
Policy Title: Carbon Reduction Plan

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Approved By: John Murray

Owner: Emily Glover

Document Control

<u>Version</u>	<u>Date</u>	<u>Changes Made</u>	<u>Approved By</u>
1	27 February 2025	Initial Draft	John Murray
2	29 August 2025	Added estimate of emissions for first six months of 2025/26 year.	John Murray

Purpose of the Policy:

The aim of this policy is to provide clarity, efficiency, and compliance in relation to our commitment to reducing the carbon footprint for Lineofsight Consulting LLP it sets out baseline considerations and key carbon reduction measures as well as our commitment to sustainable business operations.

Scope:

This policy relates to Lineofsight Consulting LLP carbon reduction considerations and measures.

Related Documents:

Cabinet Office Carbon Reduction Plan Guidance (see reference list below)

Appendix 1. Completed Government Carbon Reduction Template

Carbon Reduction Plan

1. Introduction

Lineofsight Consulting LLP is committed to minimising its carbon footprint and embedding sustainability into its operations. Established on 26 February 2025, the business operates remotely with two employees working from home offices, resulting in minimal current carbon emissions. Lineofsight Consulting LLP recognises the importance of taking proactive steps to reduce our carbon impact in line with best practices, NHS sustainability requirements, and the UK Government's national net-zero targets.

The UK Government has set legally binding national net-zero targets, aiming to reduce greenhouse gas emissions by 100% relative to 1990 levels by 2050. Additionally, the NHS has committed to achieving net-zero emissions by 2040 for the emissions it directly controls (NHS Carbon Footprint) and by 2045 for those it can influence (NHS Carbon Footprint Plus).

Our carbon reduction initiatives align with these national and NHS-specific goals, and we are committed to achieving Net-Zero emissions by 2050 across all Scopes.

Please see Appendix 1 for our Completed Government Carbon Reduction Template

2. Current Baseline and Considerations Given that Lineofsight Consulting is a new business, we do not have historical emissions data. Our operations currently include:

- Two Directors working from home.
- Use of laptops, printers, lighting, and heating in the two home office locations
- Remote working as the primary mode of operation, with meetings, interviews and observations conducted via Microsoft Teams.
- Occasional travel for client meetings, presentations or board feedback.

3. Key Carbon Reduction Measures

To minimize our environmental impact and ensure alignment with UK Government and NHS sustainability standards and frameworks, we will implement the following strategies:

3.1 Energy Efficiency in Home Offices

- Encourage use of energy-efficient laptops and printers.
- Utilize LED lighting and natural daylight where possible.
- Optimize heating use by maintaining efficient temperature settings and using smart thermostats.
- Where possible, switch to a renewable energy supplier for home office electricity.

3.2 Sustainable Travel Practices

- Prioritize virtual meetings over travel to reduce emissions.
- When travel is necessary, use public transport or low-emission vehicles where feasible.
- Offset travel-related emissions by supporting NHS-approved carbon offset programs.

- Comply with NHS guidelines on sustainable travel and low-carbon procurement practices.

3.3 Sustainable Procurement

- Purchase refurbished or sustainably sourced office equipment where possible.
- Reduce paper usage by prioritizing digital documents and cloud storage.
- Implement responsible recycling practices for electronic waste and office supplies.
- Ensure alignment with NHS procurement frameworks that emphasize sustainability.

3.4 Upstream Transportation and Distribution

- Take a digital-First Approach: Prioritising digital delivery of materials and reports to minimise the need for physical distribution and associated emissions.
- Use Sustainable Procurement: Engaging with suppliers who demonstrate strong environmental commitments, such as low-carbon logistics and eco-friendly packaging.
- Efficient Supplier Selection: Choosing service providers, including IT and office supply vendors, that operate within the UK to reduce transportation-related emissions.

3.5 Downstream Transportation and Distribution

- Remote Delivery of Services: Minimising travel-related emissions by using virtual meetings, digital reports, and online training sessions wherever possible.
- Sustainable Travel Choices: When in-person engagements are necessary, prioritising low-carbon transport options such as trains over flights and car-sharing where feasible.
- Client Collaboration on Sustainability: Encouraging NHS clients to adopt digital documentation and paperless workflows to reduce emissions associated with printing and physical distribution.

