



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: The Berkeley Partnership LLP

Publication date: March 2026

Commitment to achieving Net Zero

The Berkeley Partnership is committed to achieving Net Zero emissions by 2040.

In line with SBTi guidance, we are committing to reducing our baseline carbon emissions by at least 90% by 2040 and offsetting any remaining emissions in our operations through the use of carbon removal initiatives only.

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: FY 2018/19 (01 July 2018 to 30 June 2019)		
Additional Details relating to the Baseline Emissions calculations.		
Our baseline emissions calculation for the UK was undertaken in 2021 but using data from the above time period to avoid any transient effects of the Covid-19 pandemic.		
Baseline year emissions:		
EMISSIONS	TOTAL (tCO ₂ e)	
	UK	US
Scope 1 (refrigerant leakage)	3.9	0.8
Scope 2	5.8	14.8
Scope 3 (Included Sources)	707.7 Equates to 7.6 tCO ₂ e per FTE	146.3 Equates to 18.3 tCO ₂ e per FTE

1.Purchased Goods and Services	255.8 ⁴	22.1
2.Capital Goods	0.0	0.0
3.Fuel and energy-related activities	7.9	3.4
4.Upstream transportation and distribution	0.0	0.0
5.Waste generated in operations	8.4	1.0
6.Business Travel	392.9	119.2
7.Employee Commuting and Working from Home	42.7	0.6
9.Downstream transportation and distribution	0.0	0.0
Total Emissions	717.4 Equates to 7.7 tCO ₂ e per FTE	161.9 Equates to 20.2 tCO ₂ e per FTE

Current Emissions Reporting

Reporting Year: FY 2024/25 (01 July 2024 to 30 June 2025)

EMISSIONS	TOTAL (tCO ₂ e)	
	UK	US
Scope 1 (refrigerant leakage)	8.3	0.8
Scope 2	11.0	3.8

⁴ of which purchased services = 179

Scope 3	535.1	333.7
(Included Sources)	Equates to 5.3 tCO ₂ e per FTE	Equates to 13.2 tCO ₂ e per FTE
1.Purchased Goods and Services	386.4	18.7
2.Capital Goods	0.0	0.0
3.Fuel and energy-related activities	4.9	3.0
4.Upstream transportation and distribution	0.0	0.0
5.Waste generated in operations	7.4	0.7
6.Business Travel	67.7 ⁵	302.5
7.Employee Commuting and Working from Home	58.3	8.8
9.Downstream transportation and distribution	0.0	0.0
Total Emissions	554.4	342.2
	Equates to 5.5 tCO ₂ e per FTE	Equates to 13.6 tCO ₂ e per FTE

Emissions reduction targets

While we await the validation of our net zero baseline and targets with the SBTi, we continue to focus on meaningful climate action through the interim targets below.

In the UK, we project that Scope 1 and Scope 2 carbon emissions will decrease from our baseline to 4.8 tCO₂e by FY 29/30. This is a reduction of 50%.

In the UK we project that Scope 3 carbon emissions will decrease by 55% per FTE from our baseline to FY 29/30. This is a decrease from 7.6 tCO₂e per person to 3.4 tCO₂e per person.

⁵ Includes reduction in emissions due to purchase of Sustainable Aviation Fuel equivalent to 230tCO₂e

Of this scope 3 emission we project that in the UK, business travel, which is our largest category of scope 3 emissions will decrease from 4.2 tCO₂e per person to 0.4 tCO₂e per person by FY 29/30⁶

