



HM Government



The State of the Estate in 2013

The State of the Estate in 2013

Presented to Parliament pursuant to section 86
of the Climate Change Act 2008

HM Government

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Foreword

**Francis Maude, Minister for the Cabinet Office
and Paymaster General**



As we continue to pay down the largest deficit in the UK's post-war history, the Government has a duty to the taxpayer to drive down its overheads, including the cost of the space we occupy. We simply cannot justify wasting precious resources on underused property.

Driving change across the Government estate is a key part of our Efficiency and Reform agenda. As a result of relentless efforts to consolidate into fewer buildings and make better use of space, the civil estate is now 2 million sq m smaller than in 2010. As well as vacating leasehold space wherever possible and maximising the potential of the buildings we own, we have sold surplus freehold space, raising more than £1.2 billion for the Exchequer to pay for vital public services.

This year's State of the Estate report shows that the reduction in space is beginning to translate into big efficiency savings. The cost of running the estate is now £513.8 million less than in 2009/10 and we expect to see more savings in the coming years.

The changes in the office estate go hand in hand with our plans for Civil Service Reform, which will make departments more agile, innovative and digital in their approach and more focused on delivering results. Our transformation programme 'The Way We Work' is being rolled out across Government, enabling staff to work seamlessly and flexibly across locations at times that are convenient for them and their customers.

Sustainability is also at the heart of our plans for the estate. With each year we are driving carbon emissions down further and we are well on our way to meeting our Greening Government Commitment for a 25% reduction by 2015, as well as our commitments on waste and water reduction.

Meanwhile, all departments are working to implement our workplace standards for office space of 10 sq m per employee for existing buildings and 8 sq metres per employee for new occupations and we expect most will achieve this by the end of 2015.

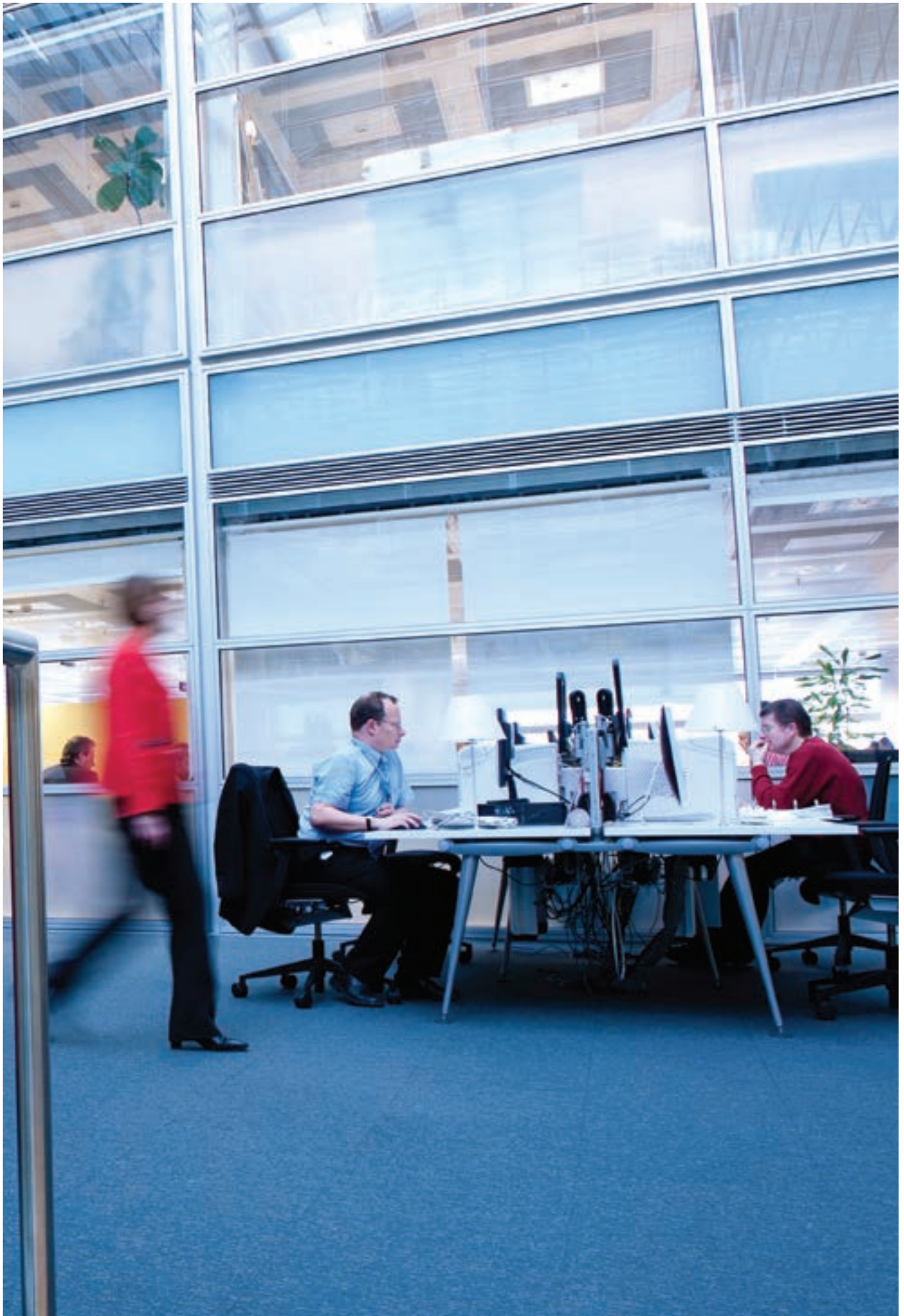
We have made a lot of progress. But we cannot stand still. In order to make further savings, we must look beyond Whitehall departments to the wider public sector estate. For that reason, we have changed the way we measure reductions in the size of the estate to include all property that is owned or occupied by central Government, including major landholdings such as the defence estate.

The Government Property Unit, within the Cabinet Office has collaborated with the Local Government Association to run the 'One Public Estate' programme. This is a joint programme, launched in July 2013 to aid local and central government asset holders in 'unblocking' any barriers that may be preventing a more integrated approach. Across the first twelve pilots, year one projected savings in running costs for 2014/15 are £21 million, with £88 million generated in capital receipts. The 2014 Budget announced the extension of the original pilot scheme. Further long term benefits to local economies are estimated at £40 million, including the creation of approximately 5,500 jobs and 7,500 new homes.

All these efforts will help us achieve an estate that is not only less wasteful but also more productive and fit for purpose, enabling us to create a better civil service while ensuring resources are targeted at frontline services.

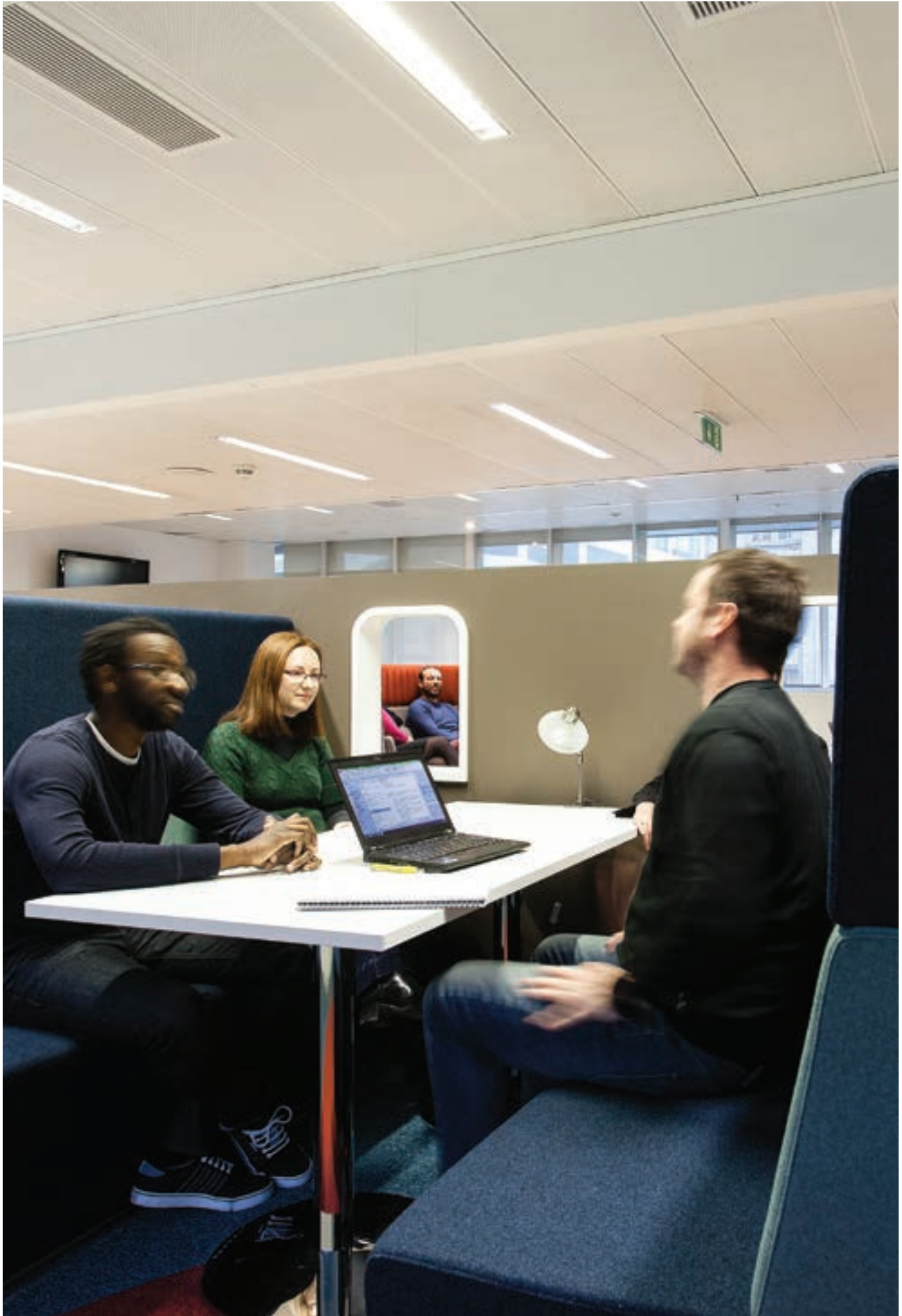
A handwritten signature in black ink that reads "Francis Maude". The signature is written in a cursive, flowing style.

Francis Maude



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Executive summary

The State of the Estate in 2013 shows good progress being made towards improving the efficiency and sustainability of the Government's Civil Estate.

Key results include a reduction of more than 500,000 sq m in the size of the estate, significant improvements in the cost and space efficiency of office buildings, and a real terms saving of £240 million in the cost of running the estate. These improvements reflect a co-ordinated cross-government effort to consolidate space and use it more efficiently across the estate.

Carbon emissions were down by 14% and waste by 15% against 2009/10 levels, leaving the estate on course to meet the Greening Government targets.

Reducing the size of the estate

During 2013 the total size of the mandated estate (see page 13) fell from 9,219,150 sq m to 8,716,015 sq m, a reduction of 5.5%. This means the estate is 2 million sq m smaller than it was in 2010.

Running costs

The total cost of running the estate during the financial year 2012/13 was £2.99 billion, down from £3.135 billion in 2011/12. Adjusted for inflation, this represents a reduction of £240 million or 7.7%.

Delivering efficiency

The lead measure of efficiency is the cost of office space per full-time equivalent employee (£/FTE), which fell from £5,324 in 2011/12 to £4,918 in 2012/13, an improvement of 7.6%.

Space efficiency

This was largely due to a fall in the amount of space occupied per employee (sq m/FTE) from 13 sq m/FTE in 2011/12 to 11.9 sq m/FTE in 2012/13. The improvement came as departments moved towards new, more efficient ways of working and were able to dispose of surplus space.

Cost of space

The average cost of space per sq m increased slightly from £409/sq m in 2011/12 to £414/sq m in 2012/13, a rise of 1.2%. However this remains 3% lower than the private sector average.

A sustainable estate

Progress has also been made towards meeting the Greening Government Commitments, which include a 25% reduction in greenhouse gas emissions against 2009/10 levels by 2015. In 2012/13, emissions were down by an average of 14% compared with 2009/10, with 11 departments already meeting the 25% target. Waste was down by an average of 15% across all departments over 2009/10.

The year in numbers

500,000 sq m reduction in the size of the estate

£240 million saved on running costs

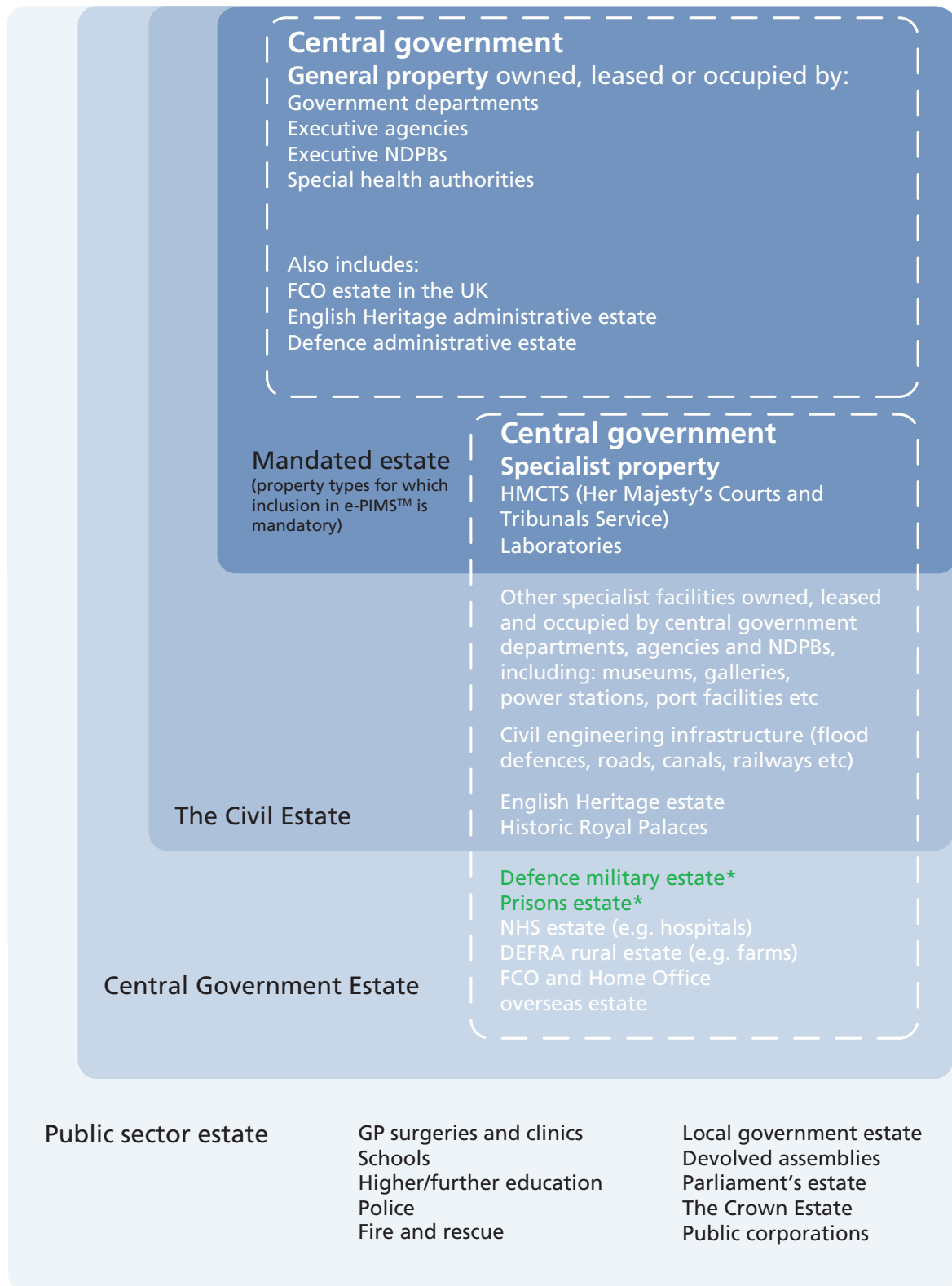
7.6% reduction in the cost of space per employee

Space per employee down from 13 to **11.9 sq m**

Carbon emissions down by **14%**

Waste down by **15%**

Figure A1: Estates comprising the public sector



* In scope for Greening Government reporting

Chapter 1

About this report

The annual *State of the Estate* report assesses progress made in improving the efficiency and environmental sustainability of the central government Civil Estate.

The report focuses on four areas:

- reducing the size of the estate
- using office space more efficiently
- improving environmental sustainability
- ensuring that any newly acquired buildings are within the top quartile of energy performance.

The reporting period

Where possible, the report includes data and commentary on trends covering the 2013 calendar year. However, data on sustainability, the cost of running the estate and the cost and space efficiency of offices is on a financial year basis. The most recent financial year for which full data is available is 2012/13. Starting with the *State of the Estate 2014*, both size and efficiency data will in future be reported on a financial year basis.

The Civil Estate

The Civil Estate is defined as the workspace, offices and other property (land and buildings) used to deliver departments' activities which are owned, leased or occupied by a government body, including:

- ministerial and non-ministerial departments
- executive agencies
- executive non-departmental public bodies (NDPBs)
- special health authorities in Great Britain.

It does not include the operational NHS estate, the prisons estate, the Foreign and Commonwealth Office (FCO) overseas estate, the Department for Environment, Food and Rural Affairs (DEFRA) rural estate, the Ministry of Defence (MOD) military estate, the privatised rail entities or public corporations.

Figure A1 (page 8) shows the make-up of both the Civil Estate and the wider public sector estate. Figure A2 on pages 10-11 shows the family relationships of organisations that own property on the Civil Estate and how these vary in complexity and size.

Measuring performance

The Key Performance Indicators (KPIs) used in this report measure:

- reductions in the overall size of the Civil Estate and in the total cost of the estate
- improvements in the efficiency of office space, calculated by dividing the cost of space in a building by the number of full-time equivalent employees (FTEs) based there
- improvements in the space efficiency of occupied offices, calculated by dividing the total space in use by the total number of FTEs based there
- compliance with the commitment to procure buildings in the top quartile of energy performance
- sustainability performance for greenhouse gas emissions, waste and water consumption.

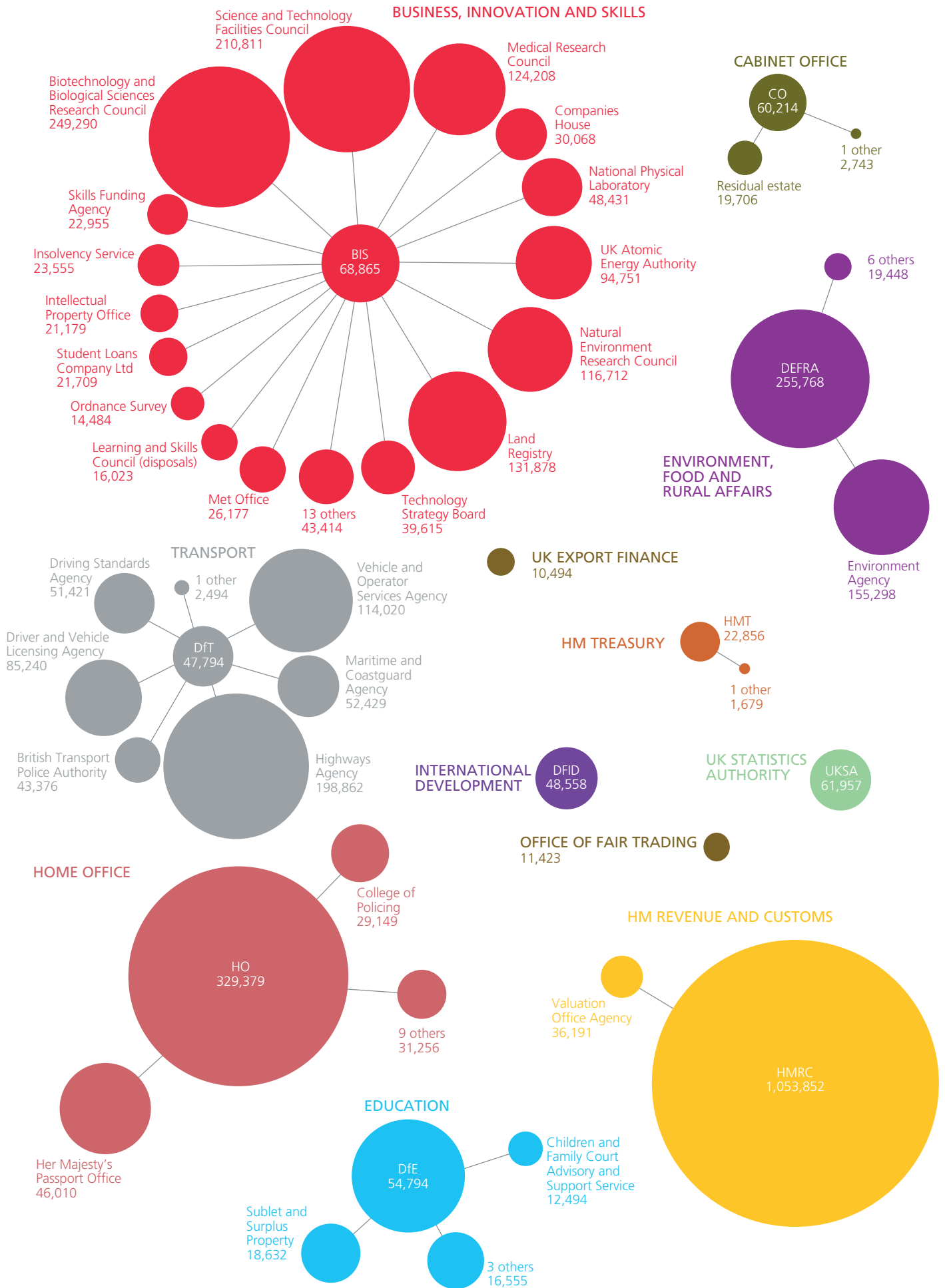
Appendix E (page 59) details the datasets used in this report and how they are collected.

