



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 supplier<sup>1</sup> 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 Standard<sup>2</sup> and Guidance, 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
- 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 to satisfy this particular condition of participation.

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.

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

<sup>2</sup> Technical 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](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)

# Carbon Reduction Plan Template

Supplier name: ...Rapleys LLP.....

Publication date: .....

## Commitment to achieving Net Zero

**Rapleys LLP** is committed to achieving Net Zero emissions by 20**50**.

## 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.

*[Instructions to Suppliers:*

*Please provide details of your organisation's baseline emissions below. If your organisation has not previously assessed or reported emissions, please detail this below and use your first reporting period as your Baseline.]*

**Baseline Year:** 20**23-2024**

### Additional Details relating to the Baseline Emissions calculations.

FY 23/24 was the first period that Rapleys quantified GHG emissions in accordance with ISO 14064-1:2019. Categories are from the GHG Protocol as referenced in PPN 06/21 guidance.

### Baseline year emissions:

EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	<b>105.03</b>
Scope 2	<b>17.93</b>
Scope 3 (Included Sources)	<b>335.60</b> <ul style="list-style-type: none"><li>Category 1 – Purchased goods and services: 88.31</li><li>Category 2 – Capital goods: 9.55</li><li>Category 3 – Fuel and energy related activities (T&amp;D/WTT): 48.01</li><li>Category 5 – Waste generated in operations: 0.11</li><li>Category 6 – Business Travel: 59.57</li><li>Category 7 – Employee commuting: 107.86</li><li>Category 7 – Employee homeworking (teleworking): 22.20</li></ul>
<b>Total Emissions</b>	<b>458.56</b>

## Current Emissions Reporting

Reporting Year: **2024 – 2025**

**Please note this is a provisional result at the moment with final checks to take place and final confirmed report to be issued by end of May 2025.**

EMISSIONS	TOTAL (tCO <sub>2e</sub> )
Scope 1	<b>12.08</b>
Scope 2	<b>21.42</b>
Scope 3 (Included Sources)	<b>431.87</b> <ul style="list-style-type: none"><li>• Category 1 – Purchased goods and services: <b>102.31</b></li><li>• Category 2 – Capital goods: <b>26.12</b></li><li>• Category 3 - Fuel and energy related activities (T&amp;D/WTT): <b>28.99</b></li><li>• Category 5 - Waste generated in operations: <b>0.73</b></li><li>• Category 6 - Business Travel: <b>75.01</b></li><li>• Category 7 - Employee commuting: <b>158.06</b></li><li>• Category 7 - Employee homeworking (teleworking): <b>40.65</b></li></ul>
Total Emissions	<b>465.36</b>

## Emissions reduction targets

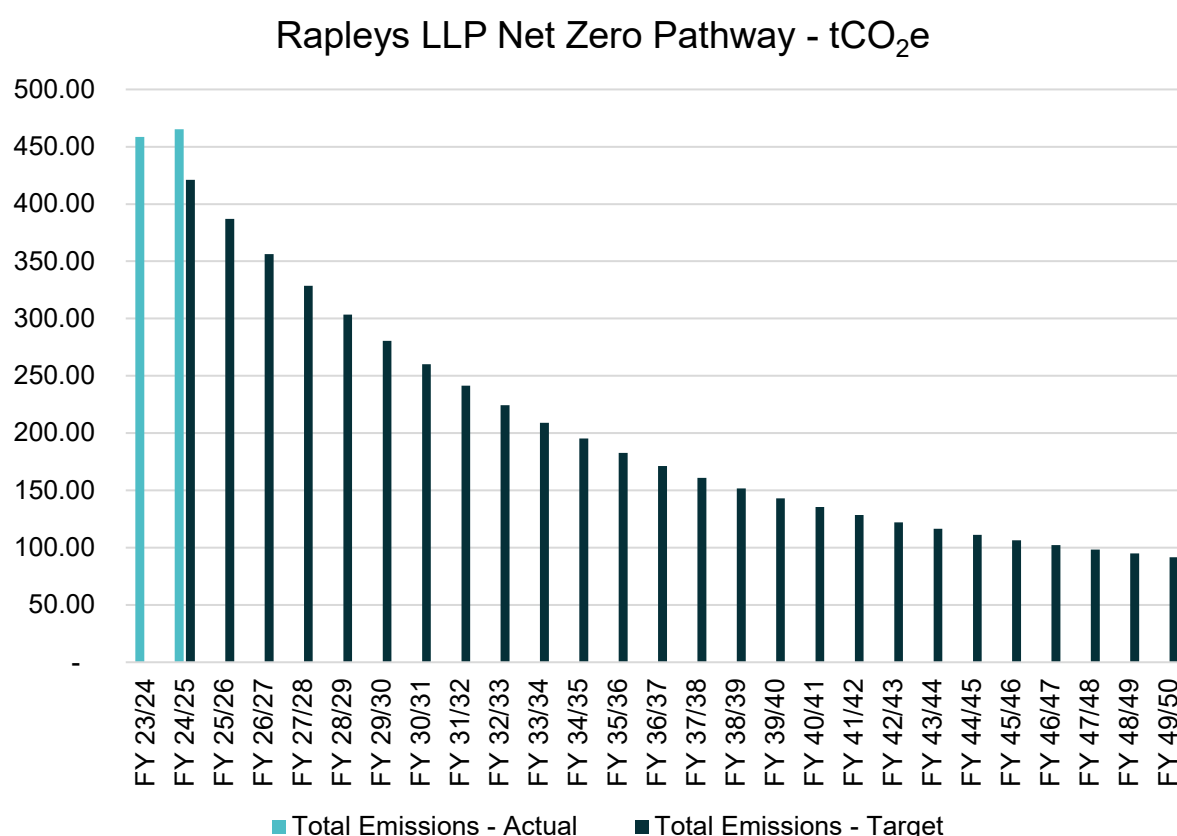
In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

