



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: .....GBUK LTD.....

Publication date: 04/01/2024

## Commitment to achieving Net Zero

**GBUK LTD 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.

<b>Baseline Year: 2019</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
Baseline Emissions started to be recorded in 2019. The methodology for measuring our carbon footprint is in line with the Greenhouse Gas protocol and the BEIS Environmental Reporting Guidelines. The calculations were completed on the SmartCarbon Calculator using the UK Government emissions factors.	
Important Note: Total carbon emissions increased dramatically in 2020 and 2021 due to the Global Covid-19 Pandemic due to a variety of issues around land transportation, shipping and other factors. Moreover, GBUK Group supplied the majority of the Covid Vaccination Syringes and Needles to the NHS in line with the timelines from central government for the vaccination rollout, as well as many other emergency products such as PPE and Ventilators, thus skewing our emissions within the 2020 and 2021 period. However, without these products, clearly the vaccination programme could never have taken place.	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	Packaging: 567 CO2 Tonnes
<b>Scope 2</b>	Supply Chain Transport: 1227 CO2 Tonnes

<b>Scope 3</b> (Included Sources)	Business Facilities: 62 CO2 Tonnes Business Travel: 143 CO2 Tonnes Total: 205 CO2 Tonnes
<b>Total Emissions</b>	41.87 tonnes per £m turnover in 219, with a total CO2 of 1,989 tonnes

## Current Emissions Reporting

Reporting Year: 2022	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	Packaging: 1405 CO2 Tonnes
<b>Scope 2</b>	Supply Chain Transport: 1758 CO2 Tonnes
<b>Scope 3</b> (Included Sources)	Business Facilities: 53 CO2 Tonnes Business Travel: 92 CO2 Tonnes Total: 145 CO2 Tonnes
<b>Total Emissions</b>	In 2022, GBUK Group increased its carbon footprint total CO2 to 3,890 tonnes, but tonnes per £m turnover reduced to 48.52

## Emissions and Carbon reduction targets

### Fighting Climate Change

Framework Years	Metric Tonnage Targets	% Target Reduction
Year 1	51.38	5%
Year 2	56.50	5%
Year 3	62.17	5%
Year 4	68.39	5%

GBUK Group is a growing business, growing in terms of the products we sell into the NHS and as an employer of people. As a result, it's inevitable that the amount of waste we produce is likely to increase, not decrease. We estimate this increase will be 10% per year. However, *EVERYTHING* that is disposed of from our offices is either sent for recycling or sent for bio-fuel re-purposing. *NOTHING* is sent to landfill, so we are already 100% efficient from this perspective. The 5% reduction per year will come from 'educating & motivating' our internal staff to use less wasteful materials, to install solar panels to offset carbon emissions, to roll out electric car charging points at HQ, install (where not already) LED/motion lighting etc. These are all ongoing projects.

### Fighting Climate Change 2

Framework Years	MTCDE Target	% Target Reduction
Year 1	1.9 CO2 MT	2.5%
Year 2	3.8 CO2 MT	2.5%
Year 3	5.7 CO2 MT	2.5%
Year 4	7.6 CO2 MT	2.5%

GBUK new accounts are won from other suppliers losing business to GBUK, so in theory GBUK is simply replacing product already in the market (net zero increase). Our targets over the next 4 years are assuming we ship 1 container in year 1, increasing by 1 container each year to a maximum of 4 containers by year 4.

GBUK is committed to reducing the CO2 MT and we have a number of projects in place to help reduce this over time including; changing to renewable energy sources including installing solar panels at HQ, using energy efficient equipment, LED/sensor lighting, using freight forwarders with the best performing ships, using logistics companies like DPD who claim they are net zero, installing electric car chargers at GBUK HQ, maximising container space, using less packaging within our products, using recycled materials only with our packaging, reducing any travel where possible, online training platforms so less face to face training requirements (less UK travel). As a result, we're confident that although our overall CO2 MT will increase due to the volume increasing, we can make those shipments more efficient thus targeting to reduce by 2.5% each year, total 10% over 4 years.

## Tackling Economic Inequality

Framework Years	Hours Target	% Target Reduction
Year 1	24 hours per account won per year	5%
Year 2	22.8 hours per account won per year	5%
Year 3	21.7 hours per account won per year	5%
Year 4	20.6 hours per account won per year	5%

GBUK Group is committed to providing the NHS with the necessary training and education on our products and best practise that they so desperately crave for, often because training and education budgets within the Trusts is so limited. As a result, GBUK offer a lot of training to our customers. However, we plan to reduce the number of face to face training sessions by improving the marketing materials we have and offering training videos and workbooks online for healthcare professionals (HCP's) to gain access too, to educate themselves in their own time. Although GBUK cannot enforce HCP's to access our training materials, GBUK will work closely with departmental managers, the Trust educators and procurement to tailor the requirements for each Trusts needs. Hence, the more online training we do, the less field visits will be required, thus overall reducing our travel time. Reducing our travel by 10% over 4 years is significant, although GBUK must highlight that it's rare we would visit a site for one reason i.e. training one department on one product. We usually

arrange to spend a whole day at one site, offering training across our entire product portfolio (over 50 ranges) across many departments. So the actual CO2 per training day, per person, is actually very small. However, GBUK will look to decrease visits as per our targets above.

## 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>.

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:



Peter Spiller

Director of Sales & Marketing

Date: 04/01/2024

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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>