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# Primary Care IT

## ISO 27001 Policies & Controls

### Carbon Reduction Plan



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## Company Policies / Environmental Policies

General company policies

# Carbon Reduction Plan

Latest Note updated by Brandon Crisp on 24/02/2026 at 11:57

## Carbon Reduction Plan

### Review History

Version	Reviewed by	Comments
1	Caroline Saint	Initial Creation of policy and calculation of baseline figures.

## 1. Commitment to Achieving Net Zero

Primary Care IT Ltd is committed to achieving **Net Zero greenhouse gas emissions by 2050**, in line with UK Government policy and Procurement Policy Note (PPN) 06/21.

As a digital-first SME operating within the NHS ecosystem, Primary Care IT recognises its responsibility to minimise environmental impact while delivering high-quality services. We are committed to proportionate, measurable and continuous carbon reduction, with annual review and transparent reporting.

## 2. Baseline Emissions Footprint

### Baseline Year: 2024

2024 represents the first full year in which consistent energy consumption data was collated to support carbon reporting and reduction planning.

During the baseline year:

- Single office location (1,657 sq ft)
- 16 employees
- Hybrid working model in place
- Smart meter installed June 2024
- No international business travel

## 3. Baseline Year Emissions (2024)

### Scope 1 – Direct Emissions (Gas)

Office heating is supplied via a communal landlord-managed system and is included within the service charge. Gas consumption is not separately metered or reported to tenants.

Following a change of landlord in 2024, heating controls were adjusted to:

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- Reduce thermostat set points
- Limit heating to weekday working hours

Due to the absence of discrete metering data, Scope 1 emissions are currently not directly measurable. Primary Care IT will seek greater transparency from the landlord where feasible.

## Scope 2 – Electricity

Electricity consumption for 2024:

**5,197 kWh**

Electricity is supplied under Scottish Power's *For Business Vp7 Mar 2027* tariff.

Using UK Government GHG Conversion Factors (location-based methodology), this equates to:

**0.95 tCO<sub>2</sub>e**

Electricity intensity per employee (2024):

**324 kWh per employee per annum**

This reflects the organisation's modest office footprint and hybrid working model.

## Scope 3 – Indirect Emissions

Scope 3 emissions arise primarily from staff commuting and minimal business travel.

### Staff Commuting (2024 Methodology)

- 13 office-based staff
- Hybrid attendance pattern (5/4/3-day mix)
- 2,714 commuting days annually
- Weighted average round-trip commute: 21 miles
- 12 petrol/diesel vehicles
- 1 hybrid vehicle
- 46 working weeks per annum assumed

Using UK Government emission factors:

Estimated commuting emissions:

**9.97 tCO<sub>2</sub>e**

Per commuting employee:

**0.77 tCO<sub>2</sub>e per annum**

### Business Travel

- Fewer than five customer site visits annually
- No international travel
- Remote-first meeting policy
- Public transport prioritised
- Car sharing where required

Business travel emissions are considered minimal relative to commuting.

## 4. Total Baseline Emissions (2024)

Scope	Source	tCO <sub>2</sub> e
<b>Scope 1</b>	Gas (communal system)	Not directly measurable
<b>Scope 2</b>	Electricity	0.95
<b>Scope 3</b>	Staff commuting	9.97
<b>Total reported emissions</b>		<b>10.92 tCO<sub>2</sub>e</b>

Total reported emissions per employee:  
**0.68 tCO<sub>2</sub>e**

This reflects a low-emission operating model for an SME of this size.

## 5. Reporting Year Emissions (2025)

Electricity consumption for 2025:  
**5,163 kWh**

Estimated Scope 2 emissions:  
**0.94 tCO<sub>2</sub>e**

This represents a 0.65% reduction in electricity consumption year-on-year.

Hybrid working increased further in 2025:

- Three fully remote staff
- Continued hybrid attendance
- Remote-first delivery model maintained

Scope 3 commuting emissions are expected to reduce incrementally due to increased homeworking.

## 6. Carbon Reduction Measures Implemented

Primary Care IT has implemented the following measures:

- Smart meter installation
- Reduced heating duration and thermostat levels
- Hybrid and remote working model
- Environmental Policy – including:
  - Remote-first meetings
  - Minimal business travel
  - Public transport prioritisation
  - Car sharing where required
  - Paper-light digital operations

- No international travel

As a digital-first supplier, Primary care IT designs services to minimise travel and on-site delivery, supporting NHS Net Zero ambitions through remote implementation, online support and hybrid working as standard.

## 7. Planned Carbon Reduction Initiatives (2026–2028)

Primary Care IT will implement the following proportionate measures:

- Explore transition to renewable-backed electricity tariff
- Introduce sustainable procurement considerations
- Develop staff commuting emissions monitoring framework
- Explore EV salary sacrifice scheme
- Encourage car sharing and low-emission vehicle use
- Extend IT equipment lifecycle and prioritise energy-efficient hardware
- Introduce formal IT recycling policy

Primary Care IT will aim to reduce absolute reported emissions by **30% by 2030 against the 2024 baseline**, subject to organisational growth.

## 8. Governance and Review

Carbon reduction is overseen at Director level and reviewed annually.

This Carbon Reduction Plan:

- Is aligned with PPN 06/21
- Will be reviewed and updated annually
- Is integrated within organisational governance processes

## 9. Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated technical standards.

Emissions have been calculated using UK Government Greenhouse Gas Conversion Factors and a transparent commuting methodology.

This plan will be reviewed annually and updated to reflect improved data capture and progress against reduction targets.

Signed on behalf of Primary Care IT Ltd:



Name: Caroline Saint  
Role: Director  
Date: 23/02/2026

