HM Government

Greening Government Commitments

Annual Report 2013-14

February 2015

Contents

1. Ministerial Foreword from the Chairs of the Greening Government Cabinet Sub Committee

We are pleased to present the third annual report of the UK Government's progress against the Greening Government Commitments, the final one that will be published during the lifetime of this Coalition Government. These targets have been a very visible way of showing our ambition to consume less and emit less from our buildings, travel and procurement, and transparently demonstrate to those outside Whitehall what we are doing.

This year we've used more than a billion fewer sheets of paper, produced only 258,478 tonnes of waste – ranging from normal office waste to materials from the decommissioning of the HMS Ark Royal – and reduced water by 3,488,432m^3. All this from a widely diverse range of settings – Job Centres, courts, prisons, active military establishments, laboratories, listed buildings, sites of special scientific interest as well as offices. We especially want to congratulate departments on pushing hard to deliver a 20% reduction, more than 600,000 tonnes CO_2e of greenhouse gas emissions. But following two years where government departments curtailed air travel around the UK to exceed the target, this year we have missed it by a small margin. We are determined to turn this situation around. By challenging departmental flight habits we will redress the situation through tighter procedures, reducing demand for travel, encouraging the use of video technology or diverting travel to rail when necessary, and sharing best practice.

Departments have made great progress over the last three years. We look forward to seeing how they will do all they can to meet the Greening Government Commitments during this final year.

Oliver Letwin
Minister for Government Policy
Chancellor of the Duchy of Lancaster
Cabinet Office

Dan Rogerson
Parliamentary Under Secretary of State
Department for Environment, Food and
Rural Affairs

2. Introduction

This third Annual Report is the final publication of performance against the Greening Government Commitments (GGC) within this Government's parliamentary lifecycle. It aims to provide a clear and balanced presentation of the progress towards targets.

It can be seen from the summary of performance within this report that successes have been achieved in every target area.

The GGCs are ambitious targets to reduce greenhouse gas (GHG) emissions, domestic flights, waste, paper and water. They also aim to improve how Government buys or procures its goods and services to ensure they deliver the best full-life value for money, whilst reducing environmental impacts.[1]

The GGC targets apply to 22 central Government departments and non-ministerial Government departments in the UK and some of their arm's length bodies (ALBs) (See Annex 1 for bodies in scope and exempt). This report is the first to include the National Crime Agency (NCA) which became operational in October 2013.

The Home Affairs Greening Government Cabinet Sub Committee, chaired during 2013-14 by Minister for Government Policy Oliver Letwin and Norman Baker MP, scrutinises and pushes departments to seek continued improvement. A group of experts from the Department for Environment, Food and Rural Affairs (Defra), the Department for Energy and Climate Change (DECC), the Cabinet Office (CO), Her Majesty's (HM) Treasury and the Department for Transport (DfT) provide policy support and consider departmental requests to amend baselines[2] or seek exemptions from reporting.

Defra provides day-to-day support to sustainability practitioners across Government, coordinates performance reporting and organises a Sustainability Practitioners' Forum that helps share experience and best practice.

All departments are responsible for the collection and processing of their own data. Consultants from Carbon Smart provide additional quality assurance and in-depth reviews to ensure data consistency. Defra collates data on procurement, transparency and reporting data from four ALBs exempted from the targets (chapters 9 to 11).

This report enables readers to compare three years of consecutive performance and to see what each department contributed to the government's environmental footprint. The case studies help to illustrate individual departments' commitment and the innovative approaches taken to delivering the GGCs.

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[1]   See www.gov.uk/government/publications/greening-government-commitments-targets

[2]   These are considered if they are due to a reorganisation of government, the inclusion or exclusion of a site or organisation from a baseline, or new or improved data being available.

3. Summary of 2013-14 Government performance

GHG emissions target: by 2015, reduce GHG emissions by 25% compared to 2009-10 baseline from the whole estate and UK business-related transport

– The Government as a whole reports a 20% reduction in its emissions which is a 6% improvement from the previous year.

– 16 departments met or exceeded the baseline target compared to 11 in 2012-13.

– £75m estimated savings achieved through reduced energy consumption.

Domestic flights target: by 2015 cut domestic business travel flights by 20% compared to 2009-10 baseline

– The Government as a whole reports an 18% reduction in its flights which is 12% less of a reduction than the previous year.

– Ten departments met or exceeded the target for a 20% reduction in flights compared to 11 in 2012-13.

– Eight departments reported an increase in the number of flights they made against the baseline.

Waste target: by 2015 reduce the amount of waste we generate by 25% compared to 2009-10 baseline

– The Government as a whole reports a 22% reduction in total waste generated which is a further 7% reduction from the previous year.

– 13 departments met or exceeded the 2015 reduction target in 2013-14, up from eight in 2012-13.

– Government as a whole diverted 75% of its waste from landfill in 2013-14, down slightly from 76% in 2012-13.

– £11.5m estimated savings achieved though reduced waste.

Paper consumption target: cut paper use by 10% in 2011-12

– The Government as a whole reports a 31% reduction in paper consumption which is a further 5% reduction from the previous year.

– 20 out of 21 departments with paper data report lower paper consumption than in the 2009-10 baseline year.

– 11 departments report improved reductions from the previous year.

Water consumption target: by 2015, reduce water consumption from 2009-10 baseline and report on office water use against best practice benchmarks

- The Government as a whole maintained a 9% reduction in water consumption against the 2009-baseline – the same level as 2012-13.

- Six departments met the challenging good practice benchmark for water use in offices.

- Two departments reported an increase in water consumption against the baseline.

- An estimated £7.9million savings were achieved through reduced water consumption.

Procurement target: ensure Government buys more sustainable and efficient products and engages its suppliers to understand and reduce the impacts of its supply chain

- Most departments have in place or are developing structures and processes to support sustainable procurement.

- Notable areas of good practice include procurement of office ICT and office furniture.

- Some progress has been made in ensuring that centralised contracts allow for products compliant with the Government Buying Standards to be purchased. Information on the extent to which departments are buying these products remains incomplete, but is sufficient to provide assurance that progress is being made.

- Some 'early adopting' departments have made good progress on supply chain reporting.

- A system of collecting data for government's top 500 suppliers is now under way which extends our understanding of government's supply chain impacts. A pan-Government approach for identifying hotspots using this data and adopt ways of working with suppliers to reduce those impacts is now under discussion.

Transparency target: Departments will be open and transparent on the steps they are taking to address: Climate change adaptation; biodiversity and the natural environment; procurement of food and catering services, sustainable construction; and people

- 20 Departments have published information against some or all transparency commitments in their Annual Report and Accounts.

- Eight departments have covered all five transparency commitments.

- Most departments now report on climate change adaption, biodiversity and people.

- Fewer departments report on food procurement, catering services and sustainable construction.

4. Greenhouse Gas Emissions

TARGET: Reduce GHG emissions by 25% from a 2009-10 baseline from the whole estate and UK business-related transport

2013-14 PERFORMANCE HIGHLIGHTS:

– The Government as a whole reports a 20% reduction in its emissions which is a 6% improvement from the previous year.

– 16 departments met or exceeded the target of a 25% reduction against the 2009-10 baseline, compared to 11 in 2012-13.

4.1 The target

The Government's ambitious target to reduce GHG emissions from government buildings and UK business-related travel in a five year period is a key part of its commitment to leading by example. This target involves departments changing how they work across a wide range of operations and settings, including job centres, courts, prisons, military establishments, laboratories, listed buildings, sites of special scientific interest as well as offices.

4.2 Overall Performance

Government has made good progress this year reporting a 20% reduction in its total GHG emissions compared to 12% in 2011-12 and 14% in 2012-13. The achievement of a 20% reduction in total GHG emissions across government represents a positive step change in performance across the majority of departments; but it is clear that a further push will be needed to ensure government reaches the 25% target in the final year of reporting. Energy savings this year are estimated to be worth £75m.[3]

4.3 Individual departments

16 of the reporting departments met or exceeded the 25% target, up from 11 in 2012-13 and eight in 2011-12. Much of the success is attributed to departmental estate rationalisation, which often includes relocation to smaller premises or sharing buildings with other departments. One instance of this was the move to co-locate the Department for Culture, Media and Sport (DCMS) with Her Majesty's Revenue and Customs (HMRC) which enabled them to reduce their emissions by 64% in 2013-14. Another example is the Food Standards Agency's (FSA) reduction of their headquarters' floorspace which resulted in a 46% reduction in emissions.

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[3] All savings reported in this document are estimated savings across government in 2013/14 compared to the baseline year. Calculated using unit prices from DUKES Table 1.7 for public administration (electricity) and 'other' (gas), with the latter applied to Gas oil, LPG and natural gas.

Other measures leading to successful results include:

– Energy reduction measures: the Department of Health (DH) implemented an Energy Management System on its core DH London Estate and some of its ALBs. DECC, the Department for International Development (DfID) and Office for National Statistics (ONS) all installed new boilers which brought down emissions. DfID's Biomass Boiler at its Scottish Office has enabled it to save 60 tonnes of GHG emissions in 2013-14. ONS also attributes its gains to new Building Management Systems installed in some of its offices in 2012-13 and previous investment in the thermal performance of its Newport building.

– ICT: DH and DfID made savings owing to ICT upgrades. The Foreign and Commonwealth Office (FCO) exceeded the 25% target for the first time, largely attributed to decommissioning a legacy IT system.

– Smarter working practices: HMRC closed datacentres, relocated staff, applied stricter space standards, implemented lighting improvements, and turned the heating down during Easter and Christmas holidays, leading to a 33% reduction in emissions.

Five departments improved on their 2012-13 figures but fell short of the target.

– DfT cite the expansion of the Highways Agency motorway lighting switch off programme. Home Office cites its payment by results energy saving agreement. Both departments achieved further savings through reduced estates and energy efficiency measures.

– Defra reduced its emissions by 19% in 2013-14 – its highest level in three years of reporting. Defra's scientific estate increased its energy demands discharging its duty to safeguard animal and plant health. The Environment Agency's emergency flood pumps used over two million litres of oil, accounting for 5% of Defra's overall GHG emissions.

– The Ministry of Justice's (MOJ) Administrative Estate (accounting for over 5% of Government emissions) exceeded the 25% target with a 31% reduction compared to 18% in 2012-13, and its Custodial Estate (accounting for almost 14% of Government emissions) made steady progress. MOJ is currently developing a package of carbon reduction projects and preparing business cases to obtain funding.[4]

– The Ministry of Defence (MOD) continued to make progress with a 15% reduction compared to 12% in 2012-13 and 11% in 2011-12, which is very important for government as a whole. MOD has invested £105 million in an Energy Spend to Save Programme to help reduce emissions across its estate, and has reduced emissions by 214,017 tonnes of CO_2e in 2013-14 – accounting for over half of the total Government emissions reductions in 2013-14. The Energy Spend to Save programme on the defence estate has been shortlisted for an Energy Institute Award in the Energy Excellence category, which seeks to highlight excellence and innovation in the global energy industry. Over the past

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4   Separate reporting by MOJ on the different parts of its estate helps to articulate the challenges of reducing emissions on the custodial estate compared to the administrative estate.

three years the programme has delivered a £108 million investment in more than 1,400 energy efficiency projects across 223 Defence sites in the UK and overseas, achieving £51million of savings.[5]

One department appeared to reverse performance this year:

–   UK Export Finance (UKEF) relocated to shared government offices in 1 Horse Guards Road, London. Despite a reduction in floor area its reported building emissions have increased by 33% when compared to 2012/13. This has been partly attributed to a period where UKEF occupied both old and new offices as well as the differences between the GHG emission levels produced by the offices' heating systems.

5   See Sustainable MOD Annual Report 2013/14 for more detail
    www.gov.uk/government/publications/sustainable-mod-annual-report-2013-to-2014.

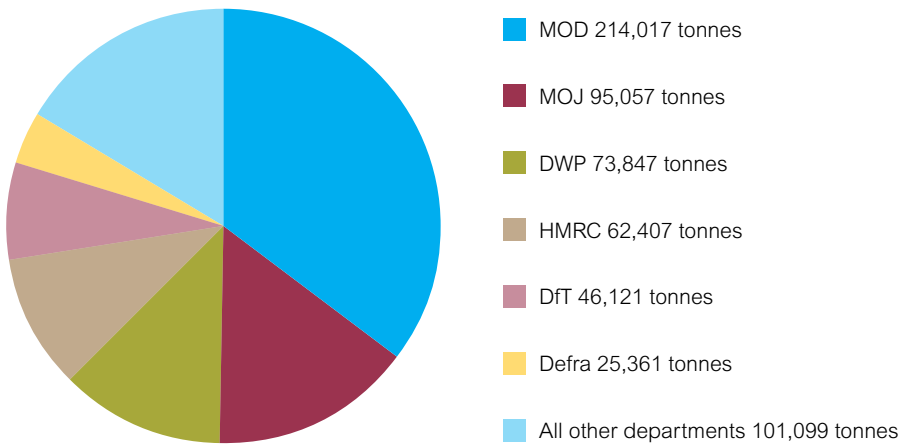| Department	GHG Emissions (tonnes CO$_2$e) – Target: 25% reduction by 2014-15 compared to 2009-10 (N-A = data not available)								
	Baseline (2009-10)	Target (2014-15)	Performance (2013-14)	% from buildings	% from UK travel	% improvement reported in 2011-12	% improvement reported in 2012-13	% improvement reported in 2013-14	% of total government emissions in 2013-14 (excl NCA)
BIS	63,539	47,654	45,252	89%	11%	-23%	23%	29%	1.87%
CO	11,733	8,800	7,272	92%	7%	26%	27%	38%	0.30%
DCLG	23,482	17,612	10,900	86%	14%	37%	41%	54%	0.45%
DCMS	1,333	999	477	90%	10%	29%	33%	64%	0.02%
DECC	3,103	2,327	2,242	76%	24%	26%	25%	28%	0.09%
Defra	135,053	101,290	109,692	79%	19%	11%	12%	19%	4.54%
DfE	22,313	16,735	13,922	76%	24%	22%	29%	38%	0.58%
DfID	4,329	3,247	2,652	77%	23%	35%	26%	39%	0.11%
DfT	190,170	142,628	144,049	89%	11%	14%	18%	24%	5.96%
DH	56,277	42,207	37,858	86%	13%	14%	13%	33%	1.57%
DWP	217,904	163,428	144,057	85%	12%	23%	21%	34%	5.96%
FCO	19,234	14,425	12,982	95%	4%	19%	21%	33%	0.54%
FSA	2,052	1,539	1,114	64%	36%	13%	9%	46%	0.05%
HMRC	190,857	143,143	128,450	88%	12%	27%	25%	33%	5.31%
HM Treasury	4,216	3,162	1,530	96%	4%	32%	36%	64%	0.06%
Home Office	64,209	48,157	48,912	77%	23%	14%	18%	24%	2.02%
LOD	15,987	11,990	10,016	82%	18%	24%	29%	37%	0.41%
MOD	1,432,006	1,074,004	1,217,989	94%	6%	11%	12%	15%	50.39%
MOJ	567,009	425,257	471,952	95%	5%	12%	8%	17%	19.52%
MOJ – Custodial	368,122	276,092	334,309	95%	4%	N-A	2%	9%	13.83%
MOJ – Administrative	198,887	149,165	137,643	94%	5%	N-A	18%	31%	5.69%
NCA	18,926	N-A	N-A	N-A	N-A	N-A	N-A	N-A	0.00%
ONS	9,952	7,464	5,614	62%	38%	24%	41%	44%	0.23%
UKEF	486	364	403	95%	5%	27%	28%	17%	0.02%
TOTAL excl NCA	**3,035,244**	**2,276,432**	**2,417,335**	**91.30%**	**8.30%**	**12%**	**14%**	**20%**	**100%[6]**

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[6]   NCA is excluded from totals to ensure incomplete data does not skew performance results.

