

alinea consulting LLP

Qualifying Explanatory Statement

in support of the

**Achievement of and Ongoing Commitment
to Carbon Neutrality**

Application Period: 1st May 2020 to 30th April 2021

Date: 11th November 2021

1. Executive Summary

This document is the Qualifying Explanatory Statement (QES) which provides collected evidence in support of the declaration that alinea consulting llp:

1. has achieved carbon neutrality for its whole business for the period commencing 1st May 2020 to 30th April 2021 (see Section 3); and
2. is committed to maintaining carbon neutrality for its whole business (see section 4).

The carbon neutrality declaration has been made and the collected supporting evidence has been provided in accordance with the requirements prescribed by PAS 2060:2014 – Specification for the demonstration of carbon neutrality.



Equity Partner

14th October 2021

2. General information

PAS 2060 Requirement	Information Relating to the Carbon Neutral Declaration
Entity making PAS 2060 declaration:	alineia consulting LLP
Subject of PAS 2060 declaration:	All Operations (Whole firm based at 90 Cannon Street, London, EC4N 6HA). Includes emissions from Scope 1, Scope 2 and select scope 3 categories (5,6,7)
Description of Subject:	alineia consulting LLP is a firm of Quantity Surveyors / Construction Cost Consultants based in London. The firm predominantly provides its services to Clients who have construction projects in London and the

	South East of England. The business was formed in 2013 and has grown to approximately 105 employees.
Rationale for selection of the subject:	We consider that it is appropriate that our whole firm is the subject for our assessment to become Carbon Neutral and we are as a whole firm committed to Carbon Neutrality. As a firm we signed up to the SME Climate Hub in January 2021 making the commitment, we have engaged with Cundall to undertake a Materiality Review in 2021 to help set our ESG strategy, we have joined UKGBC and we are actively involved with BEIS helping drive their net zero and climate initiatives.
Control approach:	Operational Control
Type of conformity assessment:	Independent third-party certification (see Appendix 2)
Baseline date for PAS 2060 programme:	1 st May 2020 to 30 th April 2021
Individuals responsible for evaluation and provision of data necessary for declaration:	Paul Montgomery, Partner

3. Declaration of achievement to carbon neutrality

PAS 2060 Requirement	Information Relating to the Carbon Neutral Declaration
Declaration of achievement:	Carbon neutrality of all operations achieved by alinea consulting LLP in accordance with PAS 2060 at 11 th November 2021 for the period commencing 1 st May 2020 to 30 th April 2021, certified by the Carbon Trust.
Recorded carbon footprint of the subject during the period stated above	166.04 (<i>tCO₂e</i>) See section 3.2 for further details.
Carbon offsets purchased	167 (<i>tCO₂e</i>) See section 3.4 for further details.

3.1 Carbon footprint methodology

PAS 2060 Requirement	Information Relating to the Carbon Neutral Declaration
<p>Description of the standard and methodology used to determine GHG emissions and reductions</p>	<p>The methodology for calculating the carbon footprint was as follows: The calculations of our footprint are contained in the spreadsheet FY08 Carbon Data Capture Information RevE.</p> <p>Scope 1</p> <p>The gas used in our office to provide heating is procured and managed by our landlord. This is for both the landlord and common areas, there is no gas used directly by us as tenants. The landlord charges a linea for our proportion of the gas used based upon the space that we take in the building and recovers the cost through the service charge. The landlord provided full breakdown of the gas consumption for the building and a pro rata calculated based upon our percentage of the offices lettable area. This calculation provided a total of 150,768kWh. An Emission Factor of 0.18387kgCO₂e/kwh was applied from https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2020.</p> <p>From this calculation a total of 27.72 tonnes CO₂e was arrived at.</p> <p>Scope 2</p> <p>Our electricity use is similarly provided by our landlord. This is split for landlord areas (which is based upon a pro rata of our space taken) and on the metered tenanted area. The landlord electrical use was calculated based upon the amount within our service charge divided by the cost per kWh to equate to 154,700kWh. The metered tenanted supply readings were provided to us by the landlord and equated to 142,398kWh. The landlord confirmed and provided the certificate to demonstrate that the electricity is procured from renewable energy sources.</p> <p>Using the location based methodology we used the Carbon Trusts online calculation tool https://www.carbontrust.com/resources/sme-carbon-footprint-calculator?utm_source=SME%20Carbon%20Footprint%20Calculator&utm_medium=tools-library&utm_campaign=SMECH to calculate a total of 67.58 tonnesCO₂e.</p> <p>Using the market based methodology because the electricity is sourced from renewables the calculation is 0 tonnes CO₂e.</p> <p>Scope 3 – Business Travel</p> <p>The business travel has been calculated based upon the spend categories claimed by the employees against bus, rail, light rail / tube, car, taxi, parking, flights and hotels. The total spend was input into the Quantis Greenhouse Gas Protocol Scope 3 Calculator as recommended on the GHG website. The result confirmed 6.20 tonnes CO₂e.</p> <p>Scope 3 – Employee Commuting</p> <p>A detailed calculation was undertaken on all of our employee’s commuting journeys. This was based upon distance by bus, light rail / tube, rail, car, taxi and flights. Due</p>

