



Home Office

Sustainability report 2012-13



Contact us

We welcome your comments and suggestions and your feedback on our priorities:
SustainabilityEnquiries@HomeOffice.gsi.gov.uk

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Foreword by Lord Taylor



The Home Office is the department responsible for promoting growth by keeping the UK safe, cutting crime, reducing immigration and preventing terrorism.

As set out in the Home Office Annual Report and Accounts 2012-13, we have published this separate sustainability report with additional data and analysis. The report covers the Home Office, its executive agency and non-departmental public bodies. It updates the department's performance since 2009-10, against the 2012-15 Business Plan priorities and the cross Government sustainability targets, the Greening Government Commitments.

In 2010, the Prime Minister made a pledge for this to be the greenest Government ever – a simple ambition with an enormous agenda covering the green economy, climate change and energy security. Government departments are at the forefront of driving change. The Home Office aims to reduce the impacts of its work on the environment, and particularly in the way it runs and manages its buildings and shared services. We are ensuring that the estate and infrastructure is less energy intensive and more sustainable, and that staff only travel when necessary.

In tough economic times, our work on sustainability has contributed to making the department more efficient, but there is much more we can do. In this report we explain how we incorporate environmental, social and economic issues into business as usual. Our aim is to ensure that sustainability informs our decision making, processes, programmes, projects, activities, management, behaviours and reporting, and it becomes an integral part of the way we do business. We have already integrated sustainability into the Home Office Business Plan, the Annual Report and Accounts, staff competencies, our governance mechanisms and in communications and learning tools.

I urge everyone reading this to play their part by getting involved and to help us on our journey. This year we have asked several of our suppliers to comment on what sustainability means to them and to spell out what they see as the forthcoming challenges. Help us and them to be more prudent and to reduce energy and water use and reduce waste.

A handwritten signature in black ink that reads "Taylor of Holbeach". The signature is written in a cursive style.

Lord Taylor of Holbeach

Parliamentary Under Secretary of State for Criminal Information.

Introduction by Mark Sedwill



It has been a busy and exciting year. As well as delivering a safe and secure London 2012 Olympic and Paralympic Games (the largest sporting event in UK history) and in spite of unseasonably cold weather we have reduced our reported emissions by 16% against the 2009-10 baseline and also achieved the Carbon Trust Standard.

This report shows visible efficiency savings released by reducing energy, waste, water consumption, and paper use. We are working with our supply chain to help them understand our ambitions and learn from our plans. We have introduced a closed loop paper purchase and recovery scheme that takes our unwanted paper and returns it to us as pristine copier paper. We have also raised staff awareness of sustainability issues by supporting initiatives such as Fair Trade and Climate Week.

We are beginning to see the full extent of savings from estate consolidations and the beginning of a wider Home Office transformation programme that will streamline governance, bringing greater coherence to operations, policy and corporate enablers. All of these changes will strengthen our focus on the delivery of the Home Office's strategic priorities to promote growth by keeping the UK safe, cutting crime, reducing immigration and preventing terrorism whilst integrating sustainability into core business and contributing to the Government's green agenda.

I am pleased that for the first time, our energy and travel data has been audited and validated by Carbon Trust. As Accounting Officer, my role is to ensure the department lives within its challenging 2010 Spending Review settlement, and the emerging pressures and constraints implemented since. We continue to look for value for money across all of our services. The progress we have made to date puts us in a sound position to deliver further savings while releasing resources to improve our operational impact still further.

I would like to thank all staff for their effort and commitment during a busy but successful year. Please continue to support this sustainable development initiative.

A handwritten signature in black ink, appearing to read 'M Sedwill', written in a cursive style.

Mark Sedwill
Permanent Secretary

1: Executive summary

This report expands upon the sustainability data published in July in the **Home Office Annual Report and Accounts** 1st April 2012 to 31st March 2013. It includes data back to the baseline year 2009-10. In particular we are required to report against a suite of cross central Government sustainability targets known as the **Greening Government Commitments**. These set out a range of sustainability measures including reducing greenhouse gas emissions, waste and water use, and making procurement of goods and services more sustainable, while continuing to ensure value for money.

Robust performance and management data is essential to allow progress to be assessed. The Home Office had its 2012-2013 CO₂e emissions verified by the Carbon Trust, in accordance with the “Measure” requirements of the Carbon Trust Standard encompassing our entire operations.

By reducing the number of buildings we have to light and heat, the innovative use of payment by results in a facilities management contract and by sensible investment with good pay-backs, we continue to meet our targets and reduce costs.

We reduced our CO₂e emissions by 16% against the 2009-10 baseline towards the 25% target by 2014-15. We achieved the Carbon Trust Standard in December.

We have improved the scope and breadth of our on-line live carbon viewer and it contributes to the transparency agenda by helping to make Government open and accountable to everyone.

We made efficiency savings by reducing waste, water consumption and paper use against the previous year and against the 2009-10 baseline and rolled out a “closed-loop” scheme for the purchase and recovery of office paper. We follow a “reduce, remodel, recycle” hierarchy for surplus furniture.

We have improved against the baseline of 2009-10 but we have still taken more domestic flights this year. More work is required to reduce the number of these flights including making changes to our travel policies. The emissions from international air travel are also increasing. If the emissions from these flights are factored into the total CO₂e emissions the reduction would be 13%.

Sustainability is becoming more integrated into our business arrangements, for example the disposal of seized goods, and we plan to maintain momentum in this area. We continued to work with our supply chain to help them understand our plans and to learn from them and encourage improved performance.

We continue to support Climate Week, WWF’s Earth Hour and Waste Resources Action Programme (WRAP)’s work on catering and hospitality.

We are on track to meet the majority of the Government’s sustainability targets, but the absolute carbon target is vulnerable to unexpected weather conditions, changes in our organisation and delivering our business. We have put in place a cost effective approach to energy management and through co-operative working with our suppliers we have the tools to deliver our aims. Some of these measures are listed at the end of each chapter as we look ahead to 2014-15 and beyond.



2: Sustainable development policy statement

What's our objective?

The Home Office wants to reduce the impacts of our work on the environment, and particularly to reduce our carbon dioxide emissions.

How do we show progress?

We are currently measured annually on two main areas:

- Our energy and water consumption, and the amount of waste we produce (together with the proportion we recycle).
- Driving environmental awareness with our suppliers.

What's the plan?

As an organisation we are committed to:

- Reducing and measuring carbon dioxide emissions from all forms of business-related travel, for example by promoting the use of video and phone conferencing; or (where travel is essential) encouraging the use of public transport or providing a fuel efficient fleet.
- Working collaboratively with our suppliers, staff and stakeholders to ensure that we are all aware of our commitments and are proactive in helping the Home Office meet its targets.

In our workplace:

- Reducing and measuring wasted energy and water through improved building and facilities management, and smarter information technology.
- Reducing and measuring the volume of waste generated; and reusing and recycling as much material as possible (including refurbishment and construction projects).

What outcomes will we deliver?

By adhering to our commitments, we will:

- Reduce our carbon dioxide emissions.
- Reduce waste and cut costs.
- Improve our reputation.
- Deliver better value for money – for the department and for the public.

Contact: SustainabilityEnquiries@HomeOffice.gsi.gov.uk

Updated 2013

3: In brief

The Home Office estate accommodates over **33,000** people in more than **300** properties in the UK.

This year we have reported on the **97** properties where we have control of the energy spend. These represent almost **80%** of our portfolio by area.

Estate running costs were **£267m** in 2011-12 (this excludes immigration removal centres). Energy spend was over **£12m**.

We have over **3,000** vehicles in our combined fleet of motorbikes, vans and cars.

The department has a specialist team to assist with matters relating to the Convention on the International Trade in Endangered Species (CITES). This year there were **682** seizures.

We took over **16,000** domestic flights.

Our payments by results scheme in London and the South East has resulted in **£1.13m** savings between August 2010 and January 2013 and CO₂e savings in excess of **6,000** tonnes.

Office waste has fallen by over **20%** against the 2009-10 baseline.

70% of our waste was recycled.

We have cut paper use by over **30%** against baseline.

We engaged with almost **90** strategic suppliers. We found that almost **90%** of suppliers have a strategy for reducing their carbon emissions and over **50%** have set reduction targets.

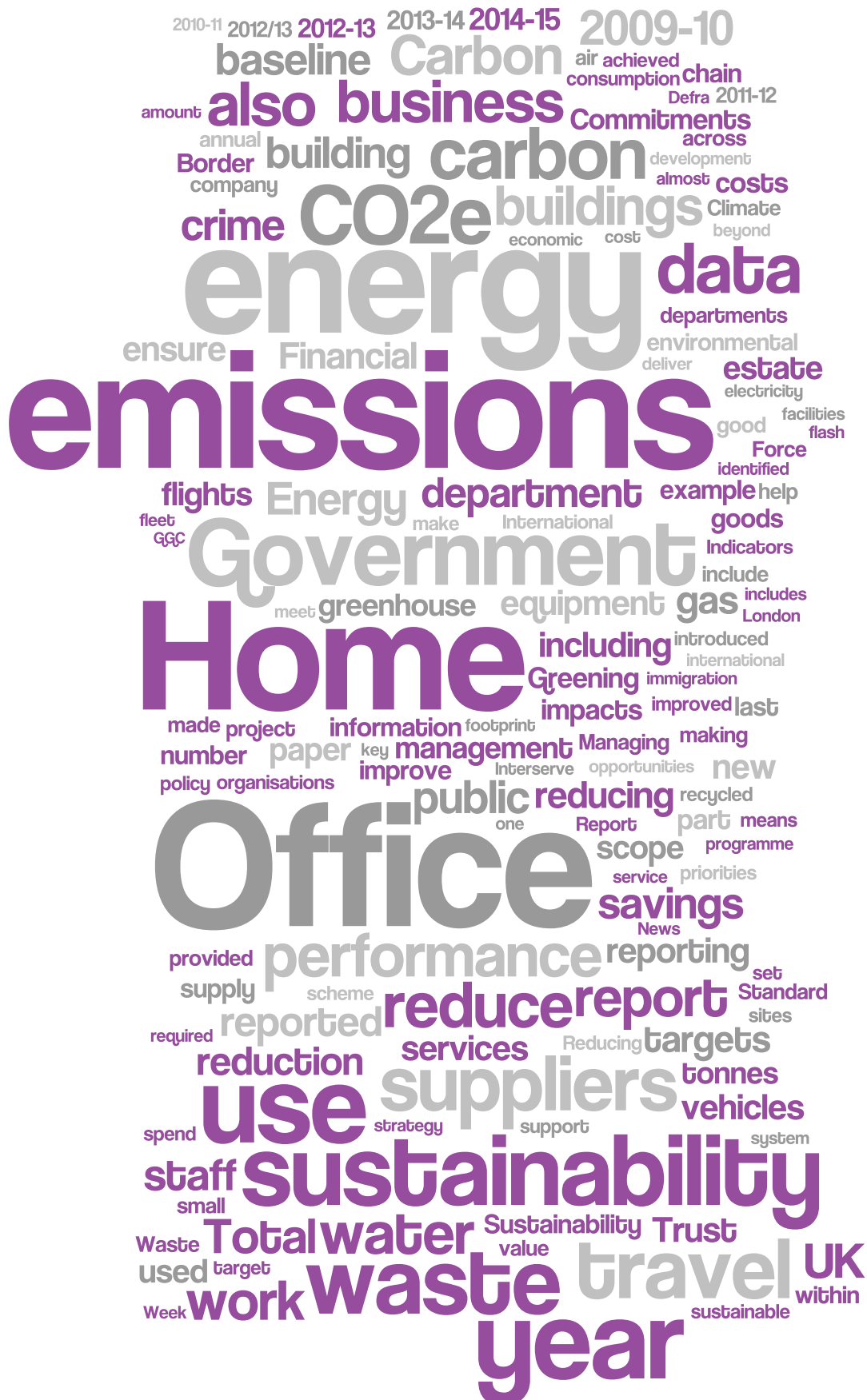
Our suppliers' reported scope 1 and 2 emissions were equivalent to almost **12** mega tonnes of CO₂e.

