Department for Work & Pensions

DWP Annual Sustainable Development Report 2012 to 2013

Part 1 – Introduction

The Government is committed to mainstreaming Sustainable Development in the way it makes policy, runs its buildings and purchases goods and services to maximise the positive impacts on the economy, society and the environment. This report is designed to support the short, high level summary of sustainability performance included within the DWP Annual Report and Accounts. It provides more detailed analysis of the progress made during 2012/13, providing background and details of the Department's plans to move forward.

Parts 1 – 8 of this report deal with performance in the past year. Part 9 deals specifically with our future plans.

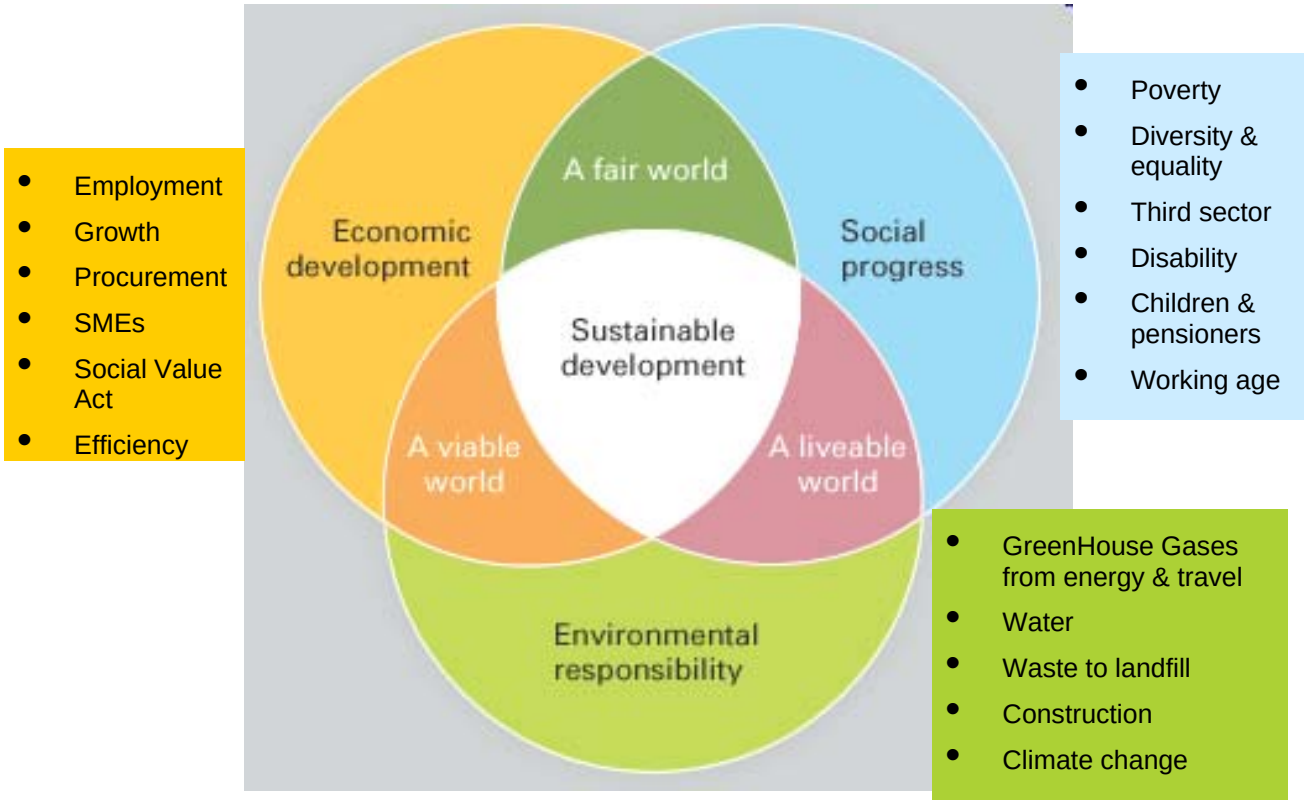
The Department's work on all aspects of Sustainable Development is managed, co-ordinated and implemented by the Department's Sustainability and Climate Change Team (SCCT) who work with a range of key stakeholders.