Greenhouse Gas Emissions – % reduction compared to 2009-10 baseline

Legend:
- % Reduction in 2011-12 compared to 2009-10
- % Reduction in 2012-13 compared to 2009-10
- % Reduction in 2013-14 compared to 2009-10
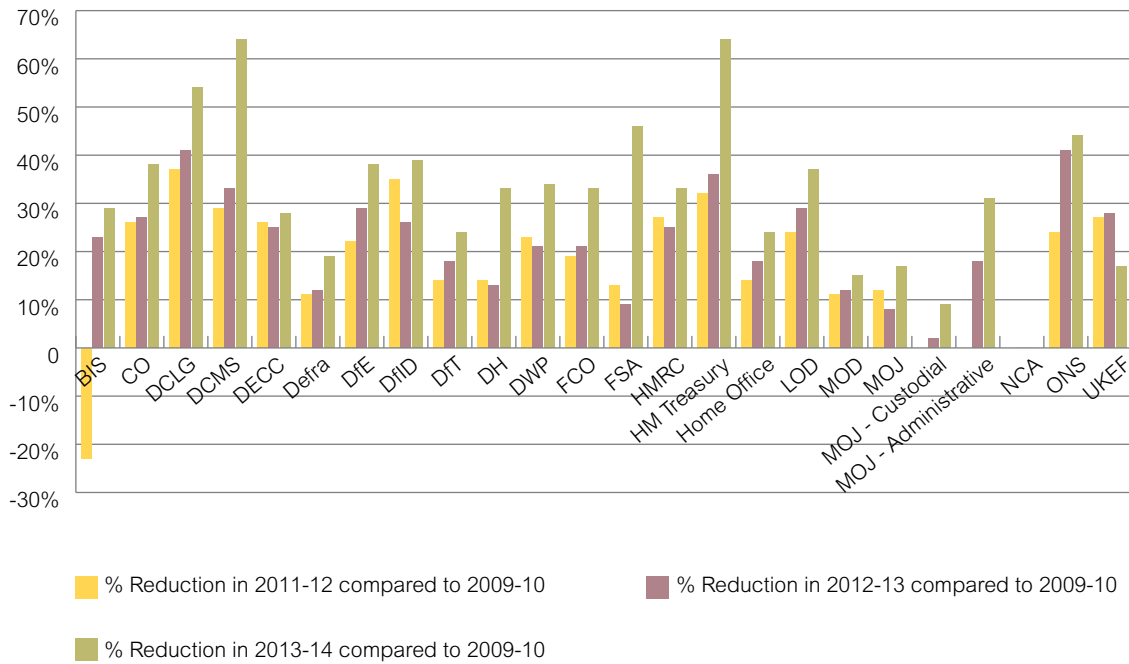
GHGs saved in 2013-14 (tonnes) against 2009-10 baseline

- MOD 214,017 tonnes
- MOJ 95,057 tonnes
- DWP 73,847 tonnes
- HMRC 62,407 tonnes
- DfT 46,121 tonnes
- Defra 25,361 tonnes
- All other departments 101,099 tonnes

DH – smaller estate and energy efficiency

DH and its ALBs have seen very significant change to their structures as a result of health sector reform, and have used this opportunity to streamline their estate and optimise space utilisation. They now occupy a smaller estate footprint than in 2009-10, with a number of ALBs now co-located into departmental core estate buildings, leading to a significant drop in GHG emissions for heating, cooling and lighting buildings. DH has also forged a joint strategic plan with its facilities management provider, and invested in improvements to their estate such as boiler optimisation, insulation improvement, live energy monitoring, improved Building Management System controls and LED lighting.

DH's new energy efficient IT solution, Open Service, operates two data centres using virtualisation technology which enables operating systems to run on minimal desktop hardware and fewer servers. This has had a significant impact on energy saving. Other simple initiatives such as asking security staff to turn off office lights at night and adjusting plant "switch on" and "switch off" times have also had a significant impact on their energy consumption.

ONS – lower building and travel emissions

Some major projects completed in earlier years have allowed ONS to continue to reduce its building-related GHG emissions by eliminating unnecessary energy use from its buildings. For example, a closer monitoring of energy consuming systems has enabled systems to be turned off when not needed. Estate rationalisation by moving servers either off-site or within existing buildings has led to a streamlined estate alongside a commensurate reduction in energy use. Old air conditioning units at its Newport and Titchfield offices have been replaced with new efficient equipment.

ONS's core business relies on a large number of interviewers travelling around the country ensuring that survey response rates are high enough to produce robust statistical data. The carbon generated by the interviewers is around 5 times that of travel for day to day administrative business which means that reducing travel CO_2 is difficult without compromising the work of ONS. However, in line with the government's 'Digital by Default' strategy, ONS will reduce its travel emissions in future years by transitioning from face-to-face to on-line collection.

5. Domestic Flights

TARGET: by 2015 cut domestic business travel flights by 20% compared to 2009-10 baseline

2013-14 PERFORMANCE HIGHLIGHTS:

– The Government as whole reports an 18% reduction in its flights in 2013-14, which is 12% less of a reduction than the previous year.

– Ten departments met or exceeded the 20% baseline target compared to 11 in 2012-13.

– Eight departments reported increasing the number of flights they made against the baseline.

5.1 The target

This target is intended to provide a supplementary milestone in achieving the overall GHG reduction target. It aims to encourage departments to reduce their domestic flights and consider additional less carbon intensive options.

5.2 Overall Performance

Government's performance declined this year, with an 18% reduction in domestic flights reported. This falls short of the 20% baseline target for the first time and much lower than the 30% and 36% reductions reported in 2012-13 and 2011-12 respectively.

Ten departments met or exceeded the 2009-10 baseline target, the same number as in 2012-13, but fewer than the 13 departments that did in 2011-12. Seven departments reported increases in the number of flights they made in 2013-14 against the baseline compared to three departments which reported increases in the previous two reporting years.

The Chairs of the Greening Government Sub Committee were concerned to establish the reasons for the increase in domestic business flights, and have prioritised efforts to turn this situation around. They requested that departments develop action plans to tighten procedures, reduce travel demand, encourage the use of video technology, divert travel to rail where appropriate, and ensure best practice is shared.

5.3 Individual departments

While ten departments met or exceeded the target of a 20% reduction against the baseline in 2013-14, only three of these – the Department for Communities and Local Government (DCLG), Department for Education (DfE) and HM Treasury– improved on their performance in 2012-13.

– DCLG and DfE attribute their higher reductions to tighter spending controls and avoiding travel by using ICT for meetings.

– DECC, DH, the Department for Work and Pensions (DWP), HMRC, the Law Officers' Department (LOD) and ONS exceeded the target by significant margins but to a lesser extent than 2012-13. DfT reported the same level of flights as in 2012-13, representing a 32% reduction against the baseline.

– DECC cited two key work streams that necessitated more travel between its London and Aberdeen offices in 2013 -14, one of which is expected to continue into 2014-15.

– DH has invested in improved video conference facilities. It has estimated that by using its new improved videoconference facilities, staff avoid approximately 2,500 business travel journeys a month. This equates to a saving of around 75 tonnes of CO_2e and £275,000 in travel costs every month.

Nine departments reported an increase in the number of flights in 2013-14 compared to the 2009-10 baseline.

– Defra – which reported a 17% improvement in 2012-13 but a return to baseline levels in 2013-14 – is developing an action plan to tackle its falling performance and revisiting historic data for improved accuracy.

– MOD's performance continues to be affected by a number of departmental initiatives. Organisational change as a result of the Strategic Defence and Security Review 2010; transformation and rationalisation of the defence estate, the drawdown from Germany and rebasing in the UK, operational business and a new shipbuilding programme in Scotland, have led to atypical travel requirements which are expected to continue during and beyond the remainder of the GGC target period.

– MOJ's drop in performance is due to a re-baseline of its travel data which includes previously unavailable figures for The National Archives.

– The Department for Business, Innovation and Skills (BIS) (which made almost 4% of government flights) attributed its increase to one off projects, competitions and more accurate reporting. CO grew in size this year but reduced its ratio of staff numbers to flights. DCMS attributed its increase to the rollout of rural broadband and increased travelling across the UK to deliver the programme.

– A 20% increase in staffing levels at DfID's East Kilbride office in Scotland (due to decentralisation from London) achieved significant cost savings but also increased domestic flights. DfID is reviewing its travel policy, investigating special rail deals, encouraging staff to use the cheapest fares and looking at ways to improve wi-fi connections when travelling by rail.

– FCO's domestic flights increased by 134% (after a 77% improvement in 2011-12 and a 14% improvement in 2012-13) as a direct result of organising the G8 Summit in Northern Ireland for the Prime Minister. 70% of its domestic flights were between London and Northern Ireland.

- FSA attributes its low performance to its staff travel between its Aberdeen, Belfast and London offices.

- Home Office (which made over 10% of Government flights) says the general increase was due to a significant increase in the rapid deployment of more dispersed teams in Enforcement and Crime, Immigration Compliance, and Border Force and preparations for the Commonwealth Games in Scotland. Home Office is closely scrutinising data to ensure correct and accurate reporting takes place.

- UKEF made the smallest number of flights of any department but again showed an increase in flight numbers against the 2009-10 baseline (albeit at lower level than 2012-13), due to the appointment of more Export Finance Advisers and travel across the UK to meet with exporters.

- 92% of MOD flights are to Scotland and Northern Ireland. However, MOD is currently investing in improved video and tele-conferencing assets to assist in future travel avoidance.

Flights (number of domestic flights – Target: 20% reduction by 2014-15 compared to 2009-10 (N-A = data not available)							
Department	Baseline (2009-10)	Target (2014-15)	Performance (2013-14)	% improvement in 2011-12	% improvement in 2012-13	% improvement in 2013-14	% of total government domestic flights in 2013-14 (excl NCA)
BIS	5,885	4,708	6,521	-29%	-9%	-11%	3.91%
CO	2,306	1,845	2,390	N-A	N-A	-4%	1.43%
DCLG	542	434	275	87%	47%	49%	0.16%
DCMS	169	135	221	-43%	14%	-31%	0.13%
DECC[7]	2,193	1,754	1,173	47%	52%	47%	0.70%
Defra	3,115	2,492	3,128	N-A	17%	-0.4%	1.88%
DfE	727	582	424	62%	30%	42%	0.25%
DfID	1,805	1,444	2,439	12%	-3%	-35%	1.46%
DfT	9,169	7,335	6,254	27%	32%	32%	3.75%
DH	7,893	6,314	2,588	82%	70%	67%	1.55%
DWP	21,931	17,545	13,491	68%	45%	38%	8.10%
FCO	735	588	1,719	77%	14%	-134%	1.03%
FSA	1,718	1,374	1,728	N-A	0%	-1%	1.03%
HMRC	54,741	43,793	37,308	38%	50%	32%	22.42%
HM Treasury	411	329	314	42%	16%	24%	0.18%
Home Office	15,399	12,319	16,801	42%	19%	-9%	10.09%
LOD	564	451	292	36%	59%	48%	0.17%
MOD	66,274	53,019	64,467	8%	9%	3%	38.75%
MOJ	4,465	3,572	4,248	36%	39%	5%	2.55%
NCA	3,692	N-A	N-A	N-A	N-A	N-A	0.00%
ONS	1,517	1,214	555	42%	76%	63%	0.33%
UKEF	17	14	41	-53%	-176%	-141%	0.02%
TOTAL excl NCA	201,576	161,261	166,377	36%	30%	18%	100%[8]

[7] DECC data subject to recalculation due to improved data.

[8] NCA is excluded from totals to ensure incomplete data does not skew performance results.

Domestic flights – % reduction compared to 2009-10 baseline

Legend:
- % Reduction in 2011-12 compared to 2009-10
- % Reduction in 2012-13 compared to 2009-10
- % Reduction in 2013-14 compared to 2009-10
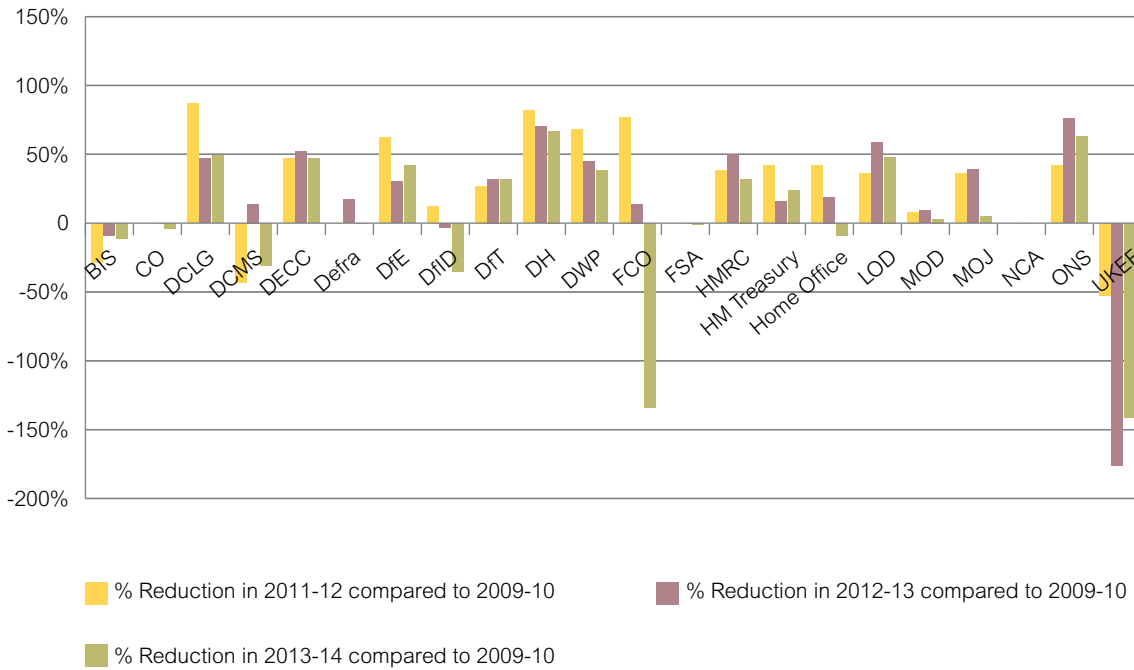
Domestic flights saved in 2013-14 (single flights) against 2009-10 baseline – top five departments*

- HMRC 17,433
- DWP 8,440
- DH 5,305
- DfT 2,915
- MOD 1,807
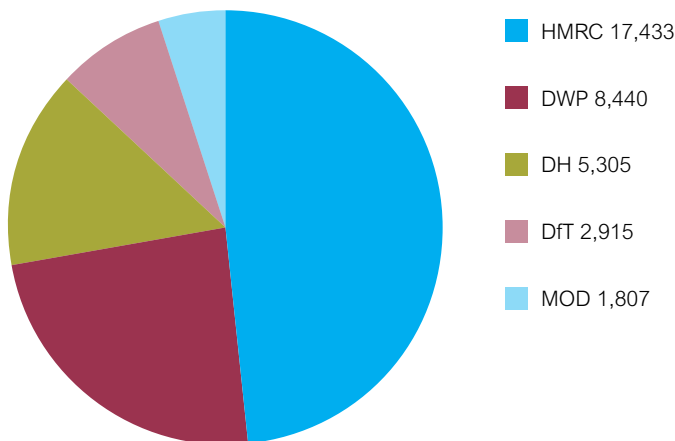
*Other departments not included as total number of flights across remaining departments was a net increase – see data table

DfE – reducing demand for flights and delivering value for money

The DfE has reduced the number of its domestic flights by 42% this year. Director-level authorisation is now required in CAFCASS and Ofsted before any domestic flights can be booked. Tighter spending controls have influenced overall travel behaviour and helped to achieve this reduction, along with a conscious focus on behaviour change and technology to support travel avoidance, such as teleconferencing.

DfE has worked hard to reduce its level of business travel journeys and to ensure that where travel is necessary, the most sustainable mode of transport is used. By replacing the need for a journey and making use of ICT for communications and meetings, DfE has been able to demonstrate that good environmental governance also reduces costs and delivers value for money.

DfT – applying strict travel rules

DfT introduced clear rules during the early years of the GGC period and these delivered reductions of 32% in each of the first two reporting years. First, potential travellers must consider the use of video and tele-conferencing, and then only when those have been ruled out, can travel by the most appropriate method be considered. Potential travellers must balance all elements of the journey, including travel time to and from stations and airports, waiting times as well as actual journey time and the ability to work whilst travelling.

Despite considerable changes to the structure of some of DfT's Executive Agencies requiring considerable travel to plan and implement, DfT has been able to achieve continued domestic flight reductions through the rigorous application of these rules.

6. Waste

TARGET: by 2015 reduce the amount of waste we generate by 25% compared to 2009-10 baseline

2013-14 PERFORMANCE HIGHLIGHTS:

– The Government as a whole reports a 22% reduction in total waste generated which is a further 7% reduction from the previous year.

– 13 departments met or exceeded the 2015 reduction target in 2013-14, up from eight in 2012-13.

