



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: 31st March 2025

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)	3,019 Purchased Goods and Services, Fuel and Energy Related Activities, Waste Generated in Operations, Business Travel, Employee Commuting.

Total emissions	3,731
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Current Emissions Reporting

Reporting Year: 2024/25	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	500
Scope 2	196
Scope 3 (Included Sources)	2,455
Total emissions	3,151 Purchased Goods and Services, Fuel and Energy Related Activities, Waste Generated in Operations, Business Travel, Employee Commuting.

Emissions reduction targets

To continue our progress to achieving Net Zero by 2045, we project that total carbon emissions will decrease over the next five years to 1,875 tCO₂e by 2029/30, and an 80% reduction will be achieved by 2037/38. Progress against these targets as well as our pathway to net zero can be seen in Figures 1 and 2 below:

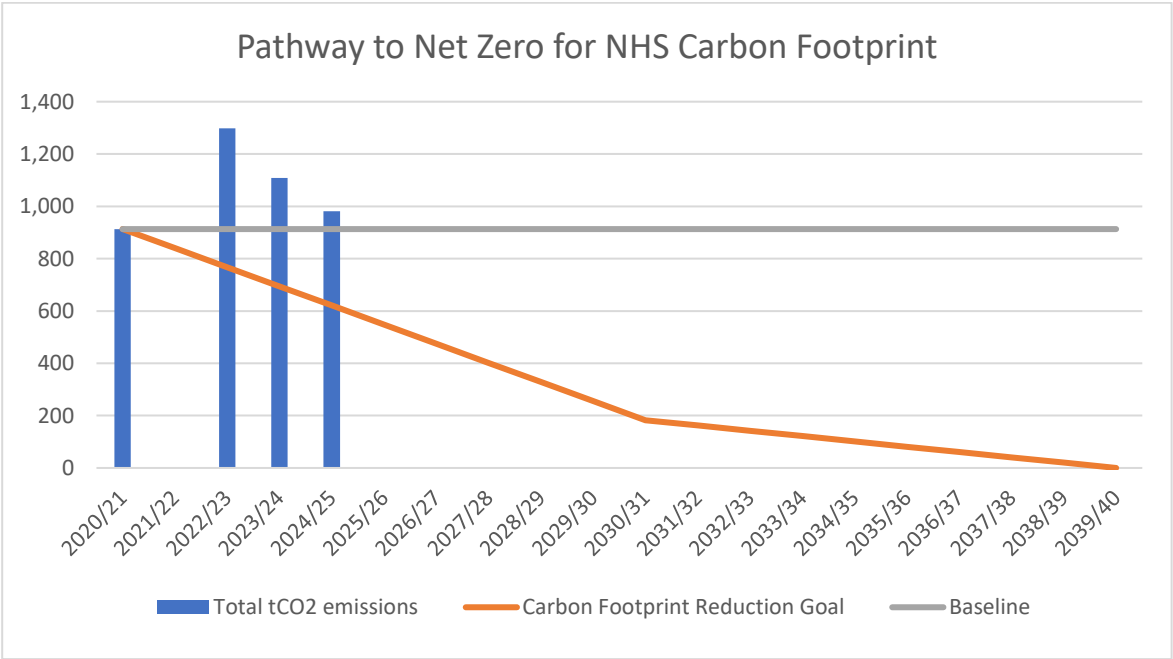


Figure 1: Pathway to net zero for our NHS Carbon Footprint showing our baseline year and progress toward our goal (in orange)

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.

