

<b>Policy/Document/Procedure Title</b>	CPR001 Carbon Reduction Plan	
<b>Review Cycle</b>	Annual	
<b>Responsible Department</b>	Property Services Department	
<b>Procedure *Owner (*Overall responsibility)</b>	Head of Property Services	
<b>Responsible *Person (if different to above)</b> *responsibility for communicating changes and staff training where appropriate	Energy and Environment Officer	
<b>Supplier Name:</b>	College of West Anglia	
<b>Publication Date:</b>	28 <sup>th</sup> January 2025	
<b>Revision Record</b>		
<b>Rev. No.</b>	<b>Date of Issue</b>	<b>Details and purpose of Revision:</b>
V1	January 2025	Not a revision – this is the first version of the document.

### **Equality Impact Assessment**

Whenever a policy is reviewed or changed, it's impact assessment also must be updated. The Equality Act 2010 seeks to simplify discrimination law and introduced statutory duties to promote equality whereby The College of West Anglia must, in the exercise of its functions, pay due regard to the need to promote equality in relation to the protected characteristics.

**Could any staff or students be adversely impacted by this policy/process? If yes give details and how this will be mitigated:**

1. Our transport policy will discourage single driver journeys but incentives and alternatives will be provided. Consideration will be given to medical conditions.
2. Buildings will be closed down during summer periods – but alternative locations will be made available to staff and students.
3. Room temperatures may be reduced but consideration will be given to medical conditions.

Date:	Action and Monitoring:

**E, D & I Statement**

This procedure has been reviewed in line with the Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual Orientation and Disability. We will continue to monitor this procedure to ensure that it allows equal access and does not discriminate against any individual or group of people.

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### 1 Commitment to Achieving Net Zero

CWA is committed to achieving Net Zero emissions by 2050.

### 2 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:</b>	2009-10		
<b>Additional Details relating to the Baseline Emissions calculations:</b>	Historic baseline deviates from the requirements under this measure as limited Scope 3 emissions reporting.		
<b>Baseline Year Emissions:</b>			
<b>EMISSIONS</b>		<b>TOTAL (tCO<sub>2</sub>e)</b>	
<b>Scope 1</b>	987 Gas + 807 Oil= 1,794	<b>Scope 2</b>	2,219 Electricity
<b>Scope 3 (Included Sources)</b>		285 (Only business travel emissions).	
<b>Total Emissions</b>		4,298	

### 3 Current Emissions Reporting

<b>Reporting Year:</b>	2022-23.	<b>Additional Information and Comments:</b>	We are still working on the 2023-24 period, which ended on July 31 <sup>st</sup> 2024. This equates to the College's financial year. (The more recent draft figures for 23-24 are given in brackets, as subject to Senior Management Team approval.)
<b>TOTAL (tCO<sub>2</sub>e)</b>			
<b>Scope 1</b>	619 Gas +17 owned transport = 635 (625 gas+14 owned transport= 639)		
<b>Scope 2</b>	592 electricity (608)		
<b>Scope 3 (included sources)</b>	48 Business miles (56 business miles+ 2 waste).		
<b>Total Emissions:</b>	1,275 (1,306)		