– Government as a whole diverted 75% of its waste from landfill in 2013-14, down slightly from 76% in 2012-13.

– An estimated £11.5m of savings in waste disposal costs was achieved.[9]

6.1 The target

The GGC waste target focuses on waste prevention in line with the waste hierarchy.[10] The proportion of departments' waste sent to landfill is being reported for the second time this year in order to increase transparency. A subsidiary target for HMRC go to market on behalf of the Government with a requirement for Closed Loop recycled paper was achieved in 2011. The waste target also commits to ensuring that redundant Information and Communication Technology (ICT) equipment is reused within Government, the public sector, wider society, or responsibly recycled. The split between surplus ICT reused and recycled by departments is reported for a second year. For the purposes of the GGC target, waste reused outside a department is still classified as waste.

6.2 Overall Performance

Government has made further considerable progress with a 22% reduction in waste in 2013-14, compared to a 15% reduction in 2012-13 and a 5% reduction in 2011-12. Overall, the amount of Government waste sent to landfill has risen marginally to 25% from 24% in 2012-13. By comparison, the most recent figures for waste collected and managed by Local Authorities in England in 2013-14 (representing mainly household waste) showed 31% of

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9   Based on mid-point of gate fee plus landfill tax for non-hazardous waste from the 2013 WRAP report (£93 median), plus additional £60 assumed for transportation fees (based on mid-point of BRE transportation cost estimate of £40 – £60 per tonne, but uprated from £50 to £60 to accommodate changes in transport costs since the original estimates were produced). Actual costs could vary significantly depending on type of waste and distance to landfill site.

10 Defined by the EU Waste Framework Directive as prioritising the prevention of waste in the first instance. When waste is created, it gives priority to preparing it for reuse, then recycling, then other recovery such as energy recovery, and last of all disposal – for example by landfill.

waste sent to landfill, with 34% in 2012-13.[11] 2013-14 shows more gaps in departments' ICT waste data.[12]

6.3   Individual departments

13 departments met or exceeded the 25% target – up from eight in 2012-13.

– Success in many cases is attributed to changes in the size of estates and measures to reduce printing and paper consumption, as well as schemes enabling departments to find a new home within Government for equipment that is still in good condition.

– Defra refurbishes desks, chairs and other furniture from its vacated buildings through a partnership with Kirkham Prison in Lancashire (via MOJ). This provides prisoners with valuable work experience and to develop carpentry, welding and upholstery skills, which are useful in helping them into employment on release.

– HMRC's departmental swap-shop for unwanted equipment and stationery, contributed towards its strong performance. HMRC is now leading a cross-government pilot project on the reuse of stationery, office supplies and IT equipment, which will further support the drive to reduce waste by taking a responsible approach to reusing unwanted assets (see case study).

– While it is not reflected in headline waste data under the current target, it is clear that departments have improved their waste recycling and energy recovery from waste, in addition to waste prevention.

Five departments improved on their 2012-13 figures but fell short of the target.

– DH's performance returned to the same level as 2011-12 after last year's big increase in waste arisings due to a slowdown in its building restack programme.

– MOD reduced its total amount of waste. The delivery of Defence Reform, the Strategic Defence and Security Review 2010, Corporate Social Responsibility and operational activities have led to fluctuations in total waste generated. For example, in 2013-14 MOD waste included items such as 33,500 tonnes of material from Ark Royal, RFA Fort George, and three Type 22 frigates, and other material from battle damaged vehicles and challenger tank hulks as part of the fleet draw down – all of which was recycled.

– MOJ produces over 20% of government waste so its improved performance has been a positive contribution to the overall outcome. MOJ re-baselined to include 11 private sector managed prisons whose waste was not previously included, and embedded an improved reporting system to provide better management information.

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[11]   Statistics on waste managed by local authorities in England in 2013-2014 (Defra, 2014) and in 2012/13 (Defra, 2013) www.gov.uk/government/statistics/local-authority-collected-waste-management-annual-results

[12]   More information on how government is managing its ICT waste can be found in the Green ICT Delivery Unit's 2014 report on the Greening Government ICT strategy which is due to be published. The two strategies were formed at different times but are now being more closely aligned, with ICT providing essential services for helping departments meet their GGCs, including waste and travel commitments. However readers will need to be bear in mind that it uses a different reporting methodology and does not cover the same departments in all its assessments. Greening Government: ICT Annual Report 2014 (Cabinet Office).

FSA and UKEF fell short of the 25% target and produced more waste against their baselines. UKEF's waste figures were significantly impacted by the disposal of furniture following relocation.

The Government diverted 75% of its waste away from landfill in 2013-14.

– The two largest departments, MOD and MOJ, diverted 77% and 71% away from landfill respectively.

– Five departments – CO, DECC, DfID, FCO and LOD – diverted 90% or more of their waste from landfill.

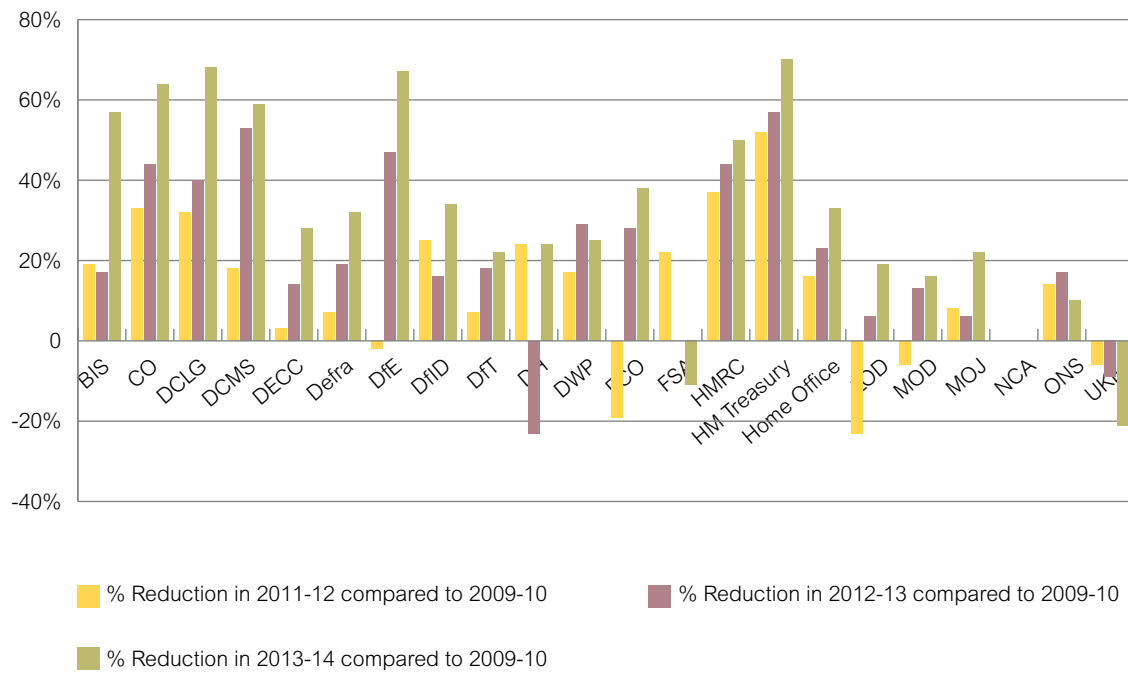– FSA, HM Treasury and UKEF did not send any waste to landfill in 2013-14.

Gaps in the ICT waste data give a limited picture of progress.

– Seven departments were unable to provide a full picture of disposal arrangements for ICT equipment at the end of its life cycle.
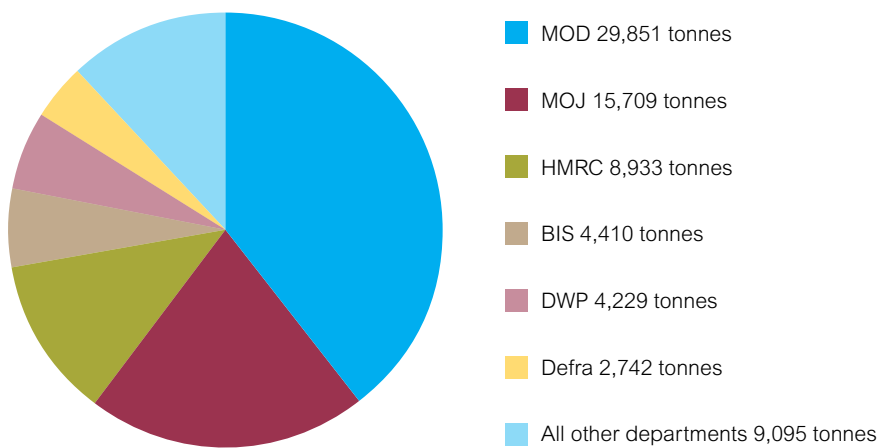
Waste (tonnes) – Target: 25% reduction by 2014-15 compared to 2009-10 (N-A = data not available)										
Department	Baseline (2009-10)	Target (2014-15)	Performance (2013-14)	% ICT waste recycled externally	% ICT waste reused externally	% Waste to Landfill	% improve-ment in 2011-12	% improve-ment in 2012-13	% improve-ment in 2013-14	% of total govern-ment waste in 2013-14 (excl NCA)
BIS	7,673	5,755	3,263	87%	13%	14%	19%	17%	57%	1.26 %
CO	1,226	919	444	18%	0%	5%	33%	44%	64%	0.17%
DCLG	2,103	1,577	680	100%	0%	17%	32%	40%	68%	0.26 %
DCMS	88	66	36	N-A	N-A	36%	18%	53%	59%	0.01%
DECC	228	171	164	N-A	N-A	10%	3%	14%	28%	0.6%
Defra	8,454	6,341	5,712	60%	39%	24%	7%	19%	32%	2.20%
DfE	2,080	1,560	696	4%	74%	24%	-2%	47%	67%	0.26%
DfID	317	238	209	75%	25%	3%	25%	16%	34%	0.08%
DfT	5,647	4,235	4,398	83%	17%	43%	7%	18%	22%	1.70%
DH	3,513	2,634	2,679	62%	35%	18%	24%	-23%	24%	1.03%
DWP	17,133	12,850	12,904	31%	69%	34%	17%	29%	25%	5.00%
FCO	1,262	946	781	22%	0%	3%	-19%	28%	38%	0.30%
FSA	35	26	39	100%	0%	0%	22%	0%	-11%	0.01%
HMRC	17,929	13,447	8,996	N-A	N-A	35%	37%	44%	50%	3.48%
HM Treasury	485	364	146	N-A	N-A	0%	52%	57%	70%	0.05%
Home Office	5,213	3,910	3,482	N-A	N-A	29%	16%	23%	33%	1.34%
LOD	3,121	2,341	2,518	100%	0%	6%	-23%	6%	19%	0.97%
MOD	185,437	139,078	155,586	81%	18%	23%	-6%	13%	16%	60.20%
MOJ	70,767	53,075	55,058	0%	100%	29%	8%	6%	22%	21.30%
NCA	358	N-A	N-A	N-A	N-A	N-A	N-A	N-A	N-A	0.00%
ONS	657	493	592	51%	49%	14%	14%	17%	10%	0.22%
UKEF	79	59	95	N-A	N-A	0%	-6%	-9%	-21%	0.03%
TOTAL excl NCA	**333,447**	**250,085**	**258,478**	**64%**	**28%**	**25%**	**5%**	**15%**	**22%**	**100%[13]**

[13] NCA is excluded from totals to ensure incomplete data does not skew performance results.

Waste – % reduction compared to 2009-10 baseline

- % Reduction in 2011-12 compared to 2009-10
- % Reduction in 2012-13 compared to 2009-10
- % Reduction in 2013-14 compared to 2009-10

Waste reduced in 2013-14 (tonnes) against 2009-2010 baseline

- MOD 29,851 tonnes
- MOJ 15,709 tonnes
- HMRC 8,933 tonnes
- BIS 4,410 tonnes
- DWP 4,229 tonnes
- Defra 2,742 tonnes
- All other departments 9,095 tonnes

BIS – waste reduction gains

Successes in waste reduction across many of BIS' ALBs can be attributed to an ongoing estate rationalisation process delivering leaner operations, more efficient use of available office space and less waste being produced. Estate rationalisation also involves reuse of furniture and equipment, increased hot-desking and sharing space between departments. Workplace optimisation has led to more waste being recycled and less wastage of resources including food and paper.

BIS has increased the amount of food waste it recycles through anaerobic digestion and compost. This was achieved through a closer working relationship with its catering company. Only 49 tonnes of waste was incinerated in 2013-14 without energy recovery compared to the baseline of 199 tonnes. The amount of ICT waste recycled has increased from 2 tonnes in the baseline year up to 14 tonnes in 2013-14. As part of the improvement actions some sites have also changed their main waste contractor.

HMRC – office rationalisation and 'swap shop'

HMRC reduced the amount of waste it generated over the last four years by 50%. This is a significant achievement, particularly given that the office rationalisation programme has in itself generated additional waste. A 13% reduction in the size of the workforce from 2010 to 2014 has contributed to waste reduction but savings have also come from changes in the way HMRC manages its business and how individual members of staff behave. For example, a network of more than 500 green volunteers in offices across the UK actively encourages staff to cut the amount of waste they produce and to recycle as much as possible.

There has also been a focus on key stakeholders working together to improve recycling rates. 100% of HMRC's IT waste is reused within Government, the public sector or wider society, or responsibly recycled. Another success story is its in-house online 'Swap Shop' facility, which enables staff to pass on surplus office equipment and stationery to colleagues who might otherwise have to buy new supplies. HMRC is now leading the way in piloting a cross-Government re-use scheme, which will enable people to offer unwanted items – things that might otherwise have sat in cupboards gathering dust – to colleagues in other departments. The introduction of printers that default to double-sided printing, dual computer screens, and improvements in digital communications with customers, have all encouraged people to print less and reduce paper wastage. The impact of these changes saw HMRC's paper consumption drop by 10 million sheets during 2013-14.

7. Paper

TARGET: cut paper use by 10% in 2011-12

2013-14 PERFORMANCE HIGHLIGHTS:

– The Government as a whole reports a 31% reduction in paper consumption which is a further 5% reduction from the previous year.

– 20 departments report lower paper consumption compared to the baseline year.

– 13 departments report improved reductions from the previous year.

– The 31% reduction achieved – up from 26% in 2012-13 and 24% in 2011-12 – exceeds the 10% target for the third consecutive year.

– All departments which were able to provide full paper data report lower paper consumption, and 11 departments improved on 2012-13's performance.

7.1 The target

The 10% paper reduction target was set for the first reporting year of the GGCs in 2011-12 and is a subsidiary to the overall waste reduction target.[14] Cutting paper consumption contributes to reduced waste, expenditure and the environmental impacts of paper production. The formal target expired in 2011-12. Paper consumption continues to be measured and reported, and that progress is expected to continue.

7.2 Overall Performance

Paper consumption has improved yet further this year with a 31% reduction reported overall against the 2009-10 baseline, compared to 26% in 2012-13 and 24% in 2011-12. Although this shows a continuing upward trend towards less overall paper consumption, the picture is more mixed at department level. While 11 departments improved on 2012-13 performance, one department reports no further improvement, eight departments achieved lower reductions, and one department increased its paper consumption against the baseline.

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[14] It was set in response to the success of the Prime Minister's commitment to reduce carbon emissions on the central Government estate by 10% in the first year of the Coalition Government, as it was found that a one-year target galvanised departments' efforts and produced excellent results.

7.3 Individual departments

Eight departments – CO, DCLG, DCMS, DWP, DECC, DfT, HM Treasury and UKEF – reduced their paper consumption by over 40% compared to six in 2012-13.

– Success is attributed to: more efficient paper purchasing; encouraging staff to reduce how much they print and photocopy; fewer printers and the rollout of new ICT and laptops; and the Closed Loop recycled paper Initiative operated by HMRC-Banner. Improving electronic access to documents for flexible working has also been found to reduce paper consumption, with staff relying less on printed documents when working away from the office.

Some of the other biggest paper consumers also made progress.

– HMRC (responsible for 10% of Government's total paper consumption in 2013-14) made further steady progress with a 32% reduction against the baseline compared to 24% in 2011-12. This is attributed to: a swipe card system for printing and default double-sided printing; increasing the use of electronic communications for customers (e.g. online tax returns); its 'green volunteers' encouraging staff to print less; and championing its cross-Government Closed Loop recycled paper.

