

# **Sustainable Development in Government**

## **Fourth Annual Report 2005**

**November 2005**

**Prepared by PricewaterhouseCoopers**

## Key to Department Acronyms

CO	Cabinet Office
DCA	Department for Constitutional Affairs
DCMS	Department for Culture, Media and Sport
Defra	Department for Environment, Food and Rural Affairs
DfES	Department for Education and Skills
DFID	Department for International Development
DfT	Department for Transport
DH	Department of Health
DTI	Department of Trade and Industry
DWP	Department for Work and Pensions
ECGD	Export Credits Guarantee Department
FC	Forestry Commission
FCO	Foreign and Commonwealth Office
FSA	Food Standards Agency
HMCE	HM Customs & Excise
HMT	HM Treasury
HO	Home Office
IR	Inland Revenue
LOD	The Law Officers' Departments (includes the following: Serious Fraud Office (SFO) Treasury Solicitor's Departments (TSD) Legal Secretariat to the Law Officers (LSLO) Crown Prosecution Service (CPS)
MoD	Ministry of Defence
ODPM	Office of the Deputy Prime Minister
ONS	Office of National Statistics

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## Executive Summary

The Framework for Sustainable Development on the Government Estate (the “Framework”) was first launched in July 2002, and has been extended since then to cover nine key areas of Government estate activity, and the associated environmental and social impacts. These are:

- Part A – Overarching Commitments
- Part B – Travel
- Part C – Water
- Part D – Waste
- Part E - Energy
- Part F - Procurement
- Part G - Estates Management and Construction
- Part H - Biodiversity
- Part I – Social Impacts

The performance of Central Government Departments against the targets set by the Framework has traditionally been assessed in annual reports compiled by the Sustainable Development Unit (SDU) in the Department for Environment, Food and Rural Affairs (Defra). However, in the UK Government Sustainable Development Strategy, Securing the Future<sup>(1)</sup>, published in March 2005, the Government committed to “stop reporting [its] own progress and hand that task over to a strengthened Sustainable Development Commission (SDC), which will act as the independent “watchdog” of Government progress”. The responsibility for annually assessing Government performance against the Framework was therefore transferred to the SDC this year.

SDC contracted PricewaterhouseCoopers (PwC) in June 2005 to independently manage data collection, data analysis and the development of the Fourth Annual Sustainable Development in Government (SDiG) Report.

Data provided in this report is based on the results of a detailed web-based questionnaire completed by 19<sup>(2)</sup> Central Government Departments and their Executive Agencies. The Framework targets are currently under review. Therefore, SDC advised us to keep the questionnaire aligned with that used in 2004 as far as possible to minimise disruption to the data collection process as the questionnaire will need to be comprehensively updated in the light of the review. The 2004 questionnaire had already taken account of the observations and recommendations of the House of Commons Environmental Audit Committee (EAC) as set out in its 2004 Greening Government Report.<sup>(3)</sup> Our attention was therefore focussed on identifying any further revisions that were required for greater clarity, to achieve better data or where required to incorporate new targets.

The data submitted by each Department for 2004-05 has been signed off by a Senior Accountable Officer in each Department. While a high level data checking exercise was carried

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<sup>1</sup> Securing the Future – UK Government Sustainable Development Strategy, HM Government, March 2005

<sup>2</sup> 20 Central Departments were invited to complete the SDiG questionnaire but ECGD were unable to submit its online data and authorised hard copy of the completed questionnaire before the submission deadline – therefore analysis within this report is based on 19 Departments

<sup>3</sup> House of Commons Environmental Audit Committee Greening Government 2004, Eighth Report of Session, 2003-04

out neither SDC nor PwC have audited or validated the quality of the data returned by each Department. Each Department is fully responsible for the quality and accuracy of the data submitted for analysis in this Report.

This report is not intended to provide a detailed review of the performance of individual Departments – the diversity and size of the Government Estate precludes this. Instead, the report should be viewed as an indication and summary of performance as a whole, using cases of individual Departmental performance to help illustrate this. The full data tables are available on the SDC website and should be referred to for further details. For ease of reference, departmental summaries are also available on the SDC website.

## Findings

An overview of performance against the Framework targets for Central Government as a whole is provided below. While we have discussed individual Departmental performance for each of the targets within the Report, we have not completed an overall Departmental ranking against the Framework as we feel this could be misleading due to the vast diversity of Department activities, estates and priorities. However, we have included stand-alone Departmental summaries which provide a picture of the progress of individual Departments in integrating sustainable development (SD) in to their operations as well as our subjective assessment of their performance compared to that of other Departments.

The Report's findings show a similar picture to last year with performance in some areas of the Framework generally improving but counteracted by poor performance or lack of accurate and/or complete data in other areas.

No Department can be considered to be a “strong” performer against the entire set of Framework targets. However, the Office of National Statistics (ONS) showed good progress on all but the travel targets. Defra, HM Treasury (HMT) and the Office of the Deputy Prime Minister (ODPM) also stand out as performing better than other Departments across the range of the Framework targets. Given Defra's role as SD “champion” it is reassuring to see them as a better than average performer. However, even Defra has a way to go before achieving all targets, particularly with regards to absolute carbon emissions.

The Department for Transport (DfT), the Law Officers' Departments (LOD) and the Cabinet Office (CO) were amongst the Departments that generally performed below average. Although DfT performed well against specific travel, water and renewable energy targets, its overall performance was diminished by its particularly poor progress against the waste and remaining energy targets. LOD performance was strong as a whole for targets relating to estates management but below average overall due to poor achievements against water, waste and biodiversity targets. CO also appeared below average overall due to poor performance against the overarching commitments, water and energy targets as well as reporting an increase in waste arisings. This is despite good performance against specific targets related to procurement, estate management and recycling targets.

### *Performance Highs*

There are several areas within the Framework where Departments have shown overall improvement and/or demonstrated strong performance.

- All Departments have met the requirements of Target A1 to identify their most significant SD impacts. Sixteen out of the 19 Departments have also reviewed and updated their significant impacts since the original requirement in October 2002
- Central Government is showing progress towards meeting travel targets which are due by the end of March 2006 (although there have been issues with the provision of complete and accurate data - see below)
- Departments have shown excellent progress towards the energy targets related to renewable energy. For the Central Government Departments that reported, as a whole they have already surpassed the target to source at least 10% electricity from renewable sources by the end of March 2008. Seventeen out of the 19 Departments have met this target and 13 have far exceeded it
- Targets for procurement and estates management & construction were only published in October 2004 yet Departments are already showing steady progress in developing both their procurement and estates management strategies in time for the December 2005 deadline
- Departmental performance against the biodiversity targets has also improved since 2003-04 with the majority of Departments meeting the targets where they are applicable to their estates
- The majority of Departments are now including either a standard or bespoke clause related to waste minimisation and biodiversity in new estate related contracts
- Departments have also continued to work towards a series of procurement targets that are not a required part of the Framework but that had been incorporated in previous SDiG reports in the absence of published Framework targets. A series of voluntary questions were asked about work carried out in relation to the Defra 'Quick Wins' targets outlined on the OGC Buying Solutions website. The results of these questions are outlined in Appendix 6 and generally show progress made towards improving the embedding of SD considerations into procurement decisions e.g. purchasing of timber, electrical goods, paper and food.

### *Performance Lows*

Our findings also demonstrate that there is still a considerable amount to be done before Departments are fully achieving the Framework targets.

- Progress against the overarching targets, which cover areas such as delivery plans and reporting (Part A), is limited, despite the fact that these are the longest standing Framework requirements having been published in 2002
- While all Departments have identified their 'significant impacts', the majority are late in developing and publishing at least some of the delivery plans for Parts A, B, C, D, E and H as required by Target A2 for the end of this SDiG reporting year
- Despite a deadline of March 2004, only four out of the 14 Departments with a 'mainly office-based estate' (the Department for Media, Culture and Sport [DCMS], the Department for International Development [DFID], HMT and ONS) have implemented a certified EMS at 100% of their main offices in line with Target A3 (1)
- None of the six Departments that have 'mixed / mainly non-office estates' have met Target A3 (2) to have 40% of their estate covered by an EMS by 31<sup>st</sup> March 2004
- All but three Departments (Department for Constitutional Affairs [DCA], DfT and ODPM) are publicly reporting on SD but only 10 Departments report on all the areas required by Target A4

- Less than half the participating Departments have achieved the water consumption targets due by 31<sup>st</sup> March 2004. Only four Departments have assessed their entire non-office estate for water saving opportunities (DfT, Department of Trade and Industry [DTI], Ministry of Defence [MoD] and ODPM)
- The waste targets continue to be an area of significant poor performance. Less than half the participating Departments met the target to develop a waste management strategy by October 2004. Eight Departments actually reported an increase in waste arisings since 2003-04 which represents a worsening in performance rather than progress towards the target of 1% annual reduction in waste arisings generated
- Despite Departments' excellent progress towards the renewable energy targets, analysis completed by the Buildings Research Establishment (BRE) on total absolute carbon emissions shows that it is increasing rather than decreasing – a trend in the opposite direction to that intended. Progress towards reducing total energy consumption per unit floor area also appears to be slow with an overall reduction of 3% compared to a target of 15% reduction due by 2010-11.

### *Data Quality*

Data availability remains a serious concern. It was particularly difficult to assess progress against the Waste targets due to poor data consistency, quality and completeness. This was also the case for a target relating to single occupancy commuting. As Departments have struggled to collect meaningful data for Waste and Travel since the targets were published, we feel that the Framework needs to be reviewed to understand the issues behind poor data collection, ensure that targets are specific and measurable and that the targets and accompanying information is detailed enough to provide appropriate and consistent guidance to Departments. We also feel there are other instances within the Framework where target deadlines are unclear or requirements are ambiguous.

### *Review of the Framework*

It is our understanding that these and other issues will be addressed in a review of the Framework currently being undertaken by Government. This review is being overseen by a cross-departmental Sustainable Operations Board which was established in June 2005. The Board has been tasked with implementing the commitments in the UK Government Sustainable Development Strategy relating to the way in which Departments manage their land and buildings.

Based on the results of our analysis, we would encourage the Sustainable Operations Board not only to look at the clarity of each suite of targets outlined in the Framework, but also to review where targets should be updated to reflect progress already made e.g. renewable energy targets may need to be increased in reflection of their early achievement, significant impacts should be reviewed since the original requirement to identify them in 2002. Targets should also be reviewed for their ongoing appropriateness and significance for Government as a whole e.g. is single occupancy commuting a sensible cross-Departmental target given the difficulty in data collection and ability to influence staff over their transport decisions.

In line with previous SDiG Reports and questionnaires, we continued to analyse a number of procurement targets that were not specific to the Framework but were in line with the Defra "Quick Win" guidelines. These are highlighted as "discretionary" as it was not compulsory for

Departments to provide data on these and are covered in Appendix 6. These targets should also be included in the Review to assess whether they should be incorporated into the Framework or managed by a different performance management and reporting process.

Finally, we would recommend that the Sustainable Operations Board and SDC review the SDiG reporting process itself, particularly in relation to the timing of key steps. It would be preferable for the SDiG questionnaire to be reviewed and published earlier in the reporting cycle so that Departments are aware of any changes in data collection requirements and can begin data collection sooner. This may also help to avoid the bulk of data collection being carried out during the summer holiday period. That said, all the Framework targets have now been published and Departments should have rolling data collection and tracking systems in place, and not just trigger them when the SDiG questionnaire is published.

## **Concluding remarks**

It is recognised in the UK SD Strategy that Government Departments need to set an example by working towards SD related targets and being accountable for their performance and contribution to the Government's overall SD agenda.

There is still a considerable way to go in order to achieve all of the performance targets as set out by the Framework. However, the progress made this year should be acknowledged and applauded. Departments have expended considerable energy into working towards SD targets and it is encouraging to see that some Departments are taking innovative steps to improve their performance. Specific examples of these are drawn out in case studies at the end of each chapter and feature on the SDC's website ([www.sd-commission.org.uk](http://www.sd-commission.org.uk)). Further information on Departmental initiatives can be found on Department websites.

We encourage Government to continue its efforts on such an important issue but also urge the Sustainable Operations Board to build on lessons learnt from the last four years of reporting to ensure that their review delivers a Framework which gives meaningful feedback on performance as efficiently as possible.



## Introduction and Scope

This report is the Fourth Annual Sustainable Development in Government (SDiG) Report. The report reviews the progress of Central Government Departments and their Executive Agencies against each of the targets, which Government has set itself in the Framework for Sustainable Development on the Government Estate (the “Framework”).

The report provides an independent assessment of performance data submitted by each of the participating Departments for the period April 2004 to March 2005. The targets set in the Framework are intended to take account of, and reflect, existing Government policies and objectives - so that the Government is seen to follow its own policies. For example, waste targets take account of the Government's Waste Strategy 2000 and the energy targets reflect the UK's Kyoto commitments relating to carbon dioxide reductions.

Until this year, the performance of central Departments against the targets has been assessed in annual reports compiled by the Sustainable Development Unit (SDU) of the Department for Environment, Food and Rural Affairs (Defra). However, in the UK Government Sustainable Development Strategy, Securing the Future<sup>(4)</sup>, published in March 2005 the Government committed to “stop reporting [its] own progress and hand that task over to a strengthened Sustainable Development Commission (SDC), which will act as the independent “watchdog” of government progress”. The responsibility for annually assessing Government performance against the Framework was transferred to the SDC in May 2005.

SDC contracted PricewaterhouseCoopers (PwC) in June 2005 to independently manage data collection, data analysis and the development of the Fourth Annual Sustainable Development in Government (SDiG) Report.

The Report is based on analysis of Departmental data and seeks to provide a picture of Central Government performance against the Framework as a whole and against individual Framework targets. The Report does not set out to provide comprehensive data on each Department's operational performance as such information is more appropriately provided at Departmental level.

## The Purpose of the Framework

The Framework sets out a suite of targets, standards, priorities and timeframes to ensure that all Departments work towards sustainable development (SD) objectives in a common manner. The Framework requires each Department to identify its significant SD impacts and prioritise its resources efficiently to manage them. There is also an emphasis on improving data collection and reporting systems to help monitor the impacts.

The Government has made it clear that the Framework's overarching aim is to increase Departmental contributions to SD by:

- Setting challenging cross-government targets in all key operational areas
- Gaining clear and tangible commitments from all Departments to deliver targets
- Allowing Departments flexibility in terms of the mechanisms they use to deliver targets

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<sup>4</sup> Securing the Future – UK Government Sustainable Development Strategy, HM Government, March 2005

- Providing support to Departments through guidance and up to date examples of good practice on the Framework website.

Departments are required to develop plans to identify all their significant impacts and allocate their resources accordingly. The Framework requires Departments to publish their plans for delivering targets, as well as to report on progress. These delivery plans can be accessed via the [Framework website](#) and Departmental websites. The Framework seeks to provide a structured approach to identifying and reporting the key environmental impacts of managing the Government Estate, as well as selected social impacts such as external relations with local communities. It covers nine areas and associated targets. These are detailed in Appendix 1 and include:



## Reporting Timescales

The targets were published in stages from July 2002. The last three parts (Estates Management and Construction, Procurement and Social Impacts) were published in October 2004. This years SDiG report is therefore the first to assess performance against all nine areas of the Framework.

## Reviewing the Framework

The Government is currently reviewing the Framework. This review is being overseen by a cross-departmental Sustainable Operations Board which was established in June 2005. The Board is tasked with implementing the commitments in the UK Government Sustainable Development Strategy relating to the way in which Departments manage their land and buildings.

## **Participating Departments for Reporting Year (April 2004 to March 2005)**

Twenty central Government Departments were asked to participate in the SDiG 2005 Report. However, the Export Credits Guarantee Department (ECGD) was unable to submit its online data and authorised hard copy of the completed SDiG questionnaire before the submission deadline. This was due to a major restructuring process affecting the whole Department. Therefore, ECGD's data could not be included in the full analysis. However, the Department did complete its SDiG questionnaire responses for 2004-05 after the submission deadline. Some of the Department's responses have been highlighted in the following analysis where appropriate to outline good practice or particular areas of performance. However, ECGD's results have not been systematically included in the analysis. A copy of ECGD's full submission is available on request from ECGD's Business Principles Unit - please email [BPU@ECGD.gsi.gov.uk](mailto:BPU@ECGD.gsi.gov.uk) to request a copy.

The detailed assessment of performance across the Government estate is therefore based on 19 participating Departments. Of the 19 participating Departments, the Department for Culture, Media and Sport (DCMS) did not submit a signed, hard copy of the questionnaire, which was required as part of the submission process to act as authorisation of the data submitted online. This was due to the late arrival of data from their Executive Agency, the Royal Parks Agency (RPA). Therefore, the responses received from DCMS should be treated with appropriate care. In addition, DCMS has advised that it has based its answers for the Travel, Waste, Procurement and Biodiversity sections of the report on data from RPA only.

Two non-ministerial Government Departments - the Food Standards Agency (FSA) and the Forestry Commission (FC) – have also shadowed the reporting process this year as a pilot with a view to full participation next year. Their data is therefore not included in the full data analysis, but areas of good practice have been highlighted where appropriate throughout the report.

## Responsibilities for the 2004-5 Reporting Year

The specific responsibilities of the parties involved in this year's data collection and report writing are outlined below:

Party	Key responsibilities
Departments	<ul style="list-style-type: none"><li>▪ Collection of performance data</li><li>▪ Verification of data accuracy</li><li>▪ Authorisation of data</li><li>▪ Submission of data for independent analysis by the SDC submission deadline.</li></ul>
SDC	<ul style="list-style-type: none"><li>▪ Coordination and publishing of the SDiG Report 2005</li><li>▪ Independent commentary to accompany the report</li></ul>
PwC	<ul style="list-style-type: none"><li>▪ Implementation of data collection process in line with SDC requirements</li><li>▪ Provision of workshops and a help-line during the data collection stage</li><li>▪ Collation of raw data</li><li>▪ Data analysis and development of the SDiG Report 2005</li></ul>

PwC and SDC made it clear to Departments in all communications at the start of this year's SDiG process (and in the workshops) that it was their responsibility to provide accurate data.

All Departmental data submissions were required to be reviewed and signed off by a Senior Accountable Officer to authorise the data submitted. Each Department is fully responsible for the quality and accuracy of the data represented in this Report.

## Key Stages in the Reporting Process

The following table outlines the key stages of the SDiG reporting process for 2004-05:

Key Tasks	Timeframe	Task Detail
Review of the SDiG Questionnaire	June / July	<p>Data provided in this report is based on the results of a detailed web-based questionnaire completed by all Central Departments and their Executive Agencies. PwC were appointed in June 2005 to prepare the Departmental questionnaire for the SDiG Report 2005. As the Framework targets are currently under review we were advised by SDC to keep the questionnaire aligned with that used in 2004 as far as possible so that the questionnaire could be comprehensively updated in light of the review with minimum disruption to the data collection process.</p> <p>The 2004 questionnaire had taken account of the observations and recommendations of the House of Commons Environmental Audit Committee (EAC) as set out in its 2004 <i>Greening Government Report</i>.<sup>(5)</sup></p> <p>Our attention was therefore focussed on identifying any further revisions that were required for greater clarity, to achieve better data or where required to incorporate new targets. To this end we sought feedback on the questionnaire from a range of Government Departments (particularly those who had voiced concerns about the 2004 questionnaire), the NAO and staff from the EAC.</p>
Workshops	15 <sup>th</sup> and 22 <sup>nd</sup> July	SDC and PwC ran joint workshops for Departments to ensure that they were clear about the timetable and process for SDiG 2005, the respective roles of PwC and SDC, and had the opportunity to raise any concerns and queries. Departments had been provided with a draft questionnaire beforehand so that specific problems could be highlighted.
Online User Testing	19 <sup>th</sup> July	Departments were invited to participate in a user testing session of the online questionnaire before it was published on the 25 <sup>th</sup> July. Representatives from the Ministry of Defence (MoD) and the Home Office (HO) attended the session.
Questionnaire Available to Departments	25 <sup>th</sup> July	The Online Questionnaire and Word Version of the questionnaire were made available to all SDiG contacts for completion.

<sup>5</sup> House of Commons Environmental Audit Committee Greening Government 2004, Eighth Report of Session, 2003-04

Data Collection	25 <sup>th</sup> July - 9 <sup>th</sup> September	<p>Departments were required to provide their completed questionnaires and to ensure that it had been signed off by a Senior Accountable Office.</p> <p>PwC staff were available throughout the collection process to answer queries.</p>
Data Cleansing and Analysis	September / October	<p>While Departments are responsible for the quality and accuracy of the data submitted, PwC did undertake a data checking exercise ("cleansing") following receipt of the Departmental data to provide a high level sense check of the data. This process was restricted to seeking clarification and querying obvious errors / inconsistencies in the raw data with Departments. Where possible these were corrected in agreement with the Departments concerned. This cleansing process does not represent any independent assurance of the quality of the data supplied for this report. Neither the SDC nor PwC have audited or validated the quality of data returned by each Department.</p> <p>Where it was found that the majority of Departments had submitted inconsistent data for a particular section of the Framework (e.g. single occupancy car commuting data and business road vehicle mileage in Part B; quantities of waste data in Part D), we were unable to seek a resubmission of this data on such a scale and instead have commented on the quality of the data in this report.</p>
Development of Fourth Annual SDiG Report	October / November	<p>In developing the Fourth Annual Report, PwC have sought to provide a picture of Government performance against the Framework as a whole and against individual Framework targets. Where possible we have also highlighted areas of good practice.</p>

## **Data Quality and Analysis**

The data submitted by each Department for the SDiG Report 2005 has been signed off by a Senior Accountable Officer in each Department (except the DCMS – see above). Although a high level data checking exercise was carried out, neither SDC nor PwC have audited or validated the quality of the data returned by each Department.

The Government Estate is very diverse – land and buildings range from office buildings, prisons, parks and military sites. Given this diversity, it can be misleading to compare performance between Departments, and within Departments, over time unless the size of estate and activities carried out within them are also accounted for. To provide as much opportunity as possible for Departments to explain their answers in the light of their particular circumstances, the 2004-05 SDiG questionnaire included additional detail / notes sections in each of the questions. As far as possible, this additional detail has been drawn upon in the analysis.

This report is not intended to provide a detailed review of the performance of individual Departments – the diversity and size of the Government Estate precludes this. Instead, the report should be viewed as an indication and summary of performance as a whole, using cases of individual Departmental performance to help illustrate this. The full data tables are available on the SDC website and should be referred to for further details. For ease of reference, departmental summaries are also available on the SDC website.

## **Government Department Structure**

There is one change to note in relation to the structure of Government Departments during the reporting period 2004-05. The Inland Revenue (IR) and HM Customs and Excise (HMCE) have now merged into a new Department – HM Revenue and Customs (HMRC). However, separate annual questionnaires were still submitted by the IR and HMCE for the reporting period 2004-05.

## Part A: Overarching Commitments



### Key findings

- All Departments met Target A1 which required them to outline the key areas of their estate with the most impact on SD on their websites. The majority (16 out of 19) also publicly report on the SD impacts of their estate operations (Targets A4 & A5) although only half report on all of the required areas
- Most Departments (11) have failed to develop a comprehensive strategy for meeting the requirements of Target A2 – developing and publishing a strategy showing how they plan to deliver targets (for Parts A, B, C, D, E and H).
- Only four of the 14 Departments that have ‘mainly office-based estates’ have implemented an EMS at 100% of their main offices sites in line with the Target A3 (1) (DCMS, Department for International Development [DFID], HM Treasury [HMT] and Office of National Statistics [ONS])
- All of the six Departments that have ‘mixed / mainly non-office estates’ have failed to meet Target A3 (2) to have 40% of their estate covered by an EMS by 31<sup>st</sup> March 2004 (Department for Constitutional Affairs [DCA], Defra, Department for Transport [DfT], Foreign and Commonwealth Office [FCO], HO and Ministry of Defence [MoD])
- All Departments except DCMS have in place review or verification processes relating to both data collection systems and performance data, in line with Target A5.



## Context

The Central Government estate covered by the 2004-05 SDiG questionnaire employs over 695,000 staff (greater than the number of people that live in Glasgow - the UK's third largest city<sup>6</sup>) – with more than 82.7million m<sup>2</sup> of buildings on an area of over a quarter of a million hectares. Most Departments are mainly office-based, with the exceptions of MoD (military estate), DCA (courts), HO (prisons), ONS (census and registration records offices) and DCMS (Royal Parks).

While much of the estate is covered by the Framework, Departments have flexibility to decide and justify which parts of their estate to include. A summary of this information is provided at Appendix 2.

Part A focuses on the overarching commitments to SD. The targets focus on ensuring that there are adequate processes in place in each Department to identify, monitor and publicly report on SD impacts. The Framework makes it clear that all Departments should have met a majority of the targets for Part A by 31<sup>st</sup> March 2005.

## Performance

An overview of Departmental performance against the Part A suite of targets is outlined in Figure A below.

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<sup>6</sup> See <http://www.citypopulation.de/UK.html>

**Figure A: Summary of Departmental Progress Towards Overarching Commitment Targets**

Department	Performance Against Targets						
	A1	A2	A3		A4	A5	
	Identify significant SD impacts <sup>(1)</sup>	Publish delivery plans for Parts A, B, C, D, E & H	Implemented EMS by target deadlines		Public reporting of SD performance in line with all 3 requirements of Target A4	Verification of performance data	
			Mainly Office Based Estates	Mixed / Mainly Non Office Estates		Verification of data	Internal or external
CO	😊	😞	😞	n/a	😊	😊	Internal
DCA	😊	😞	n/a	😞	😞	😊	Internal
DCMS	😊	😞	😊	n/a	😊	😞 <sup>(2)</sup>	n/a
Defra <sup>(3)</sup>	😊	😊	n/a	😞	😞	😊	Both
DfES	😊	😞	😞	n/a	😞	😊	Both
DFID	😊	😊	😊	n/a	😞	😊	Internal
DfT	😊	😞	n/a	😞	😞	😊	Both
DH	😊	😞	😞	n/a	😞	😊	Both
DTI	😊	😊	😞	n/a	😊	😊	Both
DWP <sup>(4)</sup>	😊	😊	😞	n/a	😊	😊	Both
ECGD	Data not provided by submission deadline						
FCO	😊	😊	n/a	😞	😞	😊	Both
HMCE	😊	😞	😞	n/a	😊	😊	Both
HMT	😊	😊	😊	n/a	😊	😊	Internal
HO	😊	😊	n/a	😞	😊	😊	Both
IR <sup>(5)</sup>	😊	😞	😞	n/a	😊	😊	Both
LOD <sup>(6)</sup>	😊	😞	😞	n/a	😞	😊	Internal
MoD	😊	😞	n/a	😞	😊	😊	External
ODPM	😊	😞	😞	n/a	😞	😊	Internal
ONS	😊	😊	😊	n/a	😊	😊	Both

**Key:**



Department has met target



Department has missed target

n/a

Not applicable

**Notes:**

1 Based on SDiG Report, 2003-04

2 DCMS - RPA has ISO14001 - these are therefore reviewed internally / externally

3 Defra - treats its estate as mixed for EMS purposes

4 DWP has treated all 1,750 offices as main offices for EMS purposes

5 IR - decided to treat all its 504 offices as main offices for EMS purposes

6 LOD - Target A2 - data for publishing delivery plans based on CPS information; Targets A4 and A5 - based on data for CPS and SFO

Target Deadline Dates	
Target A1	This should be completed by 31 <sup>st</sup> October 2002 and posted on Departmental websites
Target A2	Delivery plans should be published within 4 months of the announcement of each suite of Targets (6 months for the MoD) unless otherwise stated. For Part A, delivery plans should be published by November 2002 (January 2003 for MoD).
Target A3	For mainly office-based estates, EMS systems based or modelled upon a recognised standard should be in place for all main offices by 31 <sup>st</sup> March 2004 and at all other offices / sites by 31 <sup>st</sup> March 2006. For mixed or mainly non-office estates, EMS systems should be in place at 40% of the estate by 31 <sup>st</sup> March 2004 and 80% by 31 <sup>st</sup> March 2006.
Target A4	October 2002
Target A5	April 2003

## Target A1: Identify significant impacts

All Departments must complete and publish the following information on their Departmental websites by 31<sup>st</sup> October 2002:

- Provide a clear description of their estate, including Executive Agencies, total number of full time equivalent staff, buildings and any land managed
- Identify their most significant SD impacts in relation to operation of the estate
- Identify any part of their estate which will not be covered by the commitments set out in the Framework and give a justification.

