

# Sustainability Report: 2015 - 2016



Foreign &  
Commonwealth  
Office



## Sustainability & the Foreign and Commonwealth Office

Foreword: **Keith Elliott, FM Client Unit Director and Sustainability Champion**

*As the Foreign & Commonwealth Office Sustainability Champion, I am pleased to see how sustainability is developing, changing and embedding within FCO business processes and how we are growing our approaches to influence stakeholders, partners and our supply chain.*



I am also pleased to report that the department continues to achieve its headline Greening Government Commitments (GGC) target of 25% reduction in Greenhouse gas emissions against the 2009-10 baseline, despite a period of refurbishment and reconfiguration across our London estate. We achieved an overall reduction of 35%, and have reduced waste by 34% during a period of intense construction and disposal. Paper use has fallen by 38% against the baseline. This has been achieved by hard work from many people across the department in the UK, key partners and throughout our supply chain.

Certain areas continue to be a challenge and we are acutely aware that UK estate water has increased by 20% over the last year, to levels not seen for many years. We are working hard to identify and deliver innovative water efficiency solutions to reduce our impact and improve our performance.

I look forward to seeing further improvements next year following consolidation and improvement across our UK estate, IT infrastructure 'Tech Overhaul' and the introduction of further monitoring and analysis technology across our estate. We will also be providing more information and support for the FCO greening agenda overseas in harmony with our efforts in the UK, to help drive further efficiencies and savings for the British tax payer.

### Sustainability & the Foreign and Commonwealth Office

The FCO helped achieve an historic international agreement to tackle climate change in Paris in December 2015. For the first time ever, 195 countries agreed to act together to combat global warming and reduce carbon emissions. It marked a clear turning point towards a sustainable and low carbon future, and the FCO is working to deliver a sustainable future through its own operational sustainability efforts.

### Sustainable Operations and Sustainable Procurement

#### Strategy and Governance

Because of the government's commitment to sustainable development and the FCO's specific role in promoting global action on climate change, the FCO attaches importance to leading by example through reducing the environmental impact of its own operations and procurement. Lower

environmental impacts also generally means lower costs, allowing resources to be redeployed to front line diplomacy.

Meeting the Government's Greening Government Commitments (GGC) targets for 2015/16 was a cross Government priority in all Departmental Business Plans. The Director of the Facilities Management Client Unit has lead responsibility, supported by key FCO business units with influence on sustainability impacts. Working Groups on Greenhouse Gases, Water and Waste have met monthly.

The FCO manages its environmental impacts and regulatory compliance through an Environmental Management System (EMS). In September 2014, the FCO's EMS was externally re-certified by Lloyds Register Quality Assurance (LRQA) to international standard ISO14001. Staff are trained in environmental auditing, audit data collection methods and controls, and sustainable design best practice annually.

### Scope of reporting

This reporting covers environmental impacts within scope of the GGC targets and carbon emissions associated with the Prime Minister's policy that departments purchase carbon off-sets for their international flights originating in the UK. The GGC targets apply to the FCO's UK operations only and cover the collective sustainability impacts from the FCO; non-wider market impacts of FCO Services, the FCO's Trading Fund; and the FCO's Wilton Park conference centre. Wider market impacts are those associated with FCO Services' work for organisations other than the FCO and range from 6% of total FCO waste and water impacts to 18% of greenhouse gases. All sustainability figures in this report therefore include FCO Services non-wider market and Wilton Park impacts. Financial figures relate to the FCO's expenditure only.

Overseas operations and international rail travel and flights are out of scope of GGC. When last measured in 2008/09,

carbon emissions from the FCO's UK estate and vehicles represented one third of the FCO's global estate and vehicle emissions. International air travel was responsible for 71% of the FCO's total emissions. Posts remain proactive in implementing measures to reduce their environmental impacts.

## Summary of performance

Compared to 2014/15 – FCO energy use fell in 2015/16. The FCO's greenhouse gas emissions fell by 5% due to a decrease of 7% in the carbon factor of grid electricity over 2014/15 and

during a period of extensive estate reform and refurbishment. Domestic flight numbers dropped by 47%. Waste arisings dropped by 1% during a period of consolidation and refurbishment of the FCO's London estate. The recycling rate increased from 61% to 63% of total waste. By the end of March 2015, no non-construction waste was landfilled. All estate water use increased by 16% and paper procurement fell by 10%.