Our suppliers recycled almost **800,000** tonnes of waste.

Over **90** apprenticeships have been created as a direct result of our spend.

In letters

This is a visualisation of the use of key words in this report. This suggests carbon dioxide emissions, from energy use, is our number one priority. We encourage our staff and other stakeholders to challenge us on what is important and what we should be managing.



4: Mainstreaming sustainability

Sustainability means making the necessary decisions now to realise our vision of stimulating economic growth, tackling the deficit, maximising wellbeing and protecting and enhancing our environment, without negatively impacting on the ability of future generations to do the same.

The department's business already makes a valuable contribution to wider social and economic issues:

- **Cutting crime:** The Home Office supports the police in cutting crime through work to: improve police accountability, transparency and integrity and public trust; improve police efficiency and effectiveness; lead targeted action on key crime types, such as anti-social behaviour; ensure police powers and regulations are proportionate and effective; protect vulnerable victims; and join up with work across the wider Criminal Justice System.
- **Securing borders and reducing immigration:** The Home Office continues to develop and implement policies to reduce net migration and tackle abuse, whilst attracting and retaining the brightest and best migrants to work, study or invest in the UK. We transform the immigration system so that it commands public confidence and serves our economic interests. We prevent illegal entry of endangered animals and plants, or products made from them.
- **Preventing terrorism:** The Home Office reduces the risk to the UK and its interest overseas from terrorism, so that people can go about their lives freely and with confidence. This will be achieved through our work to deliver the UK's Strategy for Countering Terrorism (CONTEST) by stopping terrorist attacks; stopping people becoming terrorists or supporting terrorism; strengthening our protection against terrorist attacks and mitigating the impact of terrorist attacks.

Endangered species

The Home Office is working with its partners to reduce environmental crime and has a specialist team to assist with matters relating to the Convention on the International Trade in Endangered Species (CITES). This year there were 682 seizures. Live animals and plants are re-homed after taking advice from the UK's scientific management authority to ensure it meets conservation goals.

Border Force held an event at St James's Palace hosted by Their Royal Highnesses, The Prince of Wales and The Duke of Cambridge. To promote its work, Border Force exhibited a number of products seized at the border, including two large African elephant tusks, £1m worth of rhino horn and plants including orchids, cycads and cacti.

Border Force officers also introduced Their Royal Highnesses to the Heathrow-based detector dog, Tyke, who has been honored for his work in safeguarding endangered species from being smuggled into the UK.



Sustainability is becoming more integrated into our business arrangements. For example, we have:

- Incorporated sustainability into the Home Office Business Plan and Annual Report and Accounts.
- Embedded sustainability in our staff competencies, our governance mechanisms and in communications and learning mechanisms.
- Ensured an appreciation of sustainability is incorporated into better informed policy and decision making.
- Embedded Government commitments and other mechanisms into corporate functions such as estates, travel, procurement and Information Technology, including supporting small and medium sized enterprises.
- Implemented emerging low carbon technologies (for example ammonia chillers, solar panels etc.) to reduce dependency on fossil fuel. We are mindful of ensuring that our estate can cope with local effects of climate change such as flooding and subsidence.
- Published our strategy setting out how we plan for **climate change**.
- Begun work with the Rural Proofing team in Defra to see how they can help our policy and decision making.

News flash

The Carbon cost of crime

Last year we made a commitment to support academic research on the carbon cost of crime.

We have been working in collaboration with the Centre for Environmental Strategy at the University of Surrey, and Association of Chief Police Officers (ACPO) Secured by Design on a groundbreaking new project exploring the carbon costs of crime. Despite accounting for an estimated 1% of the UK's carbon footprint, we currently know very little about the carbon costs associated with specific forms of crime (both costs that occur directly from criminal activity and those that occur indirectly via impacts on individuals and society). This project aims to fill this gap, whilst also establishing the potential benefits of various crime prevention solutions, in order to bring about new solutions, policy measures, regulations and/or compliance standards that are both cost-effective and reduce overall carbon emissions.

To achieve this, the project draws on advanced quantitative methodologies including input-output Life Cycle Assessment, providing us with the most up-to-date picture of the carbon implications of crime. Alongside a general assessment of the carbon costs associated with crime, specific case studies will be undertaken to examine the potential carbon and monetary benefits of crime prevention products and technologies (e.g. street lighting and security locks). This work is being undertaken as part of an engineering doctorate in Sustainability for Engineering and Energy Systems.



If you want to know more

Embedding sustainability

This year we have targeted several areas of our work to ensure sustainability is at their core.

Economic sustainability: we recognise that regulation comes with a cost. To help keep those costs to a minimum we have adopted the Government-wide 'better regulation' initiative which aims to remove regulation that is out-dated and burdensome; and ensure that new legislation is necessary and involves the least burden to business. An example of regulating better is the changes made to the vetting and barring scheme, which was introduced in 2006 to increase the safeguards for vulnerable children and adults. Following a review, the Government has significantly scaled back the scheme to make it more effective and efficient for users. With estimated savings to customers in the region of £186m, the economic benefits are clear. There are also social benefits to be gained from rebalancing the need to protect the public with respect for the individual's privacy and freedoms.

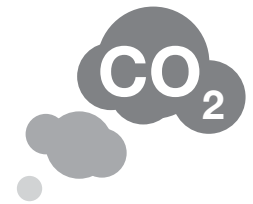
Social sustainability: we help communities feel safer through policies designed to reduce crime. The principle of 'designing-out crime' is an important one and is embodied in the Forum for Innovation in Crime Prevention. This is an advisory group which brings together experts from science, design, technology and business, together with representatives from policing, law enforcement and Government to identify solutions to potential or persistent crime problems. It is chaired by the Minister for Crime Prevention, and its work this year includes a focus on reducing and deterring metal theft by developing design and technological solutions to affect existing criminal behaviour and future theft targets.

We also encourage these 'designing-out crime' principles through our support for the Tilley Awards. These annual awards reward partnership problem-solving approaches to crime reduction. For example, one winner of the 2012 Awards presented a project to address overcrowding on a bus route during school terms and its associated disorderly behaviour. The solution was to source abandoned, lost and stolen pushbikes, repair them to road safety standards and loan them to the pupils. The scheme resulted in significant reductions of incidents reported, relief from overcrowding on several bus routes, more sustainable use of resources and health benefits for pupils.

Environmental sustainability: the Home Office and its partners have been managing the impact from the estate, procurement and travel for some time. For example Yorkshire and Humber Police forces have commenced a project for the safe disposal and recycling of end-of-life police vehicles and parts whilst making considerable cash savings.

We plan to continue to identify more opportunities to improve the integration of sustainability into Home Office core business.

5: Energy and Carbon



5.1 Managing greenhouse gas emissions

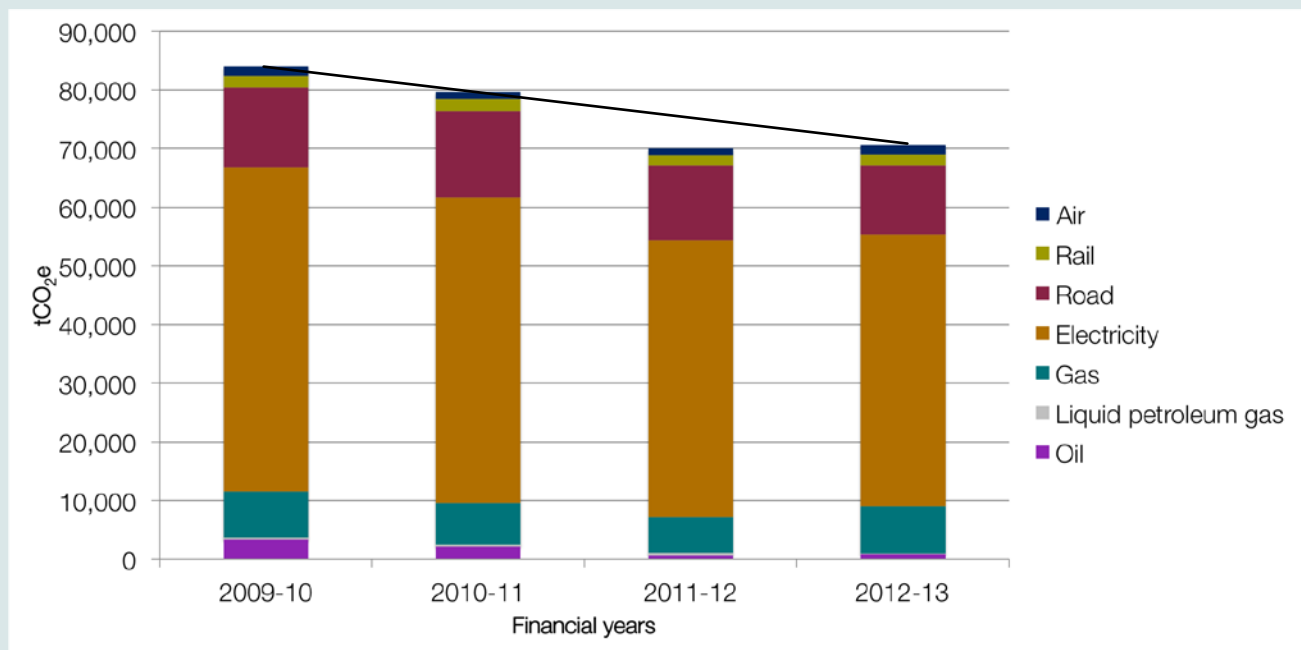
	Financial year	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
16% reduction	Tonnes CO ₂ e (excl. International travel)	84,077	79,707	70,081	70,627		
13% reduction	Tonnes CO ₂ e (incl. International travel)	88,059	82,321	73,100	76,664		

Our main impacts are from gas and electricity use in buildings and from road and air travel. Last year we said we would maintain momentum in the drive to reduce our CO₂e emissions. We achieved the Carbon Trust Standard, delivered Climate Week events, continued our investment in energy saving controls and improved the performance of our ICT.

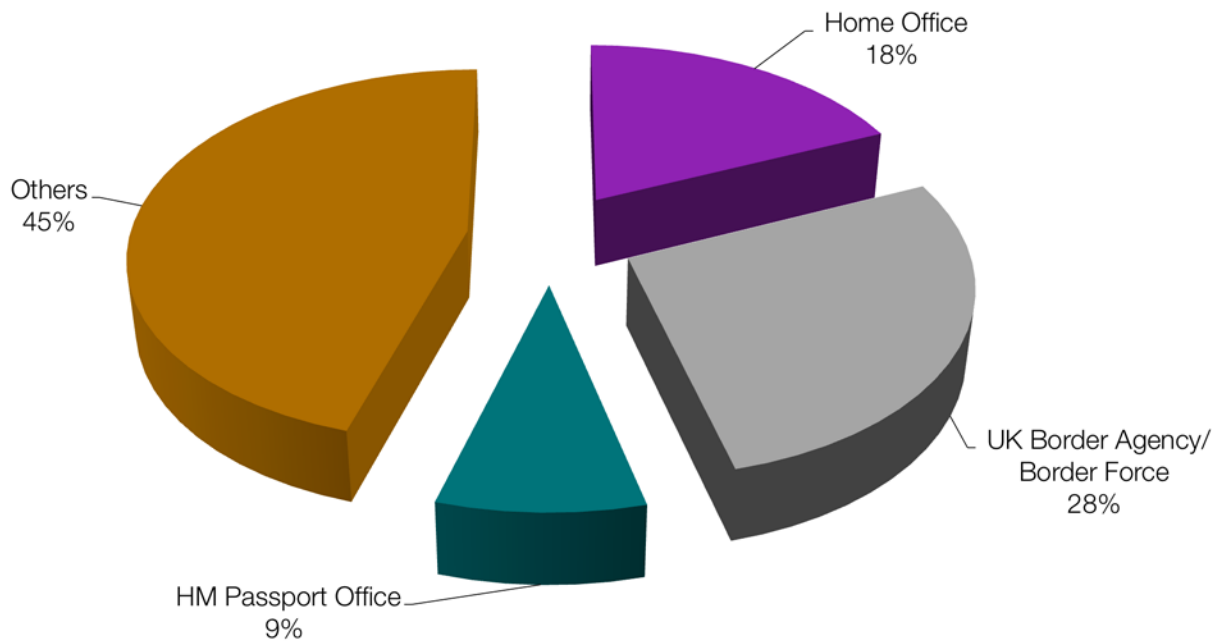
Progress

The **Greening Government Commitments** requires us to reduce greenhouse gas emissions, for buildings and travel (excluding international travel), by 25% by 2015 against 2009-10 baseline. CO₂e emissions are now 16% below the baseline.