This information should be used to prioritise sites for coverage by an EMS (Target A3).

**All Departments have met the requirements of this Target.** They all have descriptions of their estates on their websites, have identified their most significant SD impacts and have outlined those parts of their estate which will not be covered in the Framework (as recorded in the *Sustainable Development in Government Second Annual Report 2002-03*).

Given that this target had already been met, the 2004-05 SDiG questionnaire asked Departments whether they had reviewed or updated their significant impacts since they were originally assessed in October 2002 (even though this is not a specific target). The results of the 2004-05 SDiG questionnaire show that most Departments have done so (16 out of the 19). The Department for Education and Skills (DfES) is due to review its SD impacts as part of its current process underway for ISO14001 accreditation. The Department of Health (DH) reported that only one part of its estate - the National Health Service Purchasing and Supply Agency (NHS PASA) - reviewed its impacts as part of the pre-certification process of its EMS to ISO 14001 in 2004. **DfT did not provide any explanation for not yet having completed a review of its significant SD impacts.**

## Target A2: Publishing Delivery Plans

All Departments should, within four months of announcement of each suite of targets in the Framework, make public a statement showing how they plan to deliver targets.\*

There should be a clear time frame for any planned action and establishing data collection systems, where they are not already in place, should be an immediate priority.

If a Department has concluded that its impact is insignificant in a particular area (in comparison to its other impacts identified under Target A1) and that the pursuit of targets would not be an effective use of resources, the Department should publish a statement to that effect on the same timescale as that for strategies to deliver targets.

Strategies should be made available on Departmental websites so that links may be posted on the Framework website.

*Note:*

*\* Given the very large scale of the MoD estate, it has been agreed that MoD should deliver plans by a deadline of six months from announcement of targets. In addition, the Framework specifies that MoD has until June 2005 (just outside this SDiG reporting year) to publish its Sustainable Waste Management Strategy in line with Part D of the Framework.*

*Some Parts of the Framework do not need to be met until 1<sup>st</sup> December 2005 or 31<sup>st</sup> March 2006 (see below for details). This means that Target A2 requirements for the end of the SDiG year 2004-05 (i.e. March 2005) only apply for the following Parts: Overarching Commitments (Part A), Travel (Part B), Water (Part C), Waste (Part D), Energy (Part E) and Biodiversity (Part H).*

Although the targets for Parts F, G and I were published in October 2004, Departments are not required to incorporate delivery plans for these suites of targets into their strategies, until 1<sup>st</sup> December 2005. Part I of the Framework requires strategies to be drawn up by 31<sup>st</sup> March 2006. Therefore, none of the Departments are expected to have developed or published delivery plans for Parts F, G or I by the end of SDiG year 2004-05.

Figures A.2(a) and A.2(b) outline Departmental progress towards developing and publishing delivery plans for Parts A, B, C, D, E and H as required in this reporting year.

**Figure A2 (a): Progress Towards Developing and Publishing Delivery Plans for Parts A, B and C**

Department	Target A2: Delivery Plans											
	Part A: Overarching commitments				Part B: Travel				Part C: Water			
	Developed		Published		Developed		Published		Developed		Published	
	2003-04	2004-05	2003-04	2004-05	2003-04	2004-05	2003-04	2004-05	2003-04	2004-05	2003-04	2004-05
CO	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊
DCA	😊	😊	😞	😊	😊	😊	😞	😞	😊	😊	😞	😞
DCMS	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊
Defra	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊
DfES	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊 <sup>(1)</sup>
DFID	😊	😊	😊	😊	😊	😊	😞	😊	😊	😊	😊	😊
DfT	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊
DH	😊	😊	😊	😊	😞	😞	Statement	Statement	😊	😊	😊	😊
DTI	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊
DWP	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊
ECGD	Data not provided by submission deadline											
FCO	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊
HMCE	😊	😊	😊	😊	😞	😊	😞	😊	😊	😊	😊	😊
HMT	😊	😊	😞	😊	😊	😊	😞	😊	😊	😊	😞	😊
HO	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊
IR	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊
LOD <sup>(2)</sup>	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊
MoD	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊
ODPM	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊
ONS	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊	😊

Key:



Department met target (For whether a delivery plan has been published, this refers to either full or summary plans).



Department has missed target

Statement

Department assessed impacts as insignificant; statement to be developed and published instead

Notes:

Source for 2003-04 data is Third Annual SDiG Report

1 DfES published its delivery plans for Part C in 2002. However, these are temporarily unavailable due to a review of its website.

2 LOD - Part A - delivery plans developed by CPS and SFO, published by CPS

Part B - delivery plans developed by CPS and SFO, published by CPS

Part C - delivery plans developed by CPS and SFO, published by CPS

Target Deadline Dates - Delivery Plans to be Published for Target A2 by:	
Part A	November 2002 (January 2003 for MoD)
Part B	November 2002 (January 2003 for MoD)
Part C	November 2002 (January 2003 for MoD)

**Figure A2 (b): Progress Towards Developing and Publishing Delivery Plans for Parts D, E and H**

Department	Target A2: Delivery Plans							
	Part D: Waste		Part E: Energy		Part H: Biodiversity			
	Developed	Published	Developed	Published	Developed		Published	
					2003-04	2004-05	2003-04	2004-05
CO	☹	☹	☹	☹	n/a	n/a	n/a	☹
DCA	☺	☺	☺	☹	☺	☺	☹	☹
DCMS	☺	☹	☺	☺	☺	☺	☹	☹
Defra	☺	☺	☺	☺	☺	☺	☺	☺
DfES	☺	☹	☹	☹	☺	☺	☺	☺
DfiD	☺	☺	☺	☺	☹	☺	☹	☺
DfT	☹	☹	☹	☹	☹	☹	☹	☹
DH	☺	☺	☺	☺	n/a	n/a	Statement	Statement
DTI	☺	☺	☺	☺	n/a	☺ <sup>(1)</sup>	Statement	☺ <sup>(1)</sup>
DWP	☺	☺	☺	☺	☺	☺	☺	☺
ECGD	Data not provided by submission deadline							
FCO	☺	☺	☺	☺	☺	☺	☺	☺
HMCE	☺	☹	☺	☹	☹	☺	☹	☹
HMT	☺	☺	☺	☺	n/a	☺	n/a	Statement
HO	☺	☺	☺	☺	☺	☺	☺	☺
IR	☺	☹	☺	☺	☹	☺	☹	☹
LOD <sup>(2)</sup>	☺	☹	☺	☺	☹	☺	☹	☺
MoD	☺	☺	☺	☹	☺	☺	☺	☺
ODPM	☺	☺	☺	☺	☹	☺	☹	☹
ONS	☺	☺	☺	☺	☺	☺	☺	☺

Key:

☺	Department met target (for whether a delivery plan has been published, this refers to either full or summary plans)
☹	Department has missed target
n/a	Not Applicable
Statement	Department assessed impacts as insignificant; statement to be developed and published instead

Notes:

Source for 2003-04 data is Third Annual SDiG Report

1 DTI - 2003-04 results for Part H based on PO only; 2004-05 results for Part H based on whole DTI estate

2 LOD - Part D - delivery plans developed by CPS

Part E - based on CPS data

Part E - based on CPS data

Target Deadline Dates - Delivery Plans to be Published for Target A2 by:	
Part D	October 2002 (HO extended deadline December 2004; MoD extended deadline June 2005)
Part E	September 2004 (November 2004 for MoD)
Part H	December 2003 (February 2004 for MoD)

The majority of the Departments are late with developing and publishing at least some of their delivery plans for the Framework targets.

By the end of the 2004-05 SDiG year, **only eight Departments (Defra, DFID, Department of Trade and Industry [DTI], Department for Work and Pensions [DWP], FCO, HMT, HO and ONS) had met the requirement of Target A2 and had developed and published delivery plans for all six relevant areas of the Framework.**

Some Departments noted reasons for delays in developing and publishing delivery plans – which included major restructuring of the Department (DH) and waiting for the establishment of EMS systems (Cabinet Office [CO], Department for Education and Skills [DfES] for energy targets).

Part A was the only part of the Framework that all Departments had developed and published a delivery plan for. Therefore there is still a way to go before all Departments have met the requirements of this target.

Specified inclusions are required for the delivery plans. Departments should include evidence that they have established or have firm plans to establish:

- lines of responsibility for delivering targets, including Ministers and senior officials
- data collection systems to measure progress and audit performance against targets across the estate
- baseline performance data
- the mechanisms to be used to improve performance
- the resources required
- milestones and review dates, particularly where targets are long term (>2 years).

Due to the length of the 2004-05 questionnaire, Departments were not asked to provide this information for every part of the Framework. However, it was asked for Part A as this delivery plan represented the Department's overarching commitments to SD. Figure A.3 below, illustrates Departmental performance in meeting the delivery plan requirements for Part A.

**Figure A2 (c): Coverage of Delivery Plans for Part A**

Department	Target A2: Does the delivery plan for Part A establish:					
	Lines of responsibility	Data collection systems	Baseline performance data	Mechanisms to be used to improve performance	Resources required	Milestones and review dates
CO	☺	☺	☺	☺	☺	☺
DCA	☺	☺	☹	☺	☺	☺
DCMS	☺	☺	☺	☺	☺	☺
Defra	☺	☺	☺	☺	☺	☺
DfES	☹	☺	☺	☺	☹	☹
DfID	☺	☺	☹	☺	☺	☺
DfT	☺	☺	☺	☺	☺	☺
DH	☹	☺	☺	☺	☹	☹
DTI	☺	☺	☺	☺	☺	☺
DWP	☺	☺	☺	☹	☹	☹
ECGD	Data not provided by submission deadline					
FCO	☺	☺	☺	☺	☺	☺
HMCE	☺	☺	☹	☺	☹	☺
HMT	☹	☺	☹	☺	☹	☹
HO	☺	☺	☺	☺	☺	☺
IR	☺	☺	☹	☺	☹	☹
LOD <sup>(1)</sup>	☹	☺	☺	☺	☹	☺
MoD	☺	☺	☺	☺	☺	☺
ODPM	☺	☺	☹	☺	☺	☹
ONS	☺	☺	☺	☺	☺	☺

Key:



Included in Delivery plan



Not included in Delivery plan

Note:

1

LOD - based on CPS and SFO data

Target Deadline Date	
Target A2	Delivery plans should be published within 4 months of the announcement of each suite of Targets (6 months for the MoD) unless otherwise stated. For Parts A-C, delivery plans should be published by November 2002 (January 2003 for MoD). Part D - October 2002 (HO extended deadline December 2004; MoD extended deadline June 2005); Part E - September 2004 (November 2004 for MoD); Part H - December 2003 (February 2004 for MoD)

**Fewer than half of the Departments (nine) meet all the requirements for their Part A delivery plans (CO, DCMS, Defra, DfT, DTI, FCO, HO, MoD and ONS).** The remaining Departments included data collection systems, and all except DWP included mechanisms to be



used to improve performance (DWP included three of the six requirements – lines of responsibility, data collection systems and baseline performance data). All Departments included at least three of the requirements in their Part A delivery plan.

## Target A3: Environmental Management Systems

All Departments must implement an EMS, based, or modelled upon, a recognised standard (such as ISO14001, EMAS 2 or similar).

There are two sets of timescales set depending on the type of estate:

**1) For mainly office-based estates:**

- all main offices (more than 50 staff) – EMS required by 31<sup>st</sup> March 2004
- all other offices / sites\* by 31<sup>st</sup> March 2006

**2) For mixed or mainly non-office estates:**

- 40% estate should be covered by 31<sup>st</sup> March 2004
- 80% estate should be covered by 31<sup>st</sup> March 2006.

The definition of the estate is based on each Department first defining its estate appropriately, in line with Target A1. Departments should give priority to their most significant aspects and select milestones and measures most appropriate to their estate mix.

*Note:*

*\*including mixed and non-office sites*

*An EMS provides a way of systematically identifying, recording, controlling and monitoring environmental issues. It can help to improve existing management systems and efficiency, reduce costs and ensure compliance with environmental regulations and internal procedures. Several independent, accredited EMS standards have been set up such as ISO14001 and EMAS. Departments have the choice whether or not to register their EMS against one of these standards.*

*Departments were asked to categorise themselves as either mainly office-based or as mixed / mainly non-office based, and to provide EMS data accordingly.*

As indicated in Target A3, there are two timescales set for EMS implementation depending on the type of estate. Based on estate information provided in the online questionnaire, Departments have been split into two types - mainly office-based estates and mixed / mainly non-office estates.

### *A3 (1) Mainly office-based estates:*

**Those Departments that have a mainly office based estate are expected to have implemented an EMS, based or modelled upon, a recognised standard by 31<sup>st</sup> March 2004 in all their main offices (more than 50 staff).**

**Figure A3 (1): Mainly Office-Based Estates - Departmental Progress Regarding EMS Implementation, April 04 - March 05**

Department	Mainly Office Based Estate		
	Progress with EMS implementation at main offices (more than 50 staff): % of offices with EMS	Met target for all main offices (more than 50 staff) to have an EMS in place by 31st March 2004	Progress towards meeting target to have EMS in place at all other offices/sites by 31st March 2006
CO	67%	☹	Not in progress
DCMS	100%	☺	In progress
DfES	0% <sup>(1)</sup>	☹	n/a
DFID	100%	☺	n/a
DH	50%	☹	In progress
DTI	52%	☹	In progress
DWP <sup>(2)</sup>	98%	☹	n/a
ECGD	Data not provided by submission deadline		
HMCE	4%	☹	In progress
HMT	100%	☺	n/a
IR <sup>(3)</sup>	<1%	☹	n/a
LOD	3% <sup>(4)</sup>	☹	In progress
ODPM	67%	☹	In progress
ONS	100%	☺	In progress

**Key:**

☺	Met target to have an EMS implemented at <u>all</u> main office-based sites
In progress	At least one 'other office / site' has implemented / is currently implementing an EMS
☹	Not met target to have an EMS implemented at <u>all</u> main office-based sites
n/a	No 'other offices / sites'

**Note:**

- 1 DfES - EMS is being considered or planned for all offices
- 2 DWP - treated all 1,750 offices as main offices for EMS purposes
- 3 IR - decided to treat all its 504 offices as main offices for EMS purposes
- 4 LOD - pilot offices for EMS

Target Deadline Date	
Target A3	For mainly office-based estates, EMS systems based or modelled upon a recognised standard should be in place for all main offices by 31st March 2004 and at all other offices / sites by 31st March 2006.

**Only four Departments have met this target for 100% of their main office estate to be covered by an EMS (DCMS, DFID, HMT and ONS).** DWP has also nearly achieved the target with 98% of the main office estate covered by EMS, and the remaining sites (33 Rent Service sites) are considering or planning EMS coverage.

**Performance has improved since last year, when only 11 Departments had implemented an EMS. This year, of those Departments with mainly office-based estates, 12 out of 13 have implemented an EMS in at least one of their sites. The remaining Department, DfES is currently implementing an EMS in all its main offices. ECGD did not provide the relevant data by the submission deadline so it is not included in this analysis.**

A further five Departments (CO, DH, DTI, DWP and ODPM) have implemented an EMS at 50% or more of their sites. At those Departments with a low EMS coverage, there is progress being made:

- HMCE is implementing or considering implementing an EMS at all its sites without an EMS
- IR has 86 sites implementing or considering implementing an EMS, however the remaining sites (417) are not considering implementing an EMS
- LOD is considering implementing an EMS at 93% of its sites currently without an EMS
- ODPM is currently implementing an EMS at its only main office site without an EMS in place.

DH explained it only had an EMS in five of its 10 main offices because in the others, three are landlord controlled and two are due to be vacated shortly.

**Departments have until 31<sup>st</sup> March 2006 to ensure that all of their other offices / sites are covered by an EMS based, or modelled upon, a recognised standard.**







Of those eight Departments with other offices / sites, only CO is not considering or planning EMS coverage at any of their 'other' sites. Progress is being made by some Departments towards the target: DCMS already has 82% of its other offices / sites covered by an EMS, and ODPM has an EMS in 50% of its 'other office' sites, and is implementing an EMS in the remaining 50% of 'other office' sites and in its 2 mixed or mainly non-office sites. However, although HMCE is considering implementing an EMS at its 134 remaining 'other' offices and no information was provided as to the coverage of EMS in its mixed or mainly non-office 139 sites.

On the basis of the current reported data, most Departments still have a way to go to meet this target.

### *A3 (2) Mixed or mainly non-office estates*

**EMS systems should be in place across 40% of mixed / mainly non-office estates by 31<sup>st</sup> March 2004 and across 80% by 31<sup>st</sup> March 2006.**

**Figure A3 (2): Mixed or Mainly Non-Office Estates - Departmental Progress Regarding EMS implementation, April 04 - March 05**

Department	Mixed or Mainly Non-Office Estates	
	Met target for 40% of estate to be covered by EMS by 31st March 2004	Progress towards having 80% of estate covered by EMS by 31st March 2006
DCA		In progress
Defra <sup>(1)</sup>		In progress
DfT		In progress
FCO		In progress
HO		In progress
MoD		In progress

Key:



In progress



40% of estate covered by EMS

EMS implementation is in progress across some/all of the estate

Less than 40% of estate is covered by EMS

Notes:

1

Defra - treats its estate as mixed for EMS purposes

Target Deadline Date	
Target A3	For mixed or mainly non-office estates, EMS systems should be in place at 40% of the estate by 31st March 2004 and 80% by 31st March 2006.

**Of the six Departments (DCA, Defra, DfT, FCO, HO and MoD) that have a mixed / non-office estate none have met Target A3 (2) for 40% of their estate to be covered by EMS by March 31<sup>st</sup> 2004.** While all six Departments have implemented an EMS for at least part of their estate, significant work would be required to meet the final target of 80% of their estate to be covered by an EMS by March 31<sup>st</sup> 2006. The size and activities of these six Departments vary enormously which should be taken into account when interpreting these results.

## Target A4 and A5: Public Reporting and Verification

### Target A4

By October 2002, all Departments are asked to review their arrangements for public reporting of their SD impacts including:

- Environmental performance of buildings and facilities
- Social impacts of the Department
- Policies which contribute to SD objectives particularly headline indicators.

### Target A5

By April 2003, all Departments should have had arrangements in place to report publicly on their key SD impacts and to verify their performance data.

*Notes:*

*The purpose of verification is to ensure that performance data is accurate and that qualitative statements give a fair and accurate picture of performance. In addition to data verification, verification of performance systems can help to identify where management systems require improvements.*

*Departments are expected to use internal resources and systems to review their performance and check data for accuracy and completeness. Departments may wish to go further, and seek the use of external parties to provide independent verification.*

All Departments should have met these targets by April 2003. The analysis below looks at whether Departments are currently reporting on SD and if so, whether they continue to meet the requirements for public reporting outlined in Target A4. Therefore, discussion with regards to Targets A4 and A5 is interwoven.

### *Public reporting on key SD impacts, including performance against Framework targets*

**16 of the 19 participating Departments (84%) stated that they publicly report on the SD impacts of their estate operations.<sup>(7)</sup> DCA, DfT and ODPM do not currently publicly report on their SD impacts.**

This indicates a change in approach from last year, when all Departments except HMT reported on their SD impacts. ODPM noted that it will report on its SD impacts in Autumn 2005, to cover its first three years of operation, with six-monthly updates. DCA and DfT both report that they intend to report their SD impacts in the future via a separate report.

**However, only 10 Departments (CO, DCMS, DTI, DWP, HMCE, HMT, HO, IR, MoD and ONS) included all three areas outlined in Target A4 in their public reporting of SD impacts.** Of the 16 Departments that have reported their SD impacts, 15 cover the environmental performance of buildings and facilities, 13 cover social impacts of the Department, including as an employer and 13 cover policies which contribute to SD objectives (particularly headline indicators).

FC and FSA, which shadowed the 2004-05 SDiG process, stated that they publicly report on all SD impacts across all of their respective estates. The FC reports against the UKWAS standard.<sup>(8)</sup> However, neither included all three areas of SD impacts specified in Target A4.

<sup>7</sup> Of the reporting Departments, 13 reported SD impacts on the Departmental website, 12 used a separate Departmental Annual Report, and eight produced a stand-alone SD report. In line with last year, CO continues to report via the annual SDiG report only. All other reporting Departments used at least one other reporting format.

## *Verification*

Figure A.5, below, summarises individual Departmental performance against the verification requirements included in Target A5.

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<sup>8</sup> The FC provides further detail on the UKWAS standard in its return – the UK WAS has been developed by a partnership of forestry and environmental organisations, and is recognised by international forest certification schemes. Wood products from forests that have been certified by external auditors as meeting the UKWAS standards carry the label of the scheme if its rules have been met.

**Figure A5: Departmental Progress Regarding Data Verification<sup>2</sup>**

Department	Review / verification of data collection systems	Internal or external	Review / verification of performance data	Internal or external?
CO	☺	Internal	☺	Internal
DCA	☺	Internal	☺	Internal
DCMS	☹ <sup>(1)</sup>	n/a	n/a <sup>(2)</sup>	n/a
Defra	☺	Internal	☺	Both
DfES	☺	Both	☺	Both
DFID	☺	Internal	☺	Internal
DfT	☺	Both	☺	Both
DH	☺	Both	☺	Both
DTI	☺	Both	☺	Both
DWP	☺	Both	☺	Both
ECGD	Data not provided by submission deadline		Data not provided by submission deadline	
FCO	☺	Both	☺	Both
HMCE	☺	Both	☺	Both
HMT	☺	Both	☺	Internal
HO	☺	Internal	☺	Both
IR	☺	Both	☺	Both
LOD	☺ <sup>(3)</sup>	Internal <sup>(4)</sup>	☺ <sup>(5)</sup>	Internal <sup>(6)</sup>
MoD	☺	Internal	☺	External
ODPM	☺	Internal	☺	Internal
ONS	☺	Both	☺	Both

**Key:**

☺	Reviewed or verified
☹	No review or verification undertaken
Internal	Internal review / verification undertaken
External	External review / verification undertaken
Both	Both internal and external review / verification undertaken
n/a	Not applicable

**Notes:**

- 1 DCMS - RPA has ISO14001 - these are therefore reviewed internally / externally
- 2 DCMS reported n/a - however, results of the audit for The Royal Parks are discussed at internal meetings
- 3 CPS only
- 4 CPS and SFO
- 5 CPS, LS
- 6 SFO within Facilities Management Unit

Target Deadline Date	
Target A5	Performance data must be verified by April 2003

**All Departments except DCMS have in place review or verification processes relating to both data collection systems and performance data, in line with Target A5.** Ten Departments used a combination of internal and external reviews or verification over their systems. Eleven Departments did the same for review / verification of their performance data. The MoD uses an external consultant to verify the completeness and accuracy of information publicly reported in its SD report. The FC, which shadowed the SDiG process during 2004-05, carries out internal and external verification of its data collection processes and reporting data, along with at least some of its performance data that is publicly reported.

## **Case Studies**

Despite DCMS not having verification processes in place, the Department has provided details of progress in relation to its integration of the purposes of EMS systems into Departmental practices.

### **DCMS – Environmental Champions**

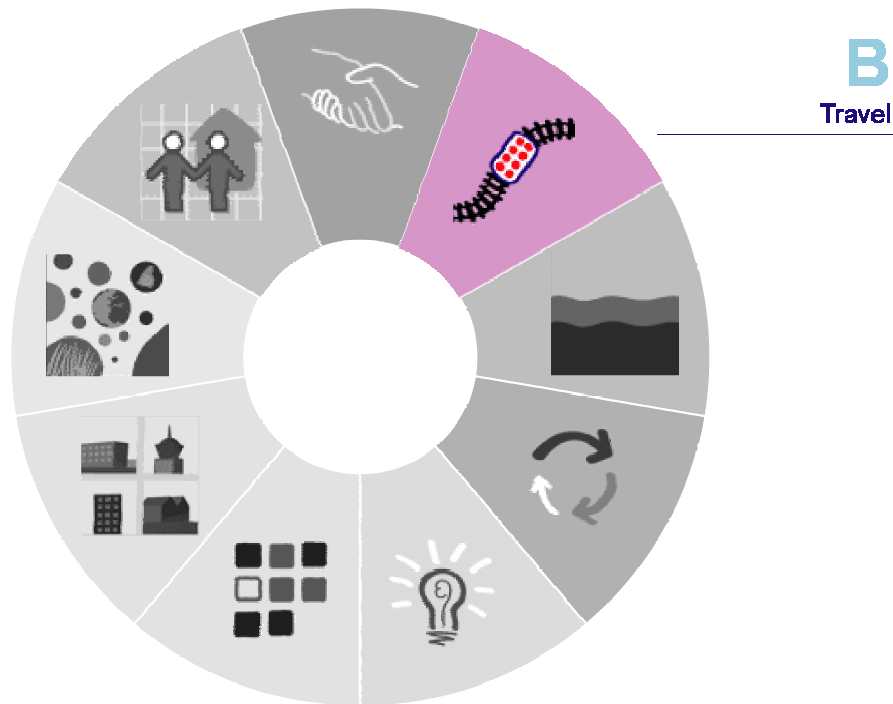
DCMS has a network of 10-11 Environmental Champions drawn from staff volunteers representing each office block. The Champions meet monthly (for an hour) in a meeting chaired by the Environmental Manager to discuss ways in which they can support the objectives and targets of the EMS and raise awareness among their colleagues. The volunteers are awarded an extra day's leave for serving on the network.