– MOD (which accounted for 18% of Government paper use) achieved a 17% reduction after falling below the baseline last year. It is working with HMRC to increase its paper recycling under the Closed Loop initiative.

– MOJ (which accounted for 22% of Government paper use) reported a 21% reduction in 2013-14. More reductions are expected once the process of fully digitalising the justice system is completed.

Eight departments improved on their baselines but performed less well than in 2012-13.

– BIS achieved a 34% reduction against the baseline. This is a lesser reduction compared to the 38% achieved in 2012-13, but still well ahead of the target, and an important contribution as it consumed 5% of government paper. BIS has significantly reduced its paper consumption and reduced waste by implementing a contactless card printer login system and running paper saving campaigns to reduce waste. Documents sent to the printer will not be printed until they are "released" by touching in with a staff ID card.

– The Home Office – which also accounted for 5% of Government paper consumption – made a 26% reduction against the baseline, compared to 33% in 2012-13. In 2013-14 it purchased 94% of its A4 paper from the cross-Government Closed Loop recycled paper Initiative (compared to 56% last year), saving £98,000. It has rolled out Closed Loop to 87 of its sites and is extending purchases to include A3 paper.

– LOD consumed 9% of Government paper but achieved a lower reduction this year – 26% compared to 34% in 2012-13 and 8% in 2011-12. The Crown Prosecution Service is still obliged to serve papers on defence and the courts if requested, and this has slowed down the reduction which new procedures will bring. Its confidential waste paper is recycled and the end product purchased under the Closed Loop recycled paper initiative.

Two departments report results below the 10% reduction target.

– DfE's performance fell to an 8% reduction against the baseline, compared to 23% in 2012-13 and 33% in 2011-12. DfE's reported data has included CAFCASS and Ofsted since 2012-13 but these two bodies are not yet reflected in a baseline adjustment.

– FSA has not achieved the 10% baseline target in three years of reporting and in 2013-14 paper consumption increased by 53% against its baseline. Its paper consumption peaked in May-June of 2013-14 due to the horsemeat food fraud investigation and associated reporting requirements. However, the FSA reports that its 2014-15 paper use is on target to show a reduction.

	Paper (reams A4 equivalent) – Target: 10% reduction by 2014-15 compared to 2009-10 (N-A = data not available)						
Department	Baseline (2009-10)	Target (2014-15)	Performance (2013-14)	% improvement in 2011-12	% improvement in 2012-13	% improvement in 2013-14	% total government paper in 2013-14 (excl NCA)
BIS	433,941	390,546	286,759	28%	38%	34%	5.12%
CO	56,396	50,756	20,171	46%	53%	64%	0.36%
DCLG	87,486	78,737	30,966	52%	67%	65%	0.55%
DCMS	5,102	4,592	2,723	3%	51%	47%	0.04%
DECC	7,193	6,474	3,494	48%	44%	51%	0.06%
Defra	151,529	136,376	114,924	23%	20%	24%	2.05%
DfE	69,014	62,113	63,690	33%	23%	8%	1.13%
DfID	16,003	14,403	12,050	23%	26%	25%	0.21%
DfT	159,090	143,181	87,739	37%	37%	45%	1.56%
DH	150,215	135,194	120,374	15%	20%	20%	2.14%
DWP	2,078,897	1,871,007	1,138,403	35%	39%	45%	20.33%
FCO	38,930	35,037	32,520	7%	13%	16%	0.58%
FSA	3,755	3,380	5,763	6%	-25%	-53%	0.10%
HMRC	852,830	767,547	580,545	24%	30%	32%	10.36%
HM Treasury	27,030	24,327	11,699	54%	48%	57%	0.21%
Home Office	398,001	358,201	292,592	28%	33%	26%	5.22%
LOD	680,081	612,073	504,265	8%	34%	26%	9.0%
MOD	1,242,363	1,118,127	1,030,417	11%	3%	17%	18.4%
MOJ	1,544,145	1,389,731	1,224,412	19%	15%	21%	21.86%
NCA	0	0	N-A	N-A	N-A	N-A	0.00%
ONS	57,109	51,398	34,174	11%	26%	40%	0.61%
UKEF	4,124	3,712	1,840	37%	57%	55%	0.03%
TOTAL excl NCA	8,063,234	7,256,912	5,599,520	24%	26%	31%	100%[15]

[15] NCA is excluded from totals to ensure incomplete data does not skew performance results.

Paper – % reduction compared to 2009-10 baseline

Legend:
- % Reduction in 2011-12 compared to 2009-10
- % Reduction in 2012-13 compared to 2009-10
- % Reduction in 2013-14 compared to 2009-10
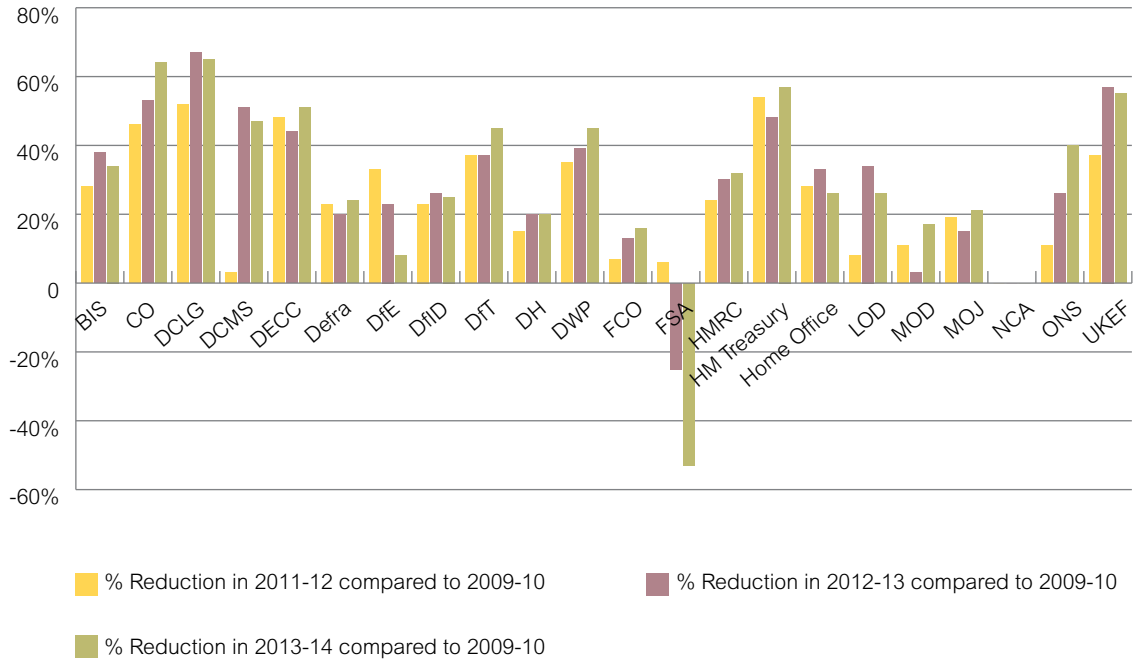
Paper saved in 2013-2014 (reams A4 equivalent) against 2009-10 baseline

- DWP 940,494 reams A4e
- MOJ 319,733 reams A4e
- HMRC 272,285 reams A4e
- MOD 211,946 reams A4e
- LOD 175,816 reams A4e
- BIS 147,182 reams A4e
- All other departments 396,258 reams A4e
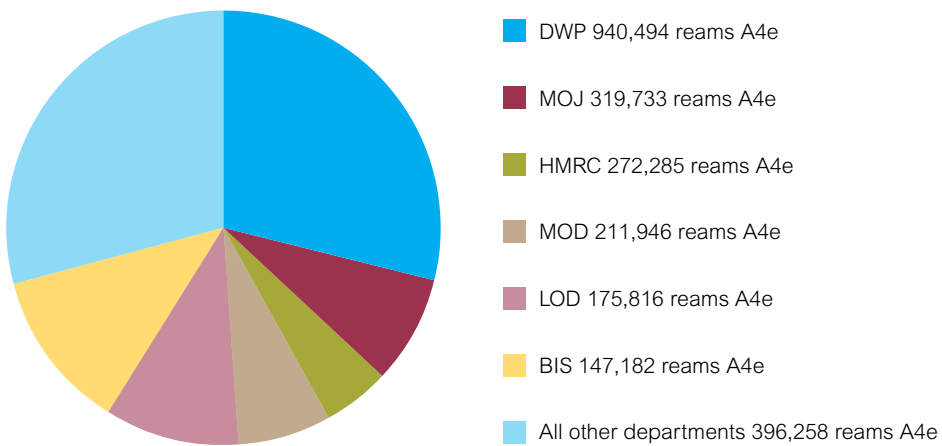
DWP – Sustainable printing

In 2011 DWP rolled out a project called The Sustainable Print Service with Xerox-iON,[16] aimed at deploying a new range of environmentally friendly and energy efficient (ENERGY-STAR compliant[17]) multifunctional devices (MFDs) to replace DWP's current printers, faxes, scanners and copiers.

The main aim of the MFDs is to reduce the amount of paper used by increasing double-sided printing and reduce energy consumption. The devices also rationalise the number of print facilities and can copy, print, scan and fax, and use half the energy of the separate devices previously used to deliver the same functions. There has been a 926% increase in the use of scanning for document distribution between 2011 and 2013 (over 8 million additional scans per year) instead of producing print-outs or photocopies.

DWP now also uses an on-line procurement portal which has delivered measureable savings of 71 tonnes of paper since April 2012, 693 tonnes of CO_2e and associated financial savings of £539,000 on postage and £226,000 on paper.

Savings due to these measures have resulted in a reduction in paper procurement of approximately 47% since 2009-10. This is approximately equivalent to 122 million pages per year and the associated carbon savings across DWP's estate have been estimated at approximately 2,994 tonnes per year.

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[16] Xerox-iON is a group of suppliers led by Xerox, providing DWP with business print, marketing and publicity products, secure print services, stationery, direct mail, stationery ordering and reprographics.

[17] ENERGY-STAR is an international standard for energy efficient consumer products.

8. Water

TARGET: by 2015, reduce water consumption from 2009-10 baseline and report on office water use against best practice benchmarks:

- ≥6 m³ water consumption per full-time equivalent staff member (FTE) – poor practice

- 4m3 to 6m³ per FTE – good practice

- ≤4m³ per FTE – best practice

2013-14 PERFORMANCE HIGHLIGHTS:

- The Government as a whole maintained the 9% reduction in water consumption achieved in 2012-13.

- Six departments met the challenging good practice benchmark for water use in offices.

- Two departments reported an increase in water consumption.

8.1   The target

The GGC framework recognises the importance of reducing water demand; but also that cutting water consumption is a costly, disruptive and complex challenge to departments. For this reason, no specific percentage reduction target was set for water, but all departments are required to make a reduction. The water target also uses a good practice benchmark to measure departments' office water efficiency performance against their number of full-time employees. The benchmark – steering organisations to aim to use less than 6m³ per full-time equivalent employee – is set by the CIRIA (the Construction Industry Research and Information Association), and is intended for use in both new and existing buildings. It nevertheless remains a challenging benchmark for most organisations, and this is particularly the case with Government departments which occupy a particularly wide range of buildings with a range of challenges and constraints.

8.2   Overall Performance

Government maintained the 9% reduction in water consumption against the 2009-10 baseline reported in 2012-13 – a reduction of over 3,400,000m³ of water, representing an estimated £7.9 million saving in water supply and sewerage charges.[18] Six departments met the good practice benchmark for office water. 19 out of 21 departments able to provide complete data improved on their baseline, with 14 improving on their 2012-13 performance.

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18   Estimate based on Southern Water, Thames Water and South West water charges for large users.

8.3 Individual departments

Seven departments report reductions of 30% or more.

– DCMS achieved a 71% reduction against its baseline due to its move to being housed in HMRC's London office.

– FSA's 53% reduction continued its good progress in this area, again because of reductions to estate size. The department's office water benchmark figure also showed an improvement although it remains one of the highest in Government.

Two departments reported reductions of between 20% and 30% and consolidated gains made in previous years.

– DWP's improved performance is attributed to better data accuracy and efforts to ensure more of its buildings achieve the best practice benchmark. The department intends to focus future efforts on improving 'poor practice' buildings to bring them closer to 'good practice'.

– HMRC slightly improved its performance through strategies including active management of leaks, water surveying and more accurate assessments of contractors, visitors and staff from other departments that occupy HMRC buildings.

Three departments made positive gains after increasing consumption last year.

– DfID and HM Treasury both cite rationalisation in their estates as key reasons. However, DfID reports consistent good practice in water consumption benchmarked by FTE, and HM Treasury still reports particularly high FTE figures.

– DH cites the refurbishment of many of its buildings for the transition to the new Health and Social Care system as a reason for improved performance.

Four departments improved on their baselines but performed less well than in 2012-13.

– CO has a smaller estate and invested in water saving initiatives, but its office water benchmark figure, although improved, remains high.

– DfT saw its performance fall from 16% last year to 8% this year, but it continues to have one of the lowest office water benchmark figures of any department.

– ONS' performance is due to leakage rather than consumption, and is expected to improve in 2014-15 once maintenance works are complete.

– UKEF's poorer performance is attributed to its relocating to 1 Horseguards Parade in London, which it shares with other departments, but where its water consumption is attributed on the basis of the proportion of the building occupied rather than being measured separately from other tenants.

– MOD maintained a 9% reduction in water consumption, accounting for approximately 62% of the Government's total water reduction.

Two departments reported increased water consumption compared to the baseline.

– DECC's performance has shown increased water consumption against baseline levels in all three years of reporting, in 2013-14 reaching a 33% increase on its baseline. This is attributed mainly to poorly performing hot and cold water dispensers at its London headquarters. In 2014-15 it plans to increase maintenance of its water plant and implement the results of a WRAP (the Waste Resources Action Programme) water audit.

– Defra's performance fell below baseline levels due to a major water leak at Kew Gardens in late summer 2013 which was rectified in November. Department analysis suggests that Defra would otherwise have achieved a 15% reduction. Defra achieved the good practice benchmark for office water.

| Department | Water (m³) (N-A = data not available) | | % improvement reported in 2011-12 | % improvement reported in 2012-13 | % improvement in 2013-14 | Office water (m³-FTE) in 2011-12 | Office water (m³-FTE) in 2012-13 | Office water (m³-FTE) in 2013-14 | % total government water in 2013-14 (excl NCA) |
	Baseline (2009-10)	Performance (2013-14)							
BIS	283,495	144,475	13%	44%	49%	7.2	10.2	7.0	0.41%
CO	52,388	45,123	-5%	15%	14%	11.6	13.9	12.2	0.13%
DCLG	99,358	49,521	35%	37%	50%	8.2	5.2	4.6	0.14%
DCMS	7,328	2,094	9%	40%	71%	13.4	9.0	4.7	0.01%
DECC	11,108	14,792	-5%	-3%	-33%	7.2	6.5	8.0	0.04%
Defra	711,610	718,366	23%	16%	-1%	6.3	5.6	6.0[19]	2.06%
DfE	91,225	52,218	27%	30%	43%	8.2	7.7	5.9	0.15%
DfID	8,459	7,024	13%	-12%	17%	5.6	5.5	4.6	0.02%
DfT	201,196	185,457	6%	16%	8%	6.2	5.7	5.9	0.53%
DH	283,469	235,336	17%	-5%	17%	8.3	7.6	6.8	0.68%
DWP	883,617	649,241	14%	19%	27%	7.8	7.5	7.2	1.86%
FCO	66,366	54,759	12%	14%	17%	14.6	9.9	8.7	0.16%
FSA	8,275	3,906	34%	46%	53%	15.2	12.6	12.1	0.01%
HMRC	961,843	725,150	22%	24%	25%	10.2	11.0	7.7	2.08%
HM Treasury	14,810	11,465	14%	-15%	23%	9.3	13.1	13.0	0.03%
Home Office	318,103	209,631	21%	30%	34%	13.4	9.7	9.1	0.60%
LOD	69,068	34,870	29%	40%	50%	9.0	8.0	7.1	0.10%
MOD	24,973,623	22,826,349	1%	9%	9%	12.3	11.8	12.1	65.47%
MOJ	9,285,981	8,876,304	1%	3%	4%	4.9	8.6	10.5	25.46%
NCA	38,943	N-A	N-A	N-A	N-A	N-A	N-A	N-A	0.00%
ONS	18,526	15,847	14%	20%	14%	5.6	5.8	6.3	0.05%
UKEF	2,762	2,250	33%	42%	19%	1.8	7.5	9.6	0.01%
TOTAL excl NCA	38,352,610	34,864,178	3%	9%	9%			7.52	100%[20]

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[19] Defra's figure was rounded up from 5.97 which means it met the good practice benchmark.

