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[1] 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[2] and Guidance[3], 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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[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: ……………Stace LLP…………………………………………….

Publication date: ……………23 October 2025…..

Commitment to achieving Net Zero

Stace LLP is committed to achieving Net Zero emissions by 20**35**.

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: 2022-2023 Financial Year measurement	
Additional Details relating to the Baseline Emissions calculations.	
Stace undertook the Climate Action for SME's course with Heart of the City which assisted in calculating our Carbon Footprint for the Financial year 2022-2023. The results of our calculation are below. This will constitute our baseline calculation going forward.	
Baseline year emissions:	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	0 tCO2e
Scope 2	9.51 tCO2e
Scope 3 **(Included Sources)**	666.84 tCO2e
Total Emissions	676.35 tCO2e

Current Emissions Reporting

Reporting Year: 2024-2025 Financial Year Measurement	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	4.828 tCO2e
Scope 2	17.164 tCO2e
Scope 3 **(Included Sources)**	716.98 tCO2e
Total Emissions	738.97 tCO2e

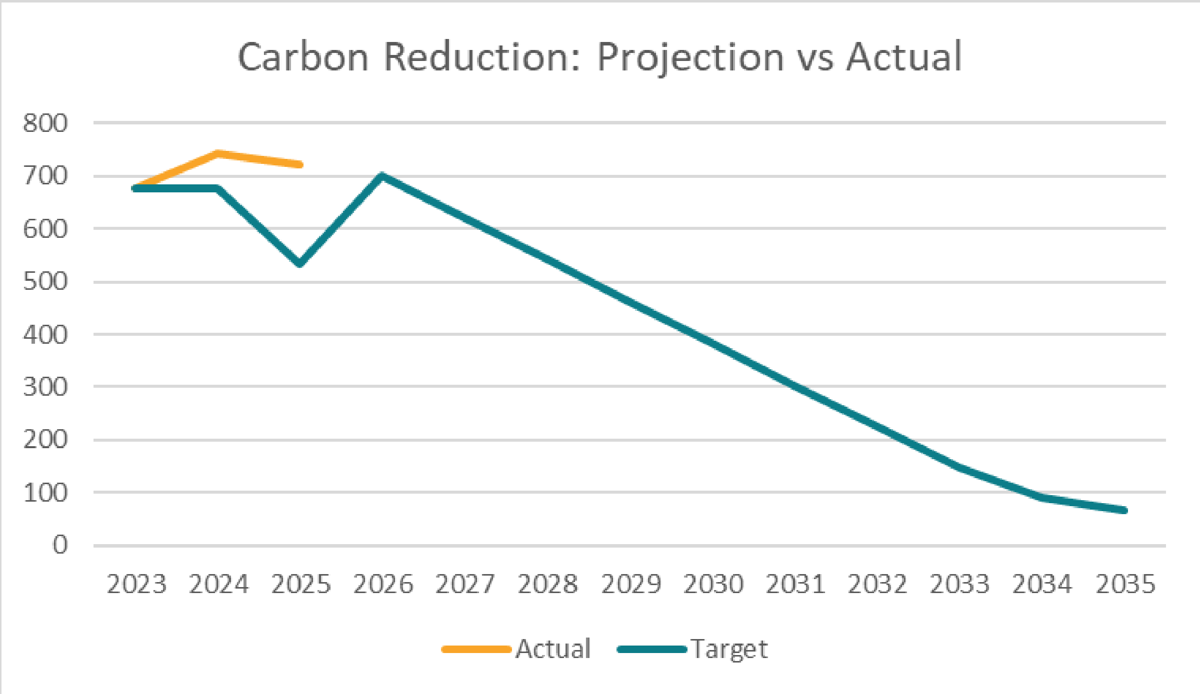
Emissions reduction targets

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

Near term target - Stace commits to reduce absolute scope 1 & 2 by 100% by 2028. Scope 3 GHG emissions from Purchased goods and services, Fuel & Energy Related Activities, Upstream transportation and distribution, Waste Generated in Operations, Business travel, Employee commuting by 60% by 2030 from a FY2022/23 base year.

Long term target - Stace commits to reduce scope 3 GHG emissions from Purchased goods and services, Fuel & Energy Related Activities, Upstream transportation and distribution, Waste Generated in Operations, Business travel, Employee commuting by 90% by 2035 from a FY2022/23 base year.

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



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

Stace has implemented an ISO:14001 accredited environmental management system since 2016. The following environmental management measures and projects have been implemented since the FY20**22/23** baseline and will continue to be implemented in order to achieve the reduction targets above:

We operate a policy of Prevent & Reuse, Recycle, Recover and Dispose. Initiatives include office recycle stations, donation of old computers and televisions to a local hospice and schools, phones recycled through WEFE scheme, any non-recyclable waste is directed through a waste carrier landfill diversion process whereby waste is incinerated to power District Heating Networks.

Office lighting is operated via PIR's and have been replaced with LED fittings. Electrical devices are programmed to revert to standby mode when not in use. We are implementing water flow reducers to reduce water consumption. Our offices run on 100% renewable energy.

Further measures, we are looking to implement are set out in our action table on the following page.

Action No.	Action Description
Action 1	***We will continue to improve the quality and granularity of our carbon footprint data. We will gain a better understanding and a more accurate measurement of our Scope 3 emissions for procured products and services.***
Action 2	**We will set up a structure to determine and consider the suitability of all future office locations / relocations from a sustainability perspective e.g. public transport links, commute distances, energy consumption etc.**
Action 3	***We will continue to offer EV purchasing scheme to staff who are eligible under the company car scheme.***
Action 4	***We will continue to investigate options to offset our carbon emissions to become a 'Carbon Neutral' business, as we transition to Net Zero.***
Action 5	***We will continue to implement initiatives to educate and encourage employees (where possible), to use more sustainable ways to commute and/or travel for business.***
Action 6	***We will continue to hold discussions with our suppliers to understand where they are on their net zero journey. It may be that these suppliers are already carbon neutral or net zero in which case we can consider removing their carbon from our calculations. Alternatively, we could look to switch suppliers to those that are Net zero.***

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[4] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[5].

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

[4] https://ghgprotocol.org/corporate-standard
[5] https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting

accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard[6].

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:

Malcolm Howting

Malcolm Howting (Oct 24, 2025 15:25:41 GMT+1)
………………………………………………………………………………

Date: 10/24/2025 ……………………………….

[6]https://ghgprotocol.org/standards/scope-3-standard