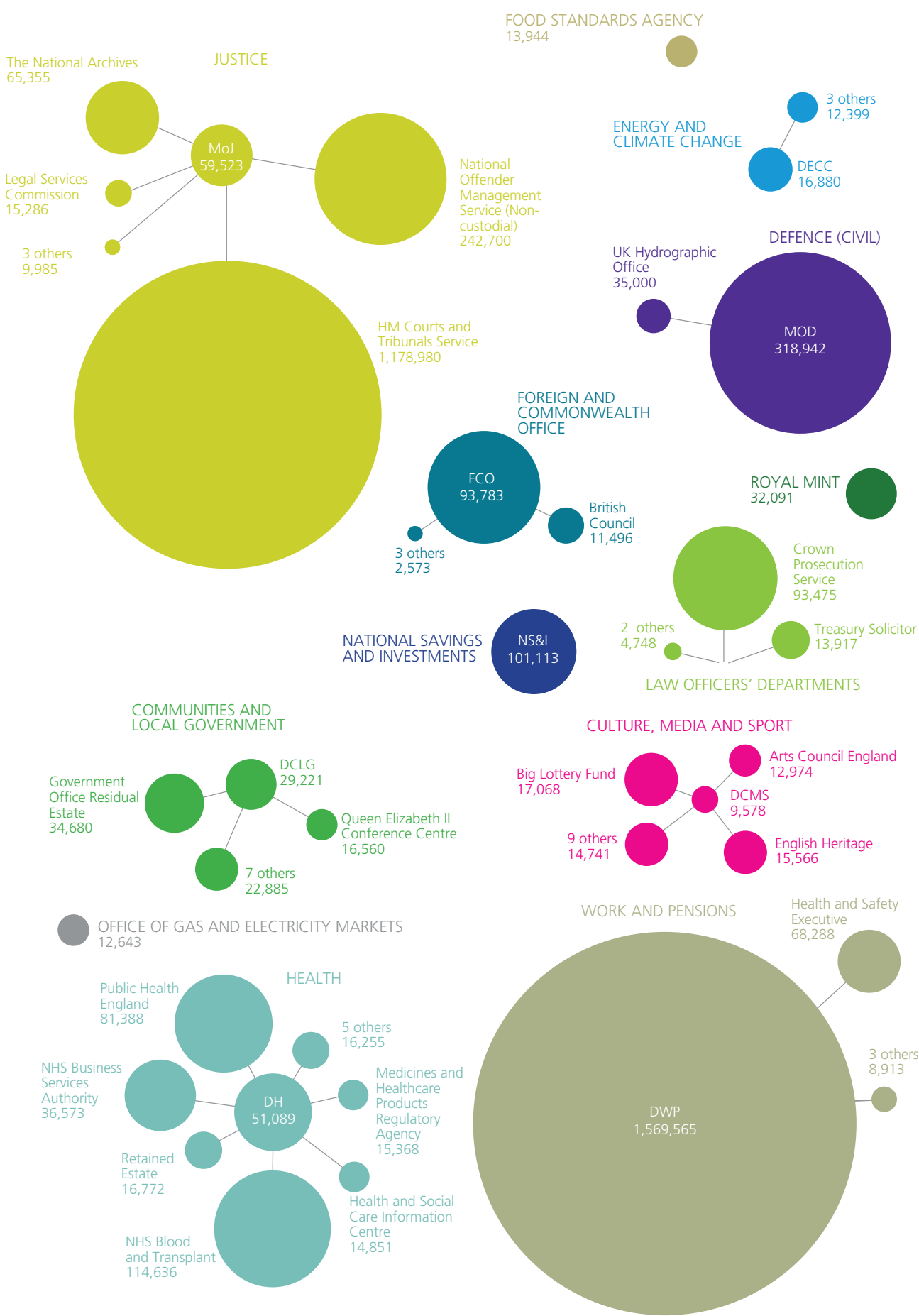
Buildings in the mandated estate

A building as defined by the Climate Change Act 2008 is one that uses energy for heating or cooling the whole or any part of its interior. This excludes certain specialist buildings that are operational in nature – for example, vehicle storage facilities. Also, a 'building' is part of the mandated Civil Estate if:

- it is used for the purposes of central government administration; or
- at the passing of the Act, the Minister for the Cabinet Office had responsibility for that building in relation to efficiency and sustainability.

Figure A2: Departments with mandated estates over 10,000 sq m and their families







Reducing the size of the estate

The overall size of the mandated Civil Estate fell by 503,135 sq m in 2013 to 8,716,015 sq m. This represents a reduction of 5.5%, continuing the positive trend set in previous years. The proportion of vacant space on the estate remains below the national average.

What is the mandated Civil Estate?

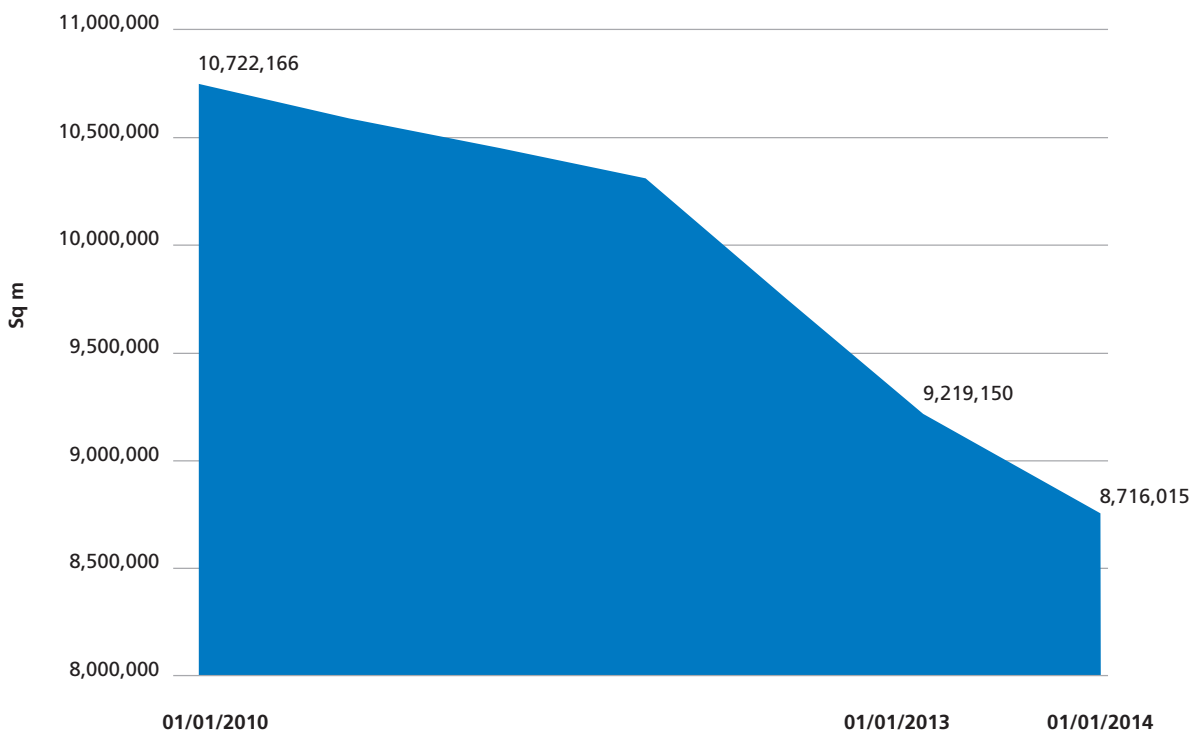
Core parts of the Civil Estate, including government departments and their arm's-length bodies, are required to record up-to-date data on the performance of both their owned and leased buildings through the Electronic Property Information Mapping Service (e-PIMS). This is known as the 'mandated estate'. Figure A1 (page 8) shows all of the elements that make up the mandated estate.

The latest space savings mean that the estate is 2 million sq m smaller since January 2010, the result of consistent efforts by departments to reduce their property holdings and increase the efficiency of the space they occupy. This includes extensive co-operation between departments and agencies in cities and regions through place-based strategies across the country, as well the continuing impact of the National Property Controls (NPCs).

NPCs include a moratorium on the acquisition of new properties and a presumption that leases will be surrendered at the earliest contractual opportunity. Exemptions are allowed only with Cabinet Office approval if they meet strict value or space-saving criteria.

Figure B1 shows the year-on-year reductions in the total size of the mandated Civil Estate.

Figure B1: Total size of the estate as at January 2014



The total cost of running the estate

The total cost of running the mandated Civil Estate in the financial year 2012/13 was £2.99 billion, down from £3.135 billion in 2011/12, a saving of £150 million, or 4.8%. However, adjusted for inflation, the real saving was higher at £240 million, or 7.7%.

Appendix B (page 47) contains the total cost data for each department.¹

Total area by department/region

Figure B2 shows the area of the mandated Civil Estate held by each department, and some arm's-length bodies, over the last three years, reflecting an overwhelming trend towards size reduction.

The four largest departments have all reduced the size of their estates from the previous year, but still make up more than 64% of the total: the Department for Work and Pensions (DWP) holds 18.9% of the total estate; the Ministry of Justice (MoJ) 17.8%; the Department for Business, Innovation and Skills (BIS) 14.9%; and HM Revenue and Customs (HMRC) 12.5%.

By region, London has the largest amount of occupied space at 1,687,036 sq m, as shown in Figure B3. This is a reduction of 100,000 sq m over the previous year but still represents 19.3% of the total estate, a similar proportion when compared with earlier years.

¹ Cost data is provided by departments, including arm's-length and sponsored bodies. Where information is not available, the cost is estimated. Total property operational costs are broken down into specific cost headings and are offset by receipts and income.

Estate rationalisation in action

Seven share in new London hub

Seven government bodies ranging from Sport England to the water regulator OFWAT have come together to share a groundbreaking new government hub building in London's Bloomsbury.

The relocation project will result in £60 million savings for the taxpayer, while staff will benefit from newly refurbished offices equipped to modern standards.

Sport England, UK Sport and Arts Council England, all executive agencies of the Department for Culture, Media and Sport (DCMS), joined together early in 2013 with an interest in moving to offices vacated by the Insolvency Service at 21 Bloomsbury Street. However, they could only fill 60% of the space between them and needed 100% to take the lease.

They approached the Government Property Unit, who brought together four other government organisations that were looking to move to more efficient offices: OFWAT, the Children and Family Court Advisory and Support Service (CAFCASS), the Horserace Betting Levy Board and the Office of the Immigration Services Commissioner.

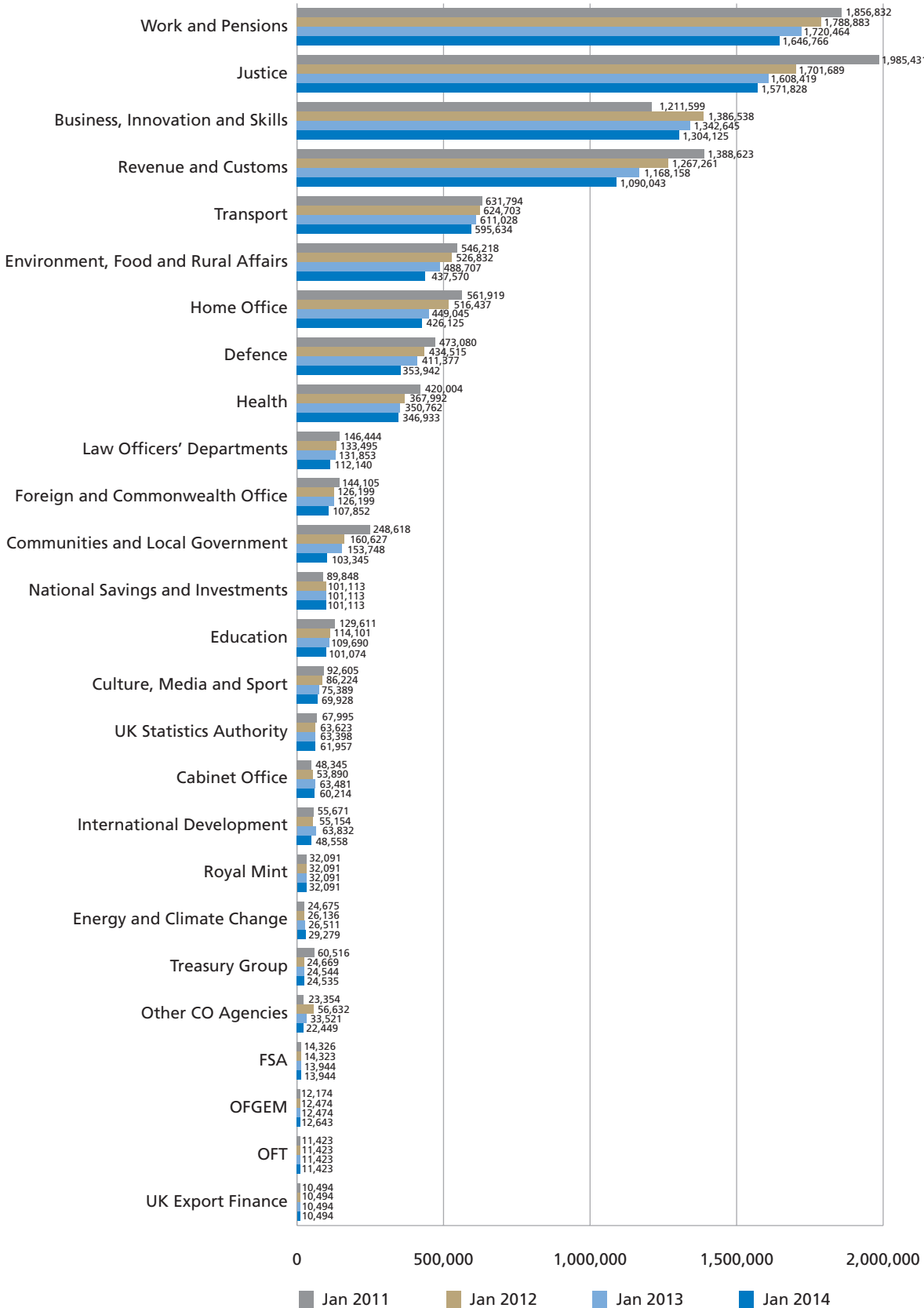
In total, the moves will release more than 11,000 sq m of office space for private sector use in the buildings previously occupied by the seven bodies. Meanwhile, 21 Bloomsbury Street has been extensively refurbished, so it will not only generate efficiency savings for its new occupiers, but also provide staff with modern facilities including open wifi, breakout areas and extra cycle parking.

The project won the 2013 Award for Excellence in Property Management from the Association of Chief Estates Surveyors. Francis Maude, Minister for the Cabinet Office and Paymaster General, described it as *"a great example of how we can use our property estate more effectively by co-ordinating across different departments and agencies"*.

Benefits:

- £60m saving for the taxpayer
- 11,000 sq m of space released for private sector use
- Staff relocated to modern, well-equipped offices
- New hub is highly space efficient at 8 sq m/FTE

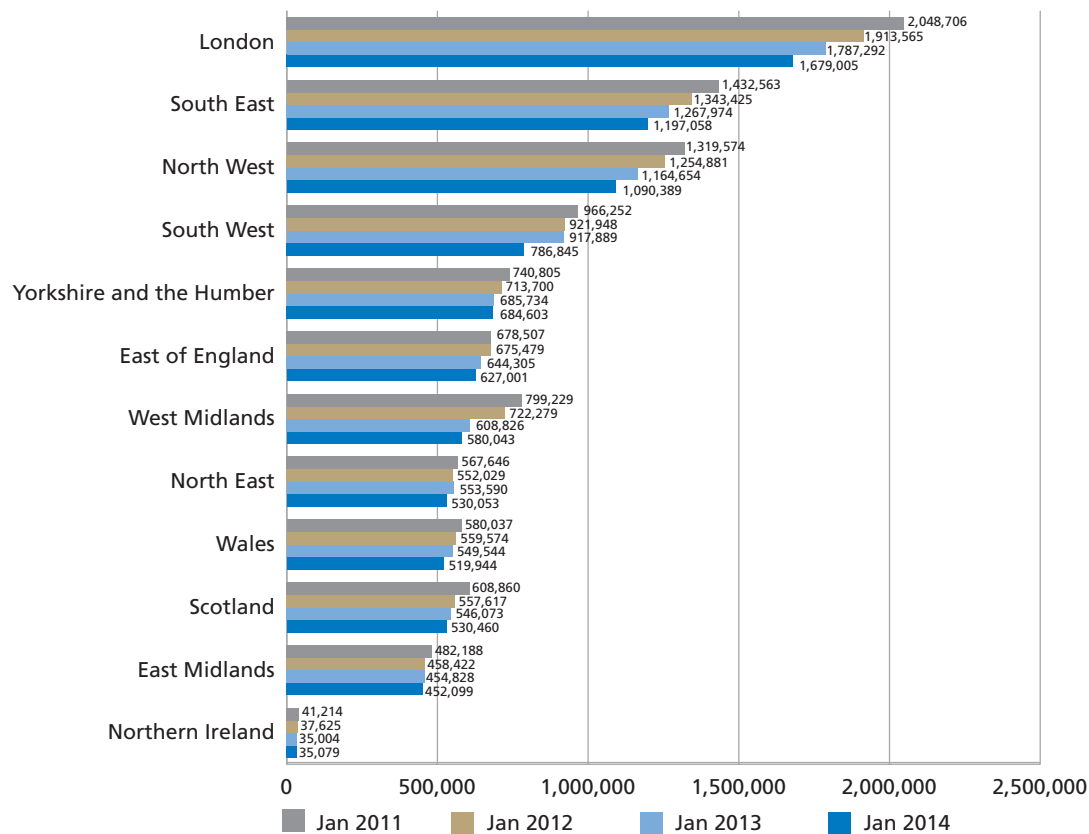
Figure B2: Total area by department (over 10,000 sq m)* as at January 2014



* Appendix A on pages 38–45 includes some references to explain changes in departments' estate.

Source: e-PIMS™

Figure B3: Regional distribution of total floor area (sq m)* as at January 2014



* 3,438 sq m of space located overseas not shown here.

Source: e-PIMSTM

Estate rationalisation in action

Creative ways to free up space

HM Revenue and Customs (HMRC) and the Department for Work and Pensions (DWP) have joined forces to make better use of their office space in Tyne and Wear, reducing their estates by a combined 22,000 sq m and generating £5 million of annual savings for the taxpayer.

The two departments have the biggest estates in the area, accounting for 75% of all government office space and housing more than 13,000 staff. However, most of this space is held under the Newcastle Estates Partnership, a private finance initiative (PFI) that runs until at least 2023.

Tied to this long-term contract, moving out is not an option in the search for efficiency gains. Instead, the departments focused on creative ways to free up space and enable others to move in.

Following earlier staff reductions and operational changes, both HMRC and DWP had pockets of free space dotted around their offices at Benton Park View, Newcastle, an 11-building complex with capacity for up to 9,000 people.

With help from the Government Property Unit (GPU), they both looked at how they could regroup staff and

consolidate those pockets into larger areas that could, in turn, be sublet to new tenants. The result was a military-style exercise in each department, with as many as 3,000 HMRC staff and 500 DWP staff moving desks.

HMRC not only gained space and cost savings but was also able to move call centre staff from another location, which it then vacated, alongside call handling staff already based at Benton Park View, merging them into a new, more efficient Newcastle contact centre.

Meanwhile, DWP has welcomed new tenants from other government departments and bodies including the Cabinet Office, Valuation Office Agency and Health and Safety Executive, as well as contractors such as Cap Gemini. This also allowed both departments to hand back space to the PFI landlord or vacate space in other properties, adding to the overall savings.

Benefits:

- £5 million a year cost saving for the taxpayer
- 22,000 sq m reduction in the government estate during 2013
- Merged Newcastle contact centre for HMRC

Building uses on the Civil Estate

Buildings are used in a variety of ways across the estate, reflecting the diverse nature of government activities. Offices are the largest single use category with 4,283,427 sq m or 49% of the total mandated estate, down from 52.7% in 2012. However, there are a wide range of other occupation types, such as research establishments and laboratories, courts and coastguards' stations.

Size, age and tenure distribution

Figure B4 shows the breakdown of tenure between freehold, leasehold and PFI contracts on the mandated

estate. While there have been space reductions across all tenures during 2013, the highest proportion has come from leases being surrendered at lease break or expiry, as well as space surrendered under PFI contract terms. These reductions mean that, from a fairly equal distribution in tenure type only a few years ago, freehold now clearly makes up the greatest proportion of the mandated Civil Estate.

Figure B5 shows the age of buildings in the mandated Civil Estate where this is known. Some buildings do not have a date of construction recorded.