	<p>to the pandemic had a register of when the office was closed, when people were working from home and when people were commuting to the office. This enabled us to accurately calculate our total mileage distances for the year. We applied the distances within the GHG emissions calculation tool using the UK DEFRA dataset to calculate the carbon which equated to 5.25 tonnes CO₂e.</p> <p>Scope 3 – Waste Generated In Operations</p> <p>The landlord is responsible for the waste management within the building. They do not assess volume per tenant and therefore our calculation has to be based upon the proportion of the space that we take in the building. Our proportion of the waste was 10.1457tns. The landlord sends 29% for recycling and 71% to waste to energy. We applied the factors from https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2020 with the carbon equating to 0.22 tonnes CO₂e.</p> <p>Scope 3 – Homeworking</p> <p>As with the employee commuting noted above we had comprehensive data on the time our employees spent working at home. We used the ‘Homeworking Emissions Whitepaper’ produced by Ecoact in partnership with Lloyds and NatWest. The formulas enabled us to calculate the total electricity at 21,846kWh and the heating at 293,474kWh. We applied these the same factors noted in our Scope 1 and 2 calculations that resulted in 53.96 tonnes CO₂e and 5.09 tonnes CO₂e for fossil fuels and electricity respectively.</p> <p>This methodology was developed to be in accordance with the requirements of GHG Protocol, ISO 14064-1, HM Government Environmental Reporting Guidelines, etc.</p> <p>The provisions of the methodology for calculating the carbon footprint was applied as detailed and the principles set out in PAS 2060 were met.</p>
<p>Justification for the selection of the methodologies chosen</p>	<p>The above methodologies were chosen following advice from the Carbon Trust and Cundall on how to calculate our carbon footprint in the most accurate way based upon the base information available to us as an organisation.</p>

3.2 Carbon footprint breakdown

Carbon Footprint <i>(for latest footprinting year)</i>	Information Relating to the Carbon Neutral Declaration
Total Carbon Footprint	Location-based: 166.04 tCO ₂ e Market-based: 98.45 tCO ₂ e
Carbon Footprint Breakdown by Scope	Location-based: Scope 1: 27.72 tCO ₂ e Scope 2: 67.58 tCO ₂ e Scope 3: 70.71 tCO ₂ e Market-based: Scope 1: 27.72 tCO ₂ e Scope 2: 0 tCO ₂ e Scope 3: 70.71 tCO ₂ e
Scope 1 – Direct GHG Emissions:	Natural Gas: 27.72 tCO ₂ e
Scope 2 – Energy Indirect Emissions:	Location-based: Imported Electricity: 67.58 tCO ₂ e Market-based: Imported Electricity: 0 tCO ₂ e
Scope 3 – Other Indirect GHG Emissions:	Category 5 – Waste generated in operations 0.22 tCO ₂ e Category 6 – Business travel 6.20 tCO ₂ e Category 7 – Employee commuting 64.31 tCO ₂ e
Exclusions	<p>Scope 1 Fugitive Emissions: For this reporting period, refrigerant gas leakage data was not available since the F-gas logs do not contain recharge amounts. A service check will be conducted during the next reporting period and any leakage from this period will be included in the footprint.</p> <p>Due to limited visibility and data, other scope 3 categories have not been assessed and included. We will keep the boundary under review and consider the extension of this measurement to incorporate other relevant scope 3 categories in future.</p>