[20] NCA is excluded from totals to ensure incomplete data does not skew performance results.

Water – % reduction compared to 2009-10 baseline

Legend:
- % Reduction in 2011-12 compared to 2009-10
- % Reduction in 2012-13 compared to 2009-10
- % Reduction in 2013-14 compared to 2009-10
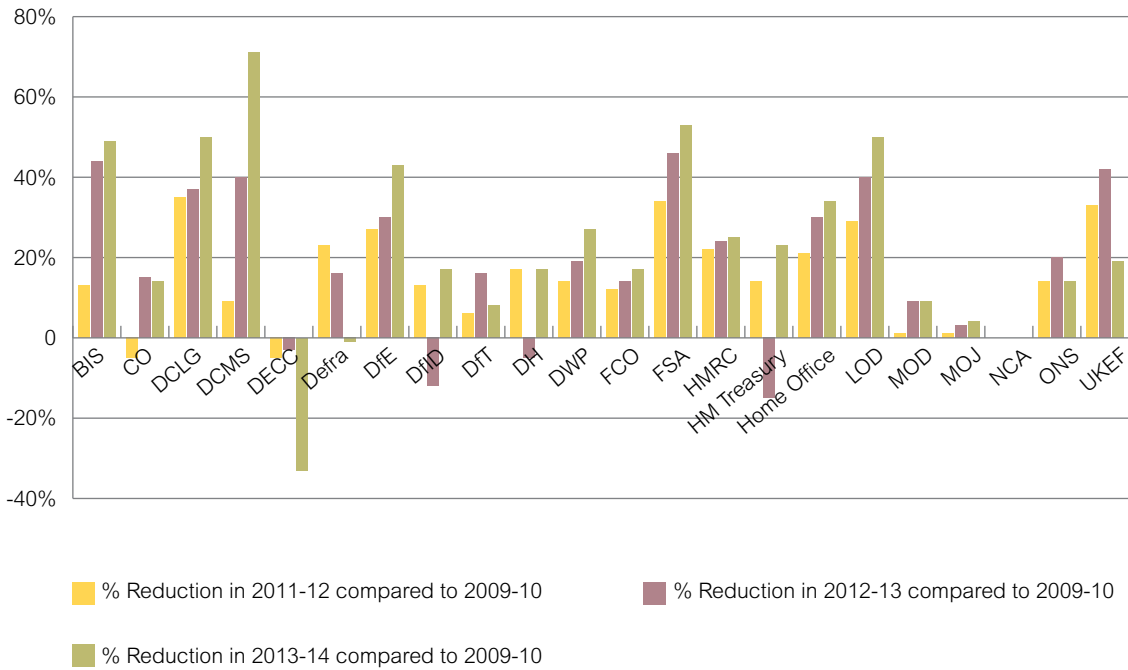
Water saved in 2013-14 (litres) against 2009-10 baseline

- MOD 2,147,274,000 litres
- MOJ 365,006,000 litres
- HMRC 236,693,000 litres
- DWP 234,376,000 litres
- HO 108,472,000 litres
- BIS 139,020,000 litres
- Rest of government 212,918,000 litres
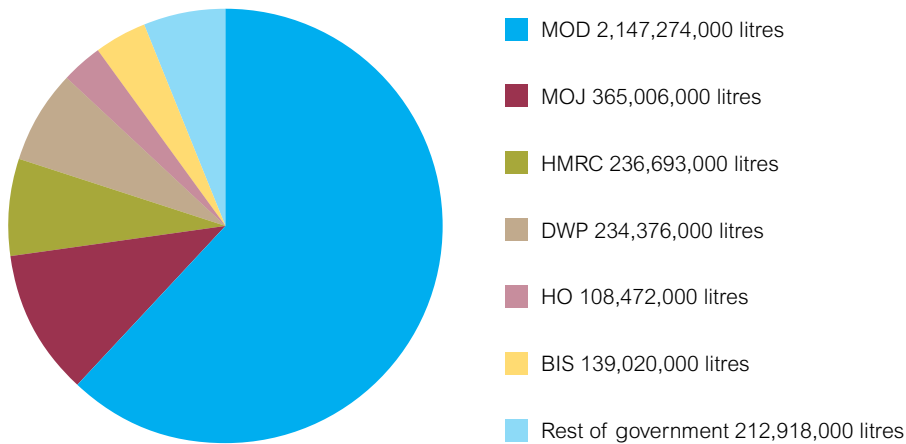
DCLG – Water efficiency

DCLG's main water use is for washroom facilities; restaurants and tea points and heating, ventilation and air conditioning systems. Total water consumption has been reduced by 50% since 2009-10, mainly through leak reduction work and adopting more water efficient behaviours, with particular focus on water use in tea points, canteens and toilets, and cooling plant. This year a further 13% reduction (up to 50% from 37% in 2012-13) has been achieved through reducing cistern flush volumes, installing flow controlling valves to taps and waterless urinals and reviewing cleaning practices.

The number of offices falling within good and best practice benchmarks has increased from 28% to 73% since 2009-10. DCLG's total office water consumption per FTE members of staff has also reduced this year as the department has sub-let more office space to other organisations, meaning essential water use (e.g. for cooling) is apportioned to a greater number of FTEs.

DCLG is keen to further increase the number of its own office buildings falling within good and best practice benchmarks, having already made good progress since the baseline year. To support this, the department ran a water efficiency campaign through 2013-14, conducted water audits at all key sites and is currently trialling a number of water efficiency devices, before introducing these across its estate.

DfID – Estate Rationalisation

DfID moved to a smaller office on Whitehall in London in January 2013 as part of its estate rationalisation project. It was a unique opportunity to ensure it installed efficient and effective water saving measures into the new office.

New water saving features installed as part of the refurbishment included: Dual flush mechanisms and waterless urinals; Passive Infra Red (PIR) Shut off Valves to the toilet; and the existing cold water supply serving each of the individual toilets and shower rooms are fitted with an occupancy shut down system. A water leak monitoring system was also installed. The cold water supply systems within the buildings are monitored for leakage and water wastage. A BREEAM compliant water monitoring system has been installed to the two existing incoming water supplies.[21]

The total cost of this refurbishment was £5.9 million and the project was implemented by contractors re-furbishing the new Whitehall office. DfID monitors its water consumption on a monthly basis so is able to investigate any fluctuations.

As a result of these changes, DfID has managed to save over 2000m³ of water during the first year of its occupancy in the new London office and achieve financial savings of 10%. No leaks have been identified since moving to the new office.

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[21] BREAAM is the Building Research Establishment Environmental Assessment Methodology for buildings and large scale developments, and the most widely accepted standard for best practice in sustainable design.

9. Sustainable Procurement

TARGET: by 2015 ensure Government buys more sustainable and efficient products and engages its suppliers to understand and reduce the impacts of its supply chain

• Embed the Government Buying Standards in departmental and centralised procurement contracts, within the context of Government's overarching priorities of value for money and streamlining procurement processes

• Improve and publish data on our supply chain impacts, initially focusing on carbon, but also water and waste – setting detailed baselines for reducing these impacts

2013-14 PERFORMANCE HIGHLIGHTS:

– Most departments have in place or are developing structures and processes to support sustainable procurement.

– Some notable areas of good practice include procurement of office ICT and office furniture.

– Some progress has been made in ensuring that centralised contracts allow for products compliant with the Government Buying Standards (GBS) to be purchased. Information on the extent to which departments are buying these products is not comprehensive, but is sufficient to provide assurance that progress is being made.

– Some 'early adopting' departments have made good progress on supply chain reporting.

– A system of collecting data for government's top 500 suppliers is now under way which extends our understanding of government's supply chain impacts. A pan-Government approach for identifying hotspots using this data and adopting ways of working with suppliers to reduce impacts is under discussion.

9.1   The target

Purchasing sustainable and efficient products is vital to meeting targets on carbon, water and waste. It supports a healthy economy by providing a ready market for sustainable products and services, which save money over the lifetime of a product or service. The GBS, developed by Defra, seek to make it easy for procurers to buy products of a high standard and stimulate investment in new technology and innovation through the guidance on best practice. By engaging with the supply chain, additional environmental and cost savings relating to energy, waste and water costs are made. As approximately 75% of the Government's total GHG emissions relate to supplier emissions, managing this impact is particularly important in terms of risk reduction, cost reduction and reputation. Working with suppliers magnifies the impacts of the sustainable procurement approach by impacting on supply to others as well.

Until the implementation of the GGCs, Government departments reported against a system known as the Flexible Framework, which lays down a hierarchy in terms of the organisational and governance arrangements. The GGCs introduce a quantitative approach to reporting in a phased way. The focus of reporting is on the use of standards. However, the themes of the Flexible Framework remain relevant and information on the general approach of departments is still sought.

In 2011-12, departments were asked to report on contracts for six key product groups: construction, timber used in construction, furniture, paper, ICT and vehicles. For 2012-13 the data request was refined and extended to cover food and catering. In 2013-14 minor amendments were made around reporting of GBS compliance, and departments were asked to report on progress on monitoring and managing their supply chain impacts using the SID4GOV supplier information database.

9.2 Performance: general approach to sustainable procurement

Departments provided a narrative on their overall approach. Notable achievements this year include:

(a) Mechanisms to identify and address staff training needs

ONS reported that its own e-learning course for Contract Managers has a section on sustainable procurement, and all ONS staff have been alerted to procurement sustainability issues via intranet alerts. All Procurement Unit staff are CIPS (Chartered Institute of Purchasing and Supply) qualified or studying towards qualification and sustainable procurement is a major topic in the training material. They also all have sustainable procurement objectives in their performance agreement.

(b) Embedding sustainability through policy and strategy

DCLG reported that its sustainable procurement approach is incorporated and maintained with its procurement strategy, which contains high level principles plus specific sections on GBS, delivery work streams, training and objectives, strategy and communication, supplier engagement and measurement. This is reflected in their procurement practitioner's handbook and specific process documentation.

(c) Tools and approaches to embed sustainability into procurement processes

FCO reported that its Corporate Procurement Group continued to embed sustainability into procurement procedures to enable policy departments and overseas posts responsible for under £80k procurement to be self-servicing. Its UK environmental management system was audited in May 2014 and the findings concluded that procedures were sufficient to support and deliver sustainable procurement.

The Home Office reported that it measures sustainability performance through the online self-assessment tool called CAESER, provided by NQC Ltd and hosted on the Sid4Gov platform. Suppliers provide details of their approach to the key themes of corporate social responsibility; environmental protection; labour standards; human rights; health and safety; ethical conduct and compliance; and economic development. On completion, suppliers

receive recommendations on further improvements and the Home Office receives ratings against compliance, and highlights areas of risk and opportunity.

(d) Evaluating and learning from results of sustainable procurement activities

HMRC is working collaboratively with its supply chain, and other stakeholders to:

– Reduce carbon, water and waste across the estate

– Ensure compliance with GBS and improve the sustainability performance of ICT goods and services

– Continue the rollout of the Closed Loop recycled paper initiative across government

– Work with its travel provider to help drive down business travel generally and domestic flights in particular

– Identify with Defra's help whether the current paper GBS can be improved to reflect developments in that sector.

Many departments report that suppliers are keen to drive forward the sustainable development agenda, and that in many instances sustainable solutions can be delivered at no extra cost or indeed less cost.

(e) CO: Centralised Contracting and Administrative Directions

The Crown Commercial Service (CCS) continues to seek to embed relevant and proportionate sustainability standards within its specifications on a case by case basis within its portfolio of framework agreements and contracts for common goods and services.

For example, the specification for the Facilities Management Framework Agreement, which has over 120 sub service categories including Building Maintenance and Catering, has been developed with Defra and WRAP to ensure standards meet customers' requirements.

The guidance on Article 6 of the Energy Efficiency Directive (issued by CO via a Procurement Policy Note in May 2014) puts additional obligations on public authorities to procure highly energy efficient goods and services. CO has also supported the Plan for Public Procurement: Food and Catering Services[22], a cross-departmental procurement priority, published after the reporting year. Its impacts will be felt in GGC reporting year 2015-16.

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[22] See www.gov.uk/government/publications/a-plan-for-public-procurement-food-and-catering

9.3 Performance: Government Buying Standards

Tables and commentary summarising Departmental procurement against GBS are shown in Annex II. Comparison is not straightforward and reporting remains patchy in some areas, but the data appears to show a positive picture, with further improvements in both reporting levels and the achievements being reported. Highlights include:

(a) **Office ICT products:** Continued full compliance by DCLG, DECC, DFE, DfID, DWP, and Home Office, and full compliance by FCO, HM Treasury and MOJ. Improvements by Defra.

(b) **Paper:** 90-100% compliance for office paper by CO, DCLG, DECC, DfE, DfID, DWP, MOD and MOJ.

(c) **Food and catering services:** major improvements in known compliance by DECC, DfE, DfID, DWP, FCO, Home Office, HMRC and MOJ.

(d) **Vehicles:** Strong performances by all major vehicle procuring departments, with HMRC procurement fully meeting the GBS and exceeding the standard for 22% of spend.

(e) **Furniture:** widespread prioritisation of re-used, refurbished or recycled furniture and 100% compliance with GBS reported for MOD, Home Office, DWP and DfE.

(f) **Construction:** All major new construction and refurbishment projects reported compliance with GBS and inclusion of sustainable timber procurement contractual clauses and suppliers providing evidence of compliance with Sustainable Timber Policy.

9.4 Performance: Supply chain impacts

The UK Government recognises the need to significantly reduce the environmental impact of its supply chain to make Governments operations and estates greener. Studies have shown that around 70% of the Government's carbon impacts are in the supply chain, and the same is likely to be the case for other environmental impacts.

Working with suppliers to manage supply chain impacts has multiple benefits from ensuring efficiency in the supply chain to greater resilience and the reputational benefits from leading the way. Forward-thinking businesses are making more and more effort in this direction, and government can usefully reinforce these endeavours to help drive a more efficient and resilient supply chain.

Some departments (Home Office, DECC, HMRC and DH) are well advanced in monitoring and mitigating their supply chain impacts. The current level of engagement is shown in table 1 below. Most departments are also doing so through following the Timber Procurement Policy and using the Buying Standards that relate to production processes such as in relation to textiles and using the GBS for common products.

All Departments now have access to the supply chain monitoring functions incorporated into the pan-departmental SID4GOV supplier information platform, rolled out by the CCS in July 2014. This covers the carbon, waste and water performance of the Government's top 500 suppliers (by spend). The information collected is intended to help manage supply chain impacts such as carbon emissions from data centre services. This data has been collated on a cross-government basis and is shown in Annex III on a sectoral level. It shows in broad terms the sectors with the largest impacts and will help departments identify hotspots and decide which sectors to work on. However, further work needs to be done before this represents an accurate baseline of environmental impacts.

Of the top 500 suppliers invited to respond with information on their emissions, 112 responded with figures on one of the 4 substantive Key Performance Indicators (KPI). These are Scope 1 and 2 carbon emissions, total amount of waste generated and total water use. Scope 3 emissions have not been included because of the variation in extent of its inclusion by different companies.

The data shows that there are some sectors with particularly high impacts in relation to one or more KPIs:

– Carbon – utilities and manufactured goods

– Waste – construction and manufactured goods

– Water – utilities and manufactured goods.

Defra and CO will be working with departments to identify impact hotspots, using the data obtained and other information, and to consider how best departments can work to address them. So at this stage only a few departments are actively and consistently taking action in this respect. Progress is being made to develop processes for managing those impacts.

