

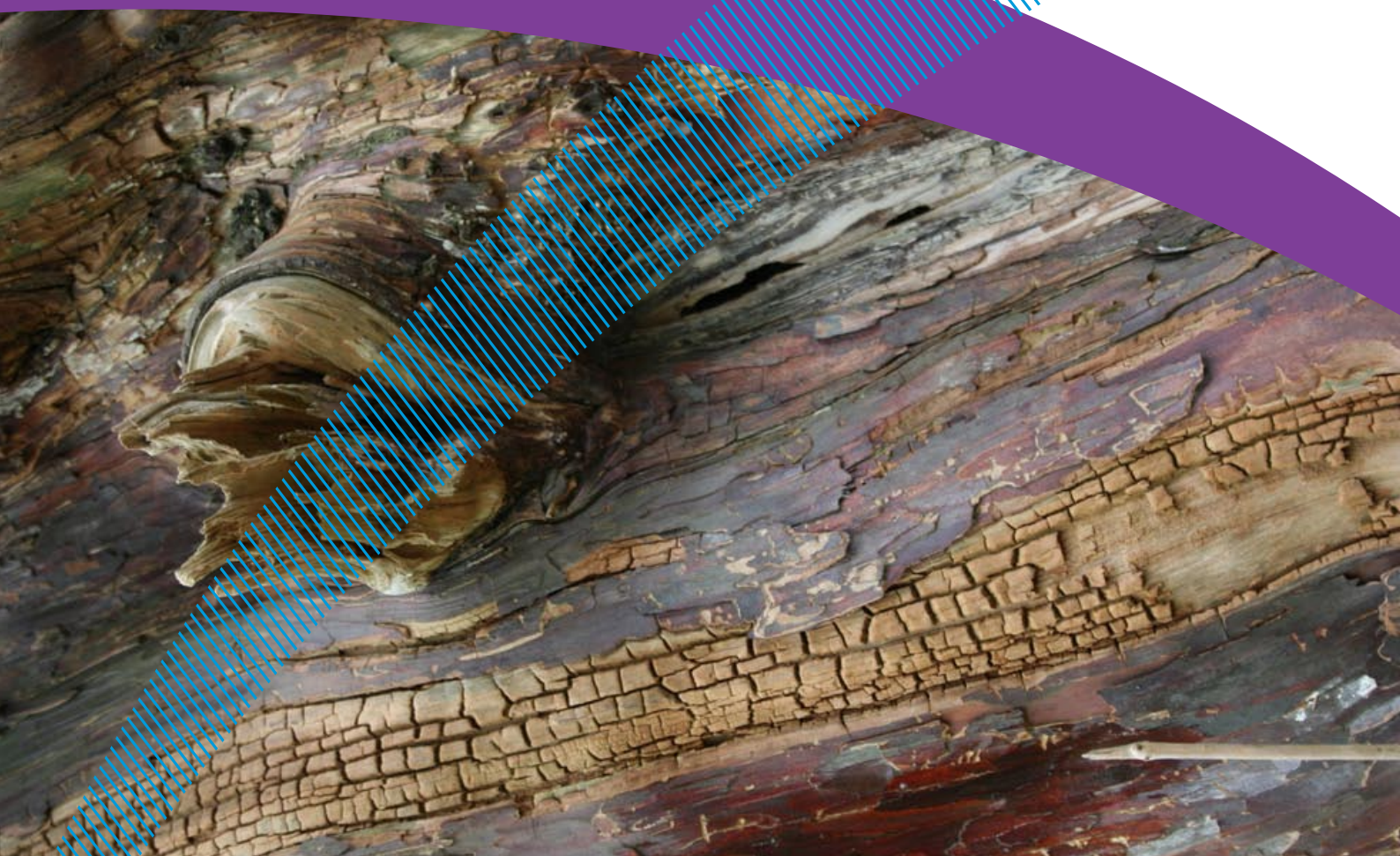


Home Office

WORKING TOGETHER TO PROTECT THE PUBLIC... and working together to protect the environment

Home Office Sustainable Development Action Plan

2010 - 2012



Your views

We would very much appreciate your feedback on this Action Plan, including views on our ambitions and objectives and any new measures of success that could be introduced. Your views will continue to influence the way in which we work and feed through into our corporate planning. Details on how to send us your feedback are provided below.

If you have any feedback email:

SustainabilityEnquiries@homeoffice.gsi.gov.uk

If you want to find out more visit:

Horizon: <http://horizon/sustainabledevelopment/index.asp>

Internet: <http://www.homeoffice.gov.uk/about-us/publications/sustainable-development/>

The cover photo by Ayla Bedri won the Inside Track Green Photograph competition in 2009.