Greenhouse gas emissions



Percentage of CO₂e emissions in 2012-13 by Home Office directorate



Reported emissions are distributed across several Home Office organisations broken down into four for ease: Home Office, the UK Border Agency (now two directorates within the Home Office) and Border Force, HM Passport Office, and others. The latter includes a number of smaller agencies and arms length bodies including the National Police Improvement Agency (its locations are now part of Home Office or the new College of Policing), Disclosure and Barring Service and SOCA (The Serious Organised Crime Agency).

News flash

The Carbon Trust Standard

In December 2012 the Home Office was awarded the Carbon Trust Standard for measuring, managing and reducing its CO₂e emissions.



It means that the department is in line with international best practice in measuring its carbon footprint accurately, and has been certified for real carbon reduction and a commitment to continuing reductions.

The Carbon Trust Standard was developed by the Carbon Trust in 2007–08 to encourage good practice in carbon measurement, management and reduction by businesses and public sector organisations. We have also had our 2012-2013 CO₂e emissions data verified by the Carbon Trust.

If you want to know more

Scope 1, 2 and 3 emissions

We are required to report in terms of Scope 1, 2 and 3.

Scope 1 – Direct greenhouse gas emissions are from sources owned or controlled by the organisation. For example emissions resulting from gas for heating and fuel used in our vehicles.

Scope 2 – Indirect emissions are from the usage of purchased electricity.

Scope 3 – Other indirect emissions are a consequence of our actions but occur at sources which are not owned or controlled directly by us and are not classed as scope 2 emissions. Currently we report on emissions from business travel using public transport, taxis and commercial airlines.

Managing greenhouse gas emissions (tonnes CO ₂ e)	2009-10	2010-11	2011-12	2012-13
Gross emissions for scopes 1 & 2 (fuel from buildings and our own vehicles)	76,718	72,495	63,924	63,662
Gross emissions scope 3 (from business travel using public transport, taxis and commercial airlines)	11,341	9,826	9,176	13,002
Reported greenhouse gas emissions	88,059	82,321	73,100	76,664

Outside current scope above

Currently we do not include out-sourced emissions, for example:

- Holdings where we are not responsible for the emissions typically at sea ports and airports and some buildings managed by landlords or their agents.
- Our immigration removal centres and other accommodation and transportation related to immigration services.
- Off site server rooms provided by a third party.
- Staff travel to and from work.

Identified fugitive emissions (from the loss of gasses from air conditioning units) accounted for a fraction of 1% and have been excluded this year.

In their opinion

Carbon Smart



Carbon Smart has worked extensively with large organisations to quantify, manage and take action on their sustainability impacts. From initial data collection through to reporting, communications and supply chain, we have overcome a number of challenges with our clients. Carbon Smart has been reviewing the Greening Government Commitments (GGC) reporting on behalf of the Departmental Policy leads of Defra and DECC. We have been working with the Home Office and the other Government Departments to build our understanding of how departments compare, the performance between years and how we can improve the transparency, quality and efficiency of the collection and collation of data.

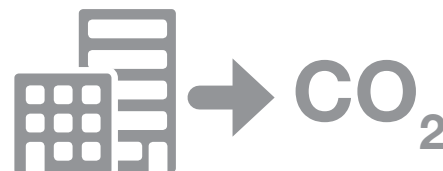
For the GGC, Carbon Smart are looking for departments not only to meet the targets but to be confident in the data they provide; that it covers the boundaries of the organisation and the methodology is sound, consistent and comparable. There have been major fluctuations in weather patterns between years, changes to the Government estate and revision to the UK conversion factor methodologies by Defra all affecting how Departments are performing. This means it is important that efforts to transparently report on sustainability impacts and carbon emissions are undertaken, to ensure reporting remains consistent and confidence in achieving the targets is retained.

As new reporting targets are due to be defined ready for 2015, it could be that Government includes a wider range of scope 3 (or indirect) emissions within its mandate. Carbon Smart believes there are significant opportunities for influencing improvements in supplier performance and reducing these indirect, scope 3 emissions. However, in our experience supporting many public and private sector clients' on their sustainability and carbon reporting, data collection and verification can prove challenging in reporting these emissions.

The Home Office already reports beyond the requirements of the GGC on a number of material scope 3 emissions within their Annual Report and Accounts, and their Sustainability Report. A focus for the future should be for the Home Office to future proof against upcoming targets and regulations and remain committed to improving the quality of their reporting. Ensuring this quality will help them to understand their scope 3 impacts and drive forward material and tangible reductions.

Sarah McCusker
Senior Consultant

5.2 Managing greenhouse gas emissions from buildings



Financial year		2009–10	2010–11	2011–12	2012–13	2013–14	2014–15
16% reduction	Tonnes CO ₂ e	66,862	61,604	54,348	55,283		

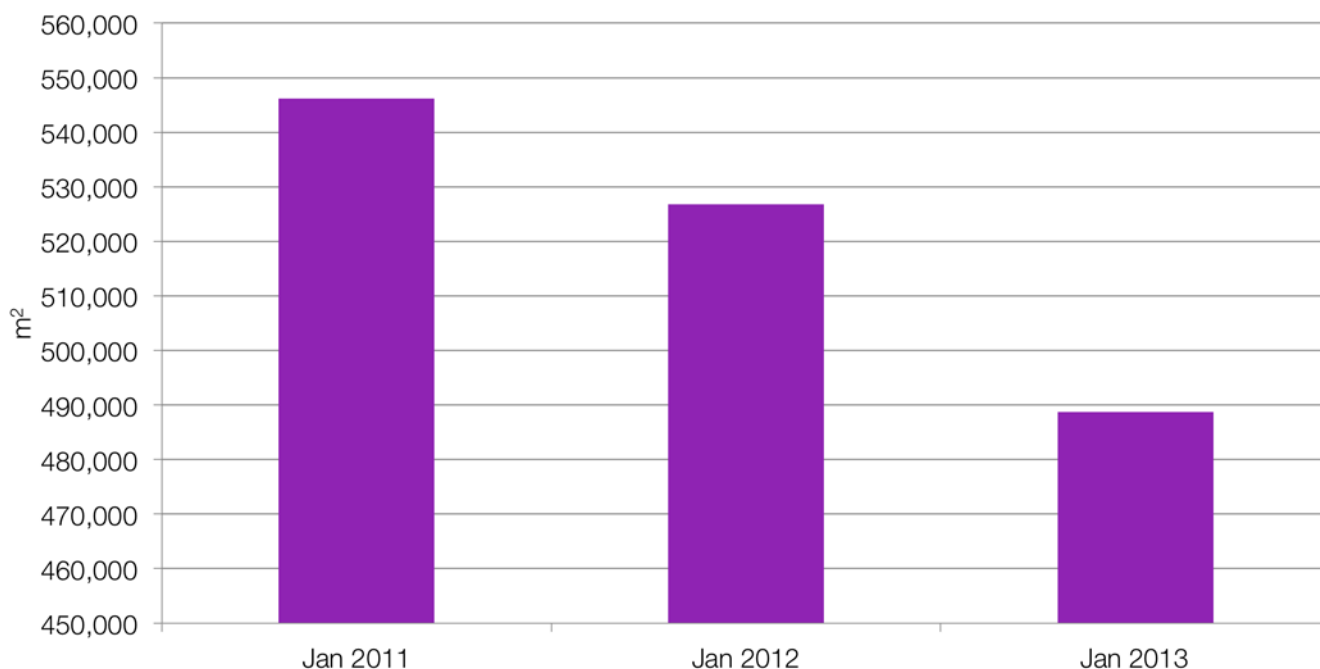
Our main impacts are from electricity use in buildings from computers and computer equipment, cooling and lighting. This year we have focussed on relocating to more efficient office space, reducing oil use and other efficiency savings.

The estate comprises freehold and leased buildings, a major Public Finance Initiative (our headquarters in 2 Marsham Street), shared buildings, and very small occupations provided for our use at ports and terminals. Approximately 70% of office space is located in 4 main centres – London, Liverpool, Croydon, and Sheffield.

Front-line services are delivered from around half our buildings. These include reporting centres, public enquiry offices, local enforcement offices, immigration removal centres, border control at ports and terminals, passport offices and interview offices.

We have reported this year on 97 premises where the Home Office pays for utilities directly. Other sites represent around 22% of our total holdings' floor area. We estimate the additional CO₂e emissions attributable to this space to be a further 15,000 tonnes.

Total floor area of our UK estate (over 10,000 square metres as at January 2013)

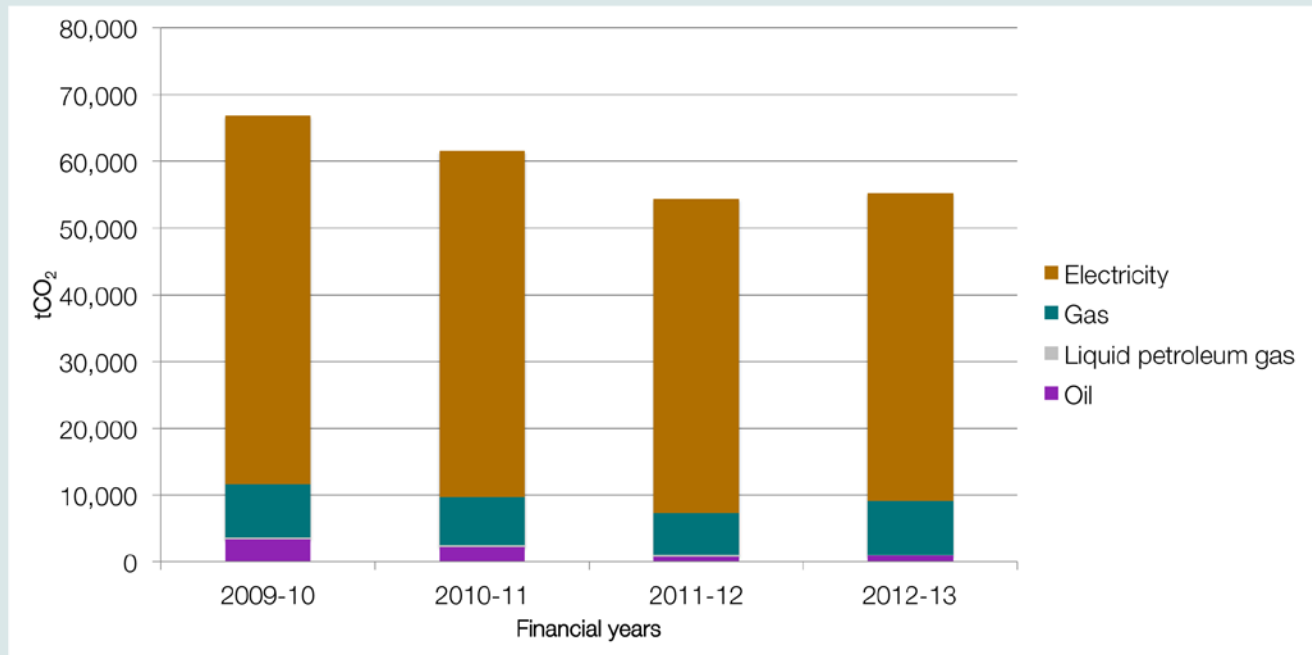


Total floor area of our estate (over 10,000 square metres sites in the UK) has continued to fall, thereby reducing overall running costs on the estate and helping us reduce water and energy use (Source **State of the Estate Report 2012**). Because we only report usage where we have full control of services we have not always been able to demonstrate all the savings from consolidation comprising smaller sites where services are provided by the landlord.