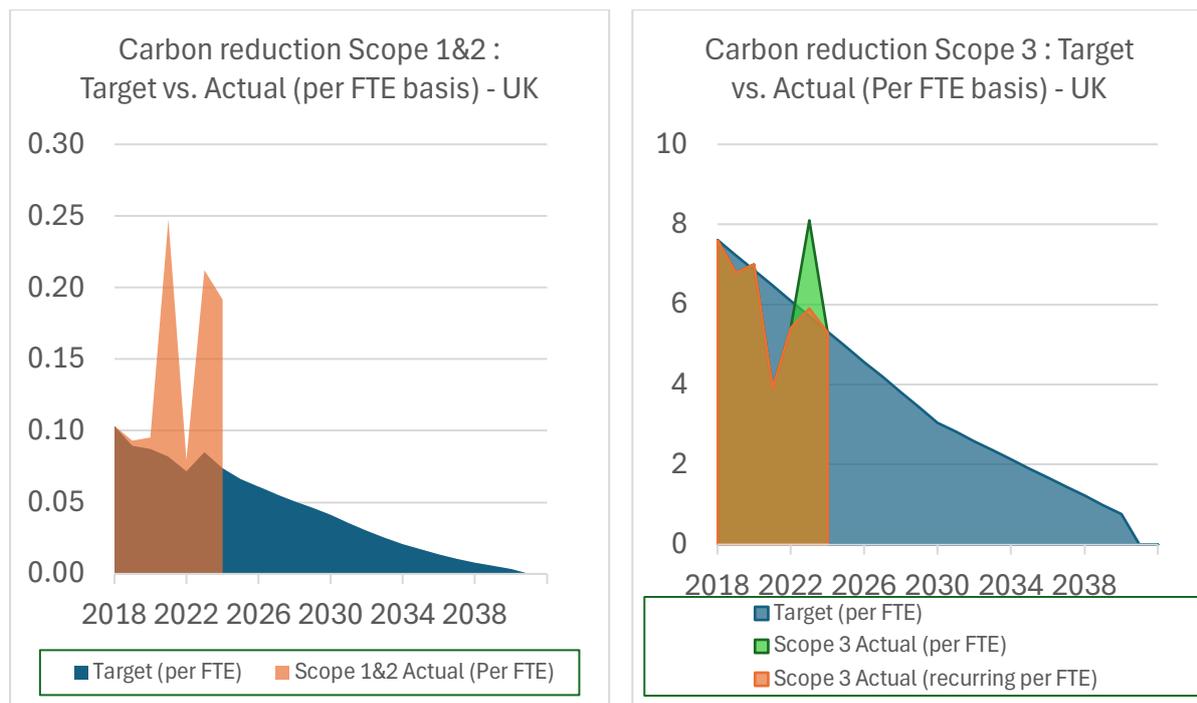
In the US, we project that Scope 1 and Scope 2 carbon emissions will decrease from our baseline to 7.8 tCO₂e by FY 29/30. This is a reduction of 50%.

In the US we project that Scope 3 carbon emissions will decrease by 55% per FTE from our baseline to FY 29/30. This is a decrease from 18.3 tCO₂e per person to 8.2 tCO₂e per person.

Progress against these targets for the UK can be seen in the graphs below.

As can be seen, we have relatively few data points for comparison at this stage and have seen some significant year-on-year swings in Scope 1 & 2 emissions - overall we remain committed to achieving our target, but with some additional action required, particularly given our recent office expansion. Further activity in this area will focus on actions on office heating and cooling emissions.

Scope 3 is broadly on track so far in recurring terms, once the one-off impact of our office refurbishment is taken into account, and after considering the impact of our investment in Sustainable Aviation Fuel (SAF).



Note: The Scope 3 Actual (recurring per FTE) figures in the 'Carbon reduction Scope 3 : Target vs. Actual' graph refer to scope 3 emissions actuals without the one-off impact of office refurbishment incurred in FY23/24

⁶ Reduction in emissions after consideration of purchase of Sustainable Aviation Fuel

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since our baseline. The carbon emission reduction achieved by these schemes equate to 56 tCO₂e, an 8% reduction against the baseline and the measures will be in effect when performing the contract:

1. Established a salary-sacrifice Electric Vehicle scheme with Octopus Electric Vehicles, incentivising employees to choose low-carbon vehicle options
2. Created and published sustainable travel guidance, covering use of low-carbon forms of transport (e.g. trains rather than flights)
3. Encouraged employees to opt-out of mobile phone refresh cycles
4. Switched to a low-carbon office supplies firm
5. Switched to renewable electricity suppliers where possible, or purchased renewable energy certificates where not possible
6. Encouraged employees to consider lower-carbon options when eating out with colleagues and clients, including vegetarian and vegan options

We have recently refreshed our environment strategy and proposed a new set of initiatives to further reduce our carbon emissions, including:

1. Making a commitment to the annual purchase of Sustainable Aviation Fuel to reduce flight emissions.
2. Creation of a sustainable supplier policy and rolling this out to our highest value suppliers
3. Where possible, engaging with our clients to discuss sustainability of the work we do with them – for example discussing low travel engagement options
4. Increasing our internal and external reporting on sustainability and carbon reduction
5. Establishing a baseline for energy and water usage and identifying further opportunities to reduce usage
6. Reviewing and working with suppliers to understand their emissions associated with our activities and methods for reduction

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 standard⁷

⁷ <https://ghgprotocol.org/corporate-standard>

and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁸.

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) Standard⁹.

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:



Jon Bradbury

Partner

Date: 17th February 2026

⁸ <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁹ <https://ghgprotocol.org/standards/scope-3-standard>