Part 2 - Mainstreaming Sustainable Development

Mainstreaming sustainable development is a cross-government commitment; the aim is to make sustainability an integral part of all activities. It provides opportunities to make improvements across a range of different disciplines and allows each and every member of staff, whatever their role, to make a contribution. Every action or activity, from the smallest to the most complex is integral to making the long term improvements necessary to deliver a sustainable future for all

The Department's Business Plan gives an overview of its main contribution to the triple bottom line of Sustainable Development, showing how some key policy developments will deliver further improvements.

Diagram 1 – Sustainable Development & DWP



The key challenge for the Department is to ensure that environmental impacts are considered as part of the normal decision making process, at all levels, in a practical and pragmatic way that allows for sensible mitigations to be made where major impacts are identified without in turn impacting on the main core functions of the Department. The Sustainable Development report in the Annual Report & Accounts included an overview of the tools and processes that exist to help make this a reality. The following paragraphs provide more detail.

Environmental impacting and sustainability evaluation commences with the evolution of a policy, continues at the project stage, and again at the procurement stage – environmental impacting from policy inception to its delivery.

The SCCT comments on the potential extent of the environmental impact of the change proposal, and recommends further action, including suggested mitigations. Where there is the potential for "significant" environmental impacts, the SCCT completes the Policy Evaluation Tool, which provides for a more detailed assessment. The tool has a useful web-like graphical output highlighting the main impacts which, when included in the initial business cases, draws stakeholders' attention to environmental impacts, encouraging all stakeholders to become involved in suggesting ways to mitigating the impacts. Two policies have undergone a full assessment using this tool during the course of this year.

A similar process, the Sustainability Evaluation Tool (SET) has been in use since October 2011 to assess the more detailed environmental impact of DWP's major projects. Its use is now becoming accepted practice amongst projects of all sizes with "significant" environmental impacts. Currently, the team is engaged with a number of major projects – reviewing progress to measure sustainability impacts.

With some of the larger projects, the SCCT remains engaged after initial impacting, updating the SET in line with business case updates. The environmental impacts and carbon costs of, for example increased/reduced paper use being reported as part of the overall projects costs and savings, as well as highlighting positive social impacts of a number of projects, for stakeholder review.

Finally, any commercial procurement activity of a project's journey includes a Sustainable Procurement Risk Assessment (SPRAM). Here, procurement project managers assess the activity against social, environmental and economic indicators, including ensuring Government Buying Standards are applied where necessary, and the specification addresses any specific identified impacts. For example, any wood products are purchased to UK Government Timber Procurement Policy standards and any overseas labour is employed to acceptable International Labour Organisation and Organisation for Economic Co-operation and Development (OECD) standards.

Sustainable Development – the "people perspective"

Getting people engaged is key to embedding sustainable development and making it a reality. Too many people believe it is either a difficult, or even flawed, concept as it addresses a wide range of issues, many of which are interconnected.

But at its heart is actually a simple concept of making well balanced and justifiable decisions. People need an understanding there is a balance needed between social, economic and environmental outcomes.

The SCCT is now developing a reverse-engineered approach to sustainability assessment, called "Sustainability as Standard" asking questions such as "why would you not check whether a policy is sustainable" and "why would you not incorporate sustainability into a business case" - an ethos we have, and continue, to present at team meetings, including commercial managers' meetings. This aims to challenge areas where insufficient progress is being made and ensure sustainability retains focus in decision making.

Every single person can take a range of positive actions that can help the environment – all of which are essential if the Department is to meet the Greening Government Commitments. We can all do something differently – from switching off electrical equipment to designing a digital system that removes paper from a process.