3.3 Carbon reduction – Not Applicable as First Certification

3.4 Carbon offsets

PAS 2060 Requirement	Information Relating to the Carbon Neutral Declaration
<p>Offset methodology</p>	<p>We are offsetting by purchasing offsets from the Climate Care Standard Portfolio namely:</p> <p>Aqua Clara Project Kenya – verified under Gold Standard GS Renewables – verified under Gold Standard Gyapa Stoves Project, Ghana – verified under Gold Standard Akbuk Wind Project, Turkey – verified under Gold Standard</p> <p>With all four providing voluntary carbon credits.</p>
<p>Offset Confirmation</p>	<p>The offsets generated represent genuine, additional GHG emission reductions elsewhere. Projects involved in delivering offsets meet the criteria of additionality, permanence, leakage and double counting. Carbon offsets are verified by an independent third-party verifier.</p> <p>The credits from the selected carbon offset projects are:</p> <ul style="list-style-type: none"> • only issued after the emission reduction has taken place. • retired within 12 months from the date of the declaration of achievement. • supported by publicly available project documentation on a registry which provides information about the offset project, quantification methodology and validation and verification procedures. • stored and retired in an independent and credible registry.
<p>Offsets</p>	<p>Full details of the carbon offsets included in making this declaration are provided in Appendix 1.</p>

4. Declaration of ongoing commitment to carbon neutrality

PAS 2060 Requirement	Information Relating to the Carbon Neutral Declaration
Declaration of on-going commitment:	alinea consulting LLP commits to maintain carbon neutrality for the whole firm in accordance to PAS 2060 for the period until we achieve Net Zero emissions which we have committed to achieve by no later than 2050.

4.1 Carbon management plan

PAS 2060 Requirement	Information Relating to the Carbon Neutral Declaration
Targets for GHG reduction for the defined subject appropriate to the timescale for achieving carbon neutrality	We aim to reduce our carbon footprint by at least 25% over the next 5 years, continue to reduce thereafter to achieve our goal of becoming a Net Zero organisation by no later than 2050.
Planned means of achieving and maintaining GHG emissions reduction	<p>We will: -</p> <ul style="list-style-type: none"> - Look to minimise business travel wherever possible; - Continue to encourage agile working to maintain a balance between office and homeworking; - Encourage our employees to use public transport for commuting journeys; - Look to further reduce waste in our office operations and increase proportion of waste that is recycled; - Encourage our employees to consider renewable energy sources for their homes
The offset strategy to be adopted	We will aim to achieve a carbon footprint less than that achieved as part of our calculation for May 2020 to April 2021 for the year 2021. We therefore hope to have to offset no more than 166.04 tCO ₂ e (location based) at the end of the next period. Scope 1, 2 and select Scope 3 (categories 5, 6, 7) emissions from all operations have been offset.

	<p>We will again look to align our offsets with the UN SDGs that are most aligned to our business as we have done so for this calculation.</p>
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Alinea Consulting LLP

HAS OFFSET

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TONNES OF CO₂

Through projects which tackle global climate change and improve people's lives.

By offsetting your emissions through ClimateCare you are supporting projects that make a measurable difference to people's lives as well as protecting the environment. Climate and development projects:



CREATE JOBS



IMPROVE HEALTH



SAVE FAMILIES
MONEY



PROTECT WILDLIFE



PRESERVE LOCAL
RESOURCES



FIGHT CLIMATE
CHANGE

Appendix 2: Independent third-party assurance



Carbon Neutral Label

alinea consulting LLP

has achieved carbon neutrality and is committed to on-going carbon neutrality of the total carbon footprint of its

Scope 1, 2 and select Scope 3 (Waste generated in operations, Business travel, Employees commuting (including Working-from-Home emissions))

Carbon Trust Assurance has certified that this company has met all of the requirements for using the Carbon Trust Carbon Neutral Label in relation to the 01/05/2020 – 30/04/2021 baseline period.