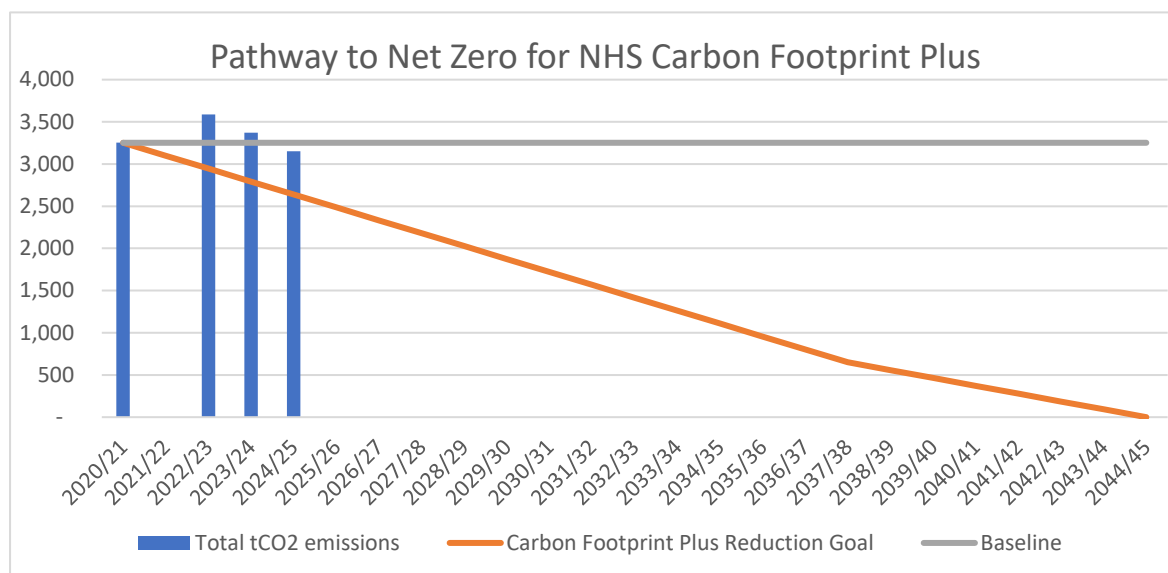


Figure 2: Pathway to net zero for our NHS Carbon Footprint Plus showing our baseline year and progress oward our goal (in orange)

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.

Carbon Reduction Projects

HUC has introduced many sustainability and environmental initiatives since establishing the carbon emissions baseline in 2020/21. These actions are ongoing and will continue to be in effect when performing the contract:

- Allocating a budget to the delivery of our Green Plan and sustainability projects.
- Establishing a dedicated sustainability subcommittee.
- Introducing sustainability campaigns, involving employees to reduce printing and electricity use.
- Facilitating more work from home roles to reduce travel and energy use emissions.
- Increasing Electric Vehicles within our fleet/leased vehicles.
- Using digital solutions for support services to reduce travel.
- Significantly reduced amount of packaging and increase recycling across clinical sites, improving waste management and recycling processes.
- Reduced use of single use items such as medical instruments.
- Sustainable Inhaler Use: The organization now exclusively orders CFC-free Salamol inhalers, which have a lower carbon footprint, and does not order pMDIs.

- **Reduced Plastic Packaging:** Suppliers now send medication boxes unwrapped to minimize plastic waste.
- **Minimizing Medicine Waste:** The team, and lead pharmacist, has reviewed formularies and reduced unused medications in Car Drug Bags and base stock to prevent waste.
- **Seasonal Dynamic Purchasing:** Ordering patterns are adjusted based on seasonal demand (winter/summer) to avoid overstocking.

Further measures to be carried out over the next year:

- Improving data collection methods and review data annually.
- Review funding opportunities for the decarbonisation of our estate e.g. the Public Sector Decarbonisation Scheme, Green Heat Network Fund and NEEF.
- Introduce sustainability into job descriptions, staff inductions, and training.
- Introduce further energy saving measures into IT systems.
- Implement a requirement for environmental criteria for purchase and disposal of goods.
- Work with landlords and NHS property services to install LED lighting at our sites.
- Encourage clinicians to prescribe CFC-free inhalers, SMIs, and DPIs instead of pMDIs.
- The sustainable use and replacement of headsets — ensuring they are clean, safe for use, and replaced in a way that minimises electronic waste.

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 the Supplier:



Date: 31.03.2025

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>