Foreword



Sustainable development is a responsibility for everyone at the Home Office. Indeed much of our work makes a contribution to the goal set out by the UK Government sustainable development strategy, *Securing the Future*¹, to 'enable all people throughout the world to satisfy their basic needs and enjoy a better quality of life without compromising the quality of life of future generations.'

In the Home Office sustainability means protecting the public through our work to counter terrorism, securing our borders, protecting personal identity, providing effective policing, cutting crime and ensuring that people can go about their lives safely and securely while reducing our environmental impact (and that of our suppliers) and operating efficiently within our budgets.

We can be very proud of what has been achieved since the Sustainable Development Action Plan 2007². We have reduced crime and the fear of crime, strengthened our commitment to sustainability by setting out a Sustainable Development Policy³ and a Sustainable Procurement Strategy⁴ and made great progress with improving our relationships with our stakeholders for example, giving our communities a greater say in the decisions that affect them.

This Action Plan sets out three sustainable ambitions to build on our successes, as well as tackling our short-comings, in our drive to build safe, sustainable communities and reduce our environmental impact. These are:

- Protecting the public **through policy-making and delivery** aligned with sustainable development;
- Empowering **staff and communities** for life in a sustainable world; and
- Leading by example through a sustainable approach to our **estates, information technology and procurement activities**.

Each member of staff will have a role to play in delivering our sustainable ambitions, working with partners across the Home Office and other key stakeholders in helping to deliver the Home Office strategic purpose of protecting the public and embedding the principles of sustainable development in our core business.

This is my department's third Sustainable Development Action Plan and it covers the period from January 2010 to December 2012. It embraces the whole Home Office, including our executive agencies, UK Border Agency, Identity and Passport Service and the Criminal Records Bureau. I will engage Home Office agencies and non-departmental bodies to produce their own Action Plan. This plan will also be accompanied by a Climate Change Plan to be published in Spring 2010.

Meg Hillier, Parliamentary Under Secretary of State, Home Office

¹ http://www.defra.gov.uk/sustainable/government/publications/uk-strategy/documents/SecFut_complete.pdf

² <http://www.homeoffice.gov.uk/documents/sustainable-dev-plan?view=Binary>

³ <http://www.homeoffice.gov.uk/documents/ho-sustainability-policy>

⁴ <http://commercial.homeoffice.gov.uk/documents/sustainable-procurement-strategy?view=Binary>

Role of the Action Plan in the Home Office

Key Drivers

Our Sustainable Development Action Plan is informed by five key sources:

- **Working Together to Protect the Public – The Home Office Strategy 2008-11⁵;**
- **Securing the Future – delivering UK sustainable development strategy;**
- **Framework for Sustainable Operations on the Government Estate;**
- **Home Office Sustainable Development Policy Statement; and**
- **Legislation and policy developments.**

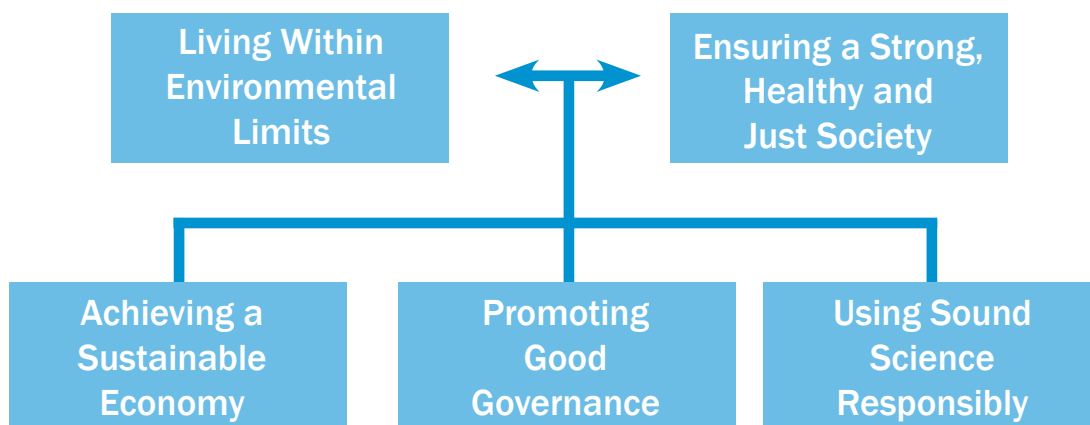
Working Together to Protect the Public

Our purpose, working together to protect the public, highlights the need for partnership working with a focus on front line delivery being at the heart of what we do. The Action Plan will support the delivery of our departmental priorities and at the same time will enable us to work together to protect the environment.