3.6 Waste Generated in Operations

- Paperless Operations: Prioritising digital documentation and electronic communication to minimise paper waste.
- IT Equipment Recycling: Ensuring responsible disposal and recycling of laptops, printers, and other electronic devices at the end of their lifecycle.
- Sustainable Office Practices: Encouraging energy-efficient home office setups, reducing single-use plastics, and properly recycling any unavoidable waste.

3.7 Monitoring and Reporting

- We have identified Emily Glover as our Net Zero Champion
- With the support of Green Small Business we have developed a set of specific carbon reduction measures to track our carbon reduction progress. Measures are grouped under the following headings:

- Business travel and commuting
- Purchasing goods and services
- Delivering projects
- Company administration
- Running home offices
- **Reporting will be conducted annually (or when required more frequently) and made available via the Lineofsight Consulting website to ensure transparency and accountability.**

4. Long-Term Commitment

As Lineofsight Consulting grows, we will continue to refine and enhance our carbon reduction initiatives. Future actions may include:

- Establishing a formal emissions tracking framework in line with NHS reporting standards.
- Engaging with NHS suppliers and clients to promote sustainability.
- Exploring carbon neutrality or net-zero commitments as the business expands.
- Continuing to complete the Governments Carbon Reduction Plan Template and achieving related requirements (PPN-0621)

5. Training and Engagement

As the business grows and we engage associates or additional staff, we will ensure that all team members are trained on our Carbon Reduction Plan and sustainability commitments. This will include:

- Providing guidance on energy-efficient home office practices.
- Encouraging sustainable travel choices and responsible procurement.
- Ensuring alignment with NHS sustainability frameworks and reporting requirements.
- Integrating sustainability training into onboarding processes for new team members.

6. Conclusion

This Carbon Reduction Plan reflects Lineofsight Consulting's commitment to environmental responsibility and adherence to NHS sustainability requirements. By embedding sustainability into our business practices from the outset, we aim to contribute to broader carbon reduction goals while ensuring efficient and responsible operations.

The Lineofsight Consulting Carbon Reduction Plan has been formally reviewed and approved by the Lineofsight Consulting LLP Partners, demonstrating our commitment to sustainability and compliance with UK Government and NHS net-zero requirements. This approval ensures that carbon reduction remains a strategic priority, with ongoing oversight to track progress and implement necessary actions.

7. Reference List

1. **UK Government Net Zero Strategy** – HM Government (2021)

- <https://www.gov.uk/government/publications/net-zero-strategy>
- 2. **UK Government Carbon Reduction Plan Guidance** – Procurement Policy Note (PPN) 06/21
 - <https://www.gov.uk/government/publications/procurement-policy-note-0621-taking-account-of-carbon-reduction-plans>
- 3. **UK Greenhouse Gas (GHG) Reporting Conversion Factors** – Department for Energy Security & Net Zero (updated annually)
 - <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>
- 4. **Science Based Targets initiative (SBTi) – Corporate Net-Zero Standard**
 - <https://sciencebasedtargets.org/net-zero>
- 5. **NHS Net Zero Strategy – Delivering a Net Zero NHS (2020)**
 - i. <https://www.england.nhs.uk/greenernhs/publication/delivering-a-net-zero-national-health-service/>
- 6. **GHG Protocol – Corporate Standard**
 - <https://ghgprotocol.org/corporate-standard>
- 7. **IT and Cloud Carbon Footprint Guidance** – National Cyber Security Centre (NCSC) & Carbon Trust
 - <https://www.ncsc.gov.uk/>
 - <https://www.carbontrust.com/>



CARBON REDUCTION PLAN GUIDANCE

Notes for Completion

Where an In-Scope Organisation has determined that the measure applies to the procurement, suppliers wishing to bid for that contract are required at the selection stage to submit a Carbon Reduction Plan which details their organisational carbon footprint and confirms their commitment to achieving Net Zero by 2050.

Carbon Reduction Plans are to be completed by the bidding supplier¹ and must meet the reporting requirements set out in supporting guidance, and include the supplier's current carbon footprint and its commitment to reducing emissions to achieve Net Zero emissions by 2050.

