

## **Annex A**

### **Information requested under the Freedom of Information Act**

1. How many employees does the authority/department have?
2. How many company vehicles (cars and vans) does the authority/department operate?
3. How many cars and the how many vans do you operate?
4. How many at-fault accidents have employees had in your vehicles for each of the past three years?
5. How many employees use their own vehicles for work purposes (this can be calculated by those who claim for mileage payments on expenses)?
6. How many miles have been claimed annually by these 'grey fleet' drivers over the past three years?
7. What has been the annual cost of these grey fleet repayment claims for each of the past three years?
8. What is the pence-per-mile rate that each of these 'grey fleet' drivers can reclaim for their business mileage? Can you show the annual lump sum separately if there is one.
9. What action if any is the authority/department taking to reduce these payments?
10. Does the authority/department check a) driving licences b) business insurance c) MOTs/servicing for its grey fleet vehicles? If so how often?

### **Home Office and UKBA Response**

1. At the end of July 2010 the Department (including its Executive Agencies) employed 29,273.56 full time equivalent paid civil servants.
2. The Home Office and UKBA currently have 1381 vehicles in operation. This is currently under review with the aim of reducing this number.
3. 1097 cars and 284 vans are currently in operation.
4. The Home Office has no record of any reported accidents involving staff, whilst travelling in private vehicles on official business, within the past three years. However please be aware that prior to April 2010, no official policy existed requiring staff to disclose any accidents they are involved in when travelling on official duty.
5. We do believe that travel in employee owned vehicles accounts for around 40-50% of the department's total administrative road travel in each of the last 3 years.

6. The Home Office and UKBA have recorded the following mileage figures claimed over the last three years.

Financial Years	Mileage
2007/08	1,598,457
2008/09	5,021,084
2009/10	4,468,716

The figures we have provided for the financial year 2007/08 consists of the information we hold. In 2007/08, not all mileage was recorded, but changes have since improved the recording of data for 2008/09 and 2009/10 financial years.

7. Please find in the table below the annual cost of the grey fleet repayment claims for each of the past three years.

Financial Year	£
2007/08	1,863,308
2008/09	1,852,954
2009/10	2,191,198

8. The pence-per-mile rate for 'grey fleet' drivers is as follows. It is 23.8p if they choose to use their own vehicle despite there being a cost effective realistic alternative mode of transport available. It is 40p if they use their own vehicle (reducing to 25p after they have claimed 10,000 miles in the tax year).
9. All Government departments have been asked to reduce the need for travel wherever possible as part of a general austerity drive, with prior approval required before undertaking a journey of any type. In addition to this, to further help reduce costs the department has stressed to all staff the importance of the increased use of video conferencing and conference calling where it would be more cost effective than travelling.
10. The Home Office and UKBA check Driving Licences (for all drivers, whether grey fleet or official) every 6 months, while MOTs and insurance are verified every year.

## **IPS Response**

1. The Home Office and UKBA response incorporates the employee numbers of IPS.
2. IPS currently operates 12 vehicles.
3. IPS operates 12 cars. There are currently no vans in operation owned by IPS.
4. IPS employees have had no accidents within IPS owned vehicles in the past three years.
5. According to IPS records for the financial year 2009-10, 40 employees use their own vehicles for work purposes.
6. IPS only has recorded information for the past 2 financial years. In 2008-09 35,897 miles were claimed, while in 2009-10 IPS employees claimed for 22,170 miles.
7. IPS only has recorded information for the past 2 financial years. IPS paid reimbursement costs of £14,359 for 2008-09 and £8,868 for 2009-10 financial years.
8. The current pence per mile rate that IPS 'grey fleet' drivers can reclaim for their business mileage consists of 40 pence per mile up to 10,000 miles, and 25 pence per mile for every mile thereafter. A set rate of 23.8 pence per mile can be claimed if travelling at public transport rate.
9. IPS departmental policy is that all travel should only be carried out if essential, and that the cheapest form of transport should be used.
10. IPS checks all of the documentation listed in the question annually, with the exception of car servicing.

## **CRB Response**

1. The Home Office and UKBA response incorporates the employee numbers of CRB.
- 2 & 3. CRB does not operate any vehicles.
8. CRB travel rates vary depending on mileage. The rates range from 25 pence per mile (public transport rate) to 40 pence per mile. The higher rate would apply for the first 10,000 miles travelled, dropping to 25 pence per mile for every mile thereafter.
9. CRB continues to promote the use of standard class train travel for all instances where travel is required for work purposes.
10. The checking of documentation for travel is a standard procedure for all managers when authorising journeys.

## **Annex B**

### **Information requested under the Environmental Information Regulations 2004**

1. What is the annual CO2 emissions from your fleet and then the average CO2 emissions per car (CO2 g/km)?
2. Is there a CO2 emissions cap on your cars – if so what is it (g/km)?
3. What is the authority/department's overall CO2 reduction target?
4. What is the estimated annual CO2 emissions from your grey fleet?
5. What if any controls does the authority/department have to reduce CO2 emissions from its 'grey fleet'?

### **Home Office and UKBA Response**

1. Overall CO2 emissions across all vehicles is 189.5 g/Km. The average across cars only (includes 4x4s & MPVs) is 146 g/Km.
2. Not as such, however there are CO2 emissions targets to be met, which effectively restrict the CO2 level that would be considered when purchasing new vehicles.
3. The Home Office and its agencies target is an average of 130 g/Km CO2 for cars by September 2011. Our policy is to only purchase cars which are suitable for purpose, which allow proper operational functionality, but which are also economical and environmentally friendly. Through the pursuit of this policy, this will assist the Department in achieving its target aim of an average of 130 g/Km CO2 for cars by the end of September 2011. Through the use of more modern and economical vehicles, aside from benefiting the environment, running costs and hence expenditure on the fleet should fall, assisting in reducing the amount of funding required to maintain the fleet. Additionally, the Department is actively investigating, and purchasing, electric and hybrid vehicles. Ultimately, the Department aims to reduce carbon emissions from road vehicles used for Government administrative operations by 15% by 2010/11, relative to 2005/2006 levels.
4. The estimated annual CO2 emissions from the department's grey fleet for 2009-2010 financial year is 1,431.72 tonnes CO2.
5. Presently the department does not have any controls in place to reduce CO2 emissions from its grey fleet. However this is currently under review and includes discussions on better oversight, monitoring and controls.

## **IPS Response**

1. The average CO2 emissions for the General Registry Office– using data from 8 cars (since 1 was leased with no CO2 data) is 145 CO2g/km.

The average CO2 emissions for the Interview Office Network– using data from 2 cars (since the third one was not leased until June 2010) is 119 CO2g/km.

2. There is no CO2 emissions cap on IPS cars.
3. The Department aims to reduce carbon emissions from road vehicles used for Government administrative operations by 15% by 2010/11, relative to 2005/2006 levels.
5. IPS has some controls particularly around the way in which travel is authorised. However this is currently under review, which includes discussions on better oversight, monitoring and controls. Some changes have already been made to the policies around car hire arrangements and usage of private vehicles.