

Invitation to join Newcastle Hospitals 5-step framework for Net Zero Carbon Suppliers

31st March 2022

Dear Newcastle Hospitals' Supplier,

As the first healthcare organisation in the world to declare a Climate Emergency, we have set an ambitious target to reach Net Zero for our Carbon Footprint by 2030 and for our Carbon Footprint Plus by 2040. This footprint plus includes emissions from our supply chain, which are estimated to account for more than 65% of our total carbon footprint. This is an extension to the NHS England's plan to reach Net Zero by 2045. The same plan includes the commitment that **by 2030 the NHS will not procure from any supplier that does not have its own Net Zero target.**

In addition to NHS policy, there are many other drivers for working with supply chain members that are committed to fighting climate change. The UK Government's Social Value Model and associated Procurement Policy Notes (PPN 06/20 and 06/21) require organisations to outline action to fight climate change and published carbon reduction plans. Even though a range of procurement thresholds, timescales and exceptions apply, it is clear that the drivers for sustainable procurement are increasing.

At Newcastle Hospitals, we have developed a [Sustainability Partnership award winning](#) five-step process to proactively engage and support all suppliers, from the smallest to largest.

This enables us to expand reporting and action beyond our own organisational carbon footprint (scope 1 and 2) and proactively engage with supply chain members to report and reduce the wider carbon footprint plus (scope 3) emissions to Net Zero by 2040. This programme is aligned to NHSEI Evergreen Supplier Framework and the NHSEI Net Zero Supplier Roadmap.

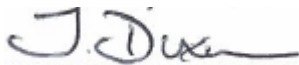
We would really like to work with our suppliers to reduce the impact of our purchased goods and services. We want to collaborate with and support supply chain members across a wide spectrum of sizes and sectors, whilst recognising the needs of micro, small and medium sized enterprises. We want to engage with suppliers that are decarbonising their

own organisations and are asking suppliers to provide their carbon footprint data to us. We would like to stress that it does not matter what stage you are at on your low carbon journey, even if you haven't started yet, we would welcome your engagement, honest answers and opinions.

Over 500 suppliers have already engaged so far. Whether you have engaged already, or you are new to the process, we would love to hear from you.

Thank you for participating in this important endeavour and we look forward to working with you on this ambitious initiative to reach Net Zero Carbon by 2040.

Kind regards,
The Sustainability and Procurement Teams at Newcastle Hospitals



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Appendix 1 – More info and links to engage with 5 step framework

Net Zero Carbon Supplier – 5 step framework



1. Share your views via annual supplier survey



2. Access our support package
(e.g. webinars and info)



3. Measure & report your carbon footprint



4. Publish Net Zero target (2040)



5. Publish Carbon Reduction Plan



**Each step is optional (but all suppliers must have step 4 in place by 2030 to continue to supply)*



SUSTAINABILITY
PARTNERSHIPS

Procurement
Award Winners!

- In Step 1 we listened to your views via an annual questionnaire, and we are encouraged by the fact that 98% of respondents support our Net Zero goal.
- In Step 2 we provided a support package of information and webinars to raise awareness and engage suppliers in our net zero journey.
- In Step 3 we ask suppliers to measure their footprint and report the results to us, this data is used to more accurately estimate our scope 3 supply chain emissions.
- In Step 4 we require suppliers to publish Net Zero targets aligned with Newcastle Hospital's 2040 ambition.
- In Step 5 we encourage suppliers publish a carbon reduction plan to reduce their footprints, in line with the Net Zero by 2040 target.

*Each of the steps are **optional** but suppliers must have step 4 in place by 2030 to continue to do business with Newcastle Hospitals.

More info about each step and how to get involved.

Step 1 – Share Views

You can [tell us your views via the annual survey at this link](#).

This annual survey asks for your opinions on our aspirations for a Net Zero supply chain by 2040, and for your suggestions for support. We are keen to hear from you which actions we should prioritise and what innovative solutions you may be aware of. Whether you have completed this survey last year, or you are new to the process, we would love to hear from you.

Step 2 – Support, network and collaborate

We offer a range of optional support including a webinar to provide information on our programme and encourage shared learning and collaborative working within the supply chain

You can view a recording of previous webinar at this link: [Webinar recording Link](#). The next live webinar is scheduled for June 2022. Please [click link to book](#) or contact: nuth.environment@nhs.net if you wish to request the documented information pack.