Against 2015/16 targets – The FCO comfortably met the greenhouse gases, all estate water, waste, paper reduction and domestic flight Greener Government

Commitment (GGC) 2015/16 targets set for all Departments. None of four FCO offices met the Office 'Good Practice' water consumption benchmark.

2016/17 to 2019/20 targets – New 'GGC 2020' targets for the next five years are being agreed by Defra and the Cabinet Office, and will set further stretching targets along existing GGC lines. There is a proposal to include a new 'percentage of waste recycled' waste target.

*The FCO's performance against the 2015-16 GGC targets and associated expenditure is summarised in the table below:*

Impact	2015-16 Performance	Target for 2015-16 (unless other year stated)	Result
Greenhouse gas emissions from UK estate, vehicles and domestic train and air travel	13,064 tonnes of CO2 equivalent (tCO2e). 35% reduction.	14,426 tCO2e (a reduction of 25% on 2009-10 emissions)	<b>Met Target</b>
Estate energy expenditure	£4,407,218		
Number of domestic flights	335 54% reduction	588 flights (a 20% reduction on 2009-10 flights)	<b>Met Target</b>
Vehicle and domestic train and air travel expenditure	£561,985		
CRC Energy Efficiency Scheme expenditure	£291,893		
Office water consumption	10 cubic metres per Full Time Equivalent (FTE)	>6m3 per FTE = poor practice 4m3 – 6m3 per FTE = good practice <4m3 per FTE = best practice	<b>Missed Target</b>
Office water expenditure	£104,330		
Waste arising	857 tonnes 34% reduction.	974 tonnes (a reduction of 25% on 2009-10 waste arising)	<b>Met Target</b>
Total waste disposal expenditure	£112,790		
Paper consumption	24,165 A4 reams equivalent 38% reduction.	35,036 A4 reams equivalent (a reduction of 10% on 2010-11 consumption).	<b>Met Target</b>
Expenditure on GCOF carbon offsets for UK originated international flights	£17,348		
Emissions associated with those international flights	8,674 tCO2		

## Normalised Performance

To allow comparison between years and organisations, the following table normalises sustainability impacts by staff numbers. The FCO UK estate occupancy full time equivalent (FTE) staff number is 4,389 and comprises staff, contractors and agency personnel working on FCO and Wilton Park premises in the UK; non-wider market FCO Services staff working on UK premises; and FTE visitors to UK premises. The Office FTE for the reduced scope of the office water consumption target is 4,121.

Impact	Per full time equivalent (FTE) 2015/16	Per full time equivalent (FTE) 2014/15	Per full time equivalent (FTE) 2013/14	Per full time equivalent (FTE) 2012/13	Per full time equivalent (FTE) 2011/12	Average per FTE in govt. Depts. 2014/15
Greenhouse gas emissions	<b>3.0 tonnes of CO2e per FTE</b>	3.1 tonnes of CO2e per FTE	2.8 tonnes of CO2e per FTE	3.4 tonnes of CO2e per FTE	3.5 tonnes of CO2e per FTE	2.1 tonnes of CO2e per FTE
Waste arising	<b>208kg per FTE</b>	196 kg per FTE	167 kg per FTE	204 kg per FTE	205 kg per FTE	169 kg per FTE
Office water consumption	<b>10.0 cubic meters per FTE</b>	8.6 cubic metres per FTE	8.3 cubic metres per FTE	9.5 cubic metres per FTE	9.7 cubic metres per FTE	8.1 cubic metres per FTE

The following table gives the Display Energy Certificate (DEC) Scores and Ratings for all qualifying FCO buildings. DEC's measure how energy efficiently a building is being operated on an energy use per area basis. A score of less than 100 and a rating of A-D are better than typical for that type of building..

