Department for Work & Pensions

DWP Annual Sustainable Development Report 2013 to 2014

Part 1 – Introduction

This document supports the short headline entry covering sustainable development that is included within the formal Annual Report and Accounts. It provides a more detailed and comprehensive overview of all the activities that the Department for Work and Pensions undertakes to support the coalition Government's "vision" for sustainable development and provides a detailed breakdown of the Department's environmental performance.

But sustainable development is more than about meeting green targets, and ticking boxes.

"This Government believes in going beyond the short term with eyes fixed firmly on a long term horizon shift in relation to our economy, our society and the environment."[1]

The main DWP policy focus continues to underpin the social and economic pillars of sustainable development as outlined in 2013 DWP Business Plan. The way the department delivers its business, the way it procures and uses all its resources - from buildings to paper help deliver a significant contribution to the third environmental pillar and greening government. Adopting this approach – concentrating efforts on those areas where real outcomes can be delivered – for example focusing on the environmental impacts of operations where there the Department can exercise control, rather than trying to influence environmental issues through social policy, the department demonstrates practical sustainability in action.

Included in this report is an update on the progress made by the department to proportionately mainstream sustainable development – into the way it makes its policies, runs its buildings and buys its goods and services. This concentrates on our efforts to ensure that environmental issues are considered at the most appropriate stage of the decision making process – ensuring that all three pillars of sustainable development are covered.

By necessity, there is a large amount of information on the Department's environmental performance – the size and scope of the estate means that the section of this report, especially performance against the Greening Government Commitments, contains a detailed picture at the end of the 13/14 financial year. As usual due to billing changes, there is also a restatement of the performance for 2012/13, as a result of the annual reconciliation exercise undertaken.

[1] http://sd.defra.gov.uk/documents/mainstreaming-sustainable-development.pdf

Part 2 - Mainstreaming Sustainable Development

"Sustainable development recognises that the three 'pillars' of the economy, society and the environment are interconnected."[2]

This interconnection is one of the main strengths of sustainable development – recognising that impacts can have wider consequences that those for which they are primarily designed. But, this can also make it a difficult concept to promote – it can lead to a concentration on some minor issues, at the expense of major impacts.

Mainstreaming sustainable development also ensures that the Department exploits technological progress and innovation across all areas to effect improvements in how we deliver business. Proper evaluation of economic, social and environmental impacts ensures that decisions are well balanced, trade-offs and mitigations are identified and built in at the earliest stage and then managed appropriately throughout delivery. Applying sustainability principles is also proven to deliver significant financial savings, not least because waste in all its forms is eliminated.

DWP has a number of tools that have been developed to help all policy and strategic decision makers ensure they consider sustainable development issues and priorities and the Business Plan includes a brief overview of these. They are designed in such a way that they do not obstruct delivery of a decision or project but encourage consideration of the widest range of impacts, and ensure that the right people are involved to manage any additional environmental impacts identified. Policy, programme and project managers have access to a wide range of information and advice via the dedicated Intranet site, or from the direct involvement of the Sustainability & Climate Change Team. For example, operational changes such as IT and estate improvements are integrated into the Department's Carbon Management Plan[3]. Aligning information in this way ensures complimenting areas of work make more effective decisions that deliver greater savings. In the last year Voltage Optimisation has been introduced in over 20 sites, saving an estimated 389 tCO2 a year.

The Business Plan also contained a tailored Sustainable Development statement which highlighted a range of strategic departmental priorities that make a direct contribution to sustainable development. Rather than repeat information that is already available, signposts to existing information are provided in the following paragraphs.

The Performance Report section of the Department's Annual Report & Accounts (Page 4) provides a general overview of performance against the main strategic priorities included within the Business Plan. Contained within this are updates on some of those which were specifically referenced within the tailored Sustainable

[2] http://sd.defra.gov.uk/documents/mainstreaming-sustainable-development.pdf

[3] https://www.gov.uk/government/publications/dwp-carbon-management-plan

Development statement such as the Work Programme (Page 8) and Pensions Reform (Page 13).

Social justice was also highlighted as making a key contribution to sustainability. Information on Social Justice can be found on the policy pages on the GOV UK site.

Embracing digital technology allows for a range of significant environmental improvements to be realised – further information on the individual projects can be found in the “Improving services to the public by providing value for money and reducing fraud and error” section of the Annual Report & Accounts (Page 17).

The governance systems for Sustainable Development within DWP remain unchanged from 2012/13. The Sustainability & Climate Change Team co-ordinates and manages the various relationships within the Department and with suppliers, to mainstream sustainability and deliver the Greening Government Commitments, via the Action on Sustainability Group (ASG). This allows issues and opportunities to be identified and practical measures developed that deliver actual improvements – such as the introduction of the Dry-Mixed Recycling scheme, the ongoing management of the departmental Swap-Shop, where surplus goods are redeployed, rather than wasted, and initiatives to reduce energy use.

The network of environmental champions across the Department remain an integral part of the strategy to engage with staff at every level, providing them with advice, guidance and encouragement to help contribute to improving the environmental performance of the department, as well as promoting understanding of the sustainability “triple bottom line”. The champions are supported from the centre using a range of methods – from traditional, regular Newsletter – although in electronic form, obviously, to discussion groups and dedicated pages on the Intranet.

Part 3 - Sustainable Procurement

The DWP Sustainable Procurement Risk Assessment Methodology (SPRAM) is embedded within all procurement exercises. It is a continually evolving tool and has recently been updated to take into account Article 6 of the EU Directive on Energy Efficiency and to support the government's SME agenda by making all contracts more accessible to SMEs either directly or within the supply chain.

All our procurements above £10k are now carried out using the DWP e-tendering portal which has reduced the amount of paperwork produced during a procurement exercise. SPRAM is part of the initial work that procurement teams undertake and they cannot proceed to tender stage until the risk assessment has been considered. There were 62 SP risk assessments completed in the period 1/4/13 – 31/3/14.

We have schedules in our contract documentation around Sustainable Development, Diversity & Equality and Apprenticeship and Skills which require the successful supplier to produce an Sustainable Development Policy and Action Plan, a Diversity & Equality Delivery Plan and a report on apprenticeships and skills in relation to the contract being awarded within 6 months of contract start date. 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 Sustainable Procurement strategy which can be seen by potential suppliers and members of the public via "GOV UK". 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 "GOV UK" . This reaffirms our commitment to work towards 25% of our procurement expenditure being with Small and Medium-Sized Enterprises. We promote our contract opportunities to SMEs and encourage contractors to make use of SMEs either as sub-contractors or elsewhere in the supply chain. This is done during supplier boot-camps and is included within the Invitation to Tender documents.

DWP support the requirement to identify supply chain impacts (in line with GGC target 4(b)), and are working with DEFRA and Cabinet Office to publicise the SID4GOV platform which is a tool for collating environmental impacts of the top 500 suppliers who are contracted across Government.

DWP now uses an on-line Procurement portal – which has delivered practical, measureable savings of 71 tonnes of paper since April 2012, 693 tonnes of CO2 and associated financial savings of £539,000 (postage) and £226,000 (paper).

Part 4 - Climate Change Adaptation

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

The Sustainability & Climate Change Team have promoted the use of the existing Flood Risk Assessment undertaken of the DWP estate, within 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. There are plans to review the Flood Risk Assessment during 2014.

At the same time, climate change and adaptation are also included within the decision making tools, supported by advice and guidance

Part 5 - Greening Government Commitments

This section provides a summary of performance for 2013/14 against the Greening Government Commitments compared to the baseline year (09/10), and the target (where appropriate).

Table1: Background Information:

	2009-10 Baseline	2013-14
Number of Full-Time Equivalent (FTE) Staff	108,555	83,942
Number of buildings	960	894
Space occupied	1,712,841	1,479,257

Performance Summary 2013/14

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	2013-14 performance	2015 Target performance
Total greenhouse gas emissions (**tCO_2e**)	202,341[4]	137,082[5]	151,755

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

	2009-10 baseline	2013-14 performance	2015 Target performance
Number of domestic flights	21,931	8,397	17,545[6]

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

	2009-10 baseline	2013-14 performance	2015 Target performance
Total volume of waste produced (tonnes)	16,626	12,584	12,470
Volume of waste recycled (tonnes)	10,522	8,332	N/A

[4] Baseline Figure adjusted from original figure (204,621) due to change in factors.
[5] Contains estimated fugitive emissions data as annual data currently unavailable.
[6] Target adjusted from original figure (16,448) to take into account new baseline.

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

	2009-10 baseline	2013-14 performance	2015 Target performance
A4 (Reams)	2,061,685	1,094,590	N/A
A3 (Reams)	8,606	3,655	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	2013-14 performance	2015 Target performance
Total water consumption **($m^{3)}$**	810,701	626,818	N/A

Table 2f: Water Use Performance against best practise benchmarks

	2009-10 baseline	2013-14 performance
Best Practise (<4m3/FTE)	107	110
Good Practise (4-6m3/FTE)	500	311
Poor Practise (>6M3/FTE)	156	296

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)	2013-14
Estates emissions (**tCO_2e)**	177,926[7]	122,731
Estates emissions **(tCO_2e** /$m^{2)}$	0.104	0.083
Travel and related emissions[5] **(tCO_2e)**	24,415	14, 351
Total greenhouse gas emissions **(tCO_2e)**	202,341	137,082
Total green house gas emissions **(tCO_2e** /FTE)	1.86	1.63

Table 3b: Waste (t)

	2009-10 (Baseline)	2013-14
Total waste (t/FTE)	0.15	0.15
Total recycled waste (t/FTE)	0.1	0.10

[7] Baseline Figure adjusted from original figure (180,770) due to change in factors.

Table 3c: Water Consumption

	2009-10 (Baseline)	2013-14
Water consumption (m3/FTE)	7.47	7.47

Carbon related expenditure

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

Table 4

Carbon Related Expenditure		2011-12	2012 -13	2013-14
(£)	Carbon Reduction Commitment	£1,726,056	£1,679,400[8]	1,950,483.60[9]
	Government Carbon Off-setting Fund	£135.32	£616.74	N/A

[8] This is the final figure for 12/13 CRC payment replacing the estimated figure of £1,678,532 quoted in the 12/13 report.
[9] CRC figure for 2013/14 is an estimate.

Part 6 - Detailed Environmental Performance

Use of Estimated data

Part 6 A - Greenhouse Gas Emissions

This year has seen a significant reduction in Greenhouse Gas Emissions.

Temperatures were well above the long term average[10] during the 13/14 winter and this had a significantly beneficial impact on gas consumption, as the heating requirement was reduced. During the year, a number of projects to improve energy efficiency across the estate have been piloted and then rolled out. More are planned during the course of 2014/15 as part of the Department's strategy to meet the reductions required from the Greening Government Commitments, and its ongoing commitment to improving the environmental performance of its operations.

The energy efficiency projects can be split into two main types:-

1) Site specific projects –an individual site is assessed to identify opportunities for improvement. Consumption information is analysed to identify buildings with high usage patterns, which have the scope to offer significant savings from implementing a range of projects such as lighting improvements.

2) Technical projects – these projects focus on the implementation of energy saving products across the estate. Examples include a long term project to install Passive Infrared (PIR) sensors onto hot water boilers, devices that reduce the consumption of vending machines, Thermostatic Radiator Valves (TRV), and a continued programme to install Automatic Meter Readers. Having accurate, real time information about energy consumption allows those managing buildings to identify and tackle high consumption.

Technical developments and improvements alone will not deliver sufficient reductions. It remains important that staff play their part in using all resources as efficiently as possible. The Department's network of volunteer "Environmental Champions" continue to play an essential role in encouraging their colleagues to do their bit. In turn, they are supported and motivated using internal social media, a dedicated intranet site, regular keep in touch meetings and newsletters. During the year a new "energy reduction" competition was launched, the results of which will be used to help promote good housekeeping and highlight the savings that be achieved by increased awareness of how to use equipment efficiently.

In addition to its own sites DWP has continued to play a significant role in the development of cross-Government initiatives such the Energy for Growth project

[10] http://www.metoffice.gov.uk/climate/uk/summaries/2014/winter

http://ccs.cabinetoffice.gov.uk/i-am-buyer/categories/energy/energy-for-growth. This has already resulted in the award of a 20 year contract with Air Products Plc which is currently projected to deliver savings of £97 million. Air Products will build a new dedicated 'energy from waste' biomass generator in Tees Valley, Teesside and create an estimated 750 jobs. Progress is well underway to launch a tender for a second Power Purchase Agreement.

In October 2013 an interactive e-learning package was developed and launched to all staff this year, to provide guidance on what everyone can do to help reduce carbon emissions. Feedback on this has been overwhelmingly positive, and further similar products, designed to maintain and build on the commitment of staff, are planned during the course of the year to help maintain momentum.

The Department continues to maintain robust policies to ensure that all business journeys are managed properly, to reduce both cost and carbon. The travel hierarchy exists to prompt staff to challenge the need for travel, and when it is essential to do it in the most efficient manner possible. Staff are encouraged to use alternatives to travel to face to face meetings and use of both audio and video conferencing has increased this year – seeing a 22% and 31% increase respectively.

Table 6a: Scope 1 Emissions

Estate - tCO_2e				
	2009-10 (Baseline)	**2011 -12**	**2012-13**	**2013-1[4]**
Gas	43,712	34,210	40,635	33,363
Oil	2,128	1,261	1,525	1,263
Fugitive Emissions	124	1,245	4,623	4,623[11]
Travel - tCO2e				
Fleet (PUS) vehicles	5,362	4,705	3,374	2,202
Fleet (Official) vehicles	1,470	1,194	994	892
Total Scope 1 Emissions	52,796	42,615	51,151	42,344

[11] Fugitive Data not available at time of publication – Previous annual figure used as estimate.

Table 6b: Scope 2 Emissions

Estates – tCO_2e				
	2009-10 (Baseline)	**2011 -12**	**2012-13**	**2013-14**
Electricity[12]	122,279	87,320	84,639	76,906
Total Scope 2 Emissions	122,279	87,320	84,639	76,906

Table 6c: Scope 3 Emissions

Travel – tCO_2e				
	2009-10 (Baseline)	**2011 -12**	**2012-13**	**2013-14**
Electricity[13]	9,682	7,462	6,686	6,576
Grey fleet	8,621	5,276	4,944	5,137
Car hire	2,320	1,672	2,025	2,322
Taxis	139	52	157	160
Air (Domestic)	1,572	479	598	657
Rail (Domestic)	4,228	2,412	3,044	2,728
Tube/Tram	49	29	55	48
Coach/Bus	90	69	50	105
Scope 3 Emissions (Travel) – not included in GGC				
Air (International)	559	84	121	96
Rail(International)	5	3	2	3
Total Scope 3 Emissions	27,265	17,539	18,031	17,744

Table 6d: Total GHG Emissions[14]

	2009-10 (Baseline)	**2011 -12**	**2012-13**	**2013-14**
Greenhouse Gas Emissions (tCO_2e)	202,341	147,474	153,471	137,082

[12] We no longer provide a breakdown between “green”, “brown” and “CHP” electricity.
[13] Due to a change in the guidance for calculating carbon emissions from electricity the impact is now reported across both Scope 2 and Scope 3.
[14] This includes all CO2e data collected. It differs from the figures reported against Greening Government Commitments as CO2e for International air travel and International rail travel are outside the scope for the targets.

Additional Estimated Carbon

The Department reports on the carbon consumption for all those buildings where it has access to the data, and where it has control over how the utilities are used and managed. There are a number of sites where we do not have access to this information. In this case we estimate the emissions produced from this space – and use the normalised tonnes CO2e/m2 figure to do this. For this year, the figure amounts to 24,716 tonnes of CO2e. This figure is included in this part of the report only, and is not used within any of the carbon tables within this report.

Part 6 B - Energy Consumption

The following tables provide details of the actual energy consumption, measured in Kilowatt House (kWh) of the DWP estate.

Table 7a: Scope 1 Energy Consumption (kWh)

	2009-10 (Baseline)	**2011 -12**	**2012-13**	**2013-14**
Gas	237,618,924	186,327,713	219,398,421	181,279,874
Oil	7,695,495	4,527,062	5,491,008	4,648,798

Table 7b: Scope 2 & Scope 3 Energy Consumption (kWh)

	2009-10 (Baseline)	**2011 -12**	**2012-13**	**2013-14**
Electricity: Brown	127,773,947	144,872,649	137,992,181	0
Electricity: Green	51,505,778	19,316,353	18,398,957	172,637,187
Electricity: CHP	68,344,204	28,974,530	27,598,436	0

Part 6 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 8a: Scope 1 and 2 Financial Indicators (£)

	2009-10 (Baseline)	**2011 -12**	**2012-13**	**2013-14**
Gas	£5,848,002	£6,663,360	£8,836,387	£7,141,310
Oil	£368,834	£338,476	£417,038	£338,684
Electricity: Brown	£10,910,563	£15,890,361	£15,798,819	£0
Electricity:	£4,398,056	£2,118,715	£2,106,509	£22,161,074

Green				
Electricity: CHP	£5,835,882	£3,178,072	£3,159,764	£0

Part 6 D - Detailed Waste Performance

Whilst there has been an increase in the volume of waste generated this year, the Department remains on track to meet the 2015 target. During the latter half of this year an extended Dry Mixed Recycling scheme has been implemented, in line with revised waste regulations introduced, in offices in Scotland[15]. This has an impact on our waste figures and has increased overall volumes of waste generated. There is now a wider range of waste products (plastics and cans) that can be recycled within our offices - removing the need for staff to make their own arrangements to ensure these items are recycled. This has been well received, and although the volumes of waste measured have increased, the proportion sent for recycling has increased, whilst volumes of waste sent to landfill have begun to fall.

During 2014 we will be working to roll out Dry Mixed Recycling across the rest of the DWP estate – making recycling the easiest disposal choice for our staff, and further limiting the opportunities to send waste to landfill.

Table 9a: GGC Waste Target - Reduce the amount of waste we generate by 25% from a 2009/10 baseline (tonnes)

	2009-10 (Baseline)	**2011-12**	**2012-13**	**2013-14**
Total Waste	16,626	13,844	11,784	12,584

Table 9b: GGC Measure – cut paper use (reams)

	2009-10 (Baseline)	**2011-12**	**2012-13**	**2013-14**
A3	2,061,685	1,324,770	1,223,625	1,094,590
A4	8,606	3,900	4,085	3,655

Table 9c: Waste sent to Landfill or Recycled

	2009-10 (Baseline)	**2011-12**	**2012-13**	**2013-14**
Waste to Landfill	6,104	5,431	5,041	4,252
Waste Recycled/Reused	10,522	8,413	6,744	8,332

[15] http://www.sepa.org.uk/waste/moving_towards_zero_waste/zero_waste_regulations.aspx

Part 6 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 10a: ICT Waste

	Volumes of redundant equipment reused externally		Weight (kg) of redundant equipment reused externally	
	2012/13	**2013/14**	**2012/13**	**2013/14**
Desktop Computers	4047	3702	40065	36637
Laptop Computers	231	810	809	2835
Printers	22	267	143	1736
Scanners	1	3	3	9
MFD's	0	2	0	88
Monitors	N/K	4303	N/K	20224

	Volumes of redundant equipment recycled externally		Weight (kg) of redundant equipment recycled externally	
	2012/13	**2013/14**	**2012/13**	**2013/14**
Desktop Computers	384	740	3802	7256
Laptop Computers	197	138	690	483
Printers	148	123	962	800
Scanners	12	20	36	60
MFD's	39	1	1716	44
Monitors	N/K	3913	N/K	18391

Part 6 F - Detailed Water Performance

Table 11a: GGC Water Target – a) Reduce water consumption from a 2009/10 baseline

	2009-10 (Baseline)	2011-12	2012-13	2013-14
Water Consumption (m^3)	810,701	716,155	639,688	626,818

Table 11b: Financial Indicators (£)

	2009-10 (Baseline)	2011-12	2012-13	2013-14
Water supply	1,185,033	1,024,078	1,032,589	980,776
Sewerage	2,578,008	2,335,237	2,373,314	2,331,337
Total Water Costs	3,763,041	3,359,315	3,405,903	3,312,113

Table 11c: GGC Water Target – b) Water Use Performance against best practise benchmarks

	2009-10 (Baseline)	2011-12	2012-13	2013-14
Best Practise (<4m3/FTE)	107	53	74	110
Good Practise (4-6m3/FTE)	500	493	333	311
Poor Practise (>6M3/FTE)	155	212	322	296

Overall water use continues to reduce, and improvements have been made on the water benchmarking figures. We have been working this year to review how we calculate the water benchmark figures, to identify and remove data errors and to improve the overall accuracy. We have concentrated initially on identifying those

buildings where we do not hold full occupation information – ensuring that correct space to occupation ratios are used.
We have seen an improvement in the number of buildings now operating to the “Best Practise” benchmark. We have also identified 157 buildings in the “Poor Practise” category that are close to moving to the Good Practise category. In the coming year we will concentrate on improving their performance.

Part 7 - Biodiversity and Natural Environment plans

Scope for undertaking major initiatives on biodiversity are limited across the DWP estate. However, our Estate partner – Telereal Trillium has identified a number of sites where specific actions can be taken to conserve and enhance the natural wildlife present on large sites. For example, reducing the number of grass cuts, developing natural habitats and planting wild flowers. On these sites it is intended that increased signage, and targeted communications, will draw the attention of staff to the benefits of such actions.

Part 8– Future Plans

DWP is continuing to develop a programme of Spend-to- Save energy efficiency measures in conjunction with Telereal Trillium. These include further Voltage Optimisation projects, Electronic Thermostatic Radiator Valves, bio-mass boilers and other technologies. There will be a continued review of the use of on-site renewable energy, such as solar photo-voltaics and wind-turbines, to ensure swift action can be taken should their cost effectiveness improve.

Dry Mixed Recycling will be rolled out across the remainder of the DWP Estate to increase recycling and decrease the volume of waste sent to landfill.

Engagement at all levels is key to maintaining and improving environmental performance, and contributing to the overarching vision for sustainable development. The department will continue to encourage all staff to take positive actions to help achieve the Greening Government Commitments and to mainstream sustainability; focusing on our priorities, but always striving to make progress against the three pillars of sustainable development.