



Home Office

# Sustainability report 2013-14



# Foreword

## Lord Bates – Lords Minister and Minister for Criminal Information

I am pleased to present our second annual sustainability report.

Sustainability makes sense as the right thing to do, for now and for the medium term and for future generations. This is as true for individuals and corporate bodies as it is for Government organisations.

The Home Office has a long history of involvement across the green and sustainability agendas. As the Home Office Sustainable Development Minister I am pleased to report on the Department's progress in making varying contributions across all three pillars of sustainability, the social, the environmental and the economic. During 2013-14 we have made real improvements in key areas and I am pleased that the Home Office has played its part in meeting the Government aims set out within the **Government's Progress Report in Mainstreaming Sustainable Development**.



## Owen Mapley – Sustainability Champion

As the Department's Sustainability Champion I am very pleased that in the last year we have achieved a 26% reduction in CO<sub>2</sub>e emissions since 2009-10. In our buildings we have reduced emissions by 32%. Our sustainable procurement strategy ensures we use whole life cycle assessments when purchasing goods and services and it recognises the contribution of Small and Medium-sized Enterprises (SME) to economic recovery. Throughout the year we have worked collaboratively with suppliers to harness their expertise and innovation, whilst at the same time helping them to assess and improve their own sustainability impacts.



We make an important contribution to the fight against the illegal trade in endangered species, tackling environmental crime and, more recently, we have commenced work to assess wider environmental impacts, such as the carbon footprint of crime. I hope as you read this report, you will see evidence of our good practice and our commitment to further improvement. We are pleased with the generally favourable assessment of the Environmental Audit Committee and the National Audit Office following their recent reviews of sustainable development in the Home Office, but we are not complacent and recognise we still have much to learn and more to do.

As Sustainability Champion, I will advocate the importance of sustainable thinking in all that we do and promote the simple message that sustainability is not an add-on but a core element of our approach across the Home Office.

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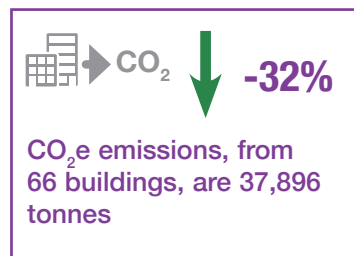
# Executive summary

**Home Office vision for sustainability:** The British public can be assured that through the delivery of our services we are contributing to social well-being, ensuring environmental quality and supporting the economy now and in the future.

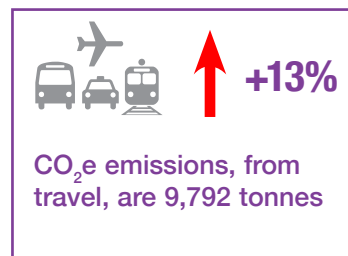
This report describes our accomplishments and our ongoing efforts to achieve an appropriate balance between ensuring a fairer society, protecting the environment and supporting sustainable economic growth.

The report details the progress we have made towards meeting this vision through our achievements against the **Greening Government Commitments** (GGC). Our performance in 2013-14 against the key commitments is shown below (generally compared to a 2009-10 baseline):

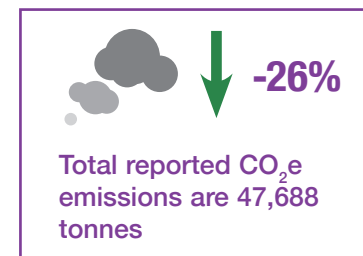
## Emissions from buildings



## Travel emissions



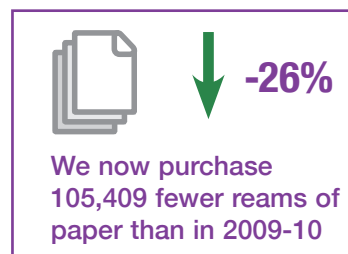
## Total emissions



## Office waste



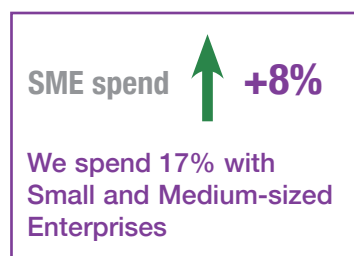
## Paper



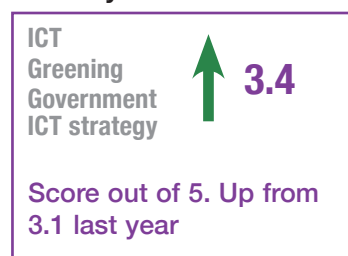
## Domestic flights



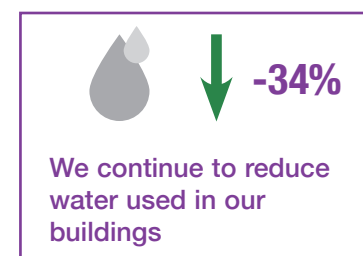
## Procurement



## Maturity Model



## Water



The report details our work taking account of our wider impacts including procurement and supply chain influences, and how sustainability is embedded in how we legislate to protect people from crime and terrorism and how we reduce immigration.

We have contributed to making people safer and improved **social well-being** by:



- controlling immigration and protecting our borders
- monitoring and reducing the level of crime in England and Wales, which has dropped year on year since 2002-03. The year ending March 2014, saw a 14% decrease compared to the previous year
- protecting those in society who are in danger of exploitation: organising campaigns around specific crimes, including putting an end to female genital mutilation to protect girls and women across the UK (which contributes towards one of the **UN Millennium Development Goals** to 'promote gender equality and empower women'). We also legislated against modern slavery with the Modern Slavery Bill (2014) in order to increase reporting and raise awareness of this area

The key achievements this year in ensuring **environmental** quality have been:



- consolidating our estate (in line with the requirements of the **Government Property Unit** and its Estate Strategy) and improving energy use from buildings
- recycling over 1,700 tonnes of waste by providing better recycling bins and collecting more paper to be reused in a closed loop paper initiative
- installing better water saving devices and improving water monitoring on the estate

In terms of progress regarding **economic** sustainability, we:



- spent more on Small and Medium-sized Enterprises (SMEs), increasing our spend to 17% from last year's figure of 13%, through a Corporate Social Responsibility clause in our terms and conditions
- spent less on energy
- purchased fewer allowances under the Carbon Reduction Commitment Energy efficiency scheme as a result of lowering building carbon emissions, thus saving the taxpayer money

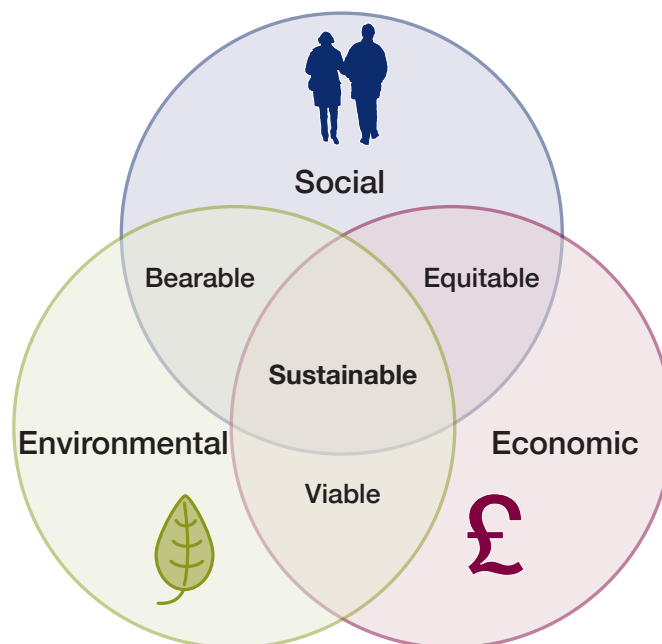
We are proud of our progress over the last year, and we are pleased to report on our additional work to look at other wider impacts including the carbon costs of crime, the travel and housing associated with immigration enforcement and the accommodation and services for asylum seekers. We have included case studies as part of this report and asked several stakeholders to challenge our work.

We are aware of the challenges evidenced by the **Environmental Audit Committee (EAC) inquiry** into sustainability in the Home Office. We are acting on the EAC report published in September 2014; in particular we are working to improve the sustainability performance of all our contracts, including our asylum accommodation contracts, police national frameworks and also looking to promote wider social impacts. The EAC commended our GGC performance and also highlighted our payment by results facilities management contracts for delivering energy-efficiency reductions and also our supplier engagement tool. We have already begun to ensure that environmental and social costs are better analysed in policy appraisal.

Our ongoing work is focussed on embedding sustainability within the Department's policies and procedures and meeting the GGC targets. In particular, we aim to improve the resources available to our policy makers and raise our performance on travel by promoting alternatives to flying and improving the fleet efficiency of our owned vehicles. We are also aware that the 2014-15 greenhouse gas conversion factors will make achieving the carbon emissions target all the more challenging.

# 1: Introduction

This report, which supplements the **Home Office Annual Report and Accounts 2013-14**, provides a comprehensive view of sustainable development activity in the Home Office. We set out our latest data for 2009-10 to 2013-14. We refer to the Department, which covers the Home Office, our former Executive Agency (HM Passport Office, now part of the Home Office) and our arm's-length bodies. We present information on how we identify and manage the impacts of our business, operations and policies against the three pillars (or elements) of sustainability, expressed below as three overlapping circles, reflecting that these are inter-dependent and mutually supportive considerations.



We describe how we are building upon our longstanding commitment to integrate sustainable development thinking into all our work. We highlight areas which relate to one or more of these aspects with the key below:



Social sustainability is the ability of a social system, such as a country, family, or organisation, to function at a defined level of social well-being and harmony indefinitely



Environmental sustainability is the ability of the environment to support a defined level of environmental quality and natural resource extraction rates indefinitely



Economic sustainability is the ability of an economy to support a defined level of economic production indefinitely

We report progress against the actions we outlined in our **Sustainability Report 2012-13** and update our performance against the Greening Government Commitments (GGC). We also show how we identify, measure and manage the key sustainability impacts of our core business, policies and operations.

## 2: Sustainability in the Home Office

### 2.1 Timeline

Historically the focus of our work on sustainability has been largely environmental. During the late 1980s, Central Government Departments became responsible for managing their own accommodation and spending on utilities. Central targets were introduced for energy efficiency. Further environmental targets soon followed and the first energy and environmental managers were appointed. In Government, sustainability rose in importance with a number of new government strategies being published, '**A Better Quality of Life**', in 1999, followed by '**Securing the Future**' in 2005. The Coalition Government produced a refreshed **vision for sustainable development**, published in February 2011, which built on the ideas that underpinned the 2005 strategy. These include guiding principles which state that policies must respect **5 shared principles**. These are:



Ensuring a strong, healthy and just society  
Promoting good governance



Living within Environmental Limits  
Using sound science responsibly



Achieving a sustainable economy

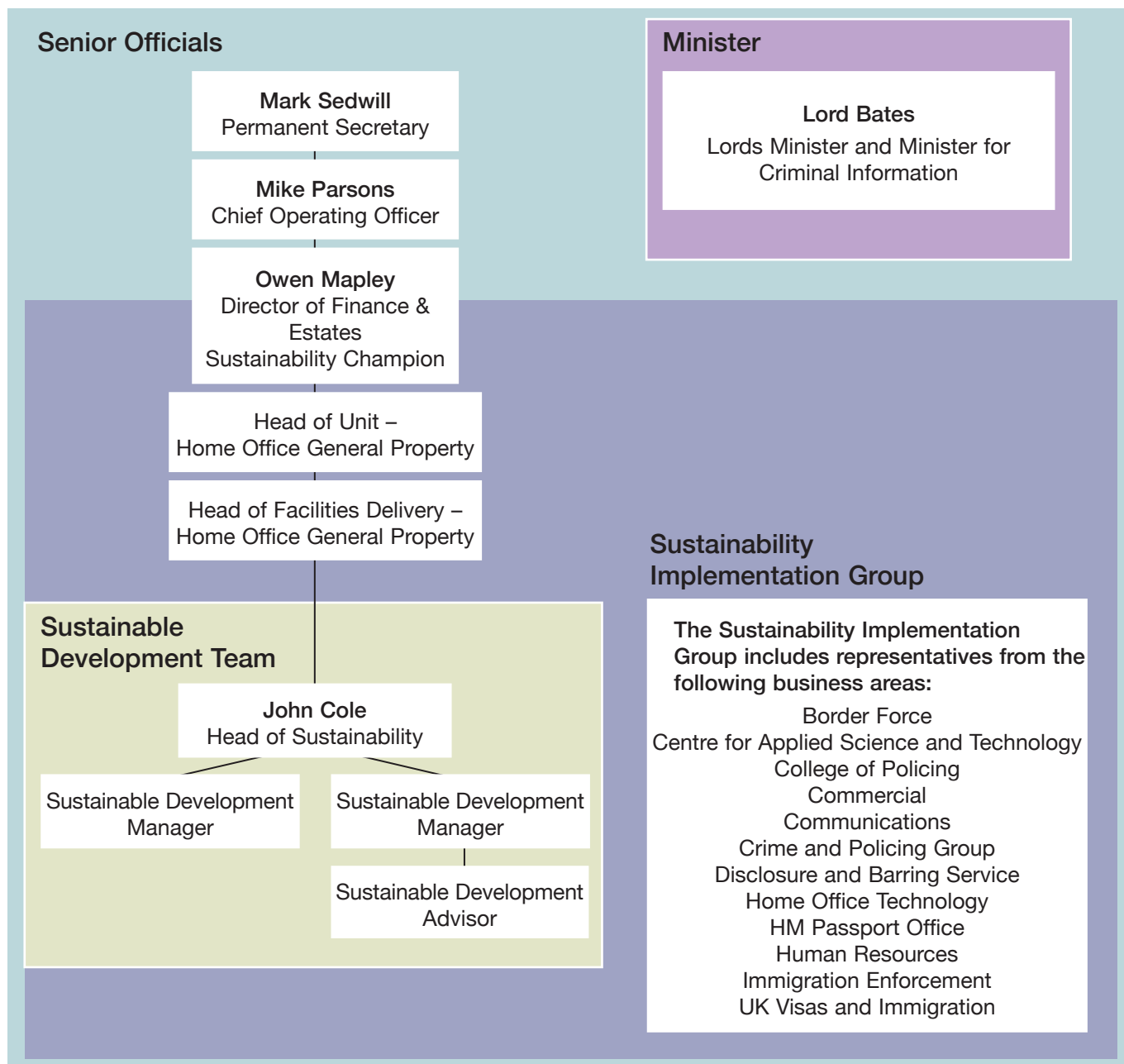
Using these principles, we are beginning to transform the way we do business to deliver our services in a way that supports the UK growth agenda and minimises damage to the environment. Adhering to sustainable development principles across our business provides a strong foundation to help us deliver on our Home Office priorities to:

- Cut crime
- Reduce immigration
- Prevent terrorism
- Promote growth

### 2.2 Leadership and governance

The chart, over the page, details the governance structure within the organisation and shows how we have embedded responsibility for sustainability across many levels and bodies within the Home Office.