The volunteers carry out different projects of their choosing and are currently focusing on reducing paper usage via initiatives such as working to ensure the Department uses double sided photocopying. The network has already brought about advertising changes to the internal DCMS publication 'badger' which is now distributed as a bulletin on the intranet as opposed to a paper copy. Other successes include the introduction of a facility to recycle cans.

The volunteers exchange ideas with environmental champions from DCMS agencies and have recently met with the BBC's environmental champions.



## Part B: Travel



### Key findings

- Five Departments (DCMS, DfES, DfT, DWP and IR) have met Target B1 by reducing their CO<sub>2</sub> emissions by 10% before the 31<sup>st</sup> March 2006 deadline. Defra and FC are close to meeting this target. However, there are concerns over the accuracy of this data
- Eight Departments already have at least 10% of their fleet cars alternatively fuelled (Target B2). Seven Departments have some way to go to meet the 31<sup>st</sup> March 2006 deadline – this is particularly the case for MoD which has a large fleet of cars
- Three Departments (DCMS, DfES and DWP) have met both Targets B1 and B2
- There is no apparent reduction in the number of staff travelling to work as single occupants (Target B3). Most Departments, including those with extensive regional coverage, failed to provide complete data.

## Context

Transport is one of the main sources of greenhouse gas emissions. It contributes to 22% of the UK carbon emissions, and 95% of this comes from road transport<sup>(9)</sup>, with additional negative impacts on congestion, noise and air quality. With over 7,500 fleet cars (reported by SDiG participating Departments in 2004-05) and several hundred thousand staff travelling to work each day, the Government Estate has an important role to play in achieving the Government's aims to reduce carbon emissions from transport, including moving the UK vehicle market towards clean, low-carbon vehicles and fuels.

The issues vary in significance for different Departments – staff in central buildings often travel to work by public transport; some Departments have only one or two fleet vehicles whereas other Departments such as the MoD have a very large number of vehicles in their fleets.

The Framework requires each Department to define its key travel impacts and draw up a strategy to reflect this. The focus is on reducing emissions and congestion from road travel associated with civil service commuters and Departmental fleets. The target date for doing so is 31<sup>st</sup> March 2006, against a baseline year of 2002-03.

As the analysis below shows, some Departments had problems collecting data relating to three specific areas of the targets. These should be borne in mind when interpreting the analysis.

1. In respect of assessing road transport CO<sub>2</sub> emission reductions (Target B1), some Departments commented that the baseline data on which this assessment is based is poor, or that it was collected for only part of the 2002-03 year. It is therefore difficult to provide a meaningful picture of performance in this area
2. It is also not possible to comment on the progress Departments have made in implementing the options provided for meeting the emissions reduction targets in B1 (which are to reduce business vehicle mileage, improve average fuel efficiency and reduce total fuel consumed) due to incomplete or inaccurate data for either the current or the baseline year
3. Departments have continued to struggle with data collection on single occupancy commuting. The data provided is largely incomplete for the baseline and current years, and therefore does not allow judgement of Departmental performance against Target B3<sup>(10)</sup>
4. Some Departments commented that they have had difficulty implementing a workable system to collect data of this nature. Reasons included the following:
  - Staff travel surveys are carried out on a voluntary basis and suffer a low response rate (e.g. HMCE)
  - Some Departments do not consider data of this type to be useful for the development of travel plans (e.g. DWP)
  - The LOD commented that as a central London Department with no parking facilities, it did not consider that the target applies.

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<sup>9</sup> DTI Energy Trends March 2005 website

<sup>10</sup> The three Departments shown below as not meeting this target (Defra, HMT and ONS) were able to provide consistent data, but they are not showing progress towards meeting the targets.

Given the problems relating to data collection, the targets in Part B, particularly that of single occupancy commuting, should be reviewed by the Sustainable Operations Board and SDC to ensure that data capture is practicable.

## **Performance**

An overview of Departmental performance against the Part B suite of targets is outlined in Figure B below.

**Figure B: Summary of Progress Against Travel Targets**

Department	Performance against targets			
	B1		B2	B3
	% Reduction in CO <sub>2</sub> emissions since 2002-03 baseline year	Progress towards meeting 2006 target to reduce CO <sub>2</sub> emissions by at least 10% since baseline year	Progress towards meeting 2006 target to have at least 10% alternatively fuelled car fleet	Progress towards 2006 target to reduce single occupancy car commuting by 5% since baseline year
CO <sup>(1)</sup>	n/a	n/a	n/a	n/a
DCA	-5	In progress	In progress	NK
DCMS	-46	😊	😊 <sup>(2)</sup>	NK
Defra	-9	In progress <sup>(3)</sup>	In progress	No Progress
DfES	-18	😊	😊	NK
DfID	NK	NK	😊	😊
DfT	-14	😊	In progress	NK
DH	NK	NK	In progress	NK
DTI	NK	NK	No Progress	NK
DWP	-30	😊	😊	NK
ECGD	Data not provided by submission deadline			
FCO	NK	NK	😊	NK
HMCE	-5	In progress	In progress	NK
HMT	-2	In progress	😊	No Progress
HO	1	Negative Trend	In progress	NK
IR	-14	😊	In progress	NK
LOD	NK	NK	😊 <sup>(4)</sup>	NK
MoD	NK	NK	In progress <sup>(5)</sup>	NK
ODPM	NK	NK	😊 <sup>(6)</sup>	NK
ONS	405	Negative Trend	No Progress	No Progress

**Key:**



Department has already met the target

n/a

Not applicable - travel identified as a less significant impact

NK

Not known (either baseline or current year data not provided), or inconsistent / missing data to allow comparison

**Notes:**

- 1 CO - Travel has been identified as a non-significant impact for the Department
- 2 DCMS - based on dual fuel, petrol and LPG
- 3 Defra - excludes hire car emissions for 2004-05
- 4 LOD - fleet cars information based on CPS data
- 5 MoD - Data available only for Army
- 6 ODPM - Data not known for 3 sites

Target Deadline Date	
Target B1	31 <sup>st</sup> March 2006, compared with a baseline year of 2002-03
Target B2	31 <sup>st</sup> March 2006
Target B3	31 <sup>st</sup> March 2006, compared with a baseline year of 2002-03

## Target B1 – Road Transport CO<sub>2</sub> Emissions

Reduce road transport vehicle CO<sub>2</sub> emissions by at least 10% by 31<sup>st</sup> March 2006 (against a baseline year of 2002-03), to be achieved through any combination of three options:

- A. Reducing total business vehicle mileage
- B. Improving the average fuel efficiency of vehicles
- C. Reducing total fuel consumed.

**On the basis of data received, it appears that five Departments have already met their CO<sub>2</sub> emissions reduction target (DCMS, DfES, DfT, DWP and IR). In addition, Defra is very close to meeting this target. FC, which shadowed the 2004-05 SDiG process, reported a 9.6% drop in CO<sub>2</sub> emissions since the baseline year, and so is also very close to meeting the target.**

However, some Departments have commented that the baseline data on which this assessment is based is poor and that some Departments may have collected their baseline data for only part of the 2002-03 year. This would therefore provide an inconsistent comparison. For example, DWP achieved a 30% reduction compared with the 2002-03 year. However, the method on which the baseline and current year data has changed from a mileage basis to a fuel consumption basis due to improvements in data collection. DCMS achieved a 46% reduction, partly because the current year's data is based on only half the year.<sup>(11)</sup> ONS experienced a five-fold increase in road transport CO<sub>2</sub> emissions since the baseline year, and attributed this to a large rise in staff numbers and greatly increased activity in field surveys.

Comparisons with baseline data were not provided or were inconsistent for seven Departments. Travel targets were reported by CO as "n/a" because travel has been identified as a less significant impact.

The data showing performance towards this target, and the analysis based on that data, should be treated with due care.

### *Options used to reduce CO<sub>2</sub> emissions*

In order to reduce CO<sub>2</sub> emissions, Target B1 provides three options. These allow Departments the flexibility to choose the combination of options most appropriate to their circumstances.

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<sup>11</sup> However, DCMS states that the introduction of new engines has reduced CO<sub>2</sub> emissions by c.15%.

**Figure B1: Options Used to Reduce CO<sub>2</sub> Emissions**

Department	Option chosen		
	A	B	C
	Reducing total business vehicle mileage	Improving average fuel efficiency of vehicles	Reducing total fuel consumed
CO	✓	-	-
DCA	-	✓	✓
DCMS	✓	✓	✓
Defra	✓	✓	-
DfES	✓	✓	✓
DFID	✓	✓	✓
DfT	✓	-	-
DH	✓	✓	-
DTI	✓	-	-
DWP	✓	✓	✓
ECGD	Data not provided by submission deadline		
FCO	✓	✓	✓
HMCE	-	✓	✓
HMT	✓	✓	-
HO	✓	✓	-
IR	✓	✓	✓
LOD	NK	NK	NK
MoD	✓	✓	✓
ODPM	✓	✓	✓
ONS	✓	✓	-

Key:



Department uses this option to reduce emissions

-

Option not used

NK

Data not known / inaccurate / incomplete / not provided

Target Deadline Date	
Target B1	31 <sup>st</sup> March 2006, compared with a baseline year of 2002-03

Most of the Departments are employing option A (reducing business vehicle mileage). Eight Departments are using all three options - DCMS, DfES, DFID, DWP, FCO, IR, MoD and ODPM, four of which (DCMS, DfES, DWP and IR) are amongst the five Departments that have met the CO<sub>2</sub> emissions reduction target already).<sup>(12)</sup>

#### *Option A – Reducing total business vehicle mileage*

The figures provided for road vehicle business mileage were largely incomplete, or inconsistent with previous years due to changes in collection methods. A reliable comparison and analysis of progress in implementing this option is therefore not possible. In addition, some Departments commented that data for the baseline year (2002-03) is incomplete, making comparisons over time with respect to the target difficult.

#### *Option B – Improving the average fuel efficiency of vehicles*

It is difficult to comment on Departmental fuel efficiency, based on miles per litre, given the incompleteness and inconsistencies in the data provided for road vehicle business mileage.

#### *Option C – Reducing total fuel consumed*

From the data received, the total fuel consumption across the Government in 2004-05 was 34.5million litres. However, it is difficult to provide a reliable comparison of trends over time, because over two-thirds of Departments, some of them potentially significant, did not provide data for the baseline year, the current year or both (CO, Defra, DFID, DfT, DH, DTI, DWP, FCO, HMT, HO, LOD, MoD and ONS).

It is also difficult to comment on the trends related to the consumption data for the various types of fuel consumed across the estate due to incomplete data received. However, most Departments (except CO, which has just two cars in its fleet, and ONS, which has 13 diesel cars) are using some LPG-powered cars in their fleets. Six Departments (DCA, Defra, DH, DWP, HMCE and IR) are using hybrid vehicles, and for HMCE, this represents c.6% of its fleet. No Departments are using bio-fuelled cars in their fleet. The FC, which shadowed this year's SDiG questionnaire process, reported 3 natural gas-powered cars in its 150-car fleet.

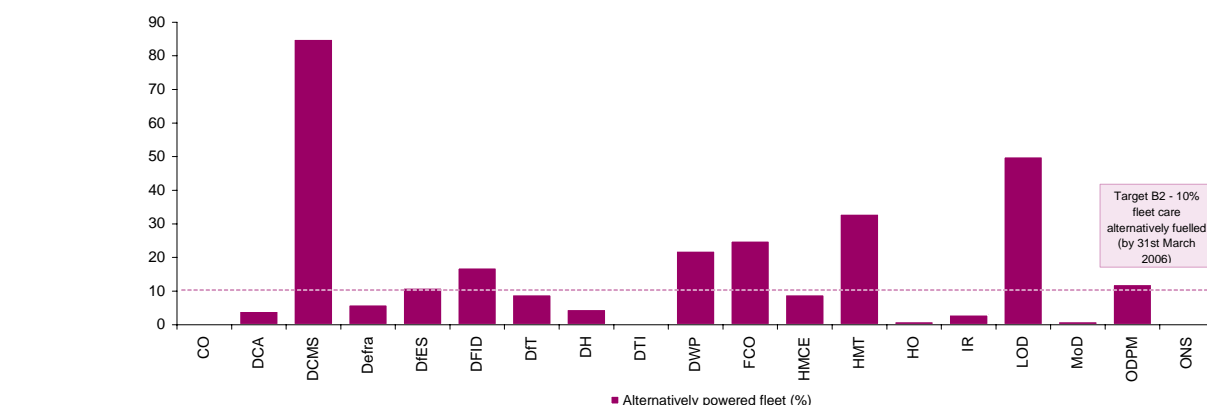
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<sup>12</sup> DCA's merger with the Magistrates Court Division prompted a wholesale review of the car fleet, which identified a range of vehicles to help meet sustainability targets. The review resulted in maximum CO<sub>2</sub> figures and a capped engine size. Expensive models such as BMW and Mercedes have been excluded.

## Target B2 - Alternative Fuelled Car Fleet

Against a baseline year of 2002/03, all Departments to have at least 10% of all fleet cars alternatively fuelled by 31<sup>st</sup> March 2006.

Figure B2: Percentage of Alternatively Fuelled Fleet Cars



Number of cars in fleet	CO	DCA	DCMS	Defra	DfES	DFID	DTI	DH	DTI	DWP	FCO	HMCE	HMT	HO	IR	LOD	MoD	ODPM	ONS
	2	501	40	419	44	3	690	66	8	2704	12	1963	6	762	2233	6	8924	108	13

Notes:

- 1 DCMS - based on dual fuel, petrol and LPG
- 2 MoD - Data available only for Army
- 3 ODPM - Data not known for 3 sites
- 4 DCMS - applies to RPA only
- 5 ECGD - data not provided by submission deadline
- 6 LOD - based on CPS data
- 7 DFID - has 3 leased cars in its fleet, one of these uses 50% petrol and 50% LPG

Target Deadline Date	
Target B2	31 <sup>st</sup> March 2006

The proportion of Departmental fleet cars running on alternative fuels is shown in Figure B2 above. **Eight Departments have met the 31<sup>st</sup> March 2006 target requirement for at least 10% of fleet cars to be alternatively fuelled (DCMS, DfES, DFID<sup>(13)</sup>, DWP, FCO, HMT, LOD, and ODPM).** FC, which shadowed the 2004-05 SDiG process, has also met this target – it reported that 12% of its fleet cars were powered by alternative fuel.

The CO, DTI and the ONS have no fleet cars that are alternatively fuelled. However, these Departments have very small fleets (two, eight and 13 cars respectively). **Eight Departments (DCA, Defra, DfT, DH, HMCE, HO, IR and MoD) have some way yet to go – this is particularly the case for the MOD which has a huge fleet of cars.**

The target itself has recently been criticised. The UK Sustainable Development Strategy, *Securing the Future* highlights that the 10% alternatively fuelled fleet cars target is a technology-based definition. It comments that this sort of definition is outdated, and does not take account of emission improvements in the diesel sector. It goes on to suggest that future targets are likely

<sup>13</sup> DFID has 3 leased cars in its fleet – one of these uses 50% petrol and 50% LPG.



to be emissions-based, rather than technology-based, so that the focus is on emissions reductions rather than the type of fuel used.

## Target B3 - Single Occupancy Commuting

Reduce single occupancy car commuting by 5% by 31<sup>st</sup> March 2006, against a baseline year of 2002-03.

*Note:*

*Single occupancy is defined as those staff members who travelled the full journey to work without any other passengers (i.e. staff members and/or family and friends).*

*The single occupancy percentage is calculated from the number of staff commuting to work by car alone, as a proportion of the number of staff commuting to work by car.*

**Figure B3: Single Occupancy Car Commuting**

Department	Staff that commute to work by car that are single occupancy commuters (%)		Change since baseline year (%)
	2002-03	2004-05	
CO	NK	n/a <sup>(1)</sup>	n/a
DCA	NK	NK	NK
DCMS <sup>(2)</sup>	35	89	NK
Defra	82	84	2%
DfES	83	NK	NK
DFID <sup>(3)</sup>	95	24	-75%
DfT <sup>(4)</sup>	37.2	NK	NK
DH	NK	NK	NK
DTI <sup>(5)</sup>	n/a	88	-
DWP	NK	NK	NK
ECGD	Data not provided by submission deadline		
FCO <sup>(6)</sup>	81	82	NK
HMCE	59.9	NK	NK
HMT	100	100	0%
HO	NK	NK	NK
IR <sup>(7)</sup>	69	69	NK
LOD <sup>(8)</sup>	42	96	NK
MoD	NK	NK	NK
ODPM <sup>(9)</sup>	NK	71	NK
ONS	88	88	0%

Note: (2002-03 data taken from data tables available from 2002-03 report)

**Key:**

n/a

Not applicable

NK

Data not known / inaccurate / incomplete / not provided

**Notes:**

1

CO: Travel has been identified as a non-significant impact by the Department

2

DCMS: Based on RPA data only, 2002-3

3

DfID: East Kilbride data only (both years)

4

DfT: partial data only (2002-03)

5

DTI: Insolvency Service data only

6

FCO: based on information from one site (2004-05) - incomplete data

7

IR: based on data from 72% offices

8

LOD: based on SFO data only, 2004-05

9

ODPM: information not known for 4 sites

Target Deadline Date	
Target B3	31 <sup>st</sup> March 2006, compared with a baseline year of 2002-03

**There is no apparent improvement reduction in the number of staff travelling to work as single occupants.** The 2002-03 baseline year reported a total of 43,300 staff commuting to work by car, of whom 72% were single occupants. Based on the data received for 2004-05, there were 42,847 staff commuting to work by car, of whom 72% were single occupants.

**A number of Departments, including those with extensive regional coverage, did not provide data for both years (CO, DCA, DfES, DfT, DH, DWP, HMCE, HO, MoD and ODPM), therefore a complete comparison of trends over time is difficult.** The following Departments provided only partial data: DCMS, DFID, DfT, DTI, FCO, IR, LoD and ODPM.

**With inconsistencies in the data between the baseline and the current year, it is difficult to establish which Departments are likely to meet the target.** However, there are three Departments that have reported data for the baseline and the current year that allows comparison - Defra, HMT and ONS. These suggest there is very little change or a small increase in the number of single occupancy commuters since the baseline year.

## **Case Studies**

While performance improvement against the travel targets has been difficult to measure, a number of Departments have highlighted their activities in respect to travel. A small selection of these examples is outlined below:

### **Reducing single occupancy commuting**

A number of Departments provided details of how they were working towards a reduction in single occupancy commuting. DFID has an online car-sharing swap-shop facility to encourage greater sharing of cars to work. ONS has a similar tool. DFID has also increased the number of bicycle racks and lockers for cyclists. To encourage public transport commuting, DFID also publishes timetables on its staff intranet. The FCO runs a shuttle bus service between locations in Milton Keynes and Northampton and its site at Hanslope Park.

### **MoD – alternative fuels**

The Defence Services Agency has completed a project which looked at turning MoD owned cooking oil into bio-diesel. As a result, the MoD is currently in a tendering process to place a contract to turn 1.2million litres of used cooking oil into bio-diesel, with the aim of selling this back to the MoD.

## **DfT – Driving Standards Agency (DSA) – eco-safe driving**

DSA recognises the huge role that drivers have to play in helping to reduce the impact of exhaust emissions by driving in a more environmentally responsible way, and the role the Agency has in helping to ensure that good practices are taught and then tested.

On 1<sup>st</sup> October this year a change was introduced to the 'Approved Driving Instructors (ADI) register – Test of Driving Ability' qualifying exam. An assessment is now made of the candidates' ability to drive in a way that demonstrated recognition of the principles of 'eco-safe driving'.

Over the last 18 months the DSA has invested a great deal of time and effort in developing the principles of 'eco-safe driving'. During the process the following areas were examined and have now been included in the revised style of driving:

- Enhanced hazard perception and awareness skills
- Selective use of gears
- Progressive use of the accelerator
- Compliance with speed limits
- Utilisation of engine braking/torque
- Use of cruise control

DSA installed a sophisticated fuel monitoring device in a number of vehicles, which allowed for comparisons to be made on the fuel consumed when a variety of different driving styles were used by different drivers.

DSA also considered other issues such as:

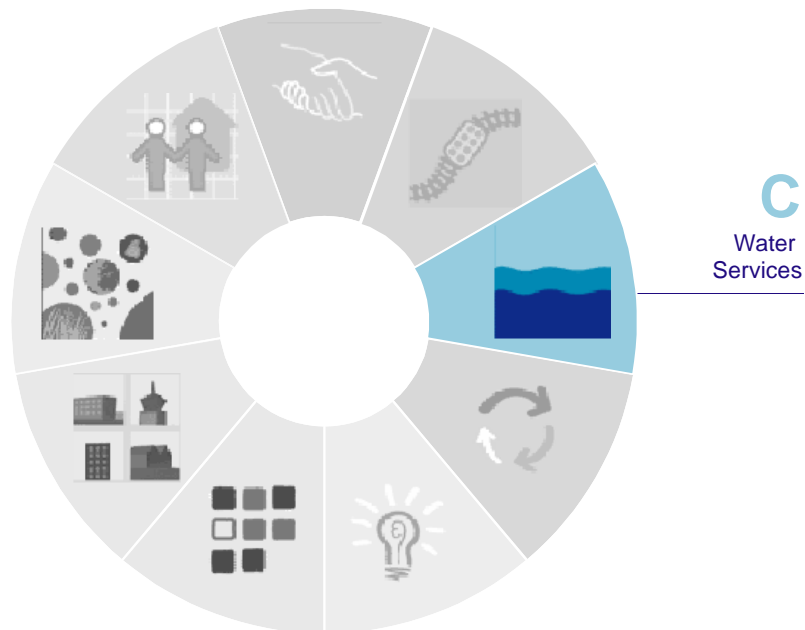
- Parking
- Carrying unnecessary weight
- Route planning

A number of trials of the revised style of driving were conducted using drivers of different levels of experience, ranging from novices to experts. Across that range it was demonstrated that this approach can reduce fuel use by between 5% and 17% (averaging 8.5%) with an associated reduction in the volume of atmosphere polluting chemicals produced.

For an 'unsatisfactory' driver, one driving fault will be recorded against that heading.

The 'eco-safe driving' also forms part of the 'Planned Driving' training given to new entrant and update training for Driving Examiners.

## Part C: Water



### Key findings

- Two water targets are related to Watermark participation (Targets C1 and C4) and are no longer applicable as funding for this project has now ceased. These targets will need to be reviewed and updated for future years
- Progress towards the remaining two water targets which relate to water consumption (Target C2) and water savings (Target C3) is poor
- Only seven Departments achieved the 7.7m<sup>3</sup> per person office-estate water consumption target, despite the fact that it was set for 31<sup>st</sup> March 2004 (Target C2)
- CO and HMT have yet to met the interim water consumption target of 11m<sup>3</sup> per person per year set for March 2002
- Only four out of thirteen Departments that have non-office sites completed an assessment for opportunities for significant water saving (Target C3) across all non-office sites by November 2002 (DfT, DTI, MoD and ODPM).

*Note: We understand that HMT amended its water consumption downwards, below the interim target, after the SDiG questionnaire submission deadline.*

## Context

Water is an essential natural resource, vital for public health and supporting the biological resources on which we depend. Although it is a renewable resource, there are limits to freshwater availability, on a regional, national and global basis and climate change is likely to put these supplies under greater pressure in the future. It is therefore essential that water supplies are carefully managed to meet current and future demand as well as protecting the ecology of the water environment itself. As the water-use of most Government buildings is metered, water efficiency also makes financial sense.

Part C of the Government's Framework was published in July 2002. The four water targets in the Framework require Departments to reduce per-person water consumption in office buildings, identify non-office sites on estates for significant water savings and cover monitoring and management of water services. Of the four targets, two relate to Watermark participation and are no longer relevant since the Watermark Project funding has now finished. A number of Departments have elected to continue using Watermark services so analysis on these targets has been included within the Report. **However, the targets related to Watermark will need to be reviewed and updated for future years.**

## Performance

An overview of Departmental performance against the Part C suite of targets is outlined in Figure C below.

**Figure C: Departmental Performance Against Water Targets**

Department	Performance against targets					
	C1	C2		C3		C4
	Use Watermark? (office sites)	Average water consumption per person 04/05 (m <sup>3</sup> ) (office sites)	Met the 7.7m <sup>3</sup> average water consumption per person target by Mar 04	Percentage of non-office sites assessed for significant water reduction opportunities	Met target to assess all non-office sites for significant water saving opportunities by Nov 02	Non-office site data provided to Watermark or other similar arrangements
CO	✗	31.07	☹	0	☹	✓
DCA	✗	6.7	☺	25	☹	✗
DCMS	✗	NK	NK ☹	100 <sup>(1)</sup>	☹	✗
Defra	✗	6.79	☺	20	☹	✓
DfES	✗	10.19	☹	n/a	n/a	n/a
DFID	✗	7.1	☺	n/a	n/a	n/a
DfT	✗	9.8	☹	100	☺	✓
DH	✗	5.56	☺	0	☹	✗
DTI	✗	8.15	☹	100	☺	✓
DWP	✗	10.2	☹	n/a	n/a	n/a
ECGD	Data not provided by submission deadline					
FCO	✗	7.8	☹	50	☹	✓
HMCE	✓	7.4	☺	0	☹	✗
HMT	✓	17 <sup>(2)</sup>	☹	n/a	n/a	n/a
HO	✗	10.8	☹	NK	NK ☹	✓
IR	✓	7.3 <sup>(3)</sup>	☺	n/a	n/a	n/a
LOD	✗	NK	NK ☹	n/a <sup>(5)</sup>	n/a <sup>(5)</sup>	n/a <sup>(5)</sup>
MoD	n/a	n/a	n/a	100 <sup>(4)</sup>	☺	✓
ODPM	✗	8.05	☹	100	☺	✗
ONS	✗	6.76	☺	0	☹	✓

**Key:**

☺	Yes
☹	No
n/a	No sites of this type on the estate / not applicable
NK	Data not known / inaccurate / incomplete / not provided

**Notes:**

- 1 DCMS - has part-reviewed all of its non-office sites
- 2 HMT water consumption figure exclude contractors
- 3 IR water consumption figure exclude contractors
- 4 MoD - based on 300 significant non-office sites, of its total of over 4,000
- 5 LOD do not have any non-office sites

Target Deadline Dates	
Target C1	Department should join Watermark project by September 2002 (Target no longer applicable)
Target C2	Water consumption should be 7.7m <sup>3</sup> per person per year by 31 <sup>st</sup> March 2004 (or 7m <sup>3</sup> per person per year for all new buildings and major refurbishments where design commences after 2002)
Target C3	November 2002
Target C4	November 2002 (provision to Watermark is no longer applicable)



## Target C1 - Watermark Participation (Office Estate)

Departments should consider joining Watermark project by September 2002. Those that have already joined should consider by September 2002 whether they have any further sites that should be included (office estate targets).

