Standard Procedure

Title: Carbon Reduction Plan		
S-065		**Issue No: 01**
Author: B Pepereke	**Role: Operations Manager**	**Date: December 2024**
Verifier: S Pepereke	**Role: Compliance Manager**	**Date: December 2024**
Approver: G Pepereke	**Role: Registered Manager**	**Date: December 2024**
Impact of this revision:	**N/A**	
Implementation	**On Issue**	
Date of next review	**1 Year from Date of Issue.**	
Notes for issue (Summary of Changes): First Issue		

Distribution:

Signatories

All Staff

1 Organisation details

- **Legal name:** Sincerity Health Care Ltd
- **Registered address:** 45 Sheaf Street, Daventry, NN11 4AA
- **Company number:** 09318458
- **Reporting period:** FY 2024/25 (covering 1 April 2024–31 March 2025)
- **Contact:** brian@sincerityhealthcare.com

2 Commitment

Sincerity Health Care commits to achieve Net Zero greenhouse-gas emissions by 2050 across Scopes 1–3. This Carbon Reduction Plan (CRP) follows UK Government guidance under Procurement Policy Note (PPN) 06/21 and will be updated at least annually.

3 Boundary, standards and methodology

- Organisational boundary: All UK operations under direct control (single office; client homes excluded), owned/leased vehicles, staff business travel, and material upstream supply-chain categories relevant to domiciliary and supported living services.
- Standards: GHG Protocol Corporate Standard; UK Government (DEFRA) conversion factors (latest available for each reporting year).
- Scopes covered:
    - Scope 1: Fuels for owned/leased vehicles. *(No natural gas used in our office.)*
    - Scope 2 (location-based): Purchased electricity (including EV charging drawn from the grid).
    - Scope 3 (material categories): Purchased goods and services; fuel- and energy-related activities; waste; water; business travel (grey fleet, rail, air); employee commuting; upstream transport/distribution (where material). Downstream categories are not applicable to our service model.

4 Baseline and current emissions (tCO_2e)

Scaling note: Figures are constructed for a 30-person workforce and can be scaled using the intensity figures provided. Replace with metered/supplier primary data as it is collected.

Assumptions (transparent and adjustable)

- Headcount: 30 employees (office + field).
- Estate: one electricity-only office (no store; no mains gas).
- Electricity (baseline): 18,000 kWh/year.
- Pool vehicles (baseline): 2 petrol cars, 8,000 miles each.
- Grey fleet (baseline): ~20 regular drivers × 8,000 business miles/year ≈ 160,000 miles.
- Commuting: average 2,000 miles/employee/year by car.
- Purchased goods & services (PG&S): care-sector SME spend mix; conservative spend-based estimate pending supplier primary data.
- DEFRA factors applied on a rounded basis for planning (formal workbook to use exact-year factors).

4.1 Emissions table

Year	Scope 1	Scope 2 (location-based)	Scope 3 (reported categories)	Total
Baseline – FY2023/24	4.0	3.5	111.0	118.5
FY2024/25 (current est.)	3.0	0.0–3.3	105.0	108.0–111.3

Baseline composition (FY2023/24):

- Scope 1 (4.0 t): Pool vehicles (petrol).
- Scope 2 (3.5 t): Office electricity.
- Scope 3 (111.0 t): PG&S ~50.0; grey-fleet business travel ~44.8; employee commuting ~15.0; waste ~0.5; water ~0.15; fuel- and energy-related ~0.4; rail/other ~0.1.

Year-on-year movement (to FY2024/25 estimate):

- Renewable electricity: switch to 100% REGO-backed tariff (market-based Scope 2 ≈ 0 t; location-based still reported for transparency).
- Energy efficiency: LED/controls in office → electricity −20% (location-based).
- Vehicles: one pool car replaced with EV (combustion miles halved; EV charging in Scope 2).
- Travel optimisation: grey-fleet −10% through rostering/visit clustering; commuting −10% through hybrid working.
- PG&S: low-carbon substitutions and supplier standards −5%.
- Waste: improved segregation −10%.

4.2 Intensity for scaling

- Baseline intensity: 3.95 tCO_2e per employee (118.5 ÷ 30).
- Current intensity (market-based Scope 2): ~3.60–3.71 tCO_2e per employee.
- Scaling rule of thumb: New total ≈ *intensity* × *headcount*, then adjust for fixed office loads and service geography.

5 Carbon reduction targets

- By 2030:
  - Scopes 1–2 absolute −50% vs baseline (driven by renewable electricity and phased vehicle changes).
  - Scope 3 (material categories) intensity −30% (tCO_2e/£ revenue and tCO_2e/100 care visits).
- By 2050: Net Zero across Scopes 1–3 with high-quality removals for residuals.
- Trajectory: aim for ≥7% p.a. absolute reduction in Scopes 1–2 and ≥5% p.a. Scope-3 intensity reduction.

6 Environmental management measures (simple, contract-ready)

A. Office electricity

- Remain on 100% renewable (REGO-backed) electricity.
- Maintain LED + automated controls; optimise set-points and night setback.

