

Nuclear Decommissioning Authority

Sustainability Report Financial Year:
April 2015 to March 2016



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Purpose

This report describes the NDA's sustainability performance, alongside related financial information, as required by HM Treasury's Financial Reporting Manual (FReM)¹. As part of its sustainable development strategy the Government encourages both companies and public bodies to disclose their sustainability and environmental performance via their annual reports and accounts. The report also explains the NDA's contribution to sustainability performance under the Greening Government Commitments (GGC)².

As a Non Departmental Public Body reporting to the Department of Energy and Climate Change (DECC) we have aligned our report to the Government's reporting guidance³. The boundary for this report is for the NDA administrative organisation (core NDA) as this covers direct operational control. There is a previously agreed exemption (by the Sustainable Development in Government (SDiG) Exemption Panel) that the NDA's subsidiaries and wider nuclear site estate are outside this reporting boundary.

Our targets

Optimising internal environment management can contribute to delivery of cost savings to the business, as well as delivering our Environmental Management System (EMS) targets and sustainability commitments to government. As part of our ISO14001:2004 certification⁴ NDA has had defined internal environmental performance targets since 2008. Following revised guidance from government, via our sponsoring body DECC, we have re-aligned our Internal Environmental Management (IEM) targets to those GGC targets to be mandated on the wider government estate. The baseline for the first set of GGC targets was 2009/2010, with the targets to be achieved by 2014/2015. The NDA achieved all these targets by the deadline date of March 2015. Whilst Government was preparing the new suite of GGC targets, seeking

¹ http://www.hm-treasury.gov.uk/frem_sustainability.htm

² <https://www.gov.uk/government/publications/greening-government-commitments-targets/greeninggovernment-commitment-targets>

³ https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/279330/PU1632_Sustainability_Reporting_Guidance.pdf

⁴ LRQA Approval Certificate No: LRQ 4002929



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further improvements in performance, we were advised for 2015/2016 to continue monitoring against the first suite of targets. These include:-

- 25% reduction in CO₂e emissions from energy and business travel
- 20% reduction in domestic air flights
- 25% reduction in waste arisings
- reduce water use and aim for the 'good practice' range of 4-6m³ per FTE per year in each of our buildings
- 10% reduction in paper use in 2011/2012.



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Summary of performance

This report describes the NDA's sustainability performance referred to in the HSSE section in the NDA Annual Report and Accounts, Financial Year: April 2015 to March 2016.

Our environmental performance in 2015/2016 was again good compared to our baseline year of 2009/2010 (this is the GGC baseline year). However, some metrics have shown an in-year increase.

The number of domestic flights (a GGC target) decreased significantly by 33% this year with an overall decrease of 72% from the 2009/2010 baseline which more than meets the target.

We also track our performance against paper usage as this is one of our environmental and resource aspects. We achieved the GGC target of a cut in our paper use by 10% by 2011/2012. By 2014/2015 we also achieved our own 'stretch' target of 64% reduction in A4 reams equivalent (as measured by A4, A3 and A5 paper usage) on the baseline year. For 2015/2016 this was bettered by an overall 70% reduction from the baseline year. However, we remain vigilant to ensure that good practices are maintained. The NDA uses closed loop paper purchased through the Government Office supplies Contract and is Government Buying Standards (GBS) compliant.

Our water usage decreased by 2.4% this year. Overall there is a 16% decrease in water usage from the baseline year. This achieves the GGC target of reducing water consumption from a 2009/2010 baseline and also the NDA's own internal target of a 5 % reduction e.g. limiting water use in toilet flushes etc.

There was a slight increase of 2.9% in our total greenhouse gas emissions this year, arising from energy and UK business travel, but this still represents a 35% reduction from the 2009/2010 baseline year and betters the target of 25%. The increase was due to fugitive emissions of refrigerant gases from the air conditioning system at Herdus House; such gases have strong greenhouse gas properties and small releases can have a big effect. The system is routinely maintained but is ten years old.

