Carbon Reduction Plan

Supplier name: **HL Design Consultancy Ltd**

Publication date: **12th November 2026**

Commitment to achieving Net Zero

HL Design Consultancy Ltd is committed to achieving Net Zero emissions by 2030.

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: 1st April 2020 to 31 March 2021		
Additional Details relating to the Baseline Emissions calculations.		
Emissions have been calculated since the year ending 31st March 2020 and is the reference point against which emissions reduction can be measured. Emissions have been calculated using the UK government greenhouse gas conversion factors. *https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors*		
Baseline year emissions:		
EMISSIONS		TOTAL (tCO_2e)
Scope 1		1.436
Scope 2		0.608
Scope 3	Category 4 – Upstream Transportation & Distribution	N/A
	Category 5 – Waste Generated in Operations	0.042
	Category 6 – Business Travel	0.952
	Category 7 – Employee Commuting	1.753
	Category 9 – Downstream Transportation & Distribution after the Point of Sale	N/A
Total Emissions		4.791

Notes:

1. Category 4 – Upstream transportation and distribution is marked as not applicable as HL Design Consultancy Ltd is a professional service consultancy business and does not transport any materials.
2. Category 9 – Transportation and distribution after the point of sale, is marked as not applicable as HL Design Consultancy Ltd is a professional service consultancy business and does not have any downstream activities.

Current Emissions Reporting

Current Year: 1st October 2025 to 30st September 2026		
Additional Details relating to the Baseline Emissions calculations.		
Reporting Date changed to align with HL Design Financial Year(To assist in collation of data) Emissions have been calculated using the UK government greenhouse gas conversion factors. *https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors*		
Current year emissions: 1st October 2025 to 30st September 2026		
EMISSIONS		**TOTAL (tCO_2e)**
Scope 1		0.269
Scope 2		0.030
Scope 3	**Category 4 – Upstream Transportation & Distribution**	N/A
	Category 5 – Waste Generated in Operations	0.013
	Category 6 – Business Travel	0.150
	Category 7 – Employee Commuting	1.447
	Category 9 – Transportation & Distribution after the Point of Sale	N/A
Total Emissions		1.908

Notes:

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2. Category 9 – Transportation and distribution after the point of sale, is marked as not applicable as HL Design Consultancy Ltd is a professional service consultancy business and does not have any downstream activities.

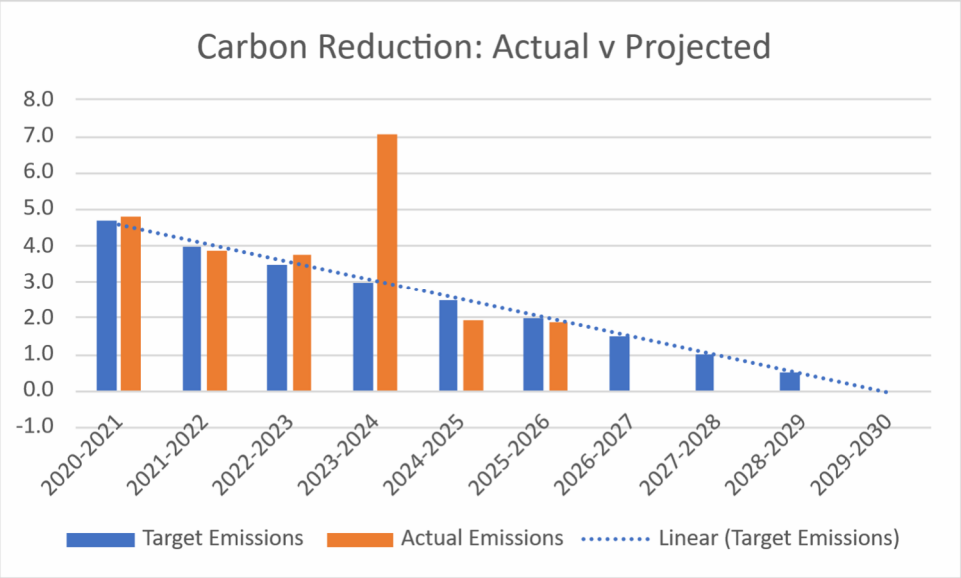
Emissions reduction targets

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

We still project that carbon emissions will decrease over the next year to **1.5 tCO_2e** by **2027**. This is a total reduction of **69.68%** from the year 1st April 2020 to 31st March 2021

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

Carbon Reduction Projects



Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 1st April 2020 to 31 March 2021 baseline. The carbon emission reduction achieved by these schemes equate to a reduction of 60.96% from the year 1st April 2020 to 31st March 2021 baseline and the measures will be in effect when performing the contract.

1. Employees are encouraged to work from home where tasks permit.
2. We have introduced new working regimes to support reduced business travel and employees commuting, encouraging employees to work from home and fewer client / consultant in person meetings.
3. We have invested in more technology to allow virtual meetings to be held.
4. We have moving our business premises to a centralised location between employees to balance commuting distances.
5. We have invested in replacement of older technology such as computers and monitors with more efficient solid state drive PCs and LED monitors.
6. We have replaced fluorescent light fittings with LED fittings.
7. We have reduced daily lunchtimes to enable an early finish on Fridays, reducing the time the office is occupied and save on heating / lighting / power consumption.
8. The business has investing in EV's for permanent full time staff
9. The new premises is a smaller footprint requiring less energy to service
10. We have liaised with our landlord and they have replaced the aged boiler with a new "Energy Efficient" boiler with thermostatic controls.
11. We have introduced a switch off policy, only turning on what is needed.

In the future we are continuing to review opportunities and hope to implement further measures such as:

1. We will continue to reduce business travel and commuting in collaboration with clients and employees and continue to will move more physical meetings to virtual meetings.
2. The business will continue to invest in EV's for any new permanent full time staff.
3. We aim to contact all providers of Trade / Product and Profession Bodies to stop hard / mail copies of monthly magazines and provide electronic versions instead, to reduce our recycling output.
4. We will continue to liaise with our new landlord on opportunities to make available facilities in the office that will permit, where possible, employees to cycle into work.
5. We will continue to liaise with our new landlord on opportunities available provide greener / more efficient energy.
6. Build awareness amongst our employees of the impact of their decisions on our journey to net zero and sharing each years Carbon Reduction Plan.

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[1] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[2].

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[3].

This Carbon Reduction Plan has been reviewed and signed off by the director.

Signed on behalf of the Supplier:



John Rees-Jones, Director
Date: 12th November 2026

[1] https://ghgprotocol.org/corporate-standard
[2] https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting
[3] https://ghgprotocol.org/standards/scope-3-standard