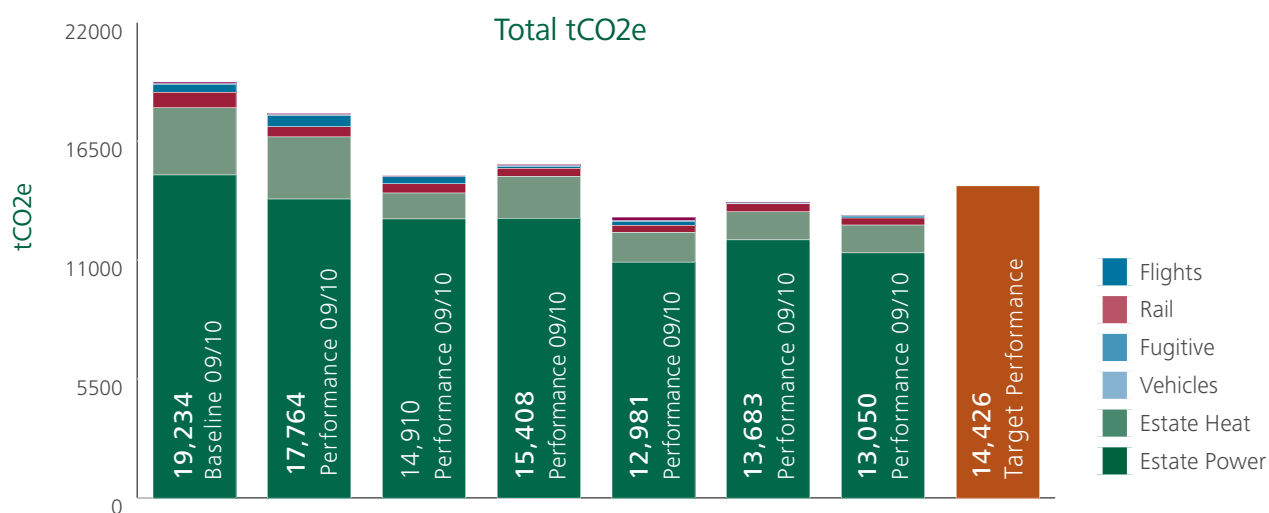
Building	DEC rating (Score) 2015/16	DEC rating (Score) 2014/15	DEC rating (Score) 2013/14	DEC rating (Score) 2012/13	DEC rating (Score) 2011/12	DEC rating (Score) 2010/11
King Charles Street	<b>D (94)</b>	D (98)	E (104)	D (98)	E (108)	D (94)
Old Admiralty Building	<b>N/A</b>	C (55)	C (75)	D (76)	D (79)	D (83)
Lancaster House	<b>C (57)</b>	C (59)	C (70)	C (66)	C (65)	D (76)
One Carlton Gardens	<b>C (61)</b>	C (72)	C (57)	C (59)	C (38)	C (52)



## Greenhouse Gas

## Emissions 2015/16

		2015/16		
		kWh-miles	tCO2	GBP (£)
Greenhouse gases:	Electricity	22,632,870	11,313	3,040,036
	Gas	1,596,775	294	22,506
	Heating Oil	941,692	255	299,016
	Biodiesel	1,482,281	3	143,494
	Biomass	471,676	0	0
	District Heating	2,764,890	734	648,272
	Fugitive	-	85	-
	Domestic flights	90,909	21	36,227
	Train	266,856	19	142,319
	Private mileage	471,343	154	45,392
	Fleet	325,583	100	0
	Chauffeur Service	3,681	1	124,683
	Car Hire	130,944	37	25,683
	Taxis	121,660	34	186,781
TOTALS:		29,890,185 kWh 1,409,937 Miles	13,050 tCO2	£ 4,714,410
Emissions by Scope:	Scope 1 (Energy Direct)	-	737	-
	Scope 2 (Energy Indirect)	-	11,183	-
	Scope 3 (Other indirect)	-	1,130	-



### Performance Commentary (Incl Targets)

FCO energy use fell by 1% in 2015/16, and the FCO's overall greenhouse gas emissions also fell by 5% due to a 7% decrease in the carbon factor of grid electricity. Emissions were 35% below 2009-10 baseline levels compared to a target reduction of 25%. Domestic flights fell by 47% and are 54% below the baseline, achieving the target reduction, following a targeted approach with our travel provider to promote train travel in preference to flying where appropriate.

