

CP30 CARBON REDUCTION PLAN POLICY (CRP)

Document Control

A. Confidentiality Notice

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B. Document Details

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Approval body	Policy Committee	Date Approved	1 September 2025	
Date Issued	15 September 2025	Review Date	September 2027	
Consultation	EMT			
What is it for	The purpose of this policy is to ensure that NPC and its staff understand, manage and minimise environment impacts arising from work-based activities.			
Who is it aimed at?	The Policy is for use by NPC staff which for the purposes of this policy includes but is not limited to board members, contractors, agency & temporary staff, student, honorary and volunteer staff.			

C. Version Control and History

Version	Date	Revision author	Version comments
1	July 2024	Richard Parker	New Draft
2	July 2024	Julie Cave	Updated
3	August 2025	Gareth Hughes	Updated
4	August 2025	Julie Cave	Reviewed

RELATED POLICIES AND OTHER REFERENCES:

CQC Fundamental Standards	
Regulation Number	Regulation Details
Regulation 15: Premises and equipment	15(1) Outlining all the requirements and guidance that must be in place
Regulation 17: Good Governance	17(1) Systems or processes must be established and operated effectively to ensure compliance with the requirements in this Part.
Key Question	
Key Question	How this applies to this policy
Safe	We detect and control potential risks in the care environment.
Links to Related Legislation / Best Practice	

This policy should be read in conjunction with:

CP12 Equipment Policy
HS01 Health and Safety Policy

Contents

1. Executive Summary	3
2. Objectives	3
4. Key Areas of Focus	3
<i>i. Energy Efficiency</i>	3
<i>ii. Waste Management</i>	4
<i>iii. Transportation</i>	4
<i>iv. Procurement</i>	4
<i>v. Water Use</i>	5
<i>vi. Awareness and Education</i>	5
<i>vii. Monitoring and Reporting</i>	5
<i>viii. Governance</i>	5
5. Timeline	6
6. Conclusion	6
Appendix A: Equality Impact Assessment	7

1. Executive Summary

From April 2024, the NHS requires all suppliers bidding for NHS contracts for goods and services to publish a Carbon Reduction Plan (CRP) for emissions from sources included in Scope 1 and 2 of the Greenhouse Gas (GHG) Protocol, and relevant Scope 3 categories.

As a socially responsible organisation, Norfolk Primary Care C.I.C. (NPC) recognises the need to reduce carbon emissions and contribute to the national effort to tackle climate change.

Using the 2023/24 Baseline Carbon Report as our benchmark (total emissions: 21,648.36 kg CO₂e), this plan outlines NPC's updated strategy for 2025–2030, targeting the key emission hotspots identified: energy consumption and transportation, alongside procurement impacts.

Our aim is to achieve a 50% reduction in carbon emissions by 2030 (from 2023 levels) and carbon neutrality by 2045, in line with the Climate Change Act 2008 and the NHS Greener NHS programme.

2. Objectives

NPC commits to:

- i. Maximising operational efficiency to minimise energy consumption.
- ii. Transitioning to renewable and low-carbon energy sources.
- iii. Implementing targeted reduction measures for transportation and procurement.
- iv. Monitoring energy use and setting measurable performance targets.
- v. Engaging staff and partners in behaviour change for sustainability.

3. Targets:

- A. 50% reduction in emissions by 2030 (baseline: 21,648.36 kg CO₂e in 2023).
- B. Carbon neutrality by 2045.
- C. Maintain alignment with NHS Greener NHS milestones and UK Government Net Zero Strategy.

4. Key Areas of Focus

i. Energy Efficiency

Objective: Reduce energy consumption and increase renewable energy use.

Baseline (2023): 9,730 kg CO₂e (45% of total emissions).

Actions (2025 onwards):

- Conduct annual energy audits of all NPC-controlled facilities.
- Transition 100% of electricity contracts to renewable sources by 2026.
- Upgrade all lighting to LED by Q4 2025 where possible.
- Explore installation of solar PV panels on suitable sites (feasibility study by mid-2026).
- Introduce smart energy management systems for heating and lighting control.

ii. Waste Management

Objective: Minimise waste production and increase recycling.

Baseline (2023): 85 kg CO₂e (less than 1% of total emissions).