The Environment Champions network of around 900 staff remains key to raising awareness amongst employees across the estate. Leadership and support is provided to the champions both by their local managers and colleagues across the finance community who provide the network with the tools and information needed to be effective in this role:

- environmental data which enables champions to identify waste and opportunities for improvement
- a regular electronic environment newsletter, keeping champions up to date with current initiatives and topical information such as heating efficiency advice as the winter months approach
- Environmental Champions specific Intranet page where initiatives and ideas are shared
- interviews with Environmental Champions that are published on the DWP Intranet Home page enabling the sharing of good practice as well as providing a means of understanding the barriers to engagement
- calendar of events with a sustainable development theme
- signed-up for Climate Week – DWP-wide energy saving communication plus local communications and activities lead by site Environmental Champions
- signed-up for Earth Hour

The Intranet site remains the main repository of information for staff on all sustainability issues, and also provides the most efficient way to disseminate specific environmental information and guidance. We use “Headline News” articles to raise awareness and then direct staff to more detailed information. Usage of the information is monitored regularly and over the past year we have reviewed and streamlined the information available – using feedback from surveys, data from monitoring and a review conducted by a temporary placement recruited under the Government’s Work Experience Scheme for the young unemployed.

Staff are encouraged to contribute ideas for improvements and efficiency covering all aspects of the work of the Department, including environmental performance, via the “Bright Ideas” portal hosted on the internal Intranet site. These are then researched and impacted and, if viable, are implemented. Staff are also encouraged to volunteer and engage with their local communities, as part of the Department’s Community 10,000 programme – contributing to the wider cross-government volunteering initiative to encourage Civil Servants to engage in their community.

So how does it all fit together? (The governance bit).

The Department has a detailed SCC Strategy, setting out key drivers and objectives for the next three years across the range of policy, operational and procurement fields. This is available to staff and is regularly reviewed and updated.

To further embed sustainability into everyday business, the Sustainability & Climate Change Team uses this strategy as a basis for regular discussions with its governance group – the Action on Sustainability Group (ASG). The ASG comprises representatives from all parts of the business: from operational delivery and policy to Estates, HR, IT and Health and Safety and Wellbeing. The strategy is used as the vehicle to highlight sustainable development opportunities and challenge Group members to collaboratively tackle cross-cutting issues to mainstream sustainability and undertake practical measures such as reducing consumption and emissions, whilst making DWP a better place to work.

Part 3 - Sustainable Procurement

We have introduced an updated version of the Sustainable Procurement Risk Assessment Methodology (SPRAM) to take into account the Public Sector Equality Duty and the Social Value Act 2012. All our procurements above £10k are now carried out using the DWP e-tendering portal which should reduce the amount of paper involved in carrying out a procurement. SPRAM is part of the initial work that procurement teams have to do and they cannot proceed to tender stage until the risk assessment has been approved by commercial policy. There were 89 SP risk assessments completed in the period 1/4/12 – 31/3/13.

We have schedules in our tender documentation around Sustainable Development, Diversity & Equality and Apprenticeship and Skills. All of these schedules require the successful supplier to produce various documents within 6 months of contract start date. These are an SD Policy and Action Plan, a D&E Delivery Plan and a report on apprenticeships and skills in relation to the contract being awarded. In addition we:

- provide a sustainable awareness sheet with all our tender documentation to make prospective bidders aware of the DWP position on sustainable procurement

- provide contractors with guidance notes on Diversity and Equality to assist them in developing their own documents in relation to the requirements of the D&E schedule

- provide guidance on sustainable procurement to our own commercial staff

- provide an annual return to DEFRA regarding compliance with the Government Buying Standards

- have a DWP SP strategy and a DWP Supplier Charter both of which can be seen by potential suppliers and members of the public via our external facing website "Supplying DWP". The Sustainable Procurement strategy is supported by each category team having their own sustainability element as part of their overarching commercial strategy

The DWP SME action plan can be found on the "supplying DWP" pages. This reaffirms our commitment to work towards 25% of our procurement expenditure being with Small and Medium-Sized Enterprises

DWP support the requirement to identify supply chain impacts (in line with GGC target 4(b)), and are involved in considering options for implementation, adopting CAESER (or a similar type of reporting tool).