Figure B4: Breakdown of the size of the estate by tenure as at January 2014

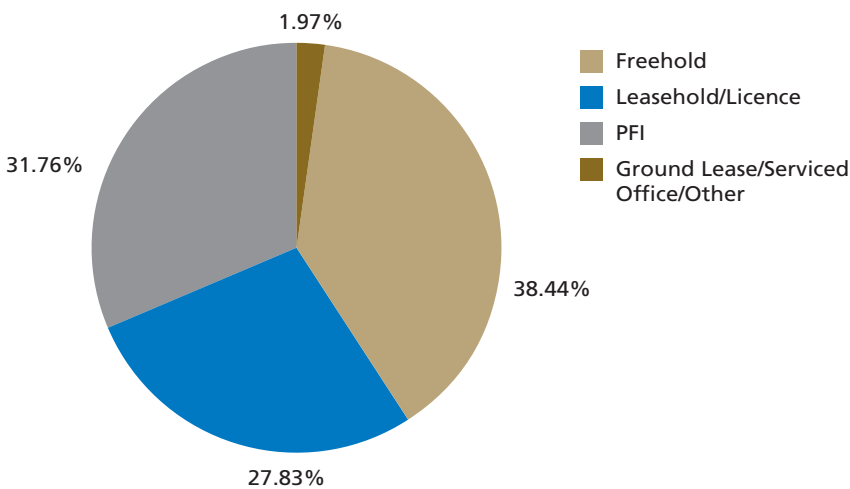
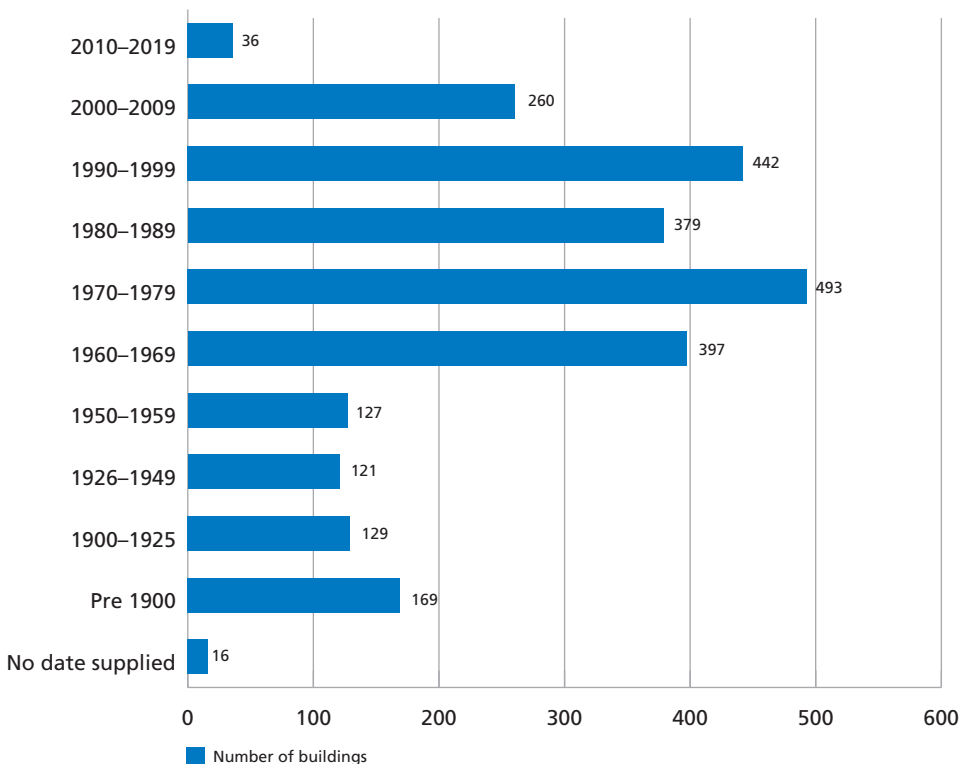


Figure B5: Age profile of buildings as at January 2014

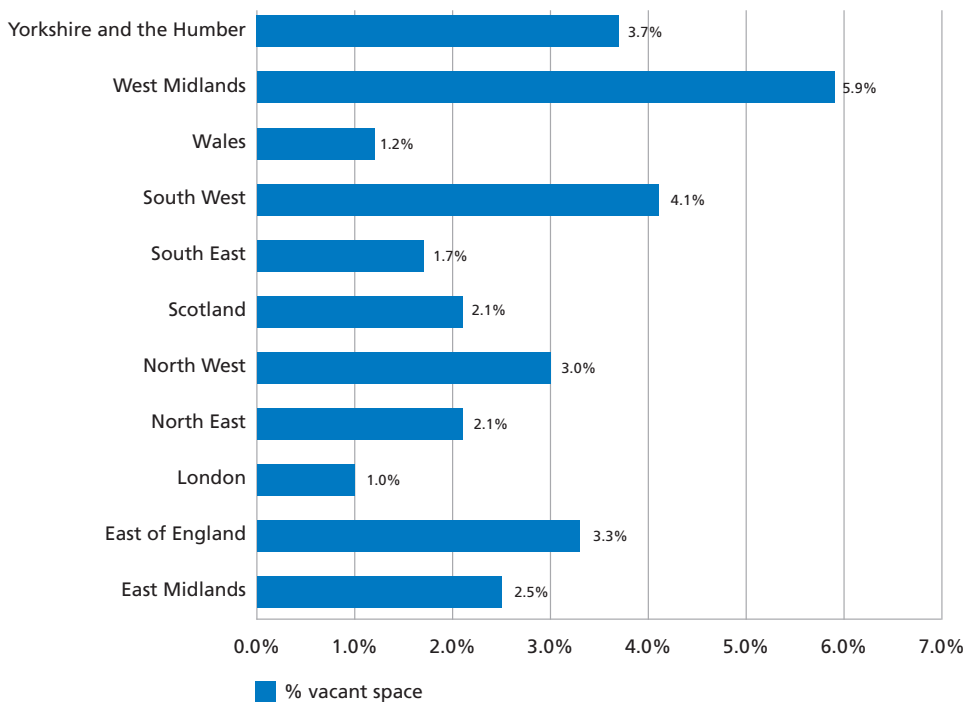


Vacant space

Vacant space is the amount of space vacated ready for release for reuse by other government occupiers or disposal. Total vacant space on the mandated Civil Estate at 1 January 2014 was 223,162 sq m, a reduction of 50,957 sq m (18.5%) on the previous year or 2.5% of total area. This is well below the reported national average (public and private sector) of 10.2%.²

Figure B6 shows the breakdown of vacant space as a percentage of total space in each region.

Figure B6: Vacant space as a percentage of total areas in the region as at January 2014



² Source: Knight Frank

Transforming the way we work

The primary function of the office is changing, from being factories where information is processed to places where people come together to collaborate and learn. The IT revolution is making it possible to work anywhere at any time, while employees are increasingly using technology as second nature.

The implications of all this for the government estate – and the people who work in it – are profound. By using workspaces more intensively and wisely we can reduce our use of buildings and therefore our impact on the environment, while also providing staff with good-quality, well-equipped offices.

Smart working, better workplaces

Smart working can not only reduce costs and increase productivity, but also boost staff engagement and wellbeing. It mirrors what's happening in employees' lives as they become more mobile and connected and comfortable with communicating in different ways. And it enables flexible working patterns because people can work in different settings and at times that better suit their lives and their customers.

Smart working is at the heart of transforming and streamlining government organisations and office buildings, and also at the heart of Civil Service Reform. We are delivering it through a departmental programme called The Way We Work, designed to help realise our vision that by 2015 the Civil Service will be more efficient and a better place to work, where people:

- focus on outcomes not process
- are empowered by technology

- work flexibly and cost-effectively
- collaborate more effectively with other teams in their own department and other departments
- maximise productivity and innovation while reducing environmental impact.

Creating a better Civil Service

The aim of The Way We Work is to ensure that, by the end of 2015, we will have a Civil Service in which:

- well-designed workplaces support how people work best, with location options such as shared hubs, hosted space, HQs and home
- work is done in a variety of appropriate shared settings, no longer tethered to a desk
- IT is usable and convenient, and works well both in and away from the office; and is comparable with the technology people use at home
- staff can connect with colleagues and data from virtually anywhere
- security and access arrangements make it easy and safe to work in a variety of settings
- leaders embrace and exploit the opportunities that come from added flexibility, productivity and effectiveness.

It is a huge challenge but also an opportunity for rethinking the government estate. We can allow people to work closer to where they live and balance work, personal and community commitments more flexibly, and we can enable people to work together without actually having to be together so reducing wasteful travel. More intensive use of space and the consequent reduction in demand for office space, together with less intensive peaks in commuting patterns, will also help towards achieving a sustainable environment.





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The year saw significant improvements in both of the main measures of efficiency. The amount of space occupied per full-time equivalent employee (FTE) across the benchmarked Civil Estate³ fell from 13 sq m in 2011/12 to 11.9 sq m in 2012/13, a reduction of 8.5%.

This increased space efficiency led to a corresponding drop in the cost of office space per FTE from £5,324 to £4,918, a saving of 7.6%.

These improvements come from a relentless focus by Government on improving and rationalising its estate through smarter working, moving staff into core buildings and disposing of surplus space. Departments continue to work towards reducing space per FTE to 10 sq m for existing buildings and 8 sq m for new occupations by 2015.

In total, between May 2010 and March 2013, the Government shed space with an annual running cost of £465 million, while generating freehold disposal proceeds of £1.2 billion.

What is the benchmarked Civil Estate?

The benchmarked Civil Estate consists predominantly of office space over 500 sq m (some departments include all their office estate) occupied by government departments and arm's-length bodies, not including specialist property, such as courts and tribunals, laboratories, research facilities and jobcentres. The efficiency and sustainability of this space is measured and compared to the private sector by the Government Property Unit's Benchmarking Service.

Cost per FTE

Cost per FTE (£/FTE) is measured as the cost of space in a building divided by the number of FTEs based there. Although the average cost of space rose by 1.2% in 2012/13, £/FTE on the benchmarked estate fell by 7.6% from £5,324 to £4,918. A total of 16% of office space that is currently benchmarked is under-utilised, as it exceeds the 10 sq m/FTE government target. This can result in surplus space due to factors such as recent staff reductions and property types that lack space flexibility. Some of the buildings on the benchmarked estate are Grade I or II listed and there are often restrictions on the use of space, or building characteristics which mean that not all the space can be effectively utilised.

Private sector comparison

The Civil Estate includes a core of well-managed and efficient office space, with 51% of the benchmarked estate reporting £/FTE values which are equivalent to or lower than the private sector. This is a significant increase compared with 41% in 2011/12.

Figure C1 shows that most UK regions have seen a fall in £/FTE since 2011/12. In every region except London, £/FTE is lower than or very close to the private sector average. Central London contains the most expensive offices on the estate with an average £/FTE of £10,497. This is down from £11,913 since 2012 but still remains significantly higher than the private sector average. There are challenges to improving space efficiency in the capital, including the fact that many government buildings are Grade I or II listed and therefore have restrictions on their use. However, the central London estate remains a priority for significant rationalisation.

Figure C2 gives a snapshot of current efficiency performance against Key Performance Indicators (KPIs) and how this compares with the average for the private sector. Details and scores for each KPI at organisation level are shown in Appendix C (page 48).

³ The 2012/13 benchmarked estate consists of 988 occupations from 159 property centres. Some 18% are freehold, 33% leasehold and 47% are PFI. Total occupied space is 3,214,155 sq m, with 270,781 total office-based FTE and a total property cost of £1.331 billion.

Figure C1: Efficiency average cost/FTE across the country 2012/13

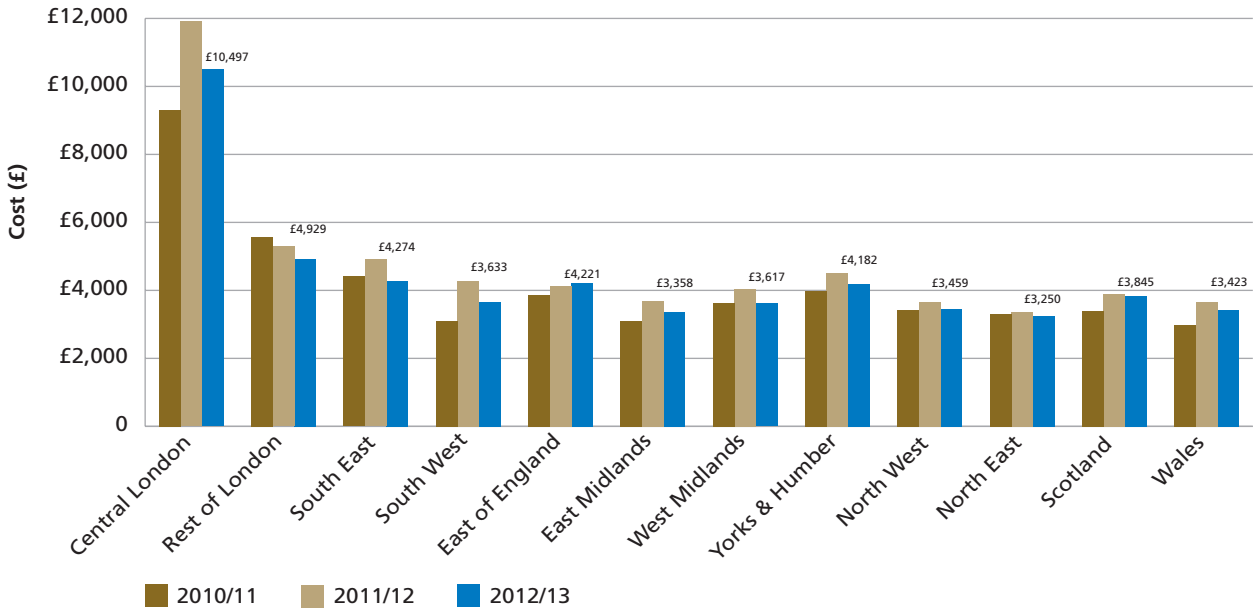
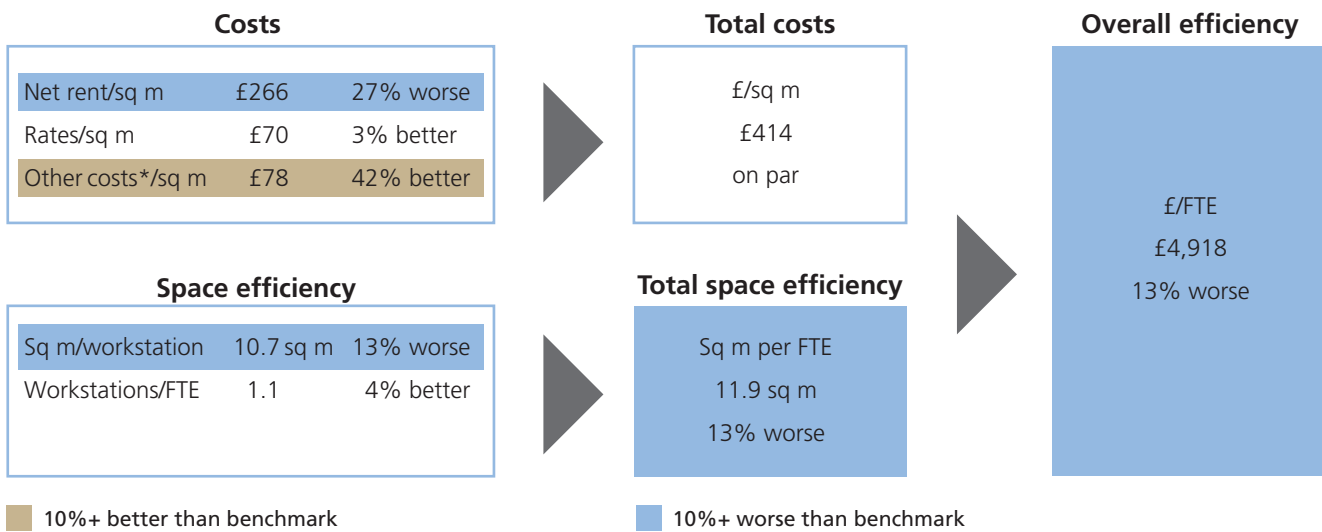


Figure C2: Efficiency performance: how the central government estate compares with the private sector



Source: IPD

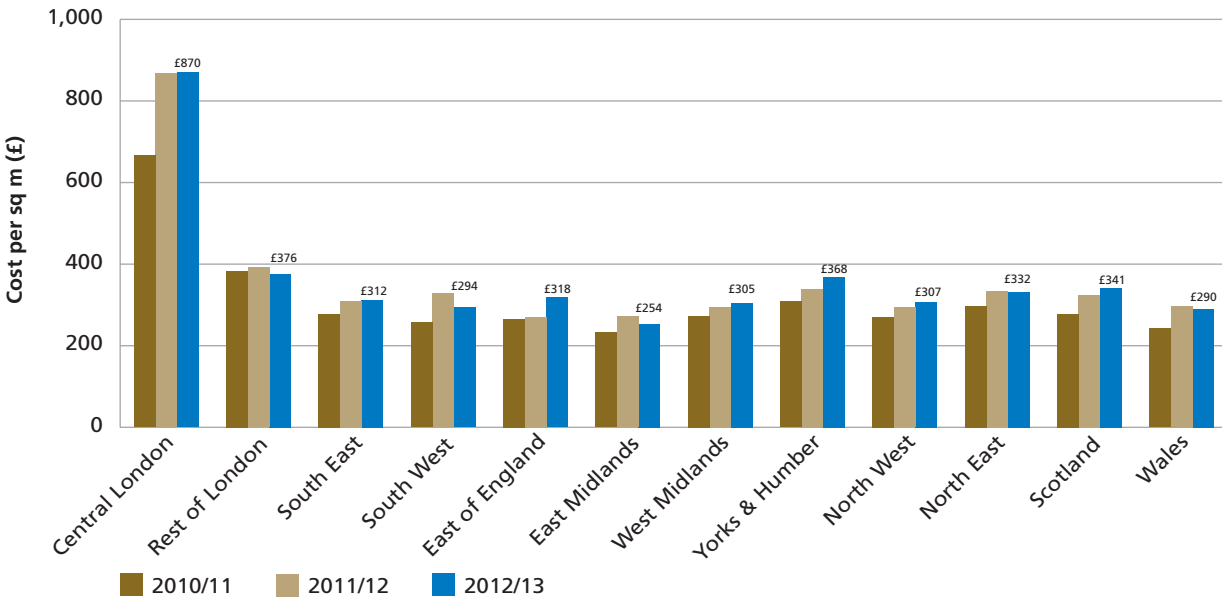
Note: This diagram shows how the relationship between cost and space components will influence the overall efficiency measure: £/FTE. Costs show the detailed KPIs underpinning the total cost and space efficiency metrics.

* Includes: service charges; internal repair and maintenance; security; cleaning; water and sewerage; and total energy costs.

Cost per sq m

The average cost of space per sq m in the benchmarked office estate increased by 1.2%, from £409 in 2011/12 to £414 in 2012/13. Property costs in London increased from £867/sq m in 2011/12 to £870 in 2012/13. However, overall, the cost of space remains 3% lower than the private sector average across the estate. Figure C3 shows how £/sq m varies across the regions.

Figure C3: Average cost/sq m across the country, 2012/13



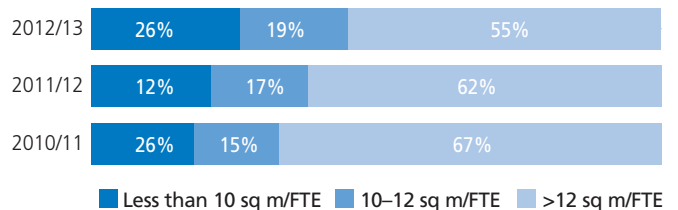
Space efficiency

Space efficiency is measured as the amount of office space occupied per FTE (sq m/FTE). In 2012/13, this was better or the same in 61% of benchmarked offices compared with 2011/12, with 30% of office space showing an improvement greater than 10%.

Government has set workplace standards to improve space efficiency, aiming to get all existing offices down to an average of 10 sq m/FTE by 2015. Figure C4 shows progress towards achieving this target, with 27% of office space already below 10 sq m/FTE, up from 21% in the previous year. Sq m/workstation improved by 7% in 2012/13 compared with the previous year, while workstation/FTE improved by 9%.

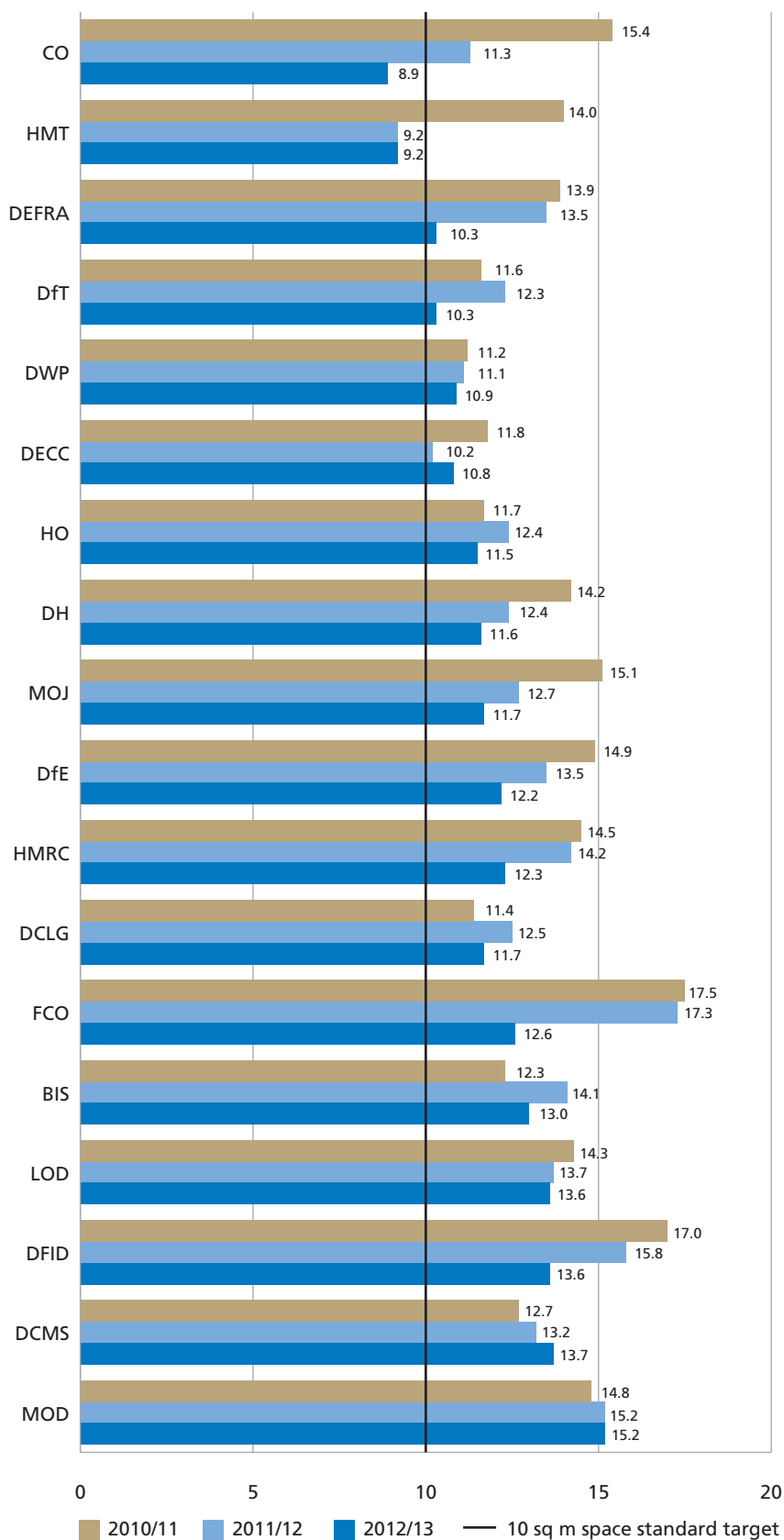
Figure C5 illustrates the sq m/FTE performance of each main department.

