



Primary Care Commissioning Community Interest Company Carbon Reduction Plan statement

October 2023



Primary Care Commissioning CIC
Suite 218, Second Floor
West One
114 Wellington Street
Leeds LS1 1BA

Carbon Reduction Plan (CRP)

Supplier name: Primary Care Commissioning Community Interest Company (PCC)
(06958872)

Publication date: 16 October 2023

Commitment to achieving Net Zero

Primary Care Commissioning Community Interest Company 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.

Baseline year: 2022-2023

Additional details relating to the Baseline Emissions calculations

Please note that PCC's baseline emissions calculations reporting is based on its financial reporting period which is 1 August to 31 July. PCC commenced calculating its carbon footprint from 1 August 2022 and therefore our baseline and reporting year are the same.

Scope 1 – not applicable to PCC as we do not produce any direct emissions from sources that we own or control directly.

Scope 2 – PCC has a serviced office space in central Leeds and our Scope 2 emissions are based on information provided by our landlord.

Scope 3 – PCC is predominantly a remote-based organisation with a small number of employees working on a hybrid basis commuting on an infrequent basis to the serviced office space in central Leeds. We have included carbon emissions from Scope 3 for business travel, employee homeworking, employee commuting and downstream transportation and distribution. Employee travel is via employee-owned vehicles, PCC does not own a vehicle fleet.

Our methodology for calculating these emissions are detailed below.

Business travel

PCC has assessed the use of cars (petrol, diesel and EV), trains and flights for business travel to assess the carbon emissions produced.

Trains and flights – data is provided by our travel provider, Agiito using the methodology included in [The Climate Impact calculator](#) has been used to calculate the CO₂ emissions.

Car emissions- data is taken from our employee expenses platform, Re-assure using the methodology included in [The Climate Impact calculator](#) has been used to calculate the CO₂ emissions.

Employee commuting

Car emissions and public transport – data is taken from our employee expenses platform (Re-assure) and directly from employees when they have attended the head office. This is calculated on a distance basis x the number of trips within each month.

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Climate Action Impact is ICROA accredited.

Employee home-working

Two-thirds of PCC employees are home-based, with the remaining third working on a hybrid basis. The methodology included in [The Homeworking Emissions Whitepaper](#) has been used to assess employee home working emissions.

Upstream and downstream transportation and distribution

As a professional UK services-based business PCC uses limited transportation and distribution services. We do however use third party organisations to transport equipment to employees and materials, when required, for our off-site events. As we do not have access to the third party organisations carbon emissions data we have calculated this based on mileage for each journey.

Waste

PCC is a service-based business with no formal waste monitoring and negligible emissions arising from waste general. Our landlord provides recycling opportunities at the serviced office space.*

Baseline year emissions

EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0.00 (tCO ₂ e)
Scope 2	1.70 (tCO ₂ e)
Scope 3 (included sources)	26.34 (tCO ₂ e) Breakdown of sources: 4 & 9 Upstream and downstream transportation and distribution = 0.27 (tCO ₂ e) 5. Waste = 0.00 * 6 Business travel = 4.91 (tCO ₂ e) 7. Employee commuting = 0.97 (tCO ₂ e) Employee homeworking = 20.19 (tCO ₂ e)
Total emissions	28.04 (tCO ₂ e)

Current emissions reporting

Reporting year: 2022-2023

Additional details relating to the current emissions calculations.

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Reporting year emissions

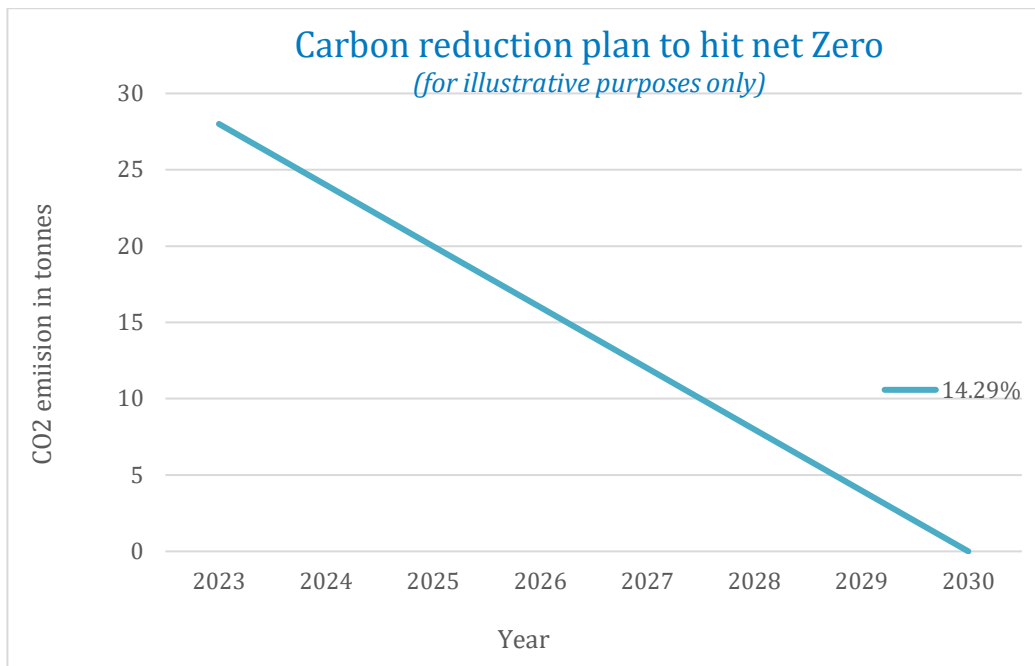
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0 kg (tCO ₂ e)
Scope 2	1.70 (tCO ₂ e)
Scope 3 (included sources)	26.34 (tCO ₂ e) Breakdown of sources: 4 & 9 Upstream and downstream transportation and distribution = 0.27 (tCO ₂ e) 5. Waste = 0.00 * 6 Business travel = 4.91 (tCO ₂ e) 7. Employee commuting = 0.97 (tCO ₂ e) Employee homeworking = 20.19 (tCO ₂ e)
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Emissions reduction targets

