



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.

Carbon Reduction Plan

Supplier name: AllThorpe Consulting Ltd

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

Publication date: 19/06/2025

Commitment to achieving Net Zero

AllThorpe Consulting Ltd is committed to achieving Net Zero emissions by 2028.

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: 2021	
Additional Details relating to the Baseline Emissions calculations.	
This is our first comprehensive carbon footprint assessment. No emissions were previously reported, so this constitutes a new baseline that conforms with current reporting standards. We are a primarily remote team with occasional on-site days as per client needs. Energy	
Baseline year emissions: 2021	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0 – as we are a primarily homeworking company, we do not have any offices that generate direct emissions. We also do not have any company-owned vehicles, only private vehicles operated by individual employees that may be used for the scope of business travel or employee commuting, which is only occasional.
Scope 2	0 – as we are a primarily homeworking company, we do not produce any indirect energy emissions, such as electricity, steam, heating, and cooling, beyond what is consumed in the homeworking sites of individual employees.
Scope 3 (Included Sources)	0 - Scope 3 includes business travel, employee commuting, waste disposal, and purchased goods/services. Of these, only employee travel to client sites and purchased goods/services are applicable to our working model, as we are a primarily remote company. In the year of our baseline, AllThorpe had two employees who worked entirely from home working sites and did no commuting. As such, our baseline for 2021 is set to zero.
Total Emissions	0

Current Emissions Reporting

Reporting Year: 2025

EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0
Scope 2	0
Scope 3 (Included Sources)	<p>1 – Since establishing our carbon emissions baseline from 2021, we have increased our business tenfold and have expanded the business to meet these growing demands. Whilst we still operate on a primarily remote basis, we estimate that the business generates 5000 business miles per year through travel to client sites. This is a combination of the use of private vehicles and public transport. Alongside continuing to strive for remote working, we also ensure that we promote the most environmentally friendly option amongst our staff.</p> <p>Beyond this, there is also some limited scope for purchased goods and services as per company needs. These are on an ad hoc basis and are very rare.</p>
Total Emissions	1

Emissions reduction targets

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

- Encouraging employees to seek the most carbon neutral or net positive method of transport when commuting, such as using public transport instead of a private vehicle, or carpooling where possible to reduce carbon emissions per head;
- Reducing anything sent by courier and source all business purchases from vendors with low-carbon credentials;
- Promoting energy efficiency at home, especially in using renewable sources of energy

We project that carbon emissions will decrease over the next five years to 0.5 tCO₂e by 2030. This is a reduction of more than 50%. We will review the progress of our carbon reduction initiatives in 2027. Our ultimate goal is to be at Net Zero by 2050, and we recognise the incremental steps we must take to achieve this goal by that time.

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.

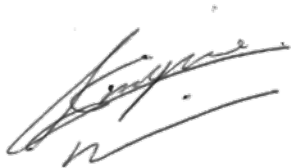
³ <https://ghgprotocol.org/corporate-standard>

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

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:

A handwritten signature in black ink, appearing to read 'Henry Rivera', with a stylized flourish at the end.

Henry Rivera

Director

AllThorpe Consulting Ltd

Date: 19/06/2025

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