Part 4 - Rural Proofing

The Department is committed to the Government's vision for a growing rural economy and thriving rural communities as part of its main sustainability focus on the three pillars of social, economic and environmental issues. The Department's (overall) policies to support localism make a sustainable contribution to national growth; and demonstrate the government's commitment to local growth through its engagement with communities in rural areas

To take account of the fact that claimants and labour markets vary dramatically throughout the country, including in rural areas, in 2012-13 all District Managers were given increased freedoms and flexibilities to tailor back-to-work services to meet the needs of individual claimants and local labour markets. This approach offers local managers the scope to tailor services to individual claimants in rural localities. The Department also introduced a discretionary Flexible Support Fund to help District Managers tailor services to local claimants and communities in the same year. The Flexible Support Fund has been used to fund Work Clubs, Enterprise Clubs and transport to training venues in rural areas to overcome the transport difficulties in accessing main centres by claimants.

Part 5 - Climate Change Adaptation

The greatest risk posed by climate change to the work of the Department remains the potential adverse impacts of severe weather events on operational activities. Maintaining and reviewing robust business continuity arrangements remains the most effective way to ensure preparedness in this way.

During the past year the Sustainability & Climate Change Team have reviewed and extended the Flood Risk Assessment undertaken of the DWP estate, as part of our business continuity procedures. The assessment covers large and critically important DWP sites, critical supplier sites, Shared Services sites and sites for the Child Maintenance Group.

The Flood Risk Assessment is based on information published by The Environment Agency, the Scottish Environmental Protection Agency, Local Authorities and the Rivers Agency in Northern Ireland

The completed Flood Risk Assessment is shared with key stakeholders and helps inform Business Continuity Plans and estate planning decisions. The assessments are due to be revisited in 2014 and 2016.

Climate change and adaptation are also included within the above mentioned decision making tools, supported by advice and guidance.

Part 6 - Environmental performance – Greening Government Commitments

This section provides a summary of performance for 2012/13 against the Greening Government Commitments compared to the baseline year, and the target (where appropriate).

Background Information

Table1: Background Information:

	2009-10 Baseline	2012-13
Number of Full-Time Equivalent (FTE) Staff	108,555	92,530
Number of buildings	960	927
Space occupied	1,712,841	1,694,670

Performance Summary 2012/13 [1]

The tables in this section provide a summary of 2012/13 performance against each of the Greening Government Commitments against the baseline year (2009/10).

Table 2a: Reduce greenhouse gas emissions by 25% from a 09/10 baseline from the whole estate and business-related transport (tCO_2e)

	2009-10 baseline	2012-13 performance[1]	2015 Target performance
Total greenhouse gas emissions (tCO_2e)	204,621	161,862	153,466

Table 2b: Reduce domestic business travel flights by 20% by 2015 from a 09/10 baseline

	2009-10 baseline	2012-13 performance[1]	2015 Target performance
Number of domestic flights	21,931	8,435	16,448

Table 2c: Reduce the amount of waste we generate by 25% from a 2009/10 baseline (t)

	2009-10 baseline	2012-13 performance[1]	2015 Target performance
Total volume of waste produced (tonnes)	16,626	11,784	12,850
Volume of waste recycled (tonnes)	10,522	6,744	N/A

[1] All data for 2012/13 includes estimated data

Table 2d: Reduce the amount of paper used (reams)

	2009-10 baseline	2012-13 performance[1]	2015 Target performance
A4 (Reams)	2,061,685	1,223,625	N/A
A3 (Reams)	8,606	4,085	N/A

Table 2e: Reduce water consumption from a 2009/10 baseline, and report on office water use against best practice benchmarks ($m^{3)}$

	2009-10 baseline	2012-13 performance[1]	2015 Target performance
Total water consumption **($m^{3)}$**	810,701	677,464	N/A

Table 2f: Water Use Performance against best practise benchmarks

	2009-10 baseline	2012-13 performance
Best Practise (<4m3/FTE)	107	74
Good Practise (4-6m3/FTE)	500	333
Poor Practise (>6M3/FTE)	156	322

Summary of Normalised Performance: Greening Government Commitments

The following tables provide a normalised view of performance against the baseline year of the Greening Government Commitments.

