



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: Spectrum Community Health CIC

Publication date: June 2023

Commitment to achieving Net Zero

Spectrum Community Health CIC is committed to achieving Net Zero emissions 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: 2022/23	
Additional Details relating to the Baseline Emissions calculations.	
<p>This baseline position has been produced using the UNFCCC secretariat tool. Not all aspects of the tool are relevant but the following areas have been populated:</p> <ul style="list-style-type: none">• Electricity and heating• Gas• Vehicles – business use• Spectrum van• Water• Accommodation• Home office consumption <p>Further work is planned for 2023/24 to improve classification of reporting and also implement measures to capture additional information.</p>	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	6.56 tCO₂e
Scope 2	69.56
Scope 3 (Included Sources)	113.23 tCO₂e

Total Emissions	189.35 tCO₂e
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Current Emissions Reporting

Reporting Year: 2022/23	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	6.56 tCO ₂ e
Scope 2	69.56
Scope 3 (Included Sources)	113.23 tCO ₂ e
Total Emissions	189.35 tCO₂e

Emissions reduction targets

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

- Board approved Green Plan Strategy underpinned by Action Plan
- Replacement of fluorescent lights with low energy alternatives
- Review use of estate to ensure lowest environmental impact
- Exploration of electric vehicles as a pool vehicle once current lease expires
- Promotion of cycling scheme and availability of showers at Head Office
- Continued use of collaborative technology to reduce travel
- Carbon literacy training programme for staff – 16 accredited December 2022, individuals currently being identified for phase 2.
- Working with partners on GOOP (Greener on the Outside of Prisons) initiative
- Reduction in single use plastic items such as gloves, gowns and hygiene products
- Review contracts (e.g. cleaning and clinical waste) to ensure lowest environmental impact.
- Explore blister recycling

We project that carbon emissions will decrease over the next five years to **142 tCO₂e by 2028**. This is a reduction OF 25%

Progress against these targets will be illustrated graphically.

Carbon Reduction Projects

Spectrum Community Health CIC have successfully achieved the ISO accreditation (ISO 14001, Environmental and ISO9001) for eight years with accreditation re-affirmed for another 12 months in December 2022. A further ISO standard (50001 - energy management) is incorporated in plans for 2023.

Plans in place to achieve this reduction include:

- Review of the electric contracts across the organisation
- Review of home office consumption and consideration of renewable energy contracts
- Reduction in business mileage travelled by exploration of alternative methods of delivery

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:



30th May 2023

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>