



# 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<sup>3</sup>, 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.

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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)

<sup>3</sup>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](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: .....02/01/24.....

## Commitment to achieving Net Zero

Fieldfisher LLP is committed to achieving Net Zero emissions by 2045.

## 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.

<b>Historic Baseline Year:</b> 1 May 2019 – 30 April 2020	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
<p>We work with sustainability consultant, Planet Mark, to measure our emissions data. For our original baseline year (2019/20), we were only able to report on our UK emissions, and unable to report on all emissions categories, including scope 3 purchased goods and services, due to unavailability of data.</p> <p>To build a clearer, more detailed and accurate picture of our carbon footprint, we increased the categories and offices in which we measured for 2022/23. For the first time, we have now measured our carbon footprint across 13 integrated offices, including the emissions categories of commuting and purchased goods and services.</p> <p>With this being our first full business-as-usual year post-Covid as well as the first time we have reported on 13 offices and new emissions categories, we are now re-baselining to ensure we have a more accurate benchmark for future carbon footprint measurement. Our new baseline year going forward will be 2022/23.</p>	
<b>Historic baseline year emissions:</b> 1 May 2019 – 30 April 2020	
<b>Reporting Boundary:</b> UK	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	0 – we were unable to measure gas consumption during this reporting period due to unavailability of data from landlord.
<b>Scope 2</b>	340.5

<b>Scope 3</b> (Included Sources)	Total = 345.1 <ul style="list-style-type: none"> <li>• Business travel = 315.5</li> <li>• Waste generated in operations = 0.7</li> <li>• Buildings – T&amp;D losses = 28.9</li> <li>• Upstream T&amp;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.</li> <li>• 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.</li> <li>• Downstream T&amp;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.</li> </ul>
<b>Total Emissions</b>	685.6

## New Baseline / Current Emissions Reporting

<b>Reporting Year:</b> 1 May 2022 – 30 April 2023	
<b>Reporting Boundary:</b> UK, Ireland, Germany, France, Belgium, Silicon Valley.	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	353 – diesel fuel, natural gas, refrigerants, fleet
<b>Scope 2</b>	309.5 – electricity and district heat and steam (location-based) 220.6 – electricity and district heat and steam (market-based)
<b>Scope 3</b> (Included Sources)	Total = 9699.6 <ul style="list-style-type: none"> <li>• Cat 1. Purchased goods and services = 8,098.9</li> <li>• Cat 2. Capital goods = included above where applicable</li> <li>• Cat 3. Fuel and energy related activities = 162</li> <li>• Cat 4. Upstream transportation and distribution = calculated but excluded as de minimis</li> </ul>



	<ul style="list-style-type: none"> <li>• Cat 5. Waste = 11.3</li> <li>• Cat 6. Business Travel = 599.1</li> <li>• Cat 7. Employee commuting = 826</li> <li>• Cat 8. Upstream leased assets = not applicable to Fieldfisher</li> <li>• Cat 9. Downstream transportation and distribution = 2.2</li> <li>• Cat 10-15. = not applicable to Fieldfisher</li> </ul>
<b>Total Emissions</b>	10,362.1 (location-based) 10,273.2 (market-based)

## Emissions reduction targets

We are aiming for a carbon footprint reduction of 90% by 2045, thus meeting our obligation to achieve Net Zero by 2050.

Based on this goal, we are targeting an average reduction of at least 5% per year over the next five years. We are also setting near-term and long-term climate science-based targets for next year, which will be specific to the emissions categories in our carbon footprint.

These targets will form part of our Net Zero Action Plan, which will be published in 2024. Upon thorough analysis of this year's data, we have identified five key focus areas for carbon reduction moving that will be reflected in the plan. These are:

- Procuring renewable energy
- Cutting business travel
- Engaging our supply chain
- Influencing commuting habits
- Reducing printing

## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the historic 2019 baseline. When normalised to exclude new data for this reporting period, we have seen emissions reductions across many categories compared with 2021/22. Building-related emissions fell by 9.5%, emissions from waste fell by 27%, and emissions from paper procurement fell by 19%.