Energy usage decreased by 1% this year which makes a combined reduction of 39% on the baseline year. This long-term improvement has been achieved by a number of technical and behavioural interventions ranging from the replacement of energy inefficient equipment, installation of more efficient lighting, optimising our buildings'

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heating controls, reducing cooling for our computer server units and encouraging staff to act in more energy efficient ways. The NDA procures all gas and electricity via Government Procurement Services framework agreements and since FY 2013/2014 all electricity has been 100% green tariff.

Our waste generation increased by 19% this year due to office reorganisations and moves at Herdus House, including the relocation of the Sellafield local office to Herdus House when Sellafield became a subsidiary in April 2016. This has led to an increase in waste electrical and electronic equipment and general office furniture. The majority of the waste generated has been recycled. Overall there still has been a total reduction of 18% on the baseline year. We need to maintain focus on waste generation in coming years.

To enable comparisons to be made between years, details of performance can be normalised by a consistent factor to aid comparability. We normalise by Full Time Equivalent (FTE) staff numbers. For 2015/2016 the NDA equivalent headcount used for calculating 'per FTE' values was 294 – which is the number of employed NDA and RWM staff rather than the number of routine users of NDA offices. Where there are no local sub-meters available (i.e. NDA's office on the Sellafield nuclear site) or it is not appropriate to account for a NDA tenanted office's consumption on a pro rata basis (i.e. NDA's London office) an alternative is used. NDA staff in such offices are accounted for by an equivalent number of non-NDA staff (contractors and some Cumbrian based INS and contractor IT staff) working out of NDA's headquarters – Herdus House in West Cumbria. These accounting arrangements are consistent with previous years and the baseline year scope.

Summary of Performance

| Area | | Actual | Target Performance |
|---|-------------|----------------------------|--------------------|
| Greenhouse gas emissions (Scopes 1,2 & 3, business travel including international air travel) | | 1,199 te CO ₂ e | Bettered target |
| Number of domestic flights | | 272 | Bettered target |
| Office energy | Amount | 1,600,000 kWh | Bettered target |
| | Expenditure | £175.5k | |

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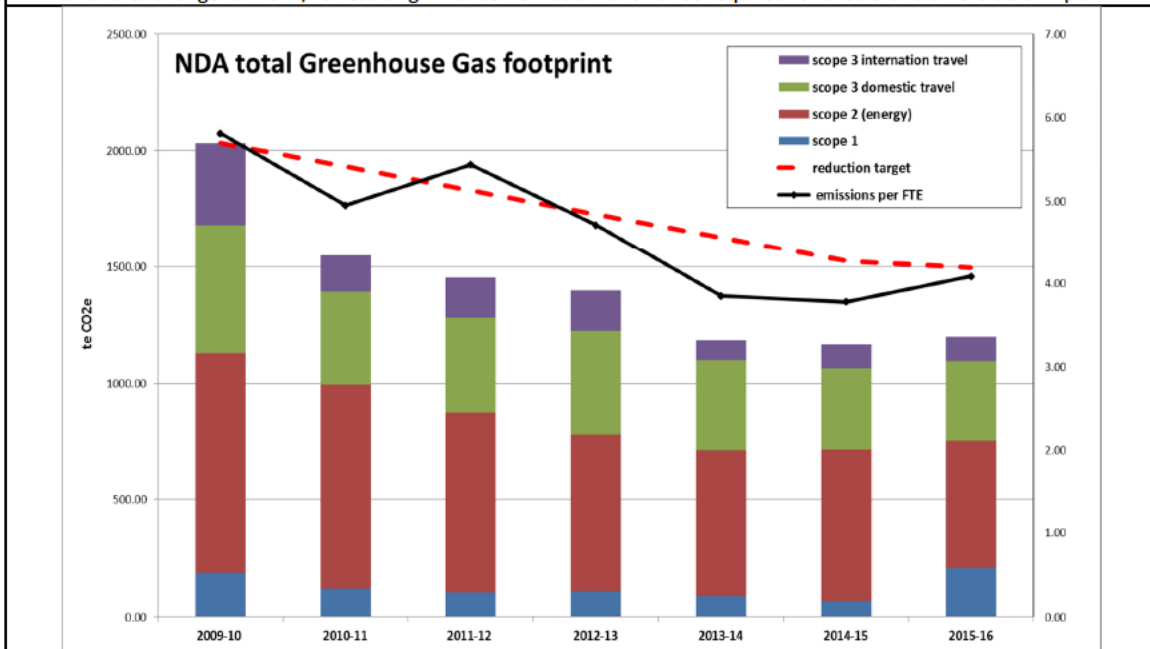
| Area | | Actual | Target Performance |
|--|--|--------------------------------------|---|
| Office waste | Amount | 50 te | Achieved target in 2014/2015 but same target not met in 2015/2016 |
| | Expenditure | £13,676 | |
| Office paper | Amount (A4 and A3/A5 reams equivalent) | 2,180 | Bettered target |
| | Printing expenditure | £39k | |
| Office paper – GGC target of cutting paper (A4 & A3) use by 10% in 2011/2012 from a 2009/2010 baseline | | 30% | Bettered target |
| Office paper – GGC target of cutting paper (A4 & A3) use by 64% in 2014/2015 from a 2009/2010 baseline | | 69% in 2014/2015 70% in 2015/2016 | Bettered target |
| Office water | Amount | 2,257 m ³ | Bettered target |
| | Expenditure | £5.9k | |