Table 1: Departmental engagement in monitoring and managing <u>environmental</u> supply chain impacts			
Reporting Department	Aware…	Engaged…	Taking action…
	...of supply chain impacts as an issue for business planning and risk management	...in the supply chain impact management agenda	...to deliver efficiencies and manage risks through influencing supply chain impacts
	(e.g. attended Defra workshop/ supply chain user groups on SID4GOV and supply chain reporting)	(for example committing to identifying impact hotspots through SID4Gov supply chain reporting functionality and signed up to attend further supply chain user workshops)	(for example in the management of existing and the negotiation of new contracts with key suppliers)
BIS	Yes	No	No
CO	Yes	Yes	Yes[23]
DCLG	Yes	Yes	No
DCMS	Yes	No	No
DECC	Yes	Yes	Yes
Defra	Yes	Yes	No
DfE	Yes	Yes	No
DfID	Yes	No	No
DfT	Yes	Yes	Yes
DH	Yes	Yes	Yes
DWP	Yes	No	No
FCO	Yes	Yes	No
FSA	No	No	No
HMRC	Yes	Yes	Yes
HM Treasury	Yes	No	No
Home Office	Yes	Yes	Yes
LOD	Yes	No	No
MoD	Yes	No	No
MOJ	Yes	No	No
NCA	No	No	No
ONS	Yes	No	No
UKEF	No	No	No

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[23] CO is working through CCS to obtain supply chain impact reports from top level suppliers using the Sid4Gov database, which both CO and other departments will be able to make use of in managing the environmental impacts of their supply chain.

Home Office: Helping us improve – Facilities management and ICT

The Home Office began a programme of audits and investment and immediate monitoring of energy use in seven key sites in the North and West. In London and the South-East, the department worked in partnership with its facilities management supplier to deliver energy savings in excess of £1.2m and reduce CO^2e by 7,500 tonnes, of which £135,000 and 895 tonnes of CO_2e were saved in 2013-14.

In its London headquarters the Home Office delivered a 23% carbon saving against a 2009-10 baseline. Their supplier attained ISO 50001, the standard for Energy Management. This standard provides a framework for organisations to manage energy use and consumption and further underlines the commitment to the delivery of energy savings by our facilities management companies. This accreditation was formally recognised in July 2014.

Along with its ICT supplier, the Home Office introduced more cloud-based technology across most of its estate. In 2013-14 CO_2e reductions of 5% were evidenced in the department's London headquarters, 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.

Building energy is supplied via CCS contracts. 76% of purchased electricity is from a renewable source.

10. Transparency

TARGET: Departments will be open and transparent on the steps they are taking to address: climate change adaptation, biodiversity and the natural environment; procurement of food and catering services; sustainable construction; people.

2013-14 PERFORMANCE HIGHLIGHTS:

– 20 Departments have published information against some or all transparency commitments in their Annual Report and Accounts.

– Eight departments have covered all five transparency commitments.

– Most departments now report on climate change adaption, biodiversity and people.

– Fewer departments report on food procurement, catering services and sustainable construction.

10.1 The target

The GGCs note that the Government's impact and ability to show leadership stretches beyond just the headline commitments. The commitments also include a requirement to be transparent about the steps that departments are taking to deliver against target areas, as well as what they are doing to take action in the five areas of: climate change adaptation; biodiversity on their estates; food procurement; the standards set for construction projects; and action to promote staff wellbeing. This approach allows departments the discretion to use the methods and mechanisms best suited to their operations.

10.2 Overall Performance

Performance against the transparency commitments has slightly improved compared to 2012-13 and 2011-12. 21 departments have published their Annual Reports and Accounts (ARA) to Parliament at the time of writing this report.

Some departments, including DCLG and MOD, publish a dedicated Sustainability Report alongside their ARA. MOD also publishes the Sanctuary Magazine[24] which describes a range of sustainability initiatives by the department. Others, including DfE, include sustainability performance against the Greening Government and transparency commitments within their ARA. DfE has not yet published its 2013-14 ARA, and so has submitted its 2012-13 ARA, which had not been published at the time the previous GGC Annual Report was published.

Other departments, including Defra, have published separate statements on their sustainability and Greening Government performance. Four departments have dedicated webpages – DECC, DfID, the Home Office, and ONS.

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[24] See www.gov.uk/government/publications/sanctuary

Of those including sustainability information within their ARAs:

– Eight departments have covered all five transparency commitments – CO, DCLG, DECC, Defra, DfID, DWP, Home Office and MOD (compared to eight in 2012-13 and seven in 2011-12).

– Four departments have covered four out of five commitments – DH, LOD, HMRC MOJ (compared to three in 2012-13 and seven in 2011-12).

– Four departments have covered three out of five commitments – FCO, NCA, ONS and UKEF (compared to three in 2012-13 and two in 2011-12).

– Four departments have covered two out of five commitments – BIS, DCMS, DfT and FSA (compared to three in 2012-13 and two in 2011-12).

– One department has covered one out of five commitments – HM Treasury (compared to three in 2012-13 and one in 2011-12).

In terms of the individual transparency commitments:

– 20 departments have reported on the climate change and adaptation commitment compared to 19 in 2012-13 and 21 in 2011-12.

– 17 departments have reported on the biodiversity commitment, up slightly from 15 departments in 2012-13 and 2011-12.

– 13 departments have reported on sustainable construction, compared to 12 in 2012-13 and ten in 2011-12.

– Ten departments have reported on the food procurement and catering commitment, compared to nine in 2012-13 and 17 in 2011-12.

– 17 departments have reported on the people commitment compared to 15 in 2012-13 and 2011-12.

Developments since 2012-13 include: DCMS additionally reporting on people, DH not reporting on people; DWP additionally reporting on sustainable construction and food procurement and catering; the newly established NCA reporting on biodiversity, sustainable construction and people; ONS additionally reporting on climate change adaptation and biodiversity; and UKEF reporting on people but not sustainable construction.

The variation in levels of reporting against transparency areas may be due to a lack of activity or lack of need for activity in the areas specified – for example, some departments with only a small number of urban office buildings may have no operational impact on biodiversity, and others may not have undertaken any construction work during the year. It may also be that reporting might not fully reflect departments' efforts. For example, most if not all departments will provide food procurement and catering services at their buildings for the staff they employee, although not all have reported on their efforts to promote

sustainability in this area. Similarly, the workforce of all departments and delivery bodies will be essential to their work, and all departments will therefore be undertaking actions relating to staff wellbeing, and many will be encouraging staff volunteering. For a full table detailing transparency reporting, see Annex IV.

Number of transparency Commitments (out of five) included by each department in their Annual Reports and Accounts

Transparency commitments met 2011-12
Transparency commitments met in 2012-13
Transparency commitments met 2013-14
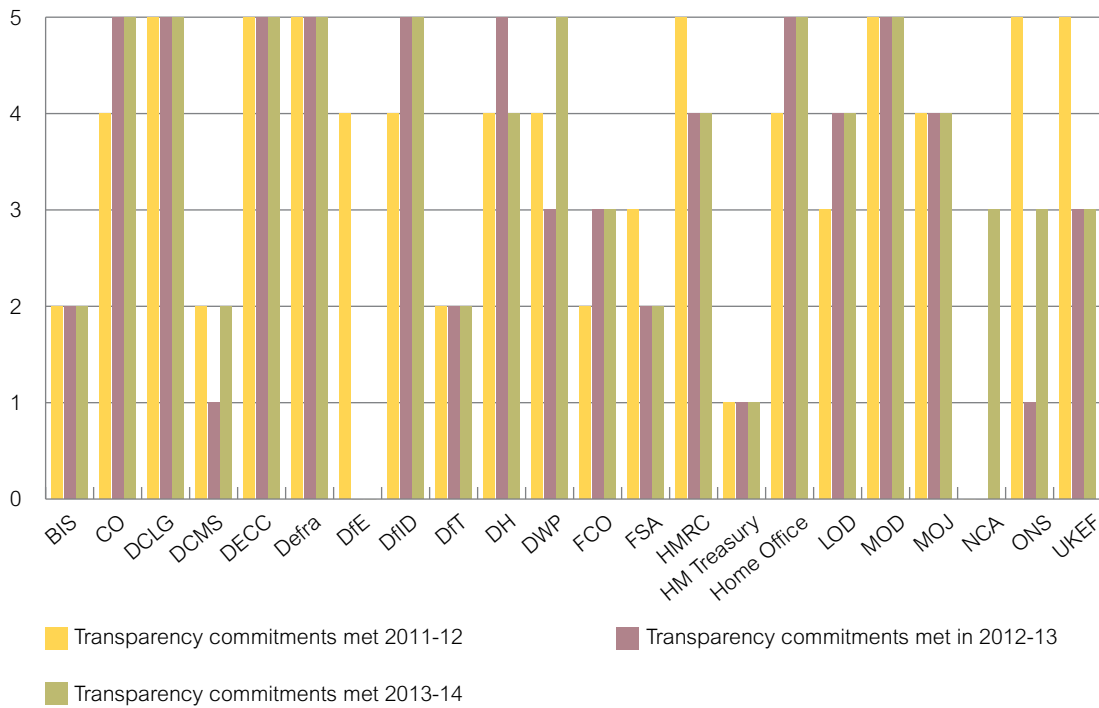
Number of each transparency Commitment met by reporting departments

Commitments met 2011-12
Commitments met in 2012-13
Commitments met 2013-14
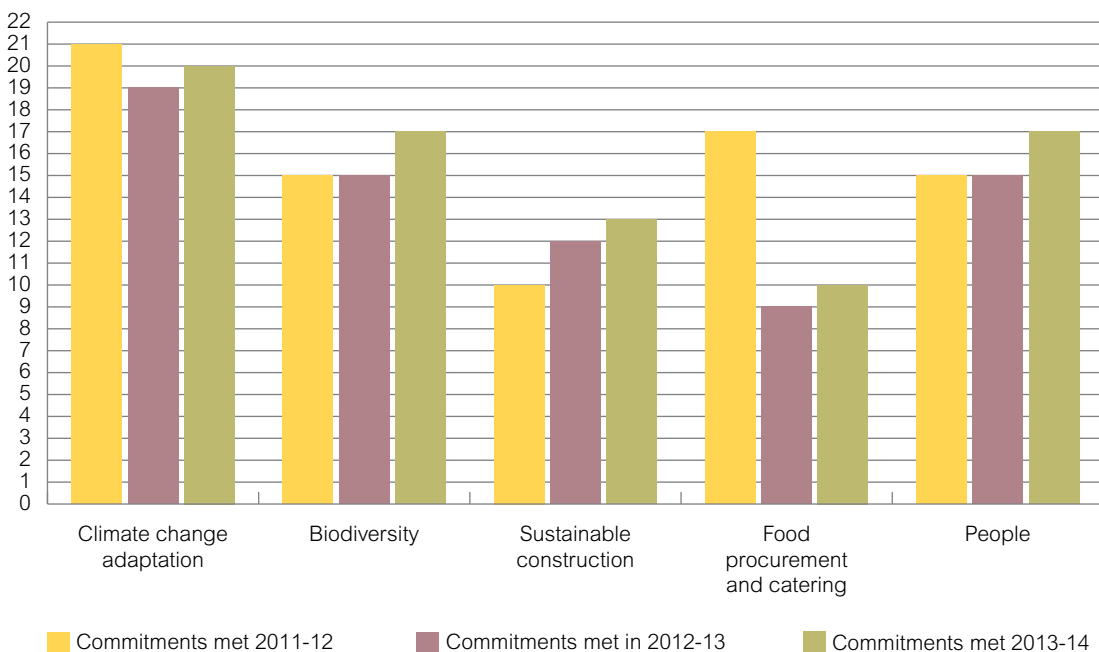
Home Office – protecting biodiversity

The Home Office Property Group have part funded a scheme of work with the River Stewardship Company (a local charity) to help improve the waterways and wildlife in and around Sheffield. The Sustainability team were keen to take part and see how the funding benefits the local area. They took to the River Don outside the UK Border Agency office at Vulcan House in Sheffield to help clear debris and remove invasive plant species along the river bank outside one of the Home Office's major office buildings.

MOJ – Barn Owl Project

MOJ's Sustainable Development Ecology Team has been working on their Barn Owl project for several years, with partners such as the Barn Owl Conservation Network and the Hawk and Owl Trust. The aim of the project was to reduce the gaps in breeding corridors across the MOJ's extensive estate where traditionally Barn Owls were recorded and have since disappeared. As the barn owl is a Schedule 1 bird under the Wildlife and Countryside Act 1981, and a species of conservation importance, it was crucial that these gaps in the MOJ corridors be closed to increase the number of breeding pairs on the MOJ estate. Involving the National Offender Management Service and the prison estate – especially large open prisons – was a crucial ingredient in this project, as long rank grassland – the favoured habitat of the barn owl – was created and breeding boxes erected.

Further to this, the MOJ Ecology Team wanted to involve staff, and in particular custodial and non-custodial offenders, as an opportunity existed for them to learn new skills in both rural land management and carpentry for building nesting boxes. All of this has made a difference to local communities, offenders and ultimately nature, as well as barn owls.

With the project now in its 15th year, it has proved not only to be one of the Ecology Team's most successful projects, but its longest running project. With over 10 MOJ sites and 1,310 acres of rough rank grassland actively involved in the project, five of which are being monitored as part of the Barn Owl Conservation Network and with over 2,000 boxes erected across the MOJ and its partner's estates, the Barn Owl project goes from strength to strength.

11. Performance of Arm's Length Bodies (ALBs) exempted from scope of targets but not from reporting

11.1 Introduction

Four ALBs – the BIS-sponsored Medical Research Council (MRC), Science and Technology Facilities Council (STFC) and UK Atomic Energy Agency (UKAEA); and the Health and Safety Laboratory (HSL) wing of the DWP-sponsored Health and Safety Executive – have been granted exceptional special case exemptions under the GGCs, under the criterion that there are no 'safe, technically feasible, and environmentally friendly' options available for meeting the objectives without preventing them from delivering on the service they are intended to provide. In each of these cases, the reason for their exemption is that the laboratory work for which they exist would be compromised by restrictions on energy or water use or waste produced. All four ALBs are, however, still required to report their impacts and to make efforts to reduce them where feasible. Their exemption means that data for these bodies were removed from departmental family baseline figures and from reporting from 2012-13 onwards. Reported figures for 2011-12, in which these organisations were included, were not revised. 2013-14 is the first time that HSL reports separately as it reported within DWP in 2012-13.

11.2 Data quality

The reporting returns from the MRC, STFC, UKAEA and HSL are collated by Defra but they are not quality assured by Carbon Smart. For last year's report, waste and paper data were missing for MRC. Much of UKAEA's baseline data was taken from 2010-11 or later, as 2009-10 data was not available, and it was working to better understand, report and improve its significant fugitive emissions. None of MRC, STFC or UKAEA provided a breakdown of office water data at that time. For 2013-14, MRC has not provided a baseline for waste and paper against which to compare performance. MRC, STFC and UKAEA have only reported their aggregate performance for 2013-14, without a breakdown by each quarter. Defra has calculated the percentage improvement against the baseline. MRC, STFC and UKAEA clearly need to address the shortcomings in their reporting. HSL have provided a baseline for 2009-10 data and both aggregate and quarterly breakdowns of data for 2013-14, which provides a percentage comparison for its performance. HSL have provided information to explain their performance, MRC, STFC and UKAEA have not.

11.3 Performance

The above data quality issues raise questions about this year's figures, but taken as they are certain points can be made.

On GHG Emissions:

– MRC and STFC report very substantial reductions – both over 70%. HSL and UKAEA fell short of the 25% target this year. HSL achieved a 21% reduction, which it attributes to targeted improvements to building thermal insulation, upgrading of boilers to

more efficient models, efficiency savings in various plant (e.g. Compressed air) and optimisation of building heating. UKAEA reports a significant gain from -38% below the baseline last year up to a 13% improvement this year.

On domestic flights:

– MRC, STFC and UKAEA report very significant reductions which exceed the 20% baseline target with MRC and STFC report having improved from negative positions on their baselines last year. HSL reports a 6% improvement in 2013-14 with its staff making 79 domestic flights in the reporting period, compared to 84 in 2009-10. HSL explains that the number of flights it makes is demand-led due to its growing business and incident response work.

On waste:

– UKAEA reports a 76% improvement on last year. HSL and STFC report increases in their waste levels against the baseline, and MRC provided no data to make a comparison to last year's performance. The total waste from HSL last year included large scale removal of historic material from its site as part of ongoing clean-up efforts. HSL, MRC and STFC report they recycle 100% of their ICT waste but UKAEA provides no data.

– UKAEA reports that it diverts 99% of its waste from landfill, which is an improvement from 77% the previous year. HSL and MRC report that they divert 70% of their waste from landfill, which is attributed to the selection of a new waste carrier with greater capacity for segregation and recycling of general waste, and improvements to staff segregation of ICT waste from general waste. STFC increased its landfill levels from 34% last year to a very high 87%.