## 2.3 Sustainability vision

Through legislation, policies and strategies, Government can create the space and foundations for a more environmentally, economically sustainable society with improved social well-being for all. In February 2011 the Government set out its vision for sustainable development which outlines how it develops its policies, runs its buildings and buys its goods and services. Our vision, on page 4, complements this. Our core objectives of cutting crime, reducing immigration and preventing terrorism to keep the UK safe are integral to the social and well-being agendas and support the coalition priority of promoting growth. Our sustainability development policy statement is at Annex C.



## 2.4 Priorities

The Home Office Business Plan requires us to make progress on policies or projects making a significant contribution to sustainable development (see table in section 2.5); and

- assess and manage social and environmental impacts and opportunities in **policy development and decision making** (see section 2.5)
- deliver on the **Greening Government Commitments** (see section 3) and, in particular, reduce carbon emissions
- procure from small businesses with the aspiration that 25% of contracts should be awarded to **Small and Medium-sized Enterprises (SMEs)** (see section 3.4)

## 2.5 Policy development and decision making








Sustainability is already an important element of our policy making. During policy development, policy makers and economists follow the Treasury Green Book and the Impact Assessment (IA) toolkit. Guidance is provided for specific impact tests, including sustainable development. Impact Assessments are a formal part of the policy development process that requires policymakers to set out the environmental, economic and social costs and benefits of any policy or regulatory proposals. For example, the aim of rural proofing is to help policy makers remove unintended consequences for rural communities when policies are designed. The Home Office consulted with the Rural Communities Policy Unit on the police pay formula policy.










The Department for the Environment, Food and Rural Affairs (Defra) commissioned research to show how well sustainability is reflected in recent policy impact assessments and business cases across Departments. The findings, published in March 2014, concluded that over half of Home Office IAs assessed sustainability in an appropriate and proportionate manner.







The new **Anti-Social Behaviour, Crime and Policing Act** (2014) gives the police, local authorities and others, faster, more effective powers to tackle anti-social behaviour and focuses the response on the needs of victims. It also empowers communities to get involved in tackling anti-social behaviour.

We are taking additional steps to ensure that sustainability informs our decision making, processes, programmes, projects, activities, management, behaviours and reporting, and that it becomes a mainstreamed, integral part of our business. New guidance and seminars for policy makers and training for staff with sustainability in their job descriptions are being delivered in 2014-15.

The following table shows our key sustainability impacts mapped against our work and key policies. We review this on a regular basis to ensure we manage the issues that are most important to our business.

Department's work	Sustainability Impacts	Action taken
<b>Crime and Policing Group:</b> <ul style="list-style-type: none"> <li>Supporting business by cutting crime</li> <li>Supporting visible, responsive and accountable policing</li> <li>Working with police authorities and local communities to reduce crime</li> <li>Tackling wildlife crime</li> </ul>	<ul style="list-style-type: none"> <li>Economic growth </li> <li>Public safety </li> <li>Emissions associated with crime and preventing crime </li> <li>Animal welfare</li> </ul>	<ul style="list-style-type: none"> <li>Developed a new police website, designed to be more accessible and informative</li> <li>Set up an independent National Crime Agency</li> <li>Action on Domestic Violence and Female Genital Mutilation</li> <li>Instigated research on Carbon Cost of Crime with strategic partners</li> </ul>
<b>Visas and Immigration:</b> <ul style="list-style-type: none"> <li>Issuing UK visas</li> <li>Policy on immigration</li> <li>Immigration enforcement</li> </ul>	<ul style="list-style-type: none"> <li>Significant changes in climate could affect migration patterns</li> <li>Implications for social cohesion</li> <li>Growth of the UK economy </li> <li>Directly affecting the wellbeing of immigrants and those seeking asylum</li> </ul>	<ul style="list-style-type: none"> <li>Action on Modern Slavery</li> <li>The 2014 Immigration Act will reduce the pull factors which encourage people to come to the UK by: <ul style="list-style-type: none"> <li>Introducing changes to the removals and appeals system, making it easier and quicker to remove those with no right to be here</li> <li>Ending the abuse of Article 8 of the European Convention on Human Rights – the right to respect for family and private life</li> <li>Preventing illegal immigrants accessing and abusing public services or the labour market</li> </ul> </li> </ul>
<b>Border Force:</b> <ul style="list-style-type: none"> <li>Responsible for protecting the UK's border</li> <li>Reducing the trade in illicit goods</li> </ul>	<ul style="list-style-type: none"> <li>Protect tax revenues (economic growth) </li> <li>Public safety </li> <li>Preventing social harm (drugs and non-duty paid tobacco products) </li> </ul>	<ul style="list-style-type: none"> <li>Deter and prevent individuals and goods that would harm the national interest from entering the UK</li> <li>Support the Convention on International Trade in Endangered Species (CITES)</li> <li>Facilitate the legitimate movement of individuals and trade</li> <li>Reduce illegal trade in endangered species</li> </ul>

Department's work	Sustainability Impacts	Action taken
<b>The Office of Security and Counter-terrorism (OSCT):</b> <ul style="list-style-type: none"> <li>Responsible for protecting the public from terrorism</li> </ul>	<ul style="list-style-type: none"> <li>Economic growth</li> <li>Public safety</li> </ul>  	<ul style="list-style-type: none"> <li>Working with others to deliver the UK's counter-terrorism strategy (known as CONTEST)</li> </ul>
<b>Centre for Applied Science and Technology (CAST):</b> <ul style="list-style-type: none"> <li>Promote UK security business</li> <li>Develop technological solutions to fight crime</li> </ul>	<ul style="list-style-type: none"> <li>Public safety</li> <li>Innovation for the future</li> </ul>  	<ul style="list-style-type: none"> <li>Assess alternatives to firearms for the UK law enforcement community, such as acoustic devices</li> <li>Lead the development of technical standards to help manufacturers and installers of CCTV systems to develop cameras and recording systems that are fit for purpose</li> </ul>
<b>HM Passport Office:</b> <ul style="list-style-type: none"> <li>Issuing UK passports</li> </ul>	<ul style="list-style-type: none"> <li>Rural proofing</li> <li>Social sustainability</li> <li>Well-being (ability to travel)</li> </ul>  	<ul style="list-style-type: none"> <li>Provided video interviews and promoted internet applications to make the service more accessible to those in rural areas</li> </ul>
<b>The Disclosure and Barring Service (DBS):</b> <ul style="list-style-type: none"> <li>Mitigating harm caused by inappropriate people working with vulnerable children and adults</li> </ul>	<ul style="list-style-type: none"> <li>Social well-being</li> <li>Public safety</li> </ul> 	<ul style="list-style-type: none"> <li>Enabled organisations to make better informed, safer recruitment decisions, by providing them with information to enable them to determine whether candidates are unsuitable or unable to undertake certain work; particularly in occupations involving regular contact with vulnerable groups</li> <li>Processed requests for criminal records checks</li> <li>Decided whether it is appropriate for a person to be placed on or removed from a barred list</li> </ul>
<b>Procurement:</b> <ul style="list-style-type: none"> <li>Proportion of Small and Medium-sized Enterprises (SMEs) in the Department's outsourced goods and services</li> </ul>	<ul style="list-style-type: none"> <li>SMEs are critical to the UK economy and economic growth</li> <li>Environmental impact of goods and services purchased</li> </ul>  	<ul style="list-style-type: none"> <li>The Department has sourced 17% of its outsourced goods and services to SMEs by 2014-15. A further target of 25% by 2016-17 has been set</li> </ul>

Department's work	Sustainability Impacts	Action taken
<b>Outsourced goods and services:</b> <ul style="list-style-type: none"> <li>Supply chain</li> <li>Server rooms and other ICT</li> <li>Accommodation and travel services for asylum seekers</li> </ul>	<ul style="list-style-type: none"> <li>Emissions from supply chain</li> <li>Other environmental impacts</li> </ul> 	<ul style="list-style-type: none"> <li>Green specifications in contracts</li> <li>Use of the Corporate Assessment of Environmental, Social and Economic Responsibility (CAESER) tool to understand and manage supplier impacts</li> <li>Assessed against Information and Communication Technology (ICT) Maturity Model and progress against action plan for improvements, particularly the development of a new business case approval process within the Department</li> </ul>
<b>Police procurement:</b> <ul style="list-style-type: none"> <li>Police forces procure goods and services</li> </ul>	<ul style="list-style-type: none"> <li>Economic growth</li> <li>Environmental impact of goods and services purchased</li> </ul>  	<ul style="list-style-type: none"> <li>Sustainability clauses in mandatory national frameworks</li> </ul>
<b>Built Estate:</b> <ul style="list-style-type: none"> <li>Monitoring of greenhouse gas emissions from energy use (mainly for lighting and ICT equipment), heating, generation of waste</li> <li>Use of water</li> </ul>	<ul style="list-style-type: none"> <li>Emissions contributing to climate change</li> <li>Pressure on landfill</li> <li>Water scarcity</li> <li>Economic pressure from rising fuel prices</li> </ul>  	<ul style="list-style-type: none"> <li>Greening government commitments</li> <li>Estate consolidation</li> <li>Use of additional payment by results in facilities management contract</li> </ul>
<b>Travel:</b> <ul style="list-style-type: none"> <li>Business travel</li> </ul>	<ul style="list-style-type: none"> <li>Emissions from travel</li> </ul> 	<ul style="list-style-type: none"> <li>Greening government commitment targets</li> <li>Introduction of additional video conferencing facilities</li> </ul>

## 2.6 Challenge



The Department is committed to reviewing its sustainability performance and last year an opportunity arose to re-examine sustainability in the Home Office as a result of the **National Audit Office report** for the **Environmental Audit Committee inquiry** into sustainability in the Home Office in January 2014.

### Our stakeholders

#### Jill Goldsmith – The National Audit Office



In early 2014 we carried out a review of sustainability at the Home Office, in response to a request from the Environmental Audit Committee (EAC). Our review covered all aspects of the Home Office's activities: governance, policy, operations and procurement.

Our findings included praise for the Home Office's understanding of its sustainability impacts, and for its well-established governance arrangements for promoting, monitoring and reporting on sustainability in its operations and the associated targets set under the greening government commitments. A significant area of impact is the goods and services that Home Office buys. We found that Home Office has taken steps to understand the impacts of its supply chain and embed sustainability in its procurement processes, although it had yet to actively address the significant sustainability impacts of the asylum estate, provided under contract by third parties.

We also asked an independent sustainability professional to review our sustainability activity.

### Our stakeholders

#### Joss Tantram – Terrafiniti



Sustainability and Corporate Social Responsibility (CSR) reporting is undergoing a period of growth in the number and maturity of reporters. Reporting organisations are increasingly required to demonstrate the strategic relevance and priority given to the sustainability of their approach and activities as *well* as demonstrating performance improvement. As a result, leading organisations are focussing upon *context-based* sustainability.

The Home Office's purpose has been a consistent aspect of its existence since the late Eighteenth Century: to ensure the safety and security of the country and its citizens. Therefore the Home Office's sustainability focus is not upon purpose but on practice.

There are complex relationships between sustainability issues and the main business of the Department that may provide valuable areas for exploration in coming years. One example is the association between the built/natural environment and crime and wellbeing. As we learn more about our environment and how its quality contributes to our sense of self and security, we may also understand how changes in our physical environments play their role in shaping or driving behaviour.

The Department's research into the complex relationships embodied in the Carbon Costs of Crime footprint project and investigation into its role in maintaining the UK's natural capital are very encouraging from an external perspective, as they go beyond a simple (though vital) focus upon efficiency towards understanding and strengthening the Department's purpose: the safety and security (and sustainability) of the nation and its citizens.

### 3: The Greening Government Commitments

The **Greening Government Commitments** (GGC) describe the targets that central Government Departments and their Agencies must meet by 2015. Our progress in 2013-14 against GGC is set out in this Chapter. This includes:

- reducing greenhouse gas emissions
- reducing water consumption
- reducing the amount of waste we generate
- ensuring government buys more sustainable and efficient products and engages with its suppliers to understand and reduce the impacts of its supply chain

Meeting GGC is not a pursuit in itself. Delivering these targets as part of wider Home Office business can help us to deliver against more than one pillar of sustainability, for example:

- offering web based applications, which are more convenient for our customers, helps speed up the process and reduces costs, it also means cutting down fewer trees; it eliminates the transport impacts associated with handling paper based applications and reduces waste
- cutting carbon emissions from energy use across government between 2009-2010 and 2011-2012 saved the taxpayer an estimated £45 million by reducing government spend on utilities

Annexes A and B contain more detailed performance data, the reporting boundary, and data quality.

