



Home Office

# Sustainability report 2014-15



# Our sustainability vision

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

# Foreword

## Lord Bates – Home Office Minister for Sustainable Development



As the Home Office Minister with responsibility for Sustainable Development, I am pleased to present this third Sustainability Report. Each year brings fresh challenges and hard choices. In these times of austerity it makes even more sense to strive to reduce resource use and costs and to be a more sustainable organisation. I know from my meetings with officials that the Home Office has worked hard to show its commitment to sustainability and this report is one example of that.

I am encouraged to see sustainability being given more weight in decision making, is being promulgated through our supply chain and that we are encouraging others, like the police and our suppliers, to embark on this journey of sustainability together. Acting in accordance with the principles of sustainability can help us all to face up to the changes needed and to identify future proofed solutions.

## Roger Fogg – Chief Commercial Officer and Sustainability Champion



As the Home Office sustainability champion, I am pleased to see how sustainability is increasingly embedded within Home Office business processes and how we are beginning to exert influence on more of our stakeholders and in our supply chain. We continue to exceed our small and medium sized enterprises (SME) spend targets and we have revised our innovation programme to assist the SME Action Plan.

I am also delighted to report that the Department has achieved the headline Greening Government Commitments (GGC) target of a 25% reduction in greenhouse gas emissions against the 2009-10 baseline. We achieved an overall reduction of 27%. Against the same baseline we have produced 32% fewer emissions from buildings, water consumption fell by 43%, waste has been reduced by 31% and paper use fell by 19%. This has been achieved by hard work from many people across many work areas, here in the Home Office, and throughout our supply chain.

I look forward to seeing continued improvement next year following the introduction of new mobile technology; new ways of working, including hot desking; improved information technology solutions and intelligent monitoring and analysis of energy efficiency in our larger buildings.

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# Executive summary

Sustainability is about applying economic, social and environmental thinking to an issue and paying particular attention to the long-term consequences. It can be thought of as a long-term, integrated approach to achieving quality of life improvements while respecting the need to live within environmental limits.

The coalition government set out its **vision for sustainable development** in February 2011 committing to mainstream sustainability so that it is central to the way government makes policy, procures goods and services and runs its estate.

As the Department responsible for cutting crime, reducing immigration and preventing terrorism, we have a duty to help keep the UK safe. At the same time, we are taking care to understand our sustainability impacts in relation to these priorities. Following the General Election in May 2015, the new Government added Tackling Extremism and Preventing Abuse and Exploitation to their list of priorities.

Crime and terrorism have a direct financial cost for those affected and for the UK economy; they have a significant impact on personal and societal well-being and, indirectly, affect the sense of community and undermine businesses. Immigration directly affects the well-being of those seeking asylum and other migrants and has wider implications for social cohesion and the growth of the UK economy.

In this report we are able to demonstrate how we add value to the services we deliver, contributing to social well-being, ensuring environmental quality and supporting the economy, now and in the future. We give examples of where the Home Office business adds value to the UK and how we are collaborating with others to do things better. We have:

## Social



- introduced the Immigration Act 2014 containing measures to stop migrants using public services to which they are not entitled and make it easier to remove people who should not be here
- protected young people experiencing a mental health crisis in police cells
- protected our border from illegal drugs and other goods
- targeted gang-related crime
- set up TrackMyCrime a new online system to allow people who report a crime to follow it through the investigation stage easily and securely
- set up projects and workshops and developed tools to identify and support those at risk from radicalisation and extremism
- supported communities through organised programmes such as the Local Alcohol Action Areas
- protected those in society who are in danger of exploitation, through the introduction of the Modern Slavery Act 2015 and refreshing the action plan for the National Group on Sexual Violence against Children and Vulnerable People
- updated our e-sourcing portal to include specific terms and conditions (T&Cs) on Modern Slavery
- set up a new Child Abuse Image Database to provide law enforcement agencies with better tools to search seized devices and increase their ability to identify victims

## Economic



- channelled more resources into fighting crime
- increased our spend with small and medium sized enterprises (SMEs) to 18.4%, up from 17.1% last year
- reorganised our London headquarters building and co-located 1,700 staff from the Department of Communities and Local Government, saving the Department £13.5 million annually

## Environmental



- met the GGC target to reduce greenhouse gas emissions from buildings and travel by 25% by the end of March 2015 against a 2009-10 baseline
- met all the other GGC targets with the exception of domestic flights taken
- reduced building emissions by 32% against a 2009-10 baseline
- calculated the total carbon footprint of crime within England and Wales to be around 4 million tonnes of CO<sub>2</sub>e a year, equivalent to powering around 900,000 UK homes for a year
- benchmarked our buildings against ventilated and air-conditioned offices in the commercial property sector
- reduced our asylum footprint emissions by 7%

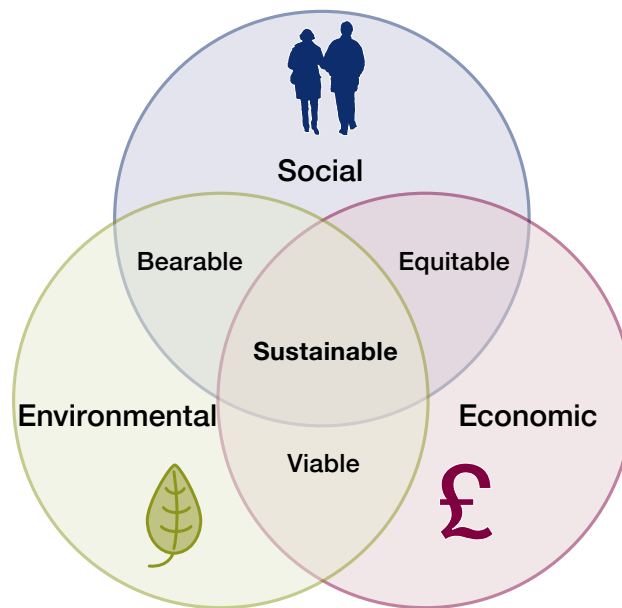
As we leave 2014-15 behind we look forward to our plans for 2015-16 and the challenges ahead. In January 2015, Ministers agreed to retain the **Greening Government Commitments** framework for 2015-16 on a 'maintain performance and strive to improve' basis. We will continue our progress in these and other areas.

Next year's approach to sustainability reporting will be developed in accordance with a new approach to streamline Departmental annual reports and embed sustainability in departments' overall performance metrics.

# Introduction

This report shows the contribution to sustainability of the Department and its associated public bodies, listed at **Annex A**. These contributions are maximised when they consider and enhance the three areas of sustainability: social, economic and environmental.

## The three areas of sustainability



This report expands upon the sustainability material in the Home Office **Annual Report and Accounts 2014-15**. We report in accordance with guidance in **HM Treasury's Government Financial Reporting Manual** (FReM).

We describe our accomplishments in the three areas of sustainability and our ongoing efforts to improve these with a long term approach to ensure a safer and fairer society and supporting sustainable economic growth, while protecting the environment.

We have included short features illustrating our achievements and we highlight a number of personal profiles demonstrating sustainability in action. The material selected for this report is only a small part of the work we do and further information can be requested using the contact details at the end of the report.

The report is divided into five sections:

**Section 1** - outlines what sustainability means for the Home Office and how we are embedding sustainability into our business processes and wider thinking

**Section 2** - details performance against the **Greening Government Commitments** (GGC)

**Section 3** - sets out our corporate social responsibility work with our supply chain

**Section 4** - outlines added value outcomes of our processes and our policies and how we are working with others to embrace the three areas of sustainability

**Section 5** - looks back at our commitments in our 2013-14 report and then considers the issues that will impact on the Home Office in the future

**Section 6** - details our methods of assurance and data quality

# 1: Sustainability in the Home Office

## 1.1 Our priorities

The Home Office has four key priorities as set out in our 2013-15 Business Plan: to cut crime, reduce immigration, prevent terrorism and promote growth by keeping the UK safe. Following the General Election in May 2015, the new Government added Tackling Extremism and Preventing Abuse and Exploitation to their list of priorities.

The Plan also specifically sets out our sustainability priorities. These are to:

- assess and manage social and environmental impacts and opportunities in policy development and decision making
- deliver on the Greening Government Commitments
- procure from small businesses with the aspiration that 25% of all spend in contracts should be awarded to small and medium sized enterprises by 2016-17

We have also prioritised:

- reporting sustainability and articulating progress, including how we add value
- influencing the performance of our supply chain, the police estate and police procurement decisions
- measuring the carbon cost of crime and sustainability of asylum accommodation and services
- setting building energy benchmarking



Our headquarters building in London

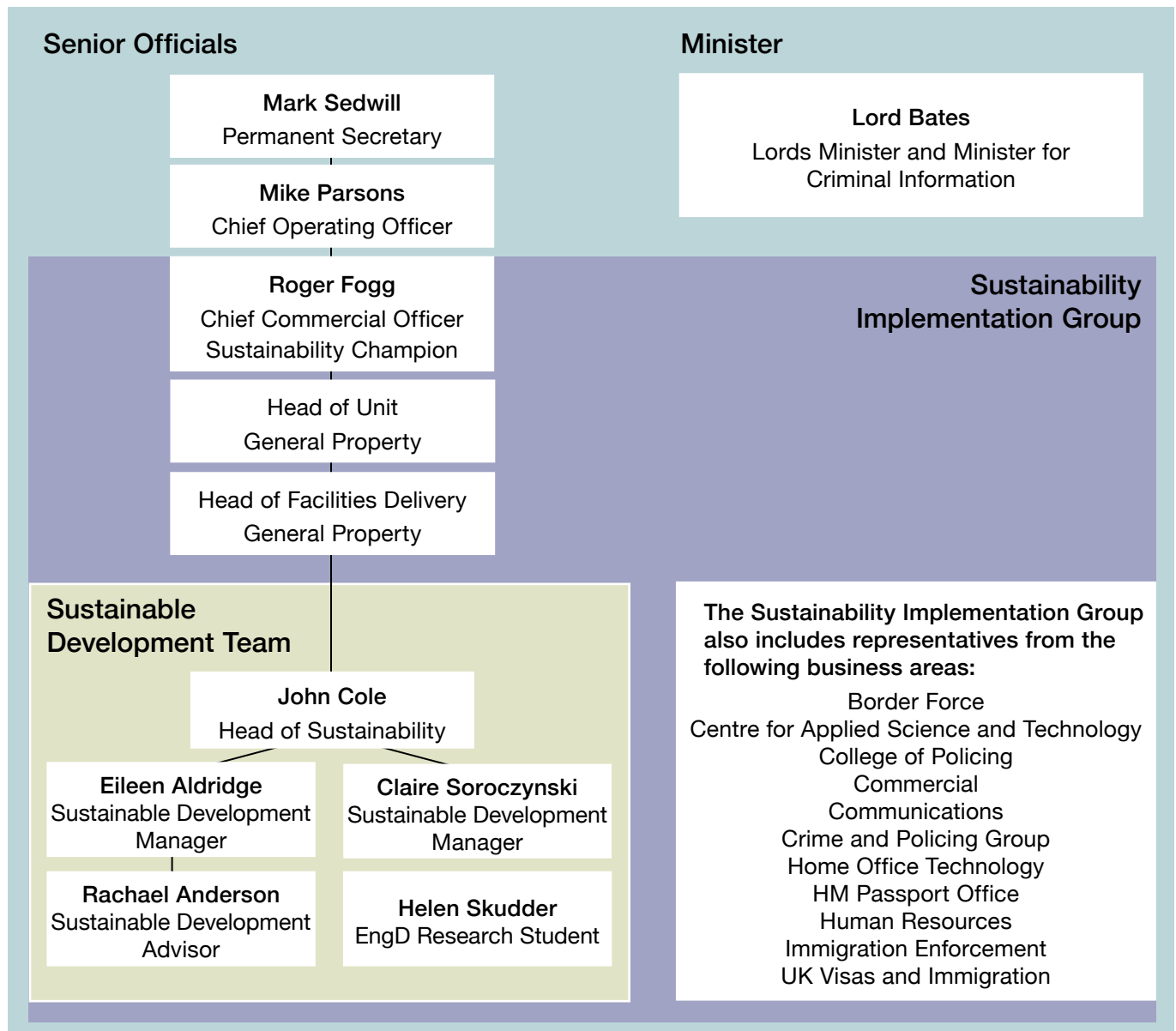


## 1.2 Our governance

Overall accountability for delivering and mainstreaming sustainability in the Home Office falls to the Permanent Secretary and is championed by our Chief Commercial Officer. A Home Office Minister has oversight and responsibility for sustainability. Day to day delivery is carried out by the Sustainability Team who seek input and advice from a virtual Sustainability Implementation Group, which comprises members from Home Office Business Units and other functional teams.

The Sustainability Team acts as a focus and challenge to the Home Office to ensure the various business functions integrate and embed sustainability principles into their business. It writes and prepares this annual sustainability report.

**Sustainability organisation chart**



## 1.3 How we add value









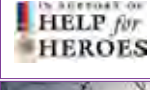






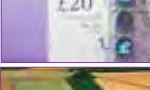
In our last sustainability report, we began to map and highlight the significance of our contribution to the social, economic and environmental aspects of sustainability. This year we have begun to use sustainability to link our inputs to the work we do and map out how the work we do adds value to the tax payer and wider society.

In section 2 of this report, we describe the environmental commitments all central government departments are measured against so that direct comparisons can be made. Energy, water and other goods and services we buy are essential inputs to enable us to deliver our Business Plan objectives. This remains a key part of our overall work on sustainability.

Energy, water and other resources we buy and consume are inputs into our business. Other inputs include trained and motivated staff: buildings and infrastructure and funds to pay wages, to procure the goods and services we need and fund transformation. We can and do apply sustainable thinking to these inputs whenever we can.

In the same way we consider sustainability throughout the services we deliver, for example tackling crime, border controls and counter-terrorism. These services can be regarded as outputs, and are dependent upon the efficiency and effectiveness of our use of those inputs. Both the inputs (our resources) and the outputs (our services) are elements of a value chain. If we manage these well and embed sustainability in our processes, we can create a favourable outcome for the good of society. These outcomes are the value we add for the nation.

### How the Home Office adds value to wider society

What we need Inputs		What we do Outputs		Our added value Outcomes	
People		Police		Feeling safe and secure	
Energy and Water		Tackle crime		Social cohesion	
Budget		Cut out modern slavery		Protecting the environment	
Assets		Border protection		Supporting charities	
Staff		Control immigration		Human rights and equalities	
Goods and Services		Issue passports and visas		Reducing impacts	
		Counter terrorism		Climate change adaptation	
		Promote growth		Helping the economy	
				Protecting rural communities	
				Protecting the taxpayer's interests	

To fulfil our priorities and our vision we need to make our inputs and outputs efficient and effective while respecting the three areas of sustainability. In the rest of the report, we illustrate where we add value.

## 1.4 How we make decisions

We direct staff to follow guidance on sustainability as part of the impact assessment process and in line with HM Treasury's Green Book guidance. Additionally, we are developing a new guide to raise awareness and enhance understanding of the concept of sustainability in policy making. This will allow us to better assist policy teams in identifying more sustainable outcomes. We have formulated twelve attributes of sustainability for consideration when developing or appraising policies.

### Attributes of sustainability

<b>Social</b> Wellbeing and health Public safety Social cohesion and community Human rights and equality 	<b>Economic</b> Impact on organisations Competition and innovation Rural proofing Procurement 	<b>Environmental</b> Climate change and adaptation Resource management Air quality Biodiversity 
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Sustainability is becoming more embedded in our business planning and in transformation. Major investments, requiring approval from our Portfolio and Investment Committee, are required to address sustainability within the business case.

We collaborate with other government departments on a regular basis to inform and develop better policies and improved working. For example Foreign and Commonwealth Office on migration issues, Department of Health on access to National Health services, Department for Communities and Local Government on landlord checks and Department for Environment, Food and Rural Affairs on wildlife crime and **Convention on International Trade in Endangered Species (CITES)**.