In 2023, we began developing our Net Zero strategy by taking part in a series of Net Zero workshops with Planet Mark. These workshops were designed to upskill senior leaders on the significance of Net Zero, set a Net Zero target, and consider solutions for how to achieve



Net Zero across Scopes 1, 2 and 3. We recognised Scope 3 purchased goods and services emissions to be our biggest challenge, with this category accounting for 78.8% of our carbon footprint. This focus area will be reflected in the Net Zero Action Plan, due to be published in 2024.

In line with this, we revised our Environment Policy. The policy clearly states our commitment to carbon reduction and is underpinned by five focussed objectives. This policy holds us to account for improving energy efficiency and making significant steps towards Net Zero.

Our hybrid-working policy remains permanent, with employees coming to the office for three days per week and working from home for two days. For a further year, we purchased REGOs for our sites in London and Manchester, reducing emissions when calculated using the market-based method. This means that 82% of people based in the UK work in offices with 100% renewable energy.

We have continued seeking out operational changes that can be implemented to make our offices more sustainable. For example, our Paris office recently switched to 100% LED lighting following a carbon audit. In London, we work with responsible catering company Vacherin, which provides low-carbon menus via a variety of channels. Vacherin uses the 'Future 50 Foods' tool, developed by WWF, to increase biodiversity in its menus. 75% of its buffet menus are vegetarian, and on average only 14% of all hot dishes contain beef, with a figure of 0% for cold dishes.

With regards to business travel, we have developed 'Greener Travel' guidelines to give employees the tools to make informed sustainable travel decisions.

Our IT Sustainability Taskforce also continues to grow in size and impact, with seven core members who now meet weekly to explore ways to improve IT energy efficiency across the network. A key, cross-office project involved donating IT equipment which was no longer in use to one of our charity partners, ARC Cancer Support, and to colleagues to enhance their work-from-home experience and well-being.

As well as operational projects, we collaborate with environmental groups to harness eco-impact in the legal sector. We launched our Chancery Lane Project Working Group (TCLP) and are using TCLP's Net Zero toolkit to help lawyers amend contracts to meet net zero goals around energy efficiency and carbon reduction.

#### Upcoming projects for 2024

We are aware that business travel is one of the most pressing areas of our carbon footprint that we need to tackle, so we will be re-launching our business travel policy with a renewed focus on minimising all unnecessary travel, reducing long-haul international flights and instead encouraging the use of video-conferencing, and limiting the booking of first-class trains and flights. Next year, we will also introduce all-electric taxi companies for UK offices to help further tackle our scope 3 emissions.

In terms of our buildings, we are currently negotiating with our London landlord to convert all lighting to LEDs. In Dublin, we are moving locations to a new office which boasts a wealth of green credentials, including LEED Gold rating, BER A3 energy rating, and on-site solar panels.

In 2024, we are moving to the state-of-the-art EDGE HafenCity building in Hamburg. This building has been awarded the "Well Certification" in Gold, guaranteeing the highest health

and environmental standards, and it utilises EDGE's smart technology platform to control temperature, lighting, air-conditioning and room utilization. This is a fully automated process, ensuring maximum energy-efficiency. The building's energy is also supplied in part by integrated solar panels, and there is a clear focus on green travel, with 300 hybrid e-bike stands being installed.

We aim to prioritise green building credentials in all future office moves and will seek out 100% renewable energy tariffs where possible to ensure our scope 2 emissions reach absolute zero by 2045.

We will also be running a series of behaviour change campaigns via our Sustainability Action Network on the topics of commuting, business travel, printing and sustainable catering to ensure employees are upskilled on these environmental focus areas and have the tools they need to change their habits.

### 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 standard<sup>4</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>5</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>6</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:

  
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Date: 8/2/24 .....

<sup>4</sup><https://ghgprotocol.org/corporate-standard>  
<sup>5</sup><https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>  
<sup>6</sup><https://ghgprotocol.org/standards/scope-3-standard>