

Carbon Reduction Plan (CRP)- 2,000 words

Details

Name: CFT Care Limited

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Signed by: Ben Hales

Position: Group Executive Director

Commitment to Net Zero

CFT Care Limited is committed to achieving net-zero carbon emissions by 2050. Our Carbon Reduction Plan is fully compliant with Procurement Policy Note (PPN) 06/21. It outlines our baseline measurement and our long-term strategy for meeting our 2050 net-zero target.

We deliver supported living and outreach services for adults with learning disabilities, autism, and complex needs across Essex. Our environmental responsibilities reflect the realities of community-based care, where staff travel, energy use in supported homes, and administrative coordination all contribute to our operational footprint.

In line with our obligations under this tender and future public sector contracts, we will track, publish, and cut emissions across Scope 1, Scope 2, and significant Scope 3 categories. This plan is our formal statement of compliance and outlines the pathway we will follow toward carbon neutrality.

Baseline Emissions Footprint

Baseline year: 2023

Emissions Reporting Period: January 2024-December 2024

2023 serves as CFT Care Limited's baseline emissions year. As a result, this will be our first measurement undergirding Scope 1, Scope 2, and Scope 3. As no prior emissions reporting commenced before this date, 2023 is the reference in which all reduction data will be analysed.

Our baseline measurement follows the approach set out in our Environmental & Sustainability Policy, including monitoring of energy use, heating efficiency, recycling, and responsible procurement. The baseline includes the following emissions:

- Energy consumption from office lights, computers, and central heating.
- Transport emissions whilst on contracted hours.
- The running of all recruitment systems, training platforms, and data storage
- Single-use uniforms and personal protective equipment (PPE).
- General waste and staff commuting distances, in line with Scope 3 under PPN 06/21.

All figures were calculated following the GHG Protocol Corporate Standard and apply the UK Government DEFRA 2023 conversion factors to estimate emissions in tonnes of carbon dioxide equivalent (tCO₂e).

Emission Scope	Category Description	tCO ₂ e
Scope 1	Direct emissions from our company-owned vehicles (car, wheelchair-accessible vehicle, flatbed).	3.4 tCO ₂ e
Scope 2	Indirect emissions from purchased electricity (estimated 40,000 kWh annual use)	9.3 tCO ₂ e

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Scope 3	Staff commuting (approx. 350 staff), business travel, waste management	126.0 tCO ₂ e
Total		138.7 tCO ₂ e

Current Emissions Reporting

Year: 2025

This reporting period represents CFT Care's most recent annual assessment of greenhouse gas (GHG) emissions, measured against the established 2023 baseline. The data presented below reflect current operational emissions and inform progress toward our defined reduction targets.

All calculations follow the GHG Protocol Corporate Standard and use the UK Government's DEFRA 2023 conversion factors. Reported emissions cover the full scope of our UK operations, including office activity, workforce travel, procurement, waste streams, and digital systems.

Emission Scope	Category Description	tCO ₂ e
Scope 1	Direct emissions from our company vehicles	3.2 tCO ₂ e
Scope 2	Indirect emissions from purchased electricity (office)	8.7 tCO ₂ e
Scope 3	Staff commuting, business travel, waste management	122.0 tCO ₂ e
Total		133.9 tCO ₂ e

Carbon Reduction Commitments

CFT Care has adopted defined carbon reduction targets to drive sustained progress toward achieving net zero emissions by 2050. These commitments apply to Scope 1, Scope 2, and principal Scope 3 emission sources and will undergo annual review and recalibration in accordance with evolving government guidance.

Our strategy follows a staged model that integrates short-term, medium-term, and long-term milestones. Each stage captures progressive emission reductions across core operational domains, including:

- energy consumption within offices and support hubs
- staff commuting and operational travel
- procurement of materials such as uniforms, PPE, and consumables
- the management of digital infrastructure and cloud-based systems

CFT Care will report transparently on performance against these targets through an annual sustainability statement, published on our website and shared with commissioning partners. This evidences our full alignment with Procurement Policy Note (PPN) 06/21 and demonstrates verifiable accountability in meeting public-sector environmental standards.