Step 3 – Report carbon performance

There are two options for reporting your carbon footprint results to us, either via a free 'report only' account or a discounted 'full function' account, with low annual subscription fees via SmartCarbon Ltd.

- **Option 1 - A free to use web-based reporting portal.**

This option allows you to use any tool of your choice to calculate your footprint and simply report your results to us via the free SmartCarbon supplier page.

This process should take no more than 30 minutes. Please have your organisational carbon footprint results available, along with your business turnover and value of sales to Newcastle Trust.

Notes:

- The user guide for the registration and using the portal and FAQ document are accessible from the download section within the header menu on the platform.
- The methodology we recommend is the [Greenhouse Gas Protocol Corporate Standard](#).

- Carbon reporting factors are freely available at this location. [Government conversion factors for company reporting of greenhouse gas emissions - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/government-conversion-factors-for-company-reporting-of-greenhouse-gas-emissions).
- We can recommend the following course: [carbon footprint training via Northumbria University](#).
- **Option 2 - full access to the SmartCarbon Calculator.**

You may opt for a full account which will allow you to calculate and report your footprint seamlessly. You have the option to report scope 1, 2 and 3 emissions via the platform which provides access to all UK Government (DEFRA BEIS) factors as well as additional optional bespoke options such as Working From Home (WFH), employee commute, spend code supply chain and sector specific factors. The platform outputs include graphs and reports that are aligned to requirements of the NHS Net Zero Plan, the Greenhouse Gas Protocol and the Streamlined Energy and Carbon Reporting Regulations. More information and client testimonials are available at this link: www.smartcarboncalculator.com

To register:

To register for either option, please use the following link to enrol your organisation: <https://app.smartcarboncalculator.com/Login/Register>. Please use your work email account for the registration process and **enter the code NUTHSUPP10** to link your results to our account (You will need to type this code as it will not be recognised if copied and pasted).

Should you wish to choose option2 and upgrade to a full account, a 10% NHS supplier discount will be automatically applied at point of payment. (If you are an NHS organisation in your own right, you will be eligible for 20% discount. Only one discount option can be applied to a maximum level of 20%). Costs options are visible on the website when you select the relevant organisation size.

Notes:

- **We request that you submit your first report within next three months.** Your reporting period should cover a 12-month period, ideally you should align your report to your financial period. You may start your reporting for any time period that suits (our base year is 2019). After your first report, please continue to report on annual basis.
- We will only see your headline results, which will be proportioned by spend and pulled into our footprint plus (Scope 3) results.

- More info and detailed guidance is available from the downloadable FAQs and user guide documents within the header section of the menu bar on the SmartCarbon platform.

Step 4 – Net Zero Targets

- This is the only step that is mandatory. NHSEI Net Zero Plan states **by 2030 the NHS will not procure from any supplier that does not have its own Net Zero target**. This must align to the NHS Net Zero target of 2045. Here at Newcastle Hospitals, we require your target to align to our 2040 ambition.
- Our information pack includes links to guidance notes on Net Zero. The SmartCarbon platform (step 3) includes the following questions
- *Has your organisation published a carbon reduction target / net zero carbon target?*
- *If yes, please provide a link:*

Step 5 – Carbon Reduction plans

- Our information pack includes links to guidance notes on Carbon Reduction Plans. The SmartCarbon platform (step 3) includes the following questions:
- *Has your organisation published a carbon reduction plan?*
- *If yes, please provide a link:*

More info:

- You can read Newcastle Hospital's [Climate Emergency Strategy at this link](#).
- You can also read the NHS [‘Delivering a Net Zero NHS’ report at this link](#)
- More information about the 5-step framework is available at this link <https://ahsn-nenc.org.uk/wp-content/uploads/2022/01/Sustainability-Showcase-SmartCarbon-Calculator.pdf>
- Contact: nuth.environment@nhs.net if you wish to request the documented information pack about this framework.

Contact details:

- If you have any queries on the 5-step process, please contact: nuth.environment@nhs.net
- If you have any queries on the SmartCarbon reporting portal, please see website at: www.smartcarboncalculator.com or contact support@smartcarboncalculator.com.

Thank you for your support.