

## Lineofsight Consulting LLP

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**Policy Title:** Carbon Reduction Plan

**Version Number:** Version 1

**Date of Issue:** 27 February 2025

**Review Date:** 27 February 2026

**Approved By:** John Murray

**Owner:** Emily Glover

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### **Document Control**

<b><u>Version</u></b>	<b><u>Date</u></b>	<b><u>Changes Made</u></b>	<b><u>Approved By</u></b>
	<b><u>[DD/MM/YYYY]</u></b>	<b><u>[Brief Description]</u></b>	<b><u>[Name/Role]</u></b>

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### **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 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 carbon reduction considerations and measures.

### **Related Documents:**

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## **Carbon Reduction Plan**

### **1. Introduction**

Lineofsight Consulting 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. However, we recognise 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.**

### **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 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**

- Track energy usage related to home office operations.
- Maintain records of travel emissions and seek to reduce unnecessary trips.
- Conduct an annual review to assess progress and identify further reduction opportunities.
- Align reporting with NHS carbon reduction commitments and relevant framework requirements.
- Establish Key Performance Indicators (KPIs) to measure carbon reduction progress, such as:
  - Percentage reduction in home office energy consumption.

- Number of virtual meetings replacing travel.
- Total carbon emissions from travel and reduction over time.
- Procurement of sustainable equipment and materials.
- **Reporting will be conducted annually 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.
- Completing 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 at board level, demonstrating our commitment to sustainability and compliance with 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 supplier<sup>1</sup> 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 Standard<sup>2</sup> and Guidance<sup>3</sup>, 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.

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

<sup>2</sup>Technical 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](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)

<sup>3</sup>Guidance 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](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: 27 February 2025

## Commitment to achieving Net Zero

Lineofsight Consulting 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: 2025</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
As a newly established business, we do not have historical emissions data. Therefore, we have set our baseline year as 2025, our first full year of operation will be from March 2025 to March 2026. We will refine our carbon baseline and emissions data as we gather more operational insights and develop reporting processes. <b>However, we are committed to achieving Net -Zero emissions by 2050 across all Scopes.</b>	
<b>Baseline year emissions: February 2025-2026</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>Scope 1 (Direct emissions: fuel combustion, company vehicles, etc.)</b> <ul style="list-style-type: none"><li>We are a consultancy business with no premises, company-owned vehicles or direct fuel use.</li><li><b>Therefore, our Scope 1 emissions will be zero. (0 tCO<sub>2</sub>e)</b></li></ul>
<b>Scope 2</b>	<b>Scope 2 (Indirect emissions: purchased electricity for office operations)</b>

	<ul style="list-style-type: none"> <li>• Our operations are home-based, meaning our electricity consumption is shared with domestic use.</li> <li>• We plan to estimate emissions based on the following calculation: <ul style="list-style-type: none"> <li>◦ UK average domestic electricity consumption: ~3,600 kWh/year</li> <li>◦ Emissions factor (2025 estimate): ~0.14 kgCO<sub>2</sub>e per kWh</li> <li>◦ Estimate for two employees: ~1 tCO<sub>2</sub>e total</li> </ul> </li> <li>• We will refine this estimate as operations progress.</li> </ul>
<b>Scope 3</b> (Included Sources)	<p>Scope 3 (Other indirect emissions: travel, purchased services, etc)</p> <p>Our main Scope 3 emissions will be from:</p> <ul style="list-style-type: none"> <li>• Business travel (e.g., train/taxi to NHS sites)</li> <li>• Employee home office heating (1x gas and 1x electric)</li> <li>• Cloud services, broadband &amp; digital tools</li> <li>• Procurement-related emissions, which are minimal given our service-based operations.</li> </ul> <p>To estimate emissions we will consider the following:</p> <ul style="list-style-type: none"> <li>• Travel: number of trips per year, distance travelled and mode of transport.</li> <li>• Home office heating: we will determine the energy consumption for both gas and electricity, then convert this into CO<sub>2</sub>e emissions using UK Government conversion factors.</li> <li>• IT &amp; Cloud services based on usage hours and the amount of stored data.</li> <li>• Small scale procurement of items such as new devices phones, laptops etc</li> </ul> <p>We will refine our Scope 3 calculations as more data becomes available.</p>
<b>Total Emissions</b>	Not yet calculable due to business having started in February 2025.

## Current Emissions Reporting

### Reporting Year:

As a newly established business on 26 February 2025 we do not have current emissions data at the time of the SBS Framework application. We have however, partnered with and contracted Green Small Business to help us calculate our emissions moving forward. We will refine our



carbon baseline and emissions data as we gather more operational insights and develop reporting processes.

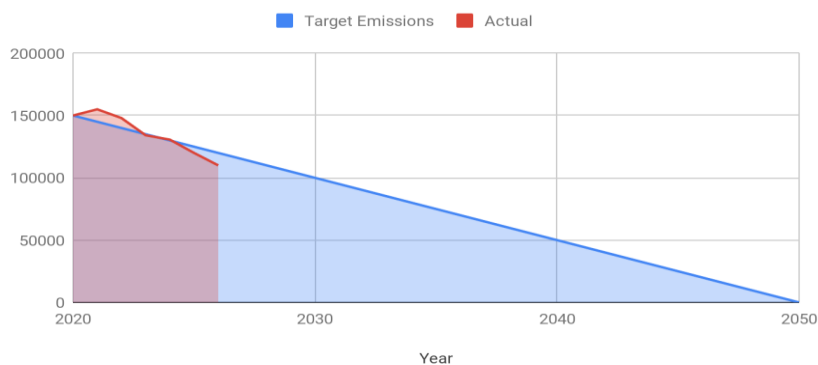
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	XX
Scope 2	XX
Scope 3 (Included Sources)	XX
Total Emissions	XX

## Emissions reduction targets

Due to our business being newly formed we have not yet assessed our baseline emissions or adopted carbon reduction targets. However, we have already developed a comprehensive Carbon Reduction Plan and have partnered with Green Small Business to support us in our objective of achieving Net Zero by 2050. Once we have baseline emissions we will set out reduction targets to achieve this.

Progress to achieve these targets will be illustrated graphically using the required government templates and illustrations.

Carbon Reduction: Projected vs. Actual



## Carbon Reduction Projects

### Lineofsight Consulting Carbon Reduction Plan

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#### 6. **Conclusion**

This Carbon Reduction Plan reflects Lineofsight Consulting's commitment to environmental responsibility, adherence to NHS sustainability requirements and commitment to achieving Net Zero emissions by 2050 across all scopes. 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 at board level, demonstrating our commitment to sustainability and compliance with net-zero requirements. This approval ensures that carbon reduction remains a strategic priority, with ongoing oversight to track progress and implement necessary actions.**

## 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>4</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>5</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>6</sup>.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

*Signed on behalf of the Supplier:*

Emily Glover - Sustainability Lead and Partner

John Murray - Managing Partner

Date: 27/02/25

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

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

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