

Carbon Reduction Plan

Supplier name: **HL Design Consultancy Ltd**

Publication date: **08th April 2024**

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. <i>https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors</i>		
Baseline year emissions:		
EMISSIONS		TOTAL (tCO₂e)
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:

- 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.
- 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 April 2023 to 31st March 2024		
Additional Details relating to the Baseline Emissions calculations.		
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 April 2023 to 31st March 2024		
EMISSIONS		TOTAL (tCO_{2e})
Scope 1		0.981
Scope 2		0.442
Scope 3	Category 4 – Upstream Transportation & Distribution	N/A
	Category 5 – Waste Generated in Operations	0.018
	Category 6 – Business Travel	2.244
	Category 7 – Employee Commuting	3.366
	Category 9 – Transportation & Distribution after the Point of Sale	N/A
Total Emissions		7.052

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.

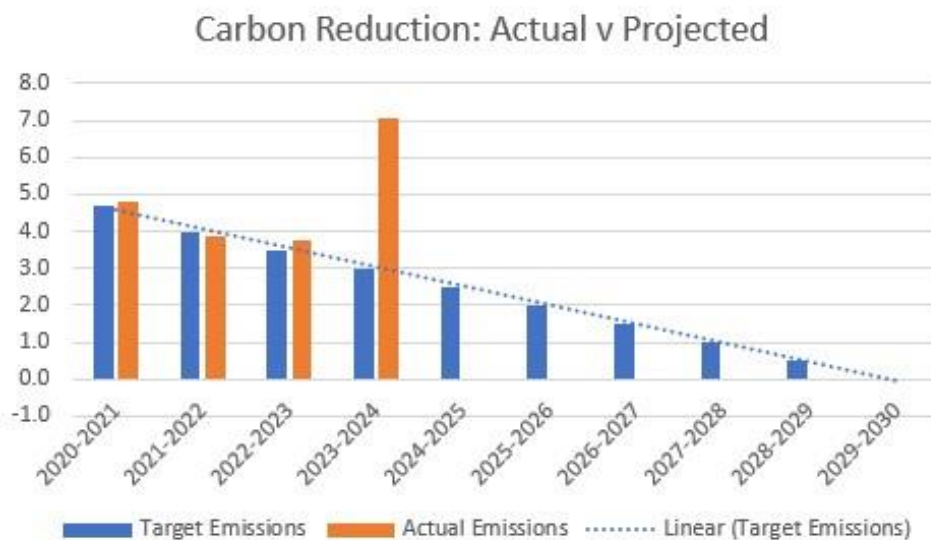
Emissions reduction targets

Due to an increase in workload since September 2022 we had to increase our workforce, and therefore our additional Employee Commuting and Business travel, and a small increase in scope 2, has increased much more than any Carbon Reduction Initiatives reduced our Carbon output. This has refocused our Carbon Reduction initiatives in those key areas.

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 **2.5 tCO₂e** by **2025**. This is a total reduction of **52.18%** 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 **0.899 tCO₂e**, a **18.76%** reduction against the 1st April 2020 to 31 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 switched our lighting to low energy LED lighting and fitted smart meters to enable more management of our electricity consumption.
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. The boiler was replaced with an energy efficient boiler with thermostatic controls.
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.

We are currently implementing 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. We are moving our business premises to a centralised location between employees to balance commuting distances.
3. The new premises is a smaller footprint requiring less energy to service.
4. The business has investing in EV's for Directors and Staff, initially focusing on Employees with the furthest commute / business travel, and is targeting 100% EV for all Employees before June 2024
5. Facilities in the office will permit, where possible, employees to cycle into work.
6. We are looking at an energy reduction program – switch off policy, only turning on what is needed.
7. We will continue to liaise with our new landlord on opportunities available provide greener / more efficient energy.
8. Build awareness amongst our employees of the impact of their decisions on our journey to net zero.

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 standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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) Standard³.

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

Signed on behalf of the Supplier:



John Rees-Jones, Director
Date: 08th April 2024

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>