### Controllable Impacts Commentary

The FCO's main direct impacts within scope of GGC are from electricity and fossil fuel use. These are being reduced through a combination of energy efficiency measures and by heating our Hanslope Park site with 100% biodiesel from waste and second generation oils.

### Overview Of Influenced Impacts

The FCO influences global carbon emissions by promoting low carbon growth in international fora and working with countries across the

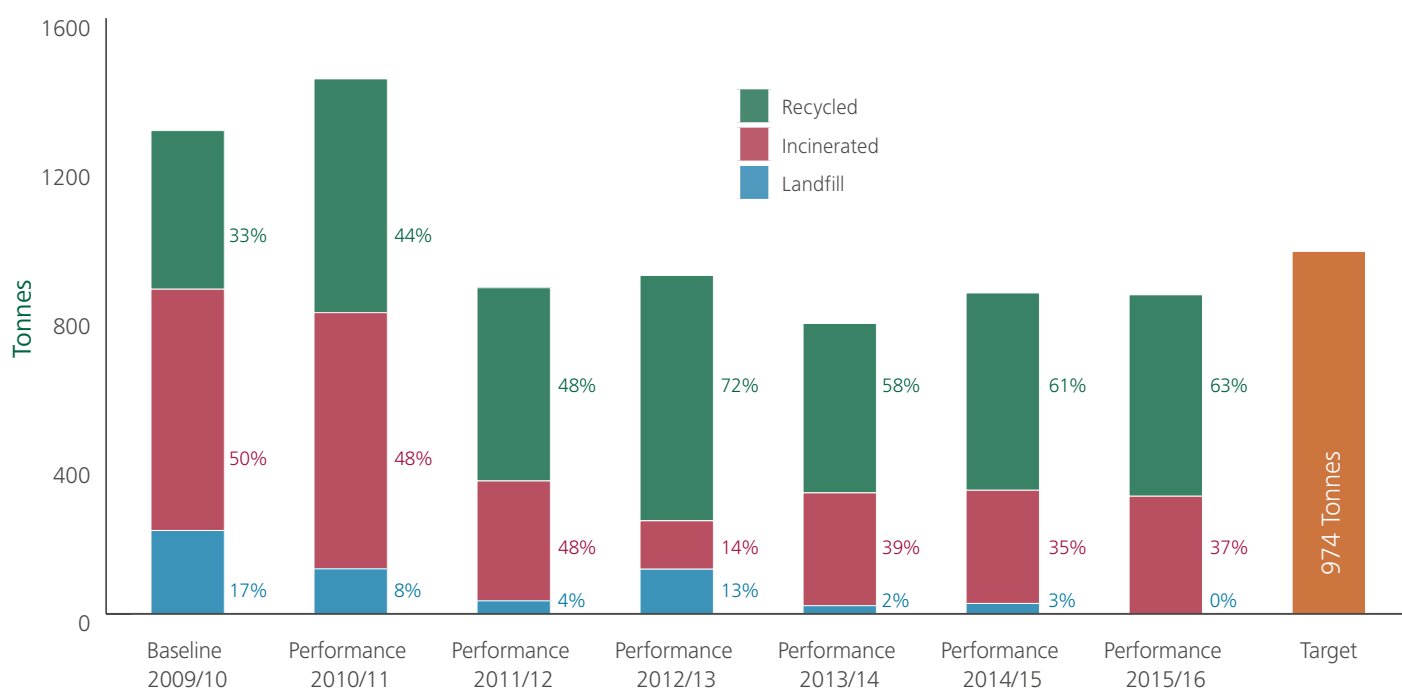
world to influence political conditions, helping achieve an historic international agreement to tackle climate change in Paris in December 2015.

### Future Measures

We intend to install further energy efficient equipment such as additional LED lighting. The FCO's data centre will be virtualised, which will substantially cut its emissions from 2016/17 onwards. The FCO is also exploring longer term options for generating renewable energy at the Hanslope Park site.