A full description of the scope of certification and a detailed list of certified results can be found in the associated Certification Letter CERT-13195

Awarded: [11/11/2021](#)

Valid Until: [10/10/2022](#)

for and on behalf of Carbon Trust Assurance Ltd,

Hugh Jones, Managing Director



Certificate of Achievement

alinea consulting LLP

has achieved carbon neutrality related to the 01/05/2020 – 30/04/2021 baseline period and is committed to on-going carbon neutrality of the total carbon footprint for

Scope 1, 2 and select Scope 3 (Waste generated in operations, Business travel, Employees commuting (including Working-from-Home emissions))

Carbon Trust Assurance Limited certifies that this company has correctly calculated its carbon footprint for the year 01/05/2020 – 30/04/2021 and satisfactorily offset this to achieve carbon neutrality, in accordance with:

- PAS 2060:2014 – Specification for the demonstration of carbon neutrality

A detailed list of certified results can be found in the associated Certification Letter CERT-13195

Awarded: **11/11/2021**

Valid Until: **10/10/2022**

for and on behalf of Carbon Trust Assurance Ltd,

Hugh Jones, Managing Director

Paul Montgomery
alinea consulting LLP
90 Cannon Street
London
EC4N 6HA
United Kingdom

11/11/2021

Dear Paul,

Re: Carbon Trust Assurance Limited - your successful Certification

I am delighted to confirm that alinea consulting LLP has successfully achieved carbon neutrality for its Scope 1, 2 and select Scope 3 emissions (Waste generated in operations, Business travel, Employees commuting (including Working-from-Home emissions)) in accordance with PAS 2060.

I have great pleasure in enclosing your certification letter and certificate of achievement. We would like to encourage you to display these certificates in your office to help promote your achievement. Key information about your assessment, including details of the boundary and certification dates, can be found in the certification letter. Please keep in mind that the certification period relates to the 01/05/2020 – 30/04/2021 baseline period and recertification will be due next year for the 01/05/2021 – 30/04/2022 footprint.

Please contact us if you need any assistance continuing on with your footprinting and carbon management work.

You and your marketing and communications colleagues (where possible) will also receive an email with suggestions of how your organisation could use a Carbon Label to promote alinea consulting LLP's achievement to customers, staff, and other stakeholders. If you have any queries, please contact your client manager, Tiphaine Aries, by telephone on 02078324682 or by email at Tiphaine.Aries@carbontrust.com and she will endeavour to help you.

Thank you again for all your efforts in tackling climate change and congratulations to everyone at alinea consulting LLP on achieving this certification; if you need any further assistance please don't hesitate to contact Tiphaine Aries.

Yours sincerely,



Hugh Jones, Managing Director



Carbon Trust Assurance Limited
Dorset House
Stamford Street
London
SE1 9NT

Paul Montgomery
alinea consulting LLP
90 Cannon Street
London
EC4N 6HA
United Kingdom

11/11/2021

Carbon Neutrality Certification Letter

Certificate Number: CERT-13195

Dear Paul,

Carbon Trust Assurance Limited (**The Company**) certifies that:

alinea consulting LLP (**You**) has achieved carbon neutrality and is committed to on-going neutrality of the total carbon footprint of its operations in accordance with:

- PAS 2060:2014 – Specification for the demonstration of carbon neutrality

Carbon Footprint Calculation Methodology

The carbon footprint of the boundary was calculated using a recognised methodology that was based on the following documents:

- Greenhouse Gas Protocol A Corporate Accounting and Reporting Standard;
- Greenhouse Gas Protocol Corporate Value Chain (Scope 3) Accounting and Reporting Standard; and
- Defra Environmental Reporting Guidelines

CARBON TRUST ASSURANCE LIMITED

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Carbon Trust Assurance Limited is registered in England and Wales
(no. 06547658) at 4th Floor Dorset House, 27-45 Stamford Street, London SE1 9NT, UK

Certification Footprint Results

The following carbon footprint has been submitted to support the carbon neutral claim. This footprint has been previously verified by Carbon Trust Assurance Ltd.