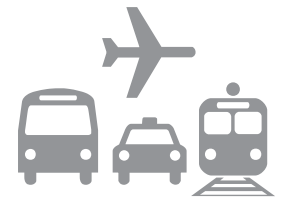
Progress

Building CO₂e emissions are now 16% below the 2009-10 baseline. Two major sites are responsible for almost all the uplift in building emissions against last year. This was due to the extended hours of building services during the Olympics, poorer general weather all year and one of these, a recently opened new site, reaching full occupation. Extended, and improved, shared services should help us to deliver enhanced and better integrated energy efficiency across the whole department.

Greenhouse gas emissions from buildings



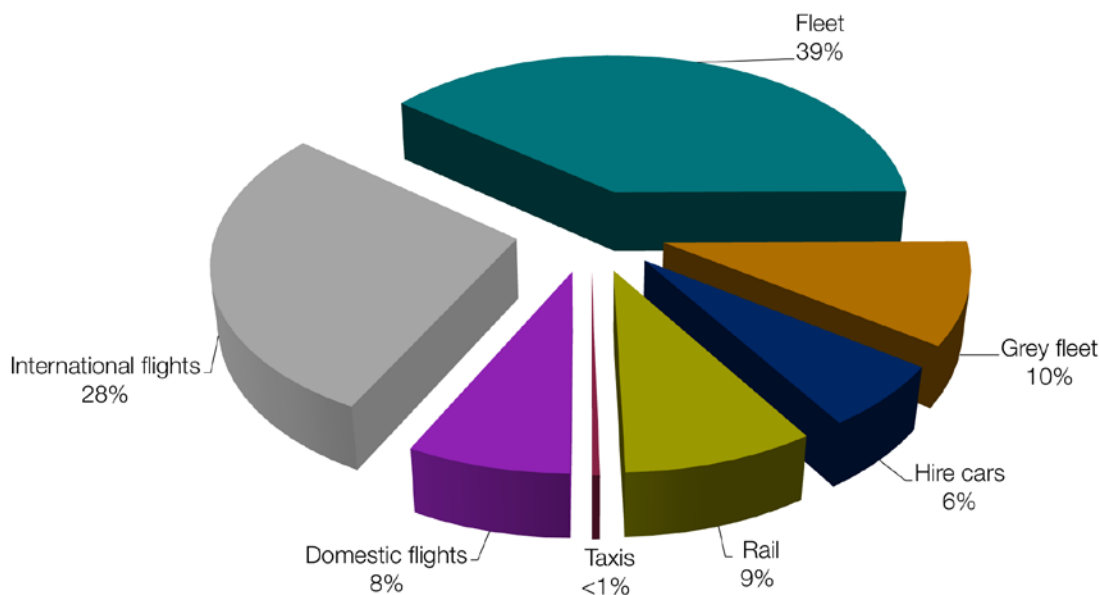
5.3 Managing greenhouse gas emissions from travel



	Financial year	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
11.6% reduction	Tonnes CO ₂ e (without International travel)	17,215	18,104	15,334	15,220		
0.9% increase	Tonnes CO ₂ e (with International travel)	21,197	20,717	18,753	21,382		

Travel emissions arise from our fleet of over 3,000 administrative and operational vehicles including cars, vans and covert vehicles, as well as hire cars, taxis, staff travelling in their own vehicles (where this is reimbursed) and business air travel and other forms of public transport.

Percentage of CO₂e emissions by travel type in 2012-13



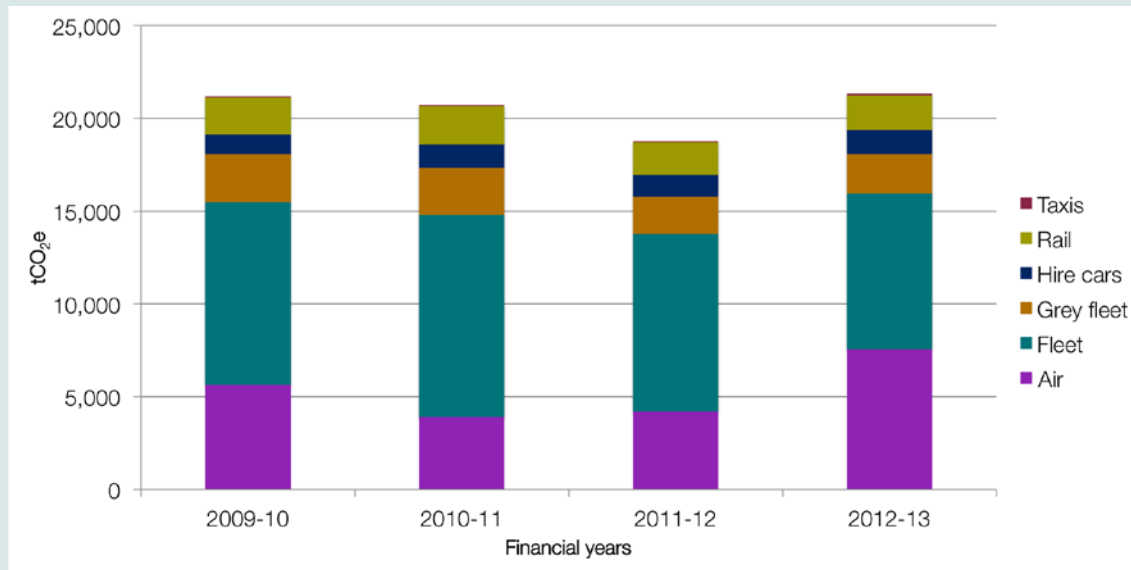
Our main impacts are from our own fleet vehicles and international flights.

Progress

The Greening Government Commitments (GGC) do not require us to report international air travel emissions. Our travel CO₂e emissions are 11% less than the baseline, but if we factor in flights to Europe and the rest of the world, our emissions are just less than 1% above baseline. Including international flights we can see a 14% upturn in emissions against the previous year but a slight reduction if we exclude these.

There was an 80% increase in air travel emissions compared to last year. This was largely attributable to long-haul flights for operational requirements.

CO₂e emissions for travel including international travel

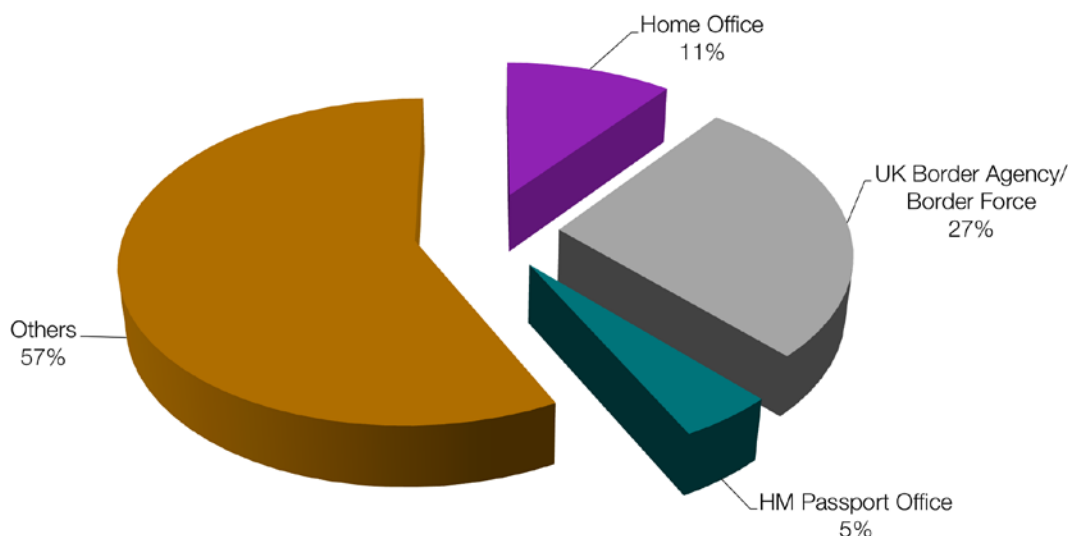


Compared to last year the total distance travelled rose by almost 15%.

We offset air emissions from travel using the Government Carbon Offsetting Fund.

Better quality video and audio conferencing facilities are already being rolled out and promoted to reduce the need to travel.

Percentage of CO₂e emissions from all travel by Home Office organisation in 2012-13



Reported travel emissions are distributed across several Home Office organisations broken down into four for ease.

In their opinion

Enterprise Rent-A-Car



Sustainability is good business

The founder of Enterprise Rent-A-Car once said, “if you look after your employees and your customers, the profits will take care of themselves”. Add “looking after the community” into that mix and it’s not a bad way to think about sustainability.

Thinking sustainably enables us to make savings for customers as well as within our own business. It helps to bind our growing network of branches within local communities; and it drives us to recruit from the biggest possible talent pool by providing opportunities for hundreds of graduates every year, building an employee base as diverse as the communities it serves.

We’re actively working with our customers to address the most pressing sustainability challenges inherent in their business travel. That means reviewing their transport policies in order to reduce carbon dioxide emissions as well as driving cost down by rethinking the size and capacity of vehicles used.

It also means encouraging employees to think about their travel needs more closely. Do they really need to make that trip? Could tele- or video-conferencing work better? If the journey is essential, what size of car do they need?

Our rental and car sharing programmes provide a virtual car pool so that businesses and government organisations can tackle the sustainability threat of the grey fleet, where employees drive their own cars for business. Hiring newer, lower-emission vehicles for business trips rather than using pool cars or employees’ own personal vehicles means less pollution, less fuel, less health & safety risk and therefore less money spent on transport costs.

And of course, sustainability also means investment and looking to the future: new fuel technologies, our 50 Million Tree Pledge and an international programme aimed at developing the business skills of graduates. We see sustainability as the glue that holds our business, our customers and our communities together.

Mike Nigro,

UK & Ireland managing director, Enterprise Rent-A-Car

5.4 Managing the number of domestic flights



Financial year		2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
18% decrease	Number	19,753	16,143	12,495	16,193		

Progress

The GGC target requires us to reduce domestic flights by 20% by 2015 against a 2009-10 baseline. The number of domestic flights increased by 29% compared to last year; although this is 18% fewer than baseline.

News flash

Video conferencing to reduce travel

The project to rollout state of the art high definition video conferencing equipment across the estate will be completed this year. It replaces older kit with limited functionality. The new equipment will be far easier to use with the ability to set 'calls' up in advance via an online portal. As part of the pre-work leading up to the rollout, the project undertook a study of the current travel activity with a view to identifying areas for possible savings. The results from this exercise have contributed to the decisions on where to place the new equipment. Reporting on the new system even at this early stage shows a good level of usage of well over 100 hours a month. This is before the communications element of the project has been complete, with a number of activities including demos at every site with a video conference capability.

Climate Week

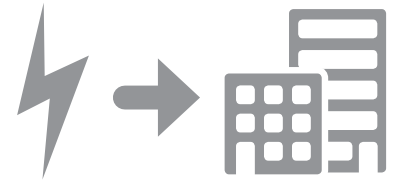
This year Climate Week in the Home Office focussed on a Go Digital theme raising staff awareness of the digital alternatives to travel such as video-conferencing, and on encouraging staff to reduce their personal carbon footprint by cycling to work. A range of practical, interactive events took place throughout the week and also included cycle maintenance clinics, sustainable menus, recycling initiatives, water saving tips and a swap shop. The events were well attended and received very positive feedback.