Figure C4: Profile of space utilisation in 2012/13



Source: Property Benchmarking Service/IPD

Figure C5: Average space occupation (sq m/FTE) in main departments in 2012/13



Five-year trends

Since 2008 the private sector has experienced a sustained improvement in the cost and space efficiency of its office space. Government has struggled to keep up with this trend. Although departments have been reducing the size of their estates, continuing staff reductions led to pockets of surplus capacity, which in turn made efficiency targets difficult to achieve. As a result we have seen a rise in £/FTE, as shown in Figure C6. These difficulties are also reflected in the figures for sq m/FTE, which have remained static over recent years.

However, government is now beginning to catch up with private sector trends. As Figure C7 shows, 2012/13 saw a significant improvement in sq m/FTE as surplus space is being vacated by departments. Meanwhile, most departments are on track to meet the target of 10 sq m/FTE by 2015. The cost of space in government has risen very slightly in 2012/13 but remains in line with the private sector, as shown in Figure C8.

Figure C6: Cost per FTE trend

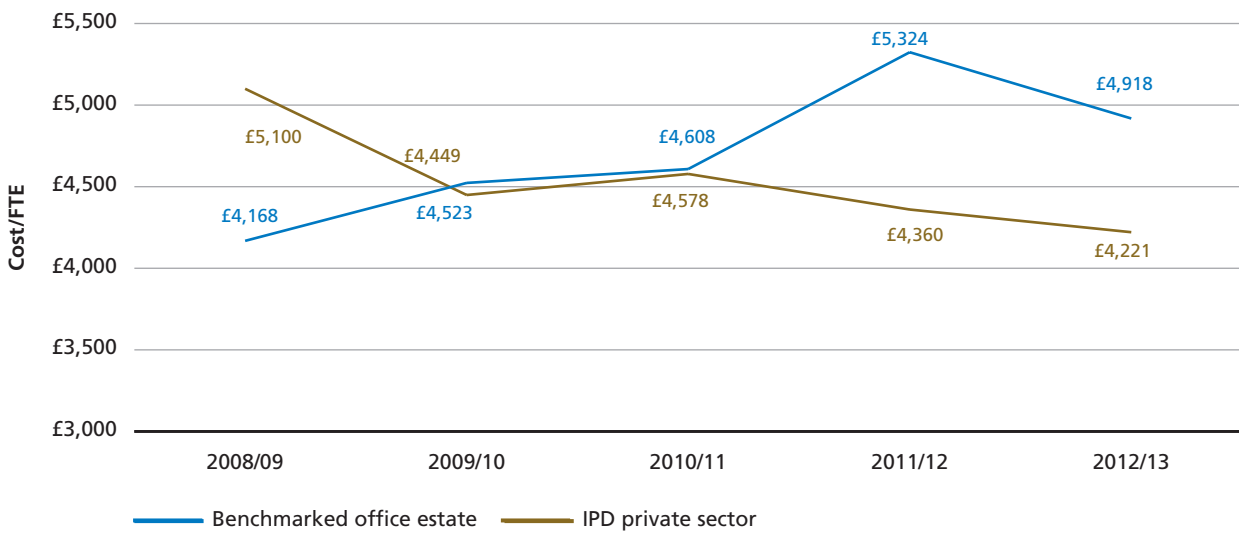


Figure C7: Sq m per FTE trend

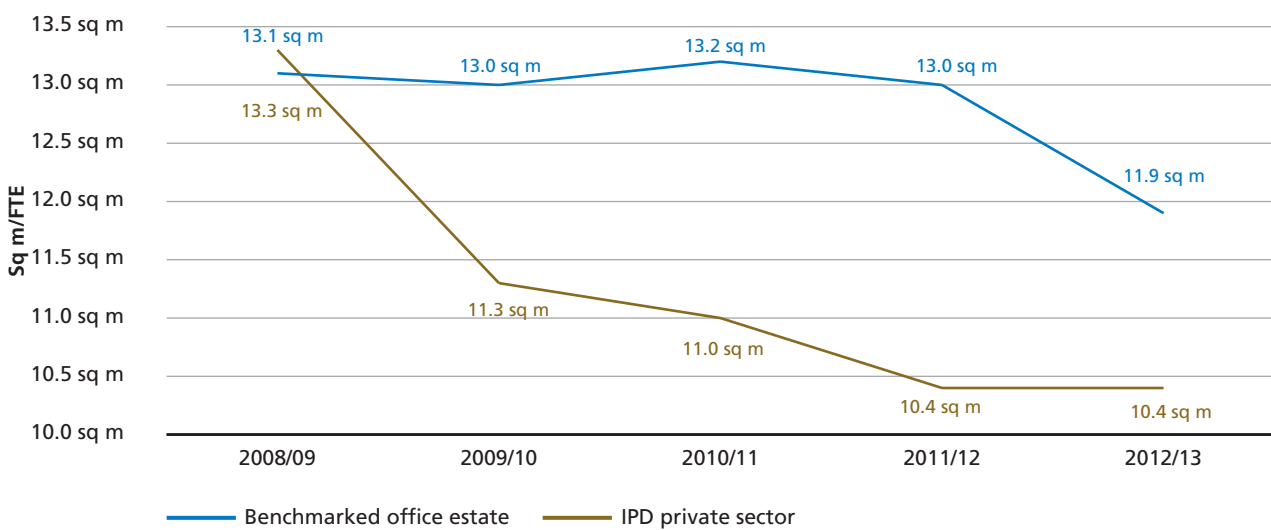
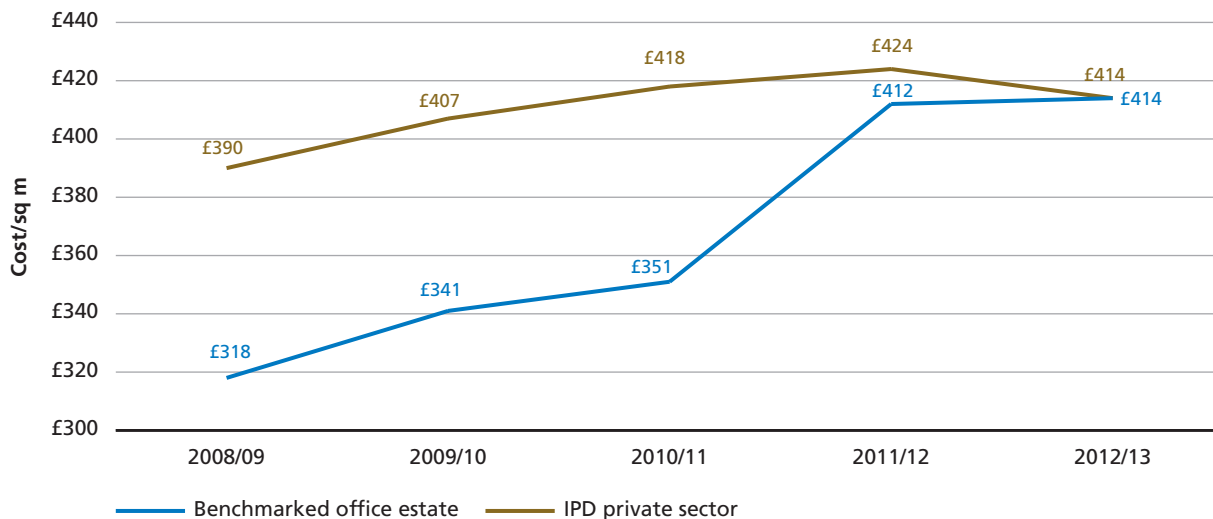


Figure C8: Cost per sq m trend



Space for Growth

Creating space for social enterprise

The Government Property Unit (GPU) is helping social enterprises get off the ground by offering them temporary space in vacant buildings under the Space for Growth scheme.

A range of buildings, from offices to high street premises, are being offered to charities and not-for-profit companies who can look for available space and book it online, for anything from a day to a year or more, using the e-PIMS portal.

Up to 80 spaces are offered across the country at any one time. Typically they have been vacated but are awaiting disposal or hand-back to the landlord. While they are empty or underutilised, Space for Growth allows them to be used for socially beneficial purposes.

One recent example is Fifth Province Productions, a community interest company with a mission to bring theatre to audiences who don't normally see it. Having struggled to find any affordable space in London, they were delighted with the offer of accommodation through Space for Growth's business incubation partner, 3Space, in a former DVLA building in Wimbledon. Fifth Province used the offices for rehearsals, meetings and administrative space to help get their latest show 'Night, a Wall, Two Men' about London's homeless community into production.

A spokesperson for Fifth Province said: "Put simply, we couldn't have afforded to rent suitable rehearsal space necessary to achieve that."

Although the Wimbledon business incubator has now closed, GPU recently added Southern House in Croydon to the scheme, again working with 3Space, so there will be a continuous supply of accommodation in the London area during 2014.



Transforming facilities management

In 2013, individual departments continued to make good progress in rationalising their existing facilities management (FM) contracts and spend to deliver savings. They are supported by a tightened FM controls process driven by the Cabinet Office, which allows greater scrutiny of all new procurements or extensions to existing contracts.

Facilities management contracting model

The Cabinet Office is delivering a standard method for procuring FM across government, which will:

- deliver savings and better value for money through tighter cost and performance management
- give more control over FM provision, with the flexibility to consolidate contracts and adapt to future requirements
- standardise and simplify the procurement process
- deliver and share coherent, transparent and consistent management information
- exploit market capability, knowledge and innovation
- support small and medium-sized enterprises (SMEs) and promote growth in this sector
- improve data transparency to enable robust decision making and performance/contract management
- develop and apply common standards to enable benchmarking and consistency of data.

The new contracting model for FM will provide an innovative and extensive contracting vehicle, giving customers access to a range of specific services including total facilities management and soft FM services such as cleaning, security, waste management and catering. This is being developed with feedback from extensive supplier engagement.

The contracting model will include an FM marketplace, providing a quick and efficient route to market for low value contracts, allowing a large number of providers, from SMEs to multinational organisations, to participate by following a basic pre-approved supplier approach.

This new approach supports the Government's vision to create an efficient, fit-for-purpose and sustainable estate that delivers value for money and facilitates flexible working. It is a key element of the commercial reform programme and will be the primary route for suppliers to provide FM services to both government and wider public sector organisations.

Government Soft Landings

The Government Construction Strategy of May 2011 identified the need for a closer understanding between those who design and construct an asset and those who subsequently use it in order to make buildings work better and minimise the ongoing maintenance and operational cost of a building during its lifecycle.

The Government Soft Landings (GSL) policy was developed to address the issue. It will apply to all new central government construction projects and major refurbishments from 2016.

In 2013, GSL guidance documents were published and a series of early adopter projects were identified to demonstrate the benefits of GSL. All guidance documentation can be found on the Building Information Management (BIM) task force website at www.bimtaskgroup.org/gsl. An industry group, BIM4FM, was set up with members from industry bodies who are reviewing the impact of the Government Construction Strategy on the FM industry.

The GSL policy will help bridge performance gaps in the following areas:

- asset design and construction – ensuring a GSL champion is part of each project team to define outcomes and measures of success, develop the operational strategy, challenge the impact the design will have on the operational use of the asset and ensure better commissioning, training and handover
- financial performance – enable whole-life costing by setting the operational budget early in the construction and design process
- functionality and effectiveness – meeting the requirements of those that use and commission assets
- environmental performance – monitoring carbon, energy and waste
- post-occupancy evaluation – monitoring key measures three years post completion and feeding back lessons learnt into future design.





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The estate continues to reduce its greenhouse gas emissions. By the end of 2012/13, a total of 11 departments had met or exceeded the Government's target to reduce emissions by 25% by 2015. Across all departments, the average reduction was 14%.

This chapter reports on the environmental impact of both new and existing occupations during 2012/13 against two main measures:

- the Greening Government Commitments to reduce greenhouse gas emissions, waste and water use on the estate
- the requirement that departments only acquire buildings in the top quartile of energy performance as measured by the Energy Performance Certificate (EPC) rating.

EPC ratings are explained in detail in Appendix G.

The Greening Government Commitments

The Greening Government Commitments form one element of the Coalition Government's Vision for Sustainable Development. The Commitments set out ambitious high-level targets to ensure that departments make real improvements in reducing emissions, waste and water use, as well as improving sustainable procurement, through to 2015.

The targets are more challenging, and cover a wider range of activities, than previous environmental standards – including a 25% cut in emissions from buildings and travel by 2015 against a 2009/10 baseline.

They also apply to a wider range of government office and non-office estate and operational activities than the previous sustainability regime, including all central government departments, their executive agencies and

executive non-departmental public bodies and non-ministerial departments in England. The targets apply to all buildings and operations, including laboratories and research establishments, unless specifically exempted, and all UK business travel.⁴

You can download the Greening Government Commitments annual reports for 2011/12 and 2012/13 at gov.uk.

Sustainability in 2012/13

In 2012/13, government departments and their arm's-length bodies achieved the following results.

Reducing carbon emissions

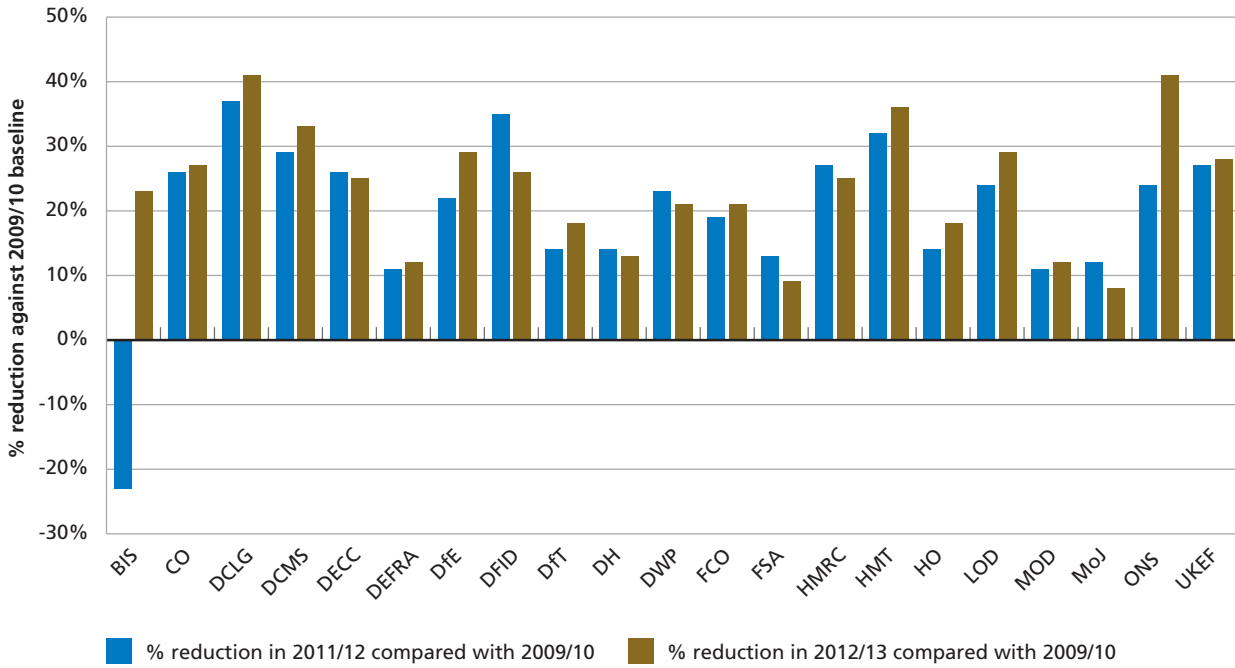
Commitment: to reduce greenhouse gas emissions by 25% from the whole estate and business-related transport by 2015 against a 2009/10 baseline.

Cross-government greenhouse gas emissions were, on average, 14% less in 2012/13 than in 2009/10. This represents a slight improvement on the 12% achieved the previous year. Departmental performance is shown in Figure D1.

- 11 out of 21 departments met or exceeded the 25% target.
- All departments reported improvements against the 2009/10 baseline.
- Reduced energy consumption across the government estate is estimated to have saved the taxpayer £44 million since 2009/10.

⁴ *Greening Government Commitments: Guidance on Measuring and Reporting*

Figure D1: Greenhouse gas emissions, performance by department



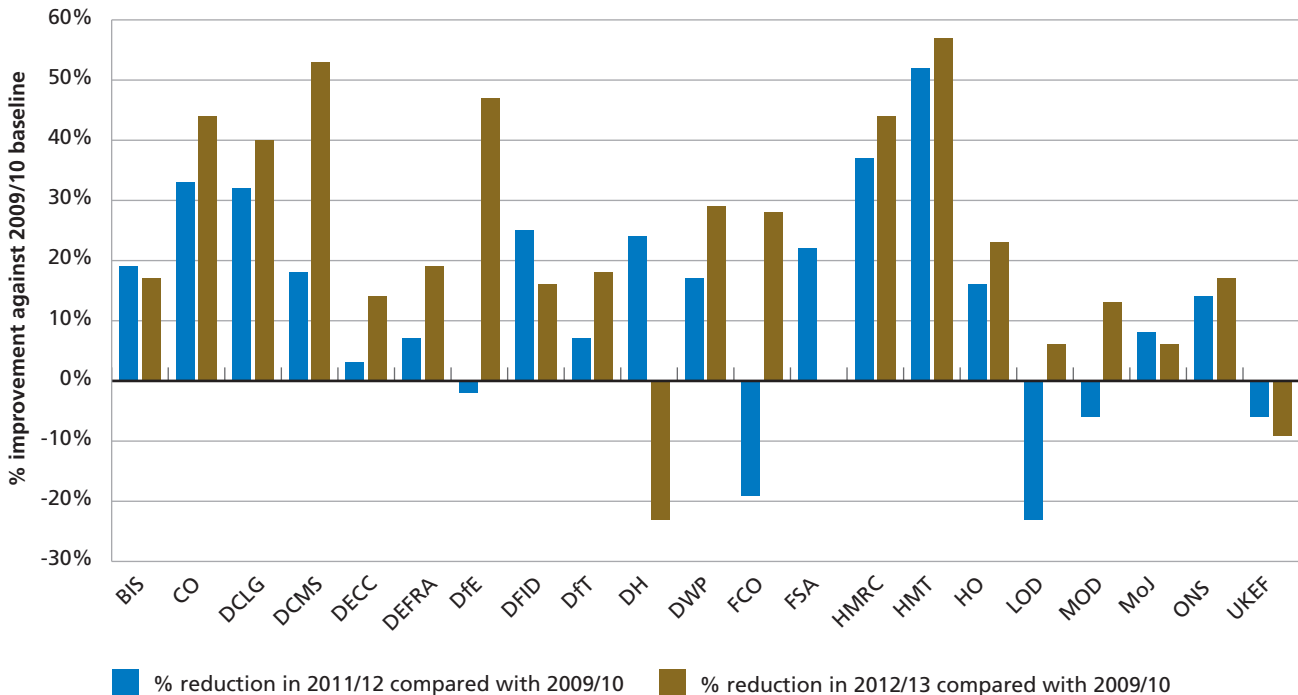
Reducing waste

Commitment: to reduce the amount of waste we generate by 25% from a 2009/10 baseline

In 2012/13, Government departments generated an average 15% less waste compared with the 2009/10 baseline. This represents significant progress compared with the 5% recorded in 2011/12. Departmental performance is shown in Figure D2.

- Eight departments either met or exceeded the target in 2012/13 – up from five in 2011/12.
- Government as a whole diverted 76% of its waste from landfill in 2012/13.
- Reduced waste is estimated to have saved £8.5 million in 2012/13 compared with 2009/10.

Figure D2: Waste reduction, performance by department



Reducing water consumption

Commitment: reduce water consumption from a 2009/10 baseline and report on office water use against best practice benchmarks

Government as a whole consumed 9% less water in 2012/13 compared with 2009/10 – an improvement on the 3% reduction reported in 2011/12. Departmental performance is shown in Figure D3.

- Five departments met the challenging good practice benchmark for water use in offices, up from three in the previous year.
- Water savings in 2012/13 added up to an estimated 3,400,000 m³, representing £6.8 million across government.

Acquiring only energy-efficient buildings

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. In 2013, 40% administrative buildings added to the Civil Estate were procured from within the top quartile range of energy performance. This compares with 44% in 2012.

Government defines a new top quartile level each year, based on the minimum Energy Performance Certificate

(EPC) level achieved by the most energy-efficient 25% of office buildings nationally. The top quartile level for buildings acquired during 2010 was 68; the level set for 2013 is the same as that for 2011 and 2012 at a score better than 69.

The energy performance of buildings acquired during 2013 is shown in Figure D4 (page 32).

