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Cabinet Office

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, as a condition of participation, to submit a CRP which details their organisational carbon footprint and confirms their commitment to achieving net zero by 2050.

CRPs are to be completed by the bidding supplier 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.[11]

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 CRP 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[12] and Guidance, 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
- 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 CRP may only be a temporary measure to satisfy this particular condition of participation.

The CRP 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 objectives of the CRP within their strategic plans.

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

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[11] 'Bidding supplier' or 'bidding entity' means, for the purpose of this guidance, the organisation with whom the Contracting Authority will enter into a contract if it is successful.

[12] https://www.gov.uk/government/publications/ppn-006-guidance-on-taling-account-of-carbon-redcution-plans-adopting-and-applying-conditions-of-participation-html

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Carbon Reduction Plan

Supplier name	Pembrokeshire College
Publication date	January 2026

Commitment to achieving net zero

Pembrokeshire College 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: August 2018 to July 2019
Additional details relating to the baseline emissions calculations:
Academic year 2018/19 (August 2018 to July 2019) Scope 1 includes gas and fleet emissions. Scope 2 includes electricity emissions. Scope 3 includes water, business travel, waste and supply chain. Please note the 2018/19 data does not include employee commuting, homeworking or business travel on flights as this data is not available. The 2024/25 scope 3 data includes employee commuting, homeworking and business travel from flights. The College has been actively working to improve the completeness and accuracy of its carbon emissions reporting since 2019.

Baseline year emissions:	
Emissions	Total (tCO2e)
Scope 1	349.5
Scope 2	394.5
Scope 3 (included sources)	2,089.8
Total emissions	2,833.8

Current emissions reporting

Reporting year: August 2024 to July 2025

Emissions	TOTAL (tCO2e)
Scope 1	257.9
Scope 2	228.8
Scope 3 (included sources)	2,327.6
Total emissions	2,814.3

Please note the Welsh Government's carbon net zero reporting guidance has been used to calculate emissions which is based on GHG Reporting Protocol corporate standard and uses the appropriate government emission conversion factors for greenhouse gas company reporting.

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 from scope 1 and 2 will decrease over the next five years to 50 tCO2e by 2031. This is a reduction of 11%.

Carbon reduction projects

Completed carbon reduction initiatives

The following environmental management measures and projects have been completed or implemented since the 2018/19 baseline. The carbon emission reduction achieved by these schemes equate to 772.3 tCO2e, a 27.25% reduction against the 2018/19 baseline and the measures will be in effect when performing the contract. This is based on scope 1, scope 2 and scope 3 (water, business travel, waste, supply chain and excluding flights, commuting and homeworking as data is not available for the latter 3 for 2018/19).

- Certified to Level 5 of the Green Dragon Environmental Management Standard
- All electricity purchased from April 2026 is from clean renewables (UK wind, solar and/or hydro renewable sources only)
- Replacement of all lighting to LED across the college estate
- Replacement of the main building boilers with more efficient models
- A window replacement scheme was undertaken across the main building
- 16 electric vehicle charging points were installed
- 50kW PV on ILS building, 85 kW PV on new engineering build, 200 kW PV on main building, 100 kW PV on TIC
- Air source heat pump installed in new engineering build and ILS building at Withybush
- Zero waste to landfill, general waste is now processed through an energy from waste facility
- New electric car and van purchased

- 2 gas fryers were replaced with electric fryers
- The College have participated in the Welsh government's public sector carbon reporting scheme since inception which has improved the way we monitor and report emissions
- Sustainability strategy drafted and approved
- The Welsh government's waste separation legislation was fully implemented in 2024
- IT equipment has been upgraded with more efficient models across the college estate
- 'Failure to meet sustainability and carbon net zero commitments' was added to the College's corporate risk register.

Future carbon reduction initiatives

In the future we hope to implement further measures such as:

- Additional 50 kW PV to be added to main building, operational from September 2026
- Electric hot water boilers to be installed during refurbishment project to reduce gas usage, operational from September 2026 for one wing of building
- Improved building management control system to one wing of building as part of refurbishment
- Installation of rainwater gardens as part of refurbishment project, operational from 2026
- Improved building management control system across whole College
- Moving all hot water boilers from gas to electric
- Undertake feasibility study of moving away from gas heating.

Declaration and sign off

This Carbon Reduction Plan has been completed in accordance with PPN 006 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[13] and uses the appropriate government emission conversion factors for greenhouse gas company reporting.[14]

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements (where required), 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.[15]

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:



Date: …30/01/2026……

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[13] https://ghgprotocol.org/corporate-standard
[14] www.gov.uk/government/collections/government-conversion-factors-for-company-reporting
[15] https://ghgprotocol.org/standards/scope-3-standard