



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 supplier¹ 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 Standard² and Guidance³, 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.

¹Bidding supplier or 'bidding entity' means the organisation with whom the contracting authority will enter into a contract if it is successful.

²Technical 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

³Guidance 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

Carbon Reduction Plan Template

Supplier name: Headington Medical Technology Ltd

Publication date: 17/2/2025

Commitment to achieving Net Zero

Headington Medical Technology 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.

Baseline Year: 2023	
Additional Details relating to the Baseline Emissions calculations.	
Headington Medical Technology Ltd was incorporated in December 2019. However, due to a temporary halt in operations caused by the COVID-19 pandemic, we fully restarted in 2023. As a result, our emissions baseline is established from 2023 onwards.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	8.096 tonnes CO ₂ e (Fuel: 4.6 + Car: 3.496)
Scope 2	Scope 2: 3.537 tonnes CO ₂ e (Gas: 3.537, Electricity: 0)
Scope 3 (Included Sources)	Scope 3: 22.505 tonnes CO ₂ e (Flights: 20.7 + Bus: 1.725 + Taxi: 0.0735 + Train: 0.006)
Total Emissions	34.137 tonnes CO ₂ e

Current Emissions Reporting

Reporting Year: 2024	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	3.404 tonnes CO ₂ e (Fuel: 2.76 + Car: 0.644)
Scope 2	2.971 tonnes CO ₂ e (Gas & Electricity: 2.971)
Scope 3 (Included Sources)	13.731 tonnes CO ₂ e (Flights: 12.825 + Bus: 0.805 + Taxi: 0.0945 + Train: 0.006)
Total Emissions	20.106 tonnes CO₂e

Emissions reduction targets

Emissions Reduction Targets – Headington Medical Technology Ltd (Micro SME) Based on FY 2023 and FY 2024 emissions data, we are outlining a clear emissions reduction plan for 2025 and beyond. We are committed to reducing our carbon footprint in line with realistic, achievable goals while aligning with long-term sustainability objectives.

Emissions Reduction Plans for 2025 and Beyond

Based on the progress we aim to make from 2023 to 2024, we have developed specific targets for 2025 and beyond.

Short-Term Target (2025): Target Reduction (2025): Reduce emissions by 10-15% from the 2023 baseline of 34.137 tonnes CO₂e.

Expected Emissions by 2025: Between 29.02 to 30.72 tonnes CO₂e

Key Focus Areas:

Further Reduction in Business Travel (Scope 3):

Prioritize virtual meetings and reduce flights further by promoting video conferencing.

Reduce reliance on taxis and buses where possible, encouraging carpooling or public transport.

Optimizing Energy Consumption (Scope 2):

Transition to renewable energy sources for gas and electricity, focusing on energy-efficient appliances and systems.

Increasing Use of Electric Vehicles (EVs) and Carbon-Free Transport (Scope 1):

Further reduce Scope 1 emissions by exploring EVs or hybrid options for company vehicles.

Medium-Term Target (2030):

Target Reduction (2030): Achieve a 30-40% reduction in total emissions from the 2023 baseline of 34.137 tonnes CO₂e.

Expected Emissions by 2030: Between 20.48 to 23.90 tonnes CO₂e

Key Focus Areas:

Sustainable Procurement and Supply Chain (Scope 3):

Engage with suppliers on their sustainability practices and reduce emissions across the supply chain.

Explore lower-carbon product alternatives and eco-friendly packaging.

Fleet Transition to EVs (Scope 1):

Transition company vehicles to electric or hybrid options to significantly cut down on fuel-related emissions.

Energy Management Systems (Scope 2):

Implement smart energy management systems to monitor and reduce electricity usage, targeting a complete shift to green energy sources.

Long-Term Target (2040):

Net-Zero Emissions Target (2040): Achieve net-zero emissions in alignment with NHS and government targets.

Expected Emissions by 2040: Achieve net-zero emissions (0 tonnes CO₂e).

Key Focus Areas:

Carbon Offsetting Programs: Invest in verified carbon offset projects such as reforestation or renewable energy initiatives to balance unavoidable emissions.

Energy Decarbonization: Continue to decarbonize energy sources and transition completely to renewable energy.

Zero-Emission Supply Chain: Fully transition to a carbon-neutral supply chain through partnerships and certifications.

We project that carbon emissions will decrease over the next five years to 22 tCO₂e by 2030. This is a reduction of 35%

2025: Achieve a 10-15% reduction from 2023 levels (29.02 to 30.72 tonnes CO₂e).