## Waste

		2015-16	
		Tonnes	GBP (£)
Total Waste		857	£112,790
Hazardous waste		17	£14,511
	Landfill	0	£0
	Reused-Recycled	541	£54,744
	Incinerated without energy recovery	8	£14,511
	Incinerated with energy recovery	308	£58,046
	Total waste by method of disposal		



### Performance Commentary (including targets)

Waste arisings decreased by 1% in 2015/16 compared to 2014/15 despite on-going consolidation of the FCO's London estate. Waste was 34% below the baseline level, compared to a target of 25%. By the end of 2014/15 no FCO UK waste was being landfilled and we have continued to operate with zero waste to landfill in 2015/16, other than 0.5% of construction waste, which is out of scope of the GGC targets.

### Controllable Impacts Commentary

The FCO's largest waste streams by volume are general office waste, paper, mixed recyclates and furniture. Efforts to date have been aimed at maximising recycling or re-use of these waste streams.

### Overview Of Influenced Impacts

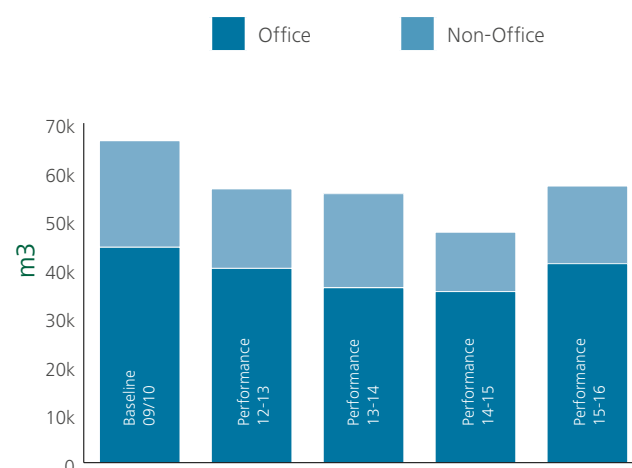
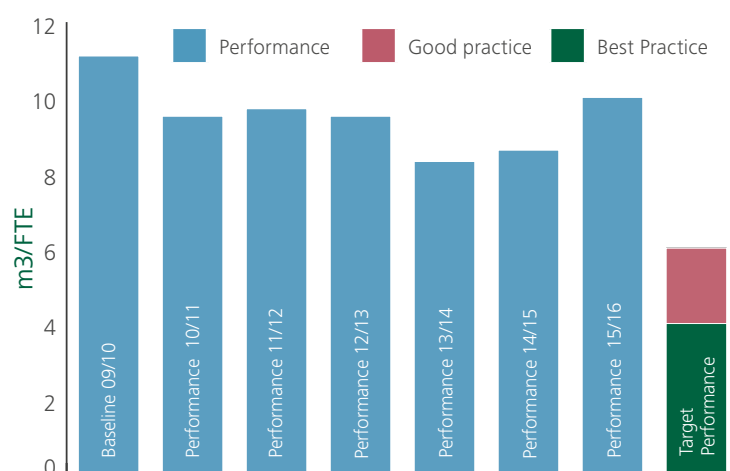
In its efforts to increase recycling and through procurement of recycled paper and waste oils for heating its Hanslope Park site, the FCO adds to market signals encouraging more sustainable waste solutions.

### Future Measures

The FCO is piloting a managed print service and expects to roll this service out beyond the pilot; as well as implementing other food packaging waste and paper reduction measures.

## Finite Resource Consumption - Water

		2014-15	
		Cubic metres	GBP (£)
Office Water Consumption	Supplied	41,026	£84,991
	Abstracted	0	£0
Non-Office Water Consumption	Supplied	16,003	£33,152
	Abstracted	0	£0
Total	Supplied	57,029	£126,299



### Performance Commentary (Incl Targets)

All estate water consumption increased by 20% in 2015/16. Office water consumption per head was above the good practice benchmark at our King Charles Street, Hanslope Park and Milton Keynes sites. All estate water consumption was 14% below the baseline level, exceeding the target of an absolute reduction. Investigations into the increases are being carried out; however the increase in water consumption is in-part attributable to an increase in IT infrastructure at Hanslope Park and the associated increase in use of the water-based cooling system and the consolidation and refurbishment works across the UK estate. Increases have also been seen across our technical workshops. In Old Admiralty Building water consumption was notably higher in 2015/16 than historically, this was attributed to a leak, however investigation was unable to confirm this prior to our disposal of

the site. A reduction in FTE numbers across the department in 2015/16 have also contributed to our normalised performance. The FCO has recently invested in an innovative cooling tower water recycling system in King Charles Street; the project was completed towards the end of the financial year with early indications suggesting that the associated water savings will be significant.