Table 3a: Greenhouse gas emissions (tCO_2e)

	2009-10 (Baseline)	2012-13[2]
Estates emissions (**tCO_2e**)	180,770	147,468
Estates emissions (**tCO_2e** /$m^{2)}$	0.106	0.087
Travel and related emissions[5] (**tCO_2e**)	23,851	14,394
Total greenhouse gas emissions (**tCO_2e**)	204,621	161,862
Total green house gas emissions (**tCO_2e** /FTE)	1.89	1.75

Table 3b: Waste (t)

	2009-10 (Baseline)	2012-13
Total waste (t/FTE)	0.15	0.13
Total recycled waste (t/FTE)	0.1	0.07

[2] Figures for 2012-13 include estimated data

Table 3c: Water Consumption

	2009-10 (Baseline)	2012-13
Water consumption (m3/FTE)	7.47	7.32

Carbon related expenditure

This table provides information on the expenditure related to Carbon made by the Department.

Table 4

Carbon Related Expenditure		2010-11	2011 -12	2012-13
(£)	Carbon Reduction Commitment	N/A	£1,726,056[3]	£1,678,532.63[4]
	Government Carbon Off-setting Fund	£7,067.16	£134.97[5]	N/A

[3] The original figure reported for the purchase of allowances in 11/12 was a provisional figure of £1,856,000.
[4] This is a provisional figure for the purchase of allowances for 12/13
[5] This is a provisional figure for the purchase of allowances for 11/12

Part 7 - Detailed Environmental Performance

Use of Estimated data

The timing of the Annual Report means it is not possible to collect all the data within the timescales required. This means that figures need to be restated in the subsequent years report. For utilities, where invoices are needed to measure consumption in a number of buildings data is estimated when invoices are delayed.

This report contains revised figures for the year 2011/12, as estimated data was used in the calculation of all carbon figures. The original total for Greening Government Commitments was reported as 156,796 tCO_2e. The revised final figure was actually lower at 141,431 tCO_2e.

2012/13 data contains incomplete data for utilities, estimated data for fugitive emissions (using final figures for the preceding year as a proxy) and estimated data for Scope1 vehicle mileages, car hire mileages and rail travel. Additionally – late data returns will also impact the final figures for rail, air and grey fleet mileages. All of this data will be reviewed, and restated in the 13/14 Annual Report.

Part 7 A - Greenhouse Gas Emissions

The following tables provide a breakdown of carbon emissions over the past 4 years. The tables have been split between “Scopes” and categorised between Estates and Travel emissions – both are included in the overall Greening Government Commitment to reduce carbon emissions by 25%.

Carbon emissions for the Department have risen over the past year caused mainly by a rise in the use of electricity, oil and gas. Emissions from business travel have fallen by 9% against 11/12 totals. Estimated data has been used for the last quarter of the year, so there will be some adjustments needed once the final data has been received. The revised position will be restated in next year’s report.

There are a number of factors involved in the increase of estate emissions – the impact of the weather, especially temperatures, has certainly had an effect, with more heating required for longer periods. The autumn months were cooler than average –it was the coldest autumn (September – November) since 1993. The winter months were slightly colder than average (the mean temperature over the UK for winter was 3.3 °C which is 0.4 °C below the long term winter average[6]).

Temperatures for March were well below the March average across the UK, and it was the coldest March since 1962, which effectively extended the winter. It was also the coldest calendar month since December 2010.

In line with the rest of government, weather correction (designed to remove the impacts of regional temperature variations) is no longer applied to our energy consumption data. This means that we report absolute emissions, and that we need to

[6] Source: The Met Office

make greater efforts to save energy and improve energy efficiency if we are to offset the increases caused by weather fluctuations.

During the course of 2012 the Department was re-evaluating the methodology for identifying and funding potential new technology investment schemes (Spend-to-Save and Life Cycle Works) and as such no schemes were implemented last year - this review is now complete and new schemes are already under way – more detail is available in Part 9 of this report.

Emissions from business travel continue to reduce – with a 9% reduction on 11/12 emissions. The use of alternatives to business travel are also measured and audio conferencing continues to increase – up 20% during 2012/13. Use of video conferencing, however, has reduced by 18% during the year, possibly as staff become more comfortable with the ease of using audio conferencing.

