



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.

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.

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

² 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

³ Guidance 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

Carbon Reduction Plan Template

Supplier name:Fieldfisher LLP.....

Publication date:28/02/23.....

Commitment to achieving Net Zero

Fieldfisher LLP is committed to achieving Net Zero emissions by 2050.

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: 2019	
Additional Details relating to the Baseline Emissions calculations.	
We work with sustainability consultant, Planet Mark, who measure and certify our emissions data. For our baseline year, we were unable to report on all emissions, including scope 3 purchased goods and services, due to unavailability of data. We understand, however, the importance of these categories to our carbon footprint, so we have already increased the categories in which we have measured for 2021/22 and intend to report on more scope 3 categories going forward. We will then re-baseline to ensure our baseline year is a more accurate representation of our carbon footprint.	
Baseline year emissions: 2019/20	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0 – we were unable to measure gas consumption during this reporting period due to unavailability of data from landlord.
Scope 2	340.5
Scope 3 (Included Sources)	Total = 345.1 <ul style="list-style-type: none">• Business travel = 315.5• Waste generated in operations = 0.7• Buildings – T&D losses = 28.9

	<ul style="list-style-type: none"> Upstream T&D – unable to measure due to challenges collecting data using current systems. We are working on this with the aim of reporting on this category by 2023/24. Employee commuting – unable to measure due to it being our first reporting year and wanting to prioritise data collection on energy and business travel, which we knew were two of our biggest emissions categories. We will be collecting this data for reporting period 2022/23. Downstream T&D – unable to measure due to challenges collecting data using current systems. We are working on this with the aim of reporting on this category by 2023/24.
Total Emissions	685.6

Current Emissions Reporting

Reporting Year: 1st May 2021 – 30th April 2022	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	393.4
Scope 2	241.2
Scope 3 (Included Sources)	<p>Total = 196.7</p> <ul style="list-style-type: none"> Business travel = 144.4 Waste generated in operations = 6.0 Purchased goods & services (paper procurement) = 18.9. Unable to measure more purchased goods and services due to challenges collecting data using current systems. We are working on this with the aim of reporting on this category in full by 2023/24. Buildings – T&D losses = 20.0 Water = 7.5 Upstream T&D – unable to measure due to challenges collecting data using current systems. We are working on this with the aim of reporting on this category by 2023/24. Employee commuting – unable to measure due to lack of accurate information in light of Covid-19 restrictions. We will be collecting this data for reporting period 2022/23. Downstream T&D – unable to measure due to challenges collecting data using current systems. We are working on this with the aim of reporting on this category by 2023/24.

Total Emissions	831.3
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Emissions reduction targets

Our current commitment is to achieve a minimum carbon footprint reduction of 5% year-on-year. In order to continue our progress to achieving Net Zero by 2050 at the latest, we are currently setting near-term and long-term climate science-based targets, which will be specific to the emissions categories in our carbon footprint.

Based on our current commitment to a 5% reduction each year, we project that carbon emissions that we currently measure will decrease over the next five years to roughly **643.2 tCO₂e** by **2027**. This is a reduction of **33.9%** of existing data – we will report on more categories within scope 3 going forward so anticipate figures changing proportionally based on each category.

So far, we have three years' worth of data. In 2020/21, the Covid-19 pandemic caused a dramatic drop in our emissions and skewed our figures. In 2021/22, our carbon footprint increased as a result of in-person operations returning after the conclusion of the lockdowns. This year, we were also able to measure gas and water consumption for the first time, and collect data on three additional offices; Dublin, Brussels and Silicon Valley. We want to be transparent and ensure accuracy when reporting on emissions reductions. We will, therefore, document our progress in achieving our targets once we have re-baselined, ensuring we have a more accurate benchmark to reduce from.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2019 baseline. We have seen emissions reductions across many categories, such as business travel, which decreased 54% against the 2019 baseline, and electricity emissions, which decreased 18% compared with 2020 (when normalised to exclude new data for this reporting year).

The main carbon reduction project we undertook over the last year was the strategic office move in Manchester to a more sustainable and smaller building. A key motivator was the decision to reduce the size of the office space occupied by about one third, and hence reduce wasted space that creates unnecessary energy inefficiency. The office is on a 100% green energy tariff and boasts a number of green features, including solar coatings to reduce overheating, and triple glazing from floor to ceiling to reduce reliance on artificial light and maintain an ambient temperature.

We have also implemented eco-friendly operational and organisational changes, such as changing to energy efficient lighting, replacing single use plastics with biodegradable corn starch cutlery, and having recycling systems in each office. In London, we use a Materials Recovery Facility that repurposes our waste to create new products, ranging from toilet roll to aeroplane parts.

Following the return to the office after the Covid-19 lockdowns, we began operating a hybrid-working model with most people coming to the office for three days per week and working

from home for two days. This reduced our carbon footprint per employee due to a reduction in commuting and office energy use.

Recently, we launched our Electric Vehicle scheme with Tusker, who are founding members of the EV100 and are leading the move towards sustainable transport. This scheme works by taking a fixed monthly amount directly from employee's gross salary, and in return giving employees a brand new ultra-low emissions vehicle (hybrid), or electric vehicle (zero emissions).

At present, Fieldfisher UK is carbon neutral. Being carbon neutral is not going to solve the climate crisis, and we are aware that many carbon neutral organisations are using offsetting to cover up the reality that their emissions are actually increasing. This is greenwashing and is not our approach. To ensure we behave responsibly, we are measuring, reporting, and reducing our emissions as much as possible. Offsetting our emissions will form an ever-reducing part of our strategy while we work to become net zero.

In addition to this, we recently invested £110,000 in Rooting for Change, Fieldfisher's portfolio of forestation and conservation projects. These projects support communities in the global south by giving them tools, resources, and funds to improve livelihoods and tackle the climate crisis. Rooting for Change is not associated with offsetting in any way; it is simply our way of contributing positively towards the fight to save our planet, and supporting communities most vulnerable to the impacts of global heating.

In the future, we plan to implement further measures such as moving to a smaller and more sustainable office in London – this will reduce associated emissions from our largest office and reflect our new hybrid-working model.

This financial year, we will be working with a consultant to develop a detailed firm-wide Net Zero strategy, including near-term and long-term climate science-based targets. Carbon reduction projects detailed in the strategy will be based around our key areas of environmental impact: energy use in our offices, business travel, and procurement and use of goods and services in our supply chain.

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.

⁴ <https://ghgprotocol.org/corporate-standard>

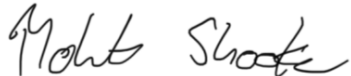
⁵ <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁶ <https://ghgprotocol.org/standards/scope-3-standard>

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:

Robert Shooter, Managing Partner, Fieldfisher LLP.



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Date: 28 February 2023