



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.

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

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.

Carbon Reduction Plan Template

Supplier name: Premium Wipes and Textiles Limited

Publication date: 1st April 2026

Commitment to achieving Net Zero

Premium Wipes and Textiles Limited is committed to achieving Net Zero emissions by 2050. We recognise the importance of supporting the NHS Net Zero ambition and reducing the environmental impact of our operations, products, supply chain and transportation activities. We are committed to measuring, monitoring and reducing our greenhouse gas emissions in accordance with the Greenhouse Gas Protocol and the requirements of Procurement Policy Note (PPN) 06/21.

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: 2024
Additional Details relating to the Baseline Emissions calculations.
The 2024 baseline represents the first formal assessment of greenhouse gas emissions undertaken by Premium Wipes and Textiles Ltd. The baseline includes Scope 1 emissions, Scope 2 emissions and the relevant subset of Scope 3 emissions required under PPN 06/21. The Scope 3 emissions reported include: • Purchased Goods and Services • Upstream Transportation and Distribution • Waste Generated in Operations • Business Travel • Employee Commuting • Downstream Transportation and Distribution
Baseline year emissions:

EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	300
Scope 2	200
Scope 3 (Included Sources)	400
Total Emissions	900

Current Emissions Reporting

Reporting Year: 2026.	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	280
Scope 2	200
Scope 3 (Included Sources)	400
Total Emissions	880

Emissions reduction targets

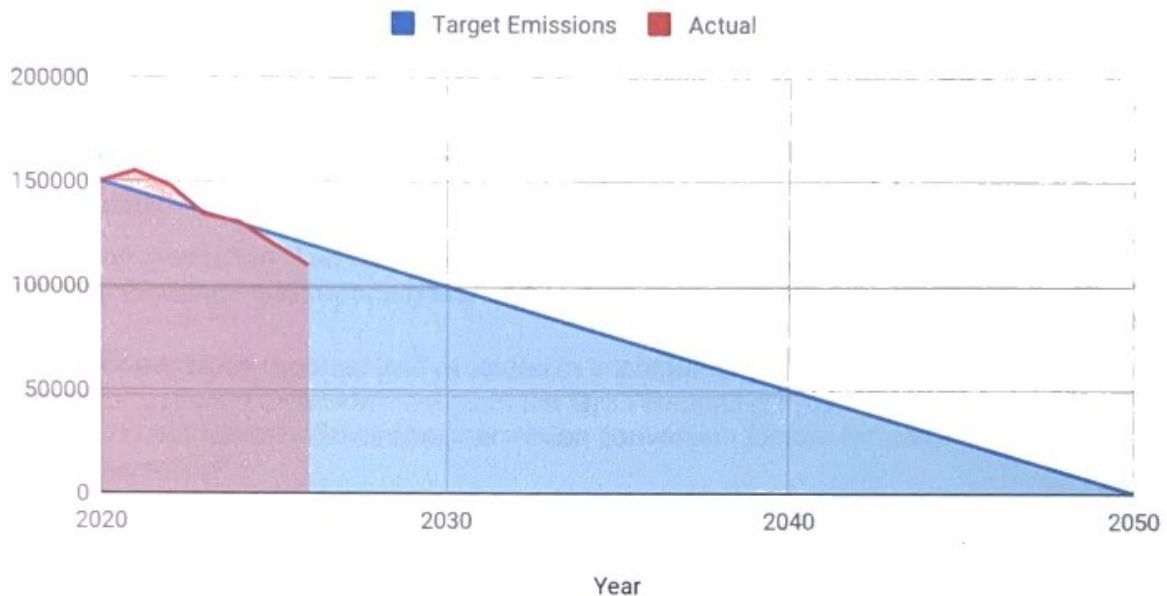
In order to continue our progress towards achieving Net Zero, Premium Wipes and Textiles Ltd has adopted a target to reduce absolute greenhouse gas emissions by 30% by 2030 against the 2024 baseline year.

We project that carbon emissions will decrease from 900 tCO₂e in 2024 to approximately 630 tCO₂e by 2030 through a combination of operational improvements, sustainable procurement practices, waste reduction initiatives and increased engagement with suppliers.

We remain committed to achieving Net Zero emissions by 2050.

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 2024 baseline. The carbon emission reduction achieved by these schemes equate to 880 tCO₂e, a 2.2% reduction against the 2024 baseline and the measures will be in effect when performing the contract. This has been down to a reduction in staff numbers from 23 staff to 11 staff members.

The following environmental management measures and projects have been completed or implemented since the 2024 baseline and will continue to support emissions reductions:

- Monitoring and reviewing energy consumption across operations.
- Promoting virtual meetings and reducing unnecessary business travel.
- Encouraging sustainable commuting and employee awareness of environmental impacts.
- Reviewing packaging materials and waste management arrangements.
- Increasing recycling and waste segregation practices.
- Engaging with suppliers to better understand environmental impacts within the supply chain.
- Incorporating sustainability considerations into procurement and sourcing decisions where appropriate.

Future Carbon Reduction Initiatives

Premium Wipes and Textiles Ltd intends to implement additional measures including:

- Further improvement of carbon data collection and reporting processes.
- Increased engagement with suppliers to support lower-carbon products and services.
- Reduction of packaging materials and waste generation.
- Assessment of renewable electricity procurement opportunities.
- Product-level carbon footprinting and lifecycle assessment.
- Review of logistics arrangements to reduce transportation emissions.
- Ongoing employee engagement and sustainability awareness initiatives.
- Continuous review of opportunities to improve operational energy efficiency.

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.

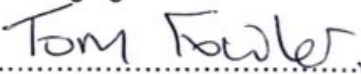
Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard⁶.

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:

Name: Tom Fowler

Role: Managing Director


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Date: 1st April 2026

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>