**As the Watermark project<sup>(14)</sup> funding has now finished, this target is no longer applicable.**

Despite this, in 2004-05, three Departments continued to use Watermark to assist with collecting data through their contract providers. These were HMCE, HMT and IR. In addition, Defra and the FCO used advice provided by the Watermark Project to assist with improving water use. Defra annually identifies the least well performing sites and investigates them using a Watermark survey. The FCO also uses the Watermark website to gain practical advice and information.

The remaining Departments have in place other measures for benchmarking water usage – e.g. using internal staff, their Facilities Management provider, their Estate Partners or an external consultant (e.g. TEAM Energy) to collect and monitor water data. The MoD estate is classed as mixed, therefore it did not report against this target.

## Target C2 - Water Consumption (Office Estate)

Reduction in water consumption in office buildings where the Department is sole occupier or is billed for water services, to an average of 7.7m<sup>3</sup> per person per year by 31<sup>st</sup> March 2004. This target is 7m<sup>3</sup> per person per year for all new buildings and major refurbishments where design commences after 2002 (office estate).

*Note:*

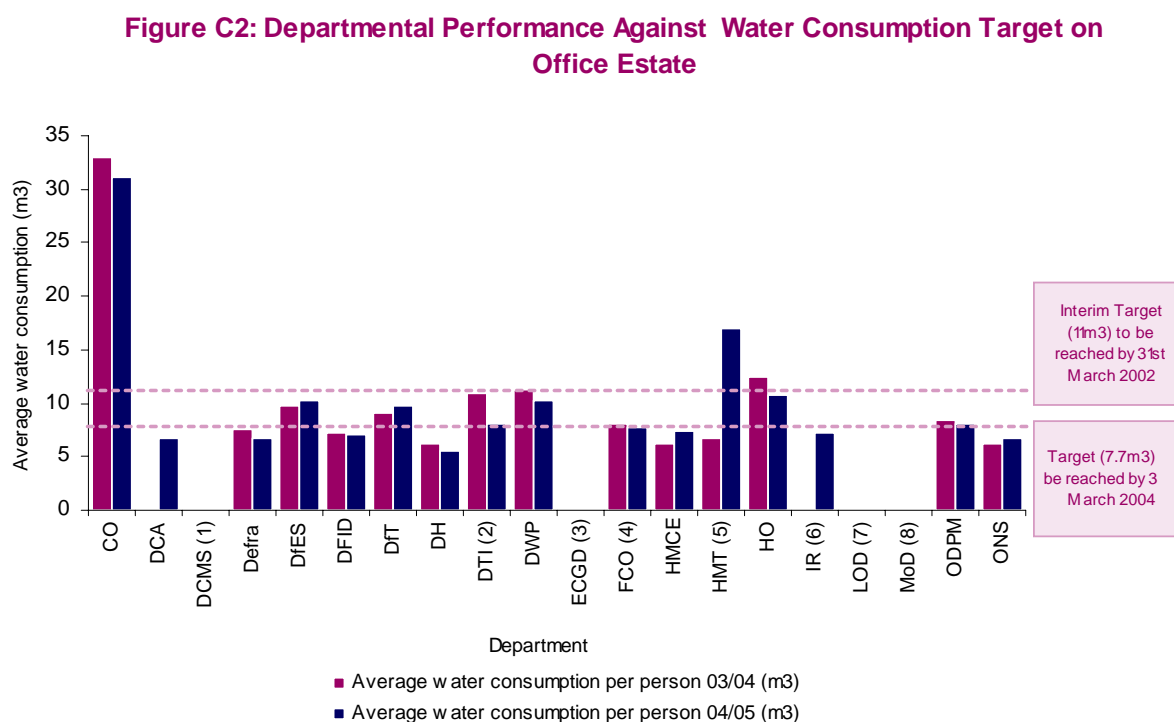
7.7m<sup>3</sup> per person per year, or 7,700 litres, is the equivalent of c.4,530 kettles of water (using an average capacity of 1.72 litres)

Figure C2, below, outlines Departmental performance against water consumption targets for office estates.

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<sup>14</sup> The Watermark Project was a three year programme initiated in April 2000. It was funded through HM Treasury's Invest to Save (ISB) fund and aimed to establish benchmarks for water consumption in a number of different types of public sector buildings or organisations. Although the project funding has now finished, the project is still collecting data for any organisation or site that wishes to utilise this service. The project offers a range of services for Departments wishing to conserve water. Further information can be found at <http://www.watermark.gov.uk>

**Figure C2: Departmental Performance Against Water Consumption Target on Office Estate**



**Notes**

- 1 DCMS - data not known
- 2 DTI - basis for figures changes between 03-04 and 04-05 therefore % change for Department cannot be provided
- 3 ECGD - data not provided by submission deadline
- 4 FCO figure for 03-04 excludes contractor numbers; figure for 04-05 includes contractor numbers
- 5 HMT figures exclude contractors (both years)
- 6 IR figures exclude contractors
- 7 LOD - data not known
- 8 MoD - target not applicable (estate classified as mixed)

All Departments should have met the water consumption targets for the office estate by the end of the SDiG 2004-05 year. **Only seven Departments (DCA, Defra, DFID, DH, HMCE, IR and ONS) have achieved the 7.7m<sup>3</sup> per person per year office-estate water consumption target that was set for 31<sup>st</sup> March 2004.**

Last year, six Departments had met their office-based water consumption target: Defra, DFID, DH, HMCE, HMT and ONS. In 2004-5, DCA and IR were the only additional Departments to meet this target, and HMT no longer meets the target. For 2004-05 HMT reported an average water consumption of 17m<sup>3</sup> which is far above its reported average for 2003-04, and above the targets set. HMT noted that the reason for the large increase could be due to the 2003-04 data being understated due to a faulty water meter.<sup>(15)</sup>

<sup>15</sup> However, we understand that HMT amended its water consumption figures downwards, to 7.9m<sup>3</sup> per person, after questionnaire submission.

The remaining Departments (CO, DCMS, DfES, DfT, DTI, DWP, ECGD, FCO, HMT, HO, LOD and ODPM) have not yet met the target or have not provided accurate data, although FCO is very close at 7.8m<sup>3</sup>.

**Two Departments (CO and HMT) have not yet met the interim target of 11m<sup>3</sup> per person per year set for March 2002.** The water consumption figure for CO is far higher than any of the other Departments.<sup>(16)</sup> The CO has recognised that there is a particular problem with water leaks in its buildings and is addressing this issue. It also reports that like most other Departments it offers showers and kitchen facilities in some buildings.

HMT has a water feature in the garden and also recreation shower facilities. In addition, HMT suffered poor quality data until the end of 2004, when a faulty water meter was discovered, and has amended its current data, as outlined above.

However, many of the other Departments that have met the interim target also have water features (e.g. DfES, DFID) or other special water using features such as cooling towers (e.g. DTI, HO, ODPM and ONS) and a gym or showers (e.g. Defra, DfES, DFID, DH, DTI, DWP, HO). Therefore, these features are unlikely in themselves to explain the higher water consumption figures for CO and HMT.

Four Departments (Defra, DH, HMCE and HO) showed large (c. 9% or more) changes in overall water consumption on the office estate since last year. Defra installed water saving measures during major refurbishments, including waterless urinals, and achieved a 9.3% reduction in average water consumption; HO undertook an awareness raising programme which could help explain the 12.9% reduction in average water consumption compared with last year; DH reduced water consumption by 9.9%. However, HMCE experienced a 17.5% increase in water consumption.<sup>(17)</sup>

## **Target C3 - Opportunities for Water Savings (Non Office Estate)**

By November 2002, identify non-office sites on estates where there are likely to be opportunities for significant water savings (non-office estate).

**Only four Departments have assessed all of their significant non-office sites for water saving opportunities (DfT, DTI, MoD and ODPM).**

A further four Departments have made some progress, having assessed at least part of their non-office estate for significant water saving opportunities. DCMS has part-reviewed all of its non-office sites. DCA, Defra and FCO have reviewed a portion of their non-office sites.

Of the remaining Departments, six (DfES, DFID, DWP, HMT, IR and LOD) do not have non-office sites and one (HO) did not have data available. Four Departments have not assessed any non-office sites for opportunities to reduce water consumption (CO, DH, HMCE and ONS).

Of the non-office sites reviewed, 352 have been identified as having opportunities for significant water savings e.g. replacement of old and/or inefficient water infrastructure. These sites belong to DCA, Defra, DTI, FCO and MoD.

<sup>16</sup> CO's figures for 2003-04 water consumption was reported last year to be c.19m<sup>3</sup>. However this has been amended upwards in the current return.

<sup>17</sup> Although DTI experienced a seemingly large reduction (nearly 26%), the basis on which the figures have been calculated for 2003-04 and 2004-05 has changed, therefore DTI did not provide a % change figure.

## Target C4 - Watermark at Significant Sites (Non Office Estate)

By November 2002, Departments should make arrangements to provide available data on significant non-office sites to Watermark, or, if data is not currently available, establish monitoring arrangements with them (non-office).

Watermark project funding has now ceased. Therefore, none of the Departments have made arrangements to provide data to Watermark for their non-office estate. Eight Departments (CO, Defra, DfT, DTI, FCO, HO, MoD and ONS) have noted that they have made arrangements to provide data to an alternative data collection scheme for all of their non-office sites. These include the Facilities Management provider and external consultants (such as Team Energy).

Of the five Departments that held sites with significant water savings opportunities (DCA, Defra, DTI, FCO and MoD), all except DCA have made arrangements to provide data to a collection scheme. DCA monitors water consumption at its sites from billing data and meter readings to identify anomalies. Its larger sites are subject to a five-year rolling survey program. In addition, Defra, DTI, FCO, HO and MoD have set targets for water consumption at non-office sites.

Of the 13 Departments with non-office sites, eight (CO, Defra, DfT, DTI, FCO, HO, MoD, ONS) collect water consumption data for them, either at all or for more than 50% of non-office sites. Five Departments do not collect water consumption data from non-office sites – DCA, DCMS, DH, HMCE and ODPM).

## Case Studies

A number of the Departments (e.g. DFID, DTI, HMCE and ONS) have installed various water-saving technologies, such as sensory mechanisms, low flush toilets, waterless urinals and low flow taps. Examples of further water-saving initiatives include those highlighted below.

### MoD – Utilities Directive

The Army has a Utilities Directive in place. This requires Army units to reduce water consumption in line with MoD targets, provide data and invest in a “spend to save” policy for water efficient devices.

### Defra – Reducing Water Use in Autoclaves

As part of Defra’s drive to cut energy and water consumption, Estates Division examined use by autoclaves at Veterinary Laboratories Agency (VLA) regional laboratories. These machines are used for sterilising instruments and waste material at very high temperatures.

They met the manufacturers initially to explore the possibility of recycling water – much of which is used for cooling. But discussions expanded to cover the wider configuration of the machines.

The software for the autoclaves included “assisted water cooling”, which uses large quantities of water to speed up the completion of a sterilising cycle. This function supports cycles at significantly lower temperatures and cycle times than we use, and with the agreement of the

manufacturers, an experiment was conducted to assess the water saved by "switching off" the software command for assisted water cooling.

A water meter was installed to monitor consumption to a single autoclave and consumption was compared over a three week period, with and without the "assisted water cooling" process. The difference in water consumption was startling. Several different sterilising programmes were compared. All but one, where differences were minimal, showed significant savings. For example, a TB waste programme which averaged 732 litres per cycle, showed a 43% saving and a reduction in cycle time of 12 minutes, also saving energy.

## Part D: Waste



### Key findings

- Even though the October 2004 deadline for drawing up a waste management strategy in line with Target D1 has passed, less than half (9) of the Departments have met the target and only three Departments (Defra, HMT and MoD) met the full requirements of the target
- It has not been possible to provide an accurate analysis of Departmental performance relating to measurement and monitoring of waste arisings (Target D2). Of the twelve Departments that currently monitor their waste arisings and waste types, only seven provided data that was sufficiently consistent to allow for further analysis
- Despite the inconsistent data relating to the split of waste arisings into waste treatment types, 16 Departments supplied data for total waste arisings. From these figures it appears that five Departments have decreased their total waste generated during the year (Defra, DfES, IR, ODPM and ONS) – all of which have achieved reductions considerably above the target of 1% per annum (Target D3). However, nine Departments (CO, DCMS, DFID, DfT, DH, DWP, FCO, HMCE and HMT) experienced an increase in total waste arisings since the prior year
- Of the seven Departments that provided consistent waste data, only four (CO, Defra, DWP and HMCE) were able to provide a consistent breakdown of waste recovered into waste reused, recycled / composted and waste incinerated into energy use. Hence it was not possible to provide an accurate analysis on recycling and composting targets of 5% per annum (Target D4)
- There is progress towards meeting the requirement to include clauses to minimise and avoid impacts of waste in all relevant waste management contracts even though such clauses are not required in this reporting year (Target D5).

## Context

The 19 reporting Departments produced over 116,000 tonnes of waste during 2004-05. This is the equivalent of nearly three times the waste produced in Winchester every year.<sup>(18)</sup> By reducing their waste arisings Departments not only minimise operational costs but can also help to minimise the potential adverse environmental and health impacts associated with waste management and disposal. For example landfill sites emit methane, a greenhouse gas with a global warming effect 20 times greater than carbon dioxide.<sup>(19)</sup>

Part D of the Government's Framework was published in July 2004 and sets targets for waste minimisation and recycling. The waste targets take account of the Government White Paper Waste Strategy 2000 and encourages Departments to adopt the waste hierarchy priorities outlined in this strategy: waste reduction, reuse, recycling and composting, energy recovery with heat and power and landfill.

The targets recognise that given the variations in size, location and activities of the Government Departments, each will have to determine its own waste impacts and the best approach to delivering its contribution to the waste targets. The five targets focus on monitoring and reporting waste in addition to requiring certain absolute improvements in waste targets.

It has not been possible to provide an accurate analysis of Departmental performance for two targets - to measure and monitor waste arisings and to increase recycling and composting rates by 5% per annum - due to numerous data inconsistencies in the information supplied by the Departments.

## Performance

A summary of individual Departmental progress towards the waste targets, based on the data provided, is shown at Figure D, below.

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<sup>18</sup> <http://www.winchester.gov.uk/SubTopic.asp?ID=1640>

<sup>19</sup> Review of Environmental and Health Effects of Waste Management: Municipal Solid Waste and Similar Wastes, Defra (in association with EnviroS and the University of Birmingham), May 2004

**Figure D: Summary of Departmental Performance Against Waste Targets**

Department	D1	D2		D3 <sup>(6)</sup>	D5
	Developed a sustainable waste management strategy in line with all 3 requirements outlined in Target D1	Monitoring programmes in place (waste quantity and type) in line with waste management strategy (deadline not defined)	Provided consistent waste arisings data for 2004-05	Progressive reduction in waste arisings by at least 1% per annum	Use of clauses in all relevant waste management contracts that meet all 4 requirements outlined in Target D5 (Target not due)
CO	☹️ <sup>(1)</sup>	😊	☹️	☹️	n/a
DCA	☹️	Strategy not developed	☹️	NK ☹️	NK <sup>(7)</sup>
DCMS	☹️	In progress	☹️	☹️	n/a
Defra	😊	😊	☹️	😊	NK
DfES	☹️ <sup>(1)</sup>	😊	☹️	😊	n/a
DFID	☹️	😊	😊	☹️	No
DfT	☹️ <sup>(2)</sup>	In progress	☹️	☹️	n/a
DH	☹️	😊	😊	☹️	😊
DTI	☹️ <sup>(1)</sup>	😊	☹️	NK ☹️	n/a
DWP	☹️	😊	😊	☹️	n/a
ECGD	Data not provided by submission deadline				
FCO	☹️ <sup>(1)</sup>	😊	😊	☹️	n/a
HMCE	☹️ <sup>(1)</sup>	In progress	☹️	☹️	n/a
HMT	😊	😊	😊	☹️	n/a
HO	☹️	😊	☹️	NK ☹️	NK <sup>(7)</sup>
IR	☹️ <sup>(1)</sup>	In progress	☹️	😊	n/a
LOD	☹️ <sup>(1)</sup>	In progress <sup>(3)</sup>	☹️	NK ☹️	NK <sup>(7)</sup>
MoD	😊 <sup>(4)</sup>	😊	☹️	NK ☹️	NK <sup>(5)</sup>
ODPM	☹️ <sup>(1)</sup>	In progress	😊	😊	NK <sup>(7)</sup>
ONS	☹️	😊	😊	😊	n/a

**Key:**

😊	Met target
🔄	In progress
☹️	Target not met by deadline
NK	Data not known / inaccurate / incomplete / not provided
n/a	No new waste management contracts concluded on which to assess results

**Notes:**

- CO, DfES, DTI, FCO, HMCE, IR, LOD and ODPM are in progress with their development of a waste management strategy
- DfT cites organisational changes that have prevented the strategy being developed
- LOD - monitoring programmes mainly for CPS paper
- The MoD reported that it had met its extended target deadline having drawn up a strategy in May 2005
- Not known whether new waste management contracts entered into during 2004-05, but MoD has policy for all new contracts to be drafted in line with Target D5
- Progress towards Target D3 assumes the data provided for total waste is accurate
- DCA, HO, LOD and ODPM have all included clauses in new waste contracts but have not provided details regarding all four requirements of Target D5

Target Deadline Dates	
Target D1	October 2004 (HO extended deadline December 2004; MoD extended deadline June 2005)
Target D2	Deadline in line with the timescales adopted in Departmental strategies
Target D3	Reverse trend in waste arisings generate by 1% per annum, and where possible extend this to each type of waste arisings generated. For those Departments that currently have no waste arisings data, site data must be calculated by December 2006 and reported in the following reporting period
Target D5	All Departments to include clauses to minimise and, where possible, avoid impacts of waste in all relevant waste management contracts initiated three months after the publication of standard Government contract clauses (which hadn't been published by the end of the 2004-05 SDiG year)



## Target D1 - Sustainable Waste Management Strategies

By October 2004\*, each Department will draw up and publish a sustainable waste management strategy. This should include steps to implement the waste hierarchy.

Departmental strategies will prioritise sites and include clear timetables for meeting Targets D2 - D4. They must incorporate the mechanism for ongoing monitoring of sites for impacts of waste and for reviewing new sites.

\*Given the very large scale of the MoD and HO estates, it has been agreed that the HO should draw up a sustainable waste management strategy by December 2004 and MoD by June 2005.

The deadline for drawing up sustainable waste management strategies was due for all Departments except the HO and the MoD by the end of October 2004. Figure D1 summarises Departmental performance against the specific requirements of this target.

**Figure D1: Departmental Progress Against Development of Waste Management Strategies**

Department	Developed a sustainable waste management strategy by target deadline	Does the strategy include:		
		Steps to implement the waste hierarchy	Prioritisation of sites for significance of waste arisings	Timetables for meeting targets D2-D4
CO	☹️ <sup>(1)</sup>	☺️	☺️	☺️
DCA	☹️	NK ☹️	NK ☹️	NK ☹️
DCMS	☺️	☺️	☹️	☺️
Defra	☺️	☺️	☺️	☺️
DfES	☹️ <sup>(1)</sup>	n/a	n/a	n/a
DFID	☺️	☺️	☺️	☹️
DfT	☹️ <sup>(2)</sup>	n/a	n/a	n/a
DH	☺️	☺️	☹️	☺️
DTI	☹️ <sup>(1)</sup>	☺️	☺️	☺️
DWP	☺️	☺️	☹️	☹️
ECGD	Data not provided by submission deadline			
FCO	☹️ <sup>(1)</sup>	☺️	n/a <sup>(3)</sup>	☺️
HMCE	☹️ <sup>(1)</sup>	n/a	n/a	n/a
HMT	☺️	☺️	n/a <sup>(4)</sup>	☺️
HO	☺️	☺️	☹️	☺️
IR	☹️ <sup>(1)</sup>	n/a	n/a	n/a
LOD <sup>(5)</sup>	☹️ <sup>(1)</sup>	☺️	☹️	☹️
MoD <sup>(6)</sup>	☺️	☺️	☺️	☺️
ODPM	☹️ <sup>(1)</sup>	NK ☹️	NK ☹️	NK ☹️
ONS	☺️	☺️	☹️	☺️

**Key:**



Met target / Yes



No

n/a

Not applicable / No Sustainable Waste Strategy in place - therefore not applicable

NK

Data not known / inaccurate / incomplete / not provided

**Notes:**

- CO, DfES, DTI, FCO, HMCE, IR, LOD and ODPM are in progress with their development of a waste strategy
- DfT cites organisational changes that have prevented the strategy being developed
- FCO has not prioritised sites due to the small size of its estate
- HMT occupies just one office-based site
- LOD - based on CPS and SFO data
- The MoD reported that it had met its extended target deadline having drawn up a strategy in May 2005.

Target Deadline Dates	
Target D1	October 2004 (HO extended deadline December 2004; MoD extended deadline June 2005)

Even though the deadline has passed, only nine Departments (DCMS, Defra, DFID, DH, DWP, HMT, HO, MoD<sup>(20)</sup> and ONS) have developed a sustainable waste management strategy. Ten Departments have failed to meet the strategy target (CO, DCA, DfES, DfT, DTI, FCO, HMCE, IR, LOD, and ODPM).

Only three Departments (Defra, HMT and MoD) have completed their waste management strategies and included all three required themes (steps to implement the waste hierarchy, site prioritisation, and timetables for meeting targets D2 and D4).

Eight Departments are in the process of developing their waste strategy, or have drawn up a strategy for at least some of their estate (CO, DCA, DfES, DTI, FCO, HMCE, IR, LOD and ODPM). One of these, HMCE, reported that it is working on its waste strategy which is being developed for December 2005. It is also currently working with its main Private Finance Initiative (PFI) contractor to populate waste management streams on an internet portal. DfES has commented that it is refining its waste strategy with the help of a major supplier, and reviewed its strategy during the 2004-05 SDiG year.

DfT reported that it has not drawn up a sustainable waste management strategy, and has outlined organisational changes which have prevented it from doing so. DCA reported that the development of a waste strategy has been identified as an action within its SD strategy.

## Target D2 - Waste Arisings and Monitoring Programmes

This target requires Departments to measure and obtain a figure for waste arisings from a site. Put in place monitoring programmes incorporating comprehensive data collection methods for identifying and quantifying waste arisings in line with timescales adopted in Departmental strategies.

*Note:*

*Departments have been asked to set their own deadline for doing this work – this should be published in their sustainable waste management strategy for October 2004 deadline.*

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<sup>20</sup> The MoD reported that it had met its extended target deadline having drawn up a strategy in May 2005.

**Figure D2 (a): Performance Against Monitoring of Waste Arisings**

Department	Do you have a monitoring programme that includes data collection processes for:	
	Quantity of waste arisings	Identifying waste types
CO	☺	☺
DCA	Strategy not developed	Strategy not developed
DCMS	In progress <sup>(1)</sup>	In progress <sup>(1)</sup>
Defra	☺	☺
DfES	☺	☺
DFID	☺	☺
DfT	☺	In progress <sup>(2)</sup>
DH	☺	☺
DTI	☺	☺
DWP	☺	☺
ECGD	Data not provided by submission deadline	
FCO	☺	☺
HMCE	In progress <sup>(3)</sup>	☺
HMT	☺	☺
HO	☺	☺
IR	In progress <sup>(3)</sup>	In progress <sup>(3)</sup>
LOD	In progress <sup>(4)</sup>	☺
MoD	☺	☺
ODPM	☺	In progress <sup>(5)</sup>
ONS	☺	☺

Key:

☺ Yes

In progress Monitoring systems in place, but for only part of the Department's estate - as outlined below

☹ No

Notes:

1 DCMS - based on RPA only

2 DfT - in part

3 HMCE and IR - for sites that are ISO14001 certified or working towards it

4 LOD - based on paper only

5 ODPM - this is only the case for major sites

Target Deadline Dates	
Target D2	Deadline in line with the timescales adopted in Departmental strategies

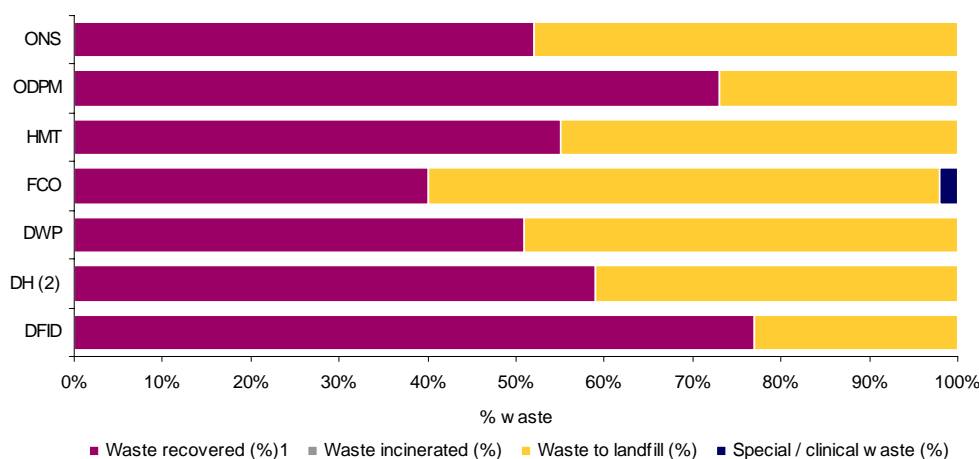
## Monitoring programmes

Twelve of the Departments have a waste monitoring programme in place to assess both the quantity of waste arisings and to identify waste types. Six additional Departments have programmes across part of their estate or to cover at least some of their waste (DCMS, DfT, HMCE, IR, LOD and ODPM). The DCA is currently developing an SD strategy and waste has been identified as an action within it.

However, there are concerns about the accuracy of the data provided by these monitoring mechanisms (see Figure D2, below), because only seven Departments have provided data that is sufficiently consistent to allow for further analysis.

## Waste arisings

**Figure D2 (b): Waste Arisings by Waste Treatment Type**



### Notes

- 1 Waste recovered includes waste re-used, recycled / composted, and waste incinerated for energy use
- 2 DH - waste figures exclude IT waste

The quality of the waste arisings data by weight and waste type received was poor, with many inaccuracies and inconsistencies, and did not allow for reliable detailed analysis. The exact nature of the data provided and the inaccuracies discovered are described below.

