



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<sup>1</sup> 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 Standard<sup>2</sup> and Guidance<sup>3</sup>, 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.

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<sup>1</sup>Bidding supplier or 'bidding entity' means the organisation with whom the contracting authority will enter into a contract if it is successful.

<sup>2</sup>Technical 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](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)

<sup>3</sup>Guidance 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](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: **Team Medic**

Publication date: **3 April 2023**

## Commitment to achieving Net Zero

**Team Medic** is committed to achieving Net Zero emissions by **2050**.

## 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: 2021</b>   |   |
| <b>Additional Details relating to the Baseline Emissions calculations.</b>   |   |
| Our baseline emissions data has been calculated for the period April 2020 to March 2021. During this period, our fleet consisted of six diesel ambulances and five petrol rapid response vehicles, forming the majority of our emissions footprint |   |
| <b>Baseline year emissions:</b>  |   |
| <b>EMISSIONS</b>   | <b>TOTAL (tCO<sub>2</sub>e)</b>   |
| Scope 1  | Scope 1 (Direct emissions): 150 metric tonnes CO <sub>2</sub> e (estimated from vehicle fuel consumption)                   |
| Scope 2  | Scope 2 (Indirect emissions from energy consumption): 20 metric tonnes CO <sub>2</sub> e (electricity and heating)          |
| Scope 3<br>(Included Sources)  | Scope 3 (Other indirect emissions): 10 metric tonnes CO <sub>2</sub> e (business travel, procurement, and waste management) |
| <b>Total Emissions</b>   | <b>180 metric tonnes CO<sub>2</sub>e</b>  |

## Current Emissions Reporting

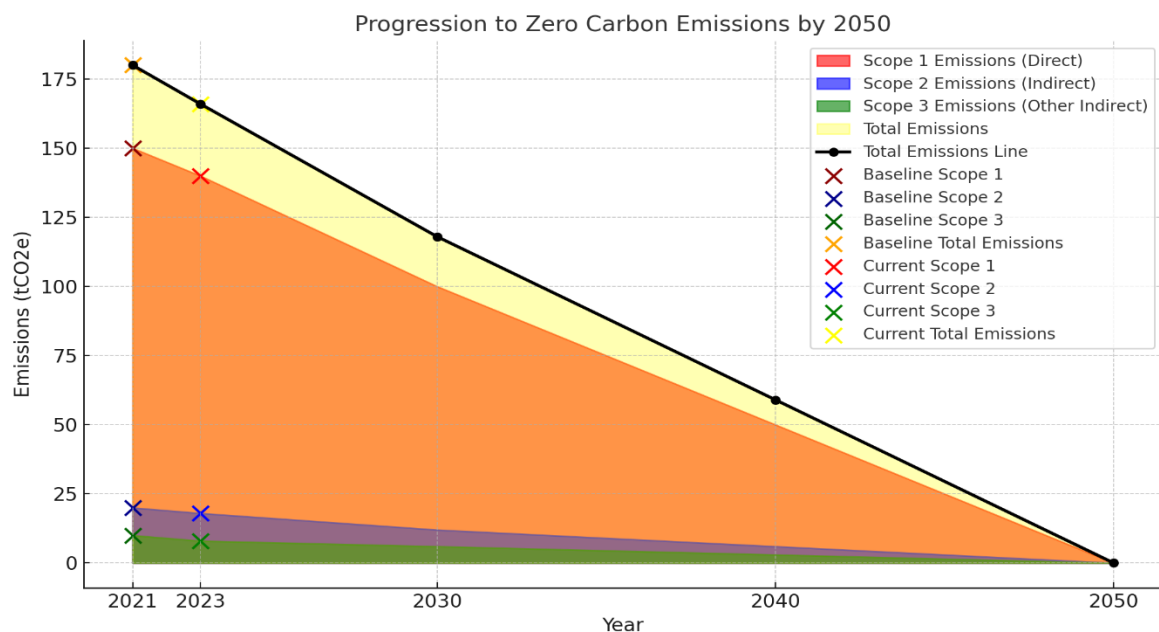
| Reporting Year: 2023          |   |
|-------------------------------|---|
| EMISSIONS                     | TOTAL (tCO <sub>2</sub> e)  |
| Scope 1                       | Scope 1 (Direct emissions): 140 metric tonnes CO <sub>2</sub> e (reduction due to enhanced vehicle maintenance and route optimisation)                              |
| Scope 2                       | Scope 2 (Indirect emissions): 18 metric tonnes CO <sub>2</sub> e (reduction due to energy-efficient equipment upgrades)   |
| Scope 3<br>(Included Sources) | Scope 3 (Other indirect emissions): 8 metric tonnes CO <sub>2</sub> e (reduction through increased use of video conferencing and sustainable procurement practices) |
| <b>Total Emissions</b>        | <b>166 metric tonnes CO<sub>2</sub>e</b>  |

## Emissions reduction targets

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 **148.95 tCO<sub>2</sub>e by 2026**. This represents a reduction of **17.3%** from the 2021 baseline.

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



Our projected progress towards net zero emissions by 2050 is based on an annual reduction rate of **3.45%**.

## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2021 baseline. The carbon emission reduction achieved by these schemes equates to **14 tCO<sub>2</sub>e**, representing a **7.78% reduction** against the 2021 baseline, and these measures will remain in effect during the performance of the contract.

During the reporting year of 2022/2023 the following steps were taken to reduce our environmental impact:

- We had ongoing discussions with our landlords to encourage investment in lower consumption equipment, energy efficient lighting and a switch to renewable energy sources where possible.
- We continued to promote and utilise video/audio conferencing (Microsoft Teams, Zoom), to reduce our business travel where possible.
- Reviewed our travel expenses policy and encouraged our employees to make responsible travel decisions.
- Continued to promote our cycle to work scheme.

In the future we shall implement further measures such as:

- Work towards eliminating all scope 1 & 2 emissions by eliminating the use of gas from our offices and ensuring all electricity is from renewable sources.
- Continue running our employee awareness and training programmes on carbon reduction.
- Monitor and further reduce business travel.

### 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>4</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>5</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 reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard<sup>6</sup>.

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

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

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

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:**

*Clive Palumbo*

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Date: 18 December 2024