



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 Template

Supplier name: Hertfordshire Urgent Care (HUC)

Publication date: 30th September 2023

Commitment to achieving Net Zero

Hertfordshire Urgent Care (HUC) is committed to achieving Net Zero emissions by 2045, in line with the objectives set in the Greener NHS Guidance, as follows:

- Reach net zero by 2040, for the emissions we control directly and indirectly (the NHS Carbon Footprint) with an ambition to reach an 80% reduction by 2028 to 2032.
- For the emissions we can influence (our NHS Carbon Footprint Plus), aim to reach an 80% reduction by 2036 to 2039, with a net zero target by 2045.

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: 2020/21	
Additional Details relating to the Baseline Emissions calculations.	
HUC's Baseline was created in 2020/21 to cover Scope 1, 2, and 3 emissions including emission sources that are required for disclosure by the NHS (i.e. inhaler use and anaesthetic use emissions). This baseline was created prior to any formal carbon reduction plans or initiatives were put in place, and marks the beginning of our pathway to net zero.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	519
Scope 2	193
Scope 3 (Included Sources)	2,082
Total emissions	2,794

Current Emissions Reporting

Reporting Year: 2022/23	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	705
Scope 2	203
Scope 3 (Included Sources)	1,721
Total emissions	2,628

Emissions reduction targets

To continue our progress to achieving Net Zero by 2045, we project that carbon emissions will decrease over the next five years to 1,663 tCO₂e by 2027/28, and we will achieve an 80% reduction by 2037/38. Progress against these targets as well as our pathway to net zero can be seen in Figure 1 and 2 below:

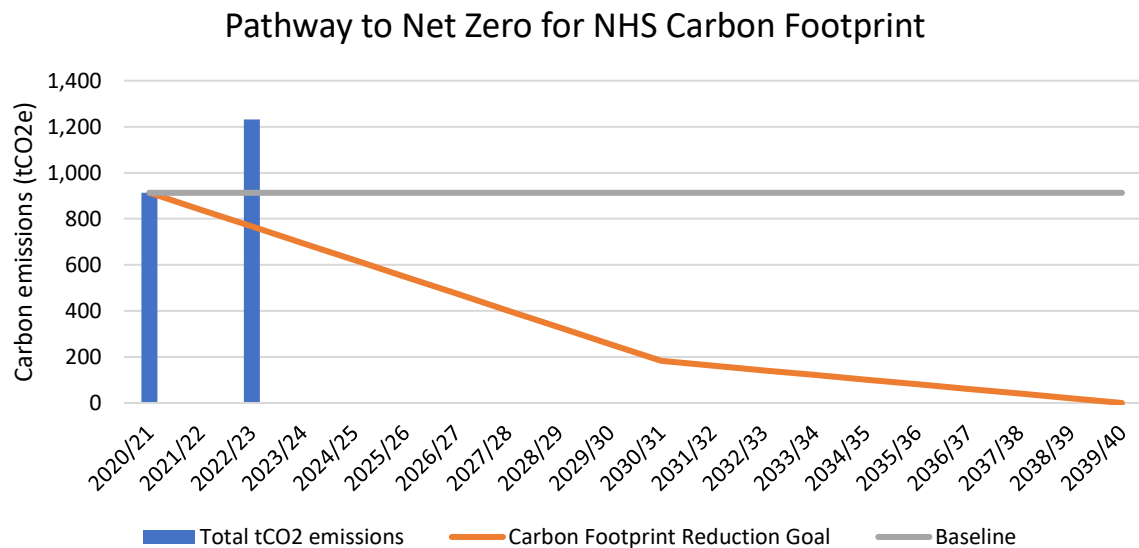


Figure 1: Pathway to net zero for our NHS Carbon Footprint showing our baseline year and progress oward our goal (in orange)

NHS Carbon Footprint includes Scope 1 and 2 Emissions, as well as well to tank emissions, business travel, waste disposal and treatment, water, and metered dose inhaler emisisions.