1. Total waste arisings data (tonnes) was not provided by the DCA, LOD and the MoD (although the MoD was not required to meet its waste strategy targets by the end of the SDiG year)
2. Of the 16 Departments that provided total waste data, six reported that data was not known for one or more waste treatments (i.e. amounts recovered, incinerated, landfilled and the amount of special / clinical waste). These were DCMS, DTI, DWP, HMCE, HO and ODPM
3. Therefore, only 10 Departments provided a complete split of the total waste arisings into the different waste treatments. Of these, only five Departments provided consistent data, where

the sum of the waste arisings for individual waste treatments matched the total waste arisings data (DFID, DH, FCO, HMT and ONS)

4. Despite not collecting data on all waste treatment types, ODPM provided a consistent split of total waste into the waste treatment types for which they collected data in 2004-05. DWP provided a split that was 0.1% different to the total waste arisings
5. Four Departments did not have material inconsistencies in the data they reported (CO, Defra, DWP and HMCE), but their data collection systems should still be reviewed to ensure accurate data is produced in the future.

Therefore, **only seven Departments provided waste data that was sufficiently internally consistent to allow for further analysis** (the five Departments that provided a complete and accurate split of waste into waste types, along with ODPM and DWP).

Given the extent of these data inconsistencies, further analysis of individual waste streams (e.g. paper, glass) would not be reliable. **On the basis of the data reported, it appears that most Departments have some data accuracy issues to deal with in order to demonstrate that they have met the requirements of the target.**

However, for the seven Departments that provided sufficiently consistent waste arisings data, a more detailed analysis of how waste was treated is possible. The results are shown in Figures D2 (b) and D3 below.

All of these Departments (except FCO) recover over half of their waste. A vast majority of the remaining waste is sent to landfill, with only small amounts of waste incinerated or classified as special / clinical waste. Together, if total waste arisings figures are assumed to be reliable for all Departments reporting data, the seven Departments represent just 31% of the total reported waste arisings (which was c.115,000 tonnes) for the Government estate. It is therefore inaccurate to extrapolate any trends from this analysis to the whole estate.

## Target D3 - Waste Minimisation

From the date that total site waste arisings have been calculated, Departments should reverse the upward trend in waste arisings, through progressive reduction by at least one per cent per annum in total waste arisings generated, and where possible extend this to each type of waste arisings generated. For those Departments that currently have no waste arisings data, site data must be calculated by December 2006 and reported in the following reporting period.

**Despite the data inaccuracies regarding the breakdown of waste arisings data into waste types, 16 Departments supplied data for total waste arisings (tonnes).** It is not possible to determine whether it is the total waste arisings or the sum of the waste split by type that is the accurate data. However, to gain some idea of the progress of individual Departments towards waste reduction targets, an analysis of total waste arisings by Department is provided in Figure D3 below. This assumes that it is the total waste arisings data (tonnes) that is accurate.

**Figure D3 shows that nine Departments (CO, DCMS, DFID, DfT, DH, DWP, FCO, HMCE and HMT) have experienced an increase in total waste arisings since the prior year which represents a worsening in performance rather than progress towards Target D3.** DfT commented that it is hoping to explain its increases in waste arisings following an external data verification exercise.

**Only five Departments achieved a reduction in waste arisings since 2003-04 of greater than 1% as set by the target (Defra, DfES, IR, ODPM and ONS).** ODPM explained its reduction in waste arisings of over 40% since 2003-04 is in part due to the increased roll-out of recycling schemes and increased data collection accuracy. The latter has involved excluding from the ODPM waste arisings data the waste sent for incineration from shops along the front of the ODPM building, over which the Department has no control.

**Figure D3: Performance Against Waste Reduction Targets**

Department	Quantity of waste arisings in 2003-04 (tonnes)	Quantity of waste arisings in 2004-05 (tonnes)	Change (%)	Reduction in waste arisings by 1% per annum
CO	1177	1441	22%	☹️
DCA	NK	NK	NK	NK ☹️
DCMS	1200	2162	80%	☹️
Defra	4689	4283	-9%	😊
DfES	2354	2207	-6%	😊
DFID	342	364	6%	☹️
DfT	1808	4065	125%	☹️
DH	919 <sup>(1)</sup>	1015 <sup>(1)</sup>	10%	☹️
DTI <sup>(2)</sup>	NK	1092	NK	NK ☹️
DWP <sup>(3)</sup>	25834	30116	17%	☹️
ECGD	Data not provided by submission deadline			
FCO	1787	1857	4%	☹️
HMCE	17410	18161	4%	☹️
HMT	343	374	9%	☹️
HO	NK	10879	NK	NK ☹️
IR	39520	34971	-12%	😊
LOD	NK	NK	NK	NK ☹️
MoD	NK	NK	NK	NK ☹️
ODPM	1739	1032	-41%	😊
ONS	1180	1072	-9%	😊

Key:

NK

Data not known / inaccurate / incomplete / not provided

Notes:

1

DH - figures exclude IT waste

2

DTI - 2003-04 figures based on Patent Office only. 2004-05 figures based on DTI HQ

3

DWP - 2003-04 figures based on extrapolated data for Ex DSS and Ex ES

#### Target Deadline Dates

Target D3	Reverse trend in waste arisings generate by 1% per annum, and where possible extend this to each type of waste arisings generated. For those Departments that currently have no waste arisings data, site data must be calculated by December 2006 and reported in the following reporting period
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## Target D4 - Waste Recycling

As soon as recycling / composting figures from Target D2 have been established at a site or unit of establishments, Departments should increase these rates by at least 5% per annum with an aim of reaching a 75% recycling / composting rate overall. Where possible this should be extended to each type of waste arisings generated.

**The problems with data accuracy, described above, prevent a detailed analysis of the amount of waste that was recycled for each Department.** This is because it is not possible to determine whether the total amount of waste recovered, which includes recycling, is accurate for the Departments that did not provide an accurate split of their total waste into the waste treatment types.

**Of the seven Departments that provided consistent waste arisings data split between different waste treatment types, only four (DFID, DH, FCO and HMT) provided a consistent breakdown of waste recovered into waste reused, recycled / composted and waste incinerated into energy use.** A detailed analysis of so few Departments does not provide a meaningful base for extrapolating trends to other Departments. From the data received by the four Departments, recycling / composting rates were 77%, 65%, 39% and 55% respectively which shows that DFID have met, and the others are making good progress towards, the final target of a 75% recycling / composting rate overall.

While it has not been possible to provide detailed waste recycling information, Departments did provide information on the coverage of waste minimisation and waste recycling schemes across their estates. This information is provided in Appendix 5.

## Target D5 - Waste Minimisation Clauses

All Departments to include clauses to minimise and, where possible, avoid impacts of waste in all relevant waste management contracts initiated three months after the publication of standard Government contract clauses.

This should include partnership contracts (such as Public Private Partnerships (PPPs) and Private Finance Initiatives (PFIs).

In achieving Target D5, Departments should draft contract specifications with requirements in line with the waste hierarchy. They should ensure that waste contractors have adequate data collection systems in place and that all contractors and sub-contractors are required to report on their waste reduction, collection, management and disposal activities. All facilities management contracts should comply with the policy aims and targets of the Framework.

Target D5 applies to all relevant waste management contracts initiated three months after the publication of standard Government clauses. As these had not been published at the end of the 2004-05 SDiG year, Departments are not expected to have complied with them. However, data was collected in relation to this target to identify progress towards it.

Target D5 identifies four criteria that should form a part of contract specifications. These are listed below, along with a summary of individual Departmental performance.

**Figure D5: Waste Management Criteria Included in Contract Specifications**

Department	Number of new waste management contracts concluded during 2004-05	1	2	3	4
		% new contracts with requirements in line with the hierarchy to minimise and avoid impacts of waste	% new waste management contracts that require the waste contractor to have data collection systems in place	% of waste contractors and sub-contractors that are required to report on waste reduction, collection, management and disposal systems	% facilities management contracts that comply with waste targets of the Framework
CO	n/a	n/a	n/a	100	100
DCA	1	100	100	NK	NK
DCMS	n/a	n/a	n/a	NK	NK
Defra	NK	NK	NK	40	n/a
DfES	n/a	NK	NK	0	NK
DFID	1	0	NK	NK	100
DfT	n/a	n/a	n/a	n/a	n/a
DH	1	100	100	100	100
DTI	n/a	n/a	n/a	100	c.95
DWP	n/a	n/a	n/a	NK	NK
ECGD	Data not provided by submission deadline				
FCO	n/a	n/a	n/a	NK	NK
HMCE	n/a	n/a	n/a	100	100
HMT	n/a	n/a	n/a	100	100
HO	1	100	100	NK	NK
IR	n/a	n/a	n/a	NK	100
LOD	1	100	100	100	NK
MoD	NK <sup>(1)</sup>	NK	NK	NK	NK
ODPM	3	100	100	100	NK
ONS	n/a	n/a	n/a	100	100

**Key:**

n/a

Not applicable

NK

Data not known / inaccurate / incomplete / not provided

**Notes:**

1

MoD - has policy in place for all new contracts to be drafted in line with Target D5

Target Deadline Dates	
Target D5	All Departments to include clauses to minimise and, where possible, avoid impacts of waste in all relevant waste management contracts initiated three months after the publication of standard Government contract clauses (which hadn't been published by the end of the 2004-05 SDiG year)

**There is encouraging progress relating to the use of waste minimisation clauses in line with Target D5.**

**Six Departments (DCA, DFID, DH, HO, LOD and ODPM) concluded eight waste management contracts during 2004-05. Of these, only the DFID contract did not have clauses to minimise and, where possible, avoid impacts on waste (DFID were unable to advise on the contract clauses).** Contracts were also concluded by Defra, but the number of contracts and data regarding the inclusion of the clauses was not available, as responsibility for the contracts is generally devolved to local facility management companies, subject to central guidance. The MoD was also unable to advise whether any contracts had been concluded. Therefore the eight contracts are a minimum figure.

Of the seven waste management contracts that did include clauses, the clauses included both of the following sets of criteria:

1. Requirements in line with the hierarchy (to minimise and avoid impacts of waste)
2. Requirement for the waste contractor to have data collection systems in place.

A large number of Departments partially met the target: eight Departments (CO, DH, DTI, HMCE, HMT, LOD, ODPM and ONS) ensure that 100% of waste contractors and sub-contractors report data on waste reduction, collection, management and disposal (Defra currently requires this from 40% of its contractors); and eight Departments (CO, DFID, DH, DTI, HMCE, HMT, IR and ONS) have ensured that a majority (over 95%) of facilities management contracts comply with the waste targets of the Framework.

## **Case Studies**

A number of the Departments provided details of specific action undertaken towards sustainable waste management in respect of recycling schemes. Some examples are outlined below.

### **Defra – improving communication**

Defra and its Executive Agencies comprise 149 offices and a further 72 non-office sites throughout the country. Good communications systems are therefore key to getting the sustainable operations message across.

During the 1990's a network of designated energy officers was established, and their remit was later expanded to include water management. In response to new targets in the Framework for Sustainable Development on the Government Estate, this network of contacts has expanded to include local champions for waste, energy & water, transport, biodiversity, EMS and sustainable operations issues generally.

A number of active "Green Committees" function at large single-occupancy sites. They also work well where Defra is the major rather than the sole occupier, as they can coordinate the views and needs of all site users.

Regular communications have been enhanced by issuing a newsletter - "Green Light", holding Sustainability Seminars, issuing detailed Notes for Guidance to all 65 recycling champions, maintaining a lively internal Sustainable Operations web site, and a series of site visits especially on EMS.

During 2004/05 a number of waste champions attended a Defra-organised Foundation Level waste awareness course run by the Chartered Institution of Waste Management.

The introduction of EMS across the Defra Estate (certified to ISO 14001) has also increased the need for local champions to be kept up-to-date on changes, particularly on legislation. This has been achieved by a series of “Notes to Auditors.”

### **CO – improving recycling**

In fewer than four years, the CO has moved from 0% to 60% recycling of total waste generated across its core central London estate.

In partnership with its total facilities management provider (Ecovert FM), waste contractors and staff, the CO has put in place effective waste disposal/recycling facilities that allow recycling at source. CO has provided recycling facilities to allow their staff to recycle non-classified office waste paper, newspapers, magazines and other publications, cardboard, drink cans, rigid plastic containers and batteries. There are also procedures in place to allow for the recycling of glass, fluorescent lighting tubes, furniture, aerosol cans and classified office waste paper.

The Department has developed a sustainable waste management strategy and a waste minimisation scheme. A monitoring programme has also been set up which includes data collection processes to identify the type and quantity of waste that arise. CO require Waste contractors are required to report on their waste reduction, collection, management, disposal and data collection systems, where necessary.

Although the CO's total waste recycled continues to rise the CO and its total facilities management provider's priority is to seek to reduce the amount of total waste generated and sent to landfill. We also aim to improve recycling through other waste streams and to reduce costs.

### **ODPM – plastic bottle and battery recycling schemes**

ODPM expanded their existing recycling scheme at their London HQ buildings during 2005 with an additional two different materials: batteries and plastic bottles.

The introduction of the New Hazardous Waste Regulations in July 2005 and the Landfill Directive meant batteries could no longer be mixed with general waste for disposal. Anticipating these changes in legislation, ODPM and their Facilities Management providers, MITIE explored the market to find a suitable recycling company who could provide special collection points in each of the offices and provide a collection and recycling service.

Staff take used batteries to a central collection point in each building and it is emptied for recycling just two times a year or as required.

Following a physical waste audit, it was evident that a large volume of plastic bottles were being disposed of. Building User Group meetings highlighted that staff wanted to be able to recycle them. Extensive research ensued to find a contractor who could recycle plastic bottles locally to London or had facilities to mass bale the plastic waste before transporting in the UK for recycling. Eventually ODPM were able to work with the current waste contractor to provide a collection and recycling service for the plastic bottles. Plastic bottles are now removed from site at the same time as the other recyclable materials.

Recycling plastic bottles and batteries has not brought direct cost savings to the Department. However, the Department views this initiative as a means to implement sustainable waste management in line with current legislation.

## Part E: Energy



### Key findings

- Total absolute carbon emissions in the combined estate (compared with the baseline year) have increased by 1% (combining a 7% increase in emissions from electricity and a 4% reduction from fossil fuels). Therefore, the combined absolute carbon used on the Government estate is increasing – an opposite trend to that intended by Target E1
- Overall, the civil Departments (i.e. excluding MoD) have experienced a 3% reduction in total energy consumption per unit floor area in this reporting year. Departments are required to achieve a reduction of 15% by 2010-11 so significant efforts will need to be made to get this target on track (Target E2)
- Overall, the combined average total of the amount of electricity sourced from renewable sources for the Departments and their Agencies / equivalents is 19%, suggesting that the Central Government estate has already met its renewables target of 10% by 2008 (Target E3). Specifically, 17 individual Departments have already met this target. Many of these (13) have far exceeded the 10% target, with 30% or more electricity sourced from renewables
- In total, the Departments and their Executive Agencies (or equivalents), including the MoD, source just over 1% of their electricity from good quality CHP. This represents only a 0.1% increase since last year and falls far short of the 15% target set for 2010 (Target E4)
- The sourcing of Good Quality Combined Heat and Power (CHP) varied considerably between Departments - four Departments source electricity from CHP – Defra, DTI, ODPM and MoD - of which Defra and DTI are very close to meeting the 2010 target. HO also purchased a very small amount of good quality CHP making up only 0.01% of their total electricity purchased. The remaining Departments are not sourcing good quality CHP at this stage
- All nine Departments with a new estate management contract initiated since August 2004 have included clauses to ensure opportunities are identified, and measures taken, to reduce CO<sub>2</sub> emissions, and for collecting energy data (by) fuel type.

## Context

The Central Government estate emits similar levels of carbon dioxide as Liverpool, a city with a population of around 442,000 people<sup>(21)</sup>, and should contribute to achieving the UK's commitments under the Kyoto Protocol. The targets for Part E of the Framework on energy were set in March 2004. They take account of the 2003 Government Energy White Paper and the UK Climate Change Programme, which together set out a national sustainable energy policy.

By sound sustainable management of its estate, Government can be seen to implement its own energy policies, such as energy efficiency, and to act as a showcase for best practice, whilst at the same time reducing costs. Working towards sourcing more electricity from renewables, increasing energy efficiency and considering carbon emissions can also help to develop the renewable energy and low carbon technology market.

The six energy targets in the Framework focus on reducing the amount of energy used, increasing energy efficiency and sourcing energy from more sustainable sources.

Figures for energy usage across the Government estate are collected every year by the Buildings Research Establishment (BRE), in conjunction with Defra's Energy Efficiency Analysis Team. In 2004-05, BRE collected energy returns from Departments relating to Targets E1 – E4. The following narrative and analysis is based on the figures collected by BRE.

BRE has collected detailed data individually from Executive Agencies as well as for main Departments (unlike the main SDiG questionnaire where all Executive Agency data was centrally collected and submitted by the main Department). This separate collection process is in line with how data has been collected previously, and reflects the different nature of operations between Departments and their Executive Agencies (for example, a laboratory has a very different energy consumption profile to an office).

Therefore, the following analysis draws on the results from all the main Departments, in addition to the individual Executive Agencies for Defra, DH, HO, ODPM and MoD, in line with the format of the data provided by BRE. However, combined totals for the Departments are also shown, to provide some consistency with the data sets for the rest of the report. In addition, the data collected by BRE included data from FSA and FC. Although their data is provided in full at Appendix 3, their results have not been included in the analysis in the following chapter, in order to keep it consistent with the rest of the report.

All energy data should be interpreted in conjunction with the notes (collated by BRE) from Departments that help explain particular results for the current year. These are reproduced in full at Appendix 4. Appendix 3 provides the full set of data on which this analysis has been based. It should also be noted that individual Departmental performance is widely variable and depends on the individual circumstances of the Departments and their Executive Agencies.

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<sup>21</sup> <http://www.defra.gov.uk/environment/statistics/globalatmos/galocalghg.htm>

## Performance

Figure E, below, summarises individual Departmental performance. All of the Government Framework's energy targets (except for Target A2, relating to publishing delivery plans), are targets set for the future i.e. Departments are not yet expected to have met the targets. However, some progress towards meeting them is being made by a number of Departments.

**Figure E (a): Summary of Departmental Progress Towards Energy Targets (continued below)**

Department	Executive Agencies	Performance Against Targets			
		E1	E2	E3	E4
		Absolute carbon reduction (% since 1999-00)	Increase energy efficiency of buildings	Progress towards 2008 target to source at least 10% electricity from renewable sources	Progress towards 2010 target to source at least 15% electricity from Good Quality CHP <sup>1</sup>
		Indicative Trends Only (targets not due)			
CO		☹	☹	☺	☹
DCA		☹	☹	☺	☹
DCMS		☹	☺	☺	☹
Defra (combined)		☹	☹	☺	☺
	Defra	☺	☹	☺	☹
	Defra labs	☹	☹	☺	☺
	Rural Payments Agency	☺	☺	☺	☹
DfES		☺	☹	☺	☹
DFID		☹	☹	☺	☹
DfT		☹	☹	☺	☹
DH (combined)		☺	☹	☺	☹
	DH	☺	☹	☺	☹
	NHS PASA	☺	☺	☺	☹
DTI		☺	☺	☺	☺
DWP		☹	☺	☺	☹
ECGD		-	-	☺	☹
FCO		☹	☺	☺	☹
HMCE		☹	☹	☺	☹
HMT		☺	☹	☺	☹
HO		☹	☺	☺	negligible <sup>(2)</sup>
	HO	☹	☹	☺	☹
	Prisons	☺	☺	☺	negligible <sup>(2)</sup>
IR		☹	☺	☺	☹
LOD		☹	☺	☺	☹
ODPM		☹	☹	☺	☺
	ODPM	☹	☹	☺	☺
	Government Offices	☹	☺	☺	☹
	QEII Conference Centre	☹	☹	☹	☹
ONS		☺	☺	☺	☹
Sub-total - civil Departments		☹	☺	☺	Negligible progress <sup>(3)</sup>



**Figure E (b): Summary of Departmental Progress Towards Energy Targets (continuation from above)**

Department	Executive Agencies	Progress towards energy targets			
		E1	E2	E3	E4
		Absolute carbon reduction (% since 1999-00)	Increase energy efficiency of buildings	Progress towards 2008 target to source at least 10% electricity from renewable sources	Progress towards 2010 target to source at least 15% electricity from Good Quality CHP <sup>1</sup>
		Indicative Trends Only (targets not due)			
MoD	Army	☹	n/a	☺	☺
	Army Overseas	☺	n/a	☹	☺
	PJHQ	-	n/a	☹	☹
	Civil	☹	n/a	☹	☹
	DLO	☹	n/a	☺	☹
	DPA	☺	n/a	☺	☹
	DERA (see note)	-	-	-	-
	DSTL (see note)	☺	n/a	☹	☹
	Navy	☺	n/a	☺	☺
	RAF	☺	n/a	☺	☺
Sub-total - MoD		☺	☹	☺	☺
TOTAL - Government estate (civil and MoD)		☹	Not provided <sup>(3)</sup>	☺	Negligible progress <sup>(4)</sup>

**Key:**

☺	Making progress in the right direction towards the Energy targets
☹	Not making progress in the right direction.
-	A dash (-) represents no change due to figures being unavailable for the base year of 1999/00, therefore the year when figures first became available has been used as the base year against which to measure performance and has also been used to 'back-fill' previous years.
n/a	MoD figures provided at a Departmental level for Target E2

**Notes:**

- 1 CHP = Combined Heat and Power
- 2 Negligible - source only 0.01% of electricity from Good Quality CHP
- 3 A total for Civil + MoD for Target E2 is not provided due to different measurement criteria for floor area in MoD compared to civil Departments
- 4 Government estate (MoD + Civil) only source 1.1% of electricity from Good Quality CHP

In 2001/02 what was then DERA lost a large proportion of it's estate to the private sector (known as Qinetiq); therefore around 22 thousand tonnes of carbon were removed from the MoD estate as a result. If the percent change in carbon emissions for the MoD estate is considered without including these 22 thousand tonnes of carbon in the base year then the change in carbon emissions between 1999/00 and 2004/05 is +2.2% as opposed to the -2% indicated. Furthermore, this would change the figure for the entire government estate from +1% to +4.1%. The figures show DERA for 1999/00 to 2000/2001 and DSTL for 2001/02 onwards hence percentage change for DERA ends in 2000/01 and for DSTL starts in 2001/02. Note that the base year figure shown for DSTL is for 2001/02 and is therefore not actually included in the 1999/00 base year total since DERA is already counted and thus some double-counting would have occurred.

Target Deadline Dates	
Target E1	12.5% reduction by 2010-2011, relative to 1999-2000
Target E2	15% reduction by 2010-11, relative to 1999-2000
Target E3	10% by 31st March 2008 (MoD extended deadline 2010)
Target E4	15% by 2010 (with allowances for Departments that already purchase 100% renewable energy)

## Target E1 - Reduce Absolute Carbon

Government Departments to reduce absolute carbon, from fuel and electricity used in buildings on their estate, by 12.5% by 2010-11, relative to 1999-2000.

*Note:*

*The energy figures compiled by BRE have been converted into carbon by treating bought-in renewables and CHP electricity at the "Standard Grid Factor". This means that bought-in renewables are treated the same as normal electricity for the purposes of assessing carbon reductions. Carbon reductions therefore can be associated with reduced energy use and increased energy efficiency and not with renewables, in line with the requirements for Target E1.*

**Figure E1 (a): Summary of Departmental Progress Towards Absolute Carbon Reduction (continued below)**

Department	Executive Agencies or equivalent	Absolute carbon reduction (% change since 1999-00)			
		Electricity	Fossil fuels	Total	Indicative Trend in Performance
CO		30	-7	17	☹️
DCA		19	7	14	☹️
DCMS		16	79	33	☹️
Defra (combined)		12	-10	3	☹️
	Defra	11	-17	-0.5	😊
	Defra labs	15	-7	5	☹️
	Rural Payments Agency	3	-9	-1	😊
DfES		-1	-29	-6	😊
DFID		31	33	31	☹️
DTT		21	32	23	☹️
DH (combined)		-6	-29	-11	😊
	DH	-6	-27	-10	😊
	NHS PASA	-16	-48	-27	😊
DTI		-2	-49	-15	😊
DWP		46	-10	19	☹️
ECGD		-	-	-	-
FCO		15	-13	5	☹️
HMCE		48	-17	24	☹️
HMT		38	-62	-15	😊
HO		21	-8	2	☹️
	HO	65	2	43	☹️
	Prisons	15	-8	-0.5	😊
IR		19	-31	3	☹️
LOD		96	-3	65	☹️
ODPM		15	3	10	☹️
	ODPM	9	8	9	☹️
	Government Offices	53	-25	22	☹️
	QEII Conference Centre	1	23	5	☹️
ONS		2	-4	-0.4	😊

Sub total - civil service Departments		26	-10	8	☹️
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**Key:**

A negative change represents a reduction. A dash (-) represents no change due to figures being unavailable for the base year of 1999/00, therefore the year when figures first became available has been used as the base year against which to measure performance and has also been used to 'back-fill' previous years. This is with the exception of DERA and DSTL - see narrative under Figure E1 (b)

**Notes:**

The carbon emissions include emissions from green/renewable electricity so that the figures represent actual change in energy use. The emission factor used for electricity is 0.12 kgC/kWh, which is in line with Government reporting guidelines. It should be noted that this is a slight change to the factor used in reporting prior to 2003/04.

Target Deadline Dates	
Target E1	12.5% reduction by 2010-2011, relative to 1999-2000

**Figure E1 (b): Summary of Departmental Progress Towards Absolute Carbon Reduction (continuation from above)**

Department	Executive Agencies or equivalent	Absolute carbon reduction (% change since 1999-00)			
		Electricity	Fossil fuels	Total	Indicative Trend in Performance
MoD	Army	-1	25	14	☹️
	Army Overseas	-1	-5	-4	😊
	PJHQ	-	-	-	-
	Civil	114	19	54	☹️
	DLO	44	-2	21	☹️
	DPA	-3	-7	-4	😊
	DERA (see note)	-	-	-	-
	DSTL (see note)	-41	-9	-28	😊
	Navy	-11	-24	-18	😊
	RAF	-6	-18	-12	😊
	Sub-total - MoD	-2	-1	-2	😊
TOTAL - Government estate (civil and MoD)		7	-4	1	☹️

**Key:**

A negative change represents a reduction. A dash (-) represents no change due to figures being unavailable for the base year of 1999/00, therefore the year when figures first became available has been used as the base year against which to measure performance and has also been used to 'back-fill' previous years. This is with the exception of DERA and DSTL - see narrative below

**Notes:**

The carbon emissions include emissions from green/renewable electricity so that the figures represent actual change in energy use. The emission factor used for electricity is 0.12 kgC/kWh, which is in line with Government reporting guidelines. It should be noted that this is a slight change to the factor used in reporting prior to 2003/04.