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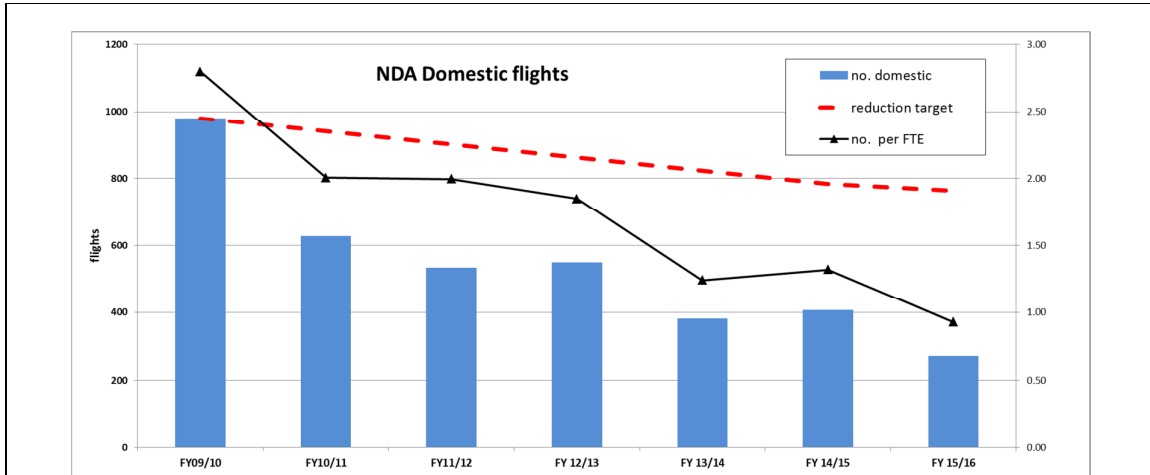
Greenhouse Gas Emissions

| Greenhouse Gas Emissions | | Baseline 2009/10 | 2010/11 | 2013/14 | 2014/15 | 2015/16 |
|---|-------------------------------|------------------|---------|---------|---------|--------------------|
| Non-financial indicators (te CO ₂ e) | Scope 1 (gas, oil owned cars) | 1,854 | 118 | 89 | 64 | 204 |
| | Scope 2 (electricity) | 944 | 878 | 624 | 651 | 551 |
| | Total Scope 1 & Scope 2 | 1,129 | 996 | 713 | 715 | 755 |
| | Scope 3 (business travel) | 737 | 552 | 472 | 451 | 443 |
| | Number of domestic flights | 979 | 628 | 382 | 407 | 272 |
| | Total Scope Emissions (1,2,3) | 1,866 | 1,548 | 1,185 | 1,166 | 1,199 |
| | Total Scope Emissions per FTE | 5.81 | 4.95 | 3.85 | 3.78 | 4.08 |
| Financial Indicators | CRC expenditure | n/a | n/a | £1,814k | £13.5k | £10.5k (estimate)* |
| | Carbon off-set cost | 0 | 0 | 0 | 0 | 0 |
| | Business travel cost | £1,221k | £983k | £1,067k | £1,162k | £722k |