Securing the Future

Securing the Future, sets the UK Government's commitment to work towards sustainable development. To achieve this goal the strategy promotes a framework of principles (Figure 1) which will form the basis for policy in the UK.

Figure 1 Guiding principles of the UK Government strategy for sustainable development



⁵ <http://www.homeoffice.gov.uk/documents/strategy-08/strategy-2008?view=Binary>

Securing the Future outlined 68 indicators through which to review progress in four priority areas:

- **Sustainable Communities;**
- **Climate Change and Energy;**
- **Sustainable Consumption and Production; and**
- **Natural Resource Protection and Environmental Enhancement.**

The indicators cover a range of everyday concerns including health, housing, employment, crime and our environment. The indicators are regularly reviewed and reported on annually⁶.

Securing the Future also committed departments to prepare Sustainable Development Action Plans to ensure that the strategy's content is converted into action and to monitor and regularly report performance.

Framework for Sustainable Operations on the Government Estate

The UK Government is committed to lead by example on sustainable development and has generated a series of targets for a sustainably managed estate. Issued in 2006 the Sustainable Operations on the Government Estate⁷ (SOGE) framework covers areas such as carbon emissions, water consumption and commitments from the Sustainable Procurement Action Plan⁸ (SPAP). The SPAP set out a package of actions to transform public procurement to achieve a more resource efficient, low carbon public sector supply chain.

Progress is reported and commentated on by the Sustainable Development Commission (SDC), the government's independent advisory body and watchdog for sustainable development, in the Sustainable Development in Government report⁹.

Home Office Sustainable Development Policy Statement

Our Sustainable Development Policy aim is:

'To reduce the impact of our work on the environment and particularly to reduce our carbon dioxide emissions.'

Our policy statement commits us to change the way we work and ensure our workplaces improve our sustainability performance. By doing this we will reduce waste and cut costs, reduce our carbon footprint, improve our reputation and deliver financial savings for the department and for the public.

⁶ <http://www.defra.gov.uk/sustainable/government/progress/index.htm>

⁷ <http://www.defra.gov.uk/sustainable/government/gov/estates/targets.htm>

⁸ <http://www.defra.gov.uk/sustainable/government/documents/SustainableProcurementActionPlan.pdf>

⁹ <http://www.sd-commission.org.uk/pages/sustainable-development-in-government.html>

Legislation and Policy Developments

It is important that our Action Plan supports current and future UK legislation and policy. As required by the Climate Change Act 2008 the UK Government issued legally binding carbon budgets on the level of allowed departmental emissions over five year periods and required the department to set out how we will contribute to a low carbon economy and society. We will publish our plan for climate change mitigation and adaptation in our Climate Change Plan in spring 2010.

The Home Office is also required to take part in the Carbon Reduction Commitment Energy Efficiency Scheme, a mandatory emissions trading scheme.

The Action Plan 2010-12

Home Office Progress

The Action Plan will help to consolidate our efforts to make a strong contribution to sustainable development in both our policies and administration and meet the SDC's recommendations for improvements. On our estate we are working with the Carbon Trust, and others:

- to improve data collection;
- to identify and deliver reductions in carbon dioxide emissions and water use; and;
- to increase recycling to improve our performance against the SOGE targets and deliver better value for money.

Three Strategic Ambitions

Our new Action Plan sets our ambition to embed the principles of sustainable development in our core business to deliver system wide changes that enable us to meet our departmental objectives and the commitments of Securing the Future. Our three sustainable ambitions are:

Policy	Protecting the public through policy-making and delivery aligned with sustainable development
People	Empowering staff and communities for life in a sustainable world
Property IT and Procurement	Leading by example through a sustainable approach to our estates, information technology and procurement activities

The table below illustrates how realising our ambitions will contribute to delivering our Public Service Agreements (PSA) and Departmental Strategic Objectives and the principles set out in Securing the Future.