- Reduce emissions from gas by 5% each year.
  - 2.04 tCO<sub>2e</sub> reduction over the next 5 years.
- Reduce emissions from company vehicles by 10% each year.
  - 39.32 tCO<sub>2e</sub> reduction over the next 5 years.
- Reduce emissions from electricity consumption by 8% each year.
  - 6.11 tCO<sub>2e</sub> reduction over the next 5 years.
- Reduce emissions from commuting by 10% each year.
  - 44.17 tCO<sub>2e</sub> reduction over the next 5 years.
- Reduce emissions from purchased goods and services by 10% each year.
  - 170.03 tCO<sub>2e</sub> reduction over the next 5 years.
- Reduce emissions from homeworking by 8% each year.
  - 7.57 tCO<sub>2e</sub> reduction over the next 5 years.
- Reduce emissions from capital goods by 8% each year.
  - 12.64 tCO<sub>2e</sub> reduction over the next 5 years.

- Reduce emissions from grey fleet by 8% each year.
  - 16.56 tCO<sub>2</sub>e reduction over the next 5 years.

We project that carbon emissions will decrease over the next five years to 280.63 tCO<sub>2</sub>e by 2029/30. This is a reduction of 38-80%.

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



## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

- **Client Support for Sustainability and Net Zero Carbon Targets:** Supporting clients in developing and implementing Net Zero plans.
- **Emissions Monitoring System:** Created to track GHG performance over time.
- **Hybrid Working Policy:** Implemented to reduce commuting and business travel.
- **Annual GHG Emissions Quantification:** Committed to the annual quantification of GHG emissions in alignment with ISO 14064-1.
- **ISO 14001:2015 Certification:** Achieved ISO 14001:2015 Environmental Management System certification for ongoing improvement of environmental management.
- **Updated Car Policy:** All company vehicles shall be either petrol/hybrid or electric. Vehicles will be changed at the earlier of 80,000 miles or 4 years from the date of registration.

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

- Reduce the size of our offices.
- Improve energy efficiency within our office spaces.
- Focus on reducing car usage and encourage the use of public transport.
- Decrease printing to reduce the use of copiers, paper, and toner, and actively encourage clients to accept electronic copies of reports and invoices to reduce emissions from both our suppliers and ourselves.
- Use suppliers that are green certified, use electric vehicles, or contribute to green programmes.
- Implement strategies for waste reduction, re-use, and recycling where practicable.
- Increase environmental awareness among staff, particularly those in positions to recommend design criteria, equipment, and materials for clients' buildings.

## **Declaration and Sign Off**

This Carbon Reduction Plan has been completed in accordance with PPN 006 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 standard<sup>3</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>4</sup>.

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) Standard<sup>5</sup>.

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:**



.....Managing Partner.....

Date: ... 1 July 2025.....

<sup>3</sup> <https://ghgprotocol.org/corporate-standard>

<sup>4</sup> <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

<sup>5</sup> <https://ghgprotocol.org/standards/scope-3-standard>