*CRC rules change for 1014/15 resulting in no CO₂ emission allowance required for the Sellafield Fellside CHP plant



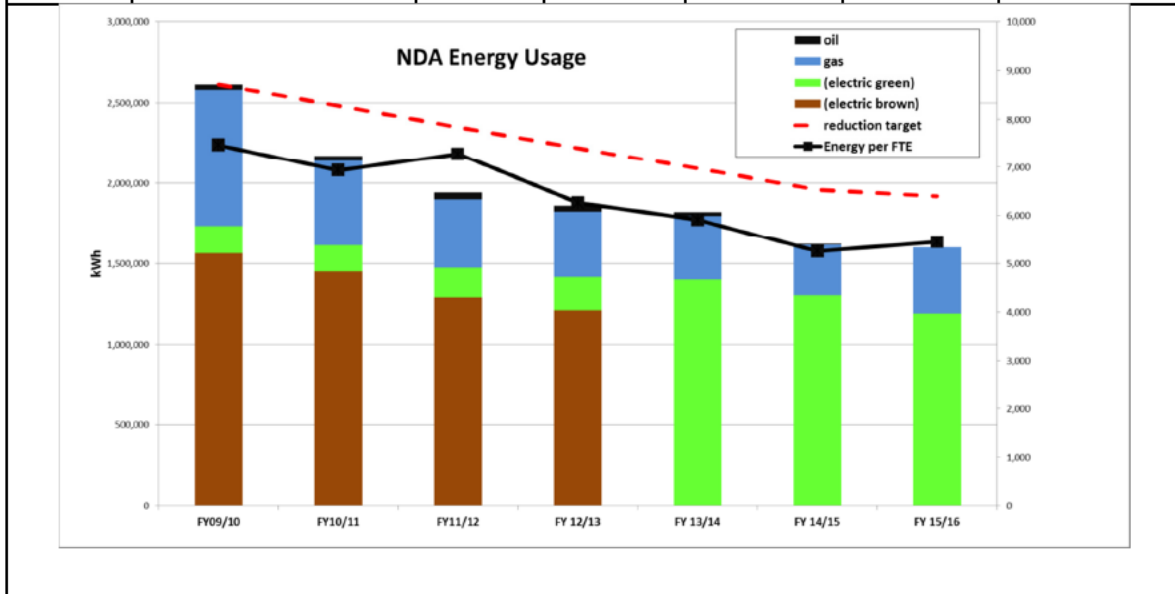
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Energy