## 1.5 How we engage with stakeholders

In order to embed and encourage sustainable thinking throughout the organisation we engage with and seek feedback from our staff and stakeholders. For example we:

- use Business Planning and reporting cycles to remind staff of the requirement to embed sustainability in their activities where relevant and through the Sustainability Implementation Group
- use the Corporate Assessment of Environmental, Social and Economic Responsibility (CAESER) tool to understand and manage supplier risks and impacts
- conduct customer and staff surveys to identify areas of concern and interest in order to provide changes in services or information
- maintain a staff suggestion scheme, 'Switched On', to share ways in which the Home Office can improve
- introduced a 'Save it!' campaign for all staff to consider ways of reducing spending and achieving better value for money
- maintain and respond to the sustainability feedback **mailbox** for staff and the public
- participate in the Cross-Whitehall working groups where we co-ordinate work streams, share best practice and ideas
- attend and share best practice with the National Police Estates Group's Environment Team

### Sustainability in action:



The Sustainability Team has responsibility for preparing this report and internal reporting of our progress against the Greening Government Commitments. My particular responsibilities are reducing travel, water usage and waste, as well as working with our communications team to develop effective sustainability messaging on our intranet and at the point of use, such as posters in kitchens and lifts. Recently, I have been preparing displays and events for a Home Office sustainability week.

I work closely with our facilities management providers to ensure we get the best value from their services and that they continue to deliver no- and low-cost saving measures on energy and water. I also manage the live **energy display** and am preparing improvements for the coming year.

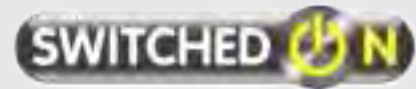
**Claire Soroczynski,**  
**Sustainable Development Manager, Home Office**

## Staff feedback

In November 2014 we surveyed staff about the provision of corporate services, including an item on what staff thought about sustainability. The provision of recycling bins and heating issues were raised as concerns.

As a result of this we introduced new recycling facilities in a number of our buildings, informed staff of the measures they could take to save energy and re-issued information on the helpdesk facilities for reporting of heating issues. We also ran a poster campaign showing how much energy an individual used in their own building.

'Switched On' is the Home Office staff ideas scheme, designed to improve working practices, demonstrate that staff are valued and make savings. It allows our staff, who are ideally placed to identify opportunities to improve their working environment, and to submit these for review and implementation. The scheme allows us to benefit from their knowledge and creativity and for us to reward staff. One suggestion was the use of ground source heat, or other renewable energy solutions, to reduce energy costs.



## Sustainability in action:



When I am not contributing to the work of the National Police Estates Group's Environment Team, I encounter a range of diverse activities and incoming service requests. These can be as simple as arranging disposal of confidential waste following a major crime case review, to more complex activities such as full police station moves or arranging the disposal of more unusual items such as crystal meth or samurai swords.

In November Cheshire Police won the British Institute of Facilities Management Sustainability and Environmental Impact Award for its innovative approach to managing the waste generated from controlled drug seizures. In the past, plants and associated materials, not retained for evidence, were removed and disposed of by contractors. Following a review of contractor usage by Cheshire Constabulary's facilities management team, new processes were introduced. Now, waste recycling facilities for all different waste types are available at designated stations across the county. This work has reduced costs to almost zero with income from recycled materials being used to offset disposal costs for hazardous waste items and incineration of cannabis.

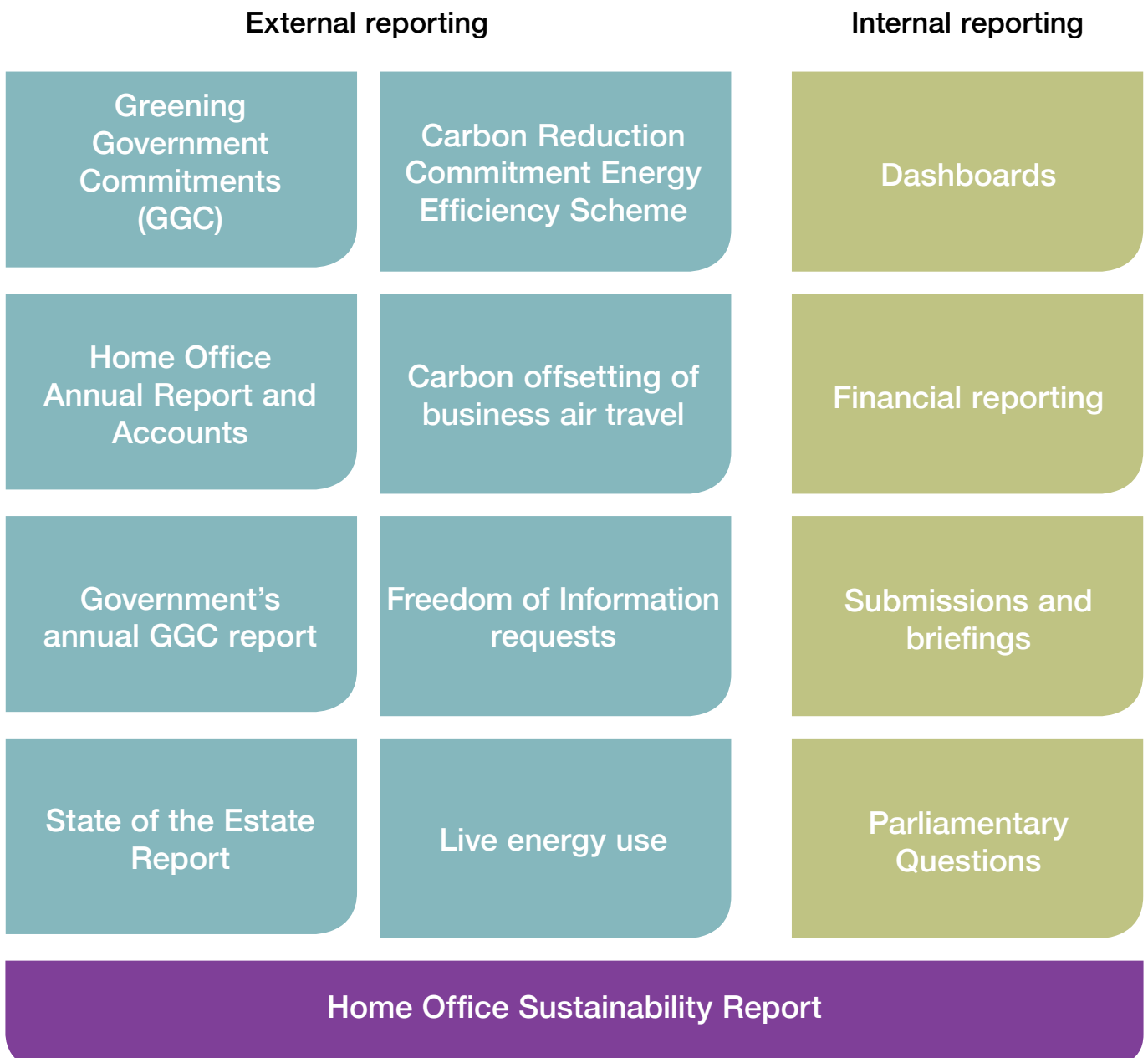
**Karen Wickstead,  
Facilities Manager, Cheshire Police**

## 1.6 How we communicate

In 2014-15 sustainability messaging was communicated through a variety of media, for example:

- our intranet site, Horizon, publicised different sustainability topics throughout the year
- our monthly in-house magazine, Inside Track, and the Corporate Social Responsibility newsletter, included sustainability features
- we took part in national and global events including Earth Hour and the First World War ‘Lights Out’ initiative
- we organised sustainability week events to publicise our work and celebrate success
- our point of use material and poster campaigns focussed on an individual’s use of energy and the amount of waste and water used
- provided live energy and water use for a number of key buildings online to the public and on screens in those offices
- our GOV.UK web pages

The diagram below illustrates our reporting requirements:



## Sustainability week

During March 2015 we ran a number of events which focused on our performance over the five year Greening Government Commitments (GGC) period, showcasing our progress and joint working with our stakeholders.

In Liverpool we held our second Reduce, Reuse, Recycle market, promoting ways to reduce energy and water. We showcased local artisan producers who demonstrated their work with recycled materials, provided alternative travel solutions and sold locally produced food products. The event was open to staff and the public and proved a great success with over 250 people attending.

In our London headquarters building we provided advice to staff on how to save energy and water, how to embed sustainability into policy making, ran a sustainability quiz and provided an opportunity for staff to assess their individual carbon footprint.

Across the estate we displayed posters showing our five year performance against the GGC and, where data allowed, specific building achievements.

### Various examples of events and materials





**Home Office**

In May 2010, the Coalition Government launched the Greening Government Commitments, which requires central Government departments to meet a suite of targets that cover:

- Greenhouse gas emissions from buildings and travel
- Water use
- Waste and recycling
- Domestic flights
- Procurement and transparency

These targets end on 31 March 2015.



Our directly managed Home Office buildings, give rise to around 38,000 tonnes CO<sub>2</sub>.

### Greening Government Commitments

Reduction targets	Carbon-total 	Carbon-buildings 	Carbon-travel 	Domestic flights 	Water 	Waste 	Paper 
Target	25%	25%	25%	20%	to reduce	25%	to reduce
Achieved	22%	32%	13%	7%	28%	32%	20%

**Over the last 5 years we have:**



Managed the estate and installed technology to reduce emissions and increase efficiency



Encouraged recycling and going paper free to reduce waste



Encouraged changing behaviours to save water and resources

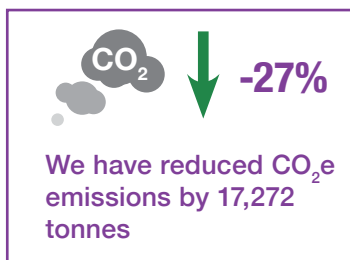
Figures were correct at January 2015.

## 2: The Greening Government Commitments

The **Greening Government Commitments** (GGC) are the targets that central government departments and their agencies and other bodies must meet for the period 2009-10 to 2014-15. Our progress in 2014-15 compared to the 2009-10 baseline is reported in this chapter.

### A summary of progress

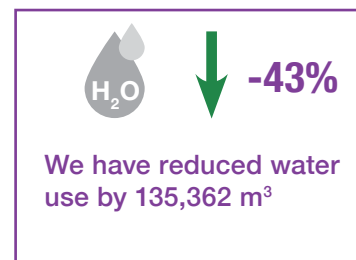
#### Greenhouse gases



#### Waste



#### Water



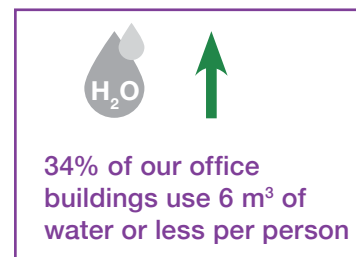
#### Domestic flights



#### Paper



#### Benchmarked Water



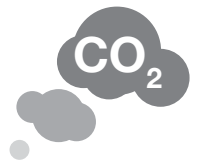
We highlight how, throughout the five year period of the GGC, we have:

- delivered value for money
- reduced costs
- been innovative
- learnt from others, strived to be exemplars and shared our experiences

Annex B contains more detailed performance data. Section 6 sets out our approach to handling data (internal and external assurance), the scope of the data reported and the reporting boundary.

In January 2015, Ministers decided to retain the GGC framework for 2015-16 on a 'maintain performance and strive to improve' basis.

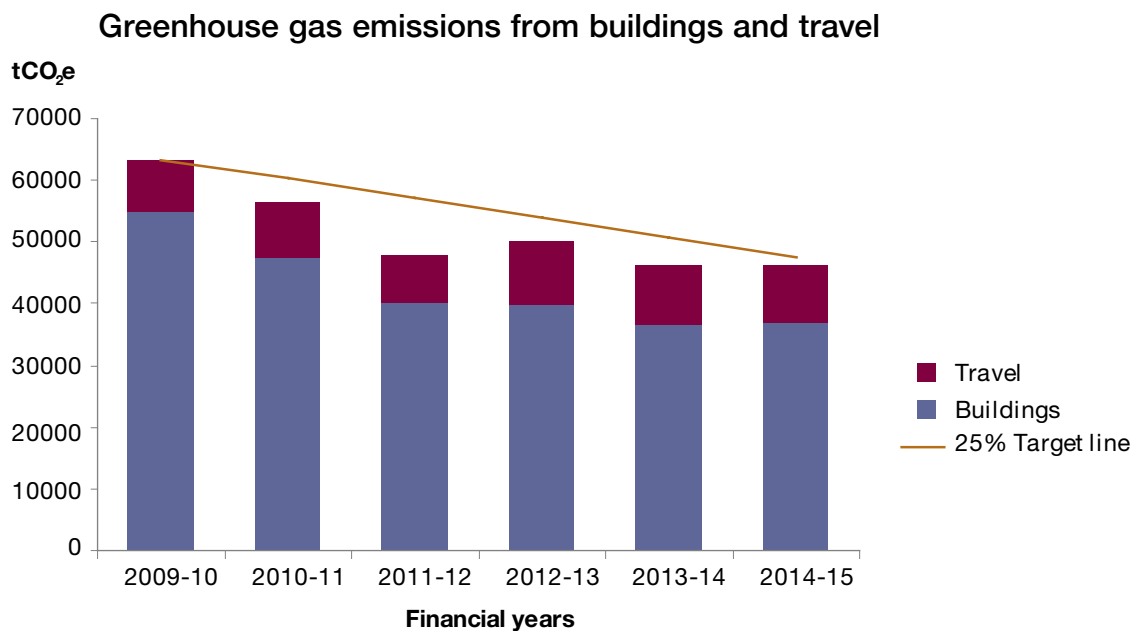




## 2.1 Greenhouse gas emissions

Headline	Units/Scope	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
<b>27% reduction</b>	Tonnes CO <sub>2</sub> e	63,375	56,673	47,909	49,964	46,300	46,103

We have reduced our greenhouse gas emissions from buildings and travel by 27%, exceeding the GGC target to reduce emissions by 25% against the 2009-10 baseline. Our emissions have fallen by 17,272 tonnes CO<sub>2</sub>e since 2009-10.



We have met this reduction target through estate consolidations and energy saving measures, thereby reducing costs.

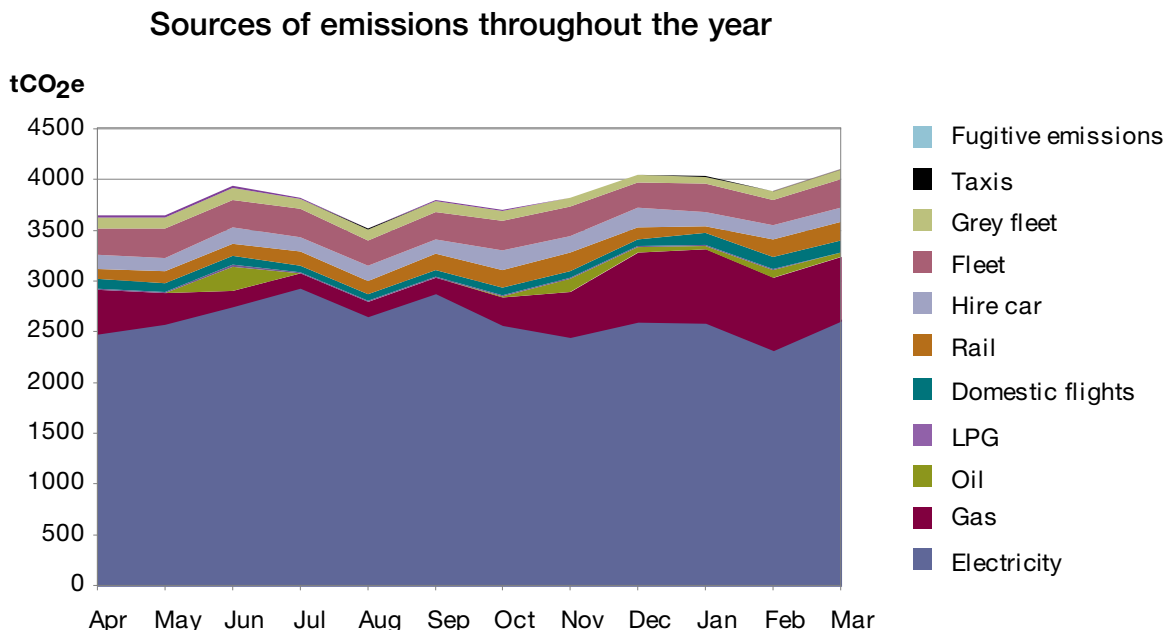
One tonne of CO<sub>2</sub>e is the larger than an average family home. Savings achieved since 2009-10 would be over 17,000 times this size!



