



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 supplier entity 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 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.

Carbon Reduction Plan Template

Supplier name: NHS South, Central and West (SCW) Commissioning Support

Publication date: 1 October 2021

Commitment to achieving Net Zero

SCW Commissioning Support is committed to achieving Net Zero emissions by 2040.

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: 2017/18

Additional Details relating to the Baseline Emissions calculations.

We have used the Greening Government Commitment reporting guidelines to calculate the majority of these emissions.

Emissions related to energy use and waste across our corporate estate have been calculated using the best available usage data. Where information was not available, estimates have been made based on the information held.

Upstream transportation and distribution includes gas and electricity well-to-tank (WTT) emissions and transportation and distribution (T&D) losses for electricity use. WTT figures associated with business travel and T&D losses for electric vehicle charging are also included here.

Business travel includes car/private vehicles, rail and air travel. Information isn't currently available to estimate business travel carried out by underground, bus, taxi, ferry or other modes of public transport.

Employee commuting has been estimated using the Office for National Statistics annual national travel survey.

Baseline year emissions: 2017/18

EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	394
Scope 2	652

Scope 3 (Included Sources)	1,274	Gas well-to-tank	420
		Electricity T&D losses	
		Electricity well-to-tank	
		Business travel well-to-tank	
		Electric vehicle T&D losses	
		Waste	
Business travel	493		
Employee commuting	356		
Total Emissions	2,320		

Current Emissions Reporting

Reporting Year: 2020/21			
EMISSIONS	TOTAL (tCO_{2e})		
Scope 1	111		
Scope 2	197		
Scope 3 (Included Sources)	151	Gas well-to-tank	64
		Electricity T&D losses	
		Electricity well-to-tank	
		Business travel well-to-tank	
		Electric vehicle T&D losses	
		Waste	
Business travel	54		
Employee commuting	32		
Total Emissions	459		

The figure for employee commuting has been estimated using the 2019-20 ONS annual travel survey figures and applying a 90% reduction. This is an estimate of how much our commuting reduced due to the COVID-19 pandemic and staff working from home.

Emissions reduction targets

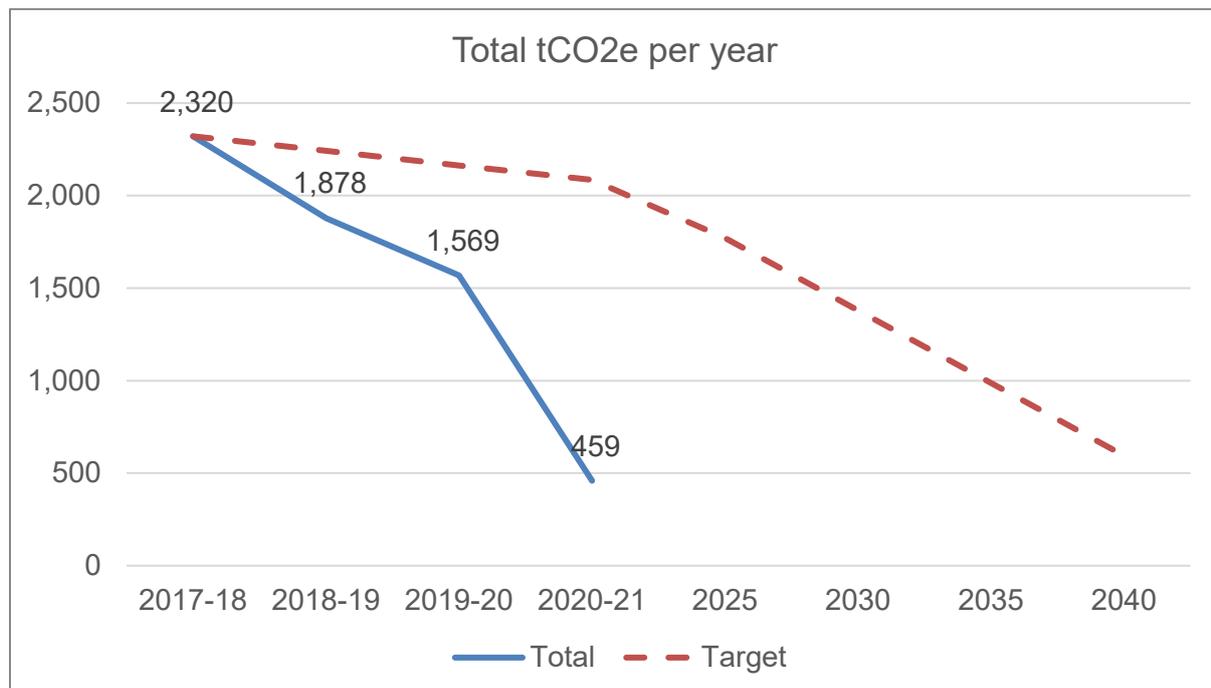
As part of the Greener NHS commitment we are working towards:

- the NHS target of net-zero carbon by 2040 for the emissions we control.
- For emissions the NHS influences (the NHS Footprint Plus), we aim to be net-zero carbon by 2045.