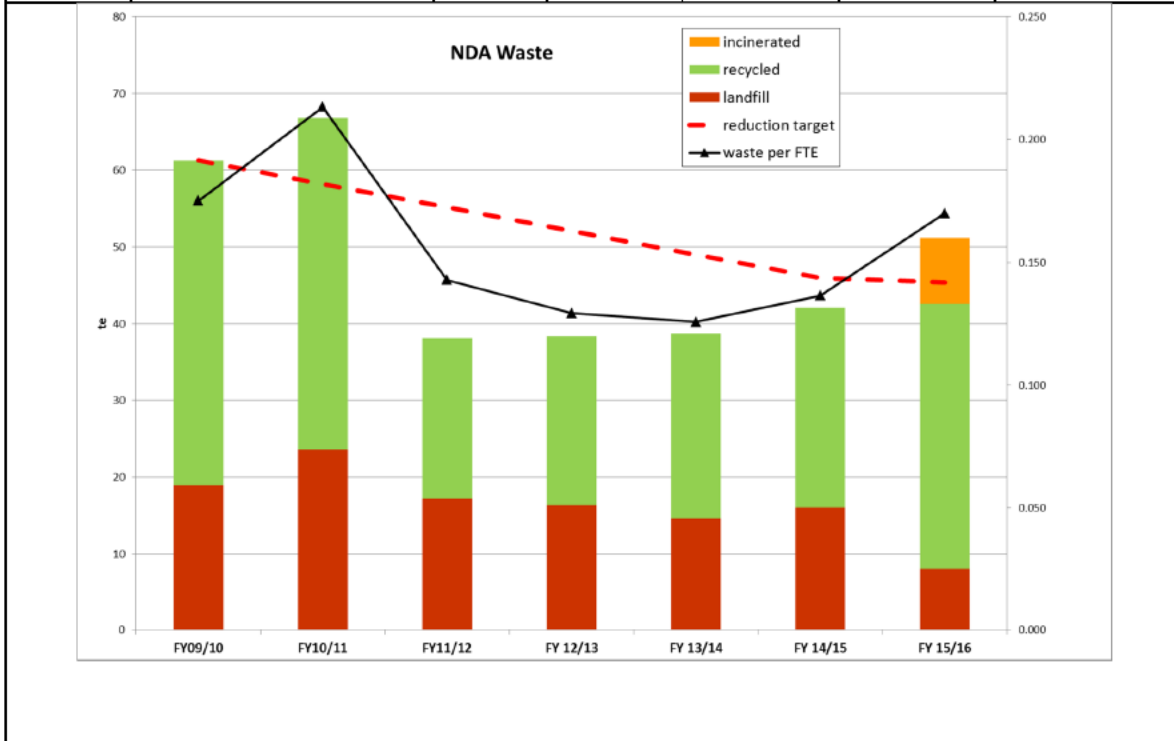
| Energy | | Baseline 2009/10 | 2010/11 | 2013/14 | 2014/15 | 2015/16 | |
|--------------------------------|----------------------------------|---------------------|-----------|-----------|-----------|-----------|-----------|
| Non-financial indicators (kWh) | Total Energy Consumption | 2,613,826 | 2,170,925 | 1,821,684 | 1,619,924 | 1,600,000 | |
| | Total Energy Consumption per FTE | 7,468 | 6,936 | 5,915 | 5,251 | 5,448 | |
| | Energy Consumption | Electricity non-RE | 1,562,140 | 1,450,056 | 0 | 0 | 0 |
| | | Electricity RE | 173,571 | 161,117 | 1,401,364 | 1,304,401 | 1,191,850 |
| | | Gas | 843,007 | 530,748 | 395,083 | 310,935 | 408,150 |
| | | Oil | 35,108 | 29,004 | 25,238 | 4,588 | 0 |
| Financial Indicators | Total Energy Expenditure | £246k | £165k | £143k | £141k | £175.5k | |



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Waste

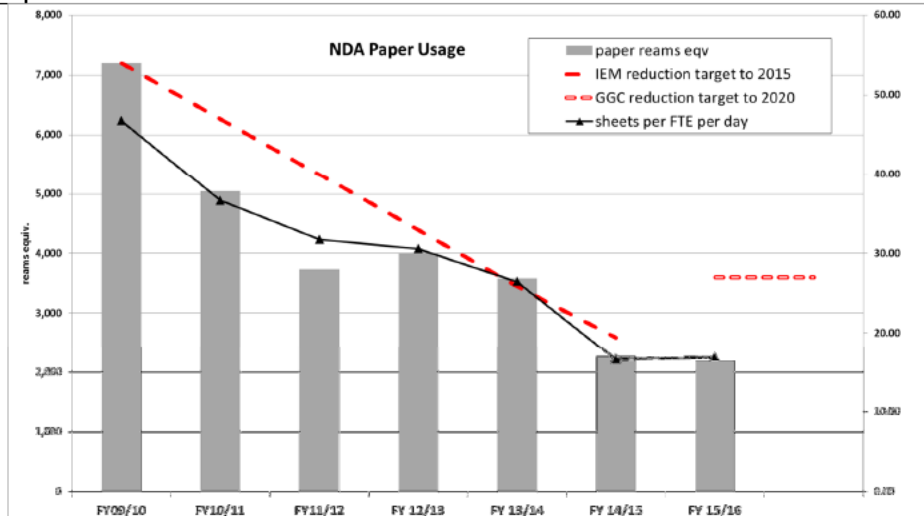
| Energy | | Baseline 2009/10 | 2010/11 | 2013/14 | 2014/15 | 2015/16 | |
|-----------------------------------|--------------------------------|------------------|---------|---------|---------|---------|-----|
| Non-financial indicators (tonnes) | Total waste arising te | 61.3 | 66.7 | 38.8 | 42.0 | 50 | |
| | Total waste arising per FTE te | 0.18 | 0.21 | 0.13 | 0.14 | 0.17 | |
| | Hazardous waste total te | 0 | 0 | 0 | 0 | 0 | |
| | No-hazardous waste te | Landfill | 19 | 23.6 | 14.7 | 16.1 | 8.1 |
| | | Incineration | 0 | 0 | 0 | 0 | 8.6 |
| Reuse/recycle | | 42.3 | 43.1 | 24.1 | 26.0 | 34.5 | |
| Recycling rate | | 69% | 64.6% | 63% | 62% | 67% | |
| Financial Indicators | Total Disposal Cost | £14.3k | £16.1k | £9.8k | £20.7k | £13.7k | |