Credit: Carbon Visuals

**One tonne of carbon dioxide gas**

The graph below shows how emission sources in 2014-15 vary over the year; greater emissions from gas are in the winter and from electricity in the summer months, although electricity is by far the largest monthly emission.



## Other emissions

This year we have reported on 63 properties where we have control of the energy spend. These properties represent 64% of our total occupied floor area. We estimate the additional CO<sub>2</sub>e emissions attributable to this additional space to be a further 20,000 tonnes CO<sub>2</sub>e.

Carbon emissions from water use are associated with the energy used in supplying water and from wastewater treatment processes. These emissions are indirect emissions, because they arise from the utilities that supply water to institutions or treat the wastewater they discard. The waste management sector is a major contributor of greenhouse gas emissions in the UK. Around 90% of the emissions come from landfill and the rest from waste/water handling and waste incineration (without energy recovery). We asked Carbon Smart to calculate these emissions from our GGC data. They were 193 tonnes CO<sub>2</sub>e for water and 322 tonnes CO<sub>2</sub>e for waste, a 13% and 6% reduction respectively from 2013-14.

Although it is not a GGC requirement, we have estimated other indirect emissions which can be found in sections 2.1.2 (Travel) and 4.3 (Carbon Cost of Crime and immigration services). Supply chain emissions were not available at time of publication.

The next two sub-sections detail our work to tackle emissions from buildings and travel. We demonstrate how we have reduced costs and delivered value for money, how we have demonstrated innovation and shared experiences with others.

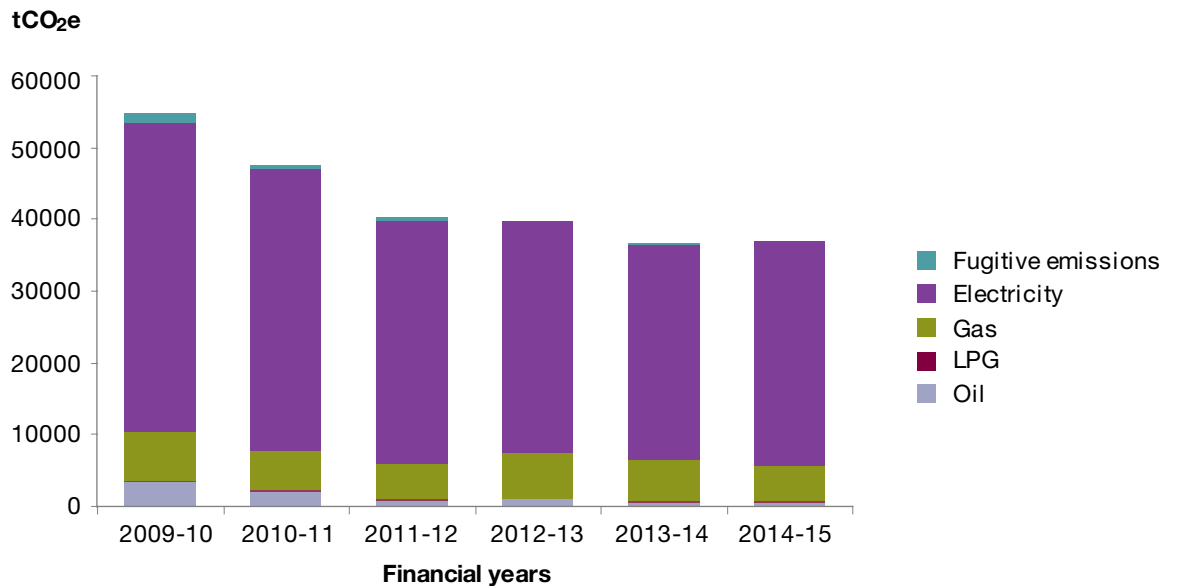
## 2.1.1 Emissions from buildings



Headline	Units/Scope	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
<b>32% reduction</b>	Tonnes CO <sub>2</sub> e	54,853	47,601	40,279	39,793	36,674	36,989

Our building emissions have fallen by 32% against the 2009-10 baseline. We have cut energy use and improved energy efficiency in our buildings and produced 17,863 fewer tonnes of CO<sub>2</sub>e. The cost of lighting and heating our buildings has fallen by 13%, an annual saving of £1.3 million.

**Total greenhouse gas emissions for invoiced energy use**



The 32% reduction has been achieved in many ways. We have:

- consolidated our estate, taking opportunities to vacate buildings
- incentivised our facilities managers suppliers to invest in new technologies such as boiler controls, voltage optimisers
- managed energy demand to minimise consumption through on-line monitoring to identify unexpected changes and facilitate urgent rectification for instance by adjusting temperature settings and plant operation
- installed more efficient computer hardware and architecture
- reduced the amount of oil used for heating

As part of the reporting requirement of the GGC fugitive emissions (arising from refrigeration and air conditioning equipment) contribute to our overall carbon footprint. Total fugitive emissions attributable to the Home Office in 2014-15 amounted to 112 tonnes CO<sub>2</sub>e, a very small percentage of our total reported emissions.

## Sustainability in action:



In the summer of 2014 we welcomed the Ministers and staff of the Department of Communities and Local Government to the headquarters building, 2 Marsham Street. This resulted in building occupation levels of over 4,000 staff on most working days, up by 30%. Nevertheless working closely with Home Office, at the end of March 2015, the energy performance of the building was showing a 15.1% reduction of CO<sub>2</sub>e emissions against the (2009 - 2010) baseline.

**James Murphy,**  
**Regional Energy Manager, Bouygues E&S FM Limited**

## The Way We Work (TW3)

We are advocates of the Cabinet Office TW3 campaign, 'smarter working in government'. TW3 has a set of principles:

- work takes place at the most effective locations and at the most effective times, respecting the needs of the task, the customer, the individual and the team
- simplified collaboration and connectivity virtually everywhere means sharing information and working with others regardless of location
- space is allocated to activities, not individuals and not on the basis of seniority
- a 'Flexibility First' approach is the norm rather than the exception
- everyone is assumed to be capable of Smart Working without assumptions being made about people or roles
- a shared and agreed approach to smart working balances the freedom to choose with the responsibility to meet business needs
- the processes we work with are continuously challenged to make sure they are fit for purpose
- managing performance focuses on results and outcomes rather than presence

We have introduced flexible working as a way of reducing emissions. In September 2014 we met the Government Property Unit requirement of 10m<sup>2</sup> of office space per person. We are planning to meet the target of 8m<sup>2</sup> per person by March 2018.

A flexible working environment including desk sharing and a range of alternative work settings and practices are provided in most buildings. We are trialling creative workspaces to support better working and higher performing projects.

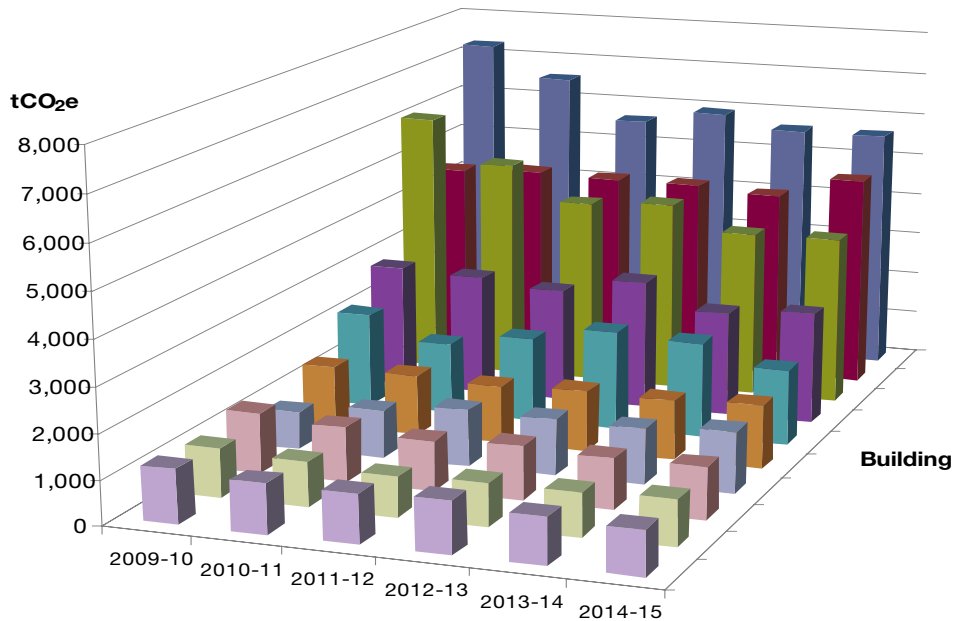
We are committed to a cost effective and energy efficient information and communications technology (ICT) estate, and have introduced a number of new and more sustainable ways of working for our staff. We have:

- upgraded our software to make it faster and more responsive
- delivered new tools for sharing and managing information to support team working
- provided Wi-Fi enabled laptops for over 5,500 staff, and made open access Wi-Fi available in our London headquarters building
- rolled out a soft phone trial (enabling voice and video calls over the internet) to 400 users
- provided personal video conferencing cameras to laptop users

## Facilities management

Three facilities management suppliers (Interserve FM, Amey and Bouygues E & S FM Limited) deliver energy management, waste services and utility payment services for the majority of our sites. They have provided a range of energy and water savings to help the department run more efficiently and save money. Working with them, we prioritised efforts across 20 locations which produce over 80% of our reported greenhouse gas emissions. The graph below shows the top 10 emitters representing 68% of our greenhouse gas emissions from buildings.

**Greenhouse gas emissions from our 10 highest emitting buildings**



### Sustainability in action:



As part of the Home Office drive to reduce carbon Amey, in partnership with our client and British Gas, has rolled out a programme of energy reductions across the Home Office estate in the South East. Since the inception of the programme in late 2010, we have saved the Home Office over £1.6 million in energy costs. Part of my role is to manage this programme. I liaise with British Gas and the Home Office to ensure that we are optimising our opportunities to reduce energy without unnecessarily compromising the working conditions of the building users.



With Amey I have overseen a change to the operating hours for air conditioning units in Bedford Point and Lunar House; modified the comfort cooling at Beckett House to better reflect changes in occupancy times; relocated temperature sensors in Metro Point and Amadeus House to gain optimum readings and replaced old boiler house pumps in Apollo House with new variable heat pumps to reduce energy consumption.



**Lunar House in Croydon**

**James Chandler,**  
Energy and Sustainability Manager, Amey

## Automatic monitoring and targeting (aM&T)



In partnership with Interserve FM, we implemented an automatic monitoring and targeting (aM&T) project to identify savings in consumption and cost of utilities on seven main sites, including Vulcan House in Sheffield. We identified £100,000 worth of potential annual savings compared to a project cost of £80,000. The analysis of the daily, weekly and monthly energy and water use profiles was used to find anomalies, unnecessary usage given time of day, or possible equipment faults and opportunities for capital investment.

Proposed improvements range from switching off energy-intensive equipment overnight and weekends, to more involved initiatives such as improving the building heating strategy.

The data is also being used for a communications, publicity and a behaviour change campaign.



Vulcan House in Sheffield

## Energy and Water Controls



In our London headquarters building, we have worked with Bouygues E & S FM Limited to deliver a 10 year energy improvement programme. During that period one of the largest savings has come from the installation of variable speed drives on the Energy Transfer Loop and Low Temperature Hot Water system. This alone has saved almost 12 tonnes of CO<sub>2</sub>e and £17,500 annually. Over the last five years, examples of our joint projects include:

- installation of an additional energy sub meters
- replacement of spotlights and feature lighting with LED lamps
- insulation of heated pipe-work
- installation of dimmable staircase lighting and controls
- installation of a new modulating burner on the boiler with improved controls
- occupancy sensing controls to car park lighting
- time clock controls on water feature and pump
- improved office lighting controls out of hours (22:00 to 07:00 and at weekends and public holidays)
- maximised building services management strategy and set-point controls

## Benchmarking energy data

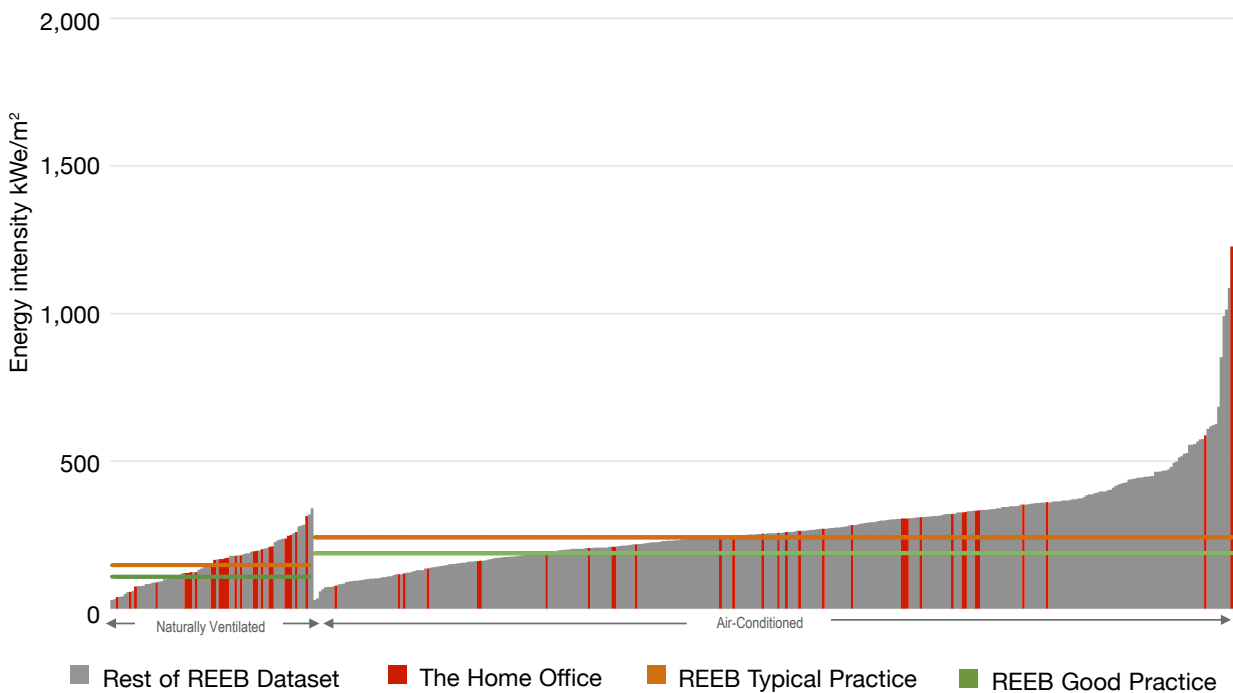
In our last report we committed to reporting normalised data, including energy use per person and per square metre. We use this data when broken down by building to help us investigate changes in building performance.

Normalised energy use in buildings (excludes fugitive emissions)		2011-12	2012-13	2013-14	2014-15
Carbon (tCO <sub>2</sub> e)	Tonnes CO <sub>2</sub> e per person	2.26	2.13	2.14	2.12
	Tonnes CO <sub>2</sub> e per square metre	0.12	0.12	0.12	0.12
Energy (kWh)	Energy used per person	5,678	5,553	5,612	5,018
	Energy used per square metre	294	317	309	282
Cost (£)	Cost per person	474	473	502	467
	Cost per square metre	24.56	26.98	27.64	26.21

Working with JLL Upstream Sustainability Services we were able to compare some of our key sites with our peers. We used JLL's Real Estate Environmental Benchmark (REEB) database to compare our sites to naturally ventilated and air-conditioned offices in the commercial property sector.