Company	Boundary	Footprint Period	Net tCO ₂ e
alinea consulting LLP	Scope 1, 2 and select Scope 3 (Waste generated in operations, Business travel, Employees commuting (including Working-from-Home emissions))	01/05/2020 – 30/04/2021	166.04 (location-based)

Carbon Offsetting

Carbon credits have been retired that offset the carbon emissions from alinea consulting LLP's operations between 01/05/2020 – 30/04/2021.

Company	Origination Programme	Registry	Application period	Credits retired
ClimateCare	Gold Standard	https://registry.goldstandard.org/credit-blocks?q=&page=1	01/05/2020 – 30/04/2021	167

Carbon Reduction Plan

alinea consulting LLP has satisfactorily completed a CO₂e footprint management plan for 01/05/2020 – 30/04/2021 and subsequent years in accordance with the requirements of PAS 2060:2014. alinea consulting LLP has committed to reducing the total carbon footprint of alinea consulting LLP's activities. This will be achieved through: minimising business travel wherever possible; encouraging agile working to maintain a balance between office and homeworking; encouraging employees to use public transport for commuting journeys;

reducing waste in office operations and increasing the proportion of waste that is recycled; and encouraging employees to consider renewable energy sources for their homes.

Level of Assurance

This certification was carried out to a Limited Level of Assurance.

Materiality

It has been verified that all material non-conformities identified during the sampling performed on the footprint models submitted have been closed. If at any time and for whatever reason You or the Company identify any further non-conformities, the terms described in point 9 of the Description of Service and General Terms and Conditions will apply. It is also your duty to promptly inform the Company in writing.

Provision for Material Discrepancy

The Company has performed the certification in accordance with the applicable material discrepancy threshold: Where individual or the aggregate of actual errors, omissions or misrepresentations affect the final footprint result by the equivalent of 5% or more they are predetermined to be a material discrepancy and therefore a non-conformity.

Baseline Period

The baseline period for this carbon neutrality certification relates to the 12 months between 01/05/2020 – 30/04/2021.

We will be in touch with you after the second application period to discuss your communications and reduction plans as well as re-certification. However, if you have any questions or would like to look into re-certification at any time, please feel free to get in touch with us.

Suspended Non-conformities

There were no suspended non-conformities.

Communications

In accordance with PAS 2060:2014 You are permitted to communicate the certified results, as set out overleaf:

- alinea consulting LLP may claim to be carbon neutral based on its successful achievement of neutrality of its 01/05/2020 – 30/04/2021 *baseline period* in accordance with PAS 2060:2014.
- In accordance with PAS 2060:2014, You can make claims about your commitment to reduce the footprint of the factory. However, these future claims should not imply that actual reductions have already taken place.

Any claims or communication made during the Certification Period shall comply with PAS 2060:2014. It should also be clear in the communications that these results are only valid for Scope 1, 2 and select Scope 3 (Waste generated in operations, Business travel, Employees commuting (including Working-from-Home emissions)). Any communications, other than those listed above, shall be submitted to the Company for prior approval and may be documented in an Annex of this Certification Letter at the Company's discretion.

