

# Carbon Reduction Plan

Supplier name: HL Design Consultancy Ltd

Publication date: 23<sup>rd</sup> December 2022

## 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.

|   |  |       |
|---|--|-------|
| <b>Baseline Year: 2020-2021</b>   |  |       |
| <b>Additional Details relating to the Baseline Emissions calculations.</b>  |  |       |
| Emissions have been calculated since 2020-2021 and is the reference point against which emissions reduction can be measured. Emissions have been calculated using the UK government greenhouse gas conversion factors.<br><br><a href="https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors">https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors</a> |  |       |
| <b>Baseline year emissions:</b>   |  |       |
| <b>EMISSIONS</b>  | <b>TOTAL (tCO<sub>2</sub>e)</b>            |       |
| Scope 1   | 1.436                                      |       |
| Scope 2   | 0.608                                      |       |
| Scope 3   | Category 4 – Waste Generated in Operations | 0.019 |
|   | Category 6 – Business Travel               | 0.665 |
|   | Category 7 – Employee Commuting            | 0.831 |
| <b>Total Emissions</b>  | <b>3.560</b>                               |       |

## Current Emissions Reporting

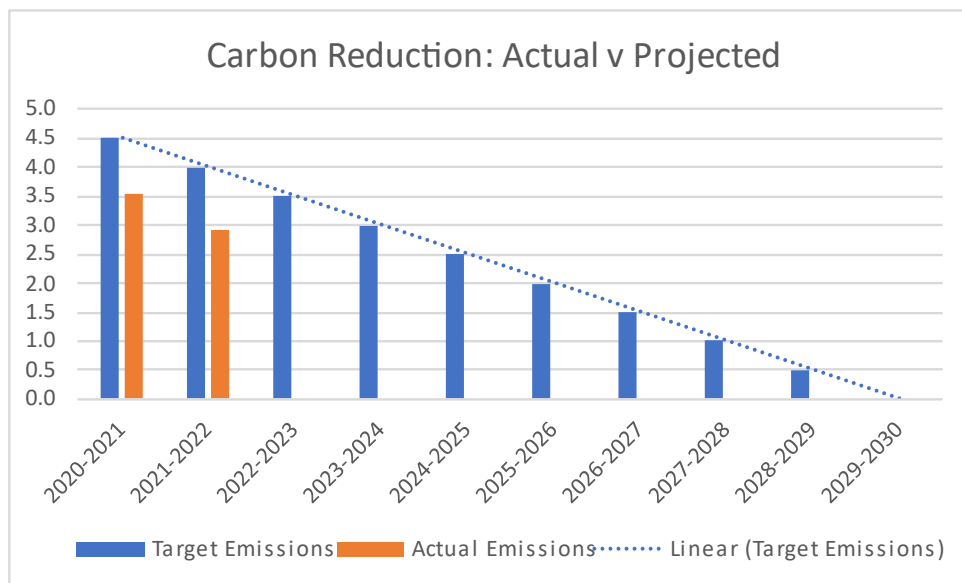
|  |  |       |
|--|--|-------|
| Current Year: 2021-2022  |  |       |
| Additional Details relating to the Baseline Emissions calculations.  |  |       |
| Emissions have been calculated using the UK government greenhouse gas conversion factors.<br><a href="https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors">https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors</a> |  |       |
| Current year emissions: 2021-2022  |  |       |
| EMISSIONS  | TOTAL (tCO <sub>2</sub> e)                 |       |
| Scope 1  | 1.109                                      |       |
| Scope 2  | 0.429                                      |       |
| Scope 3  | Category 4 – Waste Generated in Operations | 0.016 |
|  | Category 6 – Business Travel               | 0.574 |
|  | Category 7 – Employee Commuting            | 0.792 |
| Total Emissions  | 2.919                                      |       |

## Emissions reduction targets

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

We project that carbon emissions will decrease over the next five years to **2.5 tCO<sub>2</sub>e** by **2025**. This is a total reduction of **55.6%** from the year 2020.

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 2020-2021 baseline. The carbon emission reduction achieved by these schemes equate to **32.372 tCO<sub>2</sub>e**, a **65.03%** reduction against the 2020-2021 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 (Teams meeting instead of site meetings where practical) to support reduced business travel and employees commuting.
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 3 years ago with an energy efficient boiler with thermostatic controls.

In the future we 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. With the agreement of employees, we propose to reduce daily lunchtimes to enable an early finish on Fridays, reducing the time the office is occupied and save on heating / lighting / power consumption and where work circumstances allow, employees will be given options for a flexible working model to reduce commuting.
3. Facilities in the office will permit, where possible, employees will be able to cycle into work.
4. We are looking at an energy reduction program – switch off policy, only turning on what is needed.
5. 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 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 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 director.

**Signed on behalf of the Supplier:**

A handwritten signature in black ink, appearing to read 'J Rees-Jones', written in a cursive style.

John Rees-Jones, Director  
Date: 23<sup>th</sup> December 2022

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

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

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