In 2001/02 what was then DERA lost a large proportion of its estate to the private sector (known as Qinetiq); therefore around 22 thousand tonnes of carbon were removed from the MoD estate as a result. If the percent change in carbon emissions for the MoD estate is considered without including these 22 thousand tonnes of carbon in the base year then the change in carbon emissions between 1999/00 and 2004/05 is +2.2% as opposed to the -2% indicated. Furthermore, this would change the figure for the entire government estate from +1% to +4.1%. The figures show DERA for 1999/00 to 2000/2001 and DSTL for 2001/02 onwards hence percentage change for DERA ends in 2000/01 and for DSTL starts in 2001/02. Note that the base year figure shown for DSTL is for 2001/02 and is therefore not actually included in the 1999/00 base year total since DERA is already counted and thus some double-counting would have occurred.

Target Deadline Dates	
Target E1	12.5% reduction by 2010-2011, relative to 1999-2000

Target E1 of the Framework sets carbon savings targets irrespective of growth to help achieve the UK's commitments under the Kyoto Protocol and the policy framework set out in the UK Climate Change Programme, which identifies an important role for the Public Sector in reducing carbon emissions.

All Departments have until 2010-11 to meet the 12.5% carbon reduction target. Therefore, no Department is expected to have achieved this target during the current SDiG year. However, trends towards meeting the requirements of Target E1 can be observed.

It can be misleading to compare absolute carbon reductions between Departments. The Government Estate is very diverse and changes should take into account changes in estate size and activities. BRE has collected a series of notes from the Departments to help explain their results. These are presented in full in Appendix 4 and should be read in conjunction with this analysis. By way of illustration, an extreme example of how changes in activities can affect the results is provided in the box below.

#### **MoD – change in estate**

In 2001-02, what was then DERA lost a large proportion of its estate to the private sector (known as Qinetiq). Therefore, around 22 thousand tonnes of carbon were removed from the MoD estate as a result.

If the percent change in carbon emissions for the MoD estate is considered without including these 22 thousand tonnes of carbon in the base year then the change in carbon emissions between 1999-00 and 2004-05 is +2.2% as opposed to the -2% indicated.

Furthermore, this would change the figure for the entire Government estate from +1% to +4.1%.

Overall, the performance among the Departments varies widely, as would be expected with a diverse estate. For example, LOD has reported a 65% increase over the baseline (the Departmental footnotes at Appendix 4 indicate an increase in staff numbers which could help explain this) and DCMS a 33% increase; DH, DTI and HMT have reported decreases of 11%, 15% and 15% respectively.

In the baseline year, MoD accounted for 69% of total reported Government estate carbon emissions. In line with last year, the MoD 2004-05 figures indicate a small (2%) reduction in absolute carbon emissions since the baseline year. The combination of performance among the remaining Departments suggests an 8% increase since the baseline year, mostly due to increased (by 26%) carbon from electricity (there was a reduction in carbon from fossil fuels of 10% since the baseline year).

However, the combined Departmental totals suggest that two Departments (DTI and HMT) have already achieved their carbon reduction target, both achieving a 15% reduction compared with the baseline year. However, HMT has reported the lowest estate building size (in m<sup>2</sup>- see Appendix 2) and has undergone extensive refurbishment since the baseline year (1999-00). The Departmental footnotes also indicate that one of DTI's Agencies has lost a small number of buildings and that data collection has been inconsistent (see Appendix 4).

**Looking at the combined estate, total absolute carbon emissions compared with the baseline year have increased by 1% (combining a 7% increase in emissions from electricity and a 4% reduction from fossil fuels). Therefore, the combined absolute carbon used on the Government estate is increasing rather than decreasing – an opposite trend to that intended.**

## Target E2 - Increase energy efficiency

Government Departments to increase the energy efficiency of the buildings on their estate, measured in terms of kWh of (1) fuel and (2) electricity use per square metre of buildings floor area, or estate area\*, by 15% by 2010-11, relative to 1999-2000.

*Note:*

*\*Due to the diversity of the Government Estate, Departments can report using either the floor area of their buildings, or the total estate area.*

*The target is not expected to be achieved until 2010-11, and the results should be interpreted with this in mind.*

**Figure E2: Changes in Energy Efficiency**

Department	Executive Agencies or equivalent	Absolute carbon reduction (% since 1999-00)				Indicative Trend in Performance
		Floor area (% change since 1999-00)	Electricity per m2 (% change since 1999-00)	Fossil fuels per m2 (% change since 1999-00)	Total energy per m2 (% change since 1999-00)	
CO		1	29	-7	10	☹
DCA		3	15	6	9	☹
DCMS		99	-42	-10	-27	☺
Defra (combined)		-1	13	-8	0.2	☹
	Defra	-6	18	-8	2	☹
	Defra labs	0.1	14	-7	0.1	☹
	Rural Payments Agency	17	-12	-21	-16	☺
DfES		-16	18	-7	8	☹
DFID		17	12	14	13	☹
DfT		9	11	21	15	☹
DH (combined)		-20	18	-11	7	☹
	DH	-21	20	-7	10	☹
	NHS PASA	0	-16	-48	-34	☺
DTI		-22	26	-34	-3	☺
DWP		10	33	-17	-1	☺
ECGD		-	-	-	-	-
FCO		-1	15	-17	-1	☺
HMCE		-2	51	-11	15	☹
HMT		-63	275	0.4	95	☹
HO		13	7	-15	-11	☺
	HO	5	58	-4	24	☹
	Prisons	14	1	-16	-13	☺
IR		1	18	-24	-4	☺
LOD		49	32	-35	-2	☺
ODPM		-9	25	13	19	☹
	ODPM	-17	32	31	31	☹
	Government Offices	8	42	-31	-2	☺
	QEII Conference Centre	0.03	1	22	8	☹
ONS		6	-4	-10	-7	☺
Sub total - civil service Departments		7	18	-12	-3	☺
MoD total		-0.03	-2	5	3	☹

**Key:**  
A negative change represents a reduction. A dash (-) represents no change due to figures being unavailable for the base year of 1999/00, therefore the year when figures first became available has been used as the base year against which to measure performance and has also been used to 'back-fill' previous years.

**Notes:**  
For MoD the building floor area is measured as Gross External Area, for the UK estate. Since the records are primarily based on those assets covered by resource accounting, the great majority of the leasehold estate is not covered. Only limited data is available on the Trading Funds estate so their figures may be understated. 2003/04 was the first year for which such data was available, therefore this has been used as the base year for the comparison of energy consumption per unit floor area.

Target Deadline Dates	
Target E2	15% reduction by 2010-11, relative to 1999-2000

Figure E2, above, illustrates that the performance of the Departments is highly variable when it comes to the energy efficiency of their buildings, reflecting differences in activities, floor areas, different building types and uses and the use of electricity and fossil fuels.

**Overall, the civil Departments (i.e. excluding MoD) have experienced a 7% increase in total floor area since the baseline year, yet a 3% reduction<sup>(22)</sup> in total energy consumption per unit floor area. This is some way off the target of a 15% reduction due by 2010-11.** The figures relating to 2003-04 also suggest that this is a worse performance than last year (when there had been a 6% reduction in energy consumption in comparison with the baseline year).

One Department, DCMS, has already met the target of a 15% reduction in energy use. Although DCMS experienced a 99% increase in floor area, energy consumption did not increase to the same extent.

The MoD figures for Target E2 are based on a baseline of 2003-04, since this was the first year that area data was reported. Floor area for the MoD has hardly changed since then, but total energy use per unit floor area has increased by 3% - which consists of a 2% reduction in electricity use per unit floor area but a 5% increase in fossil fuel use per unit floor area. The MoD is therefore progressing in the opposite direction to the Target requirements.<sup>(23)</sup>

Other patterns can be drawn among the individual Departments. Most Departments have reduced their fossil fuel use per unit floor area since the baseline year. Only four (DCA, DFID, DfT and ODPM) have experienced an increase. DfT explains that the increase in energy use per floor area is a result of longer opening hours at a number of Driving Test Centres, more accurate information, more staff at some sites and a CHP plant resulting in increased gas consumption. ODPM notes a decrease in floor area in 2004-05, due to the loss of the rent panel sites from the ODPM estate.<sup>(24)</sup>

However, the reduced fossil fuel use per unit floor area since the baseline year is offset by increases in electricity consumed per unit floor area. These could be explained by changes such as more staff per unit floor area (and therefore increased air conditioning load), office hours extensions, increased use of IT or data inaccuracies.<sup>(25)</sup>

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<sup>22</sup> The small 2004-05 reduction consists of an 18% increase in electricity consumption per unit floor area (higher than last year's 15%), yet a 12% reduction in fossil fuel usage per unit floor area (representing a slightly smaller reduction than for last year).

<sup>23</sup> As explained at Appendix 4, this could partly be explained by an increase in fossil fuel consumption by the Defence Logistics Organisation – this was attributed to one site being able to report gas consumption for the first time, previous inaccurate reporting of gas oil, one site being able to report gas oil consumption for the first time and under-reporting of LPG in 2003-04.

<sup>24</sup> Some Departments reported other action to improve energy efficiency. These include:  
DFID - which has refurbished both UK offices and incorporated several energy saving mechanisms. The offices achieved a BREEAM rating of very good (London) and excellent (East Kilbride). DFID has 100% green electricity at both UK offices.  
ODPM - which has implemented an energy efficiency programme and is seeking innovative ways to reduce energy consumption – which includes timers and tea point boilers and low energy flat screen monitors for IT desk systems with an enabled energy star facility.

<sup>25</sup> HMT reported a 275% increase in electricity use per unit floor area - but a reduction in floor area by over 60% since the baseline year. However, the Departmental footnotes provided by HMT (Appendix 4) suggest that the results cannot be compared with accuracy across the years due to a substantial refurbishment in 2002[0].



## Target E3 - Renewable electricity

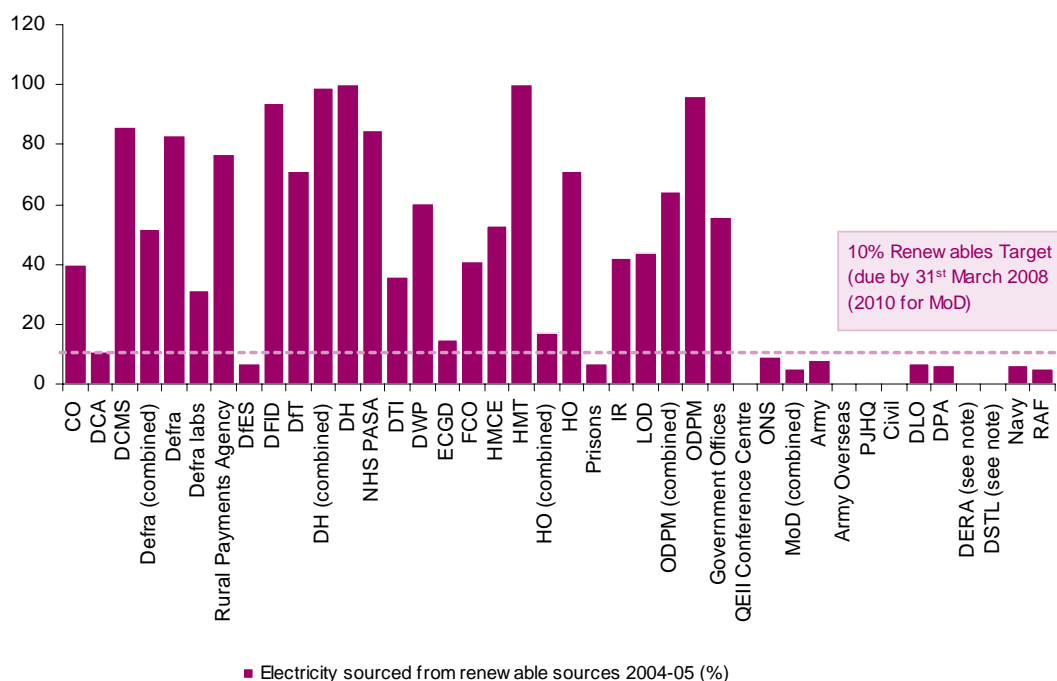
Government Departments are required to source at least 10% electricity from renewable sources by 31<sup>st</sup> March 2008\*. This will be measured by kilowatt hours for:

- Purchasing of renewable electricity
- Self-generation of renewable electricity (excluding CHP)

Note:

\* Given the very large scale of the MoD Estate it has been agreed that the MoD should achieve this target by 2010.

**Figure E3: Percentage of Electricity Sourced from Renewable Sources, 2004-05**



### Notes:

Where figures are unavailable for the base year of 1999/00, the year when figures first became available has been used as the base year against which to measure performance and has also been used to 'back-fill' previous years.

Since 2001, the Government has been purchasing electricity from renewable sources such as wind, wave, tidal, solar thermal and photovoltaics (PVs), hydro generation, geothermal and biomass. An interim target of purchasing 5% of electricity from such sources by March 2003 has been met.

Target E3 now requires Departments to source at least 10% of their electricity from renewable sources (including self generation) by 31<sup>st</sup> March 2008. However, the MoD has until 2010 to meet this Target, due to the large scale of its estate. The Target is measured by kilowatt hours for:

- Purchasing of renewable electricity

- Self-generation of renewable electricity (excluding CHP).

**No Departments were expected to have achieved this target at the end of 2004-05. However, Figure E3 shows that most Departments have already met the 10% renewables target set for 2008.**

**The combined average total of the amount of electricity sourced from renewable sources for the Departments and their Agencies / equivalents is 19%, suggesting that the Government estate as a whole has also already met its renewables target.** In line with last year, all the Departments are purchasing some electricity from renewable sources.

Looking at individual Departmental performance, 17 (combined) Departments have already met the 10% renewables target set for 2008 (CO, DCA, DCMS, Defra, DFID, DfT, DH, DTI, DWP, ECGD, FCO, HMCE, HMT, HO, IR, LOD, ODPM).<sup>(26)</sup> Many of these have far exceeded the 10% target. Two Departments source 99 or 100% of their electricity from renewables (DH and HMT respectively). The FSA and the FC, which both shadowed the process this year, reported 100% electricity sourced from renewables.

The remaining Departments are showing progress towards meeting the 10% target. The MoD has until 2010 to meet it, and is showing some progress, currently sourcing 5% of its electricity from renewable sources.

**It is important to note that all of the Departments and Executive Agencies are meeting these targets through sourcing bought-in renewables. Only the DTI has reported any self-generated renewable electricity – coming from PV cells (but this represents only 0.04% of the Department’s energy use).**

Based on the energy figures compiled by BRE for last year, and considering the Departmental combined totals for Defra, DH, HO and ODPM, the data for this target suggests a good improvement in overall performance, from 12% to 19% electricity sourced from renewables by the reporting Departments.

## **Target E4 - Electricity from Good Quality Combined Heat and Power**

Source at least 15% electricity from Good Quality Combined Heat and Power (CHP) by 2010 (with allowances for Departments that already purchase 100% renewable energy).

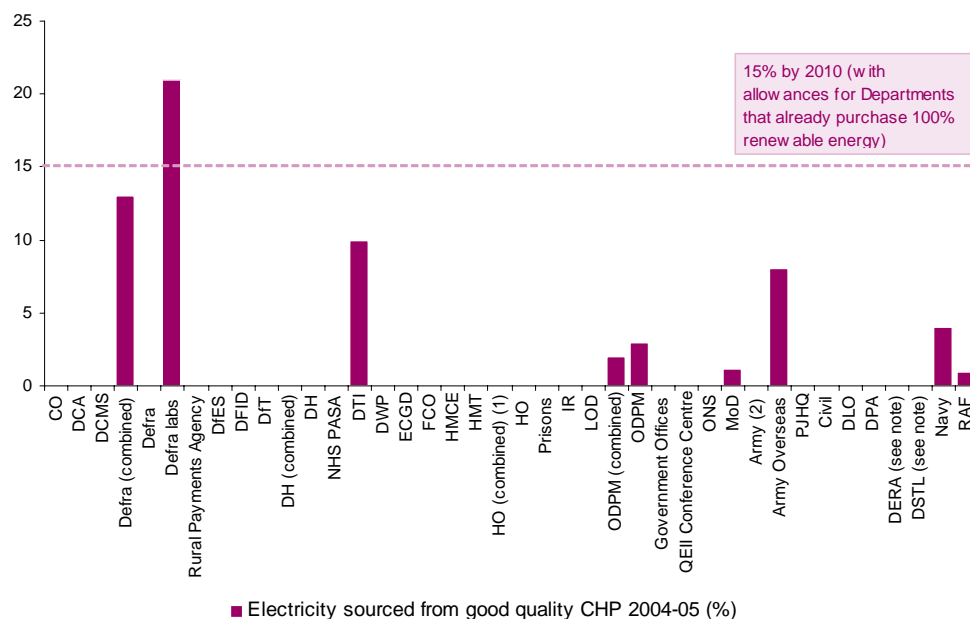
*Note:*

*The target relates to “Good Quality CHP”. This refers to CHP generation that is energy efficient in operation. The CHP Quality Assurance programme (CHPQA) launched in May 2000 determines the quality by providing a practical method for assessing all types and sizes of CHP scheme. The methodology and criteria are contained within the CHPQA Standard. Progress towards the 2010 target is monitored continually under CHPQA which provides annual statistics on both planned and installed CHP. Certification under CHPQA is being used to determine the eligibility of schemes for a range of benefits. More information is available at [www.chpqa.com](http://www.chpqa.com)*

Departmental performance in respect of this target is illustrated in Figure E4, below.

<sup>26</sup> However, the Departments that have achieved the target have changed since last year – DfES no longer meets the target (renewables are now 7% not 10%); IR has increased its renewables from 7% last year to 42% this year; DCMS has increased from zero renewables last year to 86% in the current year, and ONS no longer meets the target.

**Figure E4: Percentage of Electricity Sourced from Good Quality CHP, 2004-05**



**Notes**

- 1 HO - sources small (0.01%) amount of electricity from good quality CHP. This is sourced by the Prisons.
- 2 Army - sources small (0.1%) amount of electricity from good quality CHP.

The 2003 Energy White Paper committed Government to set a target for the use of CHP generated electricity on its Estate. This commitment was strengthened by the inclusion of CHP in the *Sustainable Energy Act 2003*. By the end of 2005, the Government will be reviewing this CHP target in the light of Departmental progress and recent market developments to ensure that it reflects the market's ability to deliver the level of capacity at the right price.

Sourcing electricity from CHP is similar to purchasing renewable electricity – i.e. it is not dependent on Departments building CHP plants. Departments are none the less encouraged to consider the feasibility of developing on-site CHP plants.

**In total, Departments and their Agencies (or equivalents) including the MoD, source just over 1% of their electricity from good quality CHP. This represents only a 0.1% increase since last year and falls far short of the 15% target set for 2010.** The situation varies widely between Departments. Four Departments source electricity from good quality CHP – Defra, DTI, ODPM and MoD, of which two are very close to meeting the 2010 target (Defra and DTI). HO also purchased a very small amount of good quality CHP making up only 0.01% of their total electricity purchased. The remaining Departments are not sourcing quality CHP at all.

Defra and DTI are well on their way to meet the target of 15%, sourcing 13% (with Defra labs 21%) and 10% respectively. ODPM is also making progress towards meeting this target. The Army (overseas) also sources 8% of its electricity from good quality CHP, and the Navy 4%. The majority of these Departments have their own CHP plants on-site. For some other Departments, this may not be possible due to location and/or inappropriate heat demand profiles so they will have to buy in from an external source. This could explain why the remaining Departments source either negligible amounts or no electricity from good quality CHP.

Target E4 states that allowances will be made for Departments that already purchase 100% renewable energy. HMT, FSA and FC have all reported that they purchase 100% renewable energy and therefore do not currently source electricity from good quality CHP. DH also sources 99% of its electricity from renewables, with none from good quality CHP.

## Target E5 - Government Renewable Energy Sourcing Strategy

By March 2006 Government will develop a long-term strategy, up to 2020, for sourcing renewable energy on the Government Estate.

The Energy White Paper (2003) includes an aspiration for the UK to source 20% of its electricity from renewable sources by 2020. Target E5 states that by March 2006 the Government will develop a long-term strategy, up to the year 2020, for sourcing renewable energy on the Government Estate.

An inter-departmental working group will be established to develop a long-term strategy that identifies how the Government will contribute towards meeting this aspiration. Progress regarding this target will be reported on separately in due course and published on the Framework website.

## Target E6 - Contract Clauses

Departments to include clauses to ensure opportunities are identified and measures taken for reducing carbon emissions and collecting energy data (by fuel type), as far as practical, in all estate management contracts\* initiated from August 2004.

*\*This should include partnership contracts (such as Public Private Partnerships and Private Finance Initiatives).*

**Nine Departments (DCA<sup>(27)</sup>, Defra, DfT, DH, DTI, FCO, HO, LOD, and ODPM) reported that they established a total of 23 new contracts during 2004-05. All of these contracts included clauses to ensure opportunities are identified, and measures taken, to reduce CO<sub>2</sub> emissions, and for collecting energy data (by fuel type). MoD stated that Target E6 will be met by the adoption of the common minimum standard and the specification of a suite of appraisal and assessment tools – for which more details will be made available in the MoD SD Report 2004-5. The remaining Departments have not entered into new estate management contracts since August 2004.**

This represents an improvement since last year. Although the target did not apply to the 2003-04 reporting period, five Departments had reported that they had established new contracts during the year, but only three Departments had included clauses relating to reducing carbon emissions and collecting energy data.

Energy efficient products are covered in the Procurement part (Part F) of this report.

Carbon emissions from transport are covered in the Travel part (Part B) of this report.

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<sup>27</sup> DCA has included extensive clauses on energy within the Court Standards Design Guide and the Estates Management Manual. In addition, the Department monitors energy centrally, enabling central expertise, which can identify data anomalies and highlight increases and decreases in consumption.

## Case Studies

An example of Departmental good practice in this area is provided below.

### **DfT - Action to improve energy efficiency and increase energy from more sustainable sources:**

The DVLA has recently won the Energy Management / Environmental Award from the Energy Industries Council Utilities Awards, 2004, for a Combined Heat and Power (CHP) Plant at their Morriston site, on the outskirts of Swansea.

As a large, 23 acre site, employing 4500 people, there was great potential to reduce CO<sub>2</sub> emissions and help meet Government targets by using a more efficient on-site heat/power system. After a competitive tendering process, ENER-G were asked to install a 1MW CHP unit and a 700 kW absorption chiller. The plant generates approximately 50% of the energy needed for the site and the systems operate 7 days a week, providing efficient electricity, medium temperature hot water (MTHW) and chilled water (CHW) to the site.

The system was commissioned in May 2004, following a four month installation programme, and completed in full consultation with Western Power Distribution. The scheme is financed by ENER-G with investment recovered via the company's Discount Energy Purchase (DEP) scheme (p/kWh of electrical generation).

In addition to the system at the Morriston site, the VOSA contract with British Gas for 100% renewable electricity covers 95% of their sites. The agency has also set a local target for their new builds / refurbishments to reduce whole life costs by 50%.

## Part F: Procurement



### Key findings

- Progress against the procurement targets is good. All Departments reported that they are currently developing their Sustainable Procurement Strategies to meet the 1<sup>st</sup> December 2005 target deadline (Target F1)
- Seventeen of the 19 reporting Departments have either developed or are developing standard environmental clauses, or are using bespoke environmental clauses in at least some contracts. This indicates good progress towards meeting the target (Target F2)
- Almost 70% of Departments (13) are either developing, have developed or have implemented sustainable procurement training for procurement staff. Eight are working to deliver this training to procurement staff, senior management and other staff with a purchasing role – as required by the target (Target F3).

*Note:*

*The procurement targets (Part F of the Government's Framework) were set in October 2005 and are therefore new for this reporting year. The deadline for meeting two of the three deadlines is 1st December 2005.*

*There is no deadline for the third target – developing and implementing sustainable procurement training and awareness - but it seems reasonable to expect Departments to have done so within 6 months of the 1st December Strategy deadline.*

## Context

The UK Government is a significant player in procurement with a goods and services purchasing budget of over £13 billion per annum.<sup>(28)</sup> The procurement policies and practices of Government Departments therefore send a strong signal to both industry and markets, and can help to serve as a benchmark for sustainable procurement expectations and performance and stimulate the market in environmental technologies.

The procurement targets were set by Government in October 2004 and aim to ensure that purchases of goods, works and services by Government Departments are sustainable and offer value for money, and meet Government Accounting rules, public expenditure constraints and EC rules.

The targets in Part F are based on the priorities identified in the Sustainable Procurement Group's (SPG) report published in October 2003. This highlighted the following targets and commitments:

- Ownership of the Government's overarching commitment to sustainable procurement by individual Departments
- A commitment for all Departments to develop environmental purchasing policies, and
- Purchase to minimum standards for a range of products in all Departments.

The targets also incorporate the revised Defra-OGC Joint Note on Environmental Issues in Purchasing and the commitment, that from November 2003, Departments should buy certain products that meet minimum environmental standards – called 'Quick Wins'.

The Office of Government Commerce (OGC) is working with other Departments to prepare guidance on how to take social issues into account during the procurement process. It is expected that this will be published before the end of 2005.

### Discretionary Section for Procurement

Over the previous SDiG reporting years, Departments have been asked a series of questions on procurement in the absence of any published Framework targets. Part F of the Framework, which was published in October 2004, does not require the same level of detail as in previous years.

However, some of the detailed information requested in previous years was requested again in the current year (on a purely discretionary basis) to gain a deeper understanding of performance assuming that appropriate data systems were still likely to be in place. The questions are based around procurement of products that would meet the Defra 'Quick Wins' targets, and are outlined on the OGC Buying Solutions website. Examples of the information provided are outlined in Appendix 6.