For and on behalf of
Carbon Trust Assurance Limited



Hugh Jones
Managing Director

Appendix 3: Additional supporting information for interested parties

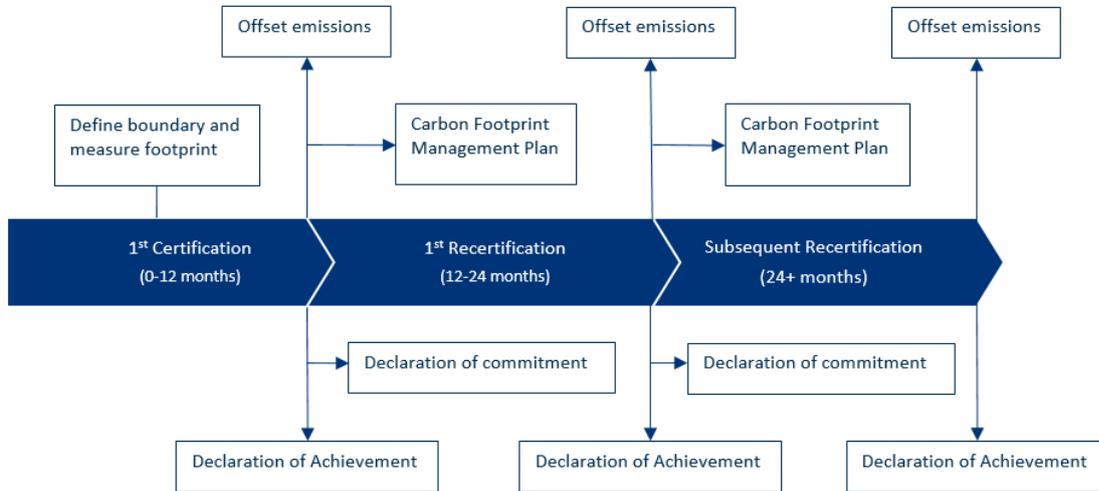


Figure 1. PAS 2060 certification process

Source: Carbon Trust. Adapted from “BSI - PAS 2060:2014: *Specification for the demonstration of carbon neutrality: Figure 1 – Illustration of the cyclical process for demonstrating carbon neutrality, taking into account permitted baseline period exceptions*”. [Simplified version]

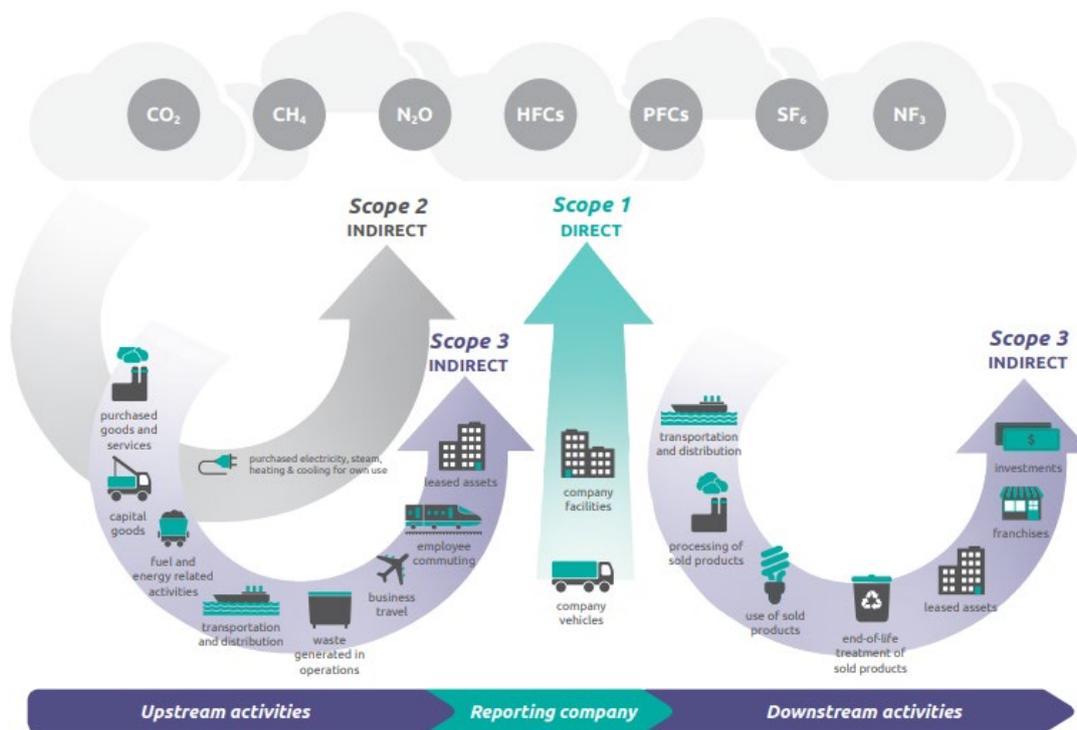


Figure 2. Organisational carbon footprinting

Source: Greenhouse Gas Protocol: <http://ghgprotocol.org/>