This Go Digital theme compliments the Home Office digital strategy and is fully aligned with the Government's information and communications technology strategy and its digital strategy. The Home Office's own Technology strategy was recently approved by the Executive Management Board. It provides an overview of how the Home Office will seek to transform digital platforms across the department with a focus on the standardisation of technology, the reduction of the department's reliance on legacy systems, and a reduction in costs.



Cycle maintenance outside 2 Marsham Street during Climate Week 2013

5.5 Managing energy use from buildings



	Financial year	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
14% reduction	GWh	158	144	128	136		

The Home Office main impacts are from electricity use in buildings from lighting, air conditioning, computers and computer equipment and other plug in devices. This year we have focussed on:

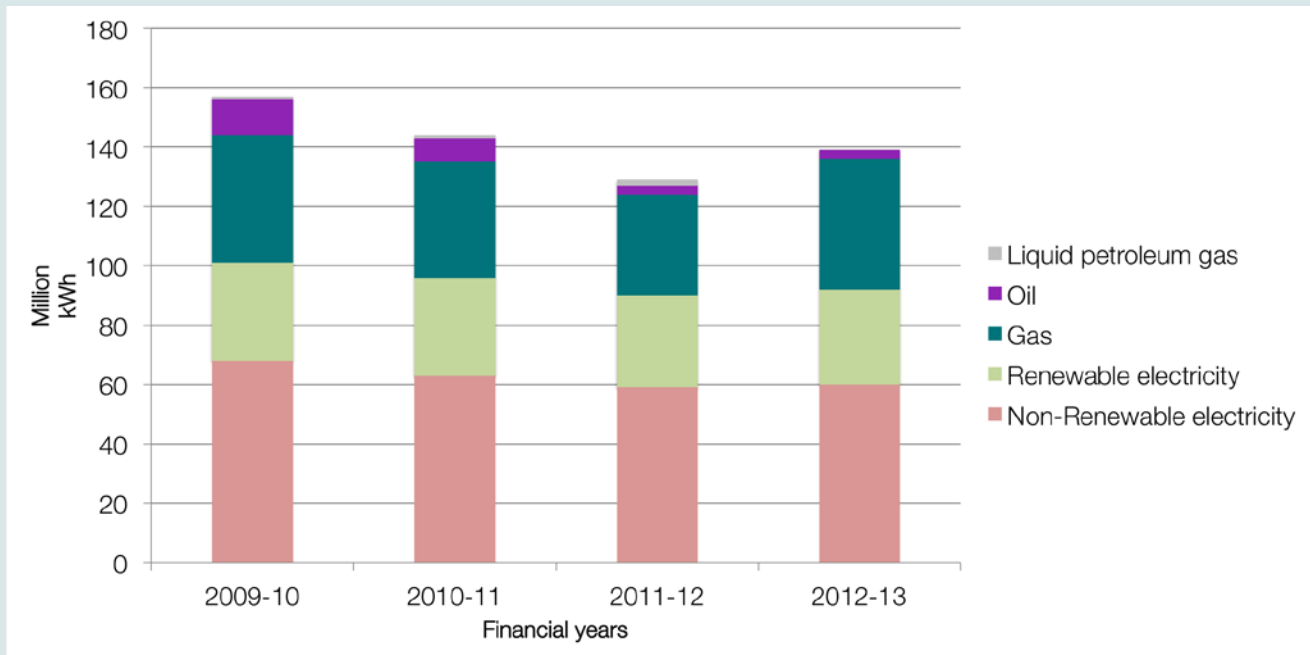
- Continuing our programme of office relocations and embedding sustainability into our facilities management arrangements.
- Installing boiler controls and voltage optimisers.
- Use of LED lighting in place of halogen light bulbs, and installing motion sensitive light controls.
- Improving our use of computers and computer equipment, especially monitors and printers.
- Improving the energy-efficiency of air conditioning units.



Boiler Optimisers – work on the principle of reducing the amount of on/off switching of each individual boiler and therefore reduce the amount of heat loss through the flue with every start.

Progress

Building energy use is now 14% below the 2009-10 baseline.



In partnership with Amey and BMSI (a British Gas Business company) we have secured energy savings of over £389,000 and reductions of 2,044 tonnes CO₂e in the period April 2012 to March 2013 in key buildings in London and the South East. This has resulted in £1.13 million savings between August 2010 and January 2013 and CO₂e savings in excess of 6,182 tonnes. This has been achieved through a payment by results agreement. It incentivises our partners to improve buildings' system-controls and deliver a programme of plant and equipment upgrades.

Building energy is supplied via Government Procurement Service contracts. Total annual expenditure has risen by 12% this year. Electricity includes 35% from renewable sources.

The Home Office has successfully applied to join the European Commission Code of Conduct on Data Centres and has been granted the status of Endorser. The Home Office will be expected to:

- Disseminate information on the Code of Conduct.
- Encourage companies to become Code of Conduct Participants.
- Aid Code of Conduct Participants in putting the recommendations into practice.

We have reported an annual improvement (to level 3) in the Green Information and Communications Technology (ICT) Maturity Model 2013 against which all departments must report.

We have also begun to roll out thin client (server based) technology.

News flash

Energy performance in our headquarters

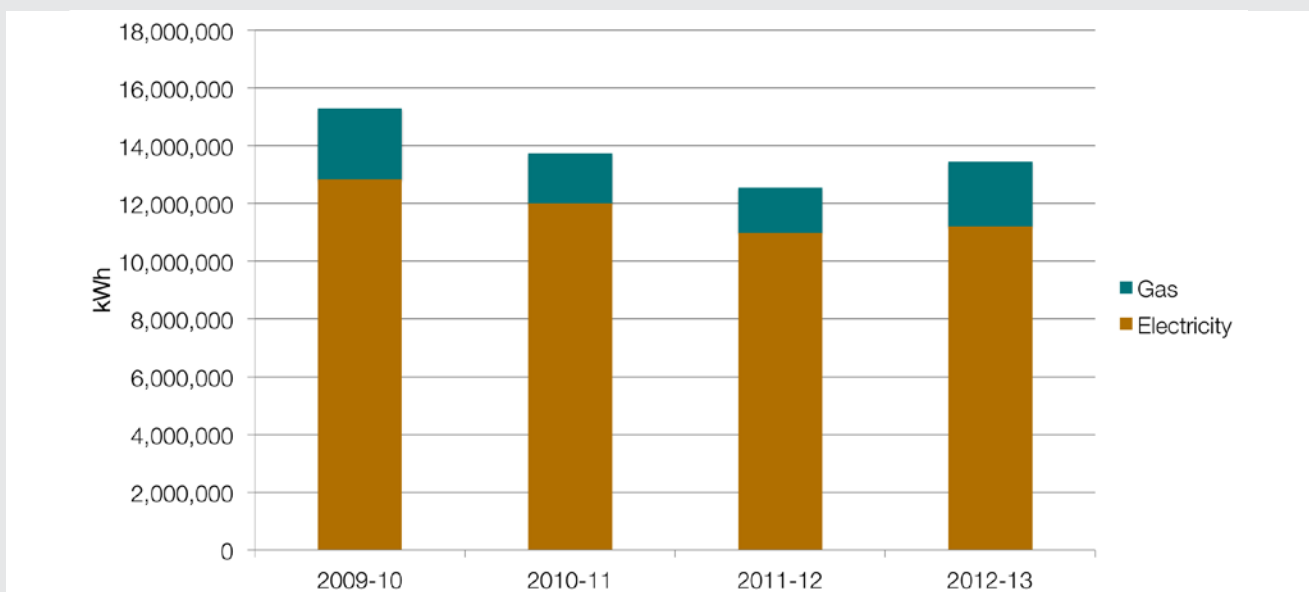
The Home Office at 2 Marsham Street (2MS) in London is a large building. It is bigger than the Gherkin but only occupies 6 floors above ground floor level. Its subtle award winning design means that it sits discreetly within the local London landscape.

The building was constructed as part of a private finance initiative (PFI) arrangement with Anne's Gate Property. Facilities Management is provided by Bouygues Energies and Services FM UK Ltd (Bouygues) for the 26 year life of the PFI agreement. The building can house over 4000 workers within its total space of 69,000 square metres.



The energy performance has steadily improved since occupation, with year on year savings being made. A summary of energy use over the last 4 years (see over).

Total energy consumption in 2MS



The contractual obligation was to meet an energy performance target that exceeds an industry standard benchmark (ECG 19 for Type 4 offices: prestige air conditioned) by a minimum of 10%. 2MS is currently exceeding ECG 19 by 30%.

The present Display Energy Certificate (DEC – see below for more information) is rated 112 or Band E. Progressive improvements have been made to this rating over the last 5 years amounting to a 22% improvement from the original DEC rating of 144.

How energy savings have been achieved

Energy management has been provided by Bouygues in conjunction with Energen. So far, attention has been focused on optimising the operation of existing plant equipment by reviewing the existing control strategies and set points. Challenging the need to run some items of equipment outside of normal occupancy hours has also proved effective.

Part of this involves continual behaviour change. Environmental comfort levels for occupants have been reviewed so that the balance between thermal comfort and energy costs are continually challenged. For example, humidification levels have been made more flexible to produce energy savings. More recently, lighting levels and existing daylight controls are being fine tuned to maximise the use of natural daylight.

An automatic monitoring and targeting system has been introduced. This monitors all incoming fiscal meters and 150 sub meters enabling energy use from all major equipment items to be tracked and anomalies identified immediately. This close monitoring and understanding of energy flows through the building enables energy waste to be identified earlier and for energy saving opportunities to be identified, prioritised and verified more accurately.

All equipment items in 2MS are quite new and most are reasonably energy efficient, negating the need for wholesale equipment change. However, some capital projects have been undertaken such as the installation of variable speed drives.

Overall, twenty energy saving initiatives have been implemented. Annual savings of 1,500 tonnes of CO₂e have been achieved so far, with a further 728 tonnes in the pipeline.

Energy Performance Certificates

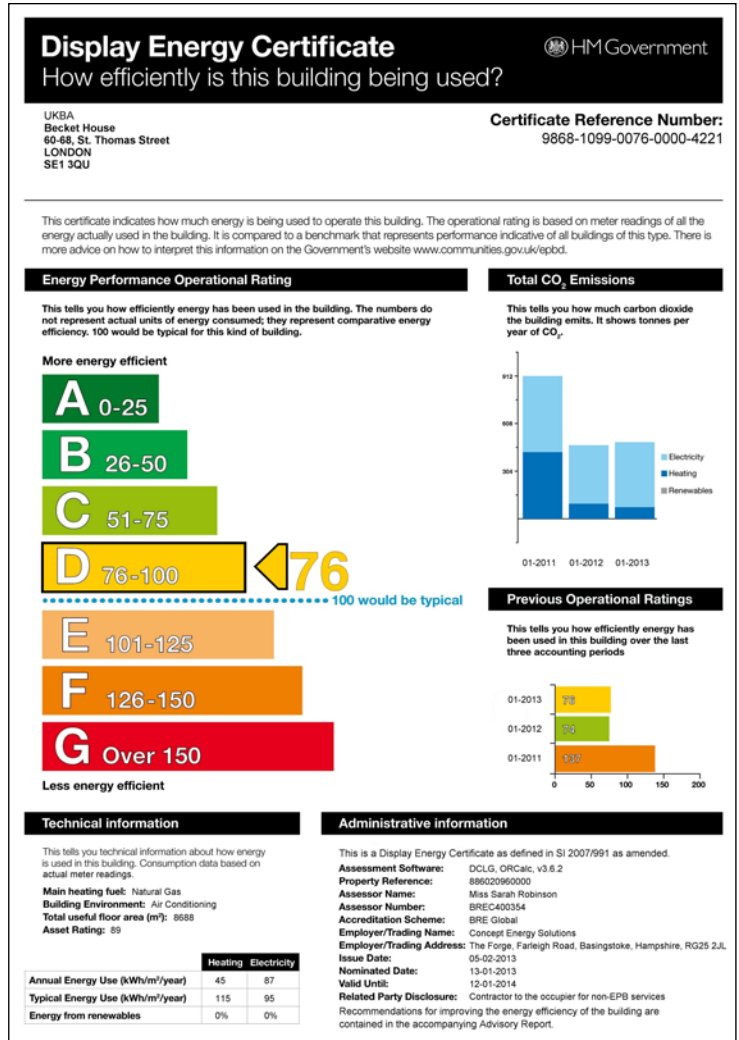
The target for energy-efficient buildings, set out in the Climate Change Act 2008, is that central government will only procure buildings in the top quartile of energy performance. Government defines a new top quartile level each year, based on the minimum EPC level achieved by the most energy-efficient 25% of office buildings nationally. The top quartile level for buildings acquired during 2009 was 64; in 2010 it was 68 and during 2011 and 2012 it was 69.