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<sup>28</sup> From the Prime Minister's Forward to the UK Government Sustainable Development Strategy, March 2005 – 'Securing the Future'

## Performance

**Figure F: Summary of Departmental Performance Against Procurement Targets**

Department	Sustainable Procurement Targets		
	F1	F2	F3
	Draw up a Sustainable Procurement Strategy by 1 <sup>st</sup> December 2005	Include clauses relating to environmental considerations in all contracts for goods and services	Develop and implement sustainable procurement training for procurement staff and senior management
	Indicative Trends Only (targets not yet due)		
CO	In progress	In progress	In progress
DCA	In progress	In progress	No
DCMS	In progress	In progress	In progress
Defra	In progress	In progress	In progress
Defra	In progress	In progress	No
DFID	In progress	In progress	In progress
DfT	In progress	☺	No
DH	In progress	In progress	In progress
DTI	In progress	In progress	In progress
DWP	In progress	In progress	In progress
ECGD	Data not received by submission deadline		
FCO	In progress	In progress	In progress
HMCE	In progress	☺	In progress
HMT	In progress	NK	NK
HO	In progress	In progress	In progress
IR	In progress	☺	In progress
LOD	In progress <sup>(1)</sup>	In progress <sup>(1)</sup>	In progress <sup>(1)</sup>
MoD	In progress	No	No
ODPM	In progress	In progress	In progress
ONS	In progress	☺	No

Key:



In progress

Department has included clauses for all contracts drawn up since October 2004

Department showing progress towards meeting the target: F1 - meets requirements but only for part of the estate and/or in the process of developing a strategy; F2 - Department uses either standard or bespoke environmental clauses but has not drawn up new contracts since October 2004, or Department uses clauses in some, but not all contracts, or Department is currently developing clauses; F3 - some training is being developed or has been implemented but not for all procurement staff and senior management

No  
NK

No / Target not in progress  
Data not known / inaccurate / incomplete / not provided

Notes:

1 LOD - based on CPS only

Target Deadline Dates	
Target F1	1st December 2005
Target F2	1st December 2005
Target F3	The Framework did not define a deadline as training is an ongoing process. However, it would be reasonable to expect all Departments to have completed a first round of training for all relevant staff within six months of the Sustainable Procurement Strategy being completed.



## Target F1 - Sustainable Procurement Strategy

Departments are required to draw up a Sustainable Procurement Strategy or review that already in place by 1<sup>st</sup> December 2005. This should include:

- An environmental purchasing policy
- Mechanisms for integrating the environmental purchasing policy, and other relevant sustainable development policy requirements into procurement activities
- A commitment to undertake environmental risk assessments of contracting activity
- Mechanisms to work with suppliers and develop and implement an environmental supply chain management programme
- System to take account of Government-wide initiatives and guidance
- Mechanisms to measure and report progress
- Action plan to take the Strategy forward, identifying milestones and stakeholders
- Identification of management structure and resources required.

**All Departments are currently developing their Sustainable Procurement Strategies to meet the deadline of 1<sup>st</sup> December 2005.** Individual Executive Agencies of two Departments reported that their agencies had already developed a Sustainable Procurement Strategy – these are DCMS's Royal Parks Agency (RPA) and DTI's Employment Tribunals Service (ETS).

## Target F2 - Environmental Clauses in All Contracts

Where legitimate and in accordance with the Joint Note on Environmental Issues in Purchasing, Departments must include clauses relating to environmental considerations in all contracts for goods, works and services.

These clauses should be for the life of the contract and ensure compliance of the product or service with other sections of the Framework. This target applies to all contracts including partnership contracts.

When developing contracts, Departments should include the principles laid out in relevant documents (e.g. Green Public Private Partnerships).

*Note:*

*The Framework envisages that environmental clauses should be included in all contracts for goods, works and services initiated on or after the publication of Departmental strategies for this Part. Therefore, application of this target does not begin until after 1<sup>st</sup> December 2005.*

There has been good progress towards meeting this target even though the deadline does not apply until after 1<sup>st</sup> December 2005.

**All Departments, except HMT where data was not provided<sup>(29)</sup> and MoD<sup>(30)</sup> reported that they have either developed or are developing standard environmental clauses, or are using bespoke environmental clauses in at least some contracts.**

<sup>29</sup> After the submission deadline, we understand that HMT submitted its Procurement data. HMT reported that it does have an environmental purchasing policy, that it has developed standard environmental clauses for use in its standard terms and conditions, and that 100% of its contracts drawn up since October 2004 include these clauses.

<sup>30</sup> MoD reported that it does not yet use developed standard or bespoke clauses for contracts except for certain timber clauses used in Army contracts.

Four Departments (DfT, HMCE, IR and ONS) have already included environmental considerations in all contracts for goods, works and services, ahead of the 1<sup>st</sup> December 2005 target. DfT reported that all new estates related contracts have included relevant standard or bespoke environmental clauses since October 2004 when the targets were published. HMCE reports that every relevant contract has to have environmental clauses built in, and the ONS has stated that 100% of contracts drawn up since publication of the strategy have included environmental clauses. IR has developed an environmental clause which is part of their standard terms and conditions.

Some Departments have commented that they have not developed standard clauses as they prefer bespoke clauses. For example, DH reports that the NHS Purchasing and Supply Agency (PASA) includes bespoke environmental clauses in all relevant contracts and does not endorse the use of standard clauses. DWP has not developed standard environmental clauses because it constructs bespoke clauses to suit each individual contract and subject matter. The Department takes the view that standard clauses may not be stringent enough (or could be too stringent) depending on the commodity being contracted.

### **Target F3 - Training and Awareness**

Departments should develop and implement appropriate training and awareness programmes on sustainable procurement for procurement staff, senior management and other staff with responsibility for procurement.

*Note:*

*The Framework did not define a deadline as training is an ongoing process. However, it would be reasonable to expect all Departments to have completed a first round of training for all relevant staff within six months of the Sustainable Procurement Strategy being completed.*

**Figure F.3: Progress Towards Developing and Implementing Training and Awareness Programmes on Sustainable Procurement**

Department	Procurement staff	Senior management	Other staff with purchasing role
CO	Being developed	Being developed	Being developed
DCA	No	No	No
DCMS <sup>(1)</sup>	Being developed	Being developed	Being developed
Defra	Being developed	Being developed	Being developed
DfES	No	No	No
DFID	😊	😊 <sup>(2)</sup>	No
DfT	No	No	NK
DH	😊	Developed	Developed
DTI	Being developed	Being developed	Being developed
DWP	Being developed	Being developed	No
ECGD	Data not received by submission deadline		
FCO	😊 <sup>(3)</sup>	No	No
HMCE	Being developed	Being developed	Being developed
HMT	NK	NK	NK
HO	😊	No	No
IR <sup>(4)</sup>	😊	😊	No
LOD <sup>(5)</sup>	😊	Being developed	Being developed
MoD <sup>(6)</sup>	No	No	No
ODPM	Being developed	😊	Being developed
ONS	No	No	No

Key:



Developed

Being developed

No

NK

Developed and implemented

Developed but not yet implemented

Currently being developed

Not being developed or implemented

Data not known / inaccurate / incomplete / not provided

Notes:

1 DCMS - applies to RPA only

2 DFID - senior management received familiarisation briefing rather than formal training

FCO - procurement staff have not received dedicated training but are familiar with OGC / Defra guidance and keep abreast of latest developments in field

3 IR - Based on a presentation given to all procurement staff, including senior management which detailed requirements of procurement targets

4 LOD - relates to CPS only

5 MoD - this is under review

6

#### Target Deadline Dates

Target F3

The Framework did not define a deadline as training is an ongoing process. However, it would be reasonable to expect all Departments to have completed a first round of training for all relevant staff within six months of the Sustainable Procurement Strategy being completed.

**Almost 70% of Departments met the requirements relating to sustainable procurement training and awareness programmes. Of the 19 Departments that provided data, 13 are either developing, have developed or have implemented sustainable procurement training for procurement staff (CO, DCMS, Defra, DFID, DH, DTI, DWP, FCO, HMCE, HO, IR, LOD and ODPM). Eight are working to deliver this training to procurement staff, senior management and other staff with a purchasing role – as required by the target.**

Five Departments (DCA, DfES, DfT, MoD and ONS)<sup>(31)</sup> are not currently developing or implementing sustainable procurement training – and are therefore at risk of missing the targets. HMT did not provide any information relating to this target for the submission deadline.<sup>(32)</sup>

The nature and extent of training takes various forms. For example, it includes briefings, events and presentations (e.g. DFID, LOD and IR), the development of specific courses (e.g. ODPM developed awareness training for core staff with assistance from external consultants) and part of formal training courses on wider purchasing issues (e.g. HO's Certificate of Competence in Purchasing and Supply, which covers environmental and SD issues). Defra and ONS both mention a number of conferences and workshops that have been attended by their procurement staff.

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<sup>31</sup> DCA is currently developing a training programme for launch during 2005-06; DfES will address this issue as it develops its procurement strategy; DfT has not provided details of the development of training and awareness but states that its key procurement staff are very aware of the issues, and receive refresher training through routes such as the DfT Agency Procurement Forum. ONS is not currently developing specific training, but its staff are reminded about the [ONS SD Policy Statement](#) when completing requests to purchase.

<sup>32</sup> After the submission deadline, we understand that HMT submitted an amendment to its return which provided information on training and awareness for Target F3. HMT reported that it had developed and implemented training or awareness programmes on sustainable procurement for procurement staff and senior management, and that there were no other staff with a purchasing role. The training provided was in the form of a presentation to all procurement staff by HMT's Sustainable Development Manager, which detailed requirements of Procurement targets. In addition, HMT reported that it uses an environmental questionnaire in all contracts and has issued Policy Notes and Procurement Guidance in its Purchasing Manual.

## Case Studies

Examples of Departmental good practice in respect of Procurement are described below.

### **Training and awareness - sustainable procurement**

#### *ODPM – procurement guide*

The Central Procurement Division at ODPM has started working to develop a Purchasing Guide for its staff which incorporates the need to address sustainable development criteria in its contents.

It aims to develop both the delivery side of the procurement programme as well as developing the competencies and knowledge to allow procurement professionals to influence the initial specification design for contracts. This will allow contracts staff to aid their clients in building in a range of SD requirements at the earliest time in any project lifespan.

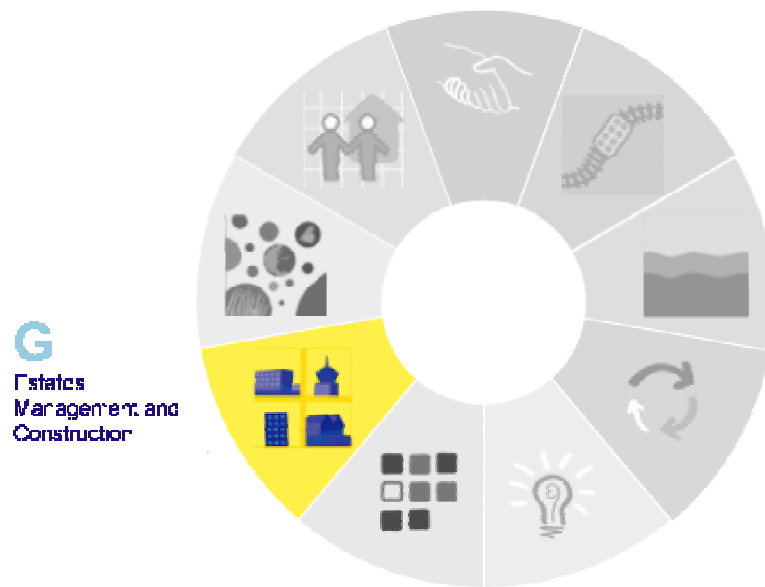
Additionally the Procurement Guide promotes the use of standard clauses requiring suppliers to address these issues early in the tendering programme to allay any likelihood of breaching EU regulations.

Most importantly will be the development of a full supply chain management process which will also encourage suppliers to build in innovation to their own offerings.

#### *Defra – training*

Defra is developing an aide-memoire for senior management, covering best practice for sustainability considerations applied to procurement. Other staff with a procurement role will be offered the sustainable procurement training by NHS (PASA) and the University of Bath.

## Part G: Estates Management and Construction



### Key findings

- While there is some progress with the Estate Management and Construction targets, Departments will need to make significant and rapid changes to their operations if they are to meet the December 2005 deadlines
- Six out of nineteen Departments are reviewing their existing Estates Management Strategy or in the process of producing a new Estates Management Strategy (Target G1)
- Of the nine Departments that reported that they had commenced *design* of new build or major refurbishments since Part G was published in October 2004, all had incorporated SD considerations into at least 50% of these projects. To meet the target, Departments will need to cover 100% of their new builds/major refurbishments by December 2005 (Target G1A)
- Only two Departments (DCA and ONS) have processes in place to assess the risks and potential opportunities posed by climate change and variable weather (Target G1B)
- DCA and MoD were the only Departments to have processes in place to meet the second part of this target – to site new developments in areas less vulnerable to climate change and to build resilience to climate change into new developments (Target G1B)
- Four Departments (DTI, LOD, ODPM and ONS) have met the full requirements of Target G1C relating to their management of ozone depleting substances in their Estates Management Strategies
- DCA, HO and MoD have plans to reduce the number of buildings at risk incorporated into their existing or new Estate Management strategy (Target G1D)
- Only Defra and MoD have developed and published a statement detailing how they are identifying and managing any land contamination issues (Target G1F)
- Of the nine Departments that reported that they had commenced the new build or major refurbishment since October 2004, all included clauses relating to SD issues in their tender specifications and contracts (Target G2).

## Context

The suite of Departmental targets for Estates Management and Construction (Part G) were set in October 2004, for reporting in 2004-5. They relate to the sustainable management of the Government estate, such as: construction, refurbishment, contaminated land and other issues related to large-scale maintenance. There is also a focus on data collection and monitoring, and on public reporting of sustainable estate management and construction activities.

According to the Government's Framework, the purpose of Part G is to ensure that Departments demonstrate

*"...accountability for their impacts on SD and to develop strategies for sustainable estate management and sustainable construction."*<sup>(33)</sup>

The targets are not required to be met until December 2005. Some Departments have made progress or have existing practices that meet the requirements. Some Departments appear to have based their SDiG questionnaire responses on an existing strategy rather than one developed to meet the requirements of Part G. (Many Departments already had an Estates Management Strategy in place prior to the introduction of Part G in October 2004). We have highlighted any cases where we believe this situation to have occurred.

## Performance

### Target G1 - Estate Management Strategy

By 1<sup>st</sup> December 2005, Departments must draw up an estates management strategy (or review that already in place) which should include:

- 1) Measures adopted to address any significant impacts identified
- 2) Where relevant, the themes and related targets detailed in this document on:
  - Construction and demolition (Target G1A)
  - Adaptation to climate change (Target G1B)
  - Refrigerants, ozone depleting substances and those with high global warming potential (Target G1C)
  - Heritage (Target G1D)
  - Disposal of property (Target G1E), and
  - Contaminated land (Target G1F)
- 3) All other themes and commitments set in the other parts of the Framework.

Overall, the Departments are showing steady progress towards drawing up an Estate Management Strategy to meet the requirements of Part G, but have some way to go in order to meet the 1<sup>st</sup> December 2005 deadline.

**Six Departments (DCA, DWP, HMT<sup>(34)</sup> MoD, ODPM and ONS) have reviewed or are reviewing their existing Estates Management Strategy or are in the process of producing**

<sup>33</sup> See <http://www.sustainable-development.gov.uk/delivery/integrating/estate/estates-intro.htm>

<sup>34</sup> HMT's answers to this section relate to its existing Estates Management Strategy that was developed in 2002, and which accounts for SD issues despite being developed prior to the Part G targets.

**a new Estates Management Strategy in line with Part G of the Framework, prior to the Target deadline of 1<sup>st</sup> December 2005.** In addition, DTI HQ undertakes a rolling review process of its estate strategy and takes into account environmental considerations with each review (e.g. extent to which working from home contributes to energy and travel targets). This suggests that the Department takes account of the requirements of Part G of the Framework, but not as part of a formal review of the whole Estates Management Strategy as appears to be taking place in the other six Departments.

DCA reported that its existing Estates Management Strategy was developed prior to the targets for Part G being published, in response to estate rationalisation pressures. However, most of the requirements of Part G of the Framework are either included in DCA's Estates Management Strategy or are incorporated into documents that are linked to the strategy (e.g. Estate Management Manual).<sup>(35)</sup>

The remaining Departments have not yet developed a strategy or reviewed their existing strategy to meet this target. However, Defra, DfES, FCO, HO and IR have stated their intention to develop their strategies by the target date of 1<sup>st</sup> December 2005.

Of the four Departments that have developed delivery plans for Part G of the Framework, three have reviewed their current strategy (DCA, DTI and ONS) and DFID reported that it has developed a delivery plan before its strategy. None of the Departments have yet published the strategy on their Departmental websites.

## **Target G1A - Construction and Demolition**

Departments will incorporate a full range of sustainable development considerations into all new build and major refurbishment construction projects where design commences on or after 1 December 2005. These projects should incorporate the targets and principles laid out within the Government's *Common Minimum Standards for the Procurement of Built Environments\**, and follow the guidance laid out in the OGC *Achieving Excellence in Construction Guide 11: Sustainability*.\*

\* The online guidance will provide information on these and other related initiatives when published.

Departments have shown good progress towards incorporating SD considerations into new build and major refurbishment projects as required.

**All of the Departments that had commenced design of any new build (DCA, Defra, DfT, FCO, HO and ONS) and all those that had commenced major refurbishment projects (DCA, Defra, DfT, DH, FCO, HO, ODPM and ONS) had incorporated SD considerations into at least 50% of these projects<sup>(36)</sup> since the Estate Management targets were published in October 2004. To meet the target Departments will need to cover 100% of new builds/major refurbishments by 1<sup>st</sup> December 2005.**

<sup>35</sup> DCA further explained that the following three areas were not included in the strategy, for the following reasons:

1) Action plans for the systematic replacement or modification of fixed refrigeration, air conditioning and fire protection equipment containing ozone-depleting substances and those with high global warming potential (this is assessed when replacement is due in accordance with other Departmental guidance – e.g. Estate Management Manual)

2) A link in the SD section of the Departmental website to the Biennial Conservation Report on the DCMS website (no biennial report was produced in 2004-05)

3) Statement on contaminated land (DCA does not have any – nor has current proposals to buy any).

<sup>36</sup> In addition, design projects have also been commenced by the MoD and major refurbishment projects by both the MoD and HMCE. However, information on the proportion of these that had included SD considerations was not available.



## Target G1B - Climate Change Assessment

As part of their Estates Management Strategies, Departments must have processes in place to:

- Assess the risks and potential opportunities to their estates posed by climate change and variable weather. This includes higher average temperatures, heavier winter rainfall, decreased summer rainfall, sea level rise and the increased risk of flooding
- Identify opportunities to a) site new developments in areas less vulnerable to climate change impacts, and/or b) build resilience to climate change into new developments and major refurbishment projects.

**Only two Departments (DCA and ONS) currently have processes in place to assess the risks and potential opportunities posed by climate change and variable weather, as required by the first part of this target.<sup>(37)</sup>**

**In addition, DCA and MoD<sup>(38)</sup> were the only Departments to have processes in place in their Estate Management Strategy to meet the second part of this target – to site new developments in areas less vulnerable to climate change and to build resilience to climate change into new developments.**

DTI and ODPM stated that the climate change process-based questions were not applicable to their Department as neither planned to construct new builds. The remaining Departments have either not developed their Estate Management Strategies in line with Part G of the Framework or do not incorporate climate change assessment issues in their current strategies.

**On the basis of the reported data, only DCA has already met all the requirements of Target G1B.**

## Target G1C - Ozone Depleting Substances

As part of their Estates Management Strategies, Departments are required, in consultation with specialists, and where necessary, will:

- Incorporate action plans for their estate for the systematic replacement (i.e. where new systems are installed, or old systems become redundant and are replaced) or modification of fixed refrigeration, air-conditioning and fire protection equipment containing ozone-depleting substances and those with a high global warming potential (GWP), with alternatives. As a minimum, action plans should ensure that they reflect current Government policy
- Put procedures in place to ensure that HFCs and other greenhouse gases with a high GWP are not used, where safe, cost-effective and technically feasible and more environmentally alternatives can be used
- Justify publicly any decision to use HFCs in a new build, major refurbishment, or chiller replacement scheme.

<sup>37</sup> The ONS provides a number of details on the extent of its processes. Whilst it has no properties with an economic life beyond 30 years, and no immediate plans for new builds, it has identified rising temperatures and rising sea/water levels as the two main potential impacts relevant to its estate. All major offices are close to the sea, rivers or both, and the majority of the estate is naturally ventilated with no air conditioning. The ONS considers that it's short to medium term risks are low, and does not plan to take any immediate additional steps to mitigate the risks. It does plan to keep the situation under review.

<sup>38</sup> The MoD's current Estates Strategy was developed in 2001. It is currently being reviewed under the Estates Strategy Refresh Programme to take account of SD considerations.

**Four departments (DTI, LOD, ODPM and ONS) have met the full requirements of Target G1C relating to their management of ozone depleting substances in their Estates Management Strategies. A number of Departments reported that they have made progress against these targets or have already adopted the requirements separately from their Strategies.**

These same Departments (plus the DCA) have, as part of their existing or new Estates Management Strategy, also put procedures in place to ensure that HFCs and other greenhouse gases with a high global warming potential (GWP) are not used where appropriate alternatives are available, thereby also meeting the second part of this target.

Of the remaining Departments, some report that they already take account of these issues outside their Estates Management Strategy. For example,

- CO and DH do so through the implementation of their EMS
- Defra's design teams for new and refurbishment projects are appraised and reminded to ensure that HFCs and other greenhouse gases with a high GWP are not used where preferable alternatives are available
- DTI HQ specifies that HFCs and other greenhouse gases cannot be used
- MoD already has guidance in place to cover these issues
- DfES regularly reviews the requirements in respect of ozone-depleting substances and those with a high GWP as part of its asset maintenance programme; The Department has also adopted procedures to ensure HFCs and other greenhouse gases with a high GWP are not used where it is feasible to use more environmental alternatives, outside of developing its Estates Management Strategy.

### *Air Conditioning*

In line with the prior year, data was collected on air conditioning systems, which provides a useful illustration of current practice. The data is summarised in Figure G1C below.

**Figure G1C: Air Conditioning Systems and Ozone Depleting Substances, 2004-05**

Department	Air conditioning information			
	Number of new air conditioning systems installed in 2004-05	Of these, number free of HCFC and HFCs	Number of existing air conditioning systems refurbished in 2004-05	Of these, number free of HCFC and HFCs
CO	0	n/a	0	n/a
DCA	3	1	0	n/a
DCMS	0	n/a	0	n/a
Defra	2	2	1	1
DfES	4	4	3	3
DFID	0	n/a	0	n/a
DfT	NK	n/a	NK	n/a
DH	0	n/a	10	10
DTI	1	1	1	1
DWP	NK	n/a	NK	n/a
ECGD	Data not provided by submission deadline			
FCO	3	0	0	n/a
HMCE	NK	n/a	NK	n/a
HMT	0	n/a	0	n/a
HO	2	2	0	n/a
IR	31	31	84	84
LOD	0	n/a	0	n/a
MoD	NK	n/a	NK	n/a
ODPM	NK	n/a	NK	n/a
ONS	0	n/a	0	n/a

<b>Total</b>	<b>46</b>	<b>41</b>	<b>99</b>	<b>99</b>
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Key:

n/a

Not applicable

NK

Data not known / inaccurate / incomplete / not provided

Target Deadline Dates	
Target G1C	1st December 2005

This shows in 2004-05, seven Departments reported that they had installed a total of 46 new air conditioning systems. Of these, 89% were confirmed as free of HCFC and HFCs. This is a slight improvement since 2003-04, where 85% of new systems were confirmed free of HCFCs and HFCs. Five Departments reported that they had refurbished a total of 99 existing air conditioning systems. These were all free of HCFC and HFCs - also an improvement from 2003-04 (where three Departments had refurbished 11 existing air conditioning systems and at least six were not replaced with HCFC systems, on the grounds of cost-effectiveness).

It is worth noting that many of the Departments have buildings with natural ventilation systems negating the need for air conditioning. For example, the majority of HMT's building is naturally ventilated and the ONS uses natural ventilation in most of its buildings.

## Target G1D - Heritage

Government Departments are responsible for over 1,000 listed buildings (over half on the Defence Estate) as well as other historic buildings, archaeological sites, historic parts and gardens. All Departments, except for the ONS, reported that they have historic property on their estate.

As part of their Estates Management Strategies, those Departments with historic property are required to:

- Formally adopt DCMS's *Protocol for the Care of the Historic Government Estate* (see note below). Where responsibility for management of historic property is transferred to the private sector, (e.g. through PPP / PFI arrangements) the Protocol standards should be incorporated into the contractual arrangements
- Incorporate plans for reducing, by means other than disposal, the number of 'Buildings at Risk' on their estate, as reported in DCMS *Biennial Conservation Reports – The Government Historic Estate*
- Have in place arrangements for complete coverage of quadrennial condition surveys for listed buildings, in accordance with the Protocol for the Care of the Government Historic Estate
- Have in place arrangements for protecting, maintaining and enhancing other heritage sites including for example archaeological sites, historic parks and gardens for which they are responsible.

Note:

DCMS's *Protocol for the Care of the Historic Government Estate* (the Protocol) sets out standards for managing heritage property and requires specialist consultants to undertake quadrennial condition surveys on all historic assets to protect heritage buildings at risk. The Protocol also requires Departments to complete biennial reports on their historic estates. The results are published by DCMS in the *Biennial Conservation Report*.

**Sub-targets 1 and 2: Incorporation of Protocol into Estate Management Strategy and Plans to Reduce the Number of Buildings at Risk on the Estate**

### Adopting the Protocol

**Figure G1D: Historic Property**

Department	Historic property information: Target G1D, sub-targets 1 and 2				
	Do you have historic property on your estate?	Sub-target 1: As part of your estate management strategy have you formally adopted DCMS's Protocol?	Do you manage historic property directly or has management been transferred to the private sector?	Where responsibility has been transferred, have you incorporated the Protocol's standards into contractual arrangements?	Sub-target 2: As part of your estate management strategy, have you incorporated plans to reduce the number of buildings at risk (as reported in the DCMS Biennial Conservation Reports) other than by disposal?
CO	✓	Strategy not yet developed	Transferred	😊	n/a <sup>(5)</sup>
DCA	✓	😊	Direct	n/a	😊
DCMS	✓	Strategy not yet developed	Both	NK	Strategy not yet developed
Defra	✓	Strategy not yet developed	Direct	n/a	n/a <sup>(2)</sup>
Defra	✓	Strategy not yet developed	Direct	n/a	Strategy not yet developed
DFID	✓	Strategy not yet developed	Direct	n/a	Strategy not yet developed
DIT	✓	Strategy not yet developed	Both	😊	Strategy not yet developed
DH	✓	Strategy not yet developed	Direct	n/a	n/a <sup>(3)</sup>
DTI	✓	n/a <sup>(1)</sup>	Transferred	NK	n/a <sup>(1)</sup>
DWP	✓	n/a <sup>(6)</sup>	Transferred	No <sup>(6)</sup>	Strategy not yet developed
ECGD	Data not provided by submission deadline				
FCO	✓	Strategy not yet developed	Direct	n/a	Strategy not yet developed
HMCE	✓	Strategy not yet developed	Transferred	NK	Strategy not yet developed
HMT	✓	😊	Transferred	😊	n/a <sup>(4)</sup>
HO	✓	😊	Direct	n/a	😊
IR	✓	Strategy not yet developed	Transferred	NK	Strategy not yet developed
LOD	✓	Strategy not yet developed	Direct	n/a	Strategy not yet developed
MoD	✓	😊	Both	😊	😊
ODPM	✓	😊	Direct	n/a	n/a
ONS	✗	n/a	n/a	n/a	n/a

**Key:**  
 ✓ Yes - have historic property on estate  
 ✗ No - do not have historic property on estate  
 😊 Yes  
 n/a Not applicable  
 NK Data not known / inaccurate / incomplete / not provided

**Notes:**  
 1 DTI - Answer based on DTI HQ - does not have any historic property  
 2 Defra - not aware of any buildings at risk  
 3 DH has no buildings at risk  
 4 HMT has no buildings at risk  
 5 CO - has no buildings at risk  
 6 DWP reports that under the PRIME contract, its contract providers are not obliged to comply with the Protocol but to ensure buildings are maintained as required. All buildings are inspected on a monthly basis by its contract providers and maintenance regimes followed.

