



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 Arden and GEM CSU

Publication date: 2 November 2021

## Commitment to achieving Net Zero

NHS Arden and GEM CSU 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.

<b>Baseline Year: 2017/18</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
<p>The CSU have used the Greening Government Commitment reporting guidelines to calculate the majority of these emissions.</p> <p>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.</p> <p>Upstream transportation and distribution includes gas and electricity well-to-tank (WTT) emissions and transportation and distribution (T&amp;D) losses for electricity use. WTT figures associated with business travel and T&amp;D losses for electric vehicle charging are also included here.</p> <p>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.</p> <p>Employee commuting has been estimated using the Office for National Statistics annual national travel survey.</p>	
<b>Baseline year emissions: 2017/18</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>233</b>
<b>Scope 2</b>	<b>682</b>

<b>Scope 3</b> (Included Sources)	<b>842</b>	Gas well-to-tank	<b>262</b>	
		Electricity T&D losses		
		Electricity well-to-tank		
		Business travel well-to-tank		
		Electric vehicle T&D losses		
		Waste		<b>4</b>
		Business travel		<b>346</b>
Employee commuting	<b>230</b>			
<b>Total Emissions</b>	<b>1,758</b>			

## Current Emissions Reporting

<b>Reporting Year: 2020/21</b>				
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>			
<b>Scope 1</b>	<b>89</b>			
<b>Scope 2</b>	<b>132</b>			
<b>Scope 3</b> (Included Sources)	<b>138</b>	Gas well-to-tank	<b>52</b>	
		Electricity T&D losses		
		Electricity well-to-tank		
		Business travel well-to-tank		
		Electric vehicle T&D losses		
		Waste		<b>1</b>
		Business travel		<b>58</b>
Employee commuting	<b>27</b>			
<b>Total Emissions</b>	<b>340</b>			

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

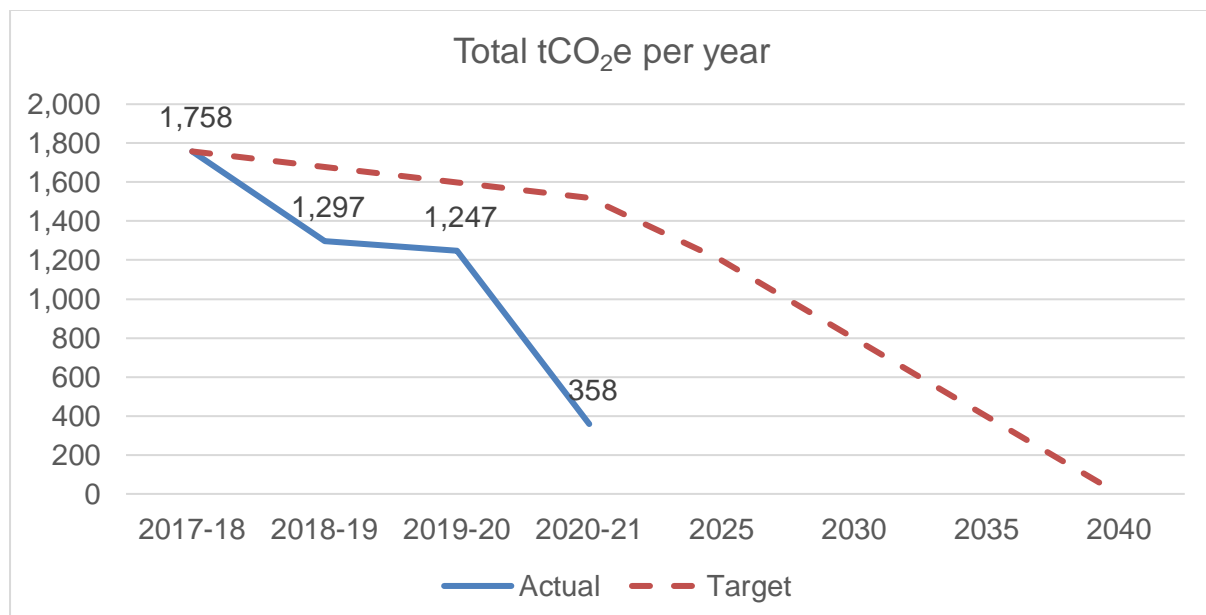
As part of the Greener NHS commitment the CSU are working towards:

- 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, the CSU 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. The carbon emission reduction achieved by these schemes equated to 510 tCO<sub>2</sub>e, a 29% 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:

- Updating our travel policies so that they require lower carbon options to be considered first.
- Working with our landlords, facilities management providers and other partners to:
  - Move to 100% renewable electricity.
  - Roll out LED lighting across our corporate estate.
  - Increase the use of smart meters, solar technology and smart thermostats and controls.
  - Improve water metering and efficiency.
  - Increase the provision of electric vehicle charging infrastructure across our estate.
  - Increase the use of on-site dry-mixed recycling facilities and reducing the reliance on off-site waste management.
  - Offer surplus office furniture, fixtures and fixtures for reuse or recycling.
- Supporting a hybrid model of working to reduce business and commuter travel.
- Promoting active and sustainable travel through our cycle 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.
- Using technology to prioritise a 'virtual-first' approach to meetings to reduce business travel.
- Increasing the use of cloud storage and decommissioning server rooms.

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

We project that carbon emissions will decrease over the next five years to 1,198 tCO<sub>2</sub>e by 2025. This is a reduction of 32%

## 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<sup>1</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>2</sup>.

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

---

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

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

reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard<sup>3</sup>.

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 blue ink, appearing to be 'M. Ben', is written in a cursive style.

Date: 2 November 2021

---

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