

Carbon Reduction Plan

Version:	7
Name & job title of policy owner	Julia Ward Head of Support Services
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1. Commitment to Achieving Net Zero

LifeLine Community Projects is committed to supporting the NHS Net Zero ambition to become the world's first Net Zero health service.

In accordance with the NHS Terms and Conditions for the Provision of Services and the [NHS Net Zero Supplier Roadmap](#), and to meet the requirements of [PPN 06](#), LifeLine Community Projects will:

- Maintain a CEO-approved and publicly available Carbon Reduction Plan
- Measure and reduce greenhouse gas emissions associated with our operations
- Report progress through the [NHS Evergreen Sustainable Supplier Assessment](#) when required
- Appoint a senior-level Net Zero Champion responsible for delivery and governance
- Integrate sustainability considerations into service delivery, procurement, travel, facilities management and community engagement.
- Monitor, report and reduce Scope 1, Scope 2 and Scope 3 emissions as part of our wider environmental sustainability objectives and Carbon Reduction Plan.
- Review progress annually against established baselines and reduction targets to support continual improvement in environmental performance.

2. Net Zero Contract Champion

LifeLine Community Projects has appointed the Head of Support Services as LifeLine's Net Zero Contract Champion.

The Net Zero Contract Champion is responsible for overseeing the implementation, monitoring and continuous improvement of the organisation's Carbon Reduction Plan and ensuring compliance with NHS Net Zero requirements and contractual obligations.

3. Organisational Profile

LifeLine's activities primarily comprise:

- Office-based operations
- Nursery-based services
- Community-based services
- Staff travel within London boroughs
- Procurement of supplies, IT equipment and contracted services.

As a Charity, our environmental impact is relatively modest, but we recognise our responsibility to reduce emissions and support sustainable healthcare delivery.

4. Carbon Reduction Objectives

LifeLine Community Projects is currently collecting and analysing the data required to establish a greenhouse gas emissions baseline.

Upon completion of the baseline assessment, LifeLine Community Projects will publish on the LifeLine Projects website, a Carbon Reduction Action Plan. The timeline for this is as follows:

- Complete a carbon emissions baseline assessment by July 2027.

- Identify and quantify Scope 1, Scope 2 and relevant Scope 3 emissions (see section 8 for scope definitions).
- Establish evidence-based carbon reduction targets by September 2027.
- Develop and implement a Carbon Reduction Action Plan based on baseline findings by November 2027.
- Monitor emissions annually and report progress through governance arrangements established under this policy.
- Review targets annually to ensure they remain achievable and aligned with NHS Net Zero requirements.

5. Responsibilities

5.1 Chief Executive Officer

The Chief Executive Officer has overall accountability for the effective implementation of this policy and will:

- Provide leadership and strategic oversight of the organisation's environmental sustainability commitments.
- Approve the Carbon Reduction Policy and any subsequent revisions.
- Ensure appropriate resources are available to support the implementation of the Carbon Reduction Plan.
- Receive assurance regarding progress against carbon reduction objectives and targets.
- Promote a culture of environmental responsibility across the organisation.

5.2 Head of Support Services

The Head of Support Services is the designated Net Zero Contract Champion and is responsible for the operational delivery, monitoring and reporting of the organisation's carbon reduction commitments.

Responsibilities include:

- Leading the implementation of the Carbon Reduction Policy and subsequent Carbon Reduction Plan.
- Establishing and maintaining the organisation's carbon emissions baseline.
- Coordinating the collection, monitoring and reporting of Scope 1, Scope 2 and Scope 3 emissions data.
- Developing and monitoring carbon reduction objectives, targets and action plans.
- Producing annual reports on progress against the Carbon Reduction Plan.
- Acting as the principal contact for NHS commissioners and external stakeholders in relation to Net Zero and sustainability requirements.
- Coordinating completion of the NHS Evergreen Sustainable Supplier Assessment where required.
- Ensuring compliance with relevant environmental legislation, guidance and contractual requirements.
- Reporting progress and risks to the Chief Executive Officer and Senior Management Team.