In line with the Greening Government Commitments, we are working towards meeting or exceeding the following targets:

- The Government Fleet Commitment for 25% of the Government car fleet to be ultra-low emission vehicle (ULEV) by 31 December 2022, and 100% of the Government car and van fleet to be fully zero emission at the tailpipe by 31 December 2027.
- Before 2050 and measured from a 2017/18 baseline:
 - Reducing the distance travelled of domestic business flights by at least 20% from a 2017/18 baseline and report the distance travelled by international business flights, with a view to better understanding and reducing related emissions where possible.
 - Reducing water use by 8%
 - Reducing the overall amount of waste generated by 15%
 - Reduce the amount of waste going to landfill to less than 5% of overall waste.
 - Increase the proportion of waste which is recycled to at least 70% of overall waste.
 - Remove consumer single use plastic from our office estate.
 - Report on the introduction and implementation of reuse schemes.
 - Reduce paper use by at least 50%.
 - 100% of ICT waste to be diverted from landfill.

Progress against these targets can be seen in the graph below:



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2017/18 baseline.

- We have recycling facilities available on most sites
- We have removed plastic cups from water dispensers
- Many offices are fitted with motion sensor lighting and other energy saving features
- SCW has many IT equipment recycling and reuse schemes – for example laptops are donated to charities to extend their lifespan
- We encourage the most sustainable method of travel wherever possible. We operate a Bike2Work scheme to ensure our teams can take advantage of tax savings when buying a bicycle
- SCW monitors travel and staff exceeding car mileage limits are encouraged to undertake necessary work journeys by public transport if possible, which benefits both individuals and the environment
- We actively encourage car sharing initiatives to discourage single car use
- There's a strong culture of web conferencing, teleconferencing and phone calls wherever it's possible, significantly reducing the need for and volume of travel between our sites
- Our CHIS model and interoperability programmes such as Connecting Care actively contribute to a paperless NHS
- Many of our projects support the NHS Long Term Plan ambitions on reducing impact – for example via less travel and through digital adoption.

The carbon emission reduction achieved by these schemes equated to 752 tCO₂e, a 32% reduction against the 2017/18 baseline in 2019-20. 2020-21 is likely to be an anomaly year due to the COVID-19 pandemic and national restrictions. The implemented measures will be in effect when performing the contract.

In the future we hope to implement further measures and are developing an action plan outlining these. This action plan will form part of the NHS England and NHS Improvement Green Plan and will include:

- Ensure we only purchase or lease vehicles which are Ultra Low Emission Vehicles (ULEV) and Zero Emission Vehicles (EV) by 2023/24 in line with NHS E/I targets.
- Updating our travel policies so that they require lower carbon options to be considered first.
- Continue to use technology to support a hybrid model of working to reduce business travel where possible and appropriate.
- Continue promoting active and sustainable travel through our cycle scheme and season ticket loan scheme. In line with the NHS People Plan, considering how staff can be offered flexibility in their working patterns and supported to choose sustainable methods of transport for their commute.
- Develop a Green Travel Plan to support active travel for our staff and customers.
- Working with our landlords, facilities management providers and other partners where possible to:
 - Move to 100% renewable electricity.
 - Increase the use of smart meters and smart thermostats and controls.
 - Improve water metering and efficiency.
 - Increase the provision of electric vehicle charging infrastructure across our estate.
 - Ensure clear recycling provision and labelling for all of our sites.
 - Develop our reporting on waste to better understand the amount and type of waste we generate at each of our sites.

- Develop a plastics reduction programme to remove consumer single use plastic from our office estate.
- Maintain the significant reduction in paper use seen over 20/21 and continue to reduce to 2025, aiming for a 50% reduction.

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

We project that carbon emissions will decrease over the next five years to 1,379 tCO₂e by 2025. This is a reduction of 41%

We are in the process of developing our Green Plan which will outline in more detail our action plan for achieving Net Zero by 2040, as per the NHS Net Zero targets. This Carbon Reduction Plan will be updated in line with our Green Plan once published as required.

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 standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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) Standard³.

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:

Michael van Hemert, Managing Director

Date:1 October 2021...

¹ <https://ghgprotocol.org/corporate-standard>

² <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

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