### 3.1 Reducing greenhouse gas emissions

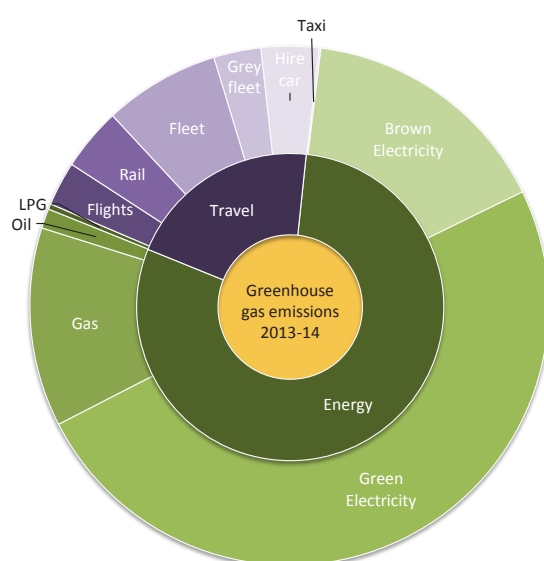
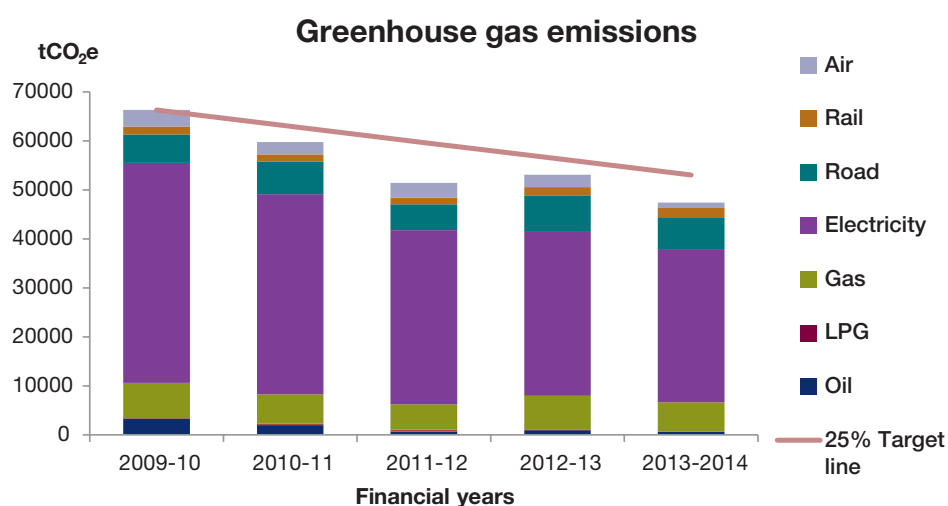


Headline	Units/Scope	2009-10	2010-11	2011-12	2012-13	2013-14
<b>26% reduction</b>	Tonnes CO <sub>2</sub> e	64,209	58,233	49,460	51,864	47,688

The GGC target is to reduce greenhouse gas emissions from buildings and travel by 25% by 2015 against a 2009-10 baseline.

We report emissions from road and air travel and from electricity, gas and oil use in buildings. We have achieved a 26% reduction against this measure.

Progress against the target over the last five years is shown below.



International air travel is not a part of the GGC target but we measure and monitor this on a voluntary basis. When emissions from overseas flights are included, our reduction is 25%.

A breakdown of our total GGC emissions for 2013-14 is shown on the left. It shows the majority of our emissions arise from energy use in buildings, with other emissions arising from domestic travel.



### 3.1.1 Emissions from buildings

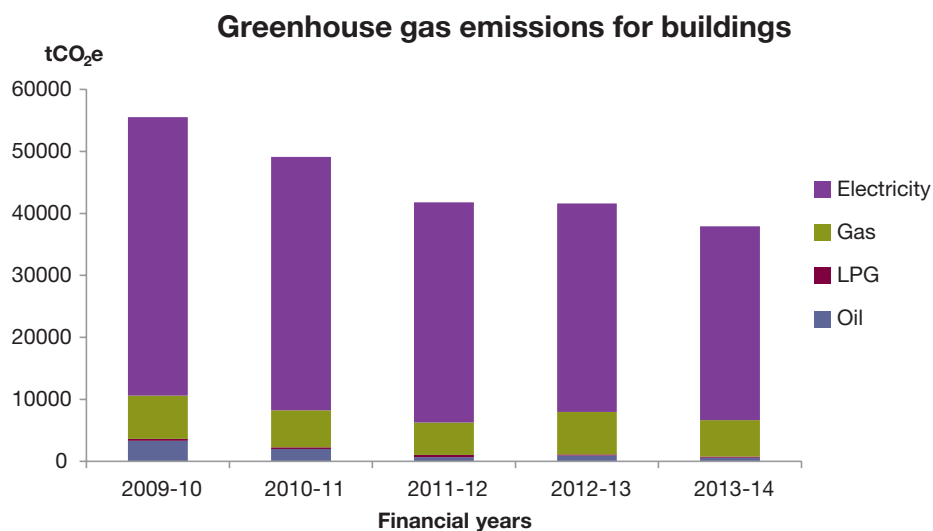


Headline	Units	2009-10	2010-11	2011-12	2012-13	2013-14
<b>32% reduction</b>	Tonnes CO <sub>2</sub> e	55,522	49,127	41,762	41,613	37,896

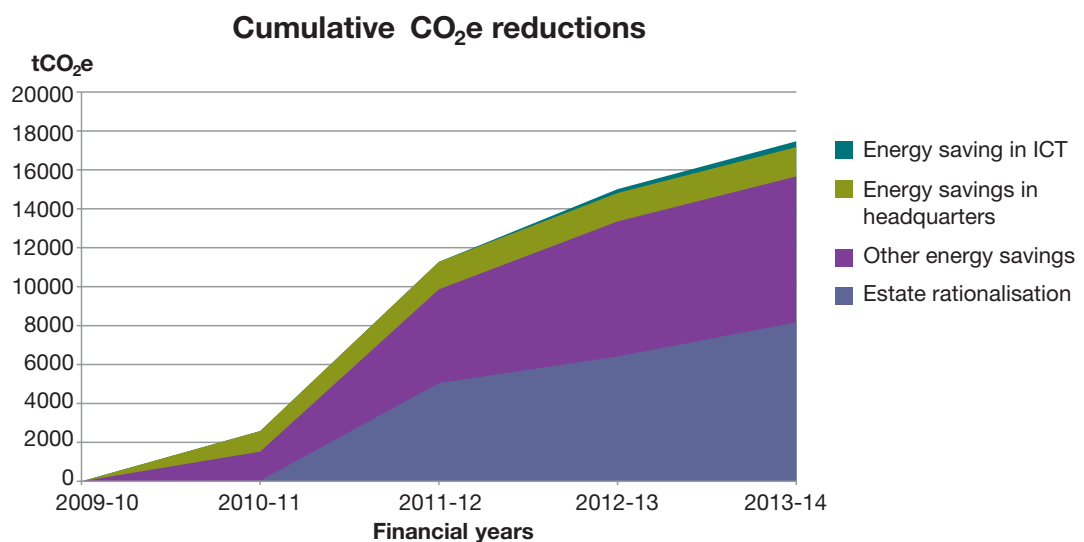
Emissions from our accommodation are around 80% of our total greenhouse gas emissions.

Progress over the last five years is shown below. Building CO<sub>2</sub>e emissions are now 32% below the 2009-10 baseline. At today's prices the energy saved would have cost a further £2m annually.

Our main environmental impacts are from electricity use in buildings from lighting, air conditioning, computers and computer equipment and other plugged in devices.



Since 2009-10 estate consolidations have delivered just under half of Home Office savings. Further significant reductions arise from our innovative payment by results energy saving agreement and energy saving in our London headquarters.



## CRC Energy Efficiency Scheme



The **Carbon Reduction Commitment (CRC) Energy Efficiency Scheme** introduced in 2010, is a mandatory UK scheme affecting large public and private sector organisations, which together are responsible for around 10% of the UK's greenhouse gas emissions. The scheme is expected to reduce non-traded carbon emissions by 17 million tonnes by 2027, supporting the Climate Change Act (2008) target to achieve an 80% reduction in UK carbon emissions by 2050.

All central Government Departments and their Executive Agencies are mandated participants in the scheme. In 2013-14, our carbon emissions, covered under the scheme, fell by 7% (40,424 tonnes CO<sub>2</sub>e compared to 43,588 in 2012-13). CRC scope slightly differs from that covered elsewhere in this report.

Participants are required to buy allowances for each tonne of CO<sub>2</sub>e emitted. In 2013-14 allowances, charged at £12 per tonne, cost £485,088 (reduced from £523,056 for 2012-13). Cutting emissions from energy use in our buildings saves the taxpayer money by reducing the cost of allowance purchasing. In the next phase of the scheme allowance costs rise to £15.60 when purchased in the Forecast sale and £16.40 when purchased in the Buy to Comply sale, meaning that more emissions reductions will be required to further reduce future costs.

## Energy Performance Certificates



Central Government Departments aim to procure buildings in the top quartile of energy performance. Government defines this level each year, based on the minimum EPC level achieved by the most energy-efficient 25% of office buildings nationally. The top quartile level for buildings acquired during 2013 was 69. In 2013-14 we acquired new accommodation at Bristol International Airport. While not in the top quartile it was purchased to maximise efficiency by consolidating Border Force operations at Bristol Airport while at the same time reducing overall space and cost.

## Display Energy Certificates



Display Energy Certificates (DECs) were introduced to raise public awareness of energy use and to provide energy information about buildings open to the public.

Publicly displayed DECs show how efficiently public service organisations use energy in their buildings open to the public. A DEC reveals the energy performance of a building based on its annual energy consumption and resulting CO<sub>2</sub>e emissions. Performance is rated from A to G, where A has the lowest CO<sub>2</sub>e emissions (best) and G the highest CO<sub>2</sub>e emissions (worst). The rating is also shown as a number. A typical building of its type would have a rating of 100. A building with twice the typical CO<sub>2</sub>e emissions would have a rating of 200 (or G). In 2013-14 25 Home Office buildings required DECs. Ratings are shown below.

		Rating			
		D (76-100)	E (101-125)	F (126-150)	G (over 150)
2013-14	%	16	44	8	32
	No. of buildings	4	11	2	8
2012-13	%	22	22	17	39
	No. of buildings	4	4	3	7

2013-14 includes HMPO buildings



## Helping us improve

### Facilities Management and Information Technology

Working in partnership with Interserve Facilities Management (IFM), in the North and West, we began a programme of energy efficiency and remote monitoring of energy use in 7 key sites. In London and the South-East we are working with Amey and their supply partner BMSI (a British Gas Company) to achieve energy savings. Since 2010 we have delivered energy savings in excess of £1.2m and a reduction of over 7,500 tonnes of CO<sub>2</sub>e. In 2013-14 we saved £135,000 and 895 tonnes of CO<sub>2</sub>e.

Working with Fujitsu, we introduced more cloud based technology across most of the estate. In 2013-14, in our London headquarters alone we demonstrated annual CO<sub>2</sub>e savings of 5%, worth over £50,000 per annum. Further improvements are expected when desk-top equipment, at the end of its life-cycle, is replaced with smaller, more efficient thin client desk-top base stations.

In partnership with Bouygues Energies & Services, in our London headquarters, we have delivered a 23% carbon saving against a 2009-10 baseline. Bouygues attained ISO 50001, the standard for **Energy Management**, (accreditation award pictured opposite), which provides a framework for organisations to manage energy use and consumption.



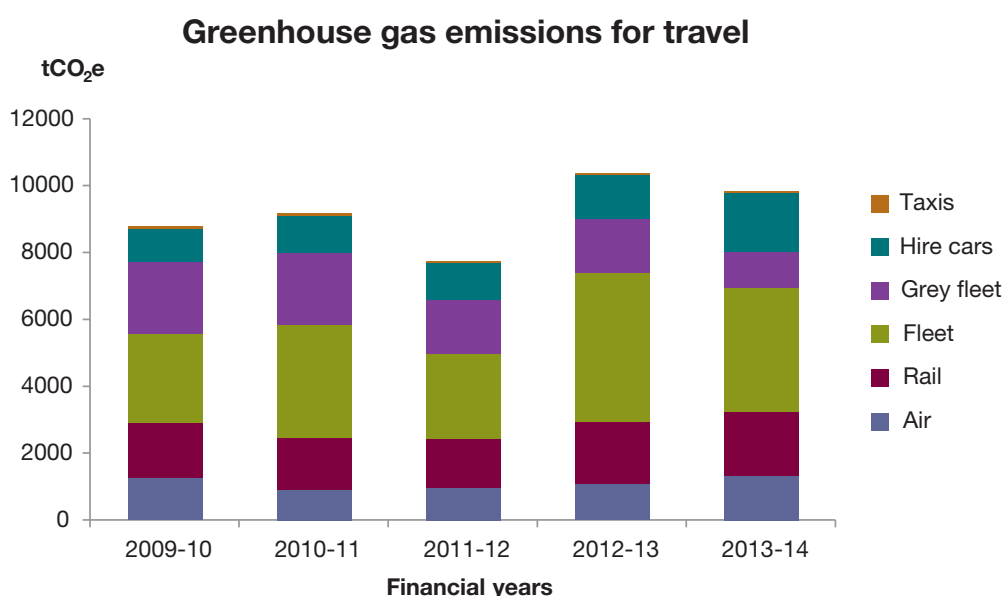
### 3.1.2 Emissions from travel



Headline	Units	2009-10	2010-11	2011-12	2012-13	2013-14
<b>13% increase</b>	Tonnes CO <sub>2</sub> e	8,687	9,106	7,698	10,251	9,792

Travel emissions arise from our fleet of 1,425 administrative and operational vehicles including cars and vans. We also monitor and report emissions from hire cars, taxis, staff travel in their own vehicles (where this is reimbursed) and business air travel.