Despite this year's rise in energy use and the resultant emissions, the Department has reduced carbon emissions by 21% since the baseline year. Implementing the range of initiatives planned over the course of the coming year should ensure the Department remains on track to meet the Carbon reduction target in the Greening Government Commitments.

Table 5a: Scope 1 Emissions

Estate - tCO_2e				
	2009-10 (Baseline)	**2010 -11**	**2011-12[7]**	**2012-13[8]**
Gas	43,712	40,831	31,320	44,132
Oil	2,128	2,091	1,116	601
Fugitive Emissions	124	1,594	1,245	1,245
Travel - tCO_2e				
Fleet (PUS) vehicles	5,362	5,184	4,705	3,042
Fleet (Official) vehicles	1,470	1,189	1,194	1,002
Total Scope 1 Emissions	**52,796**	**50,888**	**39,580**	**50,021**

Table 5b: Scope 2 Emissions

Estates – tCO_2e				
	2009-10 (Baseline)	**2010 -11**	**2011-12**	**2012-13**
Electricity: Brown	69,532	93,933	68,894	76,118
Electricity: Green	28,082	12,126	9,186	10,149
Electricity: CHP	37,192	18,189	13,779	15,223
Total Scope 2 Emissions	**134,806**	**124,248**	**91,859**	**101,490**

[7] Figures for 2011-12 have been restated – following a reconciliation process to update the estimated data used in the preparation of the 2011-12 accounts.
[8] Figures for 2012-13 include estimated data

Table 5c: Scope 3 Emissions

Travel – tCO_2e				
	2009-10 (Baseline)	**2010 -11**	**2011-12**	**2012-13**
Grey fleet	8,621	6,644	5,276	4,874
Car hire	2,320	1,615	1,672	2,001
Taxis	139	72	52	39
Air (Domestic)	1,572	692	479	740
Rail (Domestic)	4,228	2,293	2,412	2,609
Tube/Tram	49	34	31	26
Coach/Bus	90	12	69	60
Scope 3 Emissions (Travel) – not included in GGC				
Air (International)	559	236	84	147
Rail(International)	5	3	3	1
Total Scope 3 Emissions	**17,583**	**11,601**	**10,079**	**10,497**

Table 5d: Total GHG Emissions[9]

	2009-10 (Baseline)	**2010 -11**	**2011-12**	**2012-13**
Greenhouse Gas Emissions (tCO_2e)	205,185	186,737	141,518	162,009

Additional Estimated Carbon

There are 159 sites (amounting to 193,123m^2) where actual consumption information is not available - this is where the Department is a tenant and the landlord pays the utility bills ,so in common with many similar landlord/tenant relationships the Department does not always have access to consumption information. The carbon impact of these sites is calculated to be 16,802 tCO_2e, using the normalised figures for estates emissions per m^2 for 2012/13 (see table 2 above). This figure is not included in our overall carbon figures, but is included for illustrative purposes only.

The Department cannot directly influence the performance of these sites other than ensuring that all staff are included in awareness raising campaigns and are encouraged to adopt good practise “housekeeping” measures.

[9] This includes all CO2e data collected. It differs from the figures reported against Greening Government Commitments cause CO2e for International air travel and International rail travel are outside the scope for the targets.

Part 7 B - Energy Consumption

The following tables provide details of the actual energy consumption, measured in KwH, of the DWP estate.