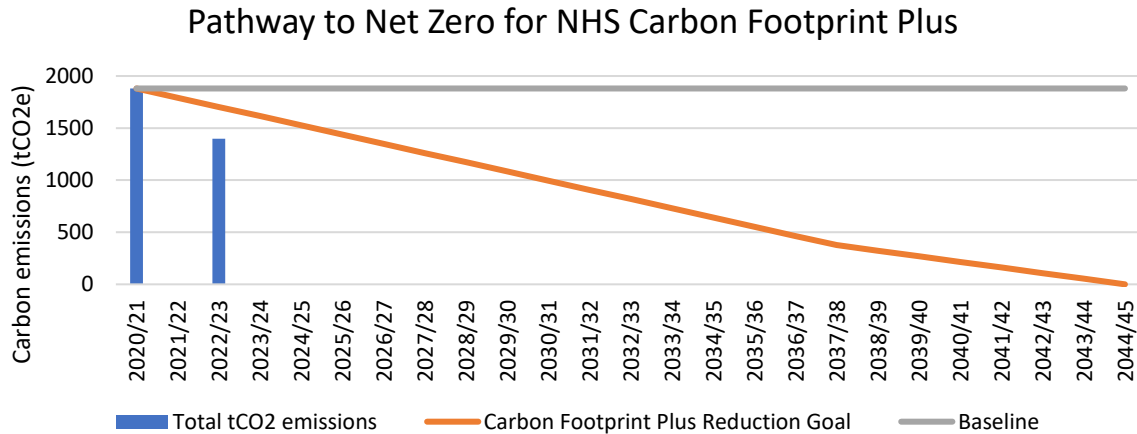


Figure 2: Pathway to net zero for our NHS Carbon Footprint Plus showing our baseline year and progress toward our goal (in orange)

Figure 2 represents the remaining emissions not covered by the NHS Carbon Footprint, including the procurement of all goods and services as well as staff commuting.

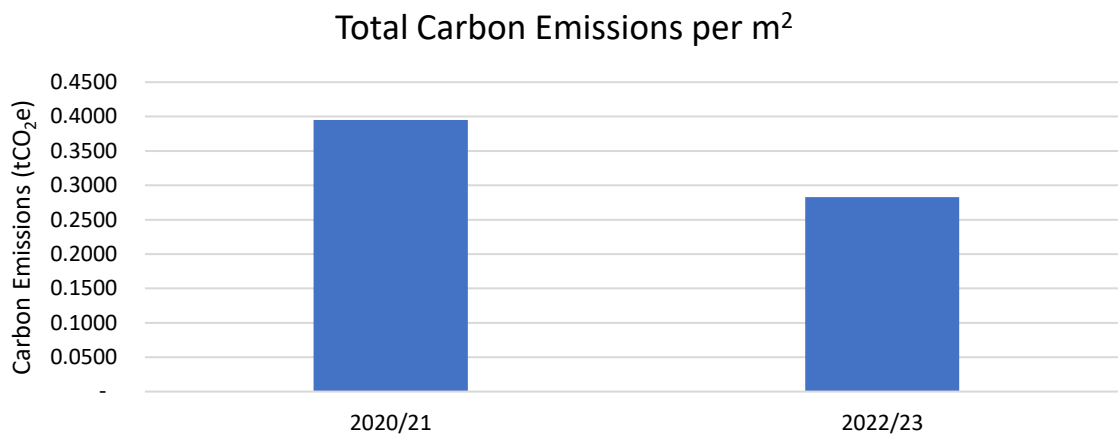


Figure 3: Normalised emissions by total GIA of HUC sites

Figure 3 shows the total emissions across all sites per meter squared of internal area, to show how carbon intensity has decreased despite total emissions increasing due to gaining more sites.

Carbon Reduction Projects

HUC has completed or implemented a number of environmental management measures since establishing our carbon emissions baseline in 2020/21. These measures will continue to be in effect when performing the contract, and have already reduced carbon emissions by 165 tCO₂e, which is a 6% reduction against our 2020/21 baseline.

Here is an overview of the key measures we have taken:

- Allocating a budget to the delivery of our Green Plan and sustainability projects
- Establishing a dedicated sustainability subcommittee

- Introducing sustainability campaigns and involving employees to reduce printing and electricity use
- Facilitating more work from home roles to reduce travel and energy use emissions
- Increasing the amount of Electric Vehicles within our fleet and leased vehicles, and creating a 5 year plan for reducing the emissions of our fleet
- Investigated and developed digital solutions to support services, and increased use of teleconferencing to reduce travel
- Significantly reduced amount of packaging and increased recycling across clinical sites, improving waste management and recycling processes
- Reduced the purchase and use of single use items such as medical instruments and cutlery

As we progress towards net zero, in the future we hope to implement further measures such as:

- Implementing a robust data collection methods and annual reviews of data
- Continuing to review funding opportunities for the decarbonisation of our estate e.g. the Public Sector Decarbonisation Scheme, Green Heat Network Fund
- Introducing sustainability into job descriptions, staff inductions, and training
- Introducing energy saving measures into IT systems
- Exploring sustainable innovative suppliers to support clinical carbon reduction initiatives
- Implementing a requirement for environmental considerations for purchase and disposal of goods
- Working with landlords and NHS property services to install LED lighting at our sites.

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

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

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

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:

A handwritten signature in black ink, appearing to be 'D. Archer', written in a cursive style.

David Archer, CEO

Date: 01/11/2023

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