Our progress in reducing emissions from travel over the last five years is shown below.



69% of our travel emissions arise from road travel (a mixture of fleet, staff owned vehicles, hire cars and taxis). Total travel emissions (both domestic and international) have risen in the last two years due to operational requirements. Analysis of air travel emissions is described in more detail in the following section. All air travel emissions are offset using an approved Government scheme but we do not deduct offset emissions from the reported data for GGC.

### 3.1.3 Domestic flights



Headline	Units	2009-10	2010-11	2011-12	2012-13	2013-14
9% increase	Number	15,399	11,789	9,040	11,716	16,801

The GGC target requires us to reduce the number of domestic flights by 20% by 2014-15 against a 2009-10 baseline. The number of domestic flights taken varies each year depending on business activity. In 2013-14 the number of domestic flights rose by 9% compared to 2009-10. Data capture has improved this year as it is now mandatory to use the travel booking and reporting system. We are also working with our travel provider to ensure the data supplied to us is accurate, timely and comparable against previous years.

The Department has a UK wide presence and therefore some long distance domestic travel is unavoidable. Many of our staff operate out of large sites at, or near, airports where flying is more cost effective, taking into account cost, time and convenience, than travelling by rail or road. Operational requirements have led to a significant increase in rapid deployment of more dispersed teams in Enforcement and Crime, Immigration Enforcement, and Border Force. The run up to the Commonwealth Games increased flights to Scotland.

We are improving information to travellers and their line-managers and identifying opportunities for staff to reduce domestic air travel without compromising operational ability. We have:

- Introduced an online Travel Booking System which provides staff with cost comparisons between air and rail journeys, along with a CO<sub>2</sub>e calculator
- Added intranet pages to include information on how to minimise costs (top tips and best practice). This includes advice to book early and on-line, specify return dates and times, check two singles prices, buy 'advance' and 'off peak' tickets, avoid changes and cancellations and to arrange meetings so as to avoid peak travel times
- Promoted alternatives to face to face meetings

### Video Conferencing



Digital video-conferencing units have recently been installed in 34 locations in order to provide alternatives to face to face meetings and discourage travel. These technologies, together with the ability to hold meetings by telephone with multi users, Office Communicator (a desk top sharing application) and Jabber (a laptop based webcam for mobile video conferencing) are currently being trialled. Video conferencing Champions have been appointed to encourage use of these new facilities.

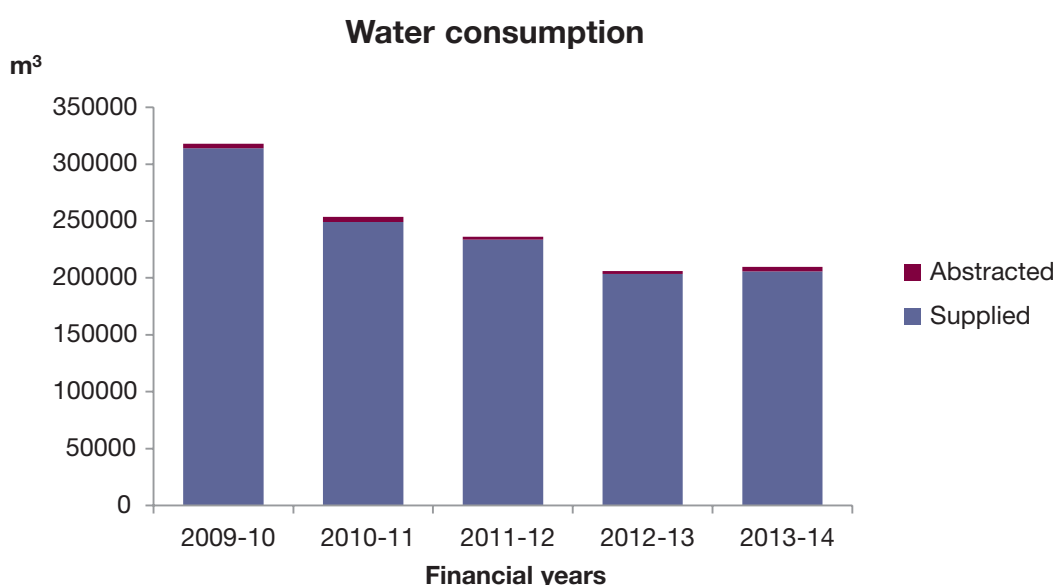


## 3.2 Water consumption



Headline	Units	2009-10	2010-11	2011-12	2012-13	2013-14
<b>34% decrease</b>	Cubic metres (m <sup>3</sup> )	318,103	253,667	236,144	206,180	209,631

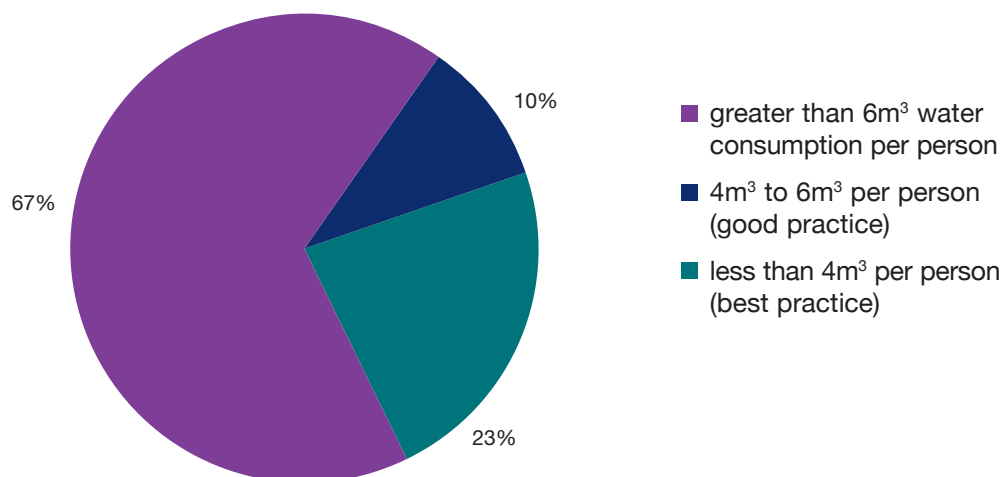
We use water for drinking, in washrooms and showers, in restaurant facilities and in heating and ventilation systems. This year we have continued to invest in water-saving devices, where this is appropriate, and we are working with Thames Water to deliver an improved water monitoring system in several large buildings. Water consumption is 34% lower than the 2009-10 baseline. Progress over the last five years is shown below.



We also benchmark water usage and aim for 'best practice' of less than 4m<sup>3</sup> per person.

There has been a good improvement on last year, with the number of 'best practice' sites up from 18% in 2012-13 to 23% in 2013-14.

**Office water usage performance against benchmark  
2013-14**



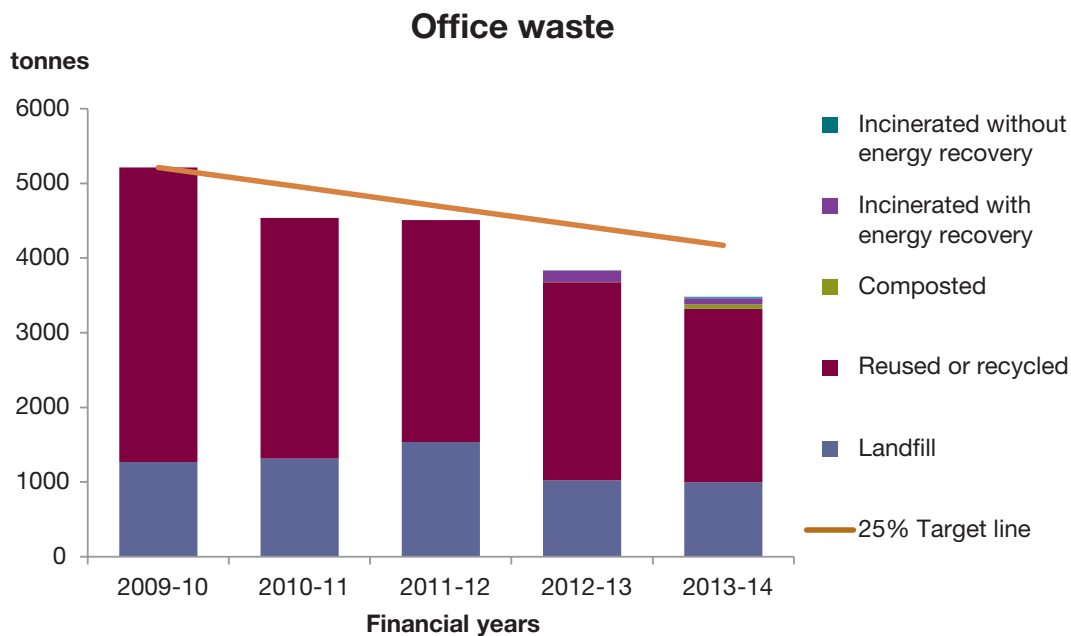
### 3.3 Waste reduction



Headline	Units	2009-10	2010-11	2011-12	2012-13	2013-14
<b>33% reduction</b>	Tonnes	5,213	4,535	4,509	3,838	3,481

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

The GGC targets require us to reduce the amount of waste generated by 25% from a 2009-10 baseline. In 2013-14 we achieved a 33% reduction against the baseline. Our progress against this target is shown below.



Levels of recycling or energy recovery from waste are over 70%. During 2013-14 we provided improved recycling bins in our London and South East buildings, allowing staff to separate waste streams more effectively.

In our larger sites, on site monitoring (and some re-sorting) is undertaken by our facilities management suppliers, together with periodic spot-checks. Most waste streams are re-sorted by sub-contractors at materials' reclamation facilities to maximise the value of these waste streams. No significant cross contamination of dry mixed recycling or food waste has been reported.





In our London headquarters no waste goes to landfill, even waste identified as low value is turned into fuel pellets for incineration.

We encourage staff to re-use and recycle office items and have an internal intranet board for advertising unwanted stationery and other items.

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The Home Office Intranet


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## Stationery swap shop

Wednesday 4 September 2013

### Exchange your unwanted office supplies

They say that one man's trash is another man's treasure – so why not swap your unwanted office supplies for something you may have more use for?

The department's 'Reduce, reuse, recycle' scheme allows you to advertise any office stationery for exchange, which helps the department save money, in line with the government's savings programme.

'In this day and age, it is a really good idea to recycle rather than waste stationery or buy new,' said Claire Soroczynski Home Office sustainable development manager.

Items that the scheme can take include:

- mouse pads and document stands
- diaries, calendars, notepads and post-it notes
- lever-arch, hanging and plastic pocket files
- staplers, paper clips and hole punches
- footstools
- pens, pencils and correction fluid
- envelopes

## Related links

### The organisation

- > [Recycling office supplies](#)
- > [Sustainable development](#)

### External links

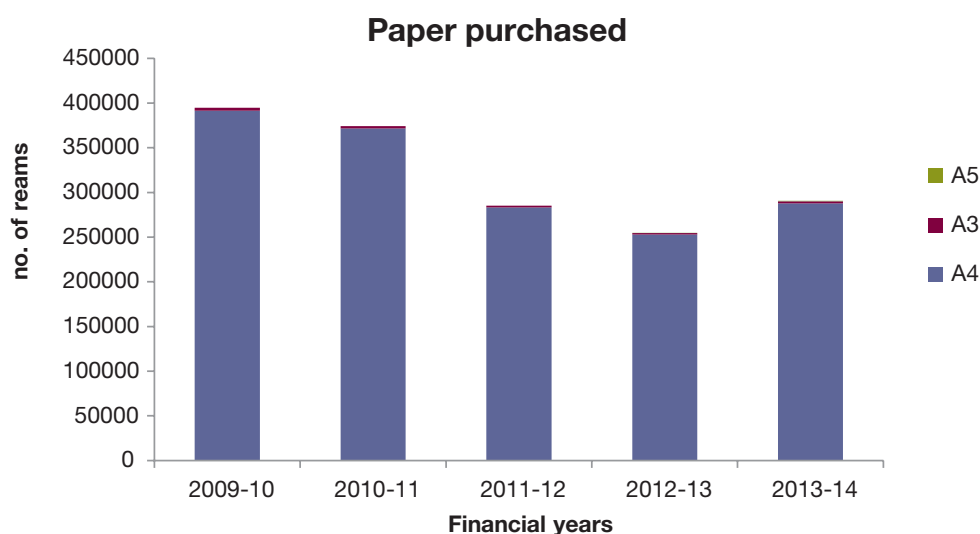
- > [Advertise your surplus stationery](#)
- > [Surplus stock list](#)

### 3.3.1 Paper



Headline	Units	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
<b>26% reduction</b>	Reams (A4 equivalent)	398,001	376,832	287,220	256,496	292,592	

The GGC requires us to cut paper use. To date, we have reduced paper use by 26% against a 2009-10 baseline. Progress over the last five years is shown below.

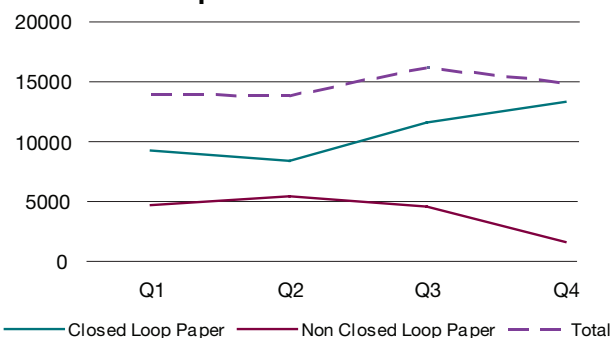


### Closed Loop paper



Our paper is procured under a cross-Government Closed Loop initiative led by HM Revenue and Customs (HMRC) on behalf of the Crown Commercial Service (CCS). Recycling Government waste paper into paper products creates both economic and environmental benefits. Waste paper is securely collected, then pulped and recycled into Closed Loop paper and provided back to Government as a competitive, quality end product.