Table 6a: Scope 1 Energy Consumption (KWh)

	2009-10 (Baseline)	**2010 -11**	**2011-12**	**2012-13**
Gas	237,618,924	220,431,616	170,588,708	238,280,994
Oil	7,695,495	7,593,888	4,006,463	2,163,622

Table 6b: Scope 2 Energy Consumption (KWh)

	2009-10 (Baseline)	**2010 -11**	**2011-12**	**2012-13**
Electricity: Brown	127,773,947	172,284,577	131,321,821	146,276,434
Electricity: Green	51,505,778	22,240,665	17,509,576	19,503,525
Electricity: CHP	68,344,204	33,360,988	26,264,364	29,255,287

Part 7 C - Financial Cost of Energy Consumption

The following tables provide details of the financial costs associated with the energy consumption of the DWP Estate

Table 7a: Scope 1 and 2 Financial Indicators (£)

	2009-10 (Baseline)	**2010 -11**	**2011-12**	**2012-13**
Gas	5,848,002	6,298,006	6,017,618	9,375,716
Oil	368,834	4,564,920	298,473	164,341
Electricity: Brown	10,910,563	16,018,396	14,551,337	16,488,598
Electricity: Green	4,398,056	2,135,786	1,940,178	2,198,480
Electricity: CHP	5,835,882	3,203,679	2,910,267	3,297,720

Part 7 D - Detailed Waste Performance

The following tables provide information on the volumes of waste produced and recycled by the Department. Steady progress in the reduction of waste produced continues to be made – during 2012/13 a 29% reduction against the baseline year has been achieved. The Department also continues to reduce the amount of paper that is consumed – see table 8b.

This means that the scope for recycling waste has also decreased –the main waste stream in the Department is paper. Accordingly, recycling rates have fallen slightly since the baseline year – 57% in the last year, compared to 63% in the baseline year.

The internal "Swap Shop" continues to be popular with staff, allows for redundant items to be reused across the Department and delivers financial savings – during the past year 1,240 items were swapped and reused, saving an estimated £33,500.

Table 8a: GGC Waste Target - Reduce the amount of waste we generate by 25% from a 2009/10 baseline (tonnes)

	2009-10 (Baseline)	**2010-11**	**2011-12**	**2012-13**
Total Waste	16,626	15,445	13,844	11,784

Table 8b: GGC Measure – cut paper use (reams)

	2009-10 (Baseline)	**2010-11**	**2011-12**	**2012-13**
A3	2,061,685	1,674,940	1,324,770	1,223,625
A4	8,606	4,957	3,900	4,085

Table Q8c: Waste sent to Landfill or Recycled

	2009-10 (Baseline)	**2010-11**	**2011-12**	**2012-13**
Waste to Landfill	6,104	5,629	5,431	5,041
Waste Recycled/Reused	10,522	9,816	8,413	6,744

Part 7 E - ICT WASTE

For the first time we have collected information on the volumes of ICT waste that has been either re-used or recycled. This has been converted to a weight.

Table 9a: ICT Waste

	Volumes of redundant equipment reused externally in 2012/13	Weight (kg) of redundant equipment reused externally in 2012/13
Desktop Computers	4047	40,085
Laptop Computers	231	808
Printers	22	143
Scanners	1	3

	Volumes of redundant equipment recycled externally	Weight (kg) of redundant equipment recycled externally
Desktop Computers	384	3,801
Laptop Computers	197	689
Printers	148	962
Scanners	12	36
Laser MFD's	39	1,716

Part 7 F - Detailed Water Performance

Water use continues to fall – the Department is using 16% less than in the baseline year.

Performance against the water benchmarks is disappointing, with 322 sites falling into the "poor (>6m3/FTE) category, compared to 155 in the baseline year. The benchmarks do have a relatively small range, which means even minor changes in either the consumption or the staffing figures can affect the final score significantly. A range of measures have already been implemented but major investment would be needed to do more. Of the 322 sites, we have identified 185 where the performance falls in the "borderline" 6-8m^3/FTE category and will concentrate on improving performance at these sites.

Table 10a: GGC Water Target – a) Reduce water consumption from a 2009/10 baseline

	2009-10 (Baseline)	2010-11	2011-12	2012-13
Water Consumption (m^3)	810,701	751,676	697,451	677,464

Table 10b: Financial Indicators (£)

	2009-10 (Baseline)	2010-11	2011-12	2012-13
Water supply	1,185,033	1,174,194	942,510	1,152,100
Sewerage	2,578,008	2,387,971	2,250,048	2,323,910
Total Water Costs	3,763,041	3,562,165	3,192,558	3,476,010

Table 10c: GGC Water Target – b) Water Use Performance against best practise benchmarks

	2009-10 (Baseline)	2010-11[10]	2011-12	2012-13
Best Practise (<4m3/FTE)	107	107	53	74
Good Practise (4-6m3/FTE)	500	500	493	333
Poor Practise (>6M3/FTE)	155	155	212	322

[10] The process for calculating water benchmarking was developed during the course of 2011/12. The baseline data was calculated, but a decision was taken not to use resources calculating historic 2010/11 benchmarks, so baseline year data has been used as a proxy.