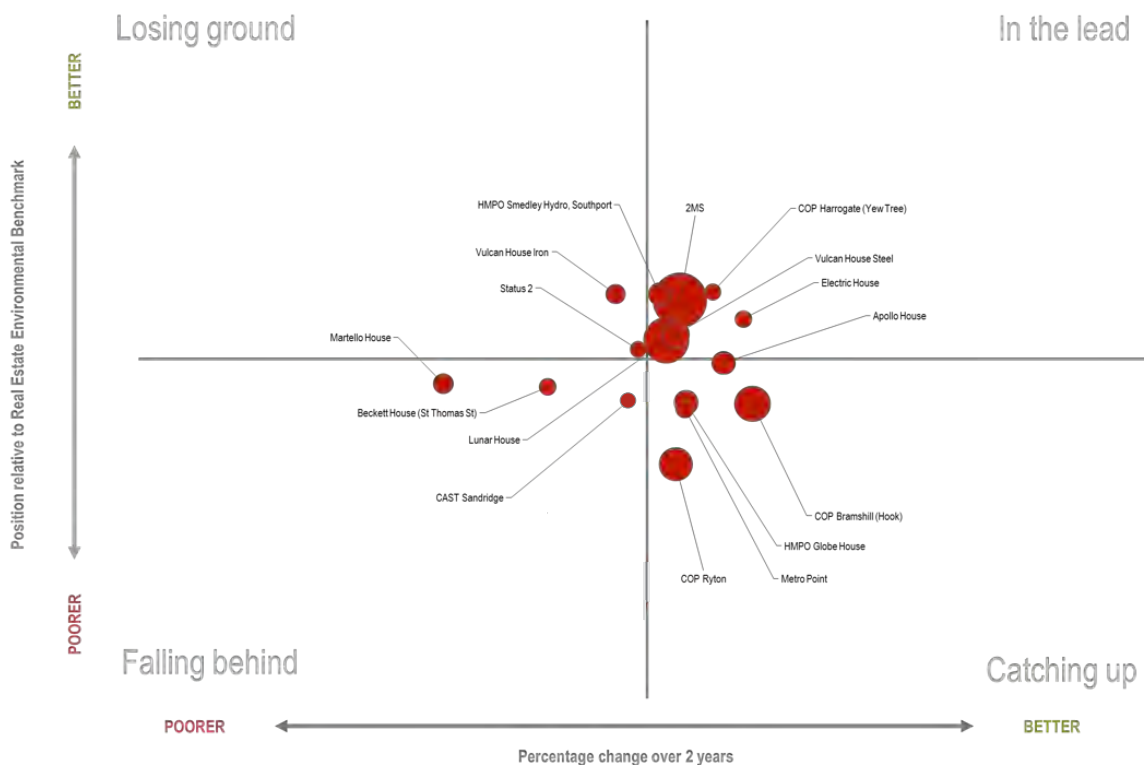
The Home Office buildings' energy intensity compared to the JLL REEB



The chart above shows how the Home Office estate compares to commercially available office space in terms of energy consumption per square metre. In this comparison not all our buildings are as efficient as we would have liked. In some cases this is because our offices are in use for extended hours or open to the public, and one site selected was a computer centre with little office space. Nevertheless the exercise has provided our asset managers and facilities management teams with more information in order to refocus their priorities.

In the chart below, the horizontal axis shows the energy performance trend of the asset year on year, based on its absolute consumption. The vertical axis shows how the energy intensity (kWh of electricity equivalent per unit of appropriate floor area) of the asset compares against the REEB. The data in the charts and table are based on the most recent available 24 month period of energy data (April 2012 to March 2014). The size of each circle represents how much energy it used over the course of the last reported year.

**The Home Office buildings in the Upstream Energy Performance Quadrant – Top 20 consuming properties**



A quick guide to the graph:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• <b>Losing ground:</b> In this quadrant, properties have increased energy consumption in the most recent year compared to the prior year yet are, currently, better than the REEB typical practice benchmark</li> </ul>            | <ul style="list-style-type: none"> <li>• <b>Pulling Away:</b> Properties in this quadrant have reduced energy consumption in the most recent year compared to the prior year and are performing better than the REEB typical practice benchmark</li> </ul> |
| <ul style="list-style-type: none"> <li>• <b>Falling behind:</b> Properties sitting in this category are both performing worse than the REEB typical practice benchmark and have increased energy consumption in the most recent year compared to the prior year</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Catching up:</b> These properties have improved (i.e. reduced) energy consumption in the most recent year compared to the prior year but are still poorer than the REEB typical practice benchmark</li> </ul>  |



## CRC Energy Efficiency Scheme

The **CRC Energy Efficiency Scheme** introduced in 2010, is a mandatory UK scheme affecting large public and private sector organisations, which together are responsible for around 10% of the UK's greenhouse gas emissions.

All central Government Departments and their Executive Agencies are mandated participants in the scheme. CRC scope slightly differs from that covered elsewhere in this report.

The CRC encourages participants to closely monitor and reduce their emissions and requires them to purchase allowances for every tonne of CO<sub>2</sub> emitted. The price of allowances increases annually to encourage energy reduction. Phase 2, which began this year and runs until 2018-19, introduced a 'Forecast' sale option to incentivise participants to forecast their emissions, by offering allowances at a slightly lower rate than that applied in the annual 'Buy to Comply' sale.

We took part in the first CRC 'Forecast' sale held in April 2014, forecasting 45,000 tonnes of CO<sub>2</sub> for 2014-15, slightly higher than last year (40,424 tonnes of CO<sub>2</sub>) to allow for unknown seasonal impact and to account for the new carbon conversion factors to be applied from Phase 2. Despite the projected small rise in emissions, by introducing a forecasting capability we were able to purchase allowances at the lower rate, which has already saved £36,000. Further allowance purchasing at the higher priced 'Buy to Comply' sale later this year is unlikely to be required. We will further refine our forecasting methodologies for 2015-16 and beyond to ensure we continue to deliver value for money for the taxpayer.

## Energy Performance Certificates (EPCs) and building standards

Central government departments aim to procure buildings in the top quartile of energy performance. Government defines this level each year, based on the minimum EPC level achieved by the most energy-efficient 25% of office buildings nationally. We ensure that for new properties we set Building Research Establishment Environmental Assessment Methodology (BREEAM) targets of either very good or excellent.

The new North East home for HM Passport Office is aiming to achieve an A Rated Energy Performance Certificate as well as BREEAM Excellent status when it completes in 2016.

## Display Energy Certificates

Publicly displayed **Display Energy Certificates** (DECs) show how efficiently public service organisations use energy in their buildings open to the public. DECs were required in 26 of our buildings in 2014-15, the ratings of which compared to previous years are shown below.

The number of our buildings with DECs by year

	Rating					Total
	C (51-75)	D (76-100)	E (101-125)	F (126-150)	G (over 150)	
2014-15	2	5	9	2	8	26
2013-14	0	4	11	2	8	25
2012-13	0	4	4	3	7	18



## 2.1.2 Emissions from travel

Headline	Units/Scope	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
<b>7% increase</b>	Tonnes CO <sub>2</sub> e	8,523	9,072	7,630	10,171	9,626	9,114

Our travel emissions arise from our operational fleet of 1,300 vehicles (cars and vans), as well as from hire cars, taxis, private cars used for official business travel and domestic air travel. International travel is excluded from GGC but data is available in Annex B.

Overall travel emissions have increased by 7% against the 2009-10 baseline but there has been a small drop against the previous year. Whilst the number of domestic flights taken has fallen by 8% against the baseline and 12% against 2013-14, we have not met the 20% flight reduction target. This is mainly due to operational requirements. There has been a corresponding increase in rail travel and with more mobile units carrying out operational deployments throughout the UK car hire and fleet usage has risen accordingly.



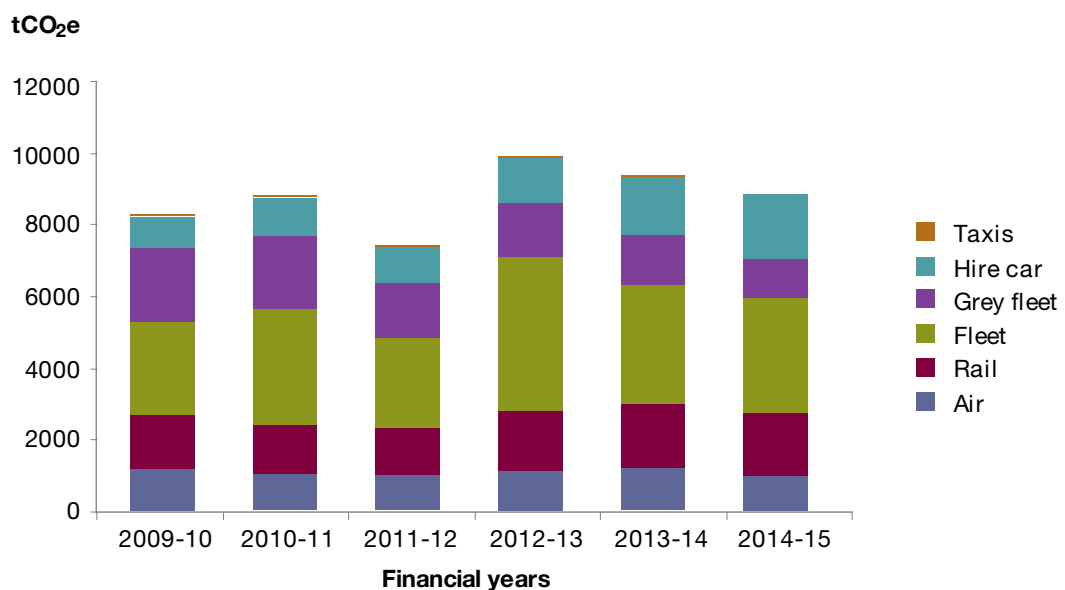
**A typical Home Office operational vehicle**

In 2014 we commissioned the Energy Savings Trust to review the methodology we used to calculate our fleet emissions. We had previously used a good deal of estimated data from incomplete log books. We now use data from Allstar fuel cards, which provide more accurate fuel usage consumption.



We have signed up to the **Ultra Low Vehicle Emissions** and are considering the acquisition of a number of electric vehicles. This is subject to financial constraints.

### Total greenhouse gas emissions from UK travel

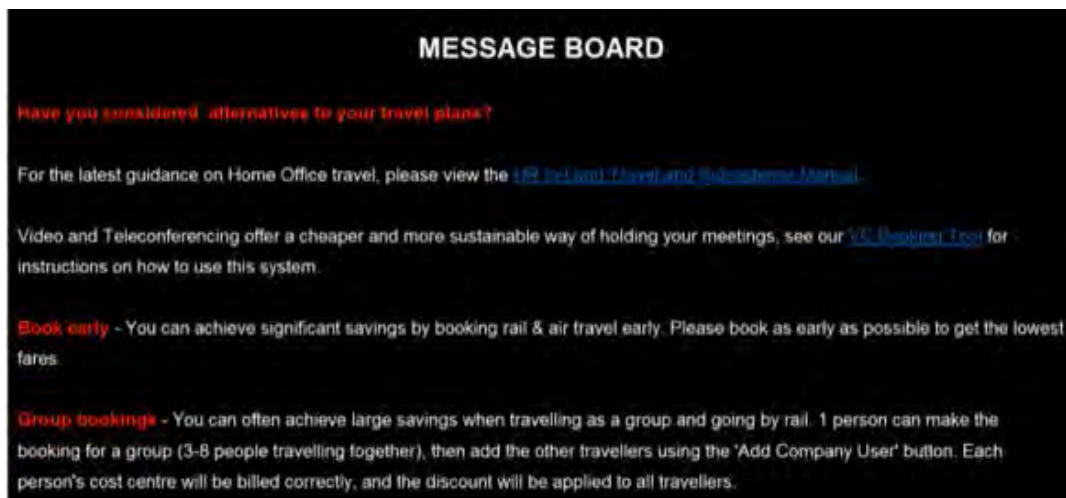


## Measures to reduce travel

To help us to work more efficiently, reduce costs, reduce carbon emissions and improve air quality we have:

- improved the age of fleet and utilised lower engine sizes
- reduced the use of personally owned vehicles
- amended our inland travel and subsistence expenses policies to advise that all staff should undertake all domestic travel by rail where it provides no worse value for money
- introduced 'Golden Rules' for travel to direct staff to plan their journey in the most cost effective and sustainable way
- ensured all line managers received monthly travel expenditure information of their teams and are able to challenge the need for travel
- introduced a wide range of new technology products and services including better Wi-Fi and mobile devices (laptops and tablets) provision
- rolled out Office Communicator (a desk top sharing application) and piloted Jabber (a laptop based webcam for mobile video conferencing)
- run a number of targeted communications programmes to promote alternatives to travel, including a survey to understand reasons for flying
- promoted Video Conferencing solutions as part of 'Digital Week' in July 2014 and appointed Champions to further encourage use of these facilities
- encouraged senior managers to review and challenge their teams to use alternatives to travel to hold meetings
- worked with our arm's length bodies to promote alternatives to flying

Our online travel booking system, currently provided by Redfern, has been updated to provide staff with cost comparisons and a CO<sub>2</sub> calculator. The system now advises staff to book early, specify return dates and times, check the price of two singles instead of returns, buy 'advance' and 'off peak' tickets, avoid changes and cancellations and to arrange meetings to avoid peak travel times through 'pop-up' messaging. Messages relating to Home Office guidance, group bookings and the need to book early also appear on the booking system homepage message board, at the point of entry, as shown below. We also provide a direct link to the Video Conferencing booking system to encourage its use as an alternative to travel.



Home Office travel booking message board

## Video Conferencing

Home Office Science has invested in video conferencing technology to link their three sites with the director's management team leading by example and using the equipment regularly.

We have installed a secure video conference capability allowing staff to hold meetings with stakeholders dealing with counter-terrorism. This has led to a reduction in domestic and international travel.

## Wider travel footprint

We operate Border Force cutters and support police helicopter capability. During 2014-15 we managed the construction of a new hanger at Bournemouth Airport, to be used by some of the National Police Air Service (NPAS) helicopters. NPAS is a collaborative venture between police forces which sees 22 helicopters being deployed throughout England and Wales to tackle crime. Whilst these resulting greenhouse gas emissions are not part of the Home Office's reported total, the services contribute to our indirect emissions. See also Immigration services in section 4.3.



**Border Force cutter, Protector**



**National Police Air Service helicopter**

Operational emissions	Number	Tonnes CO <sub>2</sub> e
Border Force cutters	5	5,096
NPAS helicopters	22	15,702

### 2.1.3 Domestic flights



Headline	Units	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
<b>8% decrease</b>	Number	15,241	11,631	8,917	11,603	15,928	13,963

Although we have reduced domestic flights by 8% from 2009-10 figures, the target of 20% has not been met. Two-thirds of our flights' are for operational reasons and are more difficult to reduce. Alternatives for non-operational staff such as video or audio conferencing were promoted. The 12% drop in the number of domestic flights against 2013-14 has been achieved by general communications activity and point of use materials when booking flights and other travel. We now have 90 video conference units in 50 locations. We will be installing 12 more units in 2015-16 to meet the growing demand.