– These landfill figures compare to 25% for the main departments in 2013-14 (see Chapter 4 on Waste). By comparison, the most recent figures for Local Authority collected and managed waste in England in 2013-14 (representing mainly household waste) showed 31% of waste sent to landfill, with 34% sent to landfill in 2012-13.[25]

On paper:

– HSL, STFC and UKAEA all report exceeding the 10% baseline target, with the latter two bodies achieving over 70% reductions. HSL attributes this to continued staff awareness of printing only essential documents, and improvements to internal systems to use on-line systems rather than printed forms. MRC has not provided a baseline to make a comparison.

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[25] Statistics on waste managed by local authorities in England in 2013-2014 (Defra, 2014) and in 2012/13 (Defra, 2013) www.gov.uk/government/statistics/local-authority-collected-waste-management-annual-results

On water:

– All four bodies report very significant gains which far exceed the 25% baseline target, with MRC, STFC and UKAEA all reporting reductions of over 70%. HSL attribute this to improved monitoring and leak detection and adjustments to tank filling and flushing regimes. No data has been provided on office water use against best practice benchmarks.

GHG emissions (tonnes CO_2e) –Target: 25% reduction compared to 2009-10				
	Baseline (2009-10)	Performance (2013-14)	% Improvement reported in 2012-13	% Improvement reported in 2013-14
HSL	6,520	5,150	0%	21%
MRC	34,737	10,296	-20%	70%
STFC	67,068	18,771	9%	72%
UKAEA	28,096	24,434	-38%	13%

Number of domestic flights – Target: 20% reduction by 2014-15 compare to 2009-10 (N-A = data not available)				
	Baseline (2009-10)	Performance (2013-14)	% Improvement reported in 2012-13	% Improvement reported in 2013-14
HSL	84	79	0%	6%
MRC	500	161	-17%	68%
STFC	586	234	-12%	60%
UKAEA	55	24	N-A	57%

Waste (tonnes) – Target: 25% reduction by 2014-15 compared to 2009-10 (N-A = data not available)							
	Baseline (2009-10)	Perfor-mance (2013-14)	ICT waste recycled	ICT waste re-used externally	% to landfill	% Improvement reported in 2012-13	% Improvement reported in 2013-14
HSL	125	135	100%	0%	30%	0	-8%
MRC	N-A	183	100%	0%	30%	N-A	N-A
STFC	1,117	1,346	100%	0%	87%	25%	-20
UKAEA	714	163	N-A	N-A	1%	2%	78%

Paper (reams A4 equivalent) – Target: 10% reduction by 2011-12 compared to 2009-10 baseline (N-A = data not available)

	Baseline (2009-10)	Performance (2013-14)	% Improvement reported in 2012-13	% Improvement reported in 2013-14
HSL	4,620	3,250	0%	30%
MRC	N-A	1,554	N-A	N-A
STFC	2,400	600	0%	75%
UKAEA	14,000	3,000	57%	79%

Water (m^3) – Target: by 2015, reduce water consumption from 2009-10 baseline and report on office water use against best practice benchmarks (N-A = data not available)

	Baseline (2009-10)	Performance (2013-14)	% Improvement reported in 2012-13	% Improvement reported in 2013-14	Office water (m^3-FTE) in 2013-14
HSL	28,616	15,455	0%	46%	N-A
MRC	334,556	50,764	0%	85%	N-A
STFC	162,478	47,664	16%	71%	N-A
UKAEA	150,836	28,682	54%	81%	N-A

Annex I: List of ALBs included in reporting and footnotes on exemption criteria

Department and ALB	Reporting status
BIS	
Advisory, Conciliation & Arbitration Service (ACAS)	Full
Companies House	Full
Government Office for Science	Full
Higher Education Funding Council for England (HEFCE)	Full
HM Land Registry	Full
Insolvency Service	Full
Intellectual Property Office	Full
Low Pay Commission	Full
Medical Research Council (MRC)	Exempt from targets but reports separately
National Measurements Office	Full
Natural Environment Research Council	Partial
Ordnance Survey	Full
Science and Technology Facilities Council (STFC)	Exempt from targets but reports separately
Skills Funding Agency (incl. National Apprenticeship Service)	Full
Student Loans Company Ltd	Full
UK Atomic Energy Authority (UKAEA)	Exempt from targets but reports separately
CO	
Advisory Committee on Business Appointments	Full
Big Lottery Fund	N-A
Boundary Commission for England	Full
Boundary Commission for Wales	Full
Civil Service Commission	Full
Commissioner for Public Appointments	Full
Committee on Standards in Public Life	Full
Deputy Prime Minister's Office	Full

Department and ALB	Reporting status
Government Estates Management	N-K
Government Procurement Service	Full
House of Lords Appointments Commission	Full
Office of the Leader of the House of Commons	Partial (Palace of Westminster functions not covered)
Office of the Leader of the House of Lords	Partial (Palace of Westminster functions not covered)
Parliamentary and Health Service Ombudsman	N-K
Prime Minister's Office	Full
Privy Council Office	Full
Review Body on Senior Salaries	Full
Security Vetting Appeals Panel	Full
DCLG	
Homes and Communities Agency	Partial
Planning Inspectorate	Full
Queen Elizabeth II Conference Centre	Full
DCMS – no ALBs reported, although some of these may be in scope	
Arts Council England	May be in scope but not reported
British Film Institute	May be in scope but not reported
British Library	May be in scope but not reported
British Museum	May be in scope but not reported
English Heritage	May be in scope but not reported
Equality and Human Rights Commission	May be in scope but not reported
Gambling Commission	May be in scope but not reported
Geffrye Museum	May be in scope but not reported
Government Equalities Office	May be in scope but not reported
Heritage Lottery Fund	May be in scope but not reported
Horniman Public Museum and Public Park Trust	May be in scope but not reported
Imperial War Museum	May be in scope but not reported
Museum of Science and Industry in Manchester	May be in scope but not reported
National Gallery	May be in scope but not reported
National Heritage Memorial Fund	May be in scope but not reported
National Maritime Museum	May be in scope but not reported

Department and ALB	Reporting status
National Museums Liverpool	May be in scope but not reported
National Museum of Science and Industry	May be in scope but not reported
National Portrait Gallery	May be in scope but not reported
Natural History Museum	May be in scope but not reported
Olympic Delivery Authority	May be in scope but not reported
Royal Armouries Museum	May be in scope but not reported
Royal Museums Greenwich	May be in scope but not reported
Science Museum Group	May be in scope but not reported
Sport England	May be in scope but not reported
Tate	May be in scope but not reported
UK Anti-Doping	May be in scope but not reported
UK Sport	May be in scope but not reported
Victoria and Albert Museum	May be in scope but not reported
Visit Britain	May be in scope but not reported
DECC	
Committee on Radioactive Waste Management	Full
Fuel Poverty Advisory Group	Full
Nuclear Decommissioning Authority	Partial (Subsidiaries and SLCs not included)
Nuclear Liabilities Financing Assurance Board	Full
Defra	
Animal Health and Veterinary Laboratories Agency	Full within Defra core
Board of Trustees of the Royal Botanic Gardens Kew	Full within Kew
Centre for Environment, Fisheries and Aquaculture Science	Full within Defra core
Defra – Agriculture and Horticulture Development Board	Full
Environment Agency	Full
Food and Environment Research Agency (Fera)	Full
Forest Enterprise England	Full
Forest Research	Full

Department and ALB	Reporting status
Forestry Commission	Partial (England offices only)
Marine Management Organisation	Full
Natural England	Partial (Nature reserves not in scope)
Plant Varieties and Seeds Tribunal	Full within Defra core
Royal Botanic Gardens, Kew	Full
Rural Payments Agency	Full within Defra core
Veterinary Laboratories Agency	Full within Defra core
Veterinary Medicines Directorate	Full within Defra core
DfE	
Children and Family Court Advisory and Support Service (CAFCASS)	Full
Children's Commissioner	Full
Education Funding Agency	Full
National College for Teaching and Leadership	Full
Ofsted	Full
Qualifications and Curriculum Authority	Full
Standards and Testing Agency	Full
Training and Development Agency for Schools	Full
DfID	
No qualifying ALBs	
DfT	
Air Accidents Investigation Branch	Full
British Transport Police Authority	Full
Driver and Vehicle Licensing Agency	Full
Driving Standards Agency	Full
Government Car and Despatch Agency	Full
High Speed Two (HS2) Ltd	Full within DfE (tenant in DfE building)
Highways Agency	Full
Marine Accidents Investigation Branch	Full within DfT core
Maritime and Coastguard Agency	Full
Rail Accidents Investigation Branch	Full
Traffic Commissioners	Full
Vehicle and Operator Services Agency	Full
Vehicle Certification Agency	Full

Department and ALB	Reporting status
DH	
Information Centre for Health & Social Care (Special Health Authority)	Full
MONITOR	Partial
National Institute for Health & Clinical Excellence (Special Health Authority)	Full
NHS Business Services Authority (Special Health Authority)	Full
NHS England	Partial
Public Health England	Full
DWP	
Equality 2025	Full within DWP
Health and Safety Executive	Full within DWP
Health and Safety Laboratory (HSL) (Executive Agency of HSE)	Exempt from targets but reports separately for first time in 2013-14
Pensions Regulator	Full within DWP
Social Security Advisory Committee	Full within DWP
FCO	
FCO Services	Full (except for FCO Services wider market impacts which are exempt)
Wilton Park	Full
FSA	
Meat Hygiene Service	Full within FSA core
HMRC	
The Adjudicator's Office	Full within HMRC core
Valuation Office Agency	Full
HM Treasury	
Asset Protection Agency	Full within DMO
UK Debt Management Office (DMO) (incl. Public Works Loan Board)	Full
Home Office	
Disclosure and Barring Service	Full
Office of the Surveillance Commissioners	Full
Security Industry Authority	Full
National Fraud Authority	Full

Department and ALB	Reporting status
HM Inspectorate of Constabulary	Full
HM Passport Office	Full
Independent Police Complaints Commission	Full
LOD	
Attorney General's Office (inc. Office of Budget Responsibility)	Full
Crown Prosecution Service (co-ordinates for LOD)	Full
HM CPS Inspectorate (HMCPSI)	Full
Serious Fraud Office	Full
Treasury Solicitor's Department	Full
MOD	
Defence Academy of the United Kingdom	Full within MOD core
Defence Science and Technology Laboratory (DSTL)	Full within MOD core
Defence Support Group (DSG)	Full within MOD core
Service Personnel and Veterans Agency (SPVA)	Full within MOD core
UK Hydrographic Office (UKHO)	Full within MOD core
MOJ	
Criminal Injuries Compensation Authority	Full
HM Courts and Tribunals Service	Full
HM Inspectorate of Prisons	Full
HM Inspectorate of Probation	Full
HM Prison Service	Full
Information Commissioner's Office	Full
Judicial Appointments and Conduct Ombudsman	Full within MOJ core
Judicial Appointments Commission	Full
Law Commission	Full within MOJ core
Legal Aid Agency	Full
National Offender Management Service (NOMS)	Full
Office of the Public Guardian	Full
Parole Board for England and Wales	Full

Department and ALB	Reporting status
Prison Services Pay Review Body	Full within MOJ core
Prisons and Probation Ombudsman	Full
Probation Trusts x 35	Full
The National Archives	Full
Victims Commissioner	Full within MOJ core
NCA – No qualifying ALBs	
ONS – No qualifying ALBs	
UKEF – No qualifying ALBs	

Annex II: Tables for Chapter 9 Procurement

TABLE 2: Procurement of Office ICT, Paper, and Food and Catering Services by Department

A: total value (£) of relevant products procured by or on behalf of Department 2013-14. B: total value (£) of relevant products procured by or on behalf of Department 2012-13. C: % by total value of those products known to meet or exceed mandatory GBS level 2013-14. D: % by total value of those products known to meet or exceed mandatory GBS level 2012-13. (N-A = data not available)

Dept.	Office ICT products (1)				Paper (2)				Food and Catering Services (4)			
	A	B	C	D	A (3)	B (3)	C	D	A	B	C	D
BIS	No data	£39,874,000	No data	94%	No data	£6,904,000	No data	36%	No data	£3,485,000	No data	41%
CO	£206,000	No data	0%	No data	£48,000	£43,000	100%	77%	£240,000	£231,000	0%	0%
DCLG	£92,000	£51,000	100%	100%	£85,000	£43,000	100%	100%	£42,000	£68,000	0%	N-A
DCMS	£29,000	£75,000	100%	100%	£5,450	£10,000	100%	100%	0	0	0%	0%
DECC	£2,021,000	£590,000	100%	100%	£47,000	£106,000	100%	81%	£171,000	£155,000	100%	63%
Defra	£6,263,000	£9,741,000	71%	62%	£293,000	£2,427,000	83%	32%	£1,339,000	£1,124,000	82%	92%
DfE	£65,000	£2,828,000	100%	100%	£134,000	£210,000	100%	100%	£1,239,000	£546,000	100%	0%
DfID	£1,790,000	£5,356,000	100%	100%	£26,000	£24,000	100%	100%	£120,000	£172,000	100%	91%
DfT	£13,300,000	£7,000,000	95%	95%	£4,620,930	£301,000	99.9%	99%	£276,000	£705,000	No data	86%
DH	£26,806,842.34	£14,807,000	99.7%	9%	£638,014.4	£8,525,000	92.82%	1%	£1,931,811.65	£4,639,000	96.39%	44%
DWP	£13,900,000	£63,000,000	100%	100%	£2,104,000	£9,395,349	100%	94%	£3,146,228	£2,879,757	59%	50.35%
FCO	£6,453,000	£2,752,428	99%	No data	£104,048	£193,000	94%	100%	£1,161,684	£814,000	70%	38%
FSA	No data	£568,000	No data	100%	No data	£48,000	No data	100%	No data	£40,000	No data	100%
HMRC	£11,981,000	£7,391,000	100%	96%	£5,598,532	£14,574,000	94%	29%	£1,200,622	£1,916,000	98%	8%
HM Treasury	£365,642	No data	100%	No data	£59,000	£62,000	99%	100%	£817,451	No data	33%	No data
Home Office	£1,116,000	£1,070,000	100%	100%	£698,000	£626,000	75%	66%	£327,484	£3,091,000	89%	64%
LOD	£390,893	£1,229,000	0	18%	£1,515,013	£1,223,000	67%	82%	£64,468	£104,000	N-A	0%
MOD	No data	No data	No data	No data	£5,940,730	£6,866,000	100%	No data	£58,000,000	£59,100,000	30%	76%
MOJ	£963,381	£266,450,000	100%	No data	£2,902,662	£3,410,000	100%	56%	£55,035,932	£62,532,000	100%	100%
NCA	No data	N-A	No data	N-A	No data	N-A	No data	N-A	No data	N-A	No data	N-A
ONS	No data	£2,598,000	0	No data	£146,000	£204,000	No data	45%	£875,450	£709,000	0%	0%
UKEF	No data	£269,000	No data	No data	£6,767	£7,000	100%	No data	£18,200	£2,000	100%	0%

TABLE 3: procurement of vehicles; procurement of furniture by Department

A: total value of relevant products procured by or on behalf of Department 2013-14. (£000). B: total value of relevant products procured by or on behalf of Department 2012-13 (£000). C: % by total value of those products known to meet or exceed mandatory GBS level 2013-14. D: % by total value of those products known to meet or exceed mandatory GBS level 2012-13. E: Did dept have a furniture re-use/refurb/recycling policy in 2013-14. F: Did Dept have a furniture re-use/refurb/recycling policy in 2012-13. (N-A = data not available)

Dept.	Vehicles (5)				Furniture (6)					
	A	B	C	D	A	B	C	D	E	F
BIS	No data	£2,010,000	No data	99%	No data	£2,708,000	No data	95%	No data	YES
CO	0	£3,609,000	N-A	3%	no data	No data	no data	No data	YES	No data
DCLG	0	0	N-A	N-A	0	£53,000	N-A	100%	YES	YES
DCMS	0	0	0%	N-A	£30,000	£60,000	100%	100%	No data	No data
DECC	0	0	N-A	N-A	£189,077	£69,000	4%	87%	YES	YES
Defra	£3,203,514	£2,502,000	12.11%	42%	£898,455	£1,453,000	47%	No data	YES	YES
DfE	0	0	N-A	N-A	£8,790	£8,000	100%	100%	YES	YES
DfID	0	0	N-A	N-A	£87,111	£10,000	100%	0%	No data	YES
DfT	£8,774,691.03	£4,000,000	100%	100%	£2,150,000	£775,000	87.5%	95%	No data	YES
DH	£3,043,600	£8,173,000	100%	38%	£3,300,790.01	£5,218,000	100%	17%	YES	YES
DWP	£5,305,723	£675,015	100%	98.5%	£553,192	£1,581,525	100%	100%	YES	YES
FCO	£75,405	£779,000	100%	0%	£3,264,706	£2,511,000	97%	100%	YES	YES
FSA	No data	£1,000	No data	100%	No data	£19,000	No data	100%	No data	No Data
HMRC	£4,733,539	0	100%	N-A	£2,337,102	£2,119,000	99%	99%	YES	No Data
HM Treasury	0	0	N-A	N-A	"minimal"	£41,000	no data	100%	YES	YES
Home Office	£4,918,877	£5,167,000	53%	46%	£952,000	£1,100,000	100%	100%	YES	YES
LOD	0	0	N-A	N-A	£486,365	£565,000	65%	83%	YES	YES
MOD	£118,000,000	£128,000,000	100%	0%	£10,060,000	£9,900,000	100%	100%	YES	YES
MOJ	£1,538,702	£1,735,000	N-A	55%	See footnote[26]	£498,000	See footnote[27]	100%	YES	YES
NCA	no data	N-A	No data	N-A	no data	N-A	no data	N-A	no data	N-A
ONS	0	0	N-A	N-A	no data	£28,000	no data	No data	No data	YES
UKEF	0	0	N-A	N-A	£60,400	£69,000	No Data	No Data	YES	YES

[26] Volumes not available as not ordered through the R2P system and they are recycled and reused wherever possible. 131 Solutions (formally Prison Industries) manufacture furniture. This is produced in prisons on demand.

