

Carbon Reduction Plan

Cleveland Scott York LLP

Publication Date: 23 March 2026

Reporting Period: 1 April 2024 – 31 March 2025

Organisational Boundary: Operational Control

Locations: London and Hatfield Offices

Headcount: 60 employees and partners

1. Commitment to Achieving Net Zero

Cleveland Scott York LLP is committed to achieving **Net Zero greenhouse gas emissions by 2050** in line with UK Government policy.

This Carbon Reduction Plan (CRP) has been prepared in accordance with **PPN 06/21**, the **GHG Protocol Corporate Standard**, and using **DESNZ 2025 UK Government conversion factors** (location-based).

2. Baseline Year Emissions

Baseline Year: FY 2024–25 (1 April 2024 – 31 March 2025)

Baseline Justification: This is the first year in which full and reliable data was available across all required emissions sources.

Emissions Summary (tCO₂e, FY 2024–25)

Scope	Source	tCO ₂ e
Scope 1	Natural gas (Hatfield office)	17.94
Scope 2	Purchased electricity (location-based)	26.06
Scope 3 (Mandatory per PPN 06/21)	Business travel (Category 6)	22.87
	Employee commuting (Category 7)	13.13
Total		80.00

Intensity Metric: 1.33 tCO₂e per employee

3. Current Year Emissions

Emissions for the current reporting year are the same as the baseline year, as this is the first year of reporting.

4. Methodology

- **Organisational boundary:** Operational control.
- **GHG Protocol:** Corporate Standard.
- **Emission factors:** DESNZ 2025 (UK Government GHG Conversion Factors).
- **Electricity:** Location-based methodology; no REGO-backed or market-based claims.
- **Air Travel:** Includes radiative forcing in line with DESNZ guidance.
- **Activity data:**
 - Energy consumption from landlord/managing agents.
 - Business travel distances from staff records.
 - Employee commuting from workforce survey.

Key Assumptions

- Landlord energy data is complete and accurate.
 - Natural gas apportioned using floor-area share in multi-tenant building.
 - Commuting survey (46 responses out of 49 commuters) is representative of workforce patterns.
 - Travel declarations from partners and staff are complete.
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5. Other Scope 3 Emissions

The following Scope 3 categories required under the GHG Protocol have been assessed:

purchased goods and services, capital goods, fuel and energy-related activities, upstream transportation and distribution, waste generated in operations, business travel, employee commuting, upstream leased assets, downstream transportation and distribution, processing of sold products, use of sold products, end-of-life treatment of sold products, downstream leased assets, franchises, and investments.

Of these, only business travel (Category 6) and employee commuting (Category 7) are currently considered material. All other categories are assessed as immaterial for a professional services firm of this nature and are therefore not quantified at this stage.

Homeworking emissions are not currently included due to limited data availability and are considered immaterial relative to other sources.

These will be **kept under periodic review** as data availability and methodologies improve.

6. Carbon Reduction Targets

Cleveland Scott York LLP commits to:

- Achieving **Net Zero by 2050**.
- **Reducing absolute emissions over time**, including through improvements in office energy efficiency and reductions in business travel demand.
- Reviewing progress **annually**.

No interim numerical targets are set at this stage. The firm will consider the introduction of interim targets as data quality and trend visibility improve.

7. Planned Carbon Reduction Measures

Premises and Energy

- Optimise HVAC scheduling to minimise electricity use.
- Engage landlords/managing agents on energy-efficiency improvements.
- Encourage procurement of renewable electricity by landlords where available.
- Prefer lower-carbon or electrified premises for future office moves.

Business Travel

- Prioritise virtual meetings where appropriate.
- Apply a travel policy favouring **rail over air** for UK and near-Europe travel.
- Monitor business travel emissions annually.
- As international travel is essential to the firm's business model, until carbon-free air travel becomes technically possible, business travel will result in residual emissions. The firm may consider the use of high-quality, verified carbon credits for residual emissions where appropriate.

Employee Commuting

- Maintain hybrid working practices.
 - Encourage lower-carbon commuting methods.
 - Review commuting patterns periodically.
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8. Governance

Responsibility for delivering this Carbon Reduction Plan sits with the **Members of Cleveland Scott York LLP**, with day-to-day oversight delegated to the **Management Committee**.

This CRP will be reviewed and updated annually.

8. Declaration and Sign-Off

This Carbon Reduction Plan has been completed in accordance with **PPN 06/21** and associated guidance.

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** for the mandatory categories.

Signed on behalf of the supplier:

A handwritten signature in black ink that reads "Lorna S Hobbs". The signature is written in a cursive style with a long vertical line extending downwards from the end of the name.

Name: Lorna S Hobbs

Position: Partner & Designated Member

Date: 23 March 2026