



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

Supplier name: Living Hope Social Care Limited

Publication date: November 2024

Commitment to achieving Net Zero

Living Hope Social Care Ltd 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.

Baseline Year: 2023	
Additional Details relating to the Baseline Emissions calculations.	
Living Hope has recently undertaken its first formal emissions assessment, using 2023 as the baseline year. This includes Scope 1 (direct emissions from our vehicle fleet and office heating), Scope 2 (indirect emissions from purchased electricity), and Scope 3 (indirect emissions from sources such as employee commuting and business travel). Prior to 2023, no formal emissions assessments were carried out, establishing this year as the initial baseline for future comparisons and measurement against reduction targets.	
Baseline year emissions: 46	
EMISSIONS	TOTAL (tCO₂e)
Scope 1 <ul style="list-style-type: none">• Vehicle Fleet Fuel Consumption• Office Heating (Natural Gas)	24

Scope 2 <ul style="list-style-type: none"> Purchased Electricity for Office 	7
Scope 3 <ul style="list-style-type: none"> Employee Commuting Business Travel 	15
Total Emissions	46

Current Emissions Reporting

Reporting Year: 2024 (estimated totals based on YTD)	
EMISSIONS	TOTAL (tCO_{2e})
Scope 1 <ul style="list-style-type: none"> Vehicle Fleet Fuel Consumption Office Heating (Natural Gas) 	23.28
Scope 2 <ul style="list-style-type: none"> Purchased Electricity for Office 	6.79
Scope 3 <ul style="list-style-type: none"> Employee Commuting Business Travel 	14.55

Total Emissions	44.62
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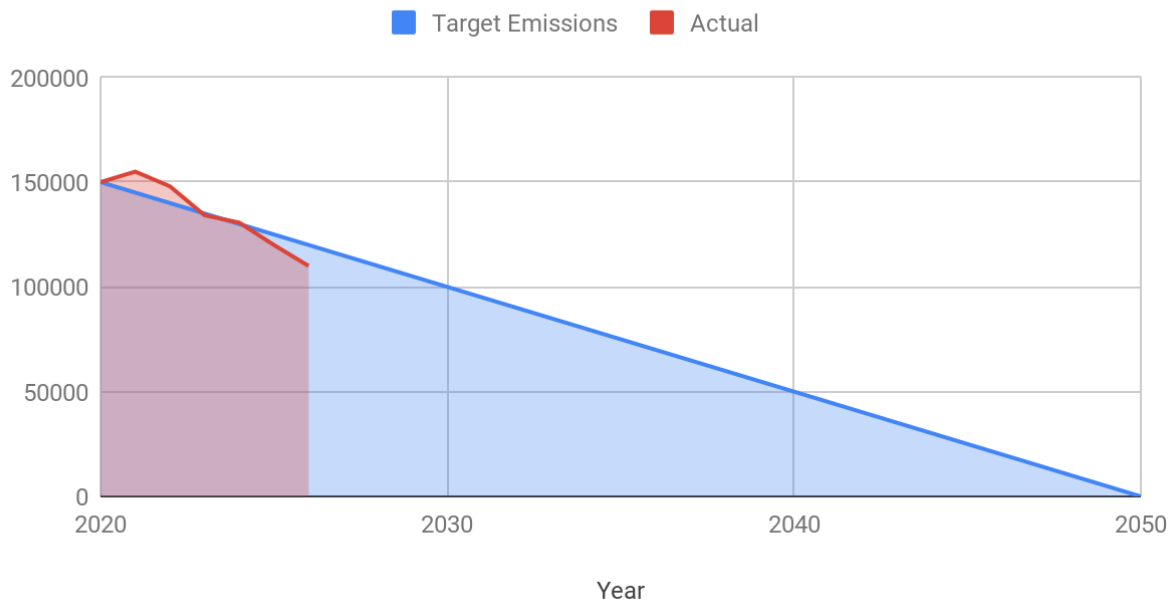
Emissions reduction targets

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

Living Hope project that carbon emissions will decrease over the next five years to 39.57 tCO₂e by 2028. This is a reduction of 14% from the 2023 baseline emissions of 46 tCO₂e

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

Carbon Reduction: Projected vs. Actual



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

Since the 2023 baseline, Living Hope Social Care has implemented several environmental management measures aimed at reducing carbon emissions across our operations. The following initiatives have been completed, resulting in an estimated reduction of 1.38 tCO₂e (approximately 3% reduction from the 2023 baseline of 46 tCO₂e). These measures are now integrated into our operations and will be in effect during contract performance.

Completed Initiatives

- **Transition to LED Lighting in Office Spaces:**

- We have replaced traditional lighting with energy-efficient LED lighting across our office locations. This transition has reduced electricity consumption, contributing to a decrease in Scope 2 emissions.
- **Reduction in Business Travel:**
 - A new travel policy has been adopted to minimise non-essential business travel, with a focus on virtual meetings wherever possible. This has decreased emissions associated with Scope 3 business travel.
- **Digitalisation of Administrative Processes:**
 - A “digital-first” policy for record-keeping and scheduling has significantly reduced paper usage, contributing to waste reduction and lowering Scope 3 emissions associated with office waste disposal.

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

- **Enhanced Energy Management Systems:**
 - We plan to implement energy management systems with PIR (Passive Infrared) controls for lighting and heating systems across our office spaces to further optimise energy efficiency.
- **Renewable Energy Sourcing:**
 - Investigating options to source electricity from renewable providers for our office locations, which would significantly decrease Scope 2 emissions.
- **Employee Incentives for Sustainable Commuting:**
 - Introducing an incentive programme to encourage staff to adopt sustainable commuting options, such as cycling or carpooling, to reduce Scope 3 emissions related to employee commuting.

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

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

⁵<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) 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:



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Date: **6 November 2024**

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