



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: Hope Homecare Services Limited

Publication date: January 8, 2024

## Commitment to achieving Net Zero

Hope Homecare Services Limited is committed to achieving Net Zero emissions by 2044.

## 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: 2023</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
Emissions data had not been published in prior years therefore we selected 2023 as our base year due to current organisational change and restructure. The methodology for measuring our carbon footprint shall be in line with the Greenhouse Gas protocol	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	0.09
<b>Scope 2</b>	0.0
<b>Scope 3 (Included Sources)</b>	Upstream and Downstream T&D – not relevant – explanation provided (Hope Homecare Services limited is a professional services organisation in the UK that provides home care to service users in their homes. We provide services rather than goods and, as such, transportation and distribution of goods are not relevant to us)  Waste – 0 Business Travel – 0.0 Employee Commuting – 48.5
<b>Total Emissions</b>	<b>48.59 tCO<sub>2</sub>e</b>

## Current Emissions Reporting

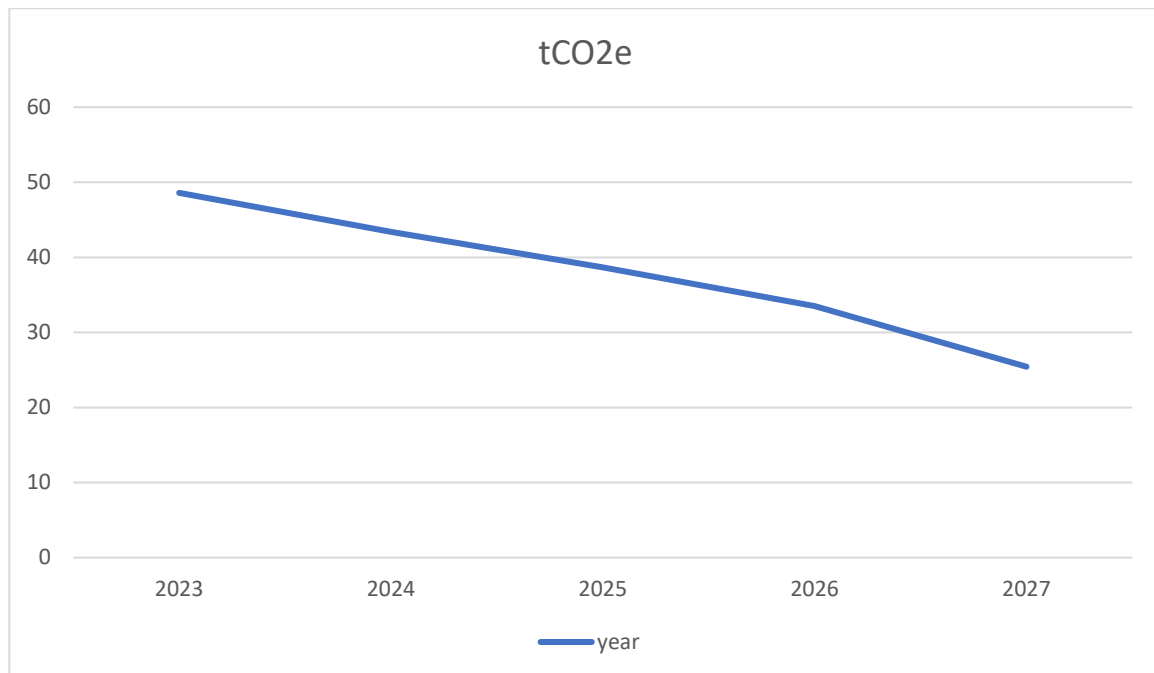
Reporting Year: 2023	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	0.09
Scope 2	0.0
Scope 3 (Included Sources)	48.5
<b>Total Emissions</b>	<b>48.59</b>

## 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 25.4 tCO<sub>2</sub>e by 2029. This is a reduction of 48% from 2023 and the projection is to reach NetZero by 2034. It is envisaged that carbon offsetting and technology will be deployed to achieve the difference between actual and Net Zero carbon.

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 2023 baseline and the measures will be in effect when performing the contract

1. Move to agile working that has resulted in reduction of company business travel and commuting.
2. Launched BiketoWork lease scheme for Corporate Staff
3. Staff encouraged to use video conferencing where possible.
4. Launched digital Care Planning to encourage paperless policy
5. Provide Hybrid cars alternative for staff travel.
6. All single use plastic items removed from Stationery contract
7. Repair/reuse of IT equipment instead of recycling
8. Initiated organisational development accreditation for ISO 45001, 9001 and 14001.
9. Completed sustainability app (Access Planning) for staff engagement and live tracking that helps us accurately capture commuting data

In the future we hope to implement further measures such as:

1. Adopt new LED/PIR lighting controls within the office complex.
2. Work with all landlords/building providers to ensure purchase of 100% renewable energy
3. Development of a comprehensive Carbon reduction plan and adopt a carbon reporting tool to accurately record Carbon emissions.
4. Encouragement of staff to use low carbon transport methods such as walking, cycling and public transport as well as promote the use of low emission cars.

## 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

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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>

accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard<sup>6</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:**

Gail Maimbolwa  .....

Date: 10/01/2024 .....

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