B. Vehicles and travel

- Simple shift only: when due for replacement, move pool vehicles from petrol → hybrid → full EV where practical.
- Grey fleet: promote hybrid/EV where feasible; keep route optimisation and car-share options; prioritise virtual meetings.

C. Procurement (Scope 3)

- Supplier Code with carbon expectations; ask top suppliers for emissions data; prefer low-carbon alternatives.

D. Waste

- Segregate streams; track kg/quarter; target >95% diversion from landfill.

E. Governance

- Quarterly KPI pack; annual CRP update on website; prepare for limited third-party assurance.

7 In-year projects and estimated impacts

Ref	Initiative	Sites / Scope	Capex (£)	Annual tCO_2e ↓	£ Saving/yr	Status	Due
EN-01	LED & controls rollout	Office	3,500	0.81	1,080	In delivery	Q2 FY25/26
EN-02	100% REGO electricity (market-based)	All meters	n/a	3.50	0	Complete	Q1 FY24/25
FL-01	Replace 1 pool car with EV (+ 7kW charger)	Northants & Coventry runs	1,500	1.80	750	Approved	Q3 FY25/26
TR-01	Route optimisation & visit clustering	Domiciliary services	0	4.48	7,200	In delivery	Q4 FY24/25
PR-01	Supplier carbon clauses (Top-20 by spend)	Scope 3	n/a	1.00 (est.)	0	In delivery	Q4 FY24/25
WS-01	Segregated waste + reporting	Office	600	0.15	300	In delivery	Q2 FY25/26

Key calculation notes (for audit):

- **TR-01:** 10% cut on **160,000 grey-fleet miles** → 16,000 miles avoided × **0.28 kgCO_2e/mile** = **4.48 tCO_2e**; saving at **£0.45/mile ≈ £7,200/yr**.
- **FL-01:** EV displaces ~8,000 petrol miles; net saving **~1.8 tCO_2e** after accounting for ~2,400 kWh EV charging (Scope 2).
- **EN-01/02:** As per assumptions; report both **location-based** and **market-based** Scope 2.

8 KPIs (tracked quarterly, reported annually)

- Energy: kWh/m^2; kWh per care hour.
- Travel: kgCO_2e per 100 care visits; % EV miles (pool + grey fleet).
- Procurement: % of spend with suppliers providing emissions data; % contracts with carbon clauses.
- Waste: kg/employee; % diverted from landfill.
- People: % staff completing carbon module.
- Assurance: % of Scopes 1–3 under external assurance.

9 Risks, dependencies and mitigations

- Landlord-controlled estate: negotiate green lease clauses; secure metering/consent for improvements.
- Service growth: publish absolute and intensity metrics to evidence like-for-like improvements.
- Data quality: phased supplier-data programme; define minimum data in contracts/POs.
- Capital constraints: sequence no/low-cost actions first; explore Salix/operational leasing where suitable.

10 Data, evidence and assurance

- Primary data: Utility invoices (with half-hourly reads where available), fuel/telematics, expense mileage by vehicle type, commuting survey (mode/distance/days), waste transfer notes, water meters.
- Secondary data: Spend-based factors (DEFRA) for PG&S until supplier primary data is provided.
- Assurance plan: Internal audit of data trail in FY2024/25; external limited assurance from FY2025/26.

11 Reporting and transparency

- Publish this CRP and annual progress report on www.sincerityhealthcare.com.
- Provide contract-level carbon method statements and KPI packs upon request.
- Retain evidence for 7 years.

12 Declaration and sign-off (PPN 06/21)

I confirm the information in this Carbon Reduction Plan is accurate and has been prepared in accordance with PPN 06/21 and associated guidance, and that Sincerity Health Care is committed to achieving **Net Zero by 2050**.

Name: Brian Pepereke
Role: Operations Manager / Director
Date: 12/12/2024

Annex A — Calculation notes (planning template)

- **Electricity (Scope 2):** kWh × DEFRA grid factor (location-based).
- **Natural gas (Scope 1):** kWh × DEFRA natural-gas emissions factor.
- **Company vehicles (Scope 1):** litres or km × relevant petrol/diesel factor.
- **EV charging:** kWh added to electricity consumption (Scope 2).
- **Grey fleet (Scope 3):** claimed miles × factor by fuel/engine size; require vehicle details on claims.
- **Purchased goods & services (Scope 3):** supplier primary data preferred; otherwise spend × EEIO factor (refine over time).
- **Waste (Scope 3):** kg by stream × factor (recycling vs landfill vs energy recovery).
- **Water (Scope 3):** m^3 supply + treatment × factors.
- **Fuel- and energy-related activities (Scope 3):** calculated from Scope 1–2 energy.

Annex B — Headcount scaling guide

- Start with **intensity**: current best estimate **3.01 tCO_2e/employee**.
- New total ≈ *(intensity × new headcount)* **+/-** adjustments for:
    1. **Fixed loads** (estate energy that does not scale in proportion to headcount).
    2. **Service mix** (e.g., higher travel intensity for rural packages).
    3. **Projects** already implemented (e.g., additional EVs or new supplier data).
- Recalculate intensity annually after updating primary data.