**Closed loop vs non closed loop paper purchases 2013-14**



During 2013-14 we purchased 94% of our A4 paper from the cross-government Closed Loop Paper initiative, up from 56% in 2012-13, saving £98,000. We expanded the collection of paper for Closed Loop to 87 sites, the vast majority of Home Office locations under our direct control. We are extending purchases to include Closed Loop A3 paper which has recently been added to the contract.



### 3.3.2 Construction



We require our suppliers to use an online tool to record data on waste generated from construction projects, with the aim of halving the amount sent to landfill. Some larger assets are disposed of responsibly by the Disposal Services Authority (DSA). The use of only legal and sustainable timber is evidenced in the form of Forest Stewardship Council (FSC) and Programme for the Endorsement of Forest Certification (PEFC) certificates, with relevant supporting evidence.

### 3.3.3 Computing hardware



The majority of computing hardware used is owned by our suppliers. Our suppliers are required to ensure all redundant computers and computer equipment are reused or responsibly recycled to avoid landfill. This year our main supplier, Fujitsu, reported IT waste from the Home Office (excluding HMPO and College of Policing) as follows:

Electronic waste	Number of items	Tonnes
Recycled externally	5,097	27.41
Waste reused externally	2,952	16.09

### 3.3.4 Food and procurement



We do not purchase food directly but require our facilities management (FM) suppliers to adhere to cross-Government mandated **Government Buying Standards**. We are working with our suppliers to identify and reduce wastage. Suppliers have signed up to the voluntary Hospitality and Food Service Agreement driven by **WRAP**, which requires a 5% reduction in food and packaging waste, measured by CO<sub>2</sub>e, by 2015, against a 2012 baseline. The agreement also requires 70% of those waste streams to be recycled. We have also worked with WRAP to introduce bio-degradable and compostable catering supplies and ensure no food waste is sent to landfill. We have asked suppliers to ensure that from 2015 (or earlier) all palm oil (including palm kernel oil and products derived from palm oil) used for cooking and as an ingredient in food must be produced sustainably.

The Department supports the British Food Plan. Our suppliers provide summary data showing how they source food that meets UK standards, such as organic food, 'Freedom Food'. 'Fair-trade', MSC (Marine Stewardship Council) certified or those sourced from UK producers.

The catering team in Vulcan House, Sheffield (pictured) has been awarded the bronze certificate **Food for Life Catering Mark** from the **Soil Association**; presented to catering units who produce food to UK welfare standards. The team use seasonal produce with more than 75% of main courses being freshly prepared in house.



Caterers in our London headquarters use locally sourced food and provide low carbon footprint menus. In Croydon, our catering provider focussed on recycling during Climate Week raising awareness of the **Love Food Hate Waste** campaign.

### 3.3.5 Seized goods



Border Force is the law enforcement command responsible for securing the UK border and controlling migration at 138 ports and airports across the UK and overseas. It disposes responsibly of prohibited and restricted items including illegal and controlled drugs seized under the Misuse of Drugs Act 1971 and items used to conceal these goods including sofas, fridges, safes, double glazed units and flat pack furniture.

During 2013-14 Border Force's Queen's Warehouses disposed of:

- Over 821 tonnes of seized tobacco
- 41.6 tonnes of drugs
- 10.7 tonnes of cardboard and plastic at an onsite shredding facility

Through commercial contracts, over £2.2 million of income was derived from the sale of seized vehicles and alcohol. Seized alcohol, when disposed of for energy use, produced around 6 million kWh of electricity, enough to run 1,500 homes for a year.

Until recently, the waste produced from the alcohol and tobacco disposal processes was used to generate electricity for the national grid. However, a new supplier uses the waste tobacco to create Solid Recovered Fuel to be burnt in the cement manufacturing process, with the resulting ash being incorporated into the road building process. Cement is a key component of the Government's National House Building Strategy, to which we are now contributing. Seized tobacco is also mixed with local green waste at a specialised location in East Anglia for use in a composting process.



Alcohol waste contributes to a nutrient rich product used to improve land quality and during anaerobic digestion gases are extracted to generate electricity.

### 3.3.6 Uniforms



Border Force launched its new uniform earlier in 2014, which meant it had to dispose of 100,000 pieces of uniform ranging from trousers, jumpers, shoes and ties to epaulettes and warrant card holders. Border Force procured a contract with recycling as a fundamental element, which was won by the Disposal Services Authority (DSA), who focus entirely on disposal of redundant items for Government.

In the last 6 months of 2013, DSA collected 4,490 tonnes of waste of which only 0.05% went to landfill. Items were both shredded and used for aggregates or sold after Border Force branding was removed. Income derived from the resale is returned to the Department.

### 3.4 Reducing supply chain impacts



Headline	Units	2009–10	2010–11	2011–12	2012–13	2013–14
9% increase compared to baseline	% of total spend on SMEs	Not applicable	8.3	12.9	13.2	17.1

The final GGC target relates to sustainable procurement. This requires us to embed the **Government Buying Standards** (GBS) into procurement activity and to improve and publish data on our supply chain impacts. The Government also has a separate aspiration to procure 25% of contracts, by value, from Small and Medium-sized Enterprises (SMEs) by 2015. In 2013-14, our SME spend was 17.1% (£390,064,112) of total spend.

Working together with our suppliers, we are taking actions to improve the sustainability of our own and our suppliers' performance, which in turn can help cut costs, offer more sustainable products and services and meet social, economic and environmental objectives. Failure in our supply chain could have repercussions, especially those of strategic importance, resulting in service delivery issues or reputational damage. Being able to review how our suppliers and their suppliers do business lets us measure and track warning signs so problems can be avoided.

As part of the government's commitment to mainstreaming sustainable development, we are required to investigate and measure the impact of our supply chain. We do this through an online self assessment questionnaire called "CAESER" (Corporate Assessment of Environmental, Social and Economic Responsibility) provided by NQC Ltd and hosted on the supplier intelligence database sid4gov platform. We invite our top strategic suppliers (who accounted for two thirds of 2013-14 spend) to complete the assessment with details of their approach to the key Corporate Social Responsibility (CSR) themes. These include: environmental protection, labour standards, human rights, health and safety, ethical conduct and compliance and economic development.

Each year, through CAESER we ask our key suppliers to report their own emissions, waste and water use. We have found that more of our suppliers are now able to report than in 2011-12 and that the level and quality of reporting is improving.

	2011-12	2012-13	2013-14
	Total Reported	Total Reported	Total Reported
Scope 1 GHG (tCO <sub>2</sub> e)	2,804,570	3,082,242	4,746,499
Scope 2 GHG (tCO <sub>2</sub> e)	9,178,648	6,406,144	7,777,241
Scope 3 GHG (tCO <sub>2</sub> e)	29,830,703	77,988,583	85,138,452
Water Use (m3)	19,165	2,436	717,707,309
Waste (tonnes)	19,025,840	1,324,979,008	836,046

See section 4.1 for explanation of Scopes 1, 2 and 3.

With this information at supplier level we are able to identify hotspots in our supply chain and encourage suppliers to help us to meet our GGC targets and to help them consider their own resource use.



## Clearsprings Ready Homes Ltd (operational supplier)



Clearsprings Ready Homes Ltd has been providing UK Visas and Immigration with accommodation services since 2000 and is now one of the Home Office's largest asylum housing providers.

The CAESER evaluation forms a key part of the company's corporate strategy and as a group they strive to trade in a responsible, sustainable and ethical way. Clearsprings has scored above 70% consistently since 2011. In 2014 they achieved their highest CAESER score to date – 97%, putting them at the top of the Home Office suppliers' scoreboard.

Recommendations from the CAESER tool included a requirement to look into the apprenticeship opportunities Clearsprings provided. The organisation's HR department took a particular interest and as a direct result took action to create an apprenticeship scheme and recruited six apprentices.

They also expanded their management information to record carbon, waste and water emissions which led them to evaluate their approach to resources; as a result they have recorded reductions every year in all three key areas. Clearsprings strongly believe their decision to embrace CAESER and the sid4gov platform has saved them money and steered the organisation in the right direction in terms of sustainability, ultimately providing benefits not only for their organisation, but for their clients as well.

## VFS Global (strategic supplier)



VFS Global is the world's largest outsourcing and technology services specialist for government and manages ninety three visa application centres across forty three countries for UK Visas and Immigration.

The sid4gov platform supports the company in evaluating and re-thinking their approach and the level of focus they place on sustainability, while also identifying specific areas for development and improvement.

VFS used the recommendations from the supplier questionnaire at a global level to ensure best practice across the organisation. These included: setting targets to reduce greenhouse gas emissions, procuring timber sustainably, managing waste responsibly and adhering to the Government Buying Standards. These were seen as a catalyst to review their global environmental management system, with the ultimate aim to reduce their environmental impact. Overall, engaging with the CAESER tool has proved fruitful for the company and has helped the organisation systematically think through performance in relation to sustainability and corporate social responsibility.

We have also begun to analyse supply chain emissions and impacts in another way, using procurement spend. The emissions associated with our suppliers can be estimated using a consumption based accounting method for carbon footprinting. Using supply chain emissions factors, which are derived from environmentally extended input-output analysis (EE-IOA), the indirect carbon emissions associated with our spend can be estimated.

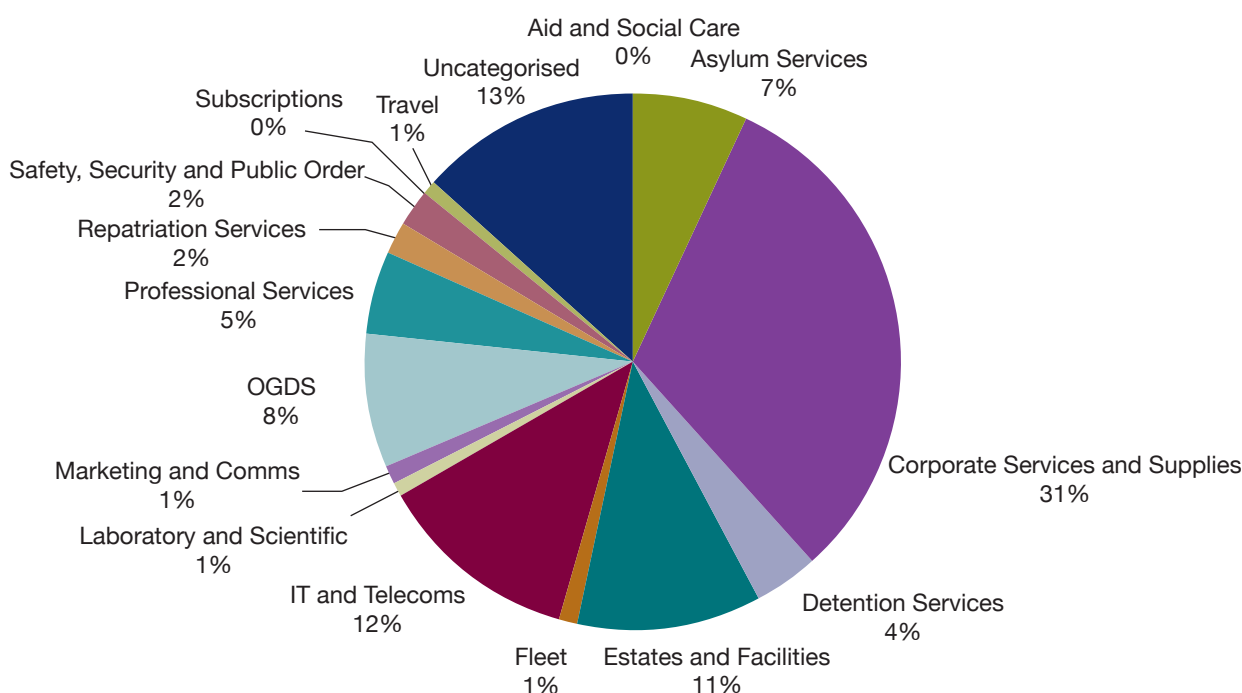
The supply chain emissions factors used for this study are the 2011 factors found within Defra's 'indirect emissions from the supply chain' consumption footprinting guidance. The financial data used for the calculation covers procurement spend of all Home Office business groups, including arm's-length bodies, where data is available, for 2011-12, 2012-13 and 2013-14.

The estimated supply chain carbon footprint (based on procurement spend) for the last 3 financial years is presented in the table below.

Financial Year	Supply Chain Footprint estimate (tonnes CO <sub>2</sub> e)
2013-14	646,558
2012-13	645,902
2011-12	781,653

When this total footprint is broken down by category of spend, results highlight areas which are responsible for a large proportion of emissions, namely corporate services, estates and facilities (which includes direct emissions of energy and fuel usage) and telecommunications and IT services.

### 2013-14 Supply Chain Footprint



Calculating a footprint in this way reveals embedded emissions that we have not previously reported.

Analysis using this methodology also provides another useful scoping tool to identify hotspot areas where we can focus our efforts to minimise environmental impact.



### 3.4.1 The Greening Government ICT Strategy



The Greening Government ICT strategy, launched in November 2011, set commitments for Departments to meet by April 2015. Progress is measured via a Maturity Model score. Our 2014 score is 3.4 (out of a maximum of 5) up from 3.1 in 2013 and 2.3 in 2012. During 2013-14 we initiated thin client cloud based technology for all our desktops and lap-tops. This has helped reduce energy usage by 5% in our headquarters building and we would expect this to be replicated across our sites.

