



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: Stiles Harold Williams Partnership LLP (SHW)

Publication date: 30<sup>th</sup> April 2025

## Commitment to achieving Net Zero

Stiles Harold Williams Partnership 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.

The baseline year also captures the 1st year that SHW has achieved Planet Mark Business Certification.

|   |                                 |
|---|---------------------------------|
| <b>Baseline Year: 2023/2024 (01 April 2023 to 31 March 2024)</b>  |                                 |
| <b>Additional Details relating to the Baseline Emissions calculations.</b>  |                                 |
| Our base year for Scope 1, Scope 2, and Scope 3 emissions is defined as 1st April 2023 – 31st March 2024.<br>Scope 1 and Scope 2 emissions have been calculated following Streamlined Energy and Carbon Reporting (SECR) requirements.<br>The Scope 3 categories measured include: <ul style="list-style-type: none"><li>Category 1: Purchased Goods &amp; Services (partial measurement)</li><li>Category 3: Fuel &amp; Energy-Related Activities (partial measurement)</li><li>Category 5: Waste</li><li>Category 6: Business Travel</li><li>Category 7: Employee Commuting (partial measurement)</li></ul> |                                 |
| <b>Baseline year emissions:</b>   |                                 |
| <b>EMISSIONS</b>  | <b>TOTAL (tCO<sub>2</sub>e)</b> |
| Scope 1   | 10.0                            |
| Scope 2   | 8.2                             |
| Scope 3<br>(Included Sources)   | 71.1                            |

|                        |             |
|------------------------|-------------|
| <b>Total Emissions</b> | <b>89.4</b> |
|------------------------|-------------|

## Current Emissions Reporting

| Reporting Year: 2023/2024 (01 April 2023 to 31 March 2024) |                            |
|--|----------------------------|
| EMISSIONS  | TOTAL (tCO <sub>2</sub> e) |
| Scope 1  | 10.0                       |
| Scope 2  | 8.2                        |
| Scope 3<br>(Included Sources)                              | 71.1                       |
| <b>Total Emissions</b>                                     | <b>89.4</b>                |

## Emissions reduction targets

Stiles Harold Williams Partnership (SHW) LLP is committed to reducing absolute Scope 1, 2, and 3 GHG emissions by 2.5% annually by 2050 from a 2023/2024 baseline year. To continue progressing towards achieving Net Zero, SHW will continue to adopt the following carbon reduction targets.

## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

In November 2024, our Sustainability Team launched an ESG intranet page to enhance our ESG goals, raise climate awareness on various topics, and introduce a virtual *Green Club* suggestion box.

Additionally, the team has provided accredited sustainability training through the intranet page, keeping employees informed about relevant webinars, new legislation, and evolving frameworks. A section on *SHW's Journey to Net Zero* has also been added to the new employee induction training via HR.

During the first quarter of 2025, we have actively engaged with our Green Champions to conduct energy audits across all SHW offices. The goal is to implement *quick wins* that will help reduce emissions under Scopes 1 & 2.

We are also committed to maintaining our ISO 14001 certification by focusing on energy-saving initiatives and *switch-off* campaigns.

To improve data accuracy, we aim to continue gathering actual energy consumption data by encouraging our Green Champions to take monthly meter readings at each office. This will reduce reliance on third-party sources.

Looking ahead, we plan to be more proactive in organising sustainability-focused events, challenges, and campaigns, including food programs. Through our intranet's *Green Movement* initiative, we aim to inspire employees across different departments to actively participate in our sustainability journey.

We have taken action to meet the new Simpler Recycling legislation by including food waste bins within each office that is collected separately from general waste. Followed by a targeted focus on food waste in the month that followed to educate all SHW employees on the importance of food waste reduction.

#### **Future carbon reduction initiatives** Business Travel

- **Reducing Travel Emissions, Awareness & Hierarchy:** Promote awareness of the *Business Travel Hierarchy* to encourage mindful travel decisions.
- **Sustainable Travel Incentives:** Continue promoting carpooling incentives and the *Bike2Work* scheme, and review implementation of an EV car scheme by 2028.
- **Sustainable Travel Plan:** Develop and communicate a company-wide Sustainable Travel Plan by the end of 2025.

#### Energy

- **Energy Monitoring:** We currently monitor our monthly consumption via monthly reads and bills. To further reduce our consumption, we aim to install Automated Meter Readers (AMRs) on at least 40% of our offices by the end of 2025 to monitor new initiatives that proactively reduce overall consumption.
- **Renewable Energy Transition:** Engage with office landlords to increase renewable energy adoption—currently, 57% of offices are powered by REGO-certified renewable sources.
- **Hybrid Policy & Home Energy Usage:** Assess the number of employees working from home under a renewable energy tariff.

#### Our Clients and Services

In making operational changes to meet our carbon reduction goals, we aim to raise awareness with our clients. We currently provide services to support our clients through climate risk and legislation changes, promoting a circular economy on projects, and encouraging building upgrades for future sustainable buildings. Department heads from Property Management, Rating, BCD, and the Head of FM/Sustainability meet quarterly to discuss client services that can be provided.

### **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>

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

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 Managing Partner of Stiles Harold Williams Partnership LLP.

**Signed on behalf of the Supplier:**

A handwritten signature in black ink, appearing to be 'Russell Markham', with a stylized, cursive script.

Russell Markham BSc (Hons) MRICS  
Managing Partner

Date: 30<sup>th</sup> April 2025

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<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>