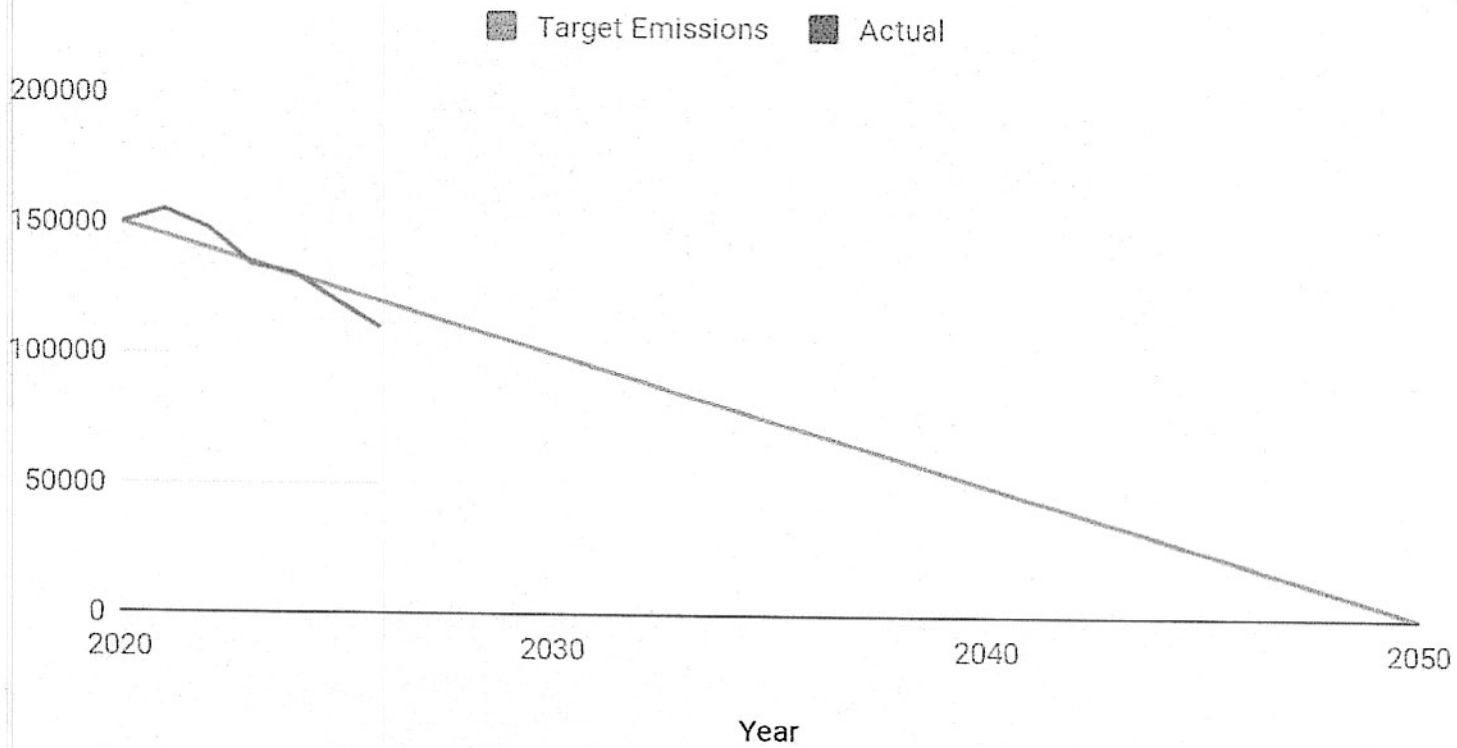
2030: Achieve a 30-40% reduction from 2023 levels (20.48 to 23.90 tonnes CO₂e).

2040: Achieve net-zero emissions.

We will monitor our emissions annually and report on our progress, adjusting the strategies as necessary to meet these targets. Our approach as a micro SME ensures that these reductions are both practical and scalable.

Progress against these targets can be seen in the graph below:

Carbon Reduction: Projected vs. Actual



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2023 baseline. The carbon emission reduction achieved by these schemes equate to 22 tCO_{2e}, a 35%ge reduction against the 2030 baseline and the measures will be in effect when performing the contract

As a **micro SME**, Headington Medical Technology Ltd is focused on practical and cost-effective steps to reduce our carbon footprint, although we currently do not have formal certifications such as ISO14001 or PAS 2060. Below are some of the carbon reduction measures we have implemented:

1. **Energy Efficiency Improvements:**
 - **LED Lighting Installation:** We have switched to energy-efficient LED lighting throughout our office and production areas to reduce electricity consumption.
 - **PIR (Passive Infrared) Lighting Controls:** Installed PIR sensors in offices and common areas to ensure lights are only on when needed, reducing unnecessary energy use.
2. **Travel Reduction Measures:**
 - **Reduction in Business Travel:** We have implemented a policy to reduce business travel, encouraging virtual meetings and video conferences as alternatives to flights and long-distance travel.
 - **Shift to Rail Travel:** When travel is necessary, we prioritize rail over flights, reducing the carbon impact of business trips.
 - **Carpooling and Public Transport:** We encourage employees to use public transport or carpool to reduce emissions from private car travel.
3. **Fleet Electrification:**
 - **Exploring Electric Vehicle (EV) Options:** We are actively exploring the potential for transitioning company vehicles to electric or hybrid vehicles as part of our long-term emissions reduction strategy.
4. **Sustainable Procurement Practices:**
 - We are working with suppliers to assess their sustainability practices and identify opportunities to reduce emissions across our supply chain.

These steps represent our commitment to reducing our carbon footprint, and we are continuously seeking further improvements in line with our overall emissions reduction targets.

We will continue to monitor and assess opportunities for carbon reduction, with the goal of achieving **net-zero emissions** by 2040.

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

In addition to the previously mentioned initiatives, Headington Medical Technology Ltd plans to implement further strategies for reducing our carbon footprint. These additional measures include:

1. **Advanced Energy Management Systems:**
 - We intend to install **smart meters and energy management software** to monitor energy use in real time. This will allow us to identify inefficiencies and optimize energy consumption throughout our operations.
 - The goal is to automate energy-saving actions, such as reducing heating or lighting during non-working hours, in order to minimize unnecessary energy use.

2. **Waste Reduction and Circular Economy Practices:**

- We plan to introduce more robust **waste reduction strategies** in our operations, focusing on reducing, reusing, and recycling materials.
- Implementing a **circular economy** approach where products and materials are reused, repaired, or recycled, will help us minimize waste generation and reduce Scope 3 emissions linked to material production.

3. **Green IT and Digital Solutions:**

- We aim to reduce the energy consumption of our **IT infrastructure** by switching to **energy-efficient devices**, adopting cloud solutions, and minimizing data center emissions.
- Encouraging the **digitization of processes** to reduce paper use and the associated environmental impact could also form a key part of our sustainability efforts.

4. **Sustainable Product Development:**

- We intend to develop **low-carbon products** or services, incorporating sustainability into our product lifecycle, from design to disposal. This could involve using more eco-friendly materials or creating products that have a longer lifespan.
- We may also explore **eco-labelling** for our products to show their environmental credentials to customers.

5. **Carbon Footprint Transparency and Reporting:**

- We aim to introduce an **annual carbon footprint report** that is publicly available, allowing customers, suppliers, and stakeholders to track our progress in achieving emissions reductions.
- As part of this, we plan to adopt **science-based targets (SBTi)** to ensure that our carbon reduction goals are aligned with global climate standards.

6. **Sustainable Logistics and Transportation:**

- We plan to optimize our **supply chain logistics**, shifting toward more **carbon-efficient transport options** (e.g., electric or hybrid trucks, more efficient route planning) to further reduce emissions related to transportation (Scope 3).
- **Consolidating shipments** and working with suppliers to reduce packaging waste and transport distances will be additional strategies.

7. **Employee Carbon Reduction Incentives:**

- We plan to introduce an **incentive program** for employees to participate in **sustainability initiatives**, such as using public transport, reducing personal waste, or adopting low-carbon home practices.
- This could include rewards for employees who meet sustainability goals, further engaging the team in reducing our collective carbon footprint.

These additional measures will help us meet our long-term sustainability targets and further reduce our environmental impact, contributing to our goal of **net-zero emissions by 2040**.

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 standard⁴ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁵.

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) Standard⁶.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

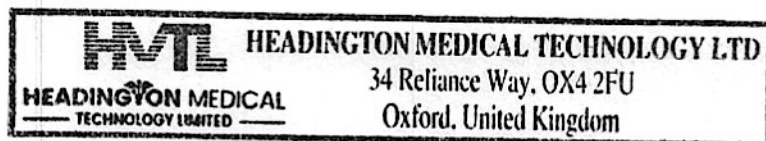
Signed on behalf of the Supplier:



ANUPAMA SARROO (DIRECTOR)

HEADINGTON MEDICAL TECHNOLOGY LTD

Date: 06/03/2025



⁴<https://ghgprotocol.org/corporate-standard>

⁵<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁶<https://ghgprotocol.org/standards/scope-3-standard>