Part 8 - Biodiversity and Natural Environment plans

The sustainability evaluation tools used by the Department allow decision makers to consider a wide range of environmental issues as part of their evaluation systems.

DWP is not required to have a biodiversity action plan, with the majority of sites being city centre or ‘high street’ buildings. Despite this, work has been undertaken with the estates partners to enhance biodiversity on the small number of sites with the potential to do so.

Part 9– Future Plans

During 2013/14 a review of both the Policy and the Sustainability Evaluation toolkits will be undertaken to ensure they remain relevant, fit for purpose and that all calculations use the most recent baseline information.

The SCCT will continue to use the toolkits to help decision makers evaluate decisions.

An interactive learning tool kit for all staff will be developed and rolled out during the year. This will be designed to help staff engage with sustainable development as part of their everyday work.

Specific specialist training support for Environment Champions will also be investigated.

The Sustainability & Climate Change team will deliver a range of Engagement and Awareness products to staff.

To help staff in key areas embed sustainability into their work a series of pledges will be developed. Staff will be asked to commit to specific activities to help reflect sustainability principles in the way that is most appropriate to their role. In conjunction with the pledges a series of specific guidance and support will be developed to support staff.

In 2010 a series of challenges, supported by the Department's Executive Team, were developed to support the 10% in year reduction target. These challenges will be reviewed, updated and supplemented during the year, and then used to improve performance.

The Sustainability & Climate Change Team will investigate further opportunities to promote sustainable development and embed it into existing systems and processes across the Department

The Department will seek re-accreditation to the Carbon Trust Standard

The Department will continue to make improvements to the data collection and management required for the Greening Government Commitments.

A range of technical energy/carbon reduction projects is planned to be rolled out:-

- the final phase of AMR for gas - increasing the proportion of gas consumption being monitored half-hourly to 95% to match that of electricity
- the installation of Voltage Optimisation at a pilot site – if this is successful up to 20 other sites are in scope
- the final phase of tea-boiler PIR sensors ensuring the boilers only heat up when the building is occupied

- Vendmisers – these reduce the electricity consumed by the drink and food vending machines that operate in many of DWP's buildings, especially those with longer operating hours; and a number of
- Site Specific projects combining a number of individual smaller projects into one – increasing their viability. Three such Site Specific Spend to Save initiatives are currently being considered.
    - Plymouth Clearbrook House – Energy Efficient Lighting – 14% Reduction in sites invoiced energy consumption
    - Birmingham Fiveways – Lighting and power reduction measures – 3% Reduction in sites invoiced energy consumption
    - Leeds Quarry House – convert existing lighting to a lower energy type, install additional lighting controls, modify cooling equipment and also to make adjustments to the transformers to reduce excessive voltage across the whole site – 11% reduction in the site's invoiced power consumption.

In addition to specific spend-to-save initiatives we are also able to influence emission levels during life-cycle works (LCW). Under the contract with Telereal Trillium, the necessary replacement of plant and goods must meet the standards of the day. In practice, this means for example when a boiler requires replacement it is replaced with a model of latest good industry practice standard. This applies to other items ranging from refrigerators to water taps. Proposals are being developed to allow the 'top up' of LCW to build in further efficiencies or to fund brought-forward projects where plant is still working but a business case exists to replace. There are similar plans for major refurbishments and other capital expenditure - when exceeding current standards can be justified because of the financial savings resulting from reduced energy or water consumption.

The Department will review the data supporting the water benchmarking information and will aim to reduce the number of buildings within the "poor" (>6m3/FTE) category.