Reduction Milestones

By 2028:

- Shift employee travel toward low-emission, public transport, and shared transport options.
- Lower office electricity consumption through targeted efficiency upgrades and smart energy management tools.

By 2035:

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- Transition all business-related vehicles to electric or ultra-low-emission models.
- Expand supplier engagement programmes to encourage carbon-aware procurement across our supply chain.

By 2040:

- Integrate carbon performance requirements into all procurement processes.
- Introduce supplier sustainability assessments as part of contract evaluation.
- Apply circular economy principles across uniforms, materials, and consumables to extend product life and reduce waste.

By 2050:

- Achieve full Net Zero status across all operational activity and the contracted supply chain.
- Embed carbon accountability into long-term organisational governance.

Projected Reduction Trajectory

Target Year	Projected Emissions (tCO ₂ e)	Reduction from Baseline
2028	110.0	-20%
2035	75.0	-45%
2040	40.0	-71%
2050	Net Zero	100%

These staged milestones create a defined route for us to progress from our current emissions baseline toward full Net Zero. The approach aligns with statutory and procurement standards for continuous environmental improvement across all operations.

Completed Carbon Reduction Projects

Although we remain at the early stage of our formal carbon reporting programme, several initiatives are already operational that directly reduce greenhouse gas emissions across Scopes 1, 2, and 3. These completed actions form the foundation for achieving the reduction targets outlined in this plan.

Office and Energy Efficiency

- Replaced all lighting with low-energy performance bulbs in accordance with our Environmental & Sustainability Policy.
- Installed point-of-use water heaters to reduce unnecessary energy use.
- Calibrated heating systems to maintain comfortable room temperatures and switched off heating in unoccupied areas.
- Transitioned all administrative and record-keeping processes from paper-based systems to secure digital platforms, reducing print and paper demand.

Travel and Working Practices

- Encouraged care and support staff to car share where possible to lower vehicle emissions, as outlined in our Environmental Procedures.
- Implemented virtual verification and compliance checks where appropriate, reducing car journeys between service locations.
- Introduced flexible scheduling models for care and support staff, enabling shorter commuting distances.

Waste and Procurement

- Established recycling systems for paper, plastic, and cardboard in partnership with Shred-it and local recycling providers.

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- Reduced reliance on single-use items by adopting reusable materials for office and training environments.
- Prioritised the use of local suppliers and trades, in line with our policy commitment to environmentally responsible procurement.

Digital Infrastructure

- Migrated internal systems to cloud-based platforms, reducing reliance on physical servers.
- Implemented electronic signature systems to remove the need for paper-based contracts and postal delivery.

These early measures have already achieved quantifiable reductions in Scope 2 and Scope 3 emissions, confirming that we have embedded sustainable practices across our operational structure and we actively align our business processes with national Net Zero objectives.

Carbon Reduction Projects

We have implemented a series of practical measures that directly reduce greenhouse gas emissions across our operations. These initiatives form a strong foundation for delivering our organisation's environmental commitments and long-term carbon reduction targets. Each reflects the principles set out in our Environmental & Sustainability Policy, which promotes sustainable resource use, responsible procurement, and continuous improvement.

Office and Energy Efficiency

- Replaced all lighting with energy-efficient LED systems, lowering electricity consumption.
- Installed automatic power management on IT equipment to reduce energy use outside working hours.
- We use water heaters that only heat water at the point of use.
- Transitioned from paper-based administration to digital-first workflows, cutting printing volumes and associated emissions.

Travel and Working Practices

- We encourage care workers to care share to reduce the use of vehicles and CO₂ emissions.
- Implemented flexible rota scheduling for support staff to shorten commuting distances.

Waste and Procurement

- Established in-office recycling for paper, plastics, and obsolete IT equipment.
- Replaced single-use items with reusable alternatives for daily operations.
- We use local services wherever possible to promote environmentally responsible use of goods and services.

Digital Infrastructure

- Migrated internal systems to secure, cloud-based platforms, reducing reliance on physical servers.
- Adopted e-signature technology to remove the need for paper records and postal delivery.

Future Carbon Reduction Projects

CFT Care Limited will continue to strengthen environmental performance through future initiatives designed to reduce Scope 1, Scope 2, and Scope 3 emissions. Implementation will take place in phased stages consistent with our reduction milestones.