[27] The policy is, where possible, to purchase through 131 as Newgate Furniture. They take existing office furniture and recycle it. They manufacture using the materials purchased, e.g. timber, which is covered in this report. Any other furniture if purchased is from CCS frameworks.

TABLE 4: procurement of construction (7)

A: total value of relevant construction projects procured by or on behalf of Department 2013-14 [number of contracts in brackets]

B: total value of relevant construction projects procured by or on behalf of Department 2012-13

C: % by total value of relevant construction projects known to meet or exceed mandatory GBS level 2013-14

D: % by total value of relevant construction projects known to meet or exceed mandatory GBS level 2012-13

E: Number of contracts 2013-14 including sustainable timber procurement clause

F: Number of contracts 2013-14 for which suppliers provided evidence of compliance with Sustainable Timber Policy

(N-A = data not available)

Dept	A	B	C	D	E	F
BIS	No data	£2,000,000	No data	100%	No data	No data
CO	0	0	N-A	N-A	N-A	N-A
DCLG	0	0	N-A	N-A	N-A	N-A
DCMS	0	0	0	N-A	0	0
DECC	0	0	N-A	N-A	N-A	N-A
Defra	£12,700,000	£1,596,000	N-A	N-A	1	1
DfE	0	0	N-A	N-A	N-A	N-A
DfID	0	£5,894,000	N-A	100%	N-A	N-A
DfT	£1,798,000	£700,000	0	N-A	0[28]	0
DH	£7,390,299.70	£4,000,000	100%	100%	Unknown	Unknown
DWP	£3,474,000	£9,900,000	100%	N-A	3	3
FCO	£3,678,000	£2,600,000	100%	N-A	2	2
FSA	No data	0	No data	N-A	No data	No data
HMRC	0	£530,000	N-A	N-A	N-A	0
HM Treasury	0	0	N-A	N-A	N-A	N-A
Home Office	£7,400,000	£13,250,000	100%	100%	3	3
LOD	0	0	N-A	N-A	N-A	N-A
MOD	£301,000,000	£185,910,000	No data	100%	no data	no data
MOJ	£17,064,046	£108,000,000	100%	100%	70	0
NCA	no data	N-A	No data	N-A	no data	N-A
ONS	0	0	N-A	N-A	N-A	N-A
UKEF	0	0	N-A	N-A	0	0

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[28] DfT's main new build project (£1.5m) does contain a significant element of contractor design and therefore they have produced the specification for the work. DfT understands that UK timber has been used within the design but is awaiting confirmation on the timber certification process from the Architects.

Annex III: Supply Chain Impacts – 2013-14

Industry Sector	Number of Suppliers	Total Central Government Spend in each industry sector	Environmental impacts – Apportionment Data: All Central Government Departments			
			Scope 1 GHG (tCO$_2$e)	Scope 2 GHG (tCO$_2$e)	Waste Generated (Mt)	Water Use (M³)
Accommodation and Food Services	7	£273,001,053	8,562	17,682	5,814	11,988,477
Administrative, Support, Waste Management and Remediation	42	£1,158,394,494	26,745	22,498	15,532	19,041,781
Arts, Entertainment Recreation	2	£11,404,225	202	1,099	63	399,669
Construction	40	£874,144,154	199,723	54,276	2,178,641	122,116,526
Educational Services	15	£150,576,397	3,016	4,335	3,716	1,197,077
Finance	14	£1,114,764,388	12,500	43,593	88,907	5,153,155
Health Care and Social Assistance	11	£77,474,192	15,160	10,216	2,642	6,741,921
Information	9	£418,966,461	24,678	77663	32,851	64,220,264
Management of Companies and Enterprises	7	£5,105,321	52	146	32	50,614
Manufacturing	54	£1,693,646,823	923,395	1,975,889	815,589	1,389,149,237
Other Services (Except Public Administration)	10	£50,722,939	1,853	2,041	336	1,042,256
Professional, Scientific and Technical	122	£3,149,056,878	993,535	526,701	1,233,795	124,513,353
Real Estate and Rental Leasing	17	£447,744,509	11,082	44,139	8,273	10,732,975
Retail Trade	2	£12,962,707	16,793	17,951	5,633	6,846,127
Transportation, Warehouse and Wholesale	33	£951,846,393	624,744	171,285	49,857	84,417,564
Utilities	8	£118,859,312	32,444,307	96,358	3,386,987	700,839,019

Note:

- This table gives a broad indication of those product/service groups that have high environmental impacts in their supply chain and would benefit from public sector engagement with the suppliers. The KPI data is a mix of both actual data (provided directly by the supplier) and estimated data (provided by NQC sources based on an advanced environmental profiling model).

- The total KPI data for each industry has been apportioned based on total supplier revenue against total central government spend.

- In some cases, the apportionment could not be calculated or included, due to a very low percentage figure of total central government spend against total supplier revenue.

- In some cases, the apportionment could not be calculated or included, as supplier revenue figures could not be sourced.

- In some cases, suppliers were unable to report KPI data and this also could not be sourced from elsewhere, therefore data for these suppliers is not included.

- GHG emissions are categorised into three groups or 'scopes' under the most widely-used international accounting tool, the Greenhouse Gas (GHG) Protocol. While **scope 1** and **2** cover direct emissions sources (e.g., fuel used in company vehicles and purchased electricity), **scope 3 emissions** cover all indirect emissions due to the activities of an organization including the emissions within their supply chain. Scope 3 carbon emissions are not included because of the large variation in those emissions being reported across companies.

Annex IV: Tables for Chapter 10 Transparency

Summary of Departments' of performance against the Transparency commitments								
			Coverage of transparency commitments in 2013-14 Annual Reports and Accounts (N-A = data not available)					
Department	Dedicated web page?	Published 2013-14 Annual Report and Accounts?	Climate change adaptation	Biodiversity	Sustainable construction	Food procure-ment and catering	People	Published related report (and link)
BIS	No	Yes www.gov.uk/government/publications/bis-annual-report-and-accounts-2013-to-2014	Yes	No	No	No	Yes	
CO	No	Yes www.gov.uk/government/publications/cabinet-office-annual-report-and-accounts-2013-to-2014	Yes	Yes	Yes	Yes	Yes	
DCLG	No	Yes www.gov.uk/government/publications/dclg-annual-report-and-accounts-2013-to-2014	Yes	Yes	Yes	Yes	Yes	2013-14 Annual Sustainability Report published alongside the DCLG's Annual Report and Accounts www.gov.uk/government/publications/dclg-annual-sustainability-report-2013-to-2014
DCMS	No	Yes www.gov.uk/government/publications/dcms-annual-report-and-accounts-2013-14	Yes	N-A	N-A	N-A	Yes	

Summary of Departments' of performance against the Transparency commitments (continued)								
			Coverage of transparency commitments in 2013-14 Annual Reports and Accounts (N-A = data not available)					
Department	Dedicated web page?	Published 2013-14 Annual Report and Accounts?	Climate change adaptation	Biodiversity	Sustainable construction	Food procure-ment and catering	People	Published related report (and link)
DECC	Yes	Yes www.gov.uk/government/publications/annual-report-and-accounts-2013-to-2014	Yes	Yes	Yes	Yes	Yes	Guidance on what DECC is doing to reduce waste and emissions www.gov.uk/making-the-department-of-energy-climate-change-sustainable
Defra	No	Yes www.gov.uk/government/publications/defras-annual-report-and-accounts-2013-to-2014	Yes	Yes	Yes	Yes	Yes	Latest update for Defra's GGC performance 2013-14 www.gov.uk/government/organisations/department-for-environment-food-rural-affairs/about/our-energy-use
DfE	No	Due to be published Winter 2014-2015	N-A	N-A	N-A	N-A	N-A	2012-13 Annual Report and Accounts www.gov.uk/government/publications/dfe-consolidated-annual-report-and-accounts-2012-to-2013[29]
DfID	Yes	Yes www.gov.uk/government/publications/dfid-annual-report-and-accounts-2013-to-2014	Yes	Yes	Yes	Yes	Yes	DfID progress update – Greening government transparency commitments (2013) www.gov.uk/government/publications/dfid-progress-update-greening-government-transparency-commitments

Summary of Departments' of performance against the Transparency commitments (continued)								
			Coverage of transparency commitments in 2013-14 Annual Reports and Accounts (N-A = data not available)					
Department	Dedicated web page?	Published 2013-14 Annual Report and Accounts?	Climate change adaptation	Biodiversity	Sustainable construction	Food procure-ment and catering	People	Published related report (and link)
DfT	No	Yes www.gov.uk/government/ publications/dft-annual-report-and-accounts-2013-to-2014	Yes	Yes	No	No	No	
DH	No	Yes www.gov.uk/government/ publications/department-of-health-annual-report-and-accounts-2013-to-2014	Yes	Yes	Yes	Yes	No	

Summary of Departments' of performance against the Transparency commitments (continued)								
			Coverage of transparency commitments in 2013-14 Annual Reports and Accounts (N-A = data not available)					
Department	Dedicated web page?	Published 2013-14 Annual Report and Accounts?	Climate change adaptation	Biodiversity	Sustainable construction	Food procure-ment and catering	People	Published related report (and link)
DWP	No	Yes www.gov.uk/government/publications/dwp-annual-report-and-accounts-2013-to-2014 Supplemented by www.gov.uk/government/publications/dwp-annual-sustainable-development-report-2013-to-2014	Yes	Yes	Yes	Yes	Yes	Sustainable Development statement transparency.number10.gov.uk/content/cross-government-priority/sustainable-development Sustainable Procurement statement www.gov.uk/government/organisations/department-for-work-pensions/about/procurement#sustainable-procurement GBS – DWP Position 2013-14 www.gov.uk/government/publications/government-buying-standards-dwp-position-for-year-2013-to-2014
FCO	No	Yes www.gov.uk/government/publications/foreign-and-commonwealth-office-annual-report-and-accounts-2013-14--2	Yes	Yes	No reference in Annual Report[30]	No Reference in Annual Report[31]	Yes	

Summary of Departments' of performance against the Transparency commitments (continued)								
			Coverage of transparency commitments in 2013-14 Annual Reports and Accounts (N-A = data not available)					
Department	Dedicated web page?	Published 2013-14 Annual Report and Accounts?	Climate change adaptation	Biodiversity	Sustainable construction	Food procure-ment and catering	People	Published related report (and link)
FSA	No	Yes www.food.gov.uk/about-us/publications/busreps/annualreport	Yes	No	No	No	Yes	
HMRC	No	Yes www.gov.uk/government/publications/hmrc-annual-report-and-accounts-2013-to-2014	Yes	Yes	Yes	No	Yes	
HM Treasury	No	Yes www.gov.uk/government/publications/hm-treasury-annual-report-and-accounts-2013-to-2014	Yes	No	No	No	No	
Home Office	Yes	Yes www.gov.uk/government/publications/home-office-annual-report-and-accounts-2013-to-2014	Yes	Yes	Yes	Yes	Yes	2013-14 Annual Sustainability Report www.gov.uk/government/publications/sustainability-report-2013-to-2014
LOD	No	Yes www.gov.uk/government/publications/crown-prosecution-service-annual-report-and-accounts-2013-14	Yes	Yes	Yes	Yes	No	

Summary of Departments' of performance against the Transparency commitments (continued)								
Department	Dedicated web page?	Published 2013-14 Annual Report and Accounts?	Coverage of transparency commitments in 2013-14 Annual Reports and Accounts (N-A = data not available)					Published related report (and link)
			Climate change adaptation	Biodiversity	Sustainable construction	Food procure-ment and catering	People	
MOD	No	Full Annual Report not yet published. Sustainable MOD Annual Report fulfils requirements to report sustainability performance under MOD's annual report and accounts www.gov.uk/government/ publications/sustainable-mod-annual-report-2013-to-2014	Yes	Yes	Yes	Yes	Yes	
MOJ	No	Yes www.gov.uk/government/ publications/ministry-of-justice-annual-report-and-accounts-2013-to-2014	Yes	Yes	Yes	No	Yes	
NCA	No	Yes www.gov.uk/government/ publications/home-office-annual-report-and-accounts-2013-to-2014	No	Yes	Yes	No	Yes	

| | | | Coverage of transparency commitments in 2013-14 Annual Reports and Accounts (N-A = data not available) | | | | | |
Summary of Departments' of performance against the Transparency commitments (continued)								
Department	Dedicated web page?	Published 2013-14 Annual Report and Accounts?	Climate change adaptation	Biodiversity	Sustainable construction	Food procure-ment and catering	People	Published related report (and link)
ONS	Yes www.ons.gov. uk/ons/about-ons/business-transparency/ organisation-declarations/ energy-consumption/ index.html	Yes www.statisticsauthority. gov.uk/about-the-authority/ what-we-do/corporate-information/annual-report-and-resource-accounts/ index.html	Yes	Yes	No	No	Yes	
UKEF	No	Yes www.gov.uk/government/ publications/annual-report-and-accounts-2013-to-2014--2	Yes[32]	Yes	No[33]	No	Yes	

29 This is included as it had not been published when the 2012/13 GGC Annual Report was published.

30 FCO states for the GGC Annual Report it is undertaking the following measures: The on-going major refurbishment of its King Charles Street headquarters in London is on track for a BREEAM 'Very Good' and FCO's facilities management and project contracts stipulate conformance with HMG's timber policy and prescribe treatment of construction waste.

31 FCO states for the GGC Annual Report it is undertaking the following measures: reducing food and packaging waste; and promoting and facilitating healthy eating choices. All food provided under its catering contract meets British Buying Standards; 100% of eggs are sourced from enriched cages, 88% of tea and coffee is Fairly Traded, no fish is sourced that appears on the Marine Stewardship Council 'fish to avoid' list and menus are designed to reflect in season products.

32 UKEF Annual Report and Accounts makes reference to Climate Change but states there is no adaptation plan in place due to the small size of its operations.

33 UKEF report that this was because no construction took place during 2013/14.

Annex V: Main Government Acronyms

BIS	Department for Business, Innovation and Skills
CO	Cabinet Office
CCS	Crown Commercial Service
DCLG	Department for Communities and Local Government
DCMS	Department for Culture, Media and Sport
DECC	Department for Energy and Climate Change
Defra	Department for Environment, Food and Rural Affairs
DfE	Department for Education
DfID	Department for International Development
DfT	Department for Transport
DH	Department of Health
DWP	Department for Work and Pensions
FCO	Foreign and Commonwealth Office
FSA	Food Standards Agency
HMRC	Her Majesty's Revenue and Customs
HM Treasury	Her Majesty's Treasury
HSL	Health and Safety Laboratory
LOD	Law Officers' Department
MOD	Ministry of Defence
MOJ	Ministry of Justice
MRC	Medical Research Council
NCA	National Crime Agency
ONS	Office for National Statistics
STFC	Science and Technology Facilities Council
UKAEA	UK Atomic Energy Authority
UKEF	UK Export Finance