Target Deadline Dates	
Target G1D	1st December 2005

Figure G1D shows that five Departments have reported that they formally adopt DCMS's Protocol as part of their existing or new Estate Management Strategy (DCA, HMT, HO, MoD and ODPM) in line with the target.

Two Departments reported alternative arrangements for adoption of the Protocol:

1. DCMS has not yet developed its Estate Management Strategy in line with Part G but the Department confirmed that both DCMS and the Royal Parks are signed up to the Protocol<sup>(39)</sup>
2. DfT has not formally adopted the Protocol. Its property centres have delegated responsibility for property management and for planning and implementing operational policy. The Protocol is therefore at different stages of implementation across their estate and reflects local circumstances. DfT has historic buildings at only three Agencies and each has adopted a system of compliance which covers many aspects of the Protocol.

Nine of the Departments manage historic property on their estate directly; the remaining nine Departments (ONS being excluded as it has no historic property on its estate) have either transferred management to the private sector or use a combination of direct and transferred management. Of these, only four reported that they incorporate the Protocol's standards into contractual arrangements (CO, DfT, HMT and MoD) as required by the target. DWP reported alternative arrangements - its prime contractors are not obliged to comply with the Protocol, but must ensure buildings are maintained, which takes place through monthly inspections and maintenance regimes. The remaining Departments did not have the information available - DCMS, DTI, HMCE and IR.

## **Buildings at risk**

**Three Departments (DCA, HO and MoD) have plans to reduce the number of buildings at risk incorporated into their existing or new Estate Management Strategy.** DfES reported alternative arrangements - that it had procedures in place adopted separately from its developing Sustainable DfES Estates Strategy.

The remaining Departments either have no buildings at risk (CO, Defra, DH, DTI, HMT, ODPM and ONS), have not developed their Estate Management strategy (DCMS, DFID, DfT, FCO, HMCE, IR, LOD) or answered no to this question (DWP). These Departments are at risk of missing the requirements of this part of the target.

### *Sub-target 3: Arrangements for Complete Coverage of Quadrennial Condition Surveys for Listed Buildings, in Accordance with the Protocol.*

Four Departments (DCA, HMT, MoD and ODPM) have these arrangements in place as part of their Estate Management Strategy. A further five (CO, Defra, DfES, DfT and DH) report that they currently have arrangements in place but these are not part of their Estates Management Strategy. The remaining Departments either do not have listed buildings on their estate (ONS), have not yet developed their Estates Management Strategy (DCMS, DFID, DTI, FCO, HMCE, HO, IR and LOD) or have answered no to this question (DWP).

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<sup>39</sup> In addition, four further Departments have adopted the Protocol but not in their Estate Management Strategy (CO, DH, DfES and HO) and the FCO has developed its own strategy to manage its historic buildings. Defra has also taken action ahead of developing its strategy, including nominating conservation officers, undertaking quadrennial condition surveys, site-specific management guides and planned programmes or repairs and maintenance of buildings at risk. DWP reports that under the PRIME contract, its contract providers are not obliged to comply with the Protocol but to ensure buildings are maintained as required. All buildings are inspected on a monthly basis by its contract providers and maintenance regimes followed.

*Sub-target 4: Arrangements for Protecting, Maintaining and Enhancing Other Heritage Sites – including, for example, Archaeological Sites, Historic Parks and Gardens for which the Departments are Responsible.*

Most Departments have yet to meet the requirements relating to other Heritage Sites and have only until 1<sup>st</sup> December 2005 to do so.

Four Departments (DCA, DCMS - RPA, MoD and ODPM) have reported that they have these arrangements in place as part of their Estates Management Strategy. Two further Departments (CO and DfT) also have arrangements currently in place but separate from the Strategy.

Only one Department, ODPM, has provided a link from the SD part of the Departmental website to the Biennial Conservation Report in the DCMS website. The MoD currently provides links to English Heritage.

## Target G1E - Property Disposal

As part of their Estates Management Strategies, Departments are required to

- 1) Review procedures for the prompt disposal of surplus land, buildings and other premises, to achieve overall value for money for the taxpayer and in line with other Government policies and documents regarding the disposal of assets
- 2) Include procedures to ensure that where the disposal affects property of particular value (e.g. wildlife, public access, cultural heritage, archaeology, landscape), arrangements are made to secure its sensitive management during and after its disposal.

The performance of the Departments for each requirement is summarised below:

Requirements	Performance of Departments
As part of the Estate Management Strategy - review procedures for the prompt disposal of surplus land, buildings and other premises, to achieve overall value for money for the taxpayer.	Only four of the Departments have undertaken this review to date (DCA, DTI, MoD and ODPM).  CO and DfES reported that they have procedures in place currently but have not yet developed their Estates Management Strategy.
The procedures should be in line with other Government policies and documents regarding the disposal of assets.	All four of the Departments that had undertaken the review confirmed that their procedures were in line with the other policies and documents. In addition, CO and DfES reported that they already have procedures in place to ensure this requirement is met, but have not developed their Estates Management Strategy. Defra has reported that it meets the requirements of existing guidance, including OGC guidance.

As part of the Estate Management Strategy, include procedures to ensure that where disposal affects property of a particular value (e.g. in terms of wildlife, public access, cultural heritage, archaeology, or landscape), arrangements are made to secure its sensitive management during and after its disposal.

Only two Departments (DCA and MoD) meet this requirement. In addition, CO, Defra and DfES reported that procedures are in place separately from the strategy to ensure the sensitive management during and after disposal of surplus property or land.

## Contaminated Land (Target G1F)

As part of its Estates Management Strategy and EMS documentation, each Department will make a statement about land contamination. Taking account of the nature of its business now or in the past, this will describe what it is doing to consider the condition of land which it owns or occupies, or previously owned or occupied, with respect to any land contamination for which it might be responsible.

Where appropriate this should cover:

- any programme to be implemented for investigating the Department's own history to identify problem sites for which it is responsible
- a description of the overall approach being taken concerning the investigation of sites, the disposal of sites, and setting clear commitments to meet responsibilities for the remediation of any sites found to need remediation
- provision of the necessary funding to make sure that this can happen.

**Defra, MoD and ODPM have developed the required statement detailing how they are identifying and managing any land contamination issues and of these Departments, Defra and MoD have published their statement.**

Defra has published this in advance of its Strategy for Part G, and has published it on its Departmental website. The MoD has a statement regarding contaminated land, but it is not part of its current Estates Management Strategy. The statement is available through the Departmental website and as a stand alone document. ODPM's contaminated land statement has not yet been published.

The remaining Departments have reported that they either have not yet developed their Estates Management Strategy (CO, DCMS, DfES<sup>(40)</sup>, DFID, DfT, DWP, FCO, HO, IR and ONS) or that this is not applicable as they do not have any contaminated land on their estate (DCA, DH, DTI, HMCE, HMT and LOD).

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<sup>40</sup> DfES reported that it does have procedures in place to meet the requirements of Target G1F, which are adopted separately from its developing Sustainable DfES Estates Strategy.



## Target G2 - Contracts

Where appropriate, Departments will include clauses relating to SD issues in all estates management and construction tender specifications and contracts initiated on or after 1<sup>st</sup> December 2005. These clauses should also ensure that the end-product or service is in full compliance with the suite of targets in all sections of the Framework - as reflected in Departmental specific strategies and be for the life of the contract.

This target includes partnership contracts, such as PPPs and PFIs. In developing contracts, Departments should include the principles laid out in relevant documents such as *Green Public Private Partnerships*.

**Of the nine Departments (DCA, Defra, DfT, DH, HMCE, HO, MoD, ODPM and ONS) that reported that they had commenced design of new build or major refurbishments since Part G was published in October 2004, all included clauses relating to SD issues in their tender specifications and contracts.<sup>(41)</sup>**

In addition, two of these Departments have produced guidance relating to contract clauses for new build and refurbishment contracts. MoD Defence Estates has several guidance documents available, and ONS has specifications that include standard clauses covering issues such as timber.

Together, the information reported by Departments shows good progress towards meeting the requirements of the target. It is not possible to compare progress with last year, as the targets had not been set then. However, it can be said that all relevant contracts set up since October 2004 have applied the requirements of this target. This early progress suggests that processes are already in place to ensure that Departments should meet the requirements of this target from 1<sup>st</sup> December 2005.

## Case Studies

Some examples of current practice in this area are included in the boxes below.

### **Defra - Incorporating SD considerations into major and minor refurbishments**

Defra has developed detailed sustainability charters for all new builds and major refurbishment projects. For example, a detailed materials evaluation study was achieved through the creation of a Materials Matrix that interrogates material manufacture, supply and life cycle against various sustainability and project criteria.

By weighting a material against each sustainability category on a scale of 1 to 4, its perceived sustainable advantage could be compared, and the most justifiable material selected.

Both the Sustainability Charter (which used the criteria of the BREEAM assessment as a catalyst for many of its objectives) and Materials Matrix were used to raise awareness of the goals to be achieved on the recent refurbishment project of Nobel House - Defra's HQ in London.

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<sup>41</sup> The MoD reported that it had also included SD clauses into its new build or major refurbishment contracts, but could not quantify the number of projects this relates to.

The choices in materials and processes prompted by their use have significantly reduced the environmental impact of the project in terms of energy and water used, embedded energy, waste to landfill, pollution, greenhouse gas emissions and ozone depleting substances.

### **DCA – sustainable historic court buildings**

DCA is developing, in conjunction with BRE, a radical review of BREEAM assessment methods for buildings used as law courts, to encourage a more sustainable approach. The Department also prioritises heritage considerations. It insists that specialist consultants are contacted by their managing agents when considering any work, no matter how minor, on their listed buildings. DCA has also been working with English Heritage to publish guidance on making the best use of its historic law courts to ensure the buildings stay in use, and prevent replacement with equivalent modern buildings.

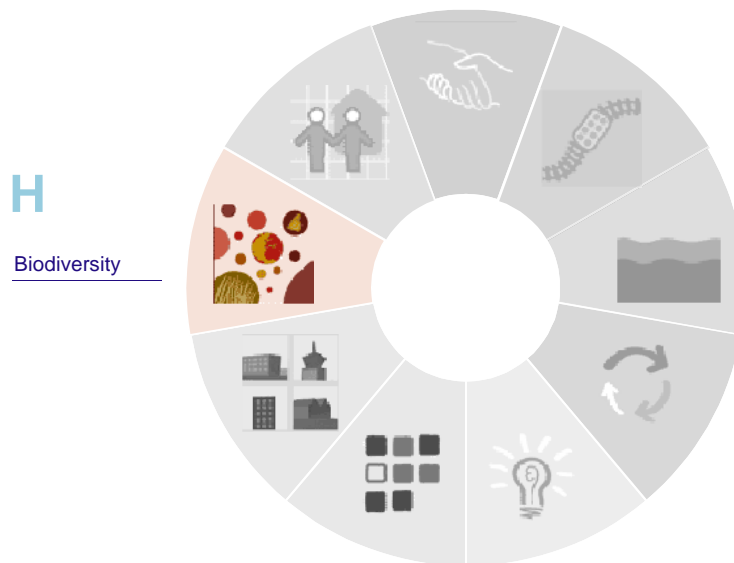
The Departments energy usage records have shown that buildings from the early part of the 20<sup>th</sup> century and before tend to use less energy than the equivalent more recent buildings, due to their inherent design and construction. In its older and historic buildings DCA has a policy of reinstating the natural ventilation originally installed in the building, e.g. through reopening jammed windows, reintroducing blinds to the windows and removing false ceilings in high spaces. DCA understands that where a court building is replaced by a like-for-like replacement, all the consumed and embodied energy used to construct it is totally unsustainable.

Examples of DCA's approach are:

Manchester Minshull St Crown Court, where a huge but disorganised Victorian court building was extended around an energy saving atrium to provide a modern complex.

Derby Shire Hall, where the 1659 building had been derelict for 10 years before a new complex of modern sustainable courts was built for the magistrates, which used the naturally lit and ventilated historic buildings as a model and centrepiece for the new complex.

## Part H: Biodiversity



### Key findings

- Departments are making progress against the biodiversity targets outlined in Part H which require Departments to monitor and manage the biodiversity impacts of their operations
- Seven Departments (DCMS, Defra, DFID, HMCE, HO, MoD and ODPM) have identified their estates as having significant impact on biodiversity. Each of these Departments has carried out a biodiversity audit / survey for at least part of their estate (Targets H1 and H2)
- Of the seven Departments, all but DFID have met the October 2005 target to develop management plans for 40% of sites identified (Target H3)
- Three Departments (DCMS, Defra and ODPM) have also met the 2007 targets and developed management plans for 100% of their significant sites (Target H3)
- Over 95% of the Sites of Special Scientific Interest (SSSIs) owned by DWP and HO are in favourable or 'unfavourable recovering' condition – meaning that both Departments have already met the 2010 targets. However the MoD were unable to provide information on their 179 SSSIs, and the remaining Departments (DCMS, Defra and DfT) will need to make substantial progress if they are to meet the interim 2006 deadline (Target H4)
- Three of the eight Departments with new grounds/maintenance contracts and two of the eight Departments with new build, refurbishment of leasing contracts initiated since October 2003, failed to include clauses to minimise the potential impact on biodiversity, in line with Target H5. In addition, FCO did not know whether a clause had been included in their new contract and DCMS, DWP and MoD were not able to provide any data for this target.

## Context

The Government Estate accounts for more than 1% of the UK's total land mass. Of this, MoD and HO are responsible for over 90%. While the extensive land holdings of the MoD and HO estates are likely to have more potential impacts on biodiversity than other Departments, even urban offices can contribute to UK biodiversity goals, particularly through consideration of the impacts of new build and major office refurbishment on local biodiversity and the use of features such as green roofs.

The biodiversity-related impacts common to most Departments include those from land management, new build, major refurbishment of offices and supply chain issues. Therefore, all Government Departments, large or small, have an important role to play in achieving UK biodiversity policy and commitments.

The biodiversity targets were set in August 2003 and aim to ensure that through the management of their estates, Departments will:

- Integrate biodiversity objectives, wherever this is consistent with their primary use
- Provide better protection and management of sites on the estate important for biodiversity
- Contribute to achieving viable populations of species at risk
- Restore and enhance habitats on the estate where appropriate.

To achieve this aim, the Framework sets out commitments to ensure that:

- Adverse effects on biodiversity from necessary operations are avoided, minimised, mitigated, and compensated
- All staff are aware of their responsibilities towards protecting and enhancing biodiversity
- Action plans are implemented for priority species and habitats
- Future threats such as alien and invasive species and climate change are addressed.

There are five targets against which Government performance on biodiversity is measured. These are summarised in the following analysis.

## Performance

**Overall, Departments are performing well against biodiversity targets.**

### Target H1 - Comprehensive Methods for Identifying Impacts on Biodiversity

By October 2003, Departments are to ensure that they have comprehensive methods for identifying significant impacts for biodiversity as part of their environmental management systems or otherwise have integrated this into management of their estate.

The management system employed should incorporate the mechanism for ongoing monitoring of their sites for impacts on biodiversity. This should include reviewing sites not previously identified as having any significant impacts for biodiversity.

**Figure H1: Annual Progress with Developing Comprehensive Methods for Identifying Impacts on Biodiversity**

Department	Methods for Identifying Impacts on Biodiversity (2002-03)	Methods for Identifying Impacts on Biodiversity (2003-04)	Methods for Identifying Impacts on Biodiversity (2004-05)
CO	Planned	n/a	n/a
DCA	Planned	☺	☺
DCMS	☹	☺	☺
Defra	Planned	☺	☺
DfES	Planned	n/a	☹
DFID	☺	☺	☺
DT	☺	☺	☺
DH	Planned	Planned ☹	n/a
DTI	☺	n/a	☺
DWP	Planned	☺	☺
ECGD	Data not provided by submission deadline		
FCO	NK ☹	☺	☹
HMCE	Planned	Planned ☹	☺
HMT	n/a	n/a	☺
HO	☺	☺	☺
IR	Planned	☺	☺
LOD	Planned	Planned ☹	☺
MoD	☹	☺	☺
ODPM	Planned	☺	☺
ONS	☹	☺	☺

Key:



Yes



No

NK

Data not known / inaccurate / incomplete / not provided

n/a

Target not applicable due to nature of Department estate

#### Target Deadline Dates

Target H1 October 2003

Figure H1 outlines Departmental progress over the last three reporting periods with developing comprehensive methods for identifying impacts on biodiversity.

**Fifteen Departments have now developed comprehensive methods for identifying impacts on biodiversity.<sup>(42)</sup> Two Departments have missed this deadline - DfES and FCO. These Departments have plans to develop / update their methods.**

This result is an improvement from 2003-04, when just over half of Departments (12) had these methods in place, and a further five Departments (CO, HMT, DTI, ECGD and DfES) had reported that this target was not applicable to them due to the nature of their estates.

Of the 15 Departments, three Departments (DCA, HO and LOD) have not yet integrated these methods into their EMS.

## Target H2 - Audits

Where there are significant impacts for biodiversity, Departments will

- conduct audits of their estate to identify nationally and locally important habitats and species and where necessary, conduct site based surveys; and
- assess the impact of activities on biodiversity at each site

This should be achieved for 40% of sites identified as being significant for biodiversity by October 2004 and 80% of sites identified by October 2006.

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<sup>42</sup> While the DH had stated that it planned to develop comprehensive methods in 2003-04, since undertaking an informal assessment they have concluded that their estate does not have significant impacts on biodiversity and that the target is not applicable. In line with last year, the CO also states that this target is not applicable. HMT and DTI have now developed comprehensive methods. DfES is currently considering potential impacts on biodiversity as part of their internal Sustainable Development Project but have outlined that it is not a significant impact for the Department.

While FCO had previously stated that they did have comprehensive methods for identifying impacts on biodiversity, they are currently considering the results of a desk based study and plan to review biodiversity management.

**Figure H2: Progress Regarding Management of Significant Sites for Biodiversity**

Departments with significant impacts on Biodiversity	Conducted Biodiversity Audit / Survey	Number of Significant Sites Covered by Audit	Significant Sites that have developed management plans (to date)	
			Number	Percentage
DCMS	Yes (covered > 50% of estate)	9	9	100%
Defra	Yes (covered > 50% of estate)	10	10	100%
DFID	Yes (covered whole estate)	1	0	0%
HMCE	Yes (covered > 50% of estate)	2	1	50%
HO	Yes (covered > 50% of estate)	28	12	43%
MoD	Yes (covered whole estate)	142	132	See Notes
ODPM	Yes (covered <50% of estate)	1	1	100%

Notes:

MoD does not have management responsibility for 10 of these sites and biodiversity measures are addressed through other mechanisms

Target Deadline Dates	
Target H2	40% of sites identified as being significant for biodiversity by October 2004 and 80% of sites identified by October 2006

As outlined in Figure H2, seven Departments have identified their estates as having a significant impact on biodiversity. Each of these Departments has carried out a biodiversity audit / survey for at least part of their estate. Both MoD and DFID have surveyed their entire estate. A number of other Departments have also stated that they have carried out some form of biodiversity audit or survey but have not identified any significant impact. These additional Departments include: LOD, DfT, DH, DWP and IR.

FC, which shadowed the 2004-05 SDiG process, also reported that it has conducted an audit or survey of the whole of its estate to identify nationally or locally important habitats or species, but did not specify how many significant sites the audits uncovered.

### Target H3 - Biodiversity Action Plans

Departments that own or manage sites identified as being significant for biodiversity are required to develop management plans/actions for nationally and locally important habitats and species, and identify opportunities for biodiversity enhancement on other areas of land through their delivery plans:

- for the 40% of sites identified in H2 by October 2005, and
- for the 80% of sites identified by H2 by October 2007 (by October 2008 for the MoD, given the very large scale of its estate).

**Of the seven Departments that had significant impacts on biodiversity (as outlined in Figure H2), DCMS, Defra and ODPM have met both the 2005 and 2007 targets and developed management plans for 100% of their significant sites.**



MoD has outlined that 10 of its significant sites do not require management plans as defined by the target as they are not under MoD management responsibility and that other mechanisms are in place to deal with biodiversity on these sites. The remaining 132 sites have management plans in place although 98 require review.

**HMCE and HO have also met the 2005 target requiring 40% of sites to have a management plan developed.** Therefore, all Departments except DFID have met this interim target. DFID is currently developing a management plan for its one significant site based on recommendations by the Scottish Wildlife Trust.

FC, which shadowed the SDiG process, also appears to have met the 2005 target. It reported that most of the sites it has identified as being significant for biodiversity have a management plan – including 88% of its forest estate and all SSSIs.

It should also be noted that while DWP reported in 2003-04 that they had 89 significant sites, they have reported that Target H3 was not applicable this year. Although an initial study by DWP showed that these sites showed some potential for biodiversity, more in-depth studies (at 10 sites so far), have shown none to be significant.

## Target H4 - Sites of Special Scientific Interest (SSSIs)

Departments that own Sites of Special Scientific Interest (SSSIs) are to achieve at least 68% favourable or unfavourable recovering condition status on sites by 2006 and 95% by 2010.

Note:

According to English Nature, there are over 4,000 SSSIs in England, covering around 7% of the country's land area. This SSSI target reflects the importance of SSSIs for the protection of wildlife and geological sites.

**Figure H4: Sites of Special Scientific Interest (SSSI), 2004-05**

Department	Number of SSSIs	% of SSSIs in Favourable Condition	% of SSSIs in Unfavourable Recovering Condition	% of SSSIs in Unfavourable No Change	% of SSSIs in Unfavourable Declining Condition	% of SSSIs that are Part Destroyed	% of SSSIs destroyed	Met Target H4 (Interim 2006 target)
DCMS <sup>(1)</sup>	1 <sup>(2)</sup>	33%	27%	33%	1%	0%	0%	☹
Defra	1	0%	0%	100%	0%	0%	0%	☹
DfT	50	34%	0%	54%	12%	0%	0%	☹
DWP	1	100%	0%	0%	0%	0%	0%	☺
HO	7 <sup>(3)</sup>	57%	43%	0%	0%	0%	0%	☺
MOD	179	NK	NK	NK	NK	NK	NK	☹
	<b>231</b>							

Key:

NK Data not known / inaccurate / incomplete / not provided

Notes:

1 DCMS data is not complete and therefore does not add to 100%

2 While DCMS has one SSSI it contains 15 units

3 The SSSI at Hollesley Bay, included in last year's figures, is about to be sold off under the Farm Modernisation Programme so is not included in this year's total.

### Target Deadline Dates

**Target H4** Departments that own Sites of Special Scientific Interest (SSSIs) are to achieve at least 68% favourable or unfavourable recovering condition status on sites by 2006 and 95% by 2010

As outlined in Figure H4, six Departments (DCMS, Defra, DfT, DWP, HO and MoD) own and manage a total of 231 SSSIs which represents a small reduction in total sites compared to 2003-04. **DWP and HO have already exceeded both the 2006 and 2010 targets. While DCMS met the 68% target in 2003-04, due to a decline in the condition of one of their SSSI units, it has not met the target for 2004-05. No reason for this decline was available.**

**MoD were unable to provide information on their 179 SSSIs, and DfT (who have 50 sites, with 66% in unfavourable conditions) will need to make substantial progress if they are to meet the interim 2006 deadline. Defra also needs to improve the status of its one SSSI.**

FC, which shadowed the SDiG process, reported a total of 1,519 condition units, far higher than any other Department. It has met the 68% condition target – 53% of its SSSIs are in a favourable condition and 21% are in an unfavourable recovering condition.<sup>(43)</sup>

## Target H5 - Contract Clauses

All Departments to include clauses to minimise, and where possible, avoid impacts and take measures to enhance biodiversity in:

- new grounds/building maintenance contracts\*
- new build, refurbishment or leasing contracts\*

initiated from October 2003.

\*including partnerships, such as Public Private Partnerships (PPPs) and Private Finance Initiatives (PFIs).

<sup>43</sup> The FC has developed a 100 year plan for the New Forest through a major consultation exercise designed to develop the forest's unique conservation value over time, whilst recognising the huge recreation / tourism value. The resulting plan will restore large swathes of the forest to native species, thus delivering against Government UKBAP and SSSI targets.

**Figure H5: Biodiversity Accounted for in New Contract Clauses, 2004-05**

Department	Number of new grounds/maintenance contracts initiated since October 2003	Clause included in all new grounds/building maintenance contracts to minimise impacts on biodiversity	Number of new build, refurbishment or leasing contracts initiated since October 2003	Clause included in all new build, refurb or leasing contracts to minimise impacts on biodiversity
CO	0	n/a	0	n/a
DCA	1	😊	4	😊
DCMS	NK	😊	NK	😊
Defra	1	n/a <sup>(1)</sup>	10	😊
DfES	4	😊	4	😊
DFID	0	n/a	0 <sup>(2)</sup>	😊
DfT	0	n/a	0	n/a
DH	2	😊	3	😊
DTI	0	n/a	3	😊
DWP <sup>(3)</sup>	NK	NK 😞	NK	NK 😞
ECGD	Data not provided by submission deadline			
FCO	3	😊	1	NK 😞
HMCE	0	n/a	NK	NK 😞
HMT	1	😞	0	n/a
HO	0	n/a	0	n/a
IR	0	n/a	0	n/a
LOD	1	😞	0	n/a
MoD	NK	NK 😞	NK	NK 😞
ODPM	1	😊	1	😊
ONS	0 <sup>(4)</sup>	😊	1	😊

**Key:**



Department has included a biodiversity clause into new contracts



Target not met / not in progress

n/a

No new contract clauses initiated

NK

Data not known / inaccurate / incomplete / not provided

**Notes:**

- Defra have outlined that