



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 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.

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

Carbon Reduction Plan Template

Supplier: Baily Garner LLP

Publication date: April 2025

Commitment to achieving Net Zero

Baily Garner 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: 2024

Additional Details relating to the Baseline Emissions calculations.

In 2022 alongside our commitment to becoming a B Corp (now certified) Baily Garner (BG) committed to become a Net Zero Carbon (NZC) business by 2050. BG commissioned external consultants to measure our Scope 1, 2 and 3 emissions and set out a roadmap to get to NZC.

There was limited data available from pre covid business activities and so data was collected for 2021/22 financial year (baseline year). This provided a useful but suppressed baseline. As a construction consultancy BG continued to operate but home working and very limited site visits limited emissions. During the period since Covid restrictions were lifted BG head count has increased significantly and a third office opened. This has led to an increase in overall emissions but a lower emissions rate per head count due to the introduction of an EV fleet, switching to low carbon energy tariff replacement of inefficient heating system and building improvements

Baseline year emissions:

EMISSIONS	TOTAL (tCO ₂ e) - 563
Scope 1	43
Scope 2	29
Scope 3 (Included Sources)	491
Total Emissions	563

Current Emissions Reporting

Reporting Year: 2024/25	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	126
Scope 2	28
Scope 3 (Included Sources)	567
Total Emissions	721

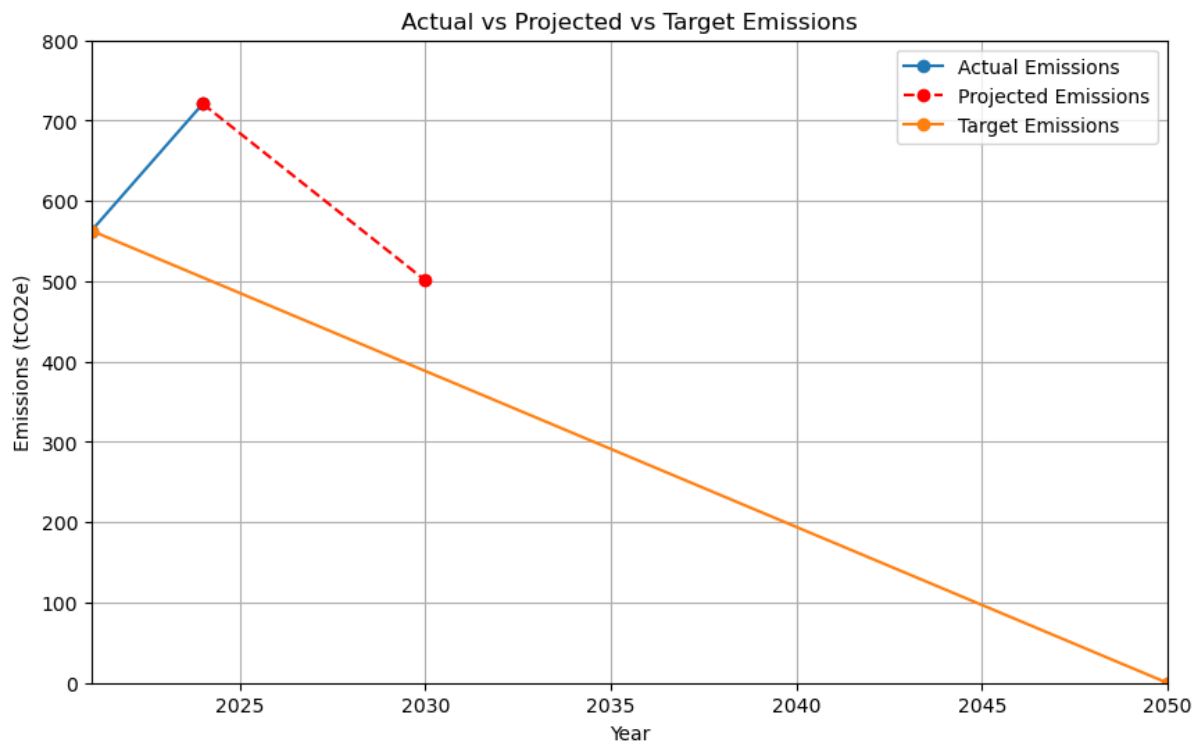
Emissions reduction targets

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

We project that carbon emissions will decrease over the next five years to **501 tCO₂e** by **2030**. This is a reduction of **30.5%**

We are currently evaluating independent accreditation schemes such as SBTi and ISO 14068-1. The above targets are based upon SBTi methodology for an SME to set and achieve scope 1 and 2 reductions and make a commitment to achieve Scope 3 reductions allowing 10% offsets in all scopes. Therefore Scope 1 and 2 reductions are targeted from 154 tCO₂e to 15.4 tCO₂e and scope 3 emission reductions targeted from 567 tCO₂e to 465 tCO₂e by 2030

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



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the **2021/22 baseline**.

- Ongoing waste and resource use reduction through our ISO14001 Certification and associated management activities.
- Achieving B Corp certification and associated metrics on carbon reduction
- Implementation of supplier registration process to engage with and support development of NZC plans
- Installation of EV charging stations
- Switching of company vehicles from fossil fuel to EV's to electrify company vehicle fleet
- Installation of LED lighting and PIR controls
- Replacement of existing heating to main office with more efficient heating
- Switch to zero carbon electricity tariff on main London office

The carbon emission reduction achieved by these schemes equate to **105tCO₂e**, a **18.6%ge** reduction against the **2021/22 baseline** and the measures will be in effect when performing the contract.

Future carbon reduction initiatives

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

- Complete the electrification of our vehicle fleet by the end of 2028
- Continue to support staff to commute and undertake business travel in line with our policy to use the most sustainable form of transport possible
- Implement cost effective aspects fabric and services upgrades of the office premises energy models produced to present options to achieve minimum energy efficiency standards required by legislation
- A staff engagement campaign to reduce the effect on scope 3 emissions on staff business travel and commuting through the use of personal fossil fuelled vehicles.

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 standard³ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁴.

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) Standard⁵.

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:



Bradley Webster – Member (Managing Partner)

Date: 1st April 2025

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

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

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