute emissions are evaluated against key operational activity drivers.

6.1 Head Office Administrative Operations Intensity

Metric	Value	Unit
Core Administrative Staff	20	FTE

Metric	Value	Unit
Head Office Floor Area	50	m^2
Scope 2 Intensity per FTE	0.044	tCO_2e per FTE
Scope 2 Intensity per m^2	0.0176	tCO_2e per m^2
Core Commuting Intensity (Cat 7)	1.967	tCO_2e per core FTE

6.2 Field Workforce Placement Intensity

Metric	Value	Unit
Deployed Field Personnel	250	Agency Headcount
Field Placement Travel Emissions (Cat 6)	490.462	tCO_2e
Placement Intensity per Field Staff Member	1.962	tCO_2e per placed staff member

6.3 Portfolio-Level Enterprise Intensity

Metric	Value	Unit
Total Enterprise Headcount (Core + Field)	270	Headcount
Total Gross Carbon Emissions	532.308	tCO_2e
Enterprise Intensity per Total Headcount	1.971	tCO_2e per total headcount

7. Reduction Targets

Medco commits to the following interim and long-term carbon reduction targets:

Target	Baseline Year	Target Year	Target Reduction
Scope 1 and 2 (Absolute)	2025/26	2030	**50% reduction**
Scope 3 (Absolute)	2025/26	2030	**30% reduction**
Scope 1 and 2 (Interim Milestone)	2025/26	2035	Milestone to be set at 2030 review
Scope 3 (Interim Milestone)	2025/26	2035	Milestone to be set at 2030 review
Net Zero (All Scopes)	2025/26	**2050**	**100% Net Zero**

These targets align with the UK Net Zero 2050 target and the PPN 006 procurement framework. Where targets are missed, Medco will publish a root-cause analysis and corrective action plan in the subsequent annual review.

8. Carbon Reduction Measures

8.1 Scope 1 — Direct Emissions

Measure	Description	Expected Saving	Timeline
Zero-Emission Fleet Policy	Maintain zero owned vehicle fleet policy; enforce EV-only requirements for any future company vehicles.	Prevents Scope 1 growth	Ongoing

8.2 Scope 2 — Electricity Consumption

Measure	Description	Expected Saving	Timeline
Green Tariff Engagement	Liaise with landlord at Gloucester House to transition main building supply to REGO-backed 100% renewable tariffs.	100% of Scope 2 (Market-Based)	2026–2027
Energy Efficiency Upgrades	Encourage installation of LED lighting and PIR motion sensors across shared office areas.	5–10% of office electricity	2026–2027
Sub-Meter Data Tracking	Work with building management to obtain primary sub-metered electricity readings.	Improves data quality	2026–2027

8.3 Scope 3 — Indirect Value Chain Emissions

Measure	Description	Expected Saving	Timeline
Field Placement Low-Carbon Travel	Encourage healthcare staff to utilise public transport, car-pooling, and EV modes for placement travel.	15–25% of Category 6 emissions	2026–2028
Digitised Travel Tracking	Transition from secondary distance proxies to digitised primary mileage expense logging for agency staff.	Enables accurate tracking	2026–2027
EV Salary Sacrifice Scheme	Introduce salary sacrifice scheme for core administrative FTEs to accelerate EV adoption.	20–30% of commuting emissions	2027

Measure	Description	Expected Saving	Timeline
Hybrid & Remote Working Policy	Maintain hybrid working structures (80 WFH days/year across core team) to minimise daily commuting journeys.	Embedded baseline savings	Ongoing
Sustainable Procurement	Apply GHG criteria to IT, office equipment, and service procurement decisions.	10–15% of Category 1 spend emissions	2027 onwards

9. Governance and Reporting

MEDCO RECRUITMENT LTD will maintain the following management controls:

- **Senior Management Accountability:** Assign overall responsibility for carbon reduction to the Director level.
- **Annual Reporting:** Update and publish the Carbon Reduction Plan annually to reflect actual operational progress and primary activity data.
- **Data Improvement Strategy:** Implement primary data collection tools (digitised expense tracking and utility metering) to replace secondary proxy estimations.
- **Procurement Integration:** Embed carbon reduction targets within company-wide purchasing and operational strategies.

10. Declaration and Sign-off

This Carbon Reduction Plan has been completed in accordance with PPN 006/11 (and PPN 06/25) and associated guidance and reporting standards for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Protocol Corporate Standard, utilising UK DESNZ 2025 GHG conversion factors.

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions (Categories 4, 5, 6, 7, and 9) has been 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.

Signed on behalf of MEDCO RECRUITMENT LTD:

[Signature] _____

[Name] _____

[Position] _____

Date: _____

Appendix A: Methodology Notes

1. **Scope 2 Method:** Calculated using the Location-Based method with the DESNZ 2025 UK Grid Average electricity factor (0.20705 kg CO_2e/kWh). Usage estimated via CIBSE ECON 19 benchmark (85 kWh/m^2/year) across a 50 m^2 serviced office tenancy ($4{,}250$ kWh).
2. **Scope 3 Category 1 (Goods & Services):** Estimated using EEIO spend-based intensity factors applied to annual administrative operational spend of £12,000.
3. **Scope 3 Category 5 (Waste):** Estimated using standard CIBSE/DEFRA headcount intensity benchmarks (100 kg/FTE/year) across 20 core administrative staff (2.00 tonnes total waste). End-of-life treatment calculated using DESNZ 2025 waste conversion factors.
4. **Scope 3 Category 6 (Business Travel):** Modeled for 250 placed healthcare field staff using standard UK placement travel proxies (30 miles round trip per working day over 230 days, totaling $2{,}771{,}500$ p-km). Includes direct vehicle combustion and mandatory Well-to-Tank (WTT) upstream fuel emissions.
5. **Scope 3 Category 7 (Commuting & WFH):** Modeled for 20 core administrative FTEs (30 miles round trip per day over 230 days, totaling $222{,}088$ p-km) plus teleworking emissions (80 days at 0.332 kg CO_2e/day).

Appendix B: Technical References & Source Links

- **UK Government GHG Conversion Factors (DESNZ 2025):**

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

- **UK Procurement Policy Note 006/11 (PPN 006 Standards):**

https://www.gov.uk/government/publications/procurement-policy-note-00611-taking-account-of-carbon-reduction-plans-in-the-procurement-of-major-government-contracts

- **GHG Protocol Corporate Accounting Standard:**

https://ghgprotocol.org/corporate-standard

- **GHG Protocol Corporate Value Chain (Scope 3) Standard:**

https://ghgprotocol.org/corporate-value-chain-scope-3-standard

- **UK Streamlined Energy and Carbon Reporting (SECR) Guidance:**

https://www.gov.uk/government/publications/environmental-reporting-guidelines-including-streamlined-energy-and-carbon-reporting-requirements