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Paper & Printing

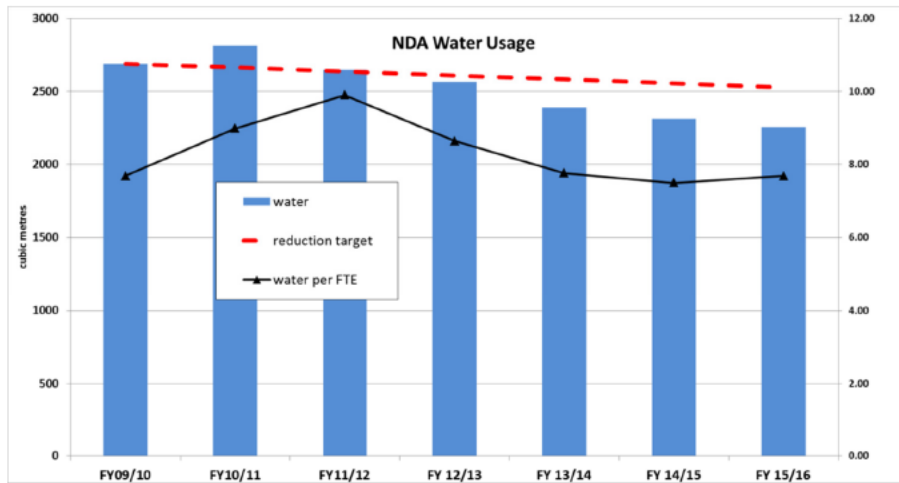
| Finite Resources, paper and printing | | Baseline 2009/10 | 2010/11 | 2013/14 | 2014/15 | 2015/16 |
|--|---|------------------|---------|---------|---------|----------|
| Non-financial indicators (m ³) | A4 a& A3 reams used – GGC metric | 7,193 | 5,044 | 3,584 | 2,256 | 2,180 |
| | A4 equivalent sheets used per FTE per day | 47 | 37 | 26 | 17 | 17 |
| | Total paper purchased (sheets equivalent) | 2.51 m | 1.79 m | 1.85 m | 1.42 m | 0.97 m |
| Financial Indicators | Paper Cost | £19.2k | £13.6k | £9.1k | £5.6k* | £4.7k* |
| | Printing Cost | £187.6k | £143.6k | £49.0k | £49.0k | £39.0k # |
| <p>* Only NDA Herdus and Hinton costs as RWM at Harwell orders own stationery</p> <p># Managed under a multi-site single contract. Figure includes 6 printers at Herdus, 1 at Hinton and 6 at Harwell but excludes Dounreay and London offices. Cost ~£3k per printer.</p> | | | | | | |



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Water

| Finite Resources, paper and printing | | Baseline 2009/10 | 2010/11 | 2013/14 | 2014/15 | 2015/16 |
|--|--|------------------|---------|---------|---------|---------|
| Non-financial indicators (m ³) | Water used (only 3 rd party supply) | 2,690 | 2,813 | 2,391 | 2,313 | 2,257 |
| | Water use per FTE | 7.7 | 9.0 | 7.8 | 7.5 | 7.7 |
| Financial Indicators | Total Cost | £19.9k | £17.4k | £12.6k | £13.8k | £5.9k |
| | Cost per FTE | £55.86 | £55.47 | £40.91 | £47.75 | £20.20 |



Climate change adaptation

We aim to minimise the detrimental effects on climate from greenhouse gases and ozone depleting substances in any relevant work we do, and maximise our resilience and adaptability to climate change. We have implemented a Business Continuity Management System to ensure that critical business functions and key resources are identified, and measures put in place to recover them within an acceptable time frame should a disruptive event or events occur, such as adverse weather conditions.