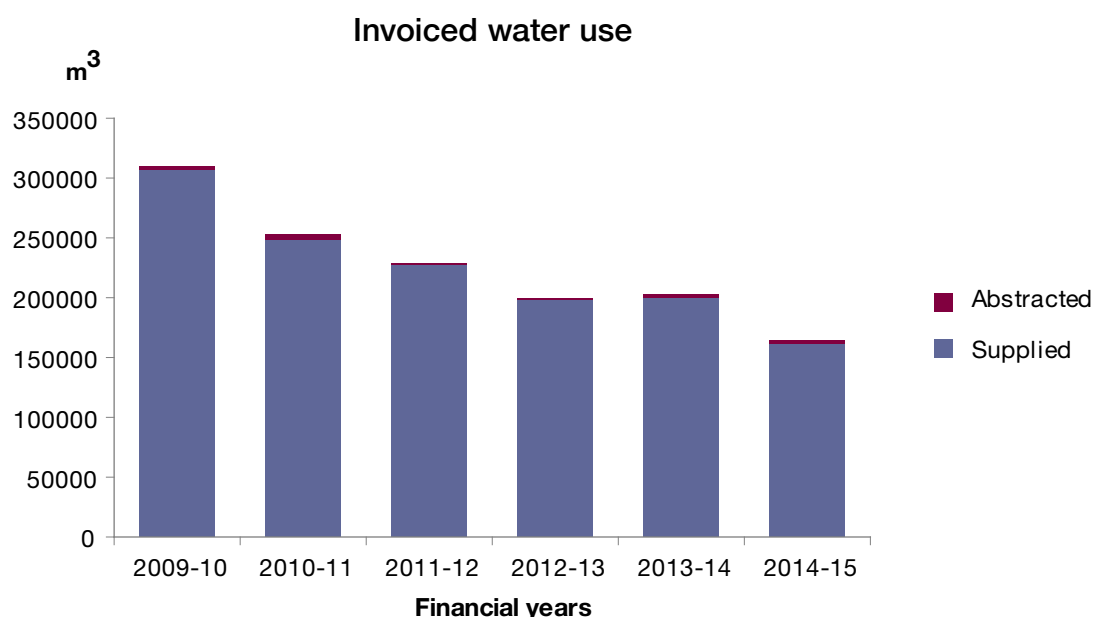
The carbon emissions from domestic and international flights are offset using an approved Government scheme but we do not deduct these from the reported data for GGC. We do not offset emissions from flights associated with moving or removing persons related to immigration or asylum services.



## 2.2 Water consumption

Headline	Units	2009–10	2010–11	2011–12	2012–13	2013–14	2014–15
<b>43% decrease</b>	Cubic metres (m <sup>3</sup> )	310,338	252,912	229,590	200,264	203,715	174,976

The majority of water is used by our staff and visitors. Some larger buildings use water for catering and cooling. Building consolidations, investment in water-saving, facilities management training and on-line metering has allowed us to reduce water consumption by 43% since the 2009-10 baseline. Buildings shared with other occupiers and managed by landlords are not included in the figures.



We have been working with Amey and Thames Water to roll out improved water monitoring in several key sites. Thames Water also provided a free water efficiency audit for a building in Croydon, helping us to prioritise further investigative work on high water pressures and cistern capacities. Thames Water also attended our sustainability week event, encouraging our staff to save water at home and providing them with water saving devices.

Additional remote monitoring of water and analysis of night time use has helped to identify several cases of water wastage. A simple change resulted in over 200 litres of water being saved per day in a Glasgow office where a number of urinals were unnecessarily set to overnight flushing.



**Waterless urinals**

## Benchmarking water data

We benchmarked water usage for the first time this year.

Normalised water		2011-12	2012-13	2013-14	2014-15
Water use (m <sup>3</sup> )	Water used per person (office)	12.2	8.6	9.4	7.6
	Water used per person (office and non-office)	15.7	12.6	13.2	10.6
Financial Indicators	Cost of water per person	24.7	21.5	24.49	23.5

GGC requires us to benchmark our office buildings against government standards. Our performance against this benchmark is outlined below. Water use per person, in our offices, has fallen by over a third to 7.6 m<sup>3</sup> and 34% of our buildings use 6m<sup>3</sup> or less of water per person. Our business practices (i.e. buildings open to the public, shift patterns, large well serviced buildings) make it difficult for us to achieve 6 m<sup>3</sup> in all our sites.

### Benchmarked office water usage

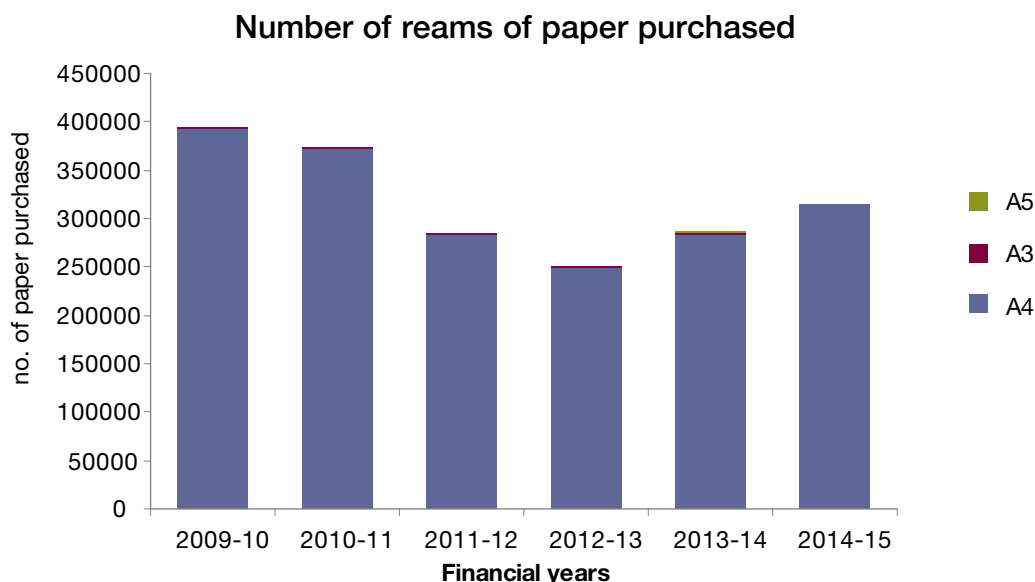
Years	Number of Buildings			Total
Practice	Best (below 4m <sup>3</sup> per person)	Good (4m <sup>3</sup> to 6 m <sup>3</sup> per person)	Poor (above 6 m <sup>3</sup> per person)	
2014-15	8	6	27	41
2013-14	9	4	26	39
2012-13	8	6	30	44



## 2.3 Paper use

Headline	Units	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
<b>19% reduction</b>	Reams (A4 equivalent)	398,001	376,832	287,220	251,686	288,304	322,182

We have reduced paper bought by 19% against the 2009-10 baseline. Progress over the last five years is shown below.



Following a steady decline in paper use we have experienced two year on year increases. This is attributable to changes in our London headquarters arrangements, the passport application process (whereby work done overseas was transferred to the United Kingdom) and other operational arrangements in Croydon.

This year we have encouraged the use of digital media and used the wider 'Save it!' campaign to demonstrate to staff the cost of printing, providing tips on double sided printing and reducing papers printed for meetings.



Save it campaign poster about the cost of printing and paper use

## Closed Loop Paper



The introduction of closed loop paper, in 2012-13, is an example of collaboration between Cabinet Office, HM Revenue and Customs, Banner and many departments. Closed Loop paper ensures that most of our waste paper is recycled and remanufactured into the Banner Closed Loop paper for reuse. Over 84% of A4 paper purchased every month is now Closed Loop. Nearly all our paper waste is recycled, avoiding landfill and saving natural resources.

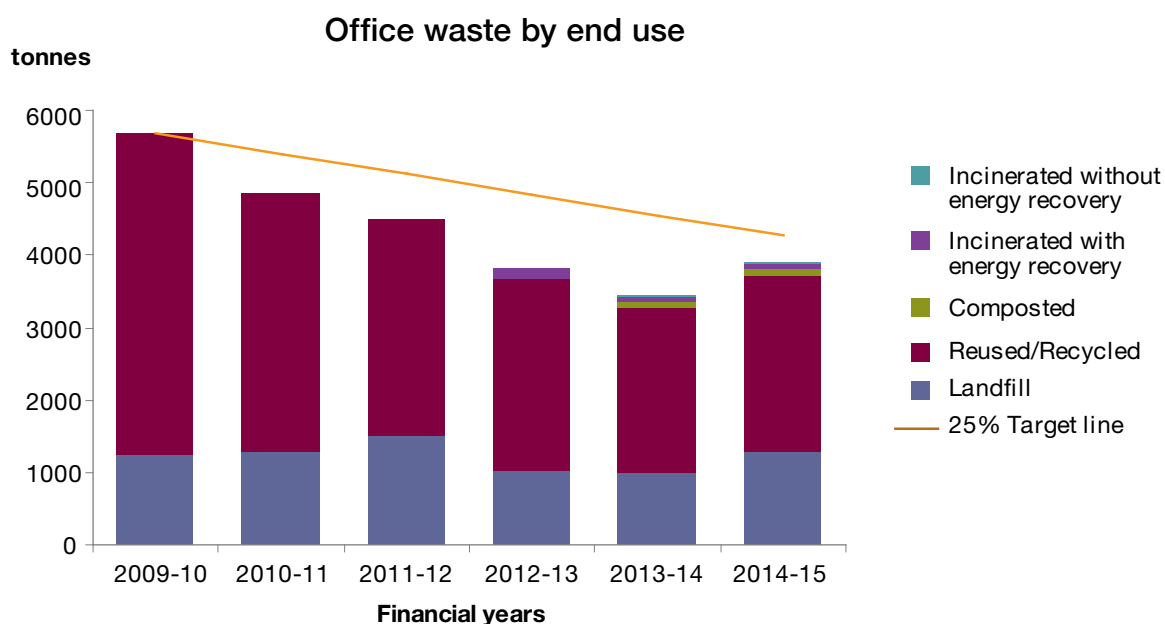


## 2.4 Waste reduction

Headline	Units	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
<b>31% reduction</b>	Tonnes	5,685	4,859	4,495	3,824	3,446	3,902

Office waste includes shredded and un-shredded used paper, dry mixed recyclables, food waste, sanitary waste and packaging. We have achieved a 31% reduction against the baseline target of 25%. Total office waste has fallen due to a combination of factors including reductions in packaging, changes to our building portfolio, staff behaviour and improvements in waste data accuracy within our supply chain. We have seen the first annual rise in waste since the baseline probably due to disposal of surplus papers and office material to help facilitate new ways of working.

Recovery rates have fallen from 78% in 2009-10 to 66% (2014-15). This may be due to changes in measurement in our waste supply chain and the use of round-robin collections. In our London headquarters we recover 100% of office waste.



We benchmarked waste produced and plan to compare our data with our peers.

Normalised office waste produced		2011-12	2012-13	2013-14	2014-15
Weight (kg)	Waste per person	230	200	180	200
Cost (£)	Cost of waste per person	26.26	23.19	19.55	Not available



## Other waste

During 2014-15, we completed a major refurbishment in Middlesbrough. It generated 20 tonnes of construction waste, of which 93% was recycled by our suppliers.



**Bio-degradable Cup**

Our catering suppliers and subcontractors have signed up to the voluntary Hospitality and Food Service Agreement driven by Waste and Resources Action Programme (**WRAP**). In our London headquarters building we continue to use bio-degradable and compostable catering cups and salad bowls and ensure no food waste is sent to landfill.

We have worked with our information technology provider (Fujitsu) to ensure that where their assets are unfit for redeployment or resale, they are sent to an approved Authorised Treatment Facility for Waste Electrical and Electronic Equipment compliant disposal. Excluding HM Passport Office and College of Policing, Fujitsu, on our behalf, reused (45%) or recycled (55%) 9,766 items sending no waste items to landfill.

The Home Office Data Analytics Capability (HODAC) is a business change programme at the heart of the transformation of the Home Office. It will deliver a Data Analytics capability to drive an intelligence-led and evidence based organisation. This will help to make our communities safer and improve the public's perception of interacting with the Home Office. HODAC has saved £1 million by reusing servers, desktops, cabling, switches and furniture.



**HODAC's recycled servers, stored and ready for re-use**

# 3: Our Supply Chain

The final GGC target relates to sustainable procurement. This requires us to improve and publish data on our supply chain impacts and to ensure suppliers use the **Government Buying Standards** (GBS).

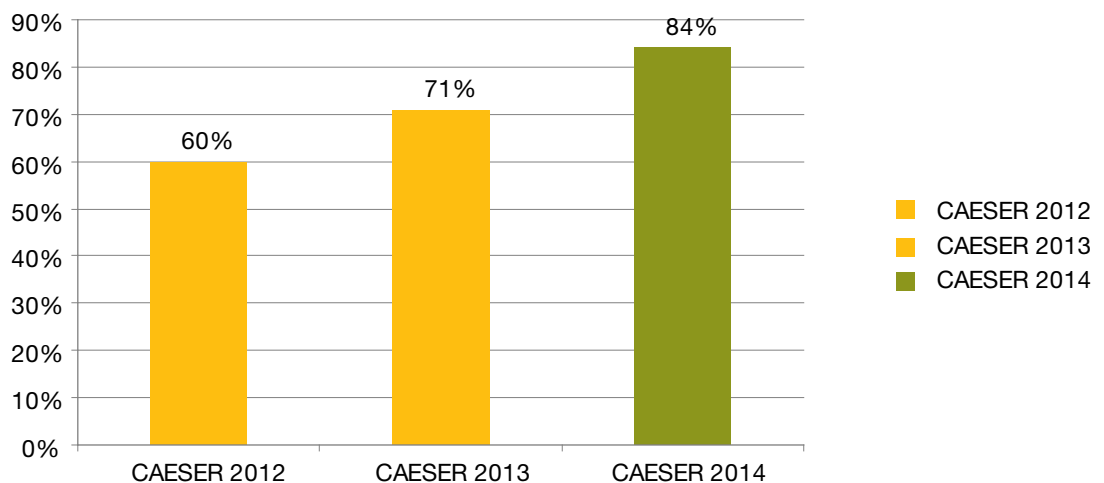
We describe suppliers as either strategic or operational. Strategic suppliers are business critical and our front-line service provision would be at risk without them. Annual spend with strategic suppliers is over £40 million. Operational suppliers are defined as those that either deliver business critical services or have an annual spend between £5 million and £40 million.

We have been engaging with our supply chain on important sustainability and social responsibility issues since 2009 through NQC's Corporate Assessment of Environmental, Social and Economic Responsibility (CAESER). This approach enables us to monitor and assess the sustainability performance of our core suppliers, tracking progress on an annual basis.

89 suppliers, representing 67% of procurement spend, completed the 2013-14 CAESER assessment. The results were scored between 0-24% (red), 25-74% (amber) and 75-100% (green). Key results from this were:

- the average score of suppliers increased by 17% between 2012-13 and 2013-14
- around 90% of suppliers who completed CAESER in both 2012-13 and 2013-14, improved their scores
- the top score achieved in 2013-14 was 97%
- 67% of suppliers achieved a 'green' standard
- the Ethical Conduct & Compliance measure was the highest performing sustainability area with an average score of 92%

**Average CAESER Score for Strategic Suppliers**



Through the use of this tool, we continue to build relationships with our core supplier network to drive best practice and encourage suppliers to adopt or improve the values we share and drive them into all areas of operations. The new contract awarded to Mitie Care & Custody for the provision of facilities at Heathrow Immigration Removal Centre committed the company to reducing energy costs and installing energy efficient lighting.

## Spend with small and medium sized enterprises (SME)

In February 2011, the Government aspiration set out by Cabinet Office was for 25% of all spend to be channelled through SMEs. We agreed to spread this target over several financial years, as outlined below. Spend figures confirm that we continue to exceed our current targets.

Financial Year	Target % of SME spend against total Home Office spend	Actual % of SME spend against total Home Office spend
2012-13	7%	13.2%
2013-14	12.5%	17.1%
2014-15	15%	18.4%
2015-16	20%	
2016-17	25%	

## Engagement with SMEs

To encourage SME engagement, we held an event with Atos in December 2014 enabling 12 small businesses partners to present a timed 'pitch' directly to Home Office and Cabinet Office officials. The partners were willing to share expertise in a range of different technology areas including intuitive software, web self-service, highly secure mobile apps, automated communications and cloud based data analytics present their company and services. We are currently considering whether these innovations can support future contracts.



Home Office and Atos event

## Information Assurance

We now use HADRIAN, a web based supply chain information assurance system, to verify our suppliers security policies. Developed jointly with NQC Ltd it is already being used by other leading UK Public sector organisations and their key suppliers. It allows us to perform gap analysis between our requirements and the supplier's security infrastructure. Agreed contractual changes can then be made to meet Government security requirements.