Display Energy Certificates

Display Energy Certificates (DECs) were introduced to raise public awareness of energy use and to provide the public with energy information about a building they are visiting. DECs show the public how efficiently public service organisations are using energy in their buildings.

A DEC shows the energy performance of a building based on its annual energy consumption and the CO₂e emissions that result from that energy use. This is shown as a rating from A to G, where A has the lowest CO₂e emissions (best) and G the highest CO₂e emissions (worst). The rating is also shown as a number. A typical building of its type would have a rating of 100. A building with twice the typical CO₂e emissions would have a rating of 200 (or G).

An example DEC is shown on the right and the chart below sets out the current position for DECs in Home Office buildings over 1000m²



Rating	D (76-100)	E (101-125)	F (126-150)	G (over 150)
%	22%	22%	17%	39%
No. of buildings	4	4	3	7

The CRC Energy Efficiency Scheme

The Home Office is one of the 2,000 large private and public sector organisations participating in the Carbon Reduction Commitment Energy Efficiency Scheme. Together these organisations, which include major supermarkets, retailers, hospitals, councils and all central Government departments are responsible for around 10% of the UK's greenhouse gas emissions. The Scheme encourages organisations to measure and reduce energy use, which in turn should also save them money and help cut the UK's carbon footprint. Last year (2011-12) our carbon emissions covered under the Scheme fell by 22% compared to 2010-11.



Behaviour change

The Home Office continues to promote good energy practice in our visitor reception area, in our headquarters building in 2 Marsham Street, displaying real time energy information and we have improved the scope and breadth of our on-line live **carbon viewer**. We have introduced comparative feedback with a site league chart and an indication of personal energy use.



Where applicable we display Energy Performance Certificates and Display Energy Certificates. We actively encourage staff and suppliers to consider their own impacts through procurement decisions and communication activities. We provide a design support service to the police for new build projects.



Pavegen set up an interactive display of kinetic energy production which converts the kinetic energy from movement into useable, off-grid electricity. Staff (and their children) were encouraged to walk on tiles which generated electricity to power a mobile phone. There was a lot of interest in this innovative display, which was attended by Lord Taylor and Home Office officials.

In their opinion

TR Control Solutions Ltd



We have been working with the Home Office on their carbon viewer project since June 2010. We were approached by the Head of Sustainability in the Home Office, following the PM's announcement for central government HQs to publish their energy performance online and in real-time. Within two weeks we had a live system at 2 Marsham Street, the first in Whitehall. I think we were all surprised how quickly we completed the task but we're a micro Small and Medium Enterprise (SME), we can't afford to hang around.

We installed similar systems at the Ministry of Justice, the Ministry of Defence, the Department for International Development, the Department for Transport and later in 2010 at the Office of National Statistics HQ in Newport. It has always surprised us however that this initiative did not result in the production of a real-time, automated, league table comparing performance across all departments; in the late 1990's research conducted by the University of Groningen showed that 'comparative feedback' was very effective in reducing energy waste.

This comparative feedback opportunity was embraced by the Home Office and in 2012 we developed a real-time, league chart that is used to display the relative performance of ten key Home Office sites. In 2012 we added waste disposal reporting to the system and in 2013 we launched a 'My Footprint' chart to personalise the energy and waste performance of each building.

Whilst it's commonly expected that transparency has the potential to improve performance by enabling a wider audience to ask challenging questions, first you have to capture the audience's attention which is not easy, we think that more work needs to be done here to enable a more objective assessment of its real potential.

Providing access to understandable energy performance data helps the sustainability manager ask their own challenging questions. It provides them with a reference tool they can use, independent of facilities professionals. We've seen lots of examples where the information provided by real-time energy displays has resulted in significant energy and water savings even when sophisticated building management systems were already in use. All too often people seem prepared to assume that the technology installed in a building is doing a good job and all too often we discover, via the energy trail that it leaves behind, that this is not always the case.

Whilst transparency of building energy performance has clearly resulted in reductions in energy waste, transparency of individual project performance (e.g. combined heat and power, LED lighting, variable speed drives, etc.) could help departments select the most effective technologies to install to make further reductions in energy consumption. Finally, we think it would be worthwhile exploring the potential of 'load shedding' in a building, when energy consumption levels mean targets might be exceeded, we've got ideas on this that we'd be happy to discuss with anyone interested...'

John Taylor

TR Control Solutions Ltd

Towards 2015 and beyond

The Home Office greenhouse gas and energy priorities for 2013-14 and 2014-15 include:

- Continuing our estate consolidation programme.
- Retaining the Carbon Trust Standard and meeting our mandated targets (**Greening Government Commitments**).
- Reducing energy use in London and the South East by improving our payments by results.
- Reducing the percentage of F and G display energy certificates by targeting these sites to identify energy waste.
- Reducing energy waste by rolling out thin client services and devices.
- Measuring performance of high definition video-conferencing equipment and supporting training.
- Working with the Energy Savings Trust to identify efficiencies in our owned and leased fleet of vehicles.
- Amending our data in line with the new Defra conversion factors to take account of decarbonisation of the grid.
- Calculating CO₂e emissions by Director General command.
- Continuing to support Climate Week and Earth Hour.
- Improving the capture of supply chain emissions and publishing data on out-sourced emissions as this becomes available.
- Supporting Defra and Cabinet Office to develop a programme for beyond 2015.

6: Water



	Financial year	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
23% reduction	Thousands of cubic metres	347	288	274	268		

The Home Office uses water for washrooms, drinking, showers, restaurant and canteen facilities, and in heating and ventilation systems. Last year we said we would further reduce our water use.

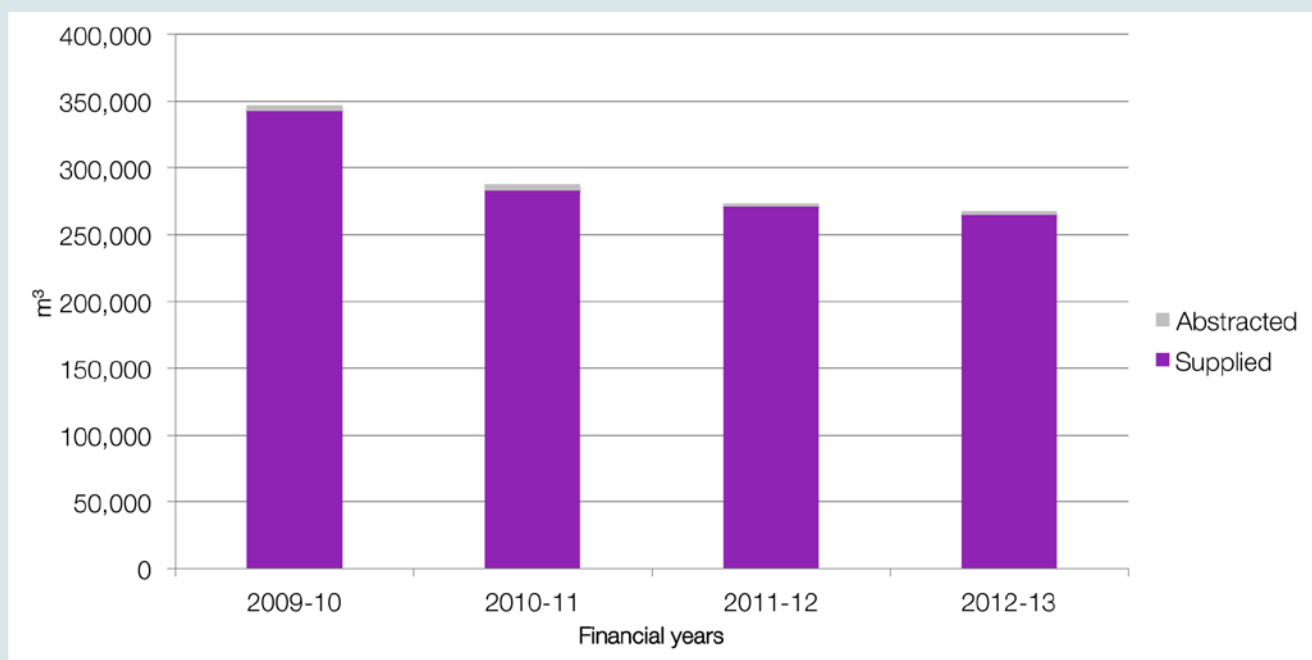
This year we have:

- Improved toilet flush controls and signage, including 2MS “nudge” stickers above the small button on toilet flushes to encourage low-flush usage. (see right)
- Installed no-touch sensor taps which ensure water cannot be left running after use.
- Installed waterless urinals which use oil based barrier fluid as an alternative to water.
- Fitted low flush urinals at sites where waterless urinals cannot be installed.



Progress

The **Greening Government Commitments** requires us to reduce water consumption from a 2009-10 baseline. Reported water use from our buildings fell against the 2009-10 baseline by over 23%. This has resulted in a further 2% reduction in water use against last year.

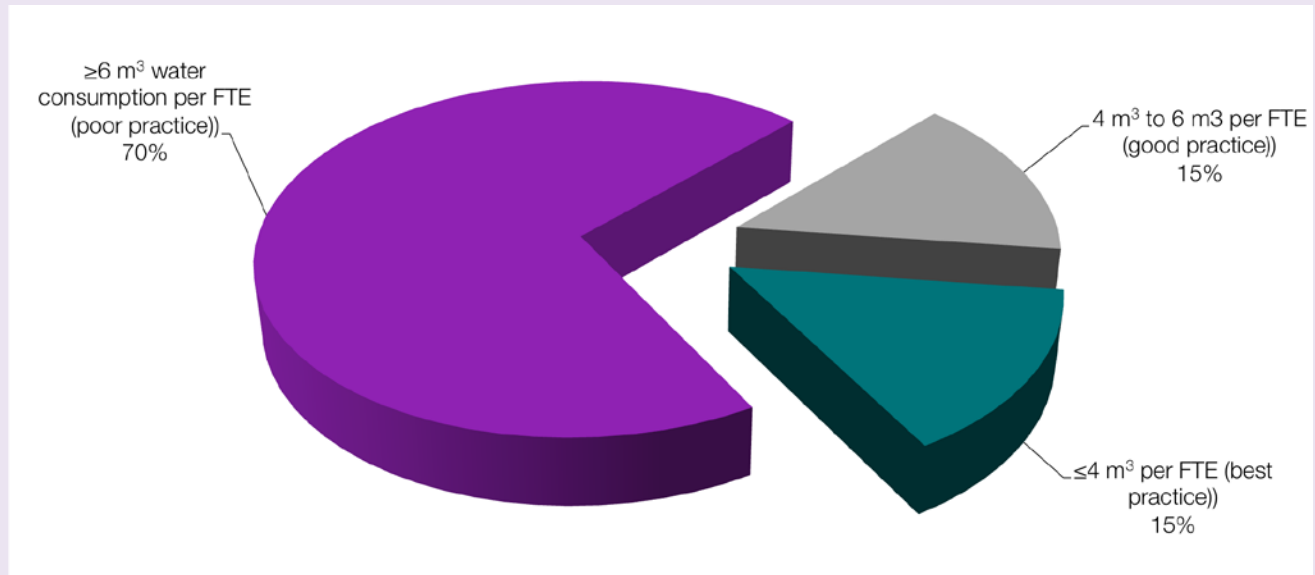


If you want to know more

Water benchmark target

The **Greening Government Commitments** require us to measure water use per person – using full time equivalent (FTE) data.