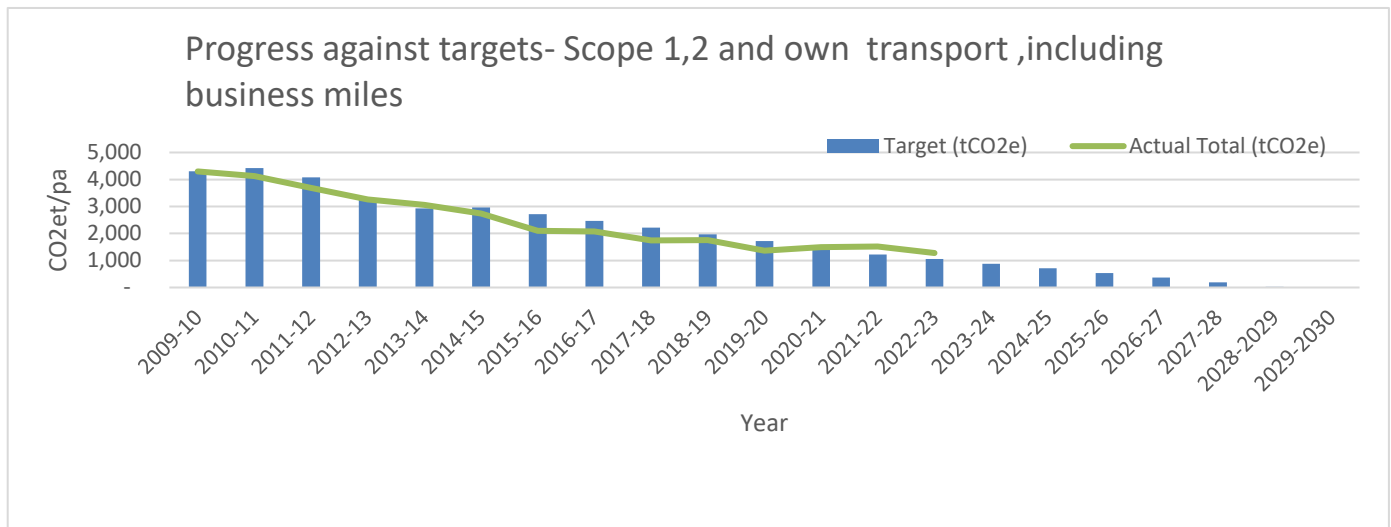
### 4 Emissions Reduction Targets

To continue our progress to achieving Net Zero, we have adopted the following Carbon Reduction Targets. We have adopted the Association of College Targets. See: <https://www.aoc.co.uk/news-campaigns-parliament/aoc-campaigns/current-campaigns/green-college-commitment>. Our target is that Scope 1 and 2 Carbon emissions will decrease over the next five years to zero tCO<sub>2</sub>e by 2030. This is a reduction from 80% of baseline for 2023-2024 to 100% of baseline. This equates to 45 reduction a year.

We have not yet developed all the monitoring systems for Scope 3 reporting but are working with the Environmental Association of Universities and Colleges to try and address this.

Area	Target	Definition
Scope 1	0% by 2030	Direct greenhouse gases (GHG) emissions from sources owned or controlled by the college, for example: gas consumption and owned transport.
Scope 2	0% by 2030	Indirect GHG emissions associated with electricity, head or steam purchased by the college, for example: purchased electricity.
Scope 3	Down by 2030 0% by 2050	All other indirect GHG emissions associated with extraction and production or purchased materials, fuels and services.

Progress against these targets can be seen in the graph below:



## 5 Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2009-10 baseline. The carbon emission reduction achieved by these schemes equate to 3,022 tCO<sub>2e</sub>, a 70%ge reduction against the 2009-10 baseline and the measures will be in effect when performing the contract:

- Aged, energy inefficient, building stock demolished at our King’s Lynn and Wisbech campuses.
- Tower block and Front block at King’s Lynn refurbished to include energy efficient measures such as cladding and new heating systems.
- King’s Lynn and Wisbech Technology buildings, were built to include biomass boilers.
- Heat Decarbonisation Plan developed with Dukefield energy consultants in February 2022, funded by Salix Low Carbon Skills Fund. This along with the targets was signed off by the Senior Management Team on 7 March 2022.
- New University Building at King’s Lynn, built to high energy standards.
- Building shutdowns enforced over summer and Christmas periods.
- LED lighting installed as lights are replaced.
- Promoting on-line meetings, rather than driving to different campuses.
- Hybrid fleet vehicle for shuttle run from King’s Lynn to Wisbech.
- Continue to report SECR.

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

- Continue to try to implement our Heat Decarbonisation Plan and apply for relevant funding.
- Work continues optimising our BMS and managing our buildings carefully during out of hours and non-term time, aided by our in-house mechanical services engineer.
- Develop our esight energy data monitoring system to find areas of wastage.
- We are continuing our programme of replacing older lighting with LEDs.
- Efforts were made to maximise the use of biomass fuel at King’s Lynn, but the Wisbech biomass boiler proved more problematic, and work continues with this.
- Smaller gas boilers at our Milton site have been replaced with electric boilers. Work is progressing on our energy data management system too.
- Our business mileage rate allows an extra 5 pence a mile if a passenger is taken. This has been publicised more widely and may assist in reducing business miles.
- Work has started on collating refrigerant gas, Scope 1 emissions, which will add to our reported emissions.
- New Green Skills centres are being developed at our King’s Lynn and Wisbech Campuses, which will lead to more environmental training of our staff, which will assist the College in energy efficiency and carbon reduction measures.
- More detailed reporting of Scope 3 emissions will be developed. This will entail using Mobilityways for the staff commuting.
- A new Staff Liftshare scheme is being implemented in 2025 to reduce our Scope 3 emissions from commuting. Staff will also be given Personalised Travel Plans, and we are investigating a bike rental scheme under the Cycle to Work Scheme.
- Our new food purchasing system should allow carbon reporting.
- Need to work with Finance to develop Scope 3 estimates based on turnover.
- Continue working on waste carbon footprint, which we have provisionally calculated for 2024/25.

## 6 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 Plan. Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol Corporate Standard\* and uses the appropriate Government emission conversion factors for greenhouse gas company reporting\*\*.

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\*\*\*. Note: The reporting of Scope 3 emissions are limited in the College guidance.

<https://www.gov.uk/government/publications/college-corporation-financial-management-good-practice-guides/streamlined-energy-and-carbon-reporting-for-college-corporations>

<b>Scope 3</b> <i>(other indirect emissions)</i>	Emissions because of the corporation’s actions where the source is not owned or controlled. For example: business travel in private cars.	Energy use and related emissions from business travel in hire or employee-owned vehicles where staff purchase fuel.
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\*<https://ghgprotocol.org/corporate-standard>

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

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

CWA reports the above Scope 3 emissions. This is not the whole list required by this CRP. The CRP should include UK emissions for Scope 1 and Scope 2, along with the subset of five Scope 3 emission categories:

- Business Travel.
- Employee Commuting.
- Waste generated in Operations.
- Upstream Transportation and Distribution.
- Downstream Transportation and Distribution.

This Carbon Reduction Plan has been reviewed and signed off by the Senior Management Team.

**Signed on Behalf of the Supplier:**



Paul Harrison  
Vice Principal

**Date:** 13 February 2025