Comply or explain

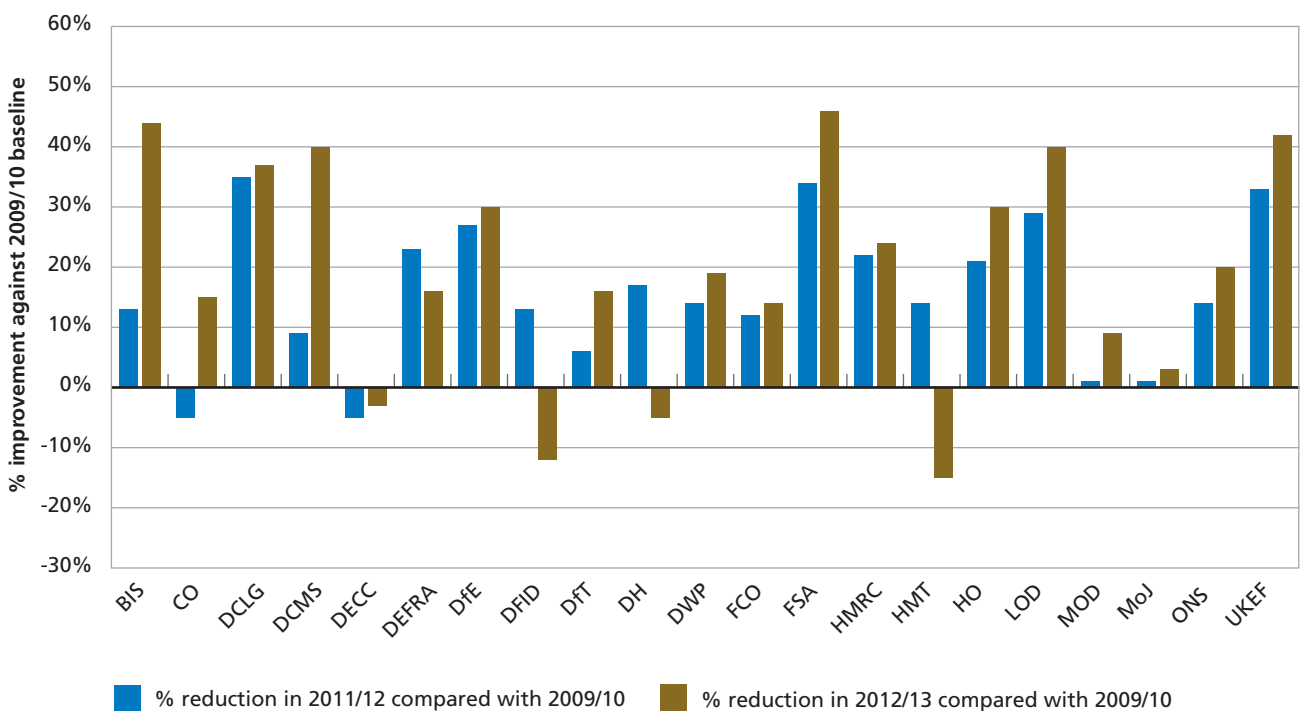
It will not always be possible for departments to find buildings that meet business needs and value-for-money imperatives which also fall within the top quartile of energy performance. Where this is the case, departments are expected to procure the most energy-efficient building possible and to provide an explanation in the *State of the Estate* report. Of the eight administrative buildings added to the estate during the year, three exceeded the top quartile level (one with an EPC B rating and two rated low C) and five fell below it.

Where buildings fell below the top quartile level, departments provided the following explanation as to why the acquisitions went ahead (EPC energy ratings in brackets):

HO, Bristol International Airport, Bristol (E119)

The accommodation was acquired in order to maximise efficiency by consolidating Border Force operations at Bristol Airport and at the same time reducing overall space and cost.

Figure D3: Water reduction performance by department



MoJ, 24–26 Gillibrand Street, Chorley (E103)

This property is a short term temporary occupancy provided by a developer whilst they demolish and rebuild a probation office as part of a supermarket redevelopment. It is expected to be vacated in December 2014.

MoJ, Unit 53 Enterprise Business Centre, Barrow-in-Furness (D76)

This property has an EPC rating slightly worse than the top quartile. It was the only property in the vicinity at that time that was suitable for operational requirements.

MoJ, Section 7D Mews 7, Station Road, Bicester (E112)

This was the only property suitable to meet the operational requirements within the operational catchment area that was immediately available to allowing the disposal of the previous property.

MoJ, Unit 21 Dewsbury Road, Fenton Industrial Estate, Stoke-on-Trent (D85)

The property is a small storage facility, acquired to replace much larger energy inefficient space and was the only solution available within the operational vicinity at that time.

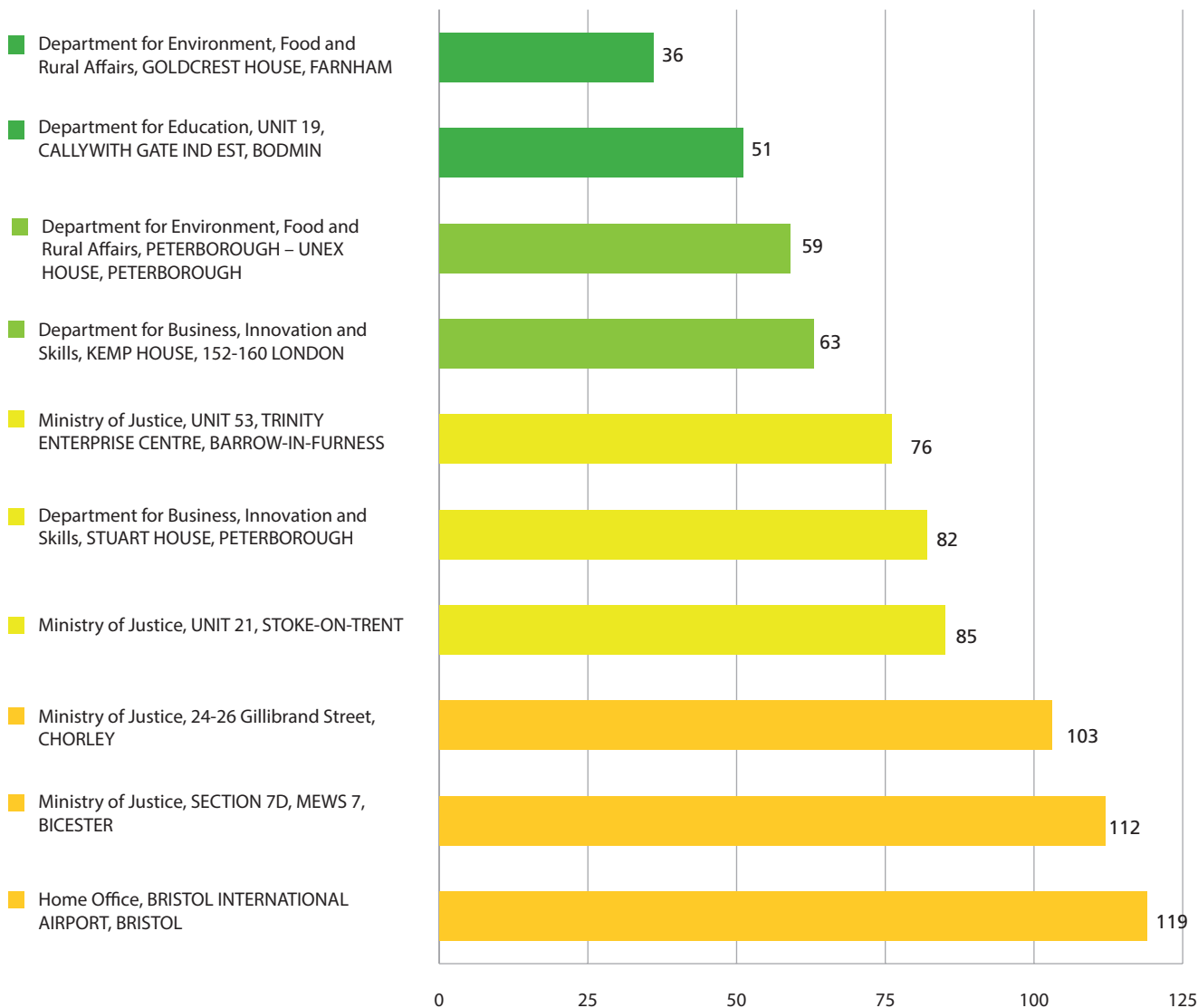
BIS, Stuart House, Peterborough (D82)

An extensive search in the Peterborough area demonstrated a lack of suitable city centre properties with good travel links. This property was selected as it provided the best value for the taxpayer. Work carried out since acquisition has improved the overall EPC rating.

HO, Bristol International Airport (E119)

The accommodation was acquired in order to maximise efficiency by consolidating Border Force operations at Bristol Airport and at the same time reducing overall space and cost.

Figure D4: Energy performance of new acquisitions





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Chapter 5

Forward look

New Government Estate Strategy

In June 2013, the Government published its Estate Strategy.⁵ We are now publishing a more modern, more comprehensive and more ambitious strategy to reflect significant progress over the last year and to announce a bold expansion of the scope of our work and the scale of our plans.

Our vision is to create an efficient, fit-for-purpose and sustainable estate. We are working in a number of areas to rationalise our assets, making better use of our land and buildings to accommodate a variety of public sector services and employees and also use our assets to encourage growth through job creation and building new homes. And we are transforming the way in which civil servants work to increase productivity, reduce costs and improve recruitment and retention. This is about changing our property portfolio at the same time as changing the culture across the public sector through programmes such as The Way we Work. (see page 19 for more details).

The new Government Estate Strategy, to be published in June 2014 will be available on www.gov.uk.

One Public Estate Programme

The One Public Estate programme set up in 2013, funded by Cabinet Office and delivered with the Local Government Association is a pioneering initiative to facilitate and enable the public sector to work together and create synergies on issues relating to land and property, through collaboration, sharing space that will encourage not only efficiencies but also disposals that will create growth.

The first twelve pilots have seen £21 million of projected savings in running costs and £88 million generated in capital receipts. It has been estimated that long term

benefits of the programme to local economies will be in the region of £40 million, including the creation of 5,500 jobs and 7,500 new homes. Due to the programme's success it will be extended to the rest of the country. We are currently receiving bids and will be announcing the second wave in the early summer.

A prospectus⁶ has been launched by the Local Government Association inviting local authorities to join the programme in its next phase.

Strategic Land and Property Review

The public sector owns a significant proportion of land and property suitable for housing and economic growth. We have undertaken a comprehensive Strategic Land and Property Review over the past 6 months to identify at least £5bn of receipts to be generated from releasing land and property between 2015 and 2020. Departments have committed to reforms which will release £3.5 billion of land and property and identified potential to deliver at least £5 billion through ongoing operational reviews. We will continue to work across Government to deliver these commitments. By Autumn Statement 2014 the government will quantify its housing and growth ambitions for this new surplus land programme.

Functional Leadership, Shared Services and the Government Property Profession

Substantial changes are being made to the way that Government works across corporate services, driven in large part by the need to increase efficiency and reduce costs, but also by the desire to increase effectiveness and tackle areas of weakness. In terms of the functional leadership of the property agenda the GPU will continue to play a co-ordination role and strategic direction is secured through the publication of this civil service-wide Estates Strategy.

⁵ *Government's Estate Strategy*, June 2013

⁶ *One Public Estate prospectus*

Although distinct from the GPU, which focuses on deriving value from property assets, the Government Property Profession (GPP) is responsible for raising the skills and capability of property practitioners across government. In this role it operates in tandem with the GPU to ensure that expertise is in place to support the efficiency agenda.

How the Report is Evolving

Changes to the reporting period

In its current format, The State of the Estate reports data on the size of the estate for the full calendar year, with all cost, efficiency and sustainability data based on the previous financial year (2012/13 in this report).

Next year's report will remove this anomaly and report all data on a financial year basis (2013/14). This means there will be some overlap between this report and the next one, as size data for the period between 5 April 2013 and 1 January 2014 will be covered in both.

Changes to the scope of the report

As part of the Government's Strategic Land and Property Review (SLPR announced in August 2013), the extent of the mandated estate (see page 8) has been expanded to include all property in the central government estate, apart from the NHS. As size data is based on the mandated estate, this means that next year's report will show an increase in the overall size of the estate.

To enable proper comparison, The State of the Estate 2013/14 will include two size datasets, one based on the current mandated estate and one based on the expanded mandated estate. Subsequent reports will show data for the expanded mandated estate only.

Appendices

Appendix A – Size of the mandated estate (full) – owned property

Department/organisation @ 01/01/13	Size				Department/organisation @ 01/01/14
	@ 01/01/13 (sq m)	@ 01/01/14 (sq m)	Change (sq m)	Change (%)	
Law Officers' Departments					
AGO – ATTORNEY GENERAL'S OFFICE	1,157	1,157	0	0.00%	AGO – ATTORNEY GENERAL'S OFFICE
Crown Prosecution Service (all property centres)	110,166	93,475	-16,692	-15.15%	Crown Prosecution Service (all property centres)
SFO – SERIOUS FRAUD OFFICE	6,612	3,591	-3,021	-45.69%	SFO – SERIOUS FRAUD OFFICE
TREASURY SOLICITOR	13,917	13,917	0	0.00%	TREASURY SOLICITOR
Cabinet Office					
CO – EX COI	10,001		-10,001	-100.00%	CO – EX COI (COI disbanded and estate disposed of)
CO – FINANCIAL AND ESTATE MANAGEMENT	63,481	60,214	-3,268	-5.15%	CO – FINANCIAL AND ESTATE MANAGEMENT
CO – GOVERNMENT PROCUREMENT SERVICE	2,743	2,743	0	0.00%	CO – GOVERNMENT PROCUREMENT SERVICE
CO – RESIDUAL ESTATE	20,777	19,706	-1,071	-5.15%	CO – RESIDUAL ESTATE
Charity Commission					
CHAR – CHARITY COMMISSION	5,301	5,301	0	0.00%	CHAR – CHARITY COMMISSION
Business, Innovation and Skills					
BIS – ADVISORY, CONCILIATION AND ARBITRATION SERVICE	8,098	7,006	-1,092	-13.49%	BIS – ADVISORY, CONCILIATION AND ARBITRATION SERVICE
BIS – ARTS & HUMANITIES RESEARCH COUNCIL	850	850	0	0.00%	BIS – ARTS & HUMANITIES RESEARCH COUNCIL
BIS – BIOTECHNOLOGY & BIOLOGICAL SCIENCES RESEARCH COUNCIL	249,290	249,290	0	0.00%	BIS – BIOTECHNOLOGY & BIOLOGICAL SCIENCES RESEARCH COUNCIL
BIS – CAPITAL FOR ENTERPRISE LTD	232	0	-232	-100.00%	
BIS – COMPANIES HOUSE	34,268	30,068	-4,200	-12.26%	BIS – COMPANIES HOUSE
BIS – COMPETITION COMMISSION	8,258	8,258	0	0.00%	BIS – COMPETITION COMMISSION
BIS – CONSUMER FOCUS	1,688	1,371	-317	-18.77%	BIS – CONSUMER FOCUS
BIS – CORE	83,118	68,865	-14,253	-17.15%	BIS – CORE
BIS – ECONOMIC AND SOCIAL RESEARCH COUNCIL	1,325	1,325	0	0.00%	BIS – ECONOMIC AND SOCIAL RESEARCH COUNCIL
BIS – ENGINEERING & PHYSICAL SCIENCES RESEARCH COUNCIL	3,633	3,633	0	0.00%	BIS – ENGINEERING & PHYSICAL SCIENCES RESEARCH COUNCIL

Department/organisation @ 01/01/13	Size				Department/organisation @ 01/01/14
	@ 01/01/13 (sq m)	@ 01/01/14 (sq m)	Change (sq m)	Change (%)	
BIS – HIGHER EDUCATION FUNDING COUNCIL FOR ENGLAND	4,145	3,727	-418	-10.08%	BIS – HIGHER EDUCATION FUNDING COUNCIL FOR ENGLAND
BIS – INSOLVENCY SERVICE	25,130	23,555	-1,575	-6.27%	BIS – INSOLVENCY SERVICE
BIS – INTELLECTUAL PROPERTY OFFICE	21,179	21,179	0	0.00%	BIS – INTELLECTUAL PROPERTY OFFICE
BIS – LAND REGISTRY AGENCY ESTATES DIVISION	143,023	131,878	-11,145	-7.79%	BIS – LAND REGISTRY AGENCY ESTATES DIVISION
BIS – LEARNING AND SKILLS COUNCIL – DISPOSALS	20,335	16,023	-4,312	-21.20%	BIS – LEARNING AND SKILLS COUNCIL – DISPOSALS
BIS – MEDICAL RESEARCH COUNCIL	118,760	124,208	5,448	4.59%	BIS – MEDICAL RESEARCH COUNCIL
BIS – MET OFFICE	26,342	26,177	-165	-0.63%	BIS – MET OFFICE
BIS – NATIONAL MEASUREMENT OFFICE	4,482	4,482	0	0.00%	BIS – NATIONAL MEASUREMENT OFFICE
BIS – NATIONAL PHYSICAL LABORATORY	48,431	48,431	0	0.00%	BIS – NATIONAL PHYSICAL LABORATORY
BIS – NATURAL ENVIRONMENT RESEARCH COUNCIL	119,662	116,712	-2,950	-2.47%	BIS – NATURAL ENVIRONMENT RESEARCH COUNCIL
BIS – ORDNANCE SURVEY HQ ESTATES SERVICE	14,604	14,484	-120	-0.82%	BIS – ORDNANCE SURVEY HQ ESTATES SERVICE
BIS – REGIONAL DEVELOPMENT AGENCY OPERATIONAL DISPOSALS	10,226	7,845	-2,381	-23.28%	BIS – REGIONAL DEVELOPMENT AGENCY OPERATIONAL DISPOSALS
BIS – SCIENCE & TECHNOLOGY FACILITIES COUNCIL	210,811	210,811	0	0.00%	BIS – SCIENCE & TECHNOLOGY FACILITIES COUNCIL
BIS – SKILLS FUNDING AGENCY	23,512	22,955	-557	-2.37%	BIS – SKILLS FUNDING AGENCY
BIS – STUDENT LOANS COMPANY LTD	21,534	21,709	175	0.81%	BIS – STUDENT LOANS COMPANY LTD
BIS – TECHNOLOGY STRATEGY BOARD	39,615	39,615	0	0.00%	BIS – TECHNOLOGY STRATEGY BOARD
BIS – UK ATOMIC ENERGY AUTHORITY	94,751	94,751	0	0.00%	BIS – UK ATOMIC ENERGY AUTHORITY
BIS – UK COMMISSION FOR EMPLOYMENT AND SKILLS	427	0	-427	-100.00%	
BIS – RESEARCH COUNCILS UK (RCUK)	4,582	4,582	0	0.00%	BIS – UK SHARED BUSINESS SERVICE LTD (Formerly 'BIS – Research Councils UK')
BIS – UK SPACE AGENCY	335	335	0	0	BIS – UK SPACE AGENCY
Communities and Local Government					
DCLG – CENTRAL	30,622	29,221	-1,401	-4.58%	DCLG – CENTRAL
DCLG – FIRE SERVICE COLLEGE	44,701	0	-44,701	-100.00%	DCLG – FIRE SERVICE COLLEGE (FSC disbanded and estate disposed of)
DCLG – GOVERNMENT OFFICE RESIDUAL ESTATE	36,761	34,680	-2,081	-5.66%	DCLG – GOVERNMENT OFFICE RESIDUAL ESTATE
DCLG – HOMES AND COMMUNITIES AGENCY (OPERATIONAL)	9,489	8,969	-520	-5.48%	DCLG – HOMES AND COMMUNITIES AGENCY (OPERATIONAL)
DCLG – INDEPENDENT HOUSING OMBUDSMAN	628	628	0	0.00%	DCLG – INDEPENDENT HOUSING OMBUDSMAN

Department/organisation @ 01/01/13	Size				Department/organisation @ 01/01/14
	@ 01/01/13 (sq m)	@ 01/01/14 (sq m)	Change (sq m)	Change (%)	
DCLG – LOCAL GOVERNMENT OMBUDSMAN	4,070	2,371	-1,699	-41.74%	DCLG – LOCAL GOVERNMENT OMBUDSMAN
DCLG – PLANNING INSPECTORATE	9,177	9,177	0	0.00%	DCLG – PLANNING INSPECTORATE
DCLG – QUEEN ELIZABETH II CONFERENCE CENTRE	16,560	16,560	0	0.00%	DCLG – QUEEN ELIZABETH II CONFERENCE CENTRE
DCLG – VALUATION TRIBUNAL SERVICE	1,325	1,325	0	0.00%	DCLG – VALUATION TRIBUNAL SERVICE
DCLG – WEST NORTHAMPTONSHIRE DEVELOPMENT CORPORATION	415	415	0	0.00%	DCLG – WEST NORTHAMPTONSHIRE DEVELOPMENT CORPORATION
Culture, Media and Sport					
DCMS – ARTS COUNCIL ENGLAND	12,974	12,974	0	0.00%	DCMS – ARTS COUNCIL ENGLAND
DCMS – BIG LOTTERY FUND	17,877	17,068	-809	-4.53%	DCMS – BIG LOTTERY FUND
DCMS – CHURCHES CONSERVATION TRUST	233	233	0	0.00%	DCMS – CHURCHES CONSERVATION TRUST
DCMS – DEPARTMENT FOR CULTURE, MEDIA AND SPORT	13,645	9,578	-4,066	-29.80%	DCMS – DEPARTMENT FOR CULTURE, MEDIA AND SPORT
DCMS – ENGLISH HERITAGE	15,968	15,566	-402	-2.51%	DCMS – ENGLISH HERITAGE
DCMS – GAMBLING COMMISSION	2,414	2,414	0	0.00%	DCMS – GAMBLING COMMISSION
DCMS – HORSERACE BETTING LEVY BOARD	520	520	0	0.00%	DCMS – HORSERACE BETTING LEVY BOARD
DCMS – NATIONAL HERITAGE MEMORIAL FUND	3,795	3,795	0	0.00%	DCMS – NATIONAL HERITAGE MEMORIAL FUND
DCMS – OLYMPIC DELIVERY AUTHORITY	1,448	1,411	-37	-2.53%	DCMS – OLYMPIC DELIVERY AUTHORITY
DCMS – PUBLIC LENDING RIGHT	372	0	-372	-100.00%	
DCMS – SPORT ENGLAND	4,240	4,464	224	5.29%	DCMS – SPORT ENGLAND
DCMS – UK SPORT	1,369	1,369	0	0.00%	DCMS – UK SPORT
DCMS – VISIT BRITAIN	536	536	0	0.00%	DCMS – VISIT BRITAIN
Education					
DFE – CHILDREN AND FAMILY COURT ADVISORY AND SUPPORT SERVICE – CENTRAL was 4,732 sq m (regional property centres now merged as DFE – CHILDREN AND FAMILY COURT ADVISORY AND SUPPORT SERVICE)	16,655	12,494	-4,161	-24.98%	DFE – CHILDREN AND FAMILY COURT ADVISORY AND SUPPORT SERVICE (previously listed as three regional property centres – CENTRAL, NORTH and SOUTH)
DFE – NATIONAL COLLEGE FOR SCHOOL LEADERSHIP	7,015	5,521	-1,494	-21.30%	DFE – NATIONAL COLLEGE FOR SCHOOL LEADERSHIP
DFE – OFFICE OF QUALIFICATIONS AND EXAMINATIONS REGULATION	1,989	1,989	0	0.00%	DFE – OFFICE OF QUALIFICATIONS AND EXAMINATIONS REGULATION
DFE – OPERATIONAL PROPERTIES	54,794	54,887	93	0.17%	DFE – OPERATIONAL PROPERTIES
DFE – SUBLET AND SURPLUS PROPERTIES	21,686	18,632	-3,054	-14.08%	DFE – SUBLET AND SURPLUS PROPERTIES
OFSTED – OFFICE FOR STANDARDS IN EDUCATION	7,552	7,552	0	0.00%	OFSTED – OFFICE FOR STANDARDS IN EDUCATION