More laptops and wifi were introduced to improve mobile working for staff, which has saved office space, cut travel costs and directly reduced CO<sub>2</sub>e emissions.

Greater use of flexible working may also improve well-being. Use of laptops and mobile devices in meetings helps to reduce the need for printing. Our upgraded video conferencing facilities are also being promoted as a way to reduce UK travel.

#### An ICT Supplier view

##### Steria

We are delighted to be working alongside HM Passport Office (HMPO) to support their sustainability goals.

Steria's services contribute to greater sustainability.

We:

- Provided e-invoicing for our suppliers, saving nearly 30,000 sheets of paper per year as well as reducing emissions from posting paper documents.
- Use our Continual Service Improvement process and participate in the HMPO National Continuous Improvement Working Group to identify and build the business case for innovations, including ones that improve efficiency and sustainability.

For example, we:

- Eliminated chemicals from the cleaning of passport photos.
- Removed the need to photocopy non-critical supporting documents, saving toner and about 6,000 pieces of paper per week, or over 300,000 per year.
- Provided testing resources to support the implementation of the new on-line passport application channel, which will enable paper reduction in future.



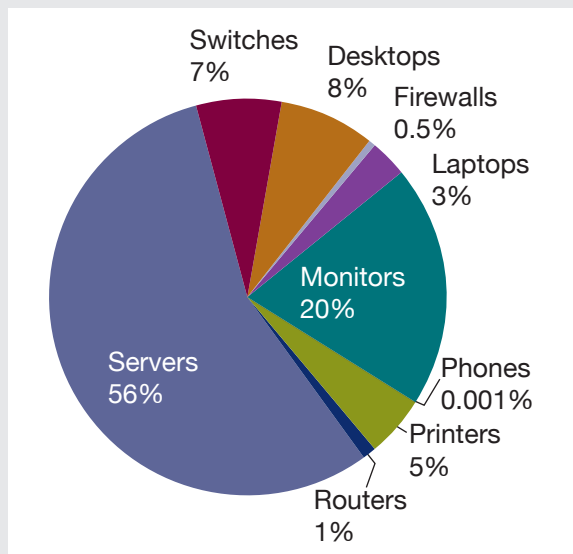
The Department appointed Greenstone to calculate and report an ICT carbon footprint of equipment in use across the Home Office estate in 2013-14. This footprint is detailed below and was submitted to the Cabinet Office as part of the Government's Greening ICT Strategy.

## Our ICT Footprint



The Home Office used Greenstone's Enterprise solution to calculate and report its 2013-14 ICT electricity and carbon footprint, submitted to the Cabinet Office as part of the Government's Greening ICT Strategy.

Greenstone's ICT footprinting tool calculated the Home Office's electricity consumption, greenhouse gas emissions and associated cost. ICT equipment was identified across 317 locations (wider than GGC) and included servers, desktops, laptops, monitors and printers. All equipment models were uploaded to Greenstone with an associated power rating and assumed time in use. This is more accurate than using industry standards and enabled us to analyse the impact of deploying different models and specifications of equipment.



Total electricity consumption was estimated for each site so the proportion of electricity from the ICT equipment could be calculated. Where applicable, ICT electricity consumption was analysed by equipment type, site and agency; a benefit of using a flexible online tool.

We now have a more accurate ICT footprint as a result of this project and we can use this information to find initiatives around the use of ICT equipment. ICT emissions were 16,918 tCO<sub>2</sub>e in 2013-14 if servers at internal and external locations are included in the footprint. Servers, monitors and desktops are responsible for 84% of emissions. Annual electricity cost from ICT usage was estimated to be almost £3 million. ICT is responsible for around 18% of total energy consumption. Monitors and desktops are responsible for 28% of total footprint, however this rises to 64% once servers are excluded.



## Digital by Default

The **Civil Service Reform Plan** published in June 2012, placed the digital agenda at the heart of the process of modernising Government, to create a Civil Service that is more adaptable and more in tune with the needs and priorities of citizens. Digital by default means digital services which are so straightforward and convenient that all those who can use digital services will choose to do so, while those who can't are not excluded. For the Home Office this includes an improved online passport renewal and visa application services and a frequent Registered Traveller service.

## 4: Our wider influence

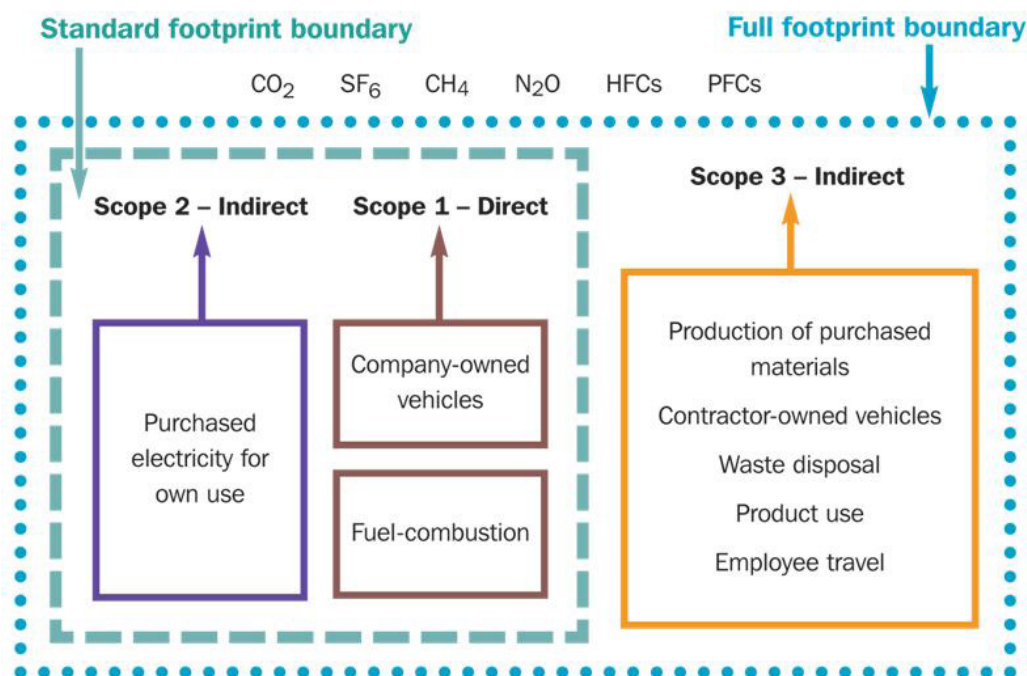
In this section, we present analysis of our sustainability research beyond the Greening Government Commitments (GGC). Policing and the carbon cost of crime are also discussed as another aspect of our wider influence.

### 4.1 Footprinting



GGC require us to measure and report the carbon footprint of our estate and travel. This does not include a number of other business emissions that may be calculated. In order to understand the wider carbon impacts of the Department's business and the services we deliver to the public, we have begun to assess the carbon footprint of other areas of work within our wider influence. This is in line with the voluntary reporting section of the Government Financial Reporting Manual (FReM) sustainability reporting guidance 2013-14.

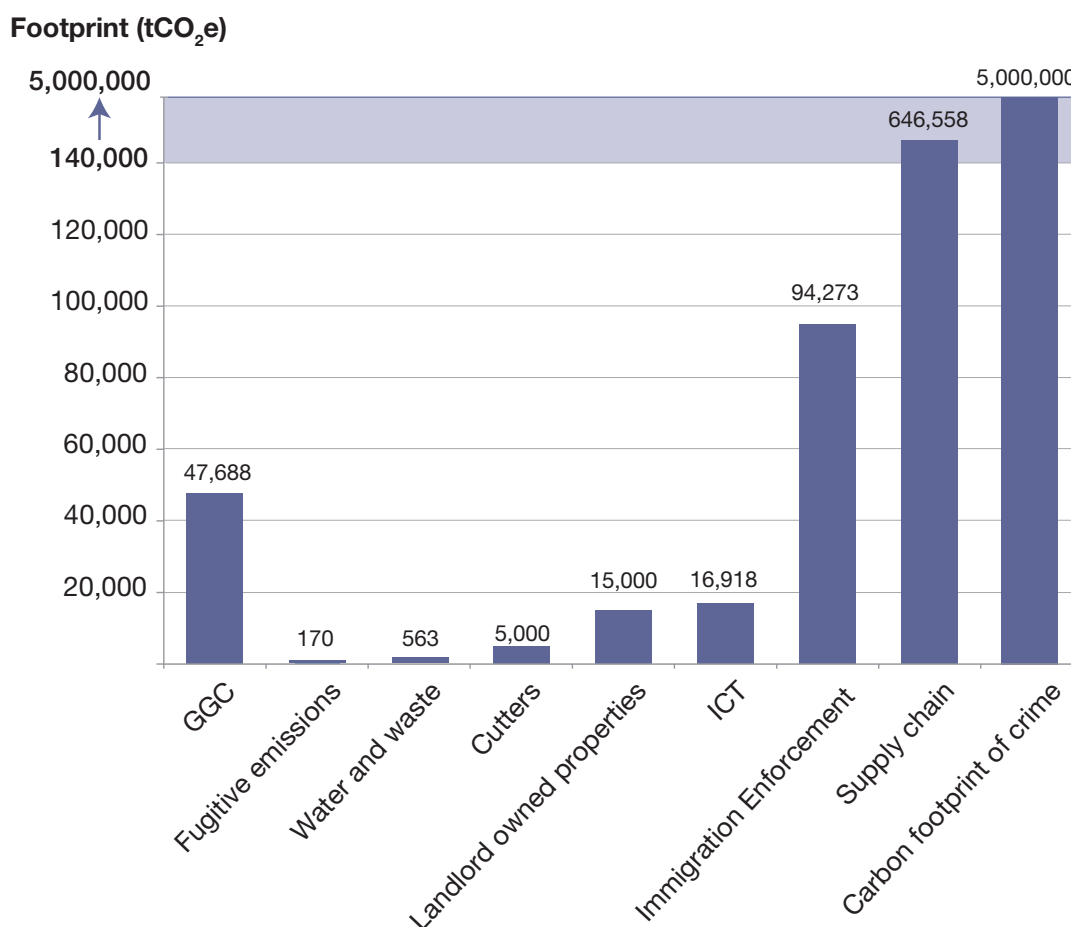
Footprinting can identify key carbon hotspots or carbon-intensive areas that will have the most impact on our own suppliers or the UK's overall footprint.



Source: Clean Air-Cool Planet and Forum for the Future (2008)<sup>15</sup>

In terms of reporting on carbon emissions these are classified as Scope 1 (direct – gas and fuel), Scope 2 (indirect – electricity) and Scope 3 (indirect – other). Our scope 3 emissions have until now been limited to business travel such as hire cars and taxis. Scope 3 emissions however are now much more wide ranging and can include several other important aspects our business.

Our own carbon footprint from buildings and travel, Supply chain and ICT have already been described in preceding chapters. Additional research and analysis into other service delivery areas is explained in fuller detail in this carbon footprint section. Each of these footprints is included in the chart below (presented alongside our GGC reported emissions for comparison).



## Our Stakeholder

### Sarah McCusker – Carbon Smart

The Home Office continues to make significant improvements in understanding and reporting their sustainability impacts. Through reporting against the Greening Government Commitments, with the external review and verification, by Carbon Smart, the Home Office has gained a better understanding of its data and has developed mechanisms to improve data quality. This has led to improved confidence in their identified impacts. The Home Office is also addressing their wider impacts by quantifying and analysing their indirect and supplier emissions from water and waste, to the carbon impacts of immigration services and crime. These steps forward show a maturity and progression in their understanding of the impacts and, therefore, ability to prioritise effort to facilitate improved performance.



### 4.1.1 Fugitive emissions



As part of the reporting requirement of the GGC, fugitive emissions, arising from refrigeration and air conditioning equipment, also contribute to our overall carbon footprint. Total fugitive emissions attributable to the Home Office in 2013-14 amount to 170 tonnes CO<sub>2</sub>e, a very small percentage of our total reported emissions.

### 4.1.2 Emissions from water and waste



Indirect carbon emissions are produced in delivering clean water to our taps. Energy is used to treat and clean water and to supply it. These emissions are classified as scope 3.

The waste management sector is a major contributor of greenhouse gas emissions in the UK. The vast majority of emissions come from landfill (90%) and the rest from wastewater handling and waste incineration (without energy recovery).

Using 2013-14 GGC consumption data, Carbon Smart calculated our footprint as 221 tonnes CO<sub>2</sub>e for water and 342 tonnes CO<sub>2</sub>e for waste.

### 4.1.3 Patrolling our border – CO<sub>2</sub>e emissions from cutters



The cutters provide an essential service to help protect our border and safeguard the public. They operate 24 hours a day, all year round, responding to intelligence-led information and patrolling high-risk areas. Their primary function is to intercept drug shipments and other restricted or prohibited goods being trafficked by sea.

The latest of our cutters, HM Cutter Protector was officially launched by the Home Secretary earlier in 2014 and joins the fleet of 4 sister ships Seeker, Searcher, Vigilant and Valiant.



### 4.1.4 Landlord owned properties



This year we have reported on 66 properties where we have control of the energy spend. These properties represent 73% of our estate floor area. We estimate the additional CO<sub>2</sub>e emissions attributable to other occupied space to be a further 15,000 tonnes CO<sub>2</sub>e.

### 4.1.5 Immigration Enforcement impacts



Under GGC, we are not required to report on Immigration Removal Centres (IRC) (all are provided by Ministry of Justice or third party suppliers), asylum housing and transportation related to immigration or asylum services, both domestic and international (all are outsourced services). However, we are working to examine this source of potentially high level of emissions.

We appointed Carbon Smart to measure the carbon impact of the outsourced immigration accommodation and asylum support services in 2013-14.