## Innovation

Launched in April 2014 our Innovation Programme provides the opportunity for strategic suppliers to submit original proposals to meet current or future challenges for our business. One proposal resulted in the fitting of security devices to delivery vehicles to reduce theft. Working with the **Atos's SME Safe Harbour programme** we will encourage our strategic suppliers to bring in ideas from small and medium sized enterprises into their supply chain.

### Modern Slavery Act 2015 and the supply chain

The Transparency in Supply Chains consultation ended on 7 May. We are currently considering the consultation responses carefully and will provide a formal response to the consultation shortly, including proposals for timing of implementation. This includes developing the statutory guidance that will inform businesses and help them to produce effective slavery and trafficking statements, once the provision comes into force.

The set threshold will require certain businesses to disclose the measures that they have taken to ensure there is no slavery or exploitation within their supply chains. The legal duty will simply relate to disclosure – it will not specify what steps a company should take and it will be for companies to determine what they consider to be appropriate. The businesses to be subject to this measure have still to be defined.

We anticipate that the introduction of this measure could increase calls for Government to demonstrate what it is doing to ensure that its supply chains are free of modern slavery. We are also engaging with the Cabinet Office to understand how we can develop a cross-departmental approach to tackling modern slavery.

### Sustainability in action:



As a Supplier Relationship Manager I have responsibility for supporting the development of relationships with strategic suppliers, who deliver critically important contracts for the Home Office. In addition, as Corporate Social Responsibility (CSR) Lead, I also monitor the environmental, socio-economic and information assurance practices of our supply chain.

I am currently collaborating with the Modern Slavery Unit and Cabinet Office to align our working practices with the Modern Slavery Act 2015. Throughout the year I provide secretariat support to supplier governance forums such as Executive Oversight Boards. I also invite suppliers to participate in our CSR and Information Assurance assessments and tackle high risk areas and monitor progress. Additionally, I support the Supplier Relationship Management lead to drive the SME agenda and innovation from our suppliers.

**Lauren Charlton,**  
**Supplier Relationship Manager, Home Office**

## **Contract intelligence (CI) database**

The CI tool enables us to monitor adherence to our commercial and procurement policies by allowing access to data on our critically important contracts, which are held by our Strategic and Operational suppliers.

The tool brings together information from the contracts repository, contract status including key performance indicators (KPIs) and external intelligence sources, such as financial reports from Dunn & Bradstreet and stories in the media.

The CI tool runs on a web-based portal and so information can be updated in real-time. The tool provides an overview of any emerging issues, such as skills resources, disputed contracts and whether our contracts are delivering value for money to our customers.

From April 2015, all commercial staff will be able to access the CI tool and can receive the latest information about a specific supplier or contract without the need to contact an individual.

## **The Police**

We encourage Police and Crime Commissioners, and police forces, to use Crown Commercial Service's frameworks where ever possible. If these are not a possibility we promote other collaborative frameworks and options. This assists them in ensuring that sustainability and social values are achieved as part of their gateway decision process.

## **Payment by Suppliers**

We have signed up to the Confederation of British Industry's prompt payment code and BS7890, the British Standard for payment. We aim to support business by paying all valid invoices within 5 working days.

## 4: Added Value

All departments make varying contributions across all three areas of sustainability. Together, Government delivers a full and rounded approach to sustainability across these areas: social, economic and environmental.

As the Department responsible for cutting crime, reducing immigration, preventing terrorism, tackling extremism and preventing abuse and exploitation, we have a duty to help keep the UK safe. In doing this well, we are able to demonstrate how our business makes a valuable contribution to wider social issues, like social justice and cohesion, feeling safe and supporting the community. We do this whilst measuring and reducing our environmental impacts where possible.

This section explores how our business adds value to society and how we are collaborating with others. For ease, we report this across the social, economic and environmental areas of sustainability, but in almost every case, each area will impact on the others.

### 4.1 Social sustainability

In this section, we explore some examples of our contribution to social sustainability.

Our policies and actions can have a significant positive impact on personal and societal well-being, improve the sense of community and help create a climate for business and other organisations to flourish.

#### Well-being and health

In December 2014 we announced that young people under the age of 18 who are experiencing a mental health crisis should not be held in police cells. The new policy is part of a major rethink of Government guidelines on the treatment of people with mental health issues who are detained under Section 135 or Section 136 of the Mental Health Act. It follows a joint Home Office and Department of Health public consultation which was announced in May 2013 and launched earlier in 2014. As a result of the review, adults will only be taken to police cells in exceptional circumstances.

The recommendations build on actions already taken through the Mental Health Crisis Care Concordat. Nationally, the use of police cells has reduced by 24% so far this year for adults and children and the review encourages all police and health authorities to reduce the practice as quickly as possible.

In 2014-15 Border Force specialist detection teams, based at Liverpool, Immingham, Felixstowe and Southampton, detected almost 1300 kg of cocaine with a street value worth in excess of £250 million. To support their work, a new training vessel was introduced. The Altea II is a specially adapted ship where officers are trained to search and intercept illegal drugs, revenue and prohibited items from ships.



**Altea II: our new training vessel, based in Liverpool Docks**

Border Force has responsibility for securing the UK border and controlling migration at 138 ports and airports across the UK and overseas. Through its seizures of illegal and controlled drugs, alcohol and tobacco products, under the Misuse of Drugs Act 1971 and the Custom and Excise Management Act 1979, it has protected tax revenues of over £78 million. Border Force officers also intercepted 3.5 tonnes of illegal psychoactive substances in 2014-15.

These goods and products are then disposed through commercial contracts along with items used to conceal them (including vehicles and vessels, cat litter, air conditioning units, ice cream machines, radiators/boilers and hot tubs).

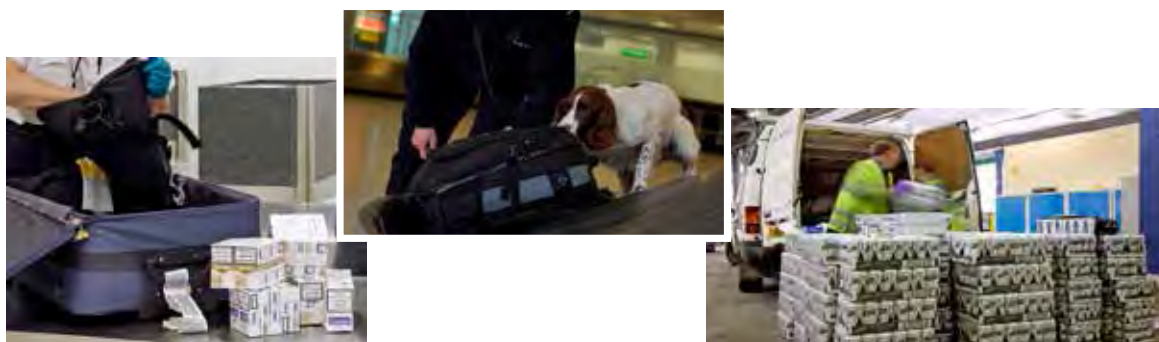
During 2014-15 (April to December) Border Force's Queens Warehouse facilitated disposals for itself and HM Revenue and Customs of:

- over 622 tonnes of seized tobacco products
- in excess of 4.9 million litres of alcohol
- 38.2 tonnes of drugs

Creating:

- 1,396 tonnes of cardboard, aluminium, plastic and glass released for recycling
- in excess of £1.3 million in income

We also introduced a health and wellbeing strategy in 2014-15 to provide early support to staff and guidance to managers.



**Border Force detector dog in action and examples of seized counterfeit goods**

## Public safety

The latest **Crime Survey** (December 2014) shows (based on the experience of the public rather than police figures) that crime has fallen by almost two thirds since its peak in 1995.

This year we introduced legislation to tackle the illicit market in substances used as drug cutting agents in the **Serious Crime Act 2015**.

Over the last three years we have supported local areas in **targeting gang-related crime**. We have worked with a range of partners in 43 areas including local authorities, children's social care, employment advisers, voluntary and community organisations, the police and criminal justice agencies.

We have introduced a new online system to allow people who report a crime to follow it through the investigation stage easily and securely – **TrackMyCrime**.

From October 2014 the majority of **support services for victims** were provided at a local level by Police. The move towards locally commissioned services means that there will be new opportunities for organisations who provide victims' services to bid to their local **Police and Crime Commissioners** for funding. This is in addition to the opportunity to bid for services nationally commissioned by the Ministry of Justice.

Through the **Prevent Strategy**, we have:

- removed over 34,000 pieces of unlawful terrorist-related content from the internet
- supported over 70 local community projects such as interactive workshops for young people to explore the consequences of travel to Syria
- put up online tools to counter extremist messaging
- revised and rolled out our flagship training product 'Workshop to Raise Awareness of Prevent', a training tool to teach frontline workers how to identify and support those at risk of radicalisation

In its first year year of operations the National Crime Agency (NCA) recorded many successes through close partnership working across law enforcement and international collaboration to demonstrate that no-one is beyond the reach of the law. Notable successful operations included:

- Operation Notarise, coordinated by the NCA, involved 45 police forces across England, Wales, Scotland and Northern Ireland and led to the arrest of 660 suspected paedophiles. More than 400 children across the UK have been safeguarded as a result of the operation
- a series of raids organized by Home Office Immigration Enforcement targeting individuals suspected of being involved in sham weddings in the West Midlands

## Social cohesion and community involvement

The Local Alcohol Action Areas (LAAAs) programme, part of the Government's alcohol strategy, is contributing towards making people feel safer and secure and improving social cohesion by supporting 20 areas across England and Wales in addressing alcohol-related harm. Work is focused on cutting alcohol-related crime and disorder, and reducing the damage caused to people's health. Underpinning these is the promotion of diverse and vibrant night-time economies.

Specialist support managers help areas to make and implement plans and review progress. Expertise in crime prevention, licensing, public health improvement and diversification is shared and local areas are brought together to share their own learning and solve joint problems. For example, areas have shared approaches to issues such as addressing negative perceptions of town centres, tackling street drinking and improving the safety of vulnerable individuals on a night out.

The overall cost of alcohol misuse in society is estimated to be around £21 billion per year and there is a strong link between alcohol and violent crime. In 2012-13, the victim believed the perpetrator to be under the influence of alcohol in nearly half (49%) of all violent incidents.

Creating a more diverse and vibrant night-time economy means broadening the range of businesses offering activities that do not centre on drinking alcohol. This can have significant benefits in terms of reducing crime and disorder, and reducing health harms, as well as improving the health of the local night-time economy.

Charity begins at home and we recognise the importance of charitable organisations, along with developing staff skills. We encourage staff to take up to five days special leave per year for volunteering activities. In January Border Force staff nominated Help for Heroes as their charity partnership.

In Liverpool, a charity committee organises regular collections of spectacles, bras, used coats and shoes for local charities. All these items were destined for landfill. Staff feedback has indicated that they welcomed the opportunity to contribute to the well-being of others without any direct financial contribution.



**Border Force's new Charity of the Year: Help for Heroes**



## Human rights and equalities

As part of the new **Immigration Act**, which received royal assent on 14 May 2014 we have:

- introduced changes to the removals and appeals system, making it easier and quicker to remove those with no right to remain in the United Kingdom
- ended the abuse of Article 8 of the European Convention on Human Rights, the right to respect for family and private life
- prevented illegal immigrants accessing and abusing public services or the labour market
- made it easier to identify, remove and deport illegal immigrants
- made it more difficult for illegal immigrants to live in the United Kingdom

Tackling crimes against vulnerable people such as children, victims of slavery and women presents a major challenge for us in terms of providing services for the victim and bringing the perpetrators to justice. During 2014-15 we have refreshed the **action plan** from The National Group on Sexual Violence against Children and Vulnerable People to reflect our learning from historical and more recent child sexual exploitation cases. This is an area where significant challenges remain for all in the criminal justice system to clarify the scale of the problem, understand what interventions are the most effective and to develop appropriate policy responses.

We announced a package of measures in June 2014 at the **Girl Summit** to address Violence against women and Female Genital Mutilation.

We also created a new Child Abuse Image **Database** which will provide law enforcement agencies with better tools to search seized devices and increase their ability to identify victims.



Home Office advertising campaign

## 4.2 Economic sustainability

In this section, we explore some examples of our contribution to economic sustainability. Procurement and supply chains are covered in section 3.

Getting our policies right can have a beneficial impact on the Nation's economy. Over the last two years, a series of reforms to the immigration system have helped to encourage the 'brightest and the best' to the United Kingdom to work, study and invest in business. At the same time, abuse of the immigration system is being reduced. Controlled immigration may have 'beneficial' economic effects because migrants are more likely to be of working age, young, skilled and undertaking paid work are likely to make a more positive net fiscal contribution than those with low skills and low labour market participation rates.

Our immigration reforms have helped UK nationals into employment by setting annual limits on the number of non-EU migrants admitted into the country. We increased the number of skilled people being sponsored by UK employers in areas such as information technology and science, and have improved flexibility for businesses and their employees to allow Tier 2 visas to be granted for 5 years from the previous 3.

The social and economic costs of crime in the UK amount to many billions of pounds. Some estimates indicate that violent crime alone costs the UK economy more than £124 billion a year, equivalent to £4,700 for every household.

### Impact on organisations

The 2013 Spending Round (SR13) imposed significant reductions in departmental expenditure for the financial year 2015-16. The Department's resource expenditure limits will be £10,320 million. Within this resource settlement, the Department's administration budget will reduce to £400 million, equivalent to more than a 50 per cent real-terms reduction compared to Spending Review 2010. In line with the most recent Office for Budget Responsibility projections, we are anticipating that further reductions will be required through the course of the next Parliament.

### Save it! campaign

The department's 'Save It' campaign identifies cost savings and efficiencies. Some of these ideas have a direct influence on resource use such as energy or travel. We have used the scheme to promote sustainability through posters showing how we can reduce costs through avoiding paper waste and travel. We actively promote the use of IT through video conferencing and online document sharing applications to reduce travel.

### Rationalising and consolidating our estate

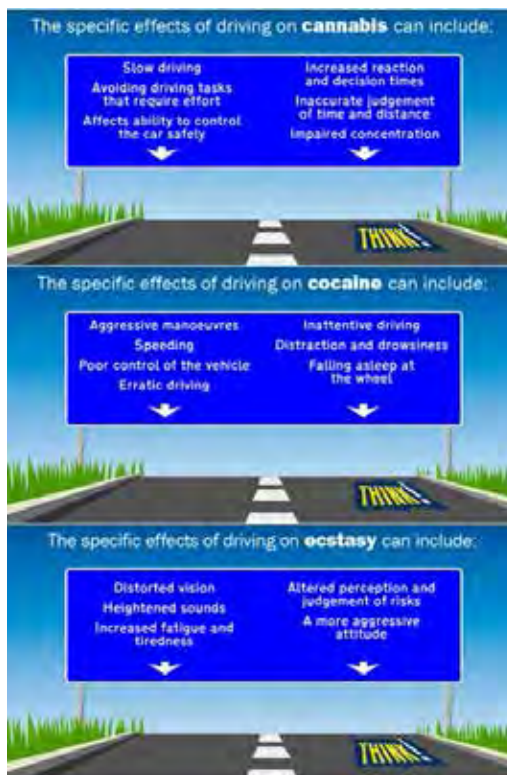
Between 2009 and 2014 we have closed 130 sites, reducing our floor space by 150,000 sq. m. This saved over £50 million a year. This included the Greater London Consolidation Project (GLEC) which ran from 2010 to 2014 and by the end of the programme, it had saved nearly £17 million annually and resulted in the closure of 13 buildings within Greater London.

## Competition and innovation

Our Security Industry Engagement Directorate has promoted our expertise through trade visits. It has also signed a number of security memorandums with countries such as Qatar, supported the travel industry at an influential UK counter-terrorism exhibition, established and co-ordinated a quarterly industry and government security growth partnership steering group providing a new approach to the innovation, promotion and delivery of UK security capabilities.

Our Centre for Applied Science and Technology (CAST) was asked to design and undertake the testing for new screening equipment for drivers who are believed to have taken drugs and are driving.

In January we published a research report about **metal theft**. It showed that metal theft had fallen by around a third between 2012-13 and 2013-14. The report concluded that the package of interventions contributed to a substantial 'reduction in offences over and above the effect of a fall in metal prices and other factors driving trends in acquisitive crime.'