Paper procurement fell by 14% and was 38% below the baseline level.

### Controllable Impacts Commentary

Controllable impacts include water use in washrooms, canteens, evaporative cooling for a data-centre and office cleaning. Most paper use is printing or copying internal documents. The nature of the FCO's operations do not materially impact on other finite resources.

### Overview Of Influenced Impacts

By promoting global action to manage and reduce greenhouse gas emissions,

the FCO's climate diplomacy aims to minimise the negative impacts of climate change. This is particularly important in terms of global warming and the associated increase in drier conditions and increased water demands that would result in the UK and other parts of the world.

### Future Measures

Opportunities to reduce washroom water use at Hanslope Park, through waterless urinals and increased efficiency toilets and taps, identified as a result of installing automated water meters, are being exploited. Water saving measures have been installed as part of the on-going refurbishment of our King Charles Street building, the full benefit of which will be seen from 2016/17 onwards. The FCO is piloting a managed print service which should substantially reduce paper and energy use.

### Percentage of FCO Office Buildings Within GGC Water Consumption Benchmarks

Benchmark	Percentage
< 4m3/FTE Best Practice	0%
4-6m3/FTE Good Practice	0%
>6m3/FTE Poor Practice	100%

### Biodiversity

The Biodiversity Plan for Hanslope Park is reviewed annually. Potential impacts on existing habitats and species are factored into the management and landscaping of the Hanslope Park site and where possible, wildlife corridors and natural habitats have been enhanced.

In particular, the following biodiversity actions have been implemented in 2015/16:

- Improved pond management, with plant trimming and reed reduction
- Demolition of an old gym and conversion of the site into a dedicated wild flower meadow
- 18 new Hornbeam trees have been planted across the site

It has been identified that we have:

- Cowslips and wild orchids on the site
- Mallard duck nesting areas
- Bat nesting sites
  - an Ecologist has advised on management of bats on site to ensure their protection and management

### Sustainable procurement

During 2015–2016, the FCO continued to emphasise sustainability within its procurement procedures, including use of the Government Buying Standards (GBS) across its UK operations. The FCO's UK in-house catering provision meets British or equivalent production standards and partially meets the GBS for Food and Catering Services. The FCO is compliant in the UK with the GBS for paper and paper products.

The FCO also collaborated with other Government Departments to develop and refine analytical tools to support the potential of the FCO's high priority spend categories to deliver social, economic and-or environmental sustainable benefit.

The FCO exceeded the target of delivering 25% of contracts to small and medium sized enterprises (SMEs) by achieving 30.7% in FY 2013/14, 26.5% in FY 2014/15 and 25.1% in 2015/16. We started to address the increased cross Government target of 33% for the period commencing 2015 by continuing to ensure SMEs were aware of opportunities, and our procurement processes supported and enabled SME's to bid. By continuing to use Contracts Finder and supplier events to advertise opportunities, perform more open procurements removing pre qualification questionnaires, and using Crown Commercial Service Frameworks, such as the G Cloud (Cloudstore), which have a large number of SME's registered.

### Sustainable construction

The FCO adheres to sustainable construction standards. The major refurbishment of its King Charles Street headquarters is designed to a BREEAM 'Very Good' rating. As the project comes to a close the FCO is awaiting confirmation of having met this rating standard. Of 1,686 tonnes of construction waste generated in 2015/16, 99.4% was diverted from landfill. The FCO continues to support the UK Government's Timber Procurement Policy and with its FM contractor the FCO continues to procure timber through a supply chain that is committed to sourcing timber responsibly.

### Risks

The main risks to meeting the FCO's sustainability targets are: insufficient funding available for mitigation measures; planned measures not delivering expected savings. Increased artificial ventilation will offset some sustainability gains from more intensively occupying the main King Charles Street building, following its refurbishment. We will mitigate these risks by identifying further low and no cost measures and exploring alternative funding arrangements, if necessary, to deliver savings and improved environmental performance.