Energy and Offices

- Switch all locations to 100% renewable electricity by 2035.
- Maintain and upgrade energy systems with efficient, low-consumption lighting and heating controls.
- Extend installation of point-of-use water heaters to new or refurbished offices.
- Continue to regulate heating levels in line with occupancy and operational need to prevent energy waste.

Travel and Fleet

- Develop a Green Travel Framework to encourage car sharing among care staff and office teams.
- Assess feasibility of EV charging points at key administrative sites to support future low-emission vehicle use.
- Continue adopting hybrid working, meetings, and digital training platforms to reduce travel between care settings and offices.

Procurement and Supply Chain

- Integrate sustainability criteria into supplier evaluation, requiring evidence of carbon reduction plans.
- Prioritise procurement of sustainable uniforms, PPE, and materials using recycled content and minimal packaging.

Digital and IT Systems

- Further consolidate digital systems into low-energy cloud environments.
- Replace IT equipment on an annual cycle to meet higher energy efficiency standards.

Staff Engagement

- Deliver annual carbon awareness training.
- Establish an internal sustainability and social value department to coordinate initiatives and track progress.

Policy Integration and Operational Controls

We embed carbon reduction and environmental responsibility into all organisational policies and operational systems. These commitments are applied consistently across offices, supported living settings, and management functions.

Policies Supporting Carbon Reduction

- **Carbon Reduction Policy:** Defines actions across Scopes 1–3.
- **Procurement Policy:** Embeds sustainability checks into supplier selection.
- **Recruitment and Staffing Policy:** Applying digital-first procedures to limit travel and emissions.
- **Training Policy:** Incorporates sustainability awareness into staff induction and refresher sessions to promote good environmental practice across all roles.

Operational Controls

- **Energy Use:** Smart meters and digital monitoring tools track and manage energy consumption.
- **Travel Management:** Green Travel Framework governs commuting and business journeys, promoting efficient alternatives.
- **Digital-first Practice:** E-signatures and online systems minimise paper dependency.
- **Supplier Engagement:** Sustainability requirements form part of supplier contracts.

Accountability and Oversight

- Oversight is implemented by our Acting Registered Manager, Karen Kemble, supported by senior management.
- Progress will be reviewed quarterly, with updates provided to the Board.

KPIs and Monitoring

Progress will be measured through defined Key Performance Indicators (KPIs), reviewed quarterly and reported annually in compliance with Procurement Policy Note (PPN) 06/21.

Carbon Reduction KPIs

- **Energy Efficiency:** Reduce office electricity use by 25% by 2030.
- **Travel Emissions:** Reduce emissions from staff travel by 50% by 2030.
- **Waste Management:** Divert 50% of office waste from landfill by 2028.
- **Supplier Compliance:** Require 100% of suppliers to evidence environmental credentials.

Monitoring Approach

- **Quarterly Reviews:** Internal audits to assess progress against targets.
- **Annual Reporting:** Publication of emissions data on the company website and submission to contracting authorities.
- **Service Integration:** Monitoring will align with local authority quality standards, including energy efficiency considerations in property and service audits.

Governance

Carbon reduction governance will be overseen at Board level to maintain strategic focus. Responsibility lies with our Acting Registered Manager, supported by our Operational Manager and senior management leads.

- The Acting Registered Manager and senior leadership team are responsible for delivering environmental initiatives and reporting progress.
- Quarterly Board meetings review performance data and approve improvement actions.
- Operational teams integrate environmental objectives into routine management reports, combining service and sustainability metrics.

This layered governance model secures accountability, transparency, and continuous improvement across all service areas.

Declaration and Sign-Off

This Carbon Reduction Plan has been prepared in accordance with Procurement Policy Note (PPN) 06/21 and the associated technical standard. Emissions are calculated in line with the GHG Protocol Corporate Standard and UK Government DEFRA conversion factors. Scope 1 and Scope 2 data are reported under Streamlined Energy and Carbon Reporting (SECR) requirements, and Scope 3 emissions are disclosed as required under PPN 06/21.

Approved by:

Name: Ben Hales

Position: Group Executive Director

Organisation: CFT Care

Date: 31st October 2025