Campaign poster – Think before you drive!



Scrap metal

The reduction in metal theft and re-sale could mean that less metal needs to be smelted and manufactured to replace stolen material. The theft of cabling from telecommunications companies and railway networks has reduced significantly, meaning a reduction in the amount spent on replacing this cabling and a reduction in payouts by affected insurance companies. This has impacts relating to economic sustainability. Finally, a reduction in the hours of delays on the railways and falling crime figures make a positive contribution to social cohesion and social sustainability.

## Rural proofing and natural capital

We ensure the interests of rural communities are considered within our policies. When consulting on the new fees for firearms licensing, 70% of respondents indicated that they lived in a rural area; therefore we worked more closely with the Department for Environment, Food and Rural Affairs to ensure that rural communities' views were addressed. Currently we have not taken natural capital into account in our policy making decisions but keep this matter under review.

## 4.3 Environmental sustainability

In this section we explore some further examples of our contribution to wider environmental sustainability. Progress against Greening Government Commitments, including resource management and air quality, is in section 2.

### Climate change and adaptation

The second UK **Climate Change Risk Assessment (CCRA)** is a statutory requirement of the Climate Change Act and must be produced every five years. It provides the evidence base for the National Adaptation Programme and adaptation programmes of the Devolved Administrations. We are contributing to this work in our horizon scanning of migration and flood risk that might give cause to increased crime or our ability to prevent crime.

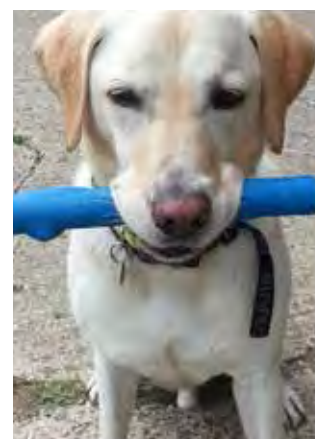
### Biodiversity

Border Force has specific responsibility for the enforcement of the **Convention on International Trade in Endangered Species (CITES)** within the UK. Figures from UK Border Force show there have been 2,853 seizures of illegal products over the past six years, with at least 1,165 ivory products, 127 rhino horn items and 1,682 tiger products from 257 separate confiscations. During 2014 alone 509 seizures were made, including 33 seizures of non-sustainable timber products.



Examples of CITES seized goods

In October 2014, one special Border Force employee was awarded the International Fund for Animal Welfare's 'Animal of the Year Award'. A nine-year-old Labrador called Tyke received his award for helping to sniff out illegal wildlife trade and animal products arriving at Heathrow airport.



Tyke, a border force sniffer dog, received 'Animal of the Year Award'

With the Department for Environment, Food and Rural Affairs we have committed an additional £544,000 worth of funding to support the **Wildlife Crime Unit's** work until 2016 to allow it to plan for longer operations.

The Department has signed up to the **National Pollinator Strategy**. At Heathrow Immigration Removal centre we have a thriving hive of over 30,000 honey bees producing about 25-40 lbs of honey per year which is sold locally and the money re-invested into new hives, smoke pellets and new bees.

Working with our partners, Ministry of Justice, Natural England and local Biodiversity Partnerships, we are putting in Biodiversity Action plans at a number of our Immigration Removal Centres (IRCs), contributing to improving the biodiversity aspect of the Government's Sustainable Development indicators, increasing the number of priority species that are stable or increasing.

Our IRC in Dover is home to six different species of bat as well as winter bat roosts. Situated on chalk grass and down land, it is excellent for wild flora, and is home to the adder, common lizard and slow-worm, all of which are protected species. We are working with Kent Wildlife Trust, Natural England and the local Biodiversity Partnership to achieve a Stage 1 designation for this.



Common Lizard, Adder and Slow worm found near Dover

Another IRC in Lincoln is a Stage 2 biodiversity significant site which contains interesting tree species and several priority species such as bats and newts (palmate and smooth) on site, both of which are protected.

London plane trees stand proudly outside our headquarters building. They are both drought and pollutant tolerant. A fungal disease, *Ceratocystis platani*, can cause Plane trees to wilt and die. Amongst its many duties the Border Force carries out inspections of plants sent to this country to ensure this and similar diseases do not become a threat in the UK. The OPAL tree health survey is a way to support UK health of trees.



Plane trees outside headquarters building in London

## Renewable energy

An example of how we are building resilience against climate change is with the installation of renewable energy technologies.

The new HM Passport Office in Durham is part of a wider development where electricity is being generated from the River Weir utilising an Archimedean screw turbine (the first UK City Centre development to do this). The design encourages bio-diversity by incorporating a home for otters and bats alongside a fish pass, which allows fish and eelers to travel upstream more easily. A fish counter has been installed which can count fish and differentiate species.



Hydro-power Archimedean screw turbine

Following on the work last year we continue to refine our measurement of the carbon of crime and of asylum accommodation and services.

## Carbon Costs of Crime

As part of the collaboration with the University of Surrey and Secured by Design, 'The Carbon Costs of Crime' research project has produced three areas of focus:

- estimating the total carbon footprint of crime
- evaluating the carbon emissions associated with crime-related public services
- comparing the footprint of offences against the footprint of crime prevention measures

The total carbon footprint of crime within England and Wales is around 4 million tonnes CO<sub>2</sub>e a year, equivalent to powering around 900,000 UK homes for a year.

This footprint of all crime was split between emissions from actions 'in anticipation' of crime, 'as a consequence' of crime and those which arise due to the criminal justice system dealing with crime. We include emissions from both recorded offences and estimated unrecorded offences. The graph below shows how the footprint is shared between these classifications.

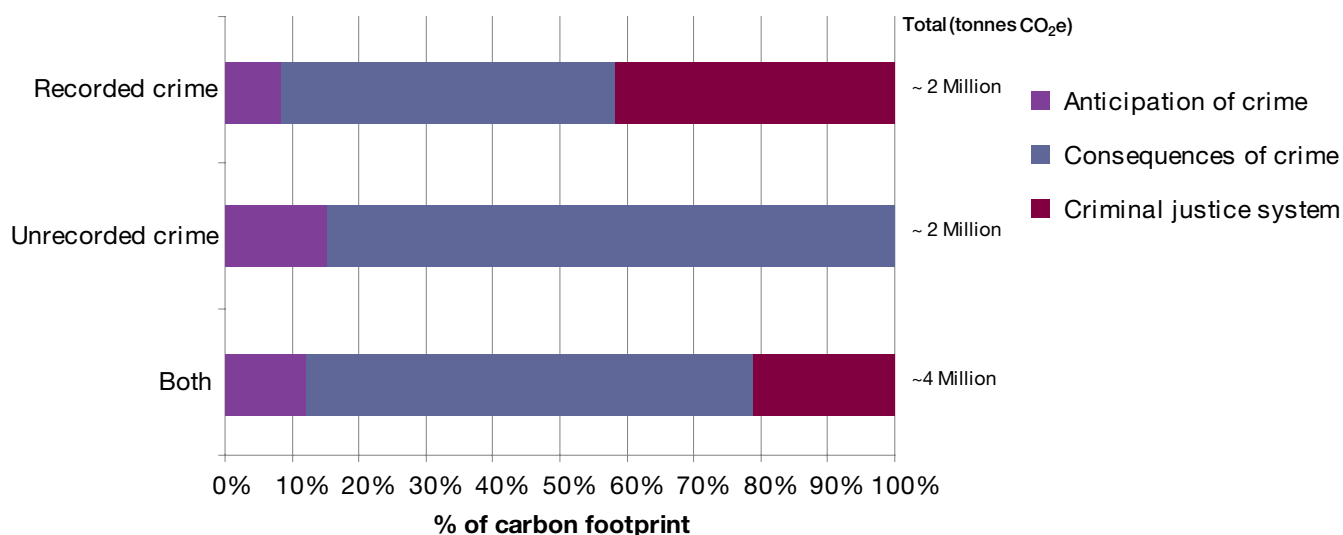
This footprinting exercise has helped inform us of our wider impacts and indicated that the carbon arising from the criminal justice system (policing, prisons, courts and governance) accounts for around 40% of emissions due to recorded crime and 20% of all crime (red in graph below).

We have begun to investigate the footprint of both our organisation as a whole and police forces, in order to highlight large sources of emissions contributing towards the overall carbon footprint of crime. As a result of this analysis, any opportunities to reduce this environmental impact will be highlighted.

Of all offences, burglaries were found to account for the largest proportion of emissions (30%), due to the number of offences and the emissions associated with the replacement of stolen and damaged goods (consequence of crime-in blue). The next stage of the research is to estimate the footprint of crime prevention measures endorsed by Secured by Design. A comparison will then be made between the footprint of the measure (for example a burglar alarm) and the offence they aim to prevent (burglary) in order to highlight demonstrably effective and low-carbon crime prevention solutions.

A peer reviewed publication will detail these overall findings and is expected later this year.

**Carbon footprint of crime, recorded and unrecorded**



## Immigration services

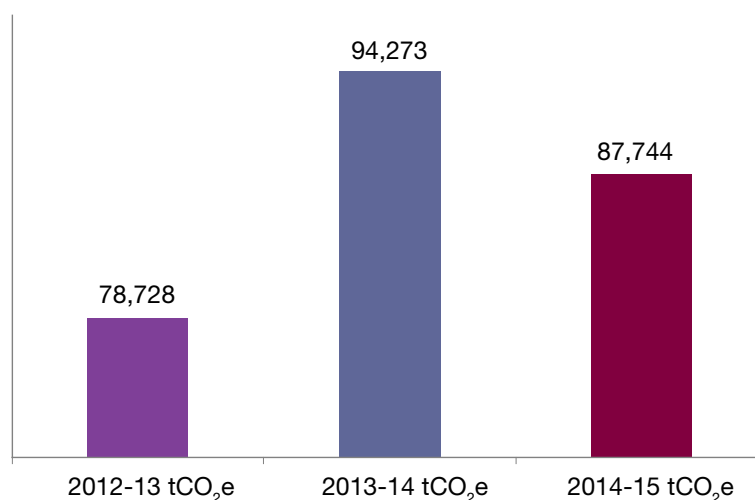
Under the Greening Government Commitments, we are not currently required to report on immigration removal centres (all are provided by Ministry of Justice or third party suppliers), asylum housing and transportation related to immigration or asylum services, both domestic and international (all are outsourced services). However, we were eager to examine this source of potentially high level of emissions.

We appointed Carbon Smart to measure the carbon impact of the outsourced immigration accommodation and asylum support services in 2014. We focussed on:

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

Carbon Smart calculated the emissions associated with these services to be 87,744 CO<sub>2</sub>e. There has been a 7% reduction in emissions since 2013-14, predominantly due to a reduction in emissions from flights.

**Total annual emissions from immigration services**



Emissions from immigration accommodation account for 71% of the total footprint. Over half of which is asylum housing. Transport accounts for the remaining 29%, a fifth of which is due to removal flights.

Significant improvements have been made to the quality of data received in 2014-15 and this is something that will continue as we work to embed best practice reporting. Our next focus is to engage the supply chain to ensure reporting is being used to drive improvements in performance.

We are working with suppliers of asylum accommodation to invest in energy efficiency improvements. One supplier is in the process of switching to improved energy tariffs and is trialling tamper-proof boilers and timer controls.

## 5: Striving to improve

In this section we reflect on our commitments in our 2013-14 report and then consider the issues that will impact on the Home Office sustainability agenda going forward and what we plan to do to meet these.

2013-14 commitments	Status ✓ met x not met ▲ ongoing	Comment
Normalised data will be made available in future reports	✓	Included within report. See sections <a href="#">2.1</a> , <a href="#">2.2</a> and <a href="#">2.4</a> .
Develop a Sustainable Development Guide for Policy-makers	▲	Draft produced and workshops held
Take forward Environmental Audit Committee recommendations	▲	Government Response published to address 10 recommendations
Support Earth Hour and other national/global events	✓	Over 30 offices supported Earth Hour
Inform and engage with more staff throughout the estate.	▲	Communications enhanced and Sustainability Week hosted in March 2015
Publicise Civil Service Learning sustainability course.	✓	Promoted internally on our online intranet, Horizon, and by posters during Sustainability Week
Improve percentage of procurement through small and medium sized enterprises from 17% to 25% by 2016-17	▲	Ongoing. Currently exceeding interim targets
Support Department for Environment, Food and Rural Affairs and Cabinet Office to develop targets for 2014-15 and beyond	▲	In January, Ministers decided to retain the Greening Government Commitments framework for 2015-16 on a 'Maintain performance and strive to improve' basis
Continue to refine carbon footprinting methodologies	▲	Improved the carbon cost of crime estimate and immigration services footprinting data sources
Embed sustainability into consolidations in Manchester and Durham	▲	The Soapworks in Salford and Freeman's Reach in Durham are subject to Building Research Establishment Environmental Assessment Methodology (BREEAM) targets of very good or excellent
Extend best energy practice to the North and the West improving our gain-share mechanism	✓	aM&T introduced in key sites in North and West
Reduce the percentage of F and G display energy certificates	x	The number of buildings with energy certificates has increased. We still have ten F and G buildings
Reduce overall consumption of water per person	✓	We have reduced overall consumption of water by around 5m <sup>3</sup> per person and other details can be found in section <a href="#">2.2</a>



Optimise water usage through audits and best practice	▲	Conducted eight water audits and introduced aM&T in key sites in London and South East
Roll out new waste system in key sites in the North and the West regions	✗	Deferred to 2015-16 due to financial restrictions
Improve waste recycling, and use more sustainable products in catering facilities	▲	Reduced overall waste by 31%, see section <a href="#">2.4</a>
Improve the quality and coverage of waste data including information technology and furniture	▲	Details in section <a href="#">2.4</a>
Continue to improve information technology efficiency	▲	The latest position is in section <a href="#">2.1.1</a>
Monitor and optimise usage of video conferencing	▲	Partial data is now available
Trial Telematics to optimise vehicle usage and driver behaviour	▲	Telematics will commence in spring 2015.
Trial up to 20 electric vehicles in operational environment.	✗	We are looking at procuring up to 20 electric vehicles subject to financial constraints
Run a targeted campaign to promote other ways of holding meetings or alternative means of travelling	✓	As part of the ongoing Save it! campaign. See section <a href="#">2.1.2</a>
Target frequent flyers to understand reasons for flying and address findings	✗	Deferred to 2015-16 due to data reliability issues

## Performance

In 2010, the Coalition Government introduced a set of targets (2009-10 to 2014-15), known as the **Greening Government Commitments**. In January 2015, Ministers agreed to retain this framework for 2015-16 on a ‘maintain performance and strive to improve’ basis. We will continue our progress in all areas and look to improve in areas where we did not reach the stated target, for example the number of domestic flights taken by our staff. We will look to further consolidate our estate (Manchester and Solihull) and continue to implement the cross government flexible desk sharing policy to increase building utilization.

## Reporting

Proposed changes from HM Treasury to streamline annual reports will include the need to further integrate sustainability within departments’ Annual Reports and their overall performance metrics. This will allow departments to better articulate and focus on the sustainability issues that are most material for their organisation. This is in addition to the current reporting on GGC data. Department for Environment, Food and Rural Affairs will look to undertake a project to assess and propose a post-GGC landscape and we have pledged to participate fully in this review.

## Supply Chain

We will further engage with the small and medium sized enterprises (SME) market by:

- engaging pre-market, to ascertain potential suppliers and solutions to our requirements
- identifying current spend with SMEs where contracts are due for renewal
- challenging whether planned procurements are accessible to SMEs and new entrant suppliers, via the Commercial Oversight Group governance
- challenging our strategic suppliers to develop SME strategies, monitor expenditure and develop the SME market to support our priorities, via Executive Oversight Board meetings

- challenging Crown Commercial Service to deliver SME spend on commodity goods and services procured on our behalf
- working with Police and Crime Commissioners to encourage force participation in the consultation on the Small Businesses, Enterprise and Employment Bill
- working with our strategic suppliers to understand the innovations which their SMEs can offer
- disaggregating future contracts: although our focus remains spend in information technology, we need to identify other procurements in order to deliver the 2015-16 target

## Challenges

We are not expecting any significant increases in the budget to deliver our work in the next few years; in real-terms we have less. We will work within these constraints to deliver our priorities.