Actions:

- Expand office recycling points to include plastics, metals, and organics.
- Achieve 75% waste diversion from landfill by 2027.
- Remove all single-use plastics from office catering by end of 2025.
- Move towards 100% paperless internal communications by 2026.

iii. Transportation

Objective: Reduce carbon emissions from travel.

Baseline (2023): 6,083 kg CO₂e (28% of total emissions).

Actions:

- Introduce a low-emission vehicle policy for business mileage from 2025.
- Reduce business mileage emissions by 25% by 2027 through:
 - * Greater use of teleconferencing.
 - * Promoting public transport and carpooling for site visits.
- Install at least 2 electric vehicle charging points at the main office by Q3 2026.

iv. Procurement

Objective: Source sustainable products and services.

Baseline (2023): 5,642 kg CO₂e (26% of total emissions).

Actions:

- Implement sustainable procurement policy by Q4 2025, requiring suppliers to meet minimum environmental standards.
- Prioritise local sourcing to reduce transportation impacts.

- Engage top 10 suppliers to share and improve their own carbon reduction plans by 2027.

v. Water Use

Objective: Reduce water consumption across all facilities.

Baseline (2023): 108.36 kg CO₂e (<1% of total emissions).

Actions:

- Fit low-flow taps and dual-flush toilets in all NPC-managed spaces by 2026.
- Introduce quarterly leak detection inspections.
- Run staff awareness campaigns on reducing water waste.

vi. Awareness and Education

Objective: Foster a culture of sustainability among staff and patients.

Actions:

- Deliver quarterly staff training on sustainability practices.
- Publish biannual sustainability newsletters with progress updates.
- Partner with local community groups on at least one environmental project annually.

vii. Monitoring and Reporting

Actions:

- Publish an annual carbon performance report with year-on-year comparisons against the 2023 baseline.
- Maintain KPIs for each emissions category.
- Review supplier and travel data quarterly to identify trends and corrective actions.
- Carbon Reduction Group has been established, representing all staff groups, to encourage and enact ideas and monitor our performance. The Group meets bi-monthly.

viii. Governance

Actions:

- Oversight remains with the Finance & Performance Committee.
- Day-to-day leadership by the Deputy CEO, supported by the Chief

Strategy Officer.

- Formal review of progress twice yearly, with adjustments to keep on track for 2030 and 2045 goals.

5. Timeline

- **2025:** Implement energy, transport, and procurement policy changes; begin renewable energy transition.
- **2026–2027:** Solar PV feasibility and installation, EV charging infrastructure, major waste reduction achievements.
- **2028–2030:** Achieve 50% reduction milestone; extend renewable projects.
- **2031–2045:** Continuous improvement towards net zero.

6. Conclusion

The updated Carbon Reduction Plan integrates real baseline data and sets clear, measurable, and time-bound targets. With the greatest impacts coming from energy use, transportation, and procurement, NPC will focus resources here first, while maintaining efforts in waste, water, and education to build a sustainable healthcare organisation.

Appendix A: Equality Impact Assessment

No	Does the document/guidance affect one group less or more favourably than another on the basis of:	Yes/No	Comments
1.	Race	N	
2.	Ethnic origins (including gypsies and travelers)	N	
3.	Culture	N	
4.	Nationality	N	
5.	Age	N	
6.	Disability - learning disabilities, physical disability, sensory impairment and mental health problems	N	
7.	Gender	N	
8.	Gender reassignment	N	
9.	Marriage and civil partnership	N	
10.	Pregnancy and maternity	N	
11.	Religion and belief	N	
12.	Sex	N	
13.	Sexual orientation including lesbian, gay and bisexual people	N	
14.	Is there any evidence that some groups are affected differently?	N	
15.	If you have identified potential discrimination, are there any exceptions valid, legal and/or justifiable?	N/A	
16.	Is the impact of the document/guidance likely to be negative?	N	
17.	If so, can the impact be avoided?	N/A	
18.	What alternative is there to achieving the document/guidance without the impact?	N/A	
19.	Can we reduce the impact by taking different action?	N/A	
Names and Organisation of Individuals who carried out the Assessment: Please give contact details			Date of the Assessment
Martyn Fitt, NPC Corporate Governance & Communications Manager – martyn.fitt@norfolkprimarycare.com			15.09.2025