Building water performance



Home Office reported on 68 sites where we can directly control water use.

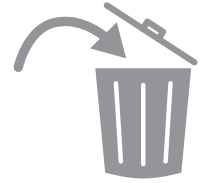
Towards 2015 and beyond

The Home Office water priorities for 2013-14 and 2014-15 include:

- Improving water monitoring in London and the South East.
- Undertaking water audits in key sites.

7: Waste and resource use

7.1 Waste

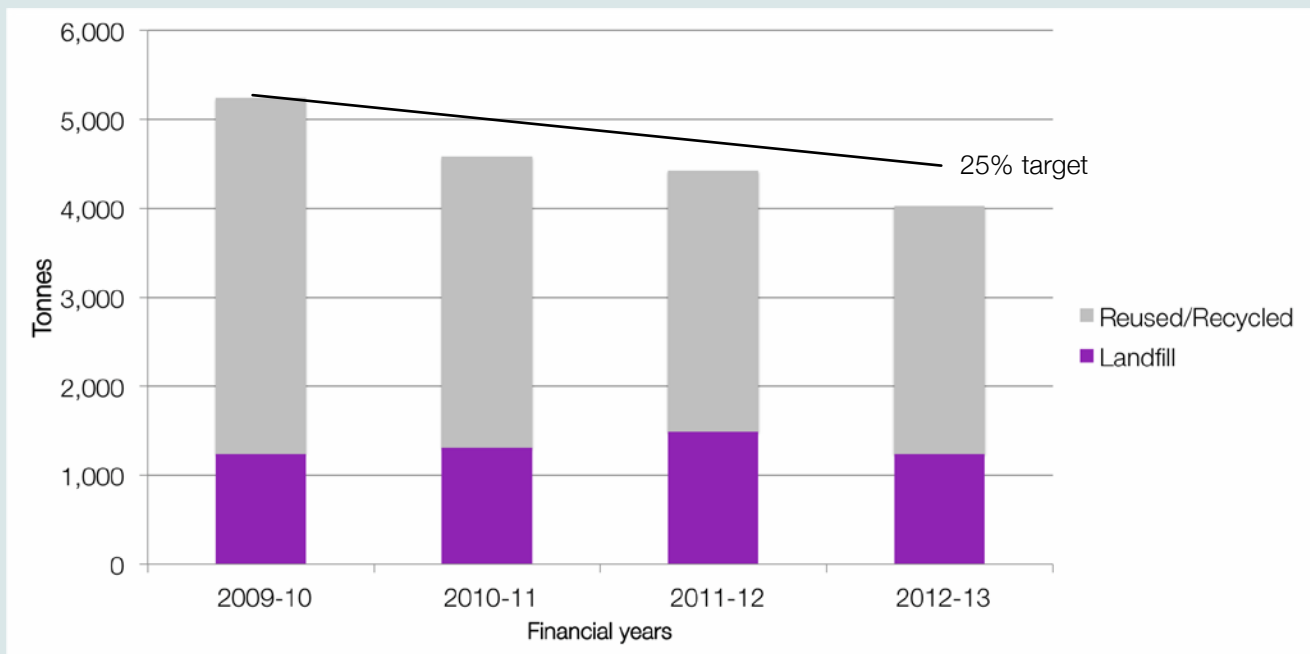


		Financial year	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
24% reduction	Tonnes		5,243	4,584	4,429	4,027		

Waste includes shredded and un-shredded paper, dry mixed recyclables, food waste and packaging. Work continues with our three facilities management suppliers to increase the types of waste that can be recycled.

Progress

The **Greening Government Commitments** requires us to reduce the amount of waste generated by 25% from a 2009-10 baseline. Office waste has fallen by over 23% against the baseline. Recycling or heat recovery from waste is over 73%.



We ensure that redundant computers and computer equipment is re-used or responsibly recycled.

We have introduced a “Closed Loop” recycled paper system across the majority of the department.

Construction suppliers are required to use an online tool to record data on waste generated from construction projects with the aim of halving the amount sent to landfill. Some larger assets are disposed of responsibly by the Disposal Services Authority. We manage the disposal of seized-goods responsibly and innovatively to minimise landfill.

We have an internal intranet board for posting unwanted stationery and other items.

Food waste is being considered as part of our work with Waste Resources Action Programme (WRAP) and our facilities management suppliers.

News flash

Waste in the Home Office headquarters

In our 2 Marsham Street headquarters, we have introduced:

- A three bin scheme for waste including dry mixed recycling and food/compostable collection.
- Vegware's compostable vending cups, lids and salad boxes.
- A collection to divert previously landfilled waste to form material used for heat and power in industry.



News flash

Office furniture

The department follows a “reduce, remodel, recycle” hierarchy for surplus furniture:

- **Reduce:** Once a surplus has been identified it is advertised first within the department then across the entire government network.
- **Remodel:** Most desks can be remodelled into a smaller size making them reusable.
- **Recycle:** When both of the above options have been exhausted we run a competition for the final clearance of unwanted furniture assets. Current suppliers for this service have waste accreditation methods with waste to landfill rates between 0 and 4%.

News flash

Border Force seizures

When seized cigarettes and alcohol or counterfeit goods are seized they are stored at secure warehouses, part of Border Force – based in north west England. If there's no prosecution, and the goods are no longer required, they'll be shredded by contractors we employ. This includes the cellophane and filters to render it as a waste product. This is then compacted and taken to a power station and used as fuel to generate electricity for the National Grid.

Vehicles used to smuggle or conceal goods are appraised and sent to auction. If the vehicle has been modified to hide items, a team at the Queen's Warehouse work with specialists to ascertain whether it's cost effective to make it road worthy. If it isn't that doesn't necessarily mean the vehicle is scrapped. Lorry trailers which have been adapted to conceal goods, are sometimes used for vehicle search techniques by our training team in Dover. They run courses for other enforcement agencies and overseas customs authorities.

Cover loads – the products used to hide illicit goods – also find their way to auction if they are considered saleable. Otherwise they're scrapped or donated to charity. On one occasion, soft toys were sent to a children's home, but only after they'd been approved by Trading Standards. We have an arrangement with Prince Charles's charity – In Kind Direct – so we're not seen to be endorsing or favouring any particular cause. They act as a clearing house for a whole range of charities and we've donated things like freeze-dried coffee, paper and dried pasta. Food stuffs are the most difficult to dispose of because they have such a short shelf-life, they're mostly sent for energy recovery or landfill.

One exception was a specific cover load, used to conceal a consignment of cigarettes being smuggled through Poole ferry port. Bob Gaiger, a media relations manager from Exeter, explains: "Officers seized the cigarettes, but had a huge problem with how to dispose of a large quantity of frozen fish used to hide them. I approached the managers of the Sea Life Centre in Weymouth. They were delighted to take the fish to feed their penguins. We were able to dispose of the cover load quickly, the penguins got a tasty treat and the Department received some good publicity."

With the disposal of all goods, HMRC and Border Force always explore the most profitable route first – anything which can be sold at auction, will be. Effectively anything that has a marketable value will be sold because the main thing is getting the money back into the Treasury. But if an item can't be sold, we try and find the most beneficial solution. And, with the Government's green targets to meet, we're always exploring the greener options to make something good out of what is essentially just waste.

In 2012–13:

- 1,177 tonnes of tobacco were shredded and used to produce electrical energy.
- 13,154,840 litres of alcohol were seized and used to produce energy.
- More than £3 million was raised from the sale of vehicles.
- More than £3.4 million was raised through sales of other goods.

Vikki Millar

Assistant director for the National Queen's Warehouse

In their opinion

Interserve Support Services



SustainAbilities is Interserve's response to the mounting environmental issues, social challenges and economic pressures that are rapidly changing the business landscape and redefining what is required for businesses to be successful. Interserve feels that SustainAbilities goes beyond conventional thinking on how to 'do' sustainability and makes considerable effort to measure Interserve's contribution.

This will be measured not only in financial capital but also in three other forms of capital value:

- Social capital – the value of people and communities.
- Natural Capital – the value of contribution to nature.
- Knowledge capital – the value of know-how and learning.

The five outcomes we are aiming to achieve through the SustainAbilities strategy reflect the way we work and what we do:

- Create places that benefit people.
- Deliver public service in the public interest.
- Build more skills and more opportunities.
- Generate a positive environmental impact.
- Achieve sustainable growth.

Interserve's sustainability improvements planned for 2013–14

Improved waste reporting

Increasing waste reporting to identify individual waste streams; this will ensure issues can be addressed in a timely manner and areas for improvement or best practice can be easily identified. Reports will be enhanced so further analysis can be undertaken of the data and trends and progress against targets tracked.

Targeted energy analysis

Current consumption data will be analysed by Interserve Sustainability Team, in partnership with the Operational Teams and building operational improvements will be identified and implemented. This will include silent hour's baseload analysis. Buildings with high electrical 24/7 baseloads will be targeted for further investigation. HVAC plant, server rooms, lighting and power and other electrical loads will be identified and controls reviewed to ensure optimised operation of all mechanical plant. Any projects identified from this exercises will be developed and passed on to the Client Teams for consideration.

Detailed Environmental Compliance procedures are under development for the contract. The benefits of this will be to ensure clear standardised instruction is received by all applicable Interserve staff to ensure that environmental compliance is ingrained in the way we manage the estate this will be supported by environmental compliance training.

Rebecca Vowles

Sustainability Manager – Central Government Contracts
Interserve Support Services

7.2 Paper



	Financial year	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
48% decrease	Reams (A4 equivalent)	398,001	376,832	287,220	267,461		

Progress

The Greening Government Commitments require the Home Office to cut paper use. We have cut paper use against last year by almost 7% and over 32% against baseline, exceeding the 10% annual target. We have also introduced a closed loop paper purchase and recovery scheme that takes our unwanted paper and returns it to us as recycled copier paper.

7.3 Construction and biodiversity

This year the Home Office completed three major building refurbishments to a value of £13.25m. All achieved Buildings Research Establishment Environment Assessment Method (BREEAM) "very good" ratings. No new builds were completed. Timber evidence was provided in the form of Forest Stewardship Council (FSC) and Programme for the Endorsement of Forest Certification (PEFC) certificates with supporting evidence.

Biodiversity is not relevant for the Home Office estate because we own so few open spaces or they are being prepared for disposal.

Towards 2015 and beyond

The Home Office waste and resource use priorities for 2013-14 and 2014-15 include:

- Reporting our waste data of disposed computers and computer equipment and furniture.
- Improving recycling infrastructure in former UKBA locations.
- Continue to support Waste Resources Action Programme (WRAP)'s work on catering and hospitality waste.

8: Supply chain

Last year the Home Office said we would:

- Embed further sustainable practices into our supplier's provision of goods and services.
- Support the Government Procurement Service to develop a cross government tool for Corporate Social Responsibility (and information assurance) that will record supply chain emissions from Government's key suppliers.

We promote sustainable procurement as Corporate and Social Responsibility (CSR). Our standard terms & conditions (T&Cs) now include requirements for equality & diversity and non discrimination, the environment and security. The Procurement Policies and Procedures Manual also include sections on CSR.