The Home Office estate function is to be clustered with Ministry of Justice and Crown Prosecution Services during 2016, bringing opportunities to work more collaboratively on procurement and estates issues.

Two of our facilities management contracts come to an end in March 2016 and new contracts are being developed for information technology provision and travel services. We will be looking for a smooth transition in these and other contracts and an improvement in the way sustainability is managed.

An interesting challenge closely linked to our policies and priorities is the addition of the transparency clause in the Modern Slavery Act 2015. It may indicate a greater willingness of organisations and governments to demonstrate what they are doing to ensure that its supply chains are more ethical. It remains to be seen what the EU, UK Government and other stakeholders will seek to include in the coming years but might include agricultural goods from illegally deforested lands, conflict materials, clothing from sweatshops and wider carbon footprinting of supply chains, particularly when these are outsourced to other countries. We intend to launch a new programme of supplier engagement where the objectives will be to:

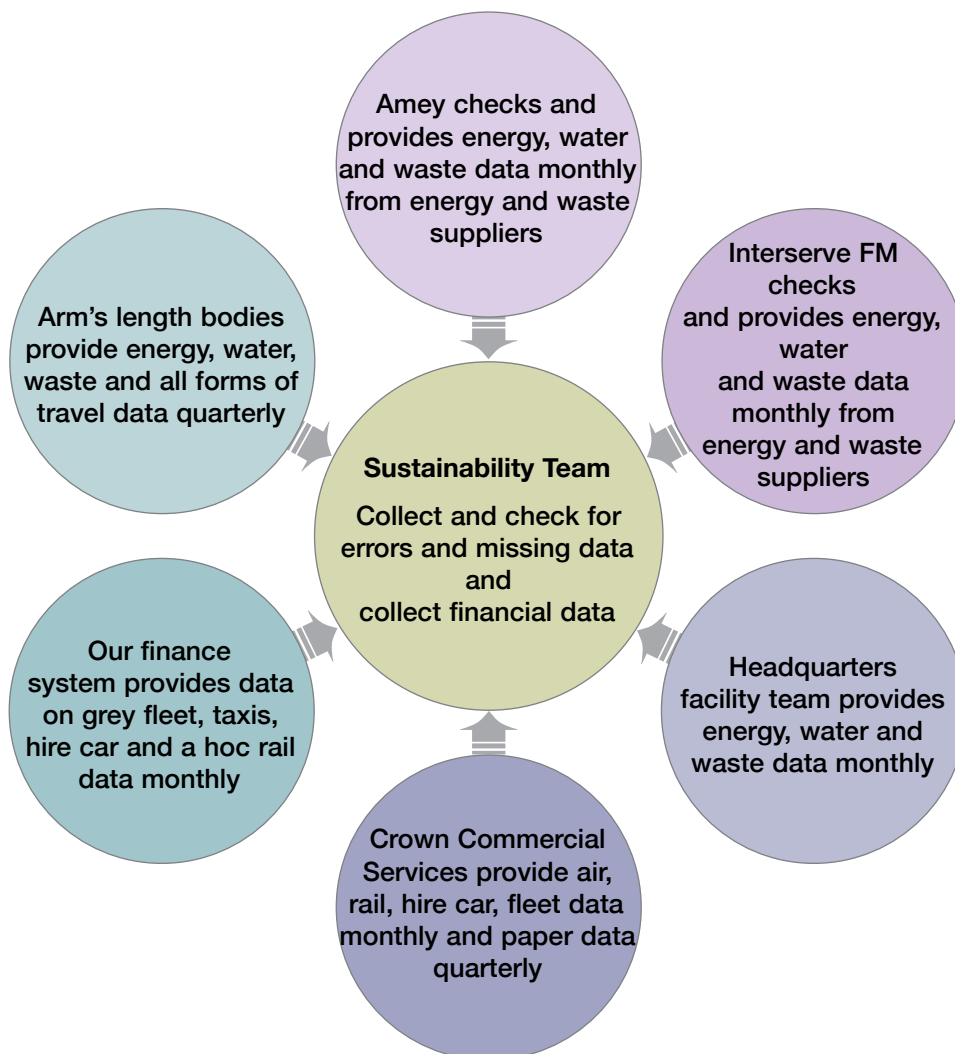
- share messages on the future direction of the Home Office with suppliers
- update our strategic and operational suppliers on our key expectations, including adherence to the Modern Slavery Act 2015, support for small and medium sized enterprises (prompt payments) and innovative ways of working

The **2008 Climate Change Act** established the world's first legally binding climate change target. It aimed to reduce the UK's greenhouse gas emissions by at least 80% (from the 1990 baseline) by 2050. The United Nations Framework Convention negotiations will develop a new international climate change agreement that will cover all countries. The new agreement will be adopted at the Paris climate conference in December 2015. This will replace the 1997 Kyoto protocol, which expired in 2012. The new agreement will set out a range of measures to ensure governments take the necessary actions to meet the 2050 carbon emission target. We plan to look at ways to explore what this means for us by assessing our trajectory to 2050.

# 6: Assurance and Data Quality

We continue to seek quality and transparency in our performance management and reporting. As we do this, we have explored additional ways to provide confidence in our processes and our reported data.

Various data points are confirmed internally through staff and systems that have been established to collect and review that data. For instance, we gather information about energy use from verified, metered data that comes directly from utility billing systems. Other data and information are confirmed externally through third parties such as Carbon Smart.



A summary of data sources and checks

**Data Quality:** All data is based on information available at 12th May 2015. Figures may be at variance with other reports with different cut-off dates. We have restated some previous annual published figures to take account of Machinery of Government changes (specifically the removal of data previously attributed to the Disclosure and Barring Service) and where we have improved data. Where data gaps remain, estimates are calculated using data from the relevant period from the previous year (or the year before). Where this was also unavailable a monthly average is calculated using data in that year.

**Energy and water:** Data is from locations where we pay for utilities directly and not through landlord service charges. The greenhouse gas conversion factors used can be found [here](#). The fugitive emissions baseline has significant estimates based on later years.

**Travel:** Road vehicle data includes travel by all our staff regardless of their location. Fleet data is derived from fuel card use and in litres where this is possible. Grey fleet is based on 'average' size vehicles and 'unknown' fuel conversion factors. Hire car data is based on a mixture of 'known' and 'unknown' fuel and engine size.

**Waste and paper:** Data is from buildings directly managed by one of our facilities management suppliers. The data does not currently include waste collected by local authorities, seized goods and uniforms, construction waste and computer waste. Where possible this data has been made available separately in this report. Sanitary waste is included in landfill or incineration figures.

**Supply Chain:** The Corporate Assessment of Environmental, Social and Economic Responsibility (CAESER) data for 2014-15 was not available at the time of publication.

# Annex A

## Home Office Bodies

All members of the Departmental group are listed below. Those organizations deemed to be outside the scope of the report are identified and the reason given.

	In scope of report	Out of scope
Executive non-departmental public body	<ul style="list-style-type: none"> <li>• Gangmasters Licensing Authority</li> <li>• Independent Police Complaints Commission</li> <li>• Security Industry Authority</li> </ul>	<ul style="list-style-type: none"> <li>• Office of the Immigration Services Commissioner - de minimus for GGC data</li> </ul>
Advisory non-departmental public body	<ul style="list-style-type: none"> <li>• Advisory Council on the Misuse of Drugs</li> <li>• Animals in Science Committee</li> <li>• Migration Advisory Committee</li> <li>• National DNA Database Ethics Group</li> <li>• Police Advisory Board for England and Wales</li> <li>• Police Negotiating Board</li> <li>• Technical Advisory Board</li> </ul>	
Tribunal non-departmental public body and other arm's length bodies	Please see Home Office Annual Report and Accounts 2014-15 for a full list of bodies	
Companies and Corporations	<ul style="list-style-type: none"> <li>• College of Policing</li> </ul>	<ul style="list-style-type: none"> <li>• Disclosure and Barring Service - Public Non Financial Corporation</li> </ul>

# Annex B

## Financial and non-financial data at a glance

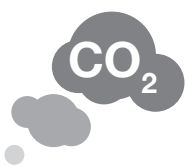


Table 1

Greenhouse gas emissions by scope		2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
Non-Financial Indicators (tCO <sub>2</sub> e)	Gross emissions for scopes 1 & 2 (fuel from buildings and our own vehicles)	54,317	48,041	40,186	41,818	37,745	37,736
	Gross emissions scope 3 (from business travel using public transport, taxis and airlines)	9,058	8,632	7,723	8,146	8,555	8,367
	Reported greenhouse gas emissions	<b>63,375</b>	<b>56,673</b>	<b>47,909</b>	<b>49,964</b>	<b>46,300</b>	<b>46,103</b>



Table 2

Energy use in buildings		2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	
Non-Financial Indicators (tCO <sub>2</sub> e)	Electricity: Non-Renewable	26,227	22,203	19,173	16,896	6,490	4,806	
	Electricity: Renewable	16,971	16,891	14,702	15,365	23,704	26,475	
	Gas	6,774	5,623	4,938	6,388	5,589	4,920	
	Liquefied petroleum gas (LPG)	318	237	350	166	162	102	
	Oil	3,302	2,016	694	956	586	574	
	Fugitive emissions	1,260	631	422	22	143	112	
	<b>Total</b>	<b>54,852</b>	<b>47,601</b>	<b>40,279</b>	<b>39,793</b>	<b>36,674</b>	<b>36,989</b>	
Non-Financial Indicators (GWh)	Energy Consumption	Electricity: Non-Renewable	49.2	42.3	39.1	34.0	13.4	8.9
		Electricity: Renewable	31.8	32.2	30.0	31.0	49.0	49.3
		Gas	36.8	30.4	26.9	34.5	30.4	26.6
		Liquefied petroleum gas (LPG)	1.5	1.1	1.6	0.8	0.8	0.5
		Oil	11.9	7.3	2.5	3.4	2.2	2.1
		<b>Total</b>	<b>131.2</b>	<b>113.3</b>	<b>100.1</b>	<b>103.7</b>	<b>95.8</b>	<b>87.4</b>
Financial Indicators (£ '000s nominal)	Energy Expenditure		10,190	9,548	8,349	8,826	8,566	8,134
	CRC Energy Efficiency Scheme: Fees		Not available	2.2	1.3	1.3	2.2	1.3
	CRC Energy Efficiency Scheme: Allowances		Not available	Not available	503.4	523.1	404.2	702
	<b>Total expenditure</b>		<b>10,190</b>	<b>9,550</b>	<b>8,854</b>	<b>9,350</b>	<b>8,972</b>	<b>8,837</b>



**Table 3**

Greenhouse gas emissions from travel		2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
<b>Non-Financial Indicators (tCO<sub>2</sub>e)</b>	Air – Domestic flights	1,198	1,020	1,022	1,152	1,231	963
	Fleet vehicles	2,634	3,353	2,574	4,387	3,449	3,262
	Hire cars	918	1,101	1,073	1,270	1,672	1,858
	Grey fleet (staff owned vehicles)	2,163	2,100	1,578	1,607	1,390	1,146
	Rail – Domestic	1,557	1,445	1,348	1,720	1,836	1,854
	Taxis	53	53	35	35	48	31
	<b>Total excluding international travel (GGC)</b>	<b>8,523</b>	<b>9,072</b>	<b>7,630</b>	<b>10,171</b>	<b>9,626</b>	<b>9,114</b>
	Air – Short haul flights (European)	329	291	288	283	358	280
	Air – Long haul flights International	1,749	1,204	1,658	1,101	1,815	1,297
	Rail - International (including Eurostar)	10	7	7	5	13	6
	<b>Total travel greenhouse gas emissions (including overseas travel)</b>	<b>10,611</b>	<b>10,574</b>	<b>9,583</b>	<b>11,560</b>	<b>11,812</b>	<b>10,697</b>
<b>Financial Indicators (£ '000s nominal)</b>	Air – Domestic flights	1,329	959	1,031	1,222	1,365	1,363
	Fleet vehicles	921	1,624	1,487	1,540	3,543	1,657
	Hire cars	524	743	829	976	1,375	1,512
	Grey fleet (staff owned vehicles)	2,496	2,234	1,800	1,878	1,551	1,226
	Rail – Domestic	7,430	5,958	5,747	8,257	8,828	9,646
	Taxis	577	486	403	430	439	288
	<b>Total domestic expenditure (GGC)</b>	<b>13,277</b>	<b>12,004</b>	<b>11,297</b>	<b>14,303</b>	<b>17,101</b>	<b>15,692</b>
	Expenditure on accredited offsets	57	26	17	3	2	7
	Air - Short haul flights (European)	180	322	318	355	410	1,771
	Air – Long haul flights International	1,333	845	576	1,141	1,708	1,392
	Rail - International (including Eurostar)	259	143	149	105	850	172
<b>Total expenditure (including overseas travel)</b>	<b>15,106</b>	<b>13,340</b>	<b>12,357</b>	<b>15,907</b>	<b>20,071</b>	<b>19,034</b>	



Table 4

Domestic flights	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
Number	15,241	11,631	8,917	11,603	15,928	13,963



Table 5

Water			2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
Non-Financial Indicators (thousands m <sup>3</sup> )	Water Consumption	Supplied	306	248	227	198	200	172
		Abstracted	4	5	2	3	4	3
		<b>Total Water</b>	<b>310</b>	<b>253</b>	<b>229</b>	<b>201</b>	<b>204</b>	<b>175</b>
Financial Indicators (£ '000s nominal)	Invoiced water supply		557	386	349	340	378	389

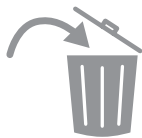


Table 6

Office waste			2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	
Non-Financial Indicators (tonnes)	Non-hazardous waste	Reused and recycled	4,445	3,569	2,991	2,639	2,297	2,429	
		Composted	Not collected				6	59	99
		Incinerated with energy recovery					154	82	70
		Incinerated without energy recovery					3	19	21
		Landfill	1,240	1,290	1,504	1,022	989	1,283	
<b>Total waste</b>			<b>5,685</b>	<b>4,859</b>	<b>4,495</b>	<b>3,824</b>	<b>3,446</b>	<b>3,902</b>	
Financial Indicators (£ '000s nominal)	Reused, recycled and recovered		626	478	391	365	291	Not available	
	Landfill		99	103	120	85	83	Not available	
	<b>Total disposal cost</b>		<b>725</b>	<b>581</b>	<b>511</b>	<b>450</b>	<b>374</b>	<b>Not available</b>	



Table 7

Paper (A4 equivalent)	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
Amount (reams)	398,001	376,832	287,220	251,686	288,304	322,182
Expenditure (£ '000s nominal)	672	739	833	581	686	848




**Table 8**

Number of buildings reported	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
Electricity	82	83	74	69	63	63
Gas	55	54	50	46	41	41
Oil	10	8	6	5	4	4
LPG	2	2	3	2	2	2
Water	50	50	52	52	50	51
Waste	106	106	111	90	95	97


**Table 9**

People in buildings reported	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
Energy	Not collected	Not collected	17,604	18,675	17,056	17,414
Water (office)	Not collected	Not collected	13,115	15,540	15,293	15,115
Water (office and non-office)	Not collected	Not collected	14,665	15,835	15,429	15,427
Waste	Not collected	Not collected	19,467	19,399	19,154	19,367


**Table 10**

Square metres of buildings reported	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
Electricity	Not collected	Not collected	339,995	327,095	309,957	310,339
Gas	Not collected	Not collected	191,601	204,726	192,399	196,390
Water	Not collected	Not collected	281,613	283,029	276,643	277,501
Waste	Not collected	Not collected	576,301	309,759	333,207	341,458

## Contact us

We welcome your feedback: [\*\*SustainabilityEnquiries@HomeOffice.gsi.gov.uk\*\*](mailto:SustainabilityEnquiries@HomeOffice.gsi.gov.uk)

Home Office energy use and sustainability activity can be found at:

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