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Sustainable procurement including food

The NDA is mandated to utilise the Crown Commercial Services (CCS) frameworks where a suitable framework exists. Both CCS and the NDA are committed to sustainable procurement, paying particular attention to ensuring that value for money is obtained and procurement processes are streamlined.

The Chartered Institute of Purchasing & Supply (CIPS) sets the standard for excellence and compliance within Procurement and as such, the NDA has previously been accredited CIPS corporate certification. The NDA therefore, has a number of policies and procedures in place to demonstrate our compliance with the standards set for sustainable procurement.

The NDA appoints its contractors on the basis of balanced criteria including elements such as financial stability, health, safety and environmental management and quality management. The NDA bulks commodities where appropriate and buys collaboratively with the nuclear estate or public sector where suitable opportunities exist.

NDA is taking steps towards full sustainable procurement by ensuring where possible, contracts are placed through Crown Commercial Services who progressively mandate sustainable procurement i.e. all our electricity is now 100% green. The NDA is working towards full compliance with the government's Timber Policy. All A4 and A3 paper is now 100% recycled and we are working towards a goal of all paper products being 100% recycled.

The NDA fosters a good working relationship with its supply chain and our Supply Chain Charter sets out the principles which encourage mutual sustainable procurement benefits.

We work with our supply chain to eliminate waste and manage environmental impacts and actively encourage relevant contractors to be more energy efficient. We require our supply chain to undertake environmental assessments, producing annual environmental reports where appropriate.

Our catering services provider who runs our canteens has a sustainability policy which includes a 'green purchasing policy' which includes an active effort to find sustainable and responsible suppliers for the sourcing of organic, Fair Trade and sustainable products.



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Environmental compliance

This year we have not had any environmental incidents and not been subject to any enforcement action or fines.

Biodiversity and natural environment

The NDA does not have a need for a Biodiversity Action Plan. However we encourage tenants on our (non-designated) land to participate in environmental stewardship programmes where appropriate. It is also a contractual requirement for the Site Licence Companies managing our nuclear sites to have in place suitable Biodiversity Action Plans.

Notes:

This report has been prepared with reference to guidelines laid down by HM Treasury in 'Public Sector annual reports: sustainability reporting guidance' published at www.gov.uk.

1. For presentation purposes the tables omit data for financial years 2011/2012 and 2012/2013.
2. Scope 1 – includes all gas and oil energy including those apportioned pro rata in a shared building. It also includes pool car mileage under control of NDA.
3. Scope 2 – values calculated from monthly supply meter readings.
4. Scope 3 – Aircraft flight information includes domestic, short and long haul – international travel is not excluded. International air travel emissions include an uplift factor of 1.9 to account for radioactive forcing, in accordance with Government Carbon Offsetting Facility (GCOF) rules. Component from taxis claimed as expenses assessed using cost of a 5 mile journey using average fare data. Supply chain or embedded emissions from purchased products or services are not included.
5. We have not reported components where these are not separately identified in tenant service contract charges i.e. some water and waste disposal charges which are not separately billed for.
6. Due to problem in obtaining data after a change in service provider, flight data and information for 2009/2010 has been calculated as an average between 2009/2010 and 2010/2011 data.
7. During 2011/2012 one NDA shared office was relocated and one further building closed resulting in changes to the sustainability reporting boundary. In



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2012/2013 one of our offices was closed with staff being relocated as tenants in another organisation's building. In 2014/2015 our Forss office closed with staff transferring onto the Dounreay site. This new office space is not locally metered. At the end of 2015/2016, the NDA office on the Sellafield Site was close and personal transferred to the NDA Herdus House.

8. Waste masses are assessed by a combination of direct measurement and calculation based on standard waste containers dependent on the type of waste. For a description of our reporting scope and the calculation methodology, see our Carbon Accounting Procedure at www.gov.uk/nda.