The nature of immigration services are complex, so a clear assessment boundary was established early on, with the decision taken to focus on two key areas:

- **Accommodation** – asylum applicant housing and IRC which hold people awaiting removal or deportation
- **Transportation** – escorting within the UK and use of chartered and scheduled flights for deportation and removal

Accommodation and services for asylum seekers and their families while their cases are being processed accounts for 8% of the Department's procurement spend in 2012-13. In March 2012 the Department signed contracts to provide accommodation and services, known as the COMPASS contracts. The contracts include clauses and targets on the sustainability impact of the providers' own estates:

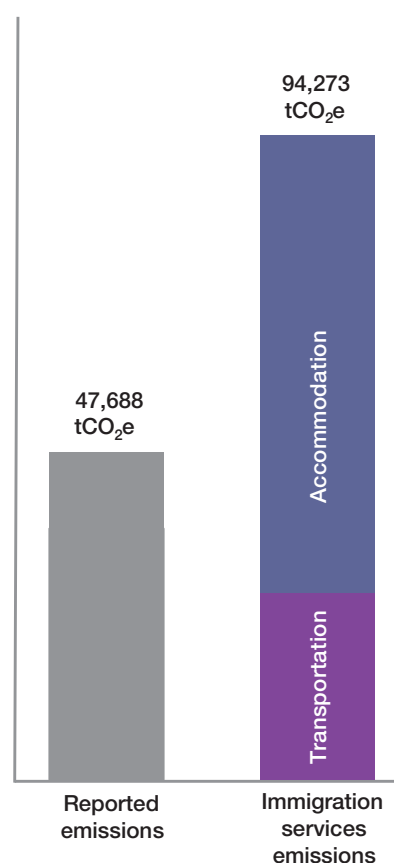
- Reducing energy consumption by 5% per occupant per annum
- Promoting innovation and efficiency in delivery of the services
- 40% level of recycling of waste
- 75% of products to have minimum packaging or recyclable packaging

Carbon Smart calculated the emissions associated with these services to be nearly 95,000 tonnes CO<sub>2</sub>e, almost double the emissions of Home Office buildings and travel reported in 2013-14 under the Greening Government Commitments (see right).

Transportation accounts for 29% of the emissions from these two specified activities, with the vast majority arising from chartered and scheduled international flights. Accommodation services accounts for 71% of the emissions. Housing asylum applicants through the COMPASS programme makes up the highest proportion of emissions from accommodation.

The emissions associated with these operations will continue to be monitored to improve the data. We will make suppliers aware of the scale of this footprint and to find ways to mitigate some of these emissions in the future.

**Comparison between reported and immigration service emissions 2013-14**





## 4.1.6 The Carbon Footprint of Crime research



The Home Office, the University of Surrey and the Association of Chief Police Officers (ACPO) Secured by Design, are jointly funding a postgraduate research student, Helen Skudder, to look at the carbon footprint associated with crime and dealing with crime. The project, which commenced in April 2013, is due to run for four years with initial results expected to be published later in 2014-15. As part of the Environmental Audit Committee inquiry into sustainability at the Home Office, this project was highlighted as a very important area of research, with the outcomes potentially being used to inform Home Office impact assessments and policy implementation in the future.



**Helen Skudder –  
Research Engineer  
Student**

The main aims of the project are to estimate the carbon footprints associated with individual criminal offences and to investigate how this amounts to a vast footprint when all crime is taken into account. This environmental impact of crime has previously been overlooked (only one tentative estimate by Ken Pease in 2009) and current estimates of the ‘costs of crime’ only include the economic and social impacts.

In order to estimate the carbon footprint several aspects of crimes are taken into account, such as emissions arising from:

- Insurance industries administration
- Defensive spending, such as lighting or high grade doors/windows to protect from burglaries
- Replacement of goods which are stolen/damaged
- Health services activities associated with treating victims of violent crime
- Police service and their activities to protect people from crime, report on incidents which have occurred and follow up investigations
- Courts, jury, probation and prison services associated with bringing criminals to justice once caught

Preliminary results indicate the total carbon footprint of crime to be just below 5 million tonnes CO<sub>2</sub>e. Further details of these results are expected to be available by the end of 2014.

To benefit from the results of this study, a review into the economic and social costs of crime presents the potential to integrate the value of the carbon footprint of each offence into these ‘cost of crime’ estimates. This will ensure that impact assessments, and policies that depend on them, take account of the economic, social and environmental impacts of offences making them more sustainable in their approach.

Other benefits from the project will be to highlight areas of concern where improvements can be made regarding the emissions intensity of individual aspects of crime. For example, crime prevention schemes aimed at specific offences could save significant emissions in the future by targeting high emitting crimes. Increasing the carbon efficiency of public services may also help reduce emissions associated with crime.





## 4.2 Climate change adaptation



Under the Climate Change Act 2008, the government produces a Climate Change Risk Assessment (CCRA) every five years. Work on the second CCRA to be published in 2017 is already underway and the Department is contributing to that assessment.

We are targeting action to mitigate the risks of climate change to our business. Recently we have:

- identified buildings at risk from rainfall and flooding, using the UK Climate Projections 2009 (UKCP09)
- installed measures to prevent areas at risk of flooding, including Vulcan House in Sheffield and Waterside Court in Leeds
- worked with Port Operators to ensure contingency plans are in place
- ensured resilience is integrated within business continuity planning at both corporate and business level
- considered the pull-push factor of internal policies on migration in our 2014 Immigration Bill provisions
- supported the Foreign and Commonwealth Office on its work on migration and settlement



### Floods at Custom House – December 2013



In early December 2013, Immingham Custom House situated at the dock entrance on the south bank of the River Humber, was flooded following a storm surge of the North Sea. The flooding affected the ground floor of the building and the resulting water damage is shown below. Border Force staff ensured high priority work areas were immediately covered and that all business operations were resumed within 24 hours.

Damage to assets and equipment was extensive. Use of satellite buildings and subsequent re-occupation of the upper floors enabled business to continue while repair work was completed on the ground floor. Ensuring business resilience to events such as this is extremely important, as these events are increasingly likely to occur in the future, so we must ensure that business continuity is upheld across all aspects of the business. Unusual weather events, such as flooding are an observed impact of climate change as outlined by **The Intergovernmental Panel on Climate Change (IPCC)**.



Ground Floor damage. Exterior rear wall shows 'tidemark' height of water

## 4.3 Biodiversity



Horticulture is a global trade, with plants, trees and produce imported from around the world every day. This carries the risk of pests and diseases inadvertently entering the UK, which can have a serious impact on our environment, economy, and society. In the last few years, a number of new tree and plant pests and pathogens have emerged as significant risks in the UK, affecting trees, heathland plants and heritage gardens and, in some cases, human health also.

Border Force has lead responsibility to deter and prevent individuals and goods that would harm the national interest from entering the UK, including preventing the smuggling of endangered species. They work with the Food and Environment Research Agency (FERA), supported by Department for Environment, Food, Rural Affairs (Defra), the Forestry Commission and the Scottish Government to control and restrict the import and movement of certain plants, to prevent the introduction and spread of harmful pests and diseases.



'Plants Need Passports Too!' was presented at the Royal Horticultural Society (RHS) Chelsea Flower Show in 2014. The exhibit included oversized models of pests which threaten the UK, including Citrus longhorn beetle, Oak processionary moth and the symptoms resulting from Fuchsia gall mite. These invasive pests can kill plants and trees or weaken them, making them more susceptible to harmful diseases.

As Home Office plans for a new Immigration Removal Centre in Dorset are being developed, environmental consultations are already taking place. The Verne is surrounded by the Isle of Portland Site of Special Scientific Interest (SSSI). Managing the important wildlife, specifically migrating birds and local endemic populations of lichens, fungi, reptiles and amphibians is enshrined in a Site Management Agreement between Natural England, Dorset Wildlife Trust and HM Prison Service. This ensures that all maintenance and ground works are carried out in a sympathetic manner to prevent damage to the priority flora and fauna. In Campsfield House (Oxford), we are working with the local authority to ensure that any nearby newts are not disturbed during refurbishment, and any trees with a local preservation order are protected and enhanced.



## 4.4 Communicating sustainability



The Department has a wide sustainability communications programme using a variety of different channels, from training materials, well-being campaigns, links with global and national campaigns, including Earth Hour and Climate Week (see below) to staff volunteering. We value input from staff and other stakeholders so provide feedback mailboxes for staff and the public to comment or share ideas.

We use our intranet to communicate useful tips on saving energy; golden rules when travelling; guides for facilities managers on energy efficiency and ICT green working.

As well as the existing Home Office sustainability e-learning package, we helped to develop a new cross-government e-learning training course, “Introduction to Sustainable Development”. This provides an overview of sustainability issues and priorities; the key mechanisms through which sustainability considerations are being embedded in Government activities, and how it relates to every role in the Civil Service. We will ensure all staff with key sustainability functions complete the course and will encourage other staff to complete it too.

### Climate Week

We participated in Climate Week for the fourth consecutive year in March 2014. We held health talks and free bike checks in Sheffield and London; presentations on water saving in Croydon; Thames Water promoted ‘Bin it, don’t flush it’ and distributed over 400 water saving devices to staff in London. In Liverpool over 500 staff visited a Reduce, Reuse and Recycle market showcasing more than 20 stalls covering green transport options, energy saving advice, Love Food Hate Waste and recycled gifts.



We work collaboratively with other Government Departments in several cross Government fora, sharing ideas and results and increasingly working collaboratively on procurement and estates issues. A view on our sustainability initiatives from Defra’s GGC lead is below.

### Our stakeholders

#### Rebecca Dangerfield – Defra

Defra’s Sustainable Development (SD) team works with the Home Office to ‘think and do SD’ in the way it develops policy, runs its buildings and operations and buys goods and services – including close liaison established over many years. The Home Office team has contributed successfully to the sustainability of their operations and estate, showing the potential to do things better and save money. Home Office has made a positive contribution to most of the Greening Government Commitments (GGC) on carbon, waste and water reduction in the penultimate year of the target period.

Home Office has played an important role in leading the cross-Whitehall Sustainable Development Practitioners Forum whose members are required to ensure their Departments deliver against the GGC targets. Sharing best practice and learning from others’ experience is an important element of the ambitious GGC framework.



#### 4.4.1 Well-being



In April 2013, the Environmental Audit Committee (EAC) launched a new inquiry on well-being. The EAC found that most Departments are actively engaged in using well-being research. We provided evidence to the inquiry and we also contribute to the Whitehall-wide discussion on well-being via the Social Impacts Task Force.

We also promote staff well-being; as a result of events held during Climate Week 2014, lunchtime walking clubs and new cycling clubs have been set up at our buildings in Sheffield and Croydon.

#### 4.4.2 Volunteering



The Department recognises the importance of developing staff skills and encourages staff to take up to five days' special leave per year for volunteering activities. We provide links on our website to a number of organisations, such as Time & Talents for Westminster, Volunteering England, Envision and Do-IT.org which is supported by the Cabinet Office. Each of these organisations provides opportunities to work on environmental and social projects. Colleagues can volunteer as individuals or teams.

#### Sustainable Development Team Volunteering



The Home Office has part-funded a scheme of work with the River Stewardship Company to improve the waterways and wildlife in and around the River Don in Sheffield. Members of the Sustainable Development Team helped clear debris and remove invasive plant species on the river bank alongside Vulcan House (pictured).



#### 4.4.3 Transparency



We continue to promote good energy practice in our visitor reception areas in a number of our public facing buildings. Our 2 Marsham Street headquarters displays real-time energy information. We have improved the scope and breadth of our on-line **live carbon-viewer**; data is available for two sites and next-day data for a further ten buildings. We have introduced a site league chart and an indication of personal energy use.

Where appropriate we display Energy Performance Certificates and Display Energy Certificates.

## 5: Future plans

2014-15 sees the Greening Government Commitments enter their final year and so our obligation to meet (or even exceed) the targets will be assessed across the whole of Government. We also have plans to continue our work to embed sustainability throughout the Department within our policies and practices. Below is a summary of progress against the actions outlined in last year's report and new actions for 2014-15.

Last year we said we would:	Status (✓ for Met or New)	In 2014-15 we will:
<b>CO<sub>2</sub>e emissions</b>		
Meet our CO <sub>2</sub> e emission target	✓	Support Defra and Cabinet Office to develop targets for 2015-16 and beyond
Calculate carbon footprints by Director General command Capture CO <sub>2</sub> e emissions from our suppliers and improve supply chain reporting	✓	Continue to refine carbon footprinting methodologies
Improve our Small and Medium-sized Enterprise (SME) spend aspirations	✓	Improve percentage from 17% to 25%
Continue our estate consolidation programme	✓	Embed sustainability into consolidation plans and activities in Manchester and Durham
<b>Energy</b>		
Reduce energy use in London and the South East by improving our payment by results mechanism	✓	Extend best practice to the North and the West
Reduce the percentage of F and G display energy certificates	✓	Continue to reduce
<b>Water</b>		
Improve water monitoring in London and South East	✓	Reduce overall consumption per person
Undertake water audits in key sites	✓	Optimise water usage
<b>Waste</b>		
Improve recycling facilities in former Border Agency (UKBA) sites	✓	
Continue to support Waste Resources Action Programme on catering and hospitality	✓	Improve waste recycling and use more sustainable products in catering facilities
Report waste data for disposed computers, computer equipment and furniture	✓	Improve the quality and coverage of our data
Roll out thin client services and devices on the main Departmental computer infrastructure	✓	Continue to improve IT efficiency
Measure performance of high definition video-conferencing equipment and supporting training	✓	Monitor and optimise usage

Last year we said we would:	Status (✓ for Met or New)	In 2014-15 we will:
<b>Travel</b>		
Work with the Energy Savings Trust to identify efficiencies in our owned and leased fleet	✓	Trial telematics to optimise vehicle usage and driver behaviour. Trial up to 10 electric vehicles in operational environments
Take steps to reduce unnecessary domestic flights	✓	Run a targeted campaign to promote other ways of holding meetings or alternative means of travelling Target frequent flyers to understand reasons for flying and address findings
<b>Policy</b>		
	New	Develop a Sustainable Development Guide for Policy-makers
	New	Take forward EAC recommendations
<b>Communications</b>		
Support Climate Week and Earth Hour	✓	Inform and engage with more staff throughout the estate Support Climate Week and Earth Hour 2015
	New	Publicise Civil Service Learning sustainability course
<b>Reporting</b>		
	New	Normalised data will be made available in future reports.