### Opportunities

The main opportunities to reduce environmental impacts and utility costs are the ongoing estate rationalisation; efficiency provisions across IT and improvements in the energy efficiency of new IT and other facilities-related equipment. We have carried out a study of potential renewable technologies for our Hanslope Park site. Delivering innovative solutions to contribute to achieving targets increases engagement and the opportunity for promotion of best practice, increasing awareness and broader support for FCO sustainability action.

### People and incentives

45 staff have volunteered as Environmental Volunteers to promote sustainability campaigns within their Directorates. 22 are trained as internal EMS Auditors. The carbon off-set costs of international flights are re-charged to Directorates. The FCO charges its Executive Agencies and tenants for the costs of Carbon Reduction Commitment (CRC) Allowances purchased for their energy use. Staff are periodically kept abreast of the FCO's environmental performance via its intranet and building information screens across the estate.



## Notes

1. Although FCO Services and Wilton Park are Executive Agencies with their own Annual Reports and Accounts, all of Wilton Park's and most of FCO Services' sustainability impacts are included in the figures in this report because they are included in the FCO's GGC targets. Also, FCO and FCO Services are largely co-located. FCO Services' Wider Market impacts are not included, as the GGC Exemption Panel decided in 2012/13 that they should be exempted from the scope of GGC. The sustainability impacts of the FCO's overseas operations are not included.
2. Estate electricity consumption includes electricity consumed in charging FCO Services owned electric vehicles. The FCO has not yet base-lined or reported emissions from underground, bus or coach travel.
3. DEFRA conversion factors have been used to calculate carbon emissions. The greenhouse gas emission figures are non-weather corrected. Some totals include estimates where actual measurements were unavailable. The methodology and calculations for each estimate is documented. 0.8% of all estate water consumption is estimated in this 2015/16 reporting. All greenhouse gas emissions and waste arisings are taken from actual measurements.
4. Scope 1 direct emissions arise from organisation owned equipment; Scope 2 indirect emissions from consumption of purchased energy; and Scope 3 other indirect emissions from non-owned transport. Organisations have most control over Scope 1 emissions.
5. The expenditure figures relate to the FCO's UK operations only and include VAT. Apportioned FCO Services' wider market estate energy, water and waste costs are deducted. FCO Services purchase fuel for their fleet (except electricity for electric vehicles) and that expenditure is recorded in the FCO Services Accounts and sustainability reporting. FCO Services also disposes of certain waste streams and accounts for the cost of their disposal.
6. Deducted FCO Services Wider Market impacts and expenditure in 2015/16 were:
 

Greenhouse gas	2,770 tCO2	£282,300
Water	3,937 m3	£ 8,719
Waste	59 tonnes	£ 7,786
7. Wider Market impacts are calculated using the Wider Market revenue percentage from the FCO Services Annual Report and Accounts plus estimated Wider Market data-centre emissions for greenhouse gases.
8. The average Government Department Office Water Consumption per FTE figure uses data from the GGC Annual Report for 2014/15. The average Government Department greenhouse gases and waste per FTE figures are taken from the three other Departmental 2014/15 Annual Reports which normalised emissions and waste by FTE.
9. Previous years' totals have been restated to reflect corrections to FTE data.
10. Expenditure on GCOF carbon offsets for UK originated international flights has been estimated based on previous year expenditure rates per tonne of CO2e.
11. Under CRC Energy Efficiency Scheme rules, the FCO must purchase CRC allowances for all CRC qualifying emissions on its estate, including tenants' emissions. FCO will recharge tenants the following amounts for 2015/16 CRC allowance costs
 

HMGCC	£ 80,663
Wilton Park	£ 3,138
FCO Services	£ 30,226
12. The breakdown of waste disposal costs reflects actual charges for specific methods where available. Wherever the charge to the FCO does not distinguish between disposal methods, the cost has been allocated in proportion to how the waste was disposed.
13. The number of domestic flights; domestic flight and train travel emissions; and associated expenditure relate only to flights and train travel booked with the FCO's travel provider. Flights and train travel booked by other means are not readily identifiable.
14. Errors identified in the data since the publication of the Annual Report and Accounts (ARA) result in discrepancies between this report and the report summary in the ARA. This report supersedes the ARA in accuracy.



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