

**Stephensons**



---

# Carbon Reduction Plan

---

February 2023

# Carbon Reduction Plan Template

Supplier name: Stephensons Solicitors LLP.....

Publication date: .....

## Introduction

This Carbon Reduction Plan conforms to the requirements of Procurement Policy Note PPN06/21; “Taking Account of Carbon Reduction Plans in the procurement of major government contracts”.

Stephensons Financial year starts on 1 May and ends on 30 April; our carbon reporting has been aligned to this reporting cycle. The current reporting period covered by this plan is 30 April 2020 to 1 May 2021.

Scope 1 emissions relate to those emissions that we make directly, including the fuel we use in our vehicles and the heating of our offices. Scope 2 emissions refer to the indirect emissions from the generation of purchased electricity, such as powering our offices. Scope 3 refers to all other indirect emissions, including supply chain, business travel, employee commuting and waste.

## Commitment to achieving Net Zero

Stephensons Solicitors 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: 30.04.20-1.05.21
Additional Details relating to the Baseline Emissions calculations
Same as current year due to first report
We are shared occupants and tenants in all our offices but part from Manchester
<b>Scope 1</b> We have a courier van that delivers key documents and travels between our offices. To calculate the emission from our diesel van we have used this tool: <a href="http://www.fleetnews.co.uk/costs/carbon-footprint-calculator">www.fleetnews.co.uk/costs/carbon-footprint-calculator</a> Emissions based on receipts of litres of diesel used in the financial year

### Scope 2

The only nonshared office we occupy where we are the sole tenant in Manchester office units 11 and 12. To calculate this figure we have noted the energy emissions from each of our monthly bills for the financial year 20/21 we have converted the total Kwh to kg CO2e  
Calculator used: <http://www.rensmart.com/Calculators/KWH-to-CO2>

### Scope 3

Zero, this is due to us not transporting products to customers.

However, for subset to scope 3 the figures are as following in these categories:

Confidential waste 20163 KgCO2

Business Trave (based on partner trave as they are the primary business traveller and after surveying staff: 10645 miles. 2548.89 CO2e

### Carbon Calculator | LNER

Commuting based on 100 staff surveyed pro rata x 3, averaging fuel type based on 2 days a week commuting, multiply by 52 weeks of the year 219584.64 kgCO2.

Baseline year emissions: 21/22

Emissions	Total (tCO2e)
Scope 1	1505.84
Scope 2	1056.12
Scope 3 (Included SourceKGs)	20163 2548.89 219584.64
<b>Total Emissions</b>	<b>244858.49</b>

## Current Emissions Reporting

Reporting Year 2020/2021	
Emissions	Total (tCO2e)
Scope 1	1505.84
Scope 2	1056.12
Scope 3 (included sources)	242296.53
Total emissions	244858.49

## Emissions reduction targets

### Targets

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

Reduce emissions by 33% by 2030 by:-

Changing our company van from diesel to electric.

We will encourage active travel and Cycle to Work Scheme.

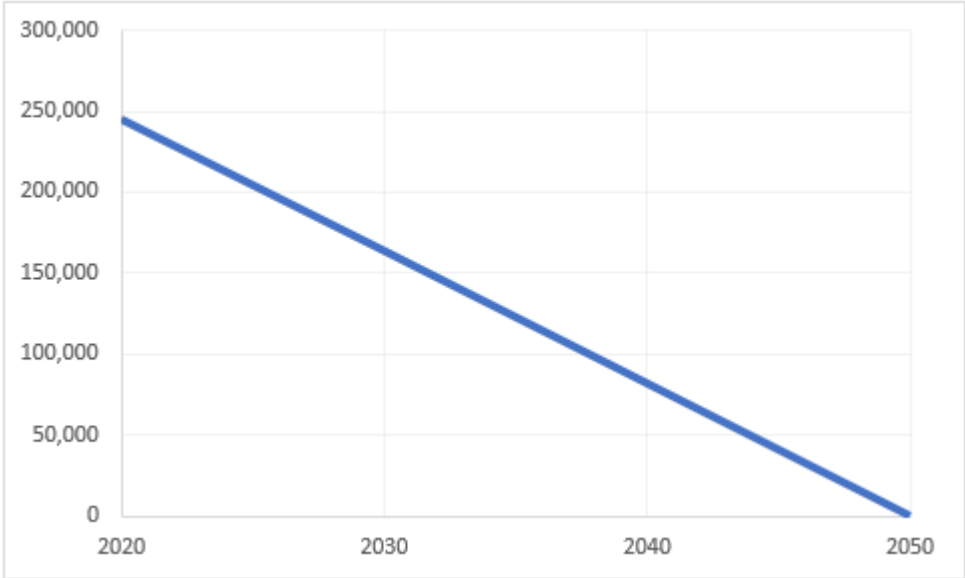
We will look to source products locally.

We continue to employ people on remote contracts and have opportunities for agile working where possible.

We will continue to conduct many of our meetings internally, with supplier and clients through applications such as Microsoft Teams

We project that carbon emissions will decrease over the next nine years to 163238.99 tCO<sub>2</sub>e By 2030. This is a reduction of 33%.

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



### Carbon Reduction Projects

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

We plan to change our company vehicle to electric and we will continue to monitor our office usage and waste.

We will encourage active travel and Cycle to Work Scheme.

We will look to source products locally.

### 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<sup>1</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>2</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

<sup>1</sup><https://ghgprotocol.org/corporate-standard>

<sup>2</sup><https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard<sup>3</sup>.

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:**

Andrew Welch

Feb 2023

---

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

# |Stephensons

For more information,  
please get in touch:

Sarah Boustouller

[sbo@stephensons.co.uk](mailto:sbo@stephensons.co.uk)

01942 774081

© Stephensons Solicitors LLP is a limited liability partnership.  
Registered in England and Wales. Registered no: OC322962.  
Authorised and regulated by the Solicitors Regulation Authority  
– Stephensons Solicitors LLP – No. 449153

[stephensons.co.uk](http://stephensons.co.uk)