Since July 2012 we have been promoting **Government Buying Standards** (GBS) among buyers and commercial managers. This includes a requirement for suppliers to comply with current GBS for the provision of commodity goods and services and to conduct an annual self-assessment of their CSR policy.

We measure sustainability performance of suppliers through an online self assessment questionnaire called the Corporate Assessment of Environmental, Social and Economic Responsibility (CAESER), provided by NQC Ltd. Each of our suppliers complete details of their approach and impact on the environment, socio-economic issues and equality and diversity. The system is also used to gather information on information assurance and Small and Medium Enterprises (SMEs).

On completion, suppliers receive recommendations on further improvements and we receive ratings against compliance. The system also highlights areas of risk and opportunity, which informs contract management discussions and drives improved outcomes.

The department has an aspiration to deliver at least 25% of procurement spend to SMEs. CAESER captures indirect spend on a quarterly basis, which is amalgamated with direct spend and reported back to the Cabinet Office. Our performance for 2012-13 shows our SME spend is just over 13% of total spend.

The Home Office chairs a cross Government supply chain tools user group to support the development and adoption of supply chain management reporting to meet the **Greening Government Commitments**.

Towards 2015 and beyond

The Home Office supply chain priorities for 2013-14 and 2014-15 include:

- Capturing 2012–13 data from our suppliers.
- Supporting Defra and Cabinet Office to improve supply chain reporting.

If you want to know more

Supplier performance

In our last annual supply chain review we engaged with 89 strategic suppliers. We found that:

- 93 apprenticeships have been created as a direct result of the department's spend.
- 88% of suppliers have a strategy for reducing CO₂e emissions and 52% have set targets.
- 90% of suppliers use information gathered on equality and diversity to make improvements to policy and practices.
- 51% of suppliers actively encourage small and medium sized enterprises (SMEs) and monitor the diversity of their supply chains.

Reducing Energy

Total scope 1 emissions reported by 56 suppliers	2,804,570 tCO ₂ e
Total scope 2 emissions reported by 57 suppliers	9,178,648 tCO ₂ e
Total scope 3 emissions reported by 28 suppliers	29,830,703 tCO ₂ e
Total CO ₂ e emissions apportioned to the buyer by 11 suppliers	9,025 tCO ₂ e
Total reduction in CO ₂ e emissions in the last 12 months made by suppliers that are currently setting targets to reduce their emissions	141,266 tCO ₂ e
Total CO ₂ e reduction target that suppliers aim to achieve collectively by 2020	5,111,909 tCO ₂ e

Reducing Waste

Total amount of waste recycled reported by 41 suppliers	798,199 tonnes
Total amount of waste landfilled reported by 36 suppliers	356,395 tonnes
Total amount of waste reused reported by 12 suppliers	19,165 tonnes

Reducing Water

Total annual water use reported by 33 suppliers	19,025,840 m ³
Average water consumption per employee reported by 19 suppliers	28.52 m ³

2012–13 data will be available in the autumn.

In their opinion

Wagtail UK Ltd



Wagtail UK Ltd is a small company which provides detection dog services that has developed considerably since it was awarded the Border Force contract. The company has high ideals both in terms of service performance, sustainable development and social conscience. The Home Office's Corporate Assessment of Environmental, Social and Economic Responsibility (CAESER) questionnaires have helped the company to review areas where it is lacking focus and develop its practices and procedures accordingly.

The company supports its local economy and reduces carbon miles by buying goods and services locally including a locally produced specialist dog food. It participates in a local voluntary dog rescue organisation and runs a charitable dog rescue and re-homing service. The company's staff are given access to regular learning and development opportunities and there is a high level of morale throughout the organisation including the dogs! The installation of solar panels on the kennels in March 2012 is a tremendous step towards achieving sustainability and reducing greenhouse gas emissions.

The completion of the CAESER assessments has helped to guide Wagtail UK towards better practices and to develop our practices as the company has grown.

Some of the recommendations are hard for us to achieve due to the nature of our business and the fact that we are a small company, however being a small company gives an ideal opportunity to utilise other local small business.



Wagtail has always been keen to promote learning, to keep all our staff up to date with latest training techniques, dog nutrition, relaxation and massage techniques, to ensure the best possible welfare of our dogs and the progression of and improvement of our staff.

In an effort to improve company strategies and policies we take note of the recommendations where we have received a lower percentage score. For example our score regarding greenhouse gases was a particular low which hopefully we will now improve with the new addition of solar panels to provide electricity to our kennels.



Collin Singer
Managing Director

9: Making it happen

The Home Office's principal sustainability stakeholders are our Ministers, our staff, the public, other Government departments and bodies and our suppliers. They all play an important part in identifying key priorities and enhancing the value of our activities through our governance, business planning and reporting arrangements. We have a defined communications programme and sustainability mailboxes for staff and the public to provide input and feedback. Staff can also make suggestions using Switched On, the Home Office staff ideas scheme. We also have a supplier engagement programme.

The Home Secretary is held accountable by the Cabinet Office to deliver the Home Office Business Plan containing operational and cross-cutting objectives including those on sustainability. Home Office directorates and their business units have the opportunity to review and amend these high-level commitments as part of this process.

The Home Office sustainability priorities set out in the Business Plan are to:

- Assess and manage environmental, social and economic impacts and opportunities in its policy development and decision making.
- Implement the department's plan to fulfil its **Greening Government Commitments**, supplying quarterly information and contributing to an annual report on progress.
- Procure from small businesses with the aspiration that 25% of contracts should be awarded to SMEs.

Oversight of our sustainability performance is provided by the Minister for Criminal Information and the Permanent Secretary. The department's sustainability champion is Director General Financial and Corporate Services Group, who is also a member of the Home Office Supervisory Board and the Executive Management Board.

Day to day leadership and direction is provided by the Sustainable Development Team who report to the Sustainability Implementation Group (SIG). SIG meets quarterly and is chaired by the Director of Shared Services comprising key Home Office bodies and business units. It ensures that action is taken to meet the GGC and the Climate Change Act 2008 that requires us to improve the environmental sustainability of the buildings on our estate. SIG reported to the Estates and Sustainability Board, chaired by the Director General Financial and Corporate Services Group.

Like all departments our performance against GGC is scrutinised by a Ministerial sub-committee of the Cabinet, jointly chaired by the Minister for Government Policy and the Transport Secretary. The National Audit Office and Environmental Audit Committee also take an active interest in Government performance.

10: Scope

Government departments are required to report in a consistent format to support comparability within our Annual Report and Accounts in accordance with **guidance**.

The scope of this report is the same as the Annual Report and Accounts. Any machinery of Government changes, this year, have been taken into account. All our former agencies and arms length bodies have been consolidated into this report except the Office of the Immigration Services Commissioner and Independent Chief Inspector of the UK Border Agency who are not required to report. No data was available in time for this report from Her Majesty's Inspectorate of Constabulary. Some of their reportable impacts are however embedded within the scope of other departmental properties or services.

In this report we refer to CO₂e. This is Carbon dioxide equivalent- the greenhouse gas global warming potential expressed as a standard. We use the relevant Defra reporting guidance to calculate this.

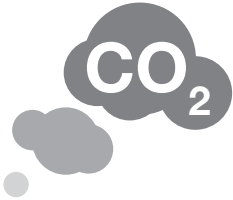
For energy, water and waste the data used in this report only comes from locations where the Home Office pays for utilities or services directly. We do not include costs or data where we receive the service as part of a landlord service charge (except for one site in Liverpool that has recently been acquired by the Home Office and where we have good quality data). All Home Office travel data is included.

Robust data is essential and we have taken several steps to improve its accuracy. Previous energy and travel data has been audited as part of the department achieving the Carbon Trust Standard and this year carbon emissions data has also been verified by the Carbon Trust. Carbon Smart has also reviewed some of the **Greening Government Commitments** data on behalf of Defra and DECC. We have restated some figures from last year's report to take account of recovered data and further data improvements.

More detailed accounting notes, when they are available, will be found on our website at: <http://www.homeoffice.gov.uk/about-us/sustainable-development/>

Annex A

Performance data



Managing greenhouse gas emissions			2009–10	2010–11	2011–12	2012–13
Non-Financial Indicators (tCO ₂ e)	Electricity		55,243	52,008	47,093	46,210
	Gas		7,955	7,172	6,185	8,117
	Liquefied petroleum gas (LPG)		318	237	350	96
	Oil		3,346	2,187	720	860
	Total		66,862	61,604	54,348	55,283
Non-Financial Indicators (GWh)	Energy Consumption	Electricity: Non-Renewable	68.9	63.0	59.1	57.3
		Electricity: Renewable	32.6	33.0	30.7	31.5
		Gas	43.2	38.7	33.7	43.8
		Liquefied petroleum gas (LPG)	1.5	1.1	1.6	0.4
		Oil	12.1	7.9	2.6	3.1
		Total	158.3	143.7	127.7	136.1
Financial Indicators (£ million)	Energy Expenditure		11.7	11.7	10.8	12.1
	CRC Energy Efficiency Scheme: Registration and License Expenditure		< 0.1	< 0.1	< 0.1	< 0.1
	CRC Energy Efficiency Scheme: Allowances				0.632	0.688
	Expenditure on accredited offsets		< 0.1	< 0.1	< 0.1	< 0.1
	Expenditure on official business travel		24.0	21.7	21.1	27.6
	Total expenditure		35.8	33.4	32.6	39.8



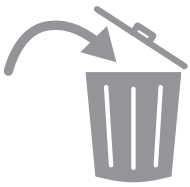
Greenhouse gas emissions for travel		2009-10	2010-11	2011-12	2012-13
Non-Financial Indicators (tCO ₂ e)	Air – Domestic flights	1,663	1,302	1,187	1,600
	Air – Short Haul flights International (European)	615	508	440	944
	Air – Long Haul flights International	3,355	2,098	2,570	5,087
	Fleet	9,856	10,891	9,576	8,380
	Hire cars	1,078	1,263	1,188	1,313
	Grey fleet (staff owned vehicles)	2,576	2,520	1,992	2,103
	Rail	1,991	2,069	1,754	1,876
	Taxis	63	67	45	79
	Total greenhouse gas emissions	21,197	20,717	18,753	21,382
Financial Indicators (£ million)	Air	4.458	2.541	4.467	8.331
	Fleet	4.546	5.249	5.112	5.056
	Hire cars	0.329	0.743	0.829	1.199
	Grey fleet (staff owned vehicles)	3.011	2.750	2.318	2.404
	Rail	11.020	9.819	7.912	9.689
	Taxis	0.679	0.587	507	963
	Total expenditure	24,043.9	21,689.1	21,144.3	27,642.3



Domestic flights	2009-10	2010-11	2011-12	2012-13
Number	19,753	16,143	12,554	16,193



Managing water			2009-10	2010-11	2011-12	2012-13
Non-Financial Indicators (thousands cubic meters)	Water Consumption	Supplied	343	283	271	265
		Abstracted	4	5	2	3
		Total Water	347	288	274	268
Financial Indicators (£ thousands)	Invoiced water supply	616	453	459	522	



Managing office waste			2009-10	2010-11	2011-12	2012-13	
Non-Financial Indicators (tonnes)	Non-hazardous waste	Reused and recycled	3,999	3,274	2,937	2,788	
		Composted	Not collected				6
		Incinerated with energy recovery					154
		Incinerated without energy recovery					3
		Landfill	1,244	1,310	1,492	1,076	
Total waste		5,243	4,584	4,429	4,027		
Financial Indicators (£ thousands)	Reused, recycled and recovered		548	427	380	389	
	Landfill		100	105	120	89	
	Total disposal cost		648	532	500	478	



Paper (A4 equivalent)	2009-10	2010-11	2011-12	2012-13
Amount (reams)	398,001	376,832	287,220	267,461
Expenditure (£ thousands)	672	739	833	617

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