Home Office Sustainability Policy		Reduce the impacts of our work on the environment						Reduce our carbon dioxide emissions		
Sustainability Ambitions		Protecting the public through better policy-making and delivery aligned with sustainable development			Empowering staff and communities for life in a sustainable world			leading by example through a sustainable approach to our estates, information technology and procurement activities		
Key objectives		Ensure that sustainability is considered when delivering the department's objectives	Deliver better value for money – for the department and the public	Make the link between reducing crime and sustainability	Work in partnership with communities to provide visible action on departmental aims	A Home Office where people are skilled, involved, take responsibility and are determined to make a difference	Use communications as a strategic tool to enable the delivery of our strategic objectives, accountability to the public and stakeholders and preserve and enhance the reputation of the Home Office	Reduce carbon dioxide emissions, water use and waste to landfill from administrative and operational activities	Improve the scope and quality of our performance measurement and reporting	Work collaboratively with our suppliers to meet sustainability targets
Measures of success		Sustainability considerations embedded into business case and policy-making guidance	Sustainable value for money measure for use in procurement developed Sustainability embedded in Departmental Accounts	Published Climate Change Strategy	Crime and the fear of crime reduced	Sustainability built into induction and for all relevant training	Strengthened sustainability communications to support wider Home Office objectives	Four star rating in the Sustainable Development in Government Report 2011 achieved	Systems for the collection, verification and reporting of full and accurate good quality utilities consumption and associated management data from across our estate	Supplier engagement demonstrably shows environmental improvements
UK SD Strategy	SOGE	✓	✓			✓	✓	✓	✓	✓
	SD Principles	✓	✓ ✓	✓	✓	✓	✓	✓	✓	✓
	SD Priorities	✓	✓ ✓	✓	✓	✓	✓	✓	✓	✓
Public Service Agreements	Make Communities Safer	✓		✓	✓	✓	✓	✓	✓	✓
	Reduce the risk to the UK and its interests overseas from international terrorism	✓		✓			✓			
	Reduce the harms caused by alcohol and drugs	✓			✓	✓	✓			
	Ensure controlled, fair migration that protects the public and contributes to economic growth	✓		✓			✓			
	Deliverer a more effective, transparent and responsible Criminal Justice System for the victims and the public	✓					✓			
Departmental Strategic Objectives	Help people feel secure in their homes and local communities	✓		✓	✓	✓	✓			
	Cut crime, especially violent, drug and alcohol related crime	✓		✓	✓	✓	✓			
	Lead visible, responsive and accountable policing	✓			✓		✓			
	Support the efficient and effective delivery of justice	✓					✓			
	Protect the public from terrorism	✓					✓			
	Secure our borders and control migration for the benefit of our country	✓		✓			✓			
	Safeguard people's identity and privileges of citizenship	✓		✓			✓			

Each ambition is supported by a Delivery Plan, with specific, measurable actions agreed by teams and units across the Home Office. This allows for increased engagement and ownership by the responsible parties, greater responsiveness to changing priorities and ensures delivery. A broad description of the activities of each Delivery Plan is provided below.

Protecting the public through policy-making and delivery aligned with sustainable development

We will help business units consider sustainability as part of their work, whether they work on policy development, frontline delivery or corporate services.



The current PSAs demand a new way of working with other government departments and in partnership with communities to get things done. Through working in partnership at all levels to engage with local priorities the Home Office has reduced the perception of antisocial behaviour and contributed to safer, sustainable communities.

Empowering staff and communities for life in a sustainable world

We will work collaboratively with communities to provide regionally and locally led solutions that deliver the department's objectives. We will educate staff on key sustainability messages and facts and manage staff expectations as to what the Home Office can do on sustainability. We will address inequalities in participation and opportunity for staff and in the wider community.



In the photograph Helen Kilpatrick our Sustainable Development Champion is learning how much more effort is required to light a standard bulb than an energy efficient one. The event was one in a series aimed at reducing our carbon footprint and saving £1 million in two years.

Installing energy efficient lamps and replacing inefficient equipment requires a business case and some cash. It requires little thought and not too many decisions. Transforming people's behaviour is much more complex. In the Home Office we have followed four rules:

- Communicate little and often, but not too much.
- Try to link messages to the business.
- Having fun is OK.
- Use familiar branding – Act on CO² and 10:10.

Leading by example through a sustainable approach to our estates, information technology and procurement activities

We will assess the potential of a number of low carbon behavioural and process solutions – in terms of carbon and financial savings. Reducing carbon emissions will result in lower running costs, releasing money that can be re-directed to front line services. Departmental carbon budgets and the Carbon Reduction Commitment Energy Efficiency Scheme will impose a cost on carbon emissions. By lowering emissions we will reduce the risk that we will need to purchase carbon credits in the future. We will raise the profile of sustainability with our suppliers through implementation of the Corporate Assessment of Environmental, Social and Economic Responsibility (CAESER) programme and the use of our Procurement and Commercial Toolkit.



The Home Office Supplier Value Award programme has been operating since 2007 and recognises the importance of sustainability. In 2008 and 2009 there was a specific award for best contribution to sustainability. In the photograph Alpesh Patel is collecting the award for contribution to sustainability on behalf of the Angel Group from the Permanent Secretary.

