



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: Enferm Medical

Publication date: 13/01/2025

## Commitment to achieving Net Zero

Enferm Medical is committed to achieving Net Zero emissions by 2030.

## 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: 2022</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
Our baseline calculations cover all of our operations by direct employees of Enferm. Our work is largely administrative in nature and delivered from fixed locations. Our scope 3 emissions figures include Business Travel, Freight, Employee Commuting, Materials, Waste, Water.	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
Scope 1	0.1
Scope 2	4.7
Scope 3 (Included Sources)	26
<b>Total Emissions</b>	<b>30.8</b>

## Current Emissions Reporting

<b>Reporting Year: 2024</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>



<b>Scope 1</b>	0
<b>Scope 2</b>	0.73
<b>Scope 3 (Included Sources)</b>	11.2
<b>Total Emissions</b>	<b>11.9</b>

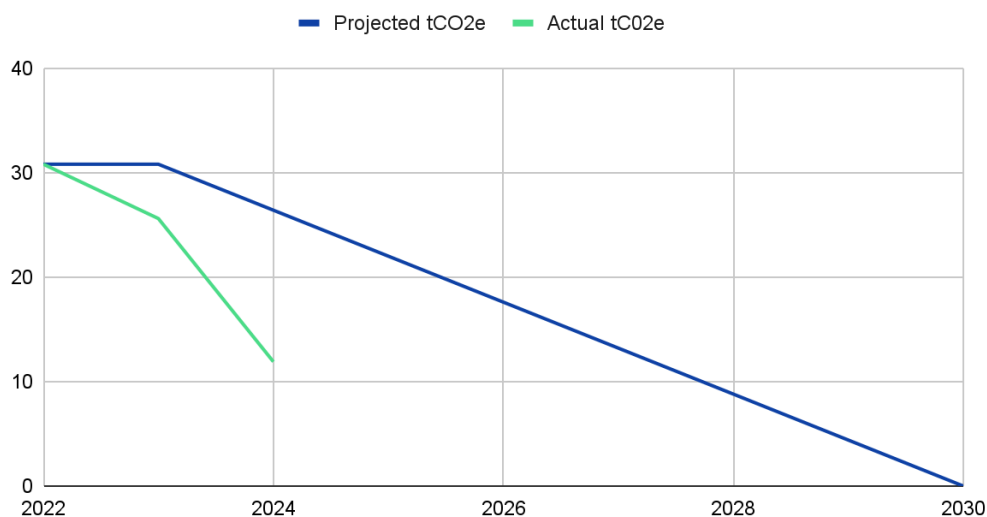
## Emissions reduction targets

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 8.8 tCO<sub>2</sub>e by 2028.

Our projection for the rate of decrease against these targets can be seen in the graph below:

### Carbon Reduction: Projected vs Actual



## Carbon Reduction Projects

2024 presented continued significant challenges for our industry, prompting us to streamline operations and leverage technological advancements to maintain or exceed the quality of service delivered to our clients. The number of FTEs employed by the business has reduced since our baseline year, contributing to drastic reductions in carbon emissions arising from less commuting and a significant reduction in our office size.

By adopting more precise targeting methods for potential candidates, we reduced expenditures on items such as delivery/postage, uniforms, and ID badges. Furthermore, we expanded remote working practices, leading to a notable reduction in emissions associated with commuting. This is compounded by approximately a quarter of our office team engaging in ride-sharing on days that they commute to the office.



## Completed Carbon Reduction Initiatives

- We have moved to a new co-working office with appliances that utilise less energy:
  - No gas boiler in favour of air pumps throughout the office which are turned off when not in use.
  - Smart hot water dispenser. Our previous office had a hot water tap that continually kept a small tank of water at boiling temperature, whereas the new hot water dispenser heats water only when needed utilising less energy than a traditional kettle.
  - Our computer infrastructure has been migrated from internal rack-mounted servers and switches in the office to cloud infrastructure.
  - Fridges are shared between many tenants, whereas in our previous office there were several fridges and freezers that were often underutilised.
- We have closed our London office, and employees from this office now work remotely
- We have implemented more robust working from home policies, encouraging employees to work flexibly, thereby reducing the amount of commuting they do each week
- We have removed disposable cups and cutlery from our office
- We have actively encouraged employee lift sharing, and implemented flexible start & finish times to better accommodate lift sharing between employees during their commute. Around a quarter of our office employees now engage in ride-sharing on days that they commute to the office.
- We have worked with our landlord to ensure that timers are correctly set for both heating and cooling of our office, ensuring that the heating and cooling units are only operational during working hours.

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

- We are working with our landlord to procure an electricity supplier that provides greener electricity
- We intend to further engage with our tree planting partner to plant 5000 trees by 2030
- We intend to offset a quarter of our emissions by 2026
- We are exploring employer schemes to offer electric vehicles to our employees

## Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standards 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>.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors).

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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>

**enferm.**  
Signed on behalf of the Supplier:

A handwritten signature in black ink, appearing to read 'JS', is positioned above the printed name.

**Joshua Sprigg**

CEO

Date: 13th January 2025