5.3 Managers

Managers are responsible for implementing this policy within their areas of responsibility and will:

- Support the delivery of the Carbon Reduction Plan.
- Promote sustainable working practices within their teams.
- Encourage the efficient use of energy, water and other resources.
- Identify opportunities to reduce waste and carbon emissions.
- Support the collection of environmental performance data where required.
- Ensure employees understand their responsibilities under this policy.

5.4 Employees and Volunteers

All employees and volunteers are responsible for supporting the organisation's environmental sustainability objectives and will:

- Comply with the requirements of this policy.
- Use energy, water and other resources responsibly.
- Minimise waste and maximise recycling opportunities.
- Consider sustainable travel options where operationally appropriate.
- Support initiatives designed to reduce the organisation's environmental impact.
- Report opportunities for improving environmental performance to their line manager.

5.5 Suppliers and Contractors

LifeLine Community Projects expects suppliers and contractors, where appropriate, to:

- Support the organisation's sustainability objectives.
- Comply with applicable environmental legislation and standards.
- Seek opportunities to reduce the environmental impact of the goods and services they provide.
- Provide relevant sustainability information where requested to support NHS reporting requirements and Scope 3 emissions monitoring.
- Work collaboratively with the organisation to support continuous environmental improvement.

6. Implementation and monitoring

6.1 Implementation

Once approved, this policy will be available on SharePoint and the previous versions of the policy and associated documents removed. LifeLine Projects maintains an electronic archive of all policy documents.

6.2 Process for Monitoring Implementation and Effectiveness

For this policy, the following monitoring processes will be implemented:

Standard	Monitoring Method	Frequency	Responsibility
Carbon emissions data collected and recorded	Review of energy, fuel and travel data	By July 2027	Net Zero Contract Champion
Compliance with NHS Net Zero requirements	Review of contractual and regulatory obligations	Annually	
Carbon Reduction Plan implementation	Review of action plan delivery	Quarterly from February 2028	
Evergreen Sustainable Supplier Assessment	Assessment completion and submission	As Required	

7. References

The following documents and guidance have informed the development of this policy:

- [NHS Net Zero Supplier Roadmap](#)
- [NHS Evergreen Sustainable Supplier Assessment](#)
- [UK Government Greenhouse Gas Reporting Conversion Factors](#)

8. Definitions

Carbon Dioxide Equivalent (CO ₂ e)	A standard unit used to measure greenhouse gas emissions based upon their global warming potential relative to carbon dioxide.
Carbon Reduction Plan	A documented plan setting out an organisation's emissions baseline, reduction targets and the actions that will be undertaken to achieve those reductions.
Net Zero	A state where greenhouse gas emissions produced by an organisation are balanced by emissions removed from the atmosphere, resulting in no net increase in atmospheric greenhouse gases.
Scope 1 Emissions	Direct greenhouse gas emissions from sources owned or controlled by the organisation. Scope 1 emissions include: • Natural gas used for heating and hot water systems; • Refrigerant losses from air conditioning and refrigeration systems.
Scope 2 Emissions	Indirect greenhouse gas emissions associated with the generation of purchased electricity, heating or cooling consumed by the organisation. Scope 2 emissions include: • Electricity used for lighting; • Heating, ventilation and air conditioning systems; • IT equipment and appliances; • Other electrical systems and equipment located within organisational premises.
Scope 3 Emissions	All other indirect emissions arising as a consequence of organisational activities, including business travel, employee commuting, waste management and procurement activities. Scope 3 emissions include: • Business travel undertaken in employee-owned vehicles; • Rail, taxi and air travel for business purposes; • Employee commuting; • Waste disposal and recycling activities; • Water consumption and wastewater treatment; • Purchased goods and services; • Supplier and contractor activities associated with the delivery of organisational services.

9. Version Control

Version	Date	Author(s)	Status	Comment
1	February 2009	Not known	Approved	Environmental Policy
2	Not known	Not known	Approved	Environmental Policy
3	September 2011	Not known	Approved	Environmental Policy
4	December 2015	Julia Ward	Approved	Policy re-write and title changed to Sustainable Development.
5	April 2017	Julia Ward	Approved	Policy update
6	June 2020	Julia Ward	Approved	Policy update
7	June 2026	Julia Ward	Approved	Policy re-write and title changed in line with NHS contract requirements (278, 290 and 292)