Ensuring Delivery

Through successful delivery of this Action Plan and the supporting Delivery Plans we will further embed sustainability in the Home Office. Key to this success is Home Office staff being aware of sustainability and bringing this knowledge to their work. We will need to improve engagement and capability across the department to turn the targets into action.

As well as ensuring delivery through regular management and reporting of progress, we will raise awareness through the sustainable development communications plan. The sustainable development team will engage staff on what sustainability means to them and work towards a culture of commitment to sustainable development and drive integration of sustainable development across the Home Office policies, programmes, projects and processes.

Accountability

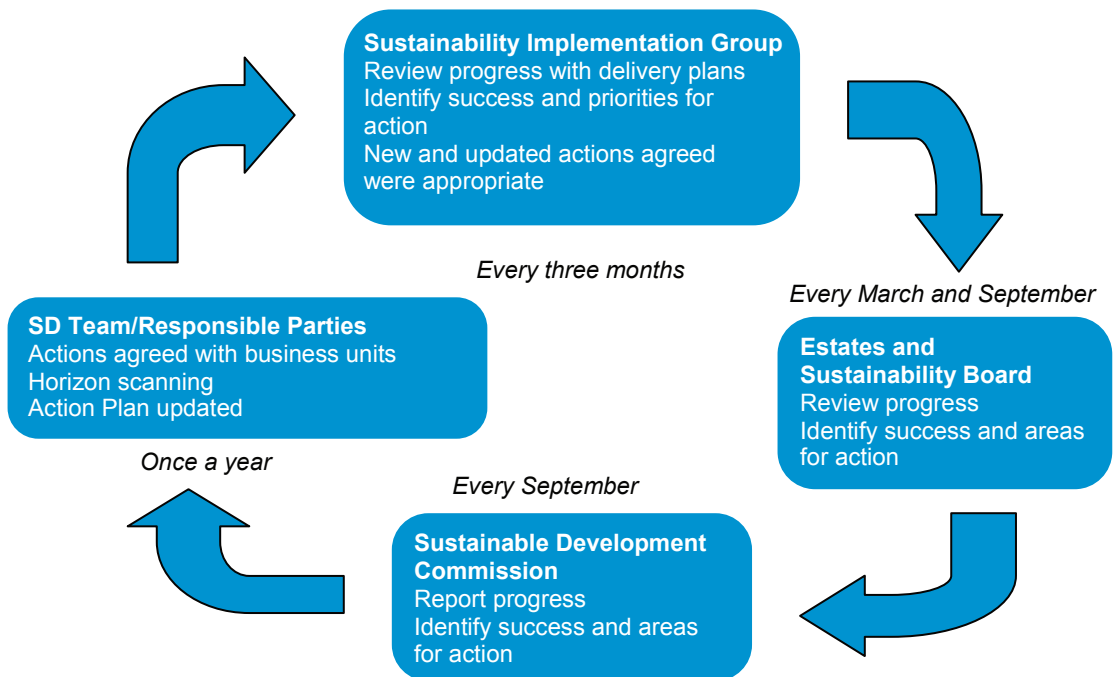
Structures are already in place for the governance of sustainable development. A sustainable operations based target is one of the Permanent Secretary's personal objectives which cascades down via direct reporting structures or business plans to relevant staff members. This instils a culture of commitment and leadership in delivery of sustainable development. The next step is to instil this leadership within the governance of the Delivery Plans.

This Action Plan has been approved by Meg Hillier, the department's Sustainable Development Minister and Helen Kilpatrick, Director General Financial and Commercial. Helen Kilpatrick is the senior official with responsibility for sustainable development in the Home Office (the Sustainable Development Champion) and a member of the Home Office Board. Meg Hillier and Helen Kilpatrick have overall ownership of the Action Plan and keep abreast of progress and monitor developments through regular reports and meetings with the head of the sustainable development team.

The sustainability implementation group is responsible for monitoring the Action Plan and keeping it up to date (see Figure 2). Progress is reported twice a year to the estates and sustainability board which is an executive board chaired by Helen Kilpatrick. Progress will also be reported annually to the SDC and published on our departmental website¹⁰.

¹⁰ <http://www.homeoffice.gov.uk/about-us/publications/sustainable-development/>

Figure 2 Process for Monitoring and Updating the Sustainable Development Action Plan



The Action Plan will be launched to coincide with the department announcing its participation in the 10:10 campaign, to raise staff awareness of the Action Plan and the department's commitment to reduce carbon dioxide emissions from buildings by 10% between April 2010 and March 2011, compared to April 2009 and March 2010. The Action Plan is available on the department's internet and staff intranet site within the dedicated sustainable development sections, along with the Delivery Plans and previous Action Plans.

ISBN: 978-1-84987-137-2