Department/organisation @ 01/01/13	Size				Department/organisation @ 01/01/14
	@ 01/01/13 (sq m)	@ 01/01/14 (sq m)	Change (sq m)	Change (%)	
Environment, Food and Rural Affairs					
DEFRA – AGRICULTURE & HORTICULTURE DEVELOPMENT BOARD	5,672	6,215	544	9.58%	DEFRA – AGRICULTURE & HORTICULTURE DEVELOPMENT BOARD
DEFRA – CONSUMER COUNCIL FOR WATER	1,025	792	-234	-22.80%	DEFRA – CONSUMER COUNCIL FOR WATER
DEFRA – DEPARTMENT FOR ENVIRONMENT, FOOD AND RURAL AFFAIRS	280,330	255,768	-24,562	-8.76%	DEFRA – DEPARTMENT FOR ENVIRONMENT, FOOD AND RURAL AFFAIRS
DEFRA – ENVIRONMENT AGENCY (all regions including Head Office)	182,832	155,298	-27,534	-15.06%	DEFRA – ENVIRONMENT AGENCY (all regions including Head Office)
DEFRA – ENVIRONMENT AGENCY NATIONAL LABORATORY SERVICE	7,089	7,089	0	0.00%	DEFRA – ENVIRONMENT AGENCY NATIONAL LABORATORY SERVICE
DEFRA – JOINT NATURE CONSERVATION COMMITTEE	1,329	1,329	0	0.00%	DEFRA – JOINT NATURE CONSERVATION COMMITTEE
		372	N/A	N/A	DEFRA – NATIONAL FOREST COMPANY (not previously recorded on e-PIMS)
		3,652	N/A	N/A	DEFRA – SEA FISH INDUSTRY AUTHORITY (not previously recorded on e-PIMS)
FC – FORESTRY COMMISSION ENGLAND	7,743	4,368	-3,375	-43.59%	FC – FORESTRY COMMISSION ENGLAND
WSRA – WATER SERVICES REGULATION AUTHORITY	2,688	2,688	0	0.00%	WSRA – WATER SERVICES REGULATION AUTHORITY
International Development					
DFID – DEPARTMENT FOR INTERNATIONAL DEVELOPMENT	63,832	48,558	-15,274	-23.93%	DFID – DEPARTMENT FOR INTERNATIONAL DEVELOPMENT
Transport					
DFT – BRITISH TRANSPORT POLICE AUTHORITY	41,094	43,376	2,283	5.55%	DFT – BRITISH TRANSPORT POLICE AUTHORITY (not previously included the mandated estate)
DFT – DFT CENTRAL	47,432	47,794	362	0.76%	DFT – DFT CENTRAL
DFT – DRIVER AND VEHICLE LICENSING AGENCY	91,512	85,240	-6,272	-6.85%	DFT – DRIVER AND VEHICLE LICENSING AGENCY
DFT – DRIVING STANDARDS AGENCY	51,092	51,421	329	0.64%	DFT – DRIVING STANDARDS AGENCY
DFT – HIGHWAYS AGENCY (OFFICE AND OPERATIONAL ESTATE)	200,954	198,862	-2,092	-1.04%	DFT – HIGHWAYS AGENCY (OFFICE AND OPERATIONAL ESTATE)
DFT – MARITIME AND COASTGUARD AGENCY	60,854	52,429	-8,425	-13.85%	DFT – MARITIME AND COASTGUARD AGENCY
DFT – VEHICLE AND OPERATOR SERVICES AGENCY	116,067	114,020	-2,047	-1.76%	DFT – VEHICLE AND OPERATOR SERVICES AGENCY
DFT – VEHICLE CERTIFICATION AGENCY	2,024	2,494	470	23.23%	DFT – VEHICLE CERTIFICATION AGENCY

Department/organisation @ 01/01/13	Size				Department/organisation @ 01/01/14
	@ 01/01/13 (sq m)	@ 01/01/14 (sq m)	Change (sq m)	Change (%)	
Work and Pensions					
DWP – All GORs	1,412,655	1,376,692	-35,963	-2.55%	DWP – All GORs
DWP – CHILD MAINTENANCE AND ENFORCEMENT COMMISSION	5,272	5,272	0	0.00%	DWP – CHILD MAINTENANCE GROUP
DWP – HEAD OFFICE	229,392	192,873	-36,519	-15.92%	DWP – CORPORATE CENTRE
DWP – HEALTH AND SAFETY EXECUTIVE – data manually adjusted by -20,483 sq m as data was incorrect on e-PIMS	69,324	68,288	-1,036	-1.49%	DWP – HEALTH AND SAFETY EXECUTIVE
DWP – PENSIONS REGULATOR	3,366	3,366	0	0.00%	DWP – PENSIONS REGULATOR
DWP – RESIDUAL RENT SERVICE ESTATE	455	275	-180	-39.56%	DWP – RESIDUAL RENT SERVICE ESTATE
Energy and Climate Change					
		2,035	N/A	N/A	DECC – CIVIL NUCLEAR CONSTABULARY
DECC – COAL AUTHORITY	4,965	4,969	3	0.06%	DECC – COAL AUTHORITY
DECC – DEPARTMENT OF ENERGY AND CLIMATE CHANGE	15,702	16,880	1,178	7.50%	DECC – DEPARTMENT OF ENERGY AND CLIMATE CHANGE
DECC – NUCLEAR DECOMMISSIONING AUTHORITY – OCCUPIED	5,844	5,396	-448	-7.67%	DECC – NUCLEAR DECOMMISSIONING AUTHORITY – OCCUPIED
Health					
DH – CARE QUALITY COMMISSION	9,628	9,094	-534	-5.55%	DH – CARE QUALITY COMMISSION
DH – HEALTH AND SOCIAL CARE INFORMATION CENTRE	4,365	14,851	10,486	240.22%	DH – HEALTH AND SOCIAL CARE INFORMATION CENTRE (now includes holdings previously listed against NHS Connecting for Health)
DH – HQ	46,386	51,089	4,704	10.14%	DH – HQ
DH – INSTITUTE FOR INNOVATION AND IMPROVEMENT	1,800	1,800	0	0.00%	DH – INSTITUTE FOR INNOVATION AND IMPROVEMENT
DH – MEDICINES AND HEALTHCARE PRODUCTS REGULATORY AGENCY	1,357	15,368	14,012	1,032.82%	DH – MEDICINES AND HEALTHCARE PRODUCTS REGULATORY AGENCY
DH – MONITOR	1,644		N/A	N/A	
DH – NATIONAL INSTITUTE FOR HEALTH AND CLINICAL EXCELLENCE	7,311	5,361	-1,950	-26.67%	DH – NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE
DH – NHS BLOOD AND TRANSPLANT	111,495	114,636	3,142	2.82%	DH – NHS BLOOD AND TRANSPLANT
DH – NHS BUSINESS SERVICES AUTHORITY	49,015	36,573	-12,442	-25.38%	DH – NHS BUSINESS SERVICES AUTHORITY
DH – NHS CONNECTING FOR HEALTH	10,486		-10,486	-100.00%	DH – NHS CONNECTING FOR HEALTH (estate has transferred to Health and Social Care Information Centre)
DH – HEALTH PROTECTION AGENCY	89,000	81,388	-7,612	-8.55%	DH – PUBLIC HEALTH ENGLAND (formerly DH – HEALTH PROTECTION AGENCY)
DH – RETAINED ESTATE	18,276	16,772	-1,504	-8.23%	DH – RETAINED ESTATE

Department/organisation @ 01/01/13	Size			Change (%)	Department/organisation
	@ 01/01/13 (sq m)	@ 01/01/14 (sq m)	Change (sq m)		
UK Export Finance					
UK EXPORT FINANCE	10,494	10,494	0	0.00%	UK EXPORT FINANCE
Food Standards Agency					
FSA – FOOD STANDARDS AGENCY	13,944	13,944	0	0.00%	FSA – FOOD STANDARDS AGENCY
Foreign and Commonwealth Office					
FCO – BRITISH COUNCIL		11,496	-5,231	-31.27%	FCO – BRITISH COUNCIL
FCO – FOREIGN AND COMMONWEALTH OFFICE	107,147	93,783	-13,364	-12.47%	FCO – FOREIGN AND COMMONWEALTH OFFICE
		61	N/A	N/A	FCO – GREAT BRITAIN–CHINA CENTRE (GBCC) (not previously recorded on e-PIMS)
		186	N/A	N/A	FCO – WESTMINSTER FOUNDATION FOR DEMOCRACY (WFD) (not previously recorded on e-PIMS)
FCO – WILTON PARK	2,326	2,326	0	0.00%	FCO – WILTON PARK
Government Actuary's Department					
GAD – GOVERNMENT ACTUARY'S DEPARTMENT	2,874	2,874	0	0.00%	GAD – GOVERNMENT ACTUARY'S DEPARTMENT
HM Revenue and Customs					
HMRC – HM REVENUE AND CUSTOMS	1,126,776	1,053,852	-72,924	-6.47%	HMRC – HM REVENUE AND CUSTOMS
HMRC – VALUATION OFFICE AGENCY	41,382	36,191	-5,191	-12.54%	HMRC – VALUATION OFFICE AGENCY
HM Treasury					
HMT – HM TREASURY	22,865	22,856	-9	-0.04%	HMT – HM TREASURY
HMT – UK DEBT MANAGEMENT OFFICE	1,679	1,679	0	0.00%	HMT – UK DEBT MANAGEMENT OFFICE
Home Office					
HO – NATIONAL POLICING IMPROVEMENT AGENCY	72,378	29,149	-43,229	-59.73%	HO – COLLEGE OF POLICING (formerly HO – NATIONAL POLICING IMPROVEMENT AGENCY)
HO – EQUALITY AND HUMAN RIGHTS COMMISSION	5,647	1,942	-3,705	-65.60%	HO – EQUALITY AND HUMAN RIGHTS COMMISSION
HO – IDENTITY AND PASSPORT SERVICE	54,205	46,010	-8,195	-15.12%	HO – HER MAJESTY'S PASSPORT OFFICE (formerly HO – IDENTITY AND PASSPORT SERVICE)
HO – NDPB1	3,724				
HO PROPERTY GENERAL – ANIMALS IN SCIENCE REGULATION UNIT	909	593	-316	-34.75%	HOPG – ANIMALS IN SCIENCE REGULATION UNIT
HOPG – CENTRE FOR APPLIED SCIENCE AND TECHNOLOGY	8,434	8,434	0	0.00%	HOPG – CENTRE FOR APPLIED SCIENCE AND TECHNOLOGY

Department/organisation @ 01/01/13	Size				Department/organisation @ 01/01/14
	@ 01/01/13 (sq m)	@ 01/01/14 (sq m)	Change (sq m)	Change (%)	
HOPG – CORE HOME OFFICE	72,142	329,379	257,238	356.57%	HOPG – CORE HOME OFFICE (large increase due to inclusion of records previously held by UK Border Agency)
HOPG – DISCLOSURE AND BARRING SERVICE	6,156	3,181	-2,975	-48.33%	HOPG – DISCLOSURE AND BARRING SERVICE
HOPG – HM INSPECTORATE OF CONSTABULARY	471	283	-188	-39.92%	HOPG – HM INSPECTORATE OF CONSTABULARY
HOPG – HOME OFFICE PAY SERVICE	1,560	0	N/A	N/A	
HOPG – INDEPENDENT POLICE COMPLAINTS COMMISSION	6,242	6,242	0	0.00%	HOPG – INDEPENDENT POLICE COMPLAINTS COMMISSION
HOPG – OFFICE OF THE IMMIGRATION SERVICE COMMISSIONER	912	912	0	0.00%	HOPG – OFFICE OF THE IMMIGRATION SERVICE COMMISSIONER
HOPG – OLYMPIC AND PARALYMPIC SECURITY DIRECTORATE	1,666	0	N/A	N/A	
HOPG – UK BORDER AGENCY	214,600	0	N/A	N/A	
Defence					
MOD – MINISTRY OF DEFENCE	376,377	318,942	-57,435	-15.26%	MOD – MINISTRY OF DEFENCE
MOD – UNITED KINGDOM HYDROGRAPHIC OFFICE	35,000	35,000	0	0.00%	MOD – UNITED KINGDOM HYDROGRAPHIC OFFICE
Justice					
MOJ – CRIMINAL INJURIES COMPENSATION AUTHORITY	4,509	4,509	0	0.00%	MOJ – CRIMINAL INJURIES COMPENSATION AUTHORITY
MOJ – HMCTS (all property centres)	1,198,804	1,178,980	-19,824	-1.65%	MOJ – HMCTS (all property centres)
MOJ – INFORMATION COMMISSIONER'S OFFICE	5,436	5,436	0	0.00%	MOJ – INFORMATION COMMISSIONER'S OFFICE
MOJ – LEGAL SERVICES COMMISSION	17,941	15,286	-2,655	-14.80%	MOJ – LEGAL SERVICES COMMISSION
MOJ – MINISTRY OF JUSTICE HQ	63,843	59,523	-4,320	-6.77%	MOJ – MINISTRY OF JUSTICE HQ
MOJ – NOMS (NON- CUSTODIAL PROPERTY)	252,492	242,700	-9,792	-3.88%	MOJ – NOMS (NON- CUSTODIAL PROPERTY)
MOJ – YOUTH JUSTICE BOARD	40	40	0	0.00%	MOJ – YOUTH JUSTICE BOARD
TNA – THE NATIONAL ARCHIVES	65,355	65,355	0	0.00%	TNA – THE NATIONAL ARCHIVES
National Crime Agency					
		5,134	N/A	N/A	NCA – NATIONAL CRIME AGENCY (NCA). Previously recorded under HO as NDPB1 with a floor area of 3,724 sq m for 01/01/2013
National Savings and Investments					
NS&I – NATIONAL SAVINGS AND INVESTMENTS	101,113	101,113	0	0.00%	NS&I – NATIONAL SAVINGS AND INVESTMENTS

Department/organisation @ 01/01/13	Size			Change (%)	Department/organisation @ 01/01/14
	@ 01/01/13 (sq m)	@ 01/01/14 (sq m)	Change (sq m)		
Office of Fair Trading					
OFT – OFFICE OF FAIR TRADING	11,423	11,423	0	0.00%	OFT – OFFICE OF FAIR TRADING
Office of Gas and Electricity Markets					
OFGEM – OFFICE OF GAS AND ELECTRICITY MARKETS	12,474	12,643	169	1.35%	OFGEM – OFFICE OF GAS AND ELECTRICITY MARKETS
Office of Rail Regulation					
ORR – OFFICE OF RAIL REGULATION HQ	2,907	2,907	0	0.00%	ORR – OFFICE OF RAIL REGULATION HQ
Royal Mint					
ROYAL MINT	32,091	32,091	0	0.00%	ROYAL MINT
Scotland Office					
SO – SCOTLAND OFFICE	2,653	2,653	0	0.00%	SO – SCOTLAND OFFICE
UK Statistics Authority					
ONS – OFFICE FOR NATIONAL STATISTICS	63,398	61,957	-1,441	2.27%	ONS – OFFICE FOR NATIONAL STATISTICS
Wales Office					
WO – WALES OFFICE	1,106	1,141	35	3.16%	WO – WALES OFFICE
Total	9,219,150	8,716,015	-503,135	-5.46%	

Table 1A: Machinery of government changes during 2013

Organisation name	Detail of organisation change
Environment Agency Wales,	Environment Agency Wales, Forestry Commission Wales and Countryside Council for Wales merged to form Natural Resources Wales under Welsh Government
DH - NHS Commissioning Board	DH - NHS Commissioning Board renamed DH - NHS England
DH - NHS CONNECTING FOR HEALTH	DH - NHS Connecting for Health merged with DH - Health & Social Care Information Centre
DH - Health Protection Agency	HPA & NTA merged to form DH - Public Health England
SOCA	Changed name to NCA and now department in its own right so no longer appears under HO
BIS - Research Councils UK (RCUK)	Changed name to BIS - UK Shared Business Service Ltd
HOPG - CORE HOME OFFICE	New non-mandated PC created HOPG - CORE HOME OFFICE IRCs and 8 records transferred
DH - MONITOR	Still have a presence on e-PIMS but now have no "Owned Holdings"
DEFRA - NATIONAL FOREST COMPANY	Not previously recorded on e-PIMS
DEFRA - SEA FISH INDUSTRY AUTHORITY	not previously recorded on e-PIMS
DFE - CHILDREN & FAMILY COURT ADVISORY & SUPPORT SERVICE - NORTH was 6,377sq.m	Regional property centres now merged as DFE - CHILDREN & FAMILY COURT ADVISORY & SUPPORT SERVICE
DFE - CHILDREN & FAMILY COURT ADVISORY & SUPPORT SERVICE - SOUTH was 5,545sq.m	Regional property centres now merged as DFE - CHILDREN & FAMILY COURT ADVISORY & SUPPORT SERVICE
DFE - CHILDREN & FAMILY COURT ADVISORY & SUPPORT SERVICE	Previously listed as 3 regional property centres - CENTRAL, NORTH and SOUTH
FCO - GREAT BRITAIN-CHINA CENTRE (GBCC)	Not previously recorded on e-PIMS
FCO - WESTMINSTER FOUNDATION FOR DEMOCRACY (WFD)	Not previously recorded on e-PIMS
NCA - NATIONAL CRIME AGENCY (NCA).	Previously recorded under HO as NDPB1 with a floor area of 3,724sq.m for 01/01/2013.
CO - EX COI	COI dispanded and estate disposed of
BIS - CAPITAL FOR ENTERPRISE LTD	Still have a presence on e-PIMS but no longer have any "owned holdings"
BIS - UK COMMISSION FOR EMPLOYMENT AND SKILLS	Still have a presence on e-PIMS but no longer have any "owned holdings"
DCMS - PUBLIC LENDING RIGHT	No longer recorded as a property centre on e-PIMS
HOPG - HOME OFFICE PAY SERVICE	No longer have a presence on e-PIMS
HOPG - OLYMPIC AND PARALYMPIC SECURITY DIRECTORATE	No longer have a presence on e-PIMS
HOPG - UK BORDER AGENCY	Records now transferred to HOPG - CORE HOME OFFICE

Appendix B – Total cost of the estate in 2012/13

Departments (alphabetical)	(Total reported annual running costs 2012/13)
Business, Innovation and Skills	£241,736,075
Cabinet Office	£31,457,095
Charity Commission	£3,296,688
Communities and Local Government	£45,563,986
Culture, Media and Sport	£35,329,944
Defence	£147,593,814
Education	£47,048,517
Energy and Climate Change	£17,596,381
Environment, Food and Rural Affairs	£128,045,150
Food Standards Agency	£6,930,265
Foreign and Commonwealth Office	£42,418,419
Government Actuary's Department	£1,724,308
Health	£121,697,625
HM Revenue and Customs	£325,280,071
HM Treasury Group	£24,292,474
Home Office	£263,471,000
International Development	£11,992,468
Justice	£526,456,731
Law Officers' Departments	£58,856,836
National Savings and Investments	£10,549,991
Office of Fair Trading	£5,737,278
Office of Gas and Electricity Markets	£7,336,400
Office of Rail Regulation	£2,283,382
Royal Mint	£5,306,615
Scotland Office	£862,854
Transport	£154,653,361
UK Export Finance	£4,056,654
UK Statistics Authority	£9,945,802
Wales Office	£418,238
Work and Pensions	£706,735,722
Total reported operating costs	£2,988,674,144
Estimated total for 2012/13	£2,988,674,144
Revised operating costs for 2011/12	£3,139,460,783

Appendix C – Benchmarked offices: efficiency data and KPIs (summary)