The CRP should be specific to the bidding entity, or, provided certain criteria are met, may cover the bidding entity and its parent organisation. In order to ensure the CRP remains relevant, a Carbon Reduction Plan covering the bidding entity and its parent organisation is only permissible where the detailed requirements of the CRP are met in full, as set out in the Technical Standard² and Guidance³, and all of the following criteria are met:

- The bidding entity is wholly owned by the parent;
- The commitment to achieving net zero by 2050 for UK operations is set out in the CRP for the parent and is supported and adopted by the bidding entity, demonstrated by the inclusion in the CRP of a statement that this will apply to the bidding entity;
- The environmental measures set out are stated to be able to be applied by the bidding entity when performing the relevant contract; and
- The CRP is published on the bidding entity's website.

Bidding entities must take steps to ensure they have their own CRP as soon as reasonably practicable and should note that the ability to rely on a parent organisation's Carbon Reduction Plan may only be a temporary measure under this selection criterion.

The Carbon Reduction Plan should be updated regularly (at least annually) and published and clearly signposted on the supplier's UK website. It should be approved by a director (or equivalent senior leadership) within the supplier's organisation to demonstrate a clear commitment to emissions reduction at the highest level. Suppliers may wish to adopt the key objectives of the Carbon Reduction Plan within their strategic plans.

A template for the Carbon Reduction Plan is set out below. Please complete and publish your Carbon Reduction Plan in accordance with the reporting standard published alongside this PPN.

¹Bidding supplier or 'bidding entity' means the organisation with whom the contracting authority will enter into a contract if it is successful.

²Technical Standard can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991625/PPN_0621_Technical_standard_for_the_Completion_of_Carbon_Reduction_Plans__2_.pdf

³Guidance can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991623/Guidance_on_adopting_and_applying_PPN_06_21__Selection_Criteria__3_.pdf

Carbon Reduction Plan Template

Supplier name: Lineofsight Consulting

Publication date: 29 August 2025

Commitment to achieving Net Zero

Lineofsight Consulting 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: 2025	
Additional Details relating to the Baseline Emissions calculations.	
2025-26 is our first reporting year and will therefore be our baseline year. However, we have included our forecast emissions for 2025/26 in the table below and will update this to the actual baseline position on 1 March 2026.	
Baseline year emissions: February 2025-2026	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0-There are no direct emissions from company activities
Scope 2	0-There are no company premises and no company vehicles
Scope 3 (Included Sources)	0-upstream company activities 0-downstream company activities 0-commuting 0-waste

	Business travel, employee telecommuting and home-working (Category 6 classified in accordance with GHG Protocol) 3tCO ₂ e
Total Emissions	3tCO₂e (forecast)

Current Emissions Reporting

Reporting Year: We have set out below our emissions for the first 6 months of our business which is in line with the annual forecast set out above.	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0-There are no direct emissions from company activities
Scope 2	0-There are no company premises and no company vehicles
Scope 3 (Included Sources)	0-upstream company activities 0-downstream company activities 0-commuting 0-waste Business travel, employee telecommuting and home-working (Category 6 classified in accordance with GHG Protocol) 1.5tCO ₂ e
Total Emissions	1.5tCO₂e (for the first 6 months of our business)

Emissions reduction targets

We Project that carbon emissions will decrease over the next 5 years to 2.7tCO₂e by 2029. This is a reduction of 10%

Carbon Reduction Projects

On 18 March 2025 we achieved Green Small Business Certification illustrating our commitment to running a green and sustainable business and lowering our carbon reductions emissions to as low as practically possible.

We intend to track effectiveness of our carbon reduction plan through the measures referenced in section 3.7 of our Carbon Reduction Plan set out above.

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 standard⁴ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁵.

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) Standard⁶.

This Carbon Reduction Plan has been reviewed and signed off by the Lineofsight Consulting LLP partners.

Signed on behalf of the Supplier:

The logo for Lineofsight, featuring the word "Lineofsight" in a stylized, cursive script font.

John Murray- Managing Partner

Emily Glover- Sustainability Lead and Partner

Date: 29/08/25

⁴<https://ghgprotocol.org/corporate-standard>

⁵<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁶<https://ghgprotocol.org/standards/scope-3-standard>