# Annex A

## Financial and non-financial data at a glance



Table 1

Number of buildings reported on	2009-10	2010-11	2011-12	2012-13	2013-14
Electricity	77	78	73	70	66
Gas	51	51	47	44	42
Oil	9	8	6	3	3
LPG	2	2	3	2	2
Water	49	52	51	52	48
Waste	110	102	99	90	101

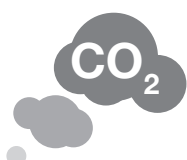


Table 2

Managing greenhouse gas emissions from travel and buildings		2009-10	2010-11	2011-12	2012-13	2013-14
Non-Financial Indicators (tCO <sub>2</sub> e)	Travel related emissions (including non UK travel)	10,776	10,608	9,651	11,640	11,935
	Building related emissions	55,522	49,127	41,762	41,613	37,896
	<b>Reported greenhouse gas emissions</b>	<b>66,298</b>	<b>59,735</b>	<b>51,413</b>	<b>53,253</b>	<b>49,831</b>



Table 3

Greenhouse gas emissions by scope		2009-10	2010-11	2011-12	2012-13	2013-14
Non-Financial Indicators (tCO <sub>2</sub> e)	Gross emissions for scopes 1 & 2 (fuel from buildings and our own vehicles)	54,860	49,432	41,541	43,537	38,885
	Gross emissions scope 3 (from business travel using public transport, taxis and airlines)	11,438	10,303	9,872	9,716	10,946
	<b>Reported greenhouse gas emissions</b>	<b>66,298</b>	<b>59,735</b>	<b>51,413</b>	<b>53,253</b>	<b>49,831</b>





Table 4

Energy use in buildings			2009–10	2010–11	2011–12	2012–13	2013–14
Non-Financial Indicators (tCO <sub>2</sub> e)	Electricity		44,918	40,895	35,503	33,642	31,234
	Gas		6,985	5,978	5,214	6,849	5,914
	Liquefied petroleum gas (LPG)		317	238	351	166	162
	Oil		3,302	2,016	694	956	586
	Total		55,522	49,127	41,762	41,613	37,896
Non-Financial Indicators (GWh)	Energy Consumption	Electricity: Non-Renewable	52.4	45.8	42.4	36.8	15.6
		Electricity: Renewable	31.8	32.2	30.0	31.0	49.0
		Gas	38.0	32.2	28.3	37.0	32.1
		Liquefied petroleum gas (LPG)	1.5	1.1	1.6	0.8	0.8
		Oil	11.9	7.3	2.5	3.4	2.2
		Total	135.6	118.6	104.8	109.0	99.7
Financial Indicators (£ '000s)	Energy Expenditure		10,554	9,939	8,713	9,192	8,800
	CRC Energy Efficiency Scheme: Fees		n/a	2.2	1.3	1.3	2.2
	CRC Energy Efficiency Scheme: Allowances		n/a	n/a	503.4	523.1	404.2
	Total expenditure		10,554	9,941	9,217	9,716	9,207



Table 5

Fugitive emissions			2009–10	2010–11	2011–12	2012–13	2013–14
Non-Financial Indicators (tCO <sub>2</sub> e)	Fugitive emissions		1,405	tbc	tbc	35	170


**Table 6**

Greenhouse gas emissions from travel		2009–10	2010–11	2011–12	2012–13	2013–14
<b>Non-Financial Indicators (tCO<sub>2</sub>e)</b>	Air – Domestic flights	1,302	1,028	1,039	1,160	1,314
	Air – Short Haul flights (European)	329	291	286	283	318
	Air – Long Haul flights (International)	1,749	1,204	1,659	1,101	1,812
	Fleet vehicles	2,634	3,353	2,574	4,387	3,449
	Hire cars	918	1,101	1,073	1,299	1,711
	Grey fleet (staff owned vehicles)	2,171	2,108	1,588	1,614	1,403
	Rail – Domestic	1,610	1,463	1,389	1,755	1,866
	Rail – International (including Eurostar)	10	7	7	5	13
	Taxis	53	53	35	36	49
	<b>Total excluding international travel (GGC)</b>	<b>8,687</b>	<b>9,106</b>	<b>7,698</b>	<b>10,251</b>	<b>9,792</b>
	<b>Total travel greenhouse gas emissions</b>	<b>10,776</b>	<b>10,608</b>	<b>9,651</b>	<b>11,640</b>	<b>11,935</b>
<b>Financial Indicators (£ '000s)</b>	Air – Domestic flights	1,484	969	1,053	1,232	1,500
	Air – Short Haul flights (European)	179	322	318	335	500
	Air – Long Haul flights (International)	1,333	845	578	899	1,400
	Fleet vehicles	921	1,624	1,487	1,540	1,870
	Hire cars	329	743	829	994	1,394
	Grey fleet (staff owned vehicles)	2,503	2,242	1,810	1,884	1,561
	Rail – Domestic	6,340	5,234	5,894	7,913	9,464
	Rail – International (including Eurostar)	1,573	952	169	119	278
	Taxis	582	490	410	439	444
	Expenditure on accredited offsets	57	26	17	3	2
	<b>Total expenditure</b>	<b>15,303</b>	<b>13,447</b>	<b>12,565</b>	<b>15,358</b>	<b>18,413</b>


**Table 7**

Domestic flights	2009–10	2010–11	2011–12	2012–13	2013–14
Number	15,399	11,789	9,040	11,716	16,801



Table 8

Water			2009–10	2010–11	2011–12	2012–13	2013–14
Non-Financial Indicators (thousands m3)	Water Consumption	Supplied	314	249	234	203	206
		Abstracted	4	5	2	3	4
		<b>Total Water</b>	<b>318</b>	<b>254</b>	<b>236</b>	<b>206</b>	<b>210</b>
Financial Indicators (£ '000s)	Invoiced water supply		578	405	364	349	387



Table 9

Office waste			2009–10	2010–11	2011–12	2012–13	2013–14
Non-Financial Indicators (tonnes)	Non-hazardous waste	Reused and recycled	3,943	3,222	2,974	2,653	2,322
		Composted	Not collected			6	59
		Incinerated with energy recovery				154	82
		Incinerated without energy recovery				3	19
		Landfill	1,270	1,313	1,535	1,022	999
	<b>Total waste</b>		<b>5,213</b>	<b>4,535</b>	<b>4,509</b>	<b>3,838</b>	<b>3,481</b>
Financial Indicators (£ '000s)	Reused, recycled and recovered		550	427	389	365	294
	Landfill		102	105	123	85	83
	<b>Total disposal cost</b>		<b>652</b>	<b>532</b>	<b>512</b>	<b>450</b>	<b>377</b>



Table 10

Paper (A4 equivalent)	2009–10	2010–11	2011–12	2012–13	2013–14
Amount (reams)	398,001	376,832	287,220	256,496	292,592
Expenditure (£ '000s)	672	739	833	592	698

# Annex B

## Notes to this report

This report expands upon the sustainability chapter in the **Home Office Annual Report and Accounts 2013-14**, published in June. Both are produced in accordance with the Government Financial Reporting Manual (FReM) Sustainability reporting guidance 2013-14 and the **Public Expenditure System (PES)** guidance. Further Home Office sustainability activity can be found on our **website**.

There are limitations to the accuracy of our financial and non-financial sustainability data. However, we continue to take steps to minimise estimates, and replace with primary data where possible, to improve the quality of our internal controls and seek external assurance.

### Data Quality

All data is based on information available at mid September 2014. Figures may be at variance with other reports with different cut-off dates. We have restated some figures published in 2013-14 and earlier Home Office Annual Report and Accounts and last year's sustainability report to take account of Machinery of Government changes, improved data and revised electricity carbon conversion factors.

Where data gaps exist, estimates are calculated using data from the relevant period from the previous year (or the year before). Where this was also unavailable a monthly average is calculated using data in that year.

Due to a Machinery of Government change, data from the Serious Organised Crime Agency has been removed and is now reported by the National Crime Agency.

### Validity

A Home Office internal audit, in November 2011 (on 2010-11 data) reviewed the systems and processes and ensured that the reported scope correctly reflected business activity and accounting boundaries. Carbon Smart provides external scrutiny and additional data checks for all Greening Government Commitments (GGC) data on behalf of Government, before it is provided to the Ministerial sub-committee. Energy and travel data for 2009-10 to 2011-12 was audited as part of the Carbon Trust Standard award process, which also verified the 2012-13 footprint.

### Boundary

All members of the Departmental group have been consolidated into this report, except the Office of the Immigration Services Commissioner which is not required to report.

## Managing waste and paper

We report office waste data from buildings directly managed by our facilities management suppliers. We do not currently report on waste collected by local authorities, seized goods or construction waste. Sanitary waste is included in landfill or incineration figures. Some of our facilities management suppliers use waste data obtained from a Biffa portal, which is then verified. Crown Commercial Service provides closed loop and other paper data from a Banner portal. The Sustainable Development Team looks for unusual patterns in monthly data and analyses data to assess performance.

The headline figures and tables in Annex A, exclude waste arising from construction, computer hardware, seized goods and uniforms. Where possible this data has been made available separately in this report.

## Managing energy, water and travel

The data used to produce the headline figures and show progress against GGC targets excludes greenhouse gas emissions from air conditioning (fugitive emissions); international travel emissions, water and energy use in landlord provided accommodation and certain waste streams.

The greenhouse gas conversion factors used can be found [here](#).

We refer to CO<sub>2</sub>e in this report for consistency. Carbon dioxide, or CO<sub>2</sub>, is a greenhouse gas that is emitted when fossil fuels are burnt. However, carbon dioxide is only one of many greenhouse gases that are emitted when humans undertake certain activities. Other greenhouse gases are methane, nitrous oxide and ozone – all of which occur naturally in our atmosphere. To take into account the emission of other greenhouse gases when calculating the level of greenhouse gas emissions, scientists have devised an equivalent measure – CO<sub>2</sub>e (which means carbon dioxide equivalent). CO<sub>2</sub>e allows other greenhouse gas emissions to be expressed in terms of CO<sub>2</sub>. GGC uses the term CO<sub>2</sub>e as it is can include other greenhouse gases (for example lost refrigerant gases).

The energy data covers locations where we pay for utilities directly. We do not include costs or data where utilities are paid for through landlord service charges. Our facilities management suppliers provide a bill payment service verifying utility bills prior to payment. Our spend is scrutinised by our finance teams. Consumption information is verified by our facilities management suppliers and the Sustainable Development Team check this data against online Gas and Electric suppliers' databases, where available. All data is subject to management and peer checks prior to monthly reporting.

Working with Energy Savings Trust we have restated our vehicle fleet data from 2010-11 using newly identified fuel card data. Road vehicle data includes travel by all our staff regardless of their location. Fleet data is reported in litres where this is possible. Grey fleet is based on average size vehicles and unknown fuel conversion factors. Hire car data is based on a mixture of known and unknown fuel and engine size.

Travel data comes from a variety of sources including Crown Commercial Service and is subject to management and peer checks at all stages.

# Annex C

## Sustainable development policy statement

### What's our vision?

The British public can be assured that through the delivery of our services we are contributing to social well-being, ensuring environmental quality and supporting the economy now and in the future.

### What's our objective?

We want to:

- Implement the Department's plan to fulfil its **Greening Government Commitments** (GGC), supplying quarterly information and contributing to an annual report on progress, and particularly to reduce our carbon dioxide emissions
- Procure from small businesses with the aspiration to award 25% of contracts (by value) to SMEs
- Assess and manage environmental, social and economic impacts and opportunities in our policy development and decision making

### How do we show progress?

We are currently measured annually on two main areas:

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

### What's the plan?

As an organisation we are committed to:

- Reducing and measuring wasted energy and water through improved building and facilities management, and smarter information technology
- Reducing and measuring the volume of waste generated; and reusing and recycling as much material as possible (including refurbishment and construction projects)
- Reducing and measuring carbon dioxide emissions from all forms of business travel, for example by promoting the use of video and phone conferencing or (where travel is essential) encouraging the use of public transport or providing a fuel efficient fleet
- Working collaboratively with our suppliers, staff and stakeholders to ensure that we are all aware of our commitments and are proactive in helping the Home Office meet its targets
- Reducing domestic flights

## What outcomes will we deliver?

By adhering to our commitments, we will:

- Reduce waste and cut costs
- Reduce our carbon footprint
- Improve our reputation
- Deliver value for money – for the Department and for the public

## What can staff do?

- Switch off lights when leaving the office or meeting rooms
- Turn off monitor and base unit when going home
- Reduce the amount of paper used – only print when it's essential and use both sides of the paper
- Think carefully before travelling – is it necessary?
- Report wastage and leaks to the appropriate organisation

**Updated September 2014**

**Next review September 2015**



## Contact us

We welcome your comments and suggestions and your feedback on our priorities:

**[SustainabilityEnquiries@HomeOffice.gsi.gov.uk](mailto:SustainabilityEnquiries@HomeOffice.gsi.gov.uk)**

See also: **<https://www.gov.uk/government/organisations/home-office/about/our-energy-use>**

See our energy and water use LIVE! **[carbon viewer](#)**