PCC is committed to be carbon neutral by 2030 and in order to meet this we project that carbon emissions will decrease over the next three years to 16 (tCO₂e) by 2026. This will be a reduction of 57%.

Given the nature of PCC's business achievement against our aims will be linked to the number of employees we have (with the mix of home and hybrid) and our business travel requirements which are often dictated by requirements for our support. Our commitment to reducing our carbon footprint will need to adapt in line with any changes to our business. Our carbon footprint is assessed on a quarterly basis which allows us to evaluate the impact of any changes to our business so we can adjust our carbon reduction plans and practices accordingly.

We recognise we have a responsibility to manage the environmental impact of our business activities carefully and ensure that we meet all legal and regulatory requirements. We also recognise that we have a responsibility to support our stakeholders to reduce their own carbon footprints.



Carbon reduction projects

PCC has introduced environmental management processes, systems and projects over the last few years, more particularly since commencing measurement of our carbon emissions in August 2022. As our baseline and reporting years are the same we will not be able to assess the impact of these until 2024.

PCC has developed an Environmental Action Plan (EAP) to ensure we meet our carbon reduction targets. The EAP, together with our environmental and sustainability policy comprise our Environmental Management System (EMS). Our EMS has been independently certified by [Green Small Business](#). Our certification was achieved in May 2023 and will be maintained through an annual audit carried out independently by Green Small Business.

Actions from the EAP include:

- Promoting the use of virtual platforms for the delivery of our work programmes and internal meetings to reduce the need for travel and venue hire
- Development and promotion of our Use of Transport principles to employees and supply chain to promote using the most sustainable mode of transport feasible for necessary travel
- Where in-person events/meetings are required secure not-for-profit and community venues and procure using Social Value Act principles (where feasible)
- Use venues that are easy to access via public transport links and provide walking directions
- Maintaining as small an office space as required and sharing space with others
- Providing QR codes for delegates to access event materials on-line
- Encouraging delegates to book events online via our events booking system, reducing the need for paper invitations and booking forms
- Using virtual communication (email, phone and video) for all pre and post event stakeholder liaison, unless otherwise requested by clients
- Promoting the use of digital platforms (such as OneDrive/MS Teams/NHS Networks) in place of email to reduce energy consumption
- Reducing the need for printing across the business by circulating electronic copies of meetings papers and other documentation
- Recycling of printer cartridges via [Recycle for Charity](#) and [Printer Cartridge Recycling](#).
- Recycling laptops and mobile phones for as long as possible to save energy and reduce the need for use of raw materials

- Using sustainability and environmental considerations as one of the decision-making criteria when commissioning services for ourselves in line with our Environmentally Preferable Purchasing policy
- Continuing the use of virtual platforms for all recruitment to reduce the need for travel and venue hire
- Continuing use of virtual platforms for employee mandatory training.

Other measures we will consider to support achievement of our target to reach net zero are:

- Introduction of an electric vehicle salary sacrifice scheme to support employees who wish to switch to an electric vehicle to reduce our business travel emissions.
- Encourage car sharing where travel by public transport is not possible by allowing employees to be reimbursed for passenger mileage
- Investment in carbon-reduction projects which are independently verified to international standards, such as Gold Standard
- Where new equipment is required we will purchase energy efficient options (such as switching to refillable printer ink) and apply the principles of our Environmentally Preferable Purchasing policy
- Work collaboratively with our supply chain to reduce emissions
- Undertaking regular reviews of business processes to identify areas which can support carbon reduction
- Promoting use of Green Tourism certified venues for external events and conferences and for employee/associate use.

Declaration and sign off

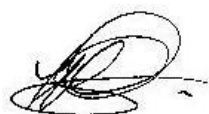
This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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) Standard³.

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

Signed on behalf of the Supplier



Date: 16 March 2023

¹<https://ghgprotocol.org/corporate-standard>

²<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

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