Organisation	Number of buildings	Occupied net internal area (m ²)	Office-based FTE staff	Total property cost per FTE (£)	Total property cost score
Department for Business, Innovation and Skills	95	266,017	20,478	4,713	83
Charity Commission	2	2,996	242	5,521	44
Department for Communities and Local Government	19	37,425	3,023	8,690	42
Cabinet Office	5	20,742	2,210	7,907	89
Other Cabinet Office agencies	4	2,841	430	3,927	127
Department for Culture, Media and Sport	29	39,189	2,865	7,322	51
Department of Energy and Climate Change	9	21,202	1,966	6,478	81
Department for Environment, Food and Rural Affairs	126	178,205	17,268	3,376	115
Department for Education	22	54,446	4,474	6,266	72
Department for International Development	1	8,755	642	2,181	136
Department for Transport	27	119,485	11,597	5,011	71
Department of Health	46	136,179	11,885	5,072	103
Department for Work and Pensions	166	673,523	61,928	3,737	101
UK Export Finance	1	3,984	217	11,892	28
Foreign and Commonwealth Office	8	55,739	4,440	7,901	84
Food Standards Agency	5	8,001	704	10,689	16
Government Actuary's Department	1	1,443	147	11,164	41
HM Revenue and Customs	220	773,712	63,135	4,067	98
HM Treasury	2	12,155	1,319	7,912	90
Home Office	64	237,871	20,719	6,040	77
Ministry of Defence	18	240,095	15,772	8,687	10
Ministry of Justice	63	140,618	11,994	5,913	86
Law Officers' Departments	37	73,518	5,409	5,542	89
Office of Gas and Electricity Markets	2	9,316	845	7,993	86
Office for Standards in Education	4	8,957	757	7,061	46
Office of Fair Trading	1	8,169	651	8,303	82
Office for National Statistics	2	39,789	2,600	2,888	117
Office of Rail Regulation	1	2,723	215	7,832	93
Water Services Regulation Authority	1	2,688	178	6,232	48
National Savings and Investments	1	2,149	175	8,660	80
Scotland Office	2	2,120	64	13,700	0
Wales Office	1	641	35	17,540	0

Total property cost per m ² (£)	Total property cost per m ² score	Occupied space/FTE (m ²)	Occupied space/FTE score	Workstations/FTE	Workstations/FTE score	Occupied space/workstation (m ²)	Occupied space/workstation score	Total property costs (£)
363	105	13	77	1	88	11	88	£96,510,154
446	68	12	81	1	126	14	50	£1,336,747
702	68	12	80	1	85	10	98	£26,265,017
842	78	9	109	1	115	11	93	£17,473,907
594	86	7	136	1	119	8	121	£1,688,727
535	85	14	70	1	80	11	92	£20,976,580
601	85	11	96	1	125	12	69	£12,737,110
327	115	10	101	1	122	11	81	£58,306,347
515	91	12	82	1	93	11	92	£28,035,972
160	152	14	68	1	79	11	91	£1,400,208
486	72	10	99	1	115	11	84	£58,114,131
443	112	12	90	1	97	10	95	£60,279,222
344	105	11	96	1	108	10	92	£231,428,901
648	103	18	22	1	77	15	55	£2,579,436
629	105	13	79	1	106	13	71	£35,077,181
941	32	11	90	1	96	10	96	£7,524,962
1,137	33	10	105	1	101	10	104	£1,641,153
332	111	12	85	1	96	10	95	£256,774,403
859	76	9	111	1	108	10	102	£10,437,260
526	89	11	89	1	109	11	83	£125,138,610
571	71	15	53	1	112	16	36	£137,011,679
504	99	12	88	1	111	12	75	£70,921,592
408	111	14	76	1	106	14	62	£29,978,405
725	93	11	93	1	94	10	100	£6,754,502
597	65	12	86	1	108	11	82	£5,345,409
662	103	13	78	1	108	13	67	£5,405,439
189	144	15	52	2	70	10	91	£7,509,448
618	113	13	77	1	86	11	92	£1,683,820
413	96	15	54	2	57	10	98	£1,111,122
705	99	12	81	1	90	11	92	£1,515,580
415	131	33	0	1	72	25	0	£880,247
958	63	18	23	2	57	13	76	£613,917

Appendix C – Benchmarked offices: efficiency data and KPIs (full)

Main department	Organisation	Number of buildings	Occupied net internal area (m ²)	Office-based FTE staff
Department for Business, Innovation and Skills	BIS – Advisory, Conciliation and Arbitration Service	9	6,108	500
	BIS – Biotechnology and Biological Sciences Research Council	1	2,379	213
	BIS – Consumer Focus	1	787	55
	BIS – Companies House	3	13,397	1,016
	BIS – Engineering and Physical Sciences Research Council	1	2,066	193
	BIS – Economic and Social Research Council	1	1,327	130
	BIS – Core	5	30,562	3,400
	BIS – Higher Education Funding Council for England	1	3,727	254
	BIS – Insolvency Service	31	24,051	1,490
	BIS – Land Registry Agency Estates Division	14	81,032	4,100
	BIS – Medical Research Council	4	6,794	554
	BIS – Natural Environment Research Council	4	11,150	857
	BIS – Ordnance Survey HQ Estates Service	1	13,898	981
	BIS – Research Councils UK	2	6,693	996
	BIS – Skills Funding Agency	6	13,142	752
	BIS – Student Loans Company Ltd	3	16,551	2,122
	BIS – Science and Technology Facilities Council	1	1,095	104
	BIS – Technology Strategy Board	1	1,215	198
	BIS – UK Commission for Employment and Skills	2	962	84
	BIS – UK Intellectual Property Office	1	15,340	910
BIS – Met Office	1	12,557	1,452	
BIS – UK Space Agency	1	335	45	
BIS – Arts and Humanities Research Council	1	850	73	
	Department for Business, Innovation and Skills	95	266,017	20,478
Charity Commission	CHAR – Charity Commission	2	2,996	242
	Charity Commission	2	2,996	242
Department for Communities and Local Government	DCLG – Central	2	15,832	1,383
	DCLG – Homes and Communities Agency (Operational)	9	9,611	835
	DCLG – Valuation Tribunal Service	1	876	37
	DCLG – Independent Housing Ombudsman	1	628	45
	DCLG – Local Government Ombudsman	3	4,070	171
	DCLG – Planning Inspectorate	1	5,181	452
	DCLG – Government Office Residual Estate	2	1,227	100
	Department for Communities and Local Government	19	37,425	3,023

Total property cost per FTE (£)	Total property cost score	Total property cost per m ² (£)	Total property cost per m ² score	Occupied space/FTE (m ²)	Occupied space/FTE score	Workstations/FTE	Workstations/FTE score	Occupied space/workstation (m ²)	Occupied space/workstation score	Total property costs (£)
£7,691	29	£629	54	12	83	1.0	118	12	65	£3,841,605
£2,714	117	£243	123	11	92	1.2	84	9	107	£578,026
£4,570	96	£321	124	14	63	1.5	80	10	93	£252,246
£5,030	44	£381	78	13	72	1.1	98	13	75	£5,110,653
£2,600	120	£243	123	11	96	1.2	84	9	111	£501,849
£2,410	126	£236	125	10	101	1.0	102	10	99	£313,345
£5,458	120	£607	108	9	113	0.9	115	10	97	£18,558,674
£5,426	53	£370	97	15	58	1.2	83	12	78	£1,378,193
£6,501	36	£403	89	16	52	1.7	46	10	102	£9,686,002
£4,291	82	£217	133	20	24	1.4	60	14	65	£17,591,341
£4,852	118	£395	131	12	82	1.1	106	12	79	£2,685,805
£2,999	116	£231	134	13	74	1.0	99	13	75	£2,570,557
£4,918	74	£347	108	14	63	1.2	81	12	84	£4,824,853
£1,925	141	£286	109	7	135	0.9	115	7	125	£1,917,122
£5,541	41	£317	106	18	31	1.5	63	12	80	£4,167,054
£3,095	109	£397	92	8	114	1.0	101	8	113	£6,567,396
£2,558	122	£243	123	11	98	1.2	82	9	113	£265,983
£2,268	131	£370	83	6	141	0.5	152	13	75	£449,068
£6,154	75	£537	86	12	89	1.3	82	9	109	£516,956
£7,573	0	£449	49	17	37	1.2	81	14	62	£6,891,564
£5,202	42	£602	11	9	116	1.0	97	8	118	£7,553,837
£1,809	145	£243	123	7	128	1.0	104	8	125	£81,388
£2,831	113	£243	123	12	87	1.2	86	10	101	£206,638
£4,713	83	£363	105	13	77	1.2	88	11	88	£96,510,154
£5,521	44	£446	68	12	81	0.9	126	14	50	£1,336,747
£5,521	44	£446	68	12	81	0.9	126	14	50	£1,336,747
£11,098	40	£970	56	11	89	1.3	73	9	112	£15,349,887
£5,378	77	£467	89	12	89	1.2	101	10	95	£4,490,634
£12,039	0	£509	110	24	0	1.2	78	19	12	£445,454
£8,238	87	£590	117	14	65	1.1	89	12	78	£370,709
£11,489	0	£482	101	24	0	1.7	53	14	50	£1,963,540
£6,716	18	£586	36	12	89	1.1	94	11	96	£3,035,673
£6,120	42	£496	67	12	82	1.1	109	11	78	£609,120
£8,690	42	£702	68	12	80	1.2	85	10	98	£26,265,017

Main department	Organisation	Number of buildings	Occupied net internal area (m ²)	Office-based FTE staff
Cabinet Office	CO – Financial and Estate Management	5	20,742	2,210
Other Cabinet Office agencies	CO – Government Procurement Service	2	1,524	198
	CO – Government Digital Service	2	1,317	232
	Other Cabinet Office agencies	4	2,841	430
Department for Culture, Media and Sport	DCMS – Arts Council England	9	8,866	453
	DCMS – Big Lottery Fund	5	10,223	896
	DCMS – English Heritage	10	11,260	1,003
	DCMS – National Heritage Memorial Fund	1	1,937	110
	DCMS – Sport England	1	2,824	120
	DCMS – Horserace Betting Levy Board	1	520	14
	DCMS – Gambling Commission	1	2,414	174
	DCMS – UK Sport	1	1,146	95
	Department for Culture, Media and Sport	29	39,189	2,865
Department of Energy and Climate Change	DECC – Department of Energy and Climate Change	3	11,886	1,482
	DECC – The Coal Authority	1	1,626	125
	DECC – Nuclear Decommissioning Authority – Operational	5	7,690	359
	Department of Energy and Climate Change	9	21,202	1,966
Department for Environment, Food and Rural Affairs	DEFRA – Consumer Council for Water	4	963	56
	DEFRA – Department for Environment, Food and Rural Affairs	78	94,791	8,458
	DEFRA – Environment Agency	41	79,323	8,466
	DEFRA – Agriculture and Horticulture Development Board	2	1,799	174
	DEFRA – Joint Nature Conservation Committee	1	1,329	114
	Department for Environment, Food and Rural Affairs	126	178,205	17,268
Department for Education	DFE – Children and Family Court Advisory and Support Service – South	9	4,189	529
	DFE – Operational Properties	10	46,774	3,627
	DFE – National College for School Leadership	1	1,494	138
	DFE – Office of Qualifications and Examinations Regulation	2	1,989	180
	Department for Education	22	54,446	4,474
International Development	International Development	1	8,755	642

Total property cost per FTE (£)	Total property cost score	Total property cost per m ² (£)	Total property cost per m ² score	Occupied space/FTE (m ²)	Occupied space/FTE score	Workstations/FTE	Workstations/FTE score	Occupied space/workstation (m ²)	Occupied space/workstation score	Total property costs (£)
£7,907	89	£842	78	9	109	0.9	115	11	93	£17,473,907
£2,136	143	£277	124	8	125	1.0	104	8	122	£422,903
£5,456	125	£961	64	6	145	0.7	131	8	120	£1,265,824
£3,927	127	£594	86	7	136	0.8	119	8	121	£1,688,727
£7,374	56	£377	121	20	21	1.3	72	15	53	£3,340,503
£6,865	40	£602	55	11	90	1.2	83	9	107	£6,151,090
£5,645	61	£503	71	11	92	1.3	82	9	111	£5,664,125
£7,576	95	£429	139	18	29	1.0	101	18	26	£830,308
£17,265	0	£734	95	24	0	1.4	60	16	39	£2,071,828
£34,074	0	£917	68	37	0	1.4	60	26	0	£477,036
£7,869	7	£567	57	14	65	1.3	72	11	95	£1,367,507
£11,307	44	£937	65	12	84	1.3	99	10	93	£1,074,184
£7,322	51	£535	85	14	70	1.3	80	11	92	£20,976,580
£7,174	96	£895	65	8	123	0.8	135	10	88	£10,633,513
£4,916	44	£378	76	13	74	0.9	115	15	51	£614,489
£4,148	87	£194	145	21	0	1.3	90	17	21	£1,489,108
£6,478	81	£601	85	11	96	0.9	125	12	69	£12,737,110
£9,660	0	£562	79	17	34	1.3	84	14	61	£540,984
£4,574	94	£408	101	11	93	1.0	118	12	75	£38,683,858
£2,148	140	£229	134	9	110	0.9	126	10	86	£18,187,377
£3,296	109	£319	109	10	100	1.0	102	10	98	£573,491
£2,813	127	£241	135	12	87	0.9	107	12	79	£320,638
£3,376	115	£327	115	10	101	0.9	122	11	81	£58,306,347
£4,086	96	£516	63	8	124	1.0	117	8	115	£2,161,750
£6,763	67	£524	93	13	75	1.1	91	11	87	£24,531,188
£3,913	85	£361	89	11	96	1.4	85	8	115	£539,928
£4,462	64	£404	73	11	93	1.2	83	9	109	£803,106
£6,266	72	£515	91	12	82	1.1	93	11	92	£28,035,972
£2,181	136	£160	152	14	68	1.2	79	11	91	£1,400,208

Main department	Organisation	Number of buildings	Occupied net internal area (m ²)	Office-based FTE staff
Department for Transport	DFT – DFT Central	1	15,117	1,545
	DFT – Driving Standards Agency	2	6,620	534
	DFT – Driver and Vehicle Licensing Agency	4	52,218	5,034
	DFT – Highways Agency	16	35,108	3,550
	DFT – Maritime and Coastguard Agency	1	4,850	390
	DFT – Vehicle Certification Agency	1	1,039	93
	DFT – Vehicle and Operator Services Agency	2	4,534	452
	Department for Transport	27	119,485	11,597
Department of Health	DH – Care Quality Commission	4	10,340	1,162
	DH – HQ	5	48,733	2,351
	DH – Health and Social Care Information Centre	10	16,631	2,155
	DH – Human Fertilisation and Embryology Authority	1	525	62
	DH – NHS Litigation Authority	1	847	130
	DH – Medicines and Healthcare Products Regulatory Agency	3	10,180	949
	DH – Monitor	2	2,573	255
	DH – Human Tissue Authority	1	3,498	191
	DH – NHS England	2	5,716	822
	DH – Professional Standards Authority	1	293	25
	DH – NHS Business Standards Authority	6	23,740	2,631
	DH – NHS Blood and Transplant	2	3,173	215
	DH – National Institute for Health and Care Excellence	3	5,371	503
	DH – National Clinical Assessment Service	1	666	50
	DH – Public Health England	5	4,557	433
Department of Health	46	136,179	11,885	
Department for Work and Pensions	DWP – Child Maintenance and Enforcement Commission	13	68,756	5,899
	DWP – Health and Safety Executive	15	35,275	2,480
	DWP – Department for Work and Pensions	138	569,492	53,549
	Department for Work and Pensions	166	673,523	61,928
UK Export Finance	UK Export Finance	1	3,984	217
Foreign and Commonwealth Office	FCO – British Council	5	8,602	998
	FCO – Foreign and Commonwealth Office	3	47,137	3,442
	Foreign and Commonwealth Office	8	55,739	4,440
Food Standards Agency	FSA – Food Standards Agency	5	8,001	704
Chancellor's other departments	GAD – Government Actuary's Department	1	1,443	147

Total property cost per FTE (£)	Total property cost score	Total property cost per m ² (£)	Total property cost per m ² score	Occupied space/FTE (m ²)	Occupied space/FTE score	Workstations/FTE	Workstations/FTE score	Occupied space/workstation (m ²)	Occupied space/workstation score	Total property costs (£)
£10,006	61	£1,023	53	10	105	1.0	106	10	99	£15,460,386
£3,704	92	£299	110	12	80	1.4	75	9	107	£1,977,684
£4,062	64	£392	69	10	96	1.0	105	11	91	£20,450,972
£4,604	84	£466	78	10	105	0.7	143	14	43	£16,345,380
£5,967	48	£479	74	13	79	1.2	84	11	96	£2,324,034
£4,200	86	£374	95	11	91	1.1	93	10	98	£388,465
£2,585	124	£257	122	10	103	1.2	80	8	119	£1,167,209
£5,011	71	£486	72	10	99	0.9	115	11	84	£58,114,131
£4,811	101	£541	84	9	115	1.0	113	9	105	£5,590,157
£9,356	43	£451	122	21	0	1.2	79	17	33	£21,996,775
£4,675	78	£606	36	8	126	1.1	107	7	124	£10,073,867
£3,997	137	£472	123	9	118	1.0	99	8	119	£247,793
£5,447	124	£836	80	7	137	0.9	109	7	130	£708,137
£5,218	125	£486	128	11	96	0.9	111	12	84	£4,952,190
£6,218	115	£616	108	10	107	1.3	69	8	126	£1,585,477
£13,117	18	£716	97	18	23	1.4	67	14	67	£2,505,432
£3,360	131	£483	98	7	133	1.2	81	6	143	£2,761,796
£10,364	56	£896	71	12	88	1.2	80	9.5	106	£262,937
£1,771	152	£196	145	9	113	1.1	101	8	116	£4,659,778
£5,005	74	£339	111	15	58	1.2	105	13	60	£1,076,049
£3,600	117	£337	119	11	98	1.1	111	10	91	£1,811,832
£3,435	146	£258	158	13	71	1.3	72	10	99	£171,752
£4,726	117	£449	117	11	100	1.1	99	10	102	£2,047,003
£5,072	103	£443	112	12	90	1.1	97	10	95	£60,279,222
£3,783	94	£325	105	12	88	1.2	106	10	89	£22,317,678
£6,794	20	£478	69	14	63	1.1	98	13	69	£16,848,776
£3,590	105	£338	107	11	98	1.1	109	10	94	£192,262,446
£3,737	101	£344	105	11	96	1.1	108	9.9	92	£231,428,901
£11,892	28	£648	103	18	22	1.2	77	15	55	£2,579,436
£6,736	86	£781	63	9	117	0.9	119	10	100	£6,721,106
£8,238	82	£602	111	14	67	1.0	103	14	64	£28,356,075
£7,901	84	£629	105	13	79	1.0	106	13	71	£35,077,181
£10,689	16	£941	32	11	90	1.1	96	10	96	£7,524,962
£11,164	41	£1,137	33	10	105	1.0	101	9.8	104	£1,641,153

Main department	Organisation	Number of buildings	Occupied net internal area (m ²)	Office-based FTE staff
HM Revenue and Customs	HMRC – HM Revenue and Customs	167	733,329	60,386
	HMRC – Valuation Office Agency	53	40,383	2,748
	HM Revenue and Customs	220	773,712	63,134
HM Treasury Group	HMT – Debt Management Office	1	1,679	120
	HMT – HM Treasury	1	10,476	1,199
	HM Treasury	2	12,155	1,319
Home Office	HOPG – Core Home Office	44	184,410	15,871
	HO – Disclosure and Barring Service	2	5,924	748
	HOPG – Independent Police Complaints Commission	4	3,929	367
	HOPG – Her Majesty's Passport Office	12	41,574	3,531
	HOPG – Office of the Immigration Services Commissioner	1	903	61
	HOPG – Security Industry Authority	1	1,133	141
	Home Office	64	237,871	20,719
Ministry of Defence	Ministry of Defence	18	240,095	15,772
Ministry of Justice	MOJ – Criminal Injuries Compensation Authority	1	4,509	367
	MOJ – Ministry of Justice HQ	10	65,813	5,855
	MOJ – Information Commissioner's Office	2	6,076	730
	MOJ – Legal Services Commission	12	14,915	898
	MOJ – National Offender Management Service (Non-Custodial)	26	32,029	2,535
	HM Courts and Tribunals Service	12	17,276	1,609
	Ministry of Justice	63	140,618	11,994
Law Officers' Departments	AGO – Attorney General's Office	1	1,157	66
	AGO – Treasury Solicitor	1	8,541	760
	Crown Prosecution Service	35	63,820	4,583
	Law Officers' Departments	37	73,518	5,409
Office of Gas and Electricity Markets	OFGEM – Office of Gas and Electricity Markets	2	9,316	845
Office for Standards in Education	OFSTED – Office for Standards in Education	4	8,957	757
Office of Fair Trading	OFT – Office of Fair Trading	1	8,169	651
UK Statistics Authority	ONS – Office for National Statistics	2	39,789	2,600
Office of Rail Regulation	ORR – Office of Rail Regulation HQ	1	2,723	215
Water Services Regulation Authority	WSRA – Water Services Regulation Authority	1	2,688	178
National Savings and Investments	National Savings and Investments	1	2,149	175
Scotland Office	SO – Scotland Office	2	2,120	64
Wales Office	WO – Wales Office	1	641	35

Total property cost per FTE (£)	Total property cost score	Total property cost per m ² (£)	Total property cost per m ² score	Occupied space/FTE (m ²)	Occupied space/FTE score	Workstations/FTE	Workstations/FTE score	Occupied space/workstation (m ²)	Occupied space/workstation score	Total property costs (£)
£4,032	98	£332	111	12	86	1.3	97	10	96	£243,473,250
£4,840	91	£329	117	15	69	1.3	74	11	89	£13,301,154
£4,067	98	£332	111	12	85	1.3	96	9.7	95	£256,774,403
£8,993	71	£643	105	14	64	1.1	90	13	76	£1,079,149
£7,804	92	£893	72	9	115	0.9	110	9.5	106	£9,358,111
£7,912	90	£859	76	9	111	0.9	108	9.9	102	£10,437,260
6,337	80	545	95	12	87	1.0	115	11	86	100,568,375
3,571	98	451	67	8	124	0.9	124	9	103	2,671,150
8,333	48	778	53	11	97	0.8	129	14	59	3,058,269
4,758	88	404	101	12	87	1.1	107	11	85	16,801,771
12,842	0	868	60	15	57	1.0	100	15	56	783,359
8,906	76	1,108	41	8	122	1.1	94	8	126	1,255,689
6,040	77	526	89	11	89	1.0	109	11	83	125,138,610
£8,687	10	£571	71	15	53	0.9	112	16	36	£137,011,679
£5,066	84	£412	102	12	81	1.4	67	9	110	£1,859,370
£7,786	86	£693	95	11	91	1.0	104	11	87	£45,585,870
£2,869	127	£345	109	8	119	1.0	102	8	118	£2,094,568
£5,959	26	£359	91	17	41	0.9	129	19	0	£5,350,818
£4,385	86	£347	104	13	81	0.8	124	16	41	£11,114,826
£2,939	121	£274	124	11	97	1.0	116	11	84	£4,730,846
£5,913	86	£504	99	12	88	1.0	111	12	75	£70,921,592
£11,085	46	£632	109	18	30	1.0	99	17	32	£731,613
£7,568	96	£673	105	11	91	1.0	98	11	93	£5,751,667
£5,127	89	£368	112	14	74	1.0	107	15	57	£23,495,125
£5,542	89	£408	111	14	76	1.0	106	14	62	£29,978,405
£7,993	86	£725	93	11	93	1.1	94	10	100	£6,754,502
£7,061	46	£597	65	12	86	1.1	108	11	82	£5,345,409
£8,303	82	£662	103	13	78	0.9	108	13	67	£5,405,439
£2,888	117	£189	144	15	52	1.5	70	10	91	£7,509,448
£7,832	93	£618	113	13	77	1.2	86	11	92	£1,683,820
£6,232	48	£413	96	15	54	1.5	57	10	98	£1,111,122
£8,660	80	£705	99	12	81	1.1	90	11	92	£1,515,580
£13,700	0	£415	131	33	0	1.3	72	25	0	£880,247
£17,540	0	£958	63	18	23	1.5	57	13	76	£613,917

Appendix D – New procurements

Dept	Property Centre	Address	Area (sqm)	Acquisition Date	EPC Rating
BIS	BIS	Kemp House 152-160 City Road London EC1V 2NP	166.0	02/05/2013	C 63
BID	Land Registry Agency	STUART HOUSE St Johns Street Peterborough PE1 5DD	2,038.0	12/01/2013	D 82
DfE	Children & Family Court Advisory & Support Service	Unit 19 Callywith Gate PL31 2RQ	209.0	28/01/2013	C 51
DEFRA	Department for Environment, Food and Rural Affairs	Unex House Bourges Boulevard Peterborough PE1 1NG	898.5	23/01/2013	C 59
DEFRA	Environment Agency Thames	Goldcrest House Alice Holt Lodge Gravel Hill Lane Farnham GU10 4LH	525.0	25/04/2013	B 36
HO	Home Office	Bristol International Airport Bristol BS48 3DY	59.2	12/04/2013	E 119
MoJ	Hm Inspectorate of Probation	24-26 Gillibrand Street Chorley PR7 2EJ	914.6	22/11/2013	E 103
MoJ	NOMS	Unit 53 Enterprise Business Centre Barrow-in-Furness LA14 2PN	81.6	28/01/2013	D 76
MoJ	NOMS	Section 7D Mews 7 Station Road Bicester OX26 5DX	112.7	12/03/2013	E 112
MoJ	NOMS	Unit 21 Dewsbury Road Fenton Industrial Estate Stoke on Trent Staffordshire ST4 2TE	80.7	05/06/2013	D 85

Appendix E – Data coverage and collection

The Government has established e-PIMS™ – Electronic Property Information Mapping Service – as its central database for the Civil Estate. This allows departments and their arm’s-length bodies to record and collect the key information for their property holdings. This includes details of landlords, leases and a wide range of performance data. It also provides location data through online mapping.

The mandated estate

Central government organisations are required to record and maintain up-to-date details – including sustainability and benchmarking data – for their core property holdings through e-PIMS. This forms the ‘mandated estate’. Figure A1 (page 8) illustrates where the Civil Estate (both mandated and non-mandated) sits within the wider government and public sector estates.

Datasets used in this report

Size: Information about the size and distribution of departmental estates is generated from a snapshot of e-PIMS showing the mandated estate as recorded on 1 January 2014. This is compared with the position at 1 January 2013. This dataset is explored in Chapter 2 and detailed at Appendix A.

Cost: Departments have provided, from their financial accounts, the actual net cost recorded for running their estate for the financial year 2012/13. This total property cost dataset is used in Chapter 2 and detailed at Appendix B. Cost definitions are based on the latest edition of the IPD⁷ Cost Code – full definitions can be found in the glossary – and figures are provided by departments.

Efficiency: Efficiency performance data in this report comes from office occupations over 500 sq m submitted through the Property Benchmarking Service. This data specifically relates to the occupation, rather than ownership, of offices. Cost of space data is a subset of the total estate running costs and relates to the financial year 2012/13, and where appropriate as at 31 March 2013. This dataset is used in Chapter 3 and detailed at Appendix C.

Sustainability: Sustainability data is drawn from performance against the Greening Government Commitment targets and in-year top quartile energy performance derived from data held nationally on Energy Performance Certificates. The scope of these datasets is wider than the administrative estate covered in Chapters 2 and 3 of this report and includes prisons and the MOD military estate. These datasets are used in Chapter 4 and detailed at Appendix D.

⁷ The IPD Cost Code is an established framework for the collection, measurement and analysis of property cost information. For more information visit www.ipd.com.

Appendix F – How benchmarking is measured and 2013 statistics

Government departments and their arm's-length bodies are required to measure the efficiency and environmental sustainability of their administrative office occupations over 500 sq m, and an increasing number of departments also include smaller offices.

Data is collected through the e-PIMS™ system, with the performance of each building reported back to the occupying organisation through independently validated metrics. This produces one consistent set of data that enables performance to be compared against Key Performance Indicators, cost factors to be understood and challenged, and efficiency improvements to be realised.

The data is reported through the annual Government Property Unit (GPU) Benchmarking Service which focuses departments on improving data accuracy to ensure that the outputs and knowledge generated support and improve decision making.

Benchmarking

The benchmarking service measures the performance of the central government office portfolio against private sector benchmarks, providing a standardised basis for consistent reporting across the estate. Benchmarks come from comparable buildings in the private sector and industry best practice, based on a basket of typical cost elements.

Benchmarking covers administrative office buildings, which account for around 52% of the total Civil Estate. It does not cover specialist property, such as courts and tribunals, laboratories, research facilities and jobcentres. This means that some departments' benchmarked property is low as a proportion of their total property holdings, but coverage of departmental office space is high. GPU will be looking to undertake a non-office benchmarking pilot with one or two departments during 2014.

Benchmarked occupations	988
Participating property centres	159
Total occupied space (sq m)	3,214,155
Total office-based FTE	270,781
Total benchmarked property cost	£1.331 billion

Appendix G – Energy Performance Certificates

Energy Performance Certificates (EPCs) were introduced in 2008 and are required for almost all commercial buildings that are being sold or leased, or on completion of construction, which use energy for heating or cooling.

EPCs are produced by the landlord/vendor and are valid for 10 years. EPCs tell potential buyers and tenants about the energy performance of a building so that they can consider energy efficiency as part of their investment or business decision to buy or occupy that building.

An EPC will provide an energy rating – from A to G – for a building which is based on the performance potential of the building itself (the fabric) and its services (such as heating, ventilation and lighting).

The energy rating given on the certificate reflects the intrinsic energy performance standard of the building relative to a benchmark, which can then be used to make comparisons with other properties. It is accompanied by a report, which provides recommendations on how the energy performance of the building could be enhanced, together with an indication of the payback period.

86. Report on the civil estate

1. It is the duty of the Minister for the Cabinet Office to lay before Parliament in respect of each year, beginning with the year 2008, a report containing an assessment of the progress made in the year towards improving the efficiency and contribution to sustainability of buildings that are part of the civil estate.
2. The report must, in particular, include an assessment of the progress made in the year to which it relates towards:
 - a. reducing the size of the civil estate, and
 - b. ensuring that buildings that become part of the civil estate fall within the top quartile of energy performance.
3. If a building that does not fall within the top quartile of energy performance becomes part of the civil estate in the year to which the report relates, the report must state the reasons why the building has nevertheless become part of the civil estate.
4. A report under this section must be laid before Parliament not later than 1st June in the year following the year to which it relates.
5. In this section ‘building’ means a building that uses energy for heating or cooling the whole or any part of its interior.
6. For the purposes of this section, a building is part of the civil estate if it is:
 - a. used for the purposes of central government administration, and
 - b. of a description of buildings for which, at the passing of this Act, the Minister for the Cabinet Office has responsibilities in relation to efficiency and sustainability.
7. The Minister for the Cabinet Office may by order provide for buildings of a specified description to be treated as being, or as not being, part of the civil estate for the purposes of this section.

Any such order is subject to affirmative resolution procedure.

Glossary

Abbreviated department list

AGO	Attorney General's Office	FC	Forestry Commission
BC	British Council	FCO	Foreign and Commonwealth Office
BIS	Department for Business, Innovation and Skills	FSA	Food Standards Agency
CO	Cabinet Office	GAD	Government Actuary's Department
COI	Central Office of Information	GPU	Government Property Unit
CPS	Crown Prosecution Service	HMCTS	Her Majesty's Courts and Tribunals Service
DCLG	Department for Communities and Local Government	HMRC	HM Revenue and Customs
DCMS	Department for Culture, Media and Sport	HMT	HM Treasury Group
DECC	Department of Energy and Climate Change	HO	Home Office
DEFRA	Department for Environment, Food and Rural Affairs	HOPG	Home Office Property General
DfE	Department for Education	LOD	Law Officers' Departments
DFID	Department for International Development	MOD	Ministry of Defence
DfT	Department for Transport	MoJ	Ministry of Justice
DH	Department of Health	NOMS	National Offender Management Service
DSA	Driving Standards Agency	NS&I	National Savings and Investments
DVLA	Driver and Vehicle Licensing Agency	OFGEM	Office of Gas and Electricity Markets
DWP	Department for Work and Pensions	OFSTED	Office for Standards in Education
EA	Environment Agency	OFT	Office of Fair Trading
EH	English Heritage	OFWAT	Office of Water Services
		ONS	Office for National Statistics
		ORR	Office of Rail Regulation
		SFO	Serious Fraud Office
		TNA	The National Archives
		UKSA	UK Statistics Authority

Civil Estate/Central Civil Estate

DDAO (Gen) 07/06 defines the Civil Estate as: workspace, offices and other property (land and buildings) used to deliver departments' activities that are owned, leased or occupied by a government body, including non-ministerial departments, executive agencies, NDPBs and special health authorities in Great Britain.

It does not include the operational NHS estate, the prisons' operational estate, the FCO overseas estate, the DEFRA rural estate, the privatised rail entities, public corporations or the defence estate (except for certain civil elements).

Climate Change Act 2008

Two key aims are to:

- improve carbon management and help the transition towards a low-carbon economy in the UK
- demonstrate strong UK leadership internationally and signal that the UK is committed to taking its share of responsibility for reducing global emissions.

Copies of the Climate Change Act 2008 can be obtained at www.legislation.gov.uk.

Cost efficiency

A measure of the cost of occupancy: the sum of rent (or rental equivalent for freehold buildings), rates and other charges (service charge, repair and maintenance, security, cleaning and utilities).

DECs

Display Energy Certificates. Required from October 2008 for buildings with a total useful floor area of over 1,000 sq m that are occupied by a public authority and by institutions providing a public service to a large number of persons, and therefore visited by those persons. A DEC showing an Operational Rating must be displayed in a prominent place clearly visible to the public. DECs show the energy performance of a building based on actual energy consumption as recorded and reassessed annually.

EPC

Energy Performance Certificate. EPCs provide an energy rating for a building (A–G) which is based on the performance potential of the building itself (the fabric) and its services (such as heating, ventilation and lighting). They were phased in during 2008 and are now required for all buildings when they are constructed, sold or let.

e-PIMS™

Electronic Property Information Mapping Service. The central database of government's Civil Estate properties and land. It is mandatory for all government departments (including non-ministerial departments) and their executive agencies, arms'-length bodies and non-departmental public bodies to capture and maintain their property information on e-PIM, which also covers property-related activities for the devolved administrations and for some parts of the public sector outside central government, as well as the collection of sustainability data for the Sustainable Development Commission (HM Treasury instruction to Accounting Officers DAO (Gen) 08/05).

ERG

The Efficiency and Reform Group, established in May 2010, brings into one place the expertise and capabilities from across government to tackle two key priorities:

- Making government more efficient: reducing operational overheads to give taxpayers better value and allow resources to be focused on key priorities.
- Radically reforming the way that public services are provided to ensure that they meet rising public expectations; using transparency to improve accountability; shifting power to people and creating the Big Society.

FTE

Full-time equivalent (staff)

£/FTE

Cost per person

Sq m/FTE

Space per person

KPI

Key Performance Indicator

Mandated estate

Property types for which inclusion on e-PIMS is mandatory: all central government general property and certain specialist properties.

MOTO

Memorandum of Terms of Occupation. A type of licence agreement for the sharing of accommodation between government organisations known as 'Crown Bodies'.

NDPBs

Non-departmental public bodies

Operational ratings

Government's methodology for assessing the operational performance of buildings, i.e. annual emissions of CO₂/sq m arising from energy consumption, compared with a value that would be considered typical for the particular type of building. The operational rating is a numeric indicator of the amount of energy consumed during the occupation of the building over a period of 12 months, based on meter readings.

PAM

Property asset management

PFI

Private finance initiative

Property holding

A property asset for which an organisation has legal responsibility. It is different from a building or an occupation, and there can be many holdings to one building or many holdings to many buildings.

SOGE

Sustainable Operations on the Government Estate. A framework of targets for central government departments to improve the environmental impact of their estate. The refreshed SOGE framework of targets was launched in June 2006. These new targets replaced those in the *Framework for Sustainable Development on the Government Estate* (originally published between 2002 and 2004). They include targets to reduce CO₂ emissions, waste arising and water consumption and to increase recycling.

Top quartile commitment

A commitment to procure buildings in the upper quartile of energy performance. Originally announced in the Energy Efficiency Action Plan 2004, it is now a requirement of the Climate Change Act 2008.

Total annual operating cost

The total net cost of operating the property estate included in *The State of the Estate* report includes annual property occupation costs, building operation costs, business support costs, property management costs, utilities and capital charges. Income from sub-letting and charges for use of facilities are subtracted from the total expenditure to give the total annual operating cost. Cost definitions are based on the latest

edition of the IPD Cost Code and figures are provided by departments.

CA1: Net Rent – Rent paid, rental value and notional rent.

CA2: Unitary Charge – Operating expenditure of the total real estate and facilities services package, and for a serviced office that cannot be identified separately, e.g. PFI.

CA3: Acquisition, Disposal and Removal – The annual operating expenditure associated with the acquisition, disposal and removal of the building, particularly national and local acquisition taxes and duties (for example, taxes levied on rent). This includes the costs of acquisition taxes and duties as well as disposal costs and removal costs, but excludes the costs of professional, agency and brokerage fees associated with acquisitions.

CA4: Rates and Local Property Taxes.

CA5: Parking Charges – Rent or licence fees paid for parking provision on- or off-site.

CA6: Associated Facilities – Rent or licence fees for on- or off-site leisure, fitness centres, sports, storage, accommodation and hotel services.

CA7: Occasional Space – Operating expenditure or charges for occasional space that is not part of the estate and is used for short periods or intermittently.

CC1: Service Charge – Service charge, including MOTO annual operating expenditure (service charge revenue should be subtracted from expenditure).

CC2: Insurance – Buildings insurance, contents insurance, engineering insurance and terrorism insurance.

CC3: Internal Repair and Maintenance – Regular redecoration and repair of fit-out, furniture and equipment, planned and reactive maintenance, signage, clocks, eyebolt testing, statutory inspections, legionella testing, gas detection, and fire detection and fighting equipment.

CC4: Mechanical and Electrical Repair and Maintenance – Mechanical and electrical services, lifts and escalators, suspended access equipment, other mechanical and electrical costs, planned and reactive maintenance, spares and consumables, lighting, relamping, portable appliance testing (PAT), building management systems, standby power systems and UPS.

CC5: External and Structural Repair and Maintenance – Planned and forward maintenance, structural repair, fabric maintenance, safety film, specialist conservation and control of asbestos.

CC6: Minor Improvements – Minor improvements or works costing less than £10,000.

CC7: Internal Moves – Space reorganisation or ‘churn and move’ management.

CC9: Security – Access control, readers/passes/identity cards/badges, CCTV, detectors, alarms, lighting and central control, fences, intruder detection, loudspeakers, PA systems, vehicle access, road blocks, key holding, manned guarding, locks and keys.

CC10: Cleaning – Cleaning furniture, fixtures and fittings, flooring, walls, IT equipment, telephones, WCs, toilets and urinals, pest control, window cleaning, interior and exterior cleaning, uniforms and laundry.

CC11: Waste Disposal – Disposal of general waste, toxic waste (hazardous and radioactive), confidential waste, sanitary waste, recycled waste and composted waste.

CC12: Internal Plants and Decorations – Internal plants and foliage provision and maintenance, flowers and festival decoration, e.g. at Christmas.

CC13: Grounds Maintenance – Hard landscaping, soft landscaping, litter and snow clearance and gritting, water features and pond maintenance.

CC14: Water and Sewerage – The annual operating expenditure on water supply and sewerage for the building. This includes the costs of water supply and sewerage, but excludes the costs of fit-out and improvement and mechanical and electrical repair and maintenance of water facilities.

CC15: Energy – The annual operating expenditure on energy supply to the building. This includes the costs of electricity, gas, fuel, district heating and all other energy, but excludes the costs of fit-out and improvement and mechanical and electrical repair and maintenance of energy facilities.

CD2: Catering – General catering, vending and hospitality.

CD3: Reception Services – Reception services, switchboard services, journal, magazine and newspaper supply and display boards.

CD4: Courier and External Distribution Services – Internal messengers, portage services and courier management.

CD5: Post Room/Internal Distribution – Internal post room services, internal logistics support, stationery management and stores management.

CD6: Reprographics – Central and distributed reprographics support (if part of facilities management contract).

CD7: Disaster Recovery – Alternative premises and related equipment.

CD8: Transport – Transport to and from the building for facilities management services.

CD9a: Archiving and Storage (On-site) – The annual operating expenditure on archiving associated with the building. This includes archiving systems and retrieval systems as well as contractor costs and the full costs of employment, special equipment, materials and other associated costs, but excludes the cost of storage cabinets.

CD9b: Archiving and Storage (Off-site) – The annual operating expenditure on archiving associated with the building. This includes archiving systems and retrieval systems as well as contractor costs and the full costs of employment, special equipment, materials and other associated costs, but excludes the cost of storage cabinets.

CE1a: Real Estate Management (In-house) – The annual operating expenditure on real estate management for all activities associated with property occupation. This includes the costs of strategic planning and reporting, valuations, acquisitions and disposals, contract negotiations and real estate charges as well as contractor costs and the full costs of employment, special equipment, materials and other associated costs, but excludes the costs of facilities management, project management and other management.

CE1b: Real Estate Management (Outsourced) – The annual operating expenditure on real estate management for all activities associated with property occupation. This includes the costs of strategic planning and reporting, valuations, acquisitions and disposals, contract negotiations and real estate charges as well as contractor costs and the full costs of employment, special equipment, materials and other associated costs, but excludes the costs of facilities management, project management and other management.

CE2a: Facilities Management (In-house) – The annual operating expenditure on day-to-day facilities management of all activities associated with adaptation and equipment, building operation and business support. This includes the costs of workplace management, design and layout, health and safety, helpdesks, concierge services and condition surveys as well as contractor costs and the full costs of employment, special equipment, materials and other associated costs, but excludes the costs of real estate management, project management and other management.

CE2b: Facilities Management (Outsourced) – The annual operating expenditure on day-to-day facilities management of all activities associated with adaptation and equipment, building operation and business support. This includes the costs of workplace management, design and layout, health and safety, helpdesks, concierge services and condition surveys as well as contractor costs and the full costs of employment, special equipment, materials and other associated costs, but excludes the costs of real estate management, project management and other management.

CE3a: Project Management (In-house) – The annual operating expenditure on intended project management of all activities associated with adaptation and equipment, building operation and business support. This includes the costs of project management as well as contractor costs and the full costs of employment, special equipment, materials and other associated costs, but excludes the costs of real estate management, facilities management and other management.

CE3b: Project Management (Outsourced) – The annual operating expenditure on intended project management of all activities associated with adaptation and equipment, building operation and business support. This includes the costs of project management as well as contractor costs and the full costs of employment, special equipment, materials and other associated costs, but excludes the costs of real estate management, facilities management and other management.

CE4a: Other Management (In-house) – The annual operating expenditure of other management associated with the building. This includes the costs of environmental management, information management and quality management as well as contractor costs and the full costs of employment, special equipment, materials and other associated costs, but excludes the costs of real estate management, facilities management and project management.

CE4b: Other Management (Outsourced) – The annual operating expenditure of other management associated with the building. This includes the costs of environmental management, information management and quality management as well as contractor costs and the full costs of employment, special equipment, materials and other associated costs, but excludes the costs of real estate management, facilities management and project management.

Facilities Hire, Sublets and MOTOs – Receipts from the letting or subletting of specialist, occasional-use or surplus accommodation.

Other Receipts – These are unlikely to be significant, but represent other receipts that are treated as revenue. This does not include capital receipts from the sale or disposal of assets.



HM Government

Cabinet Office
Efficiency and Reform Group
1 Horse Guards Road
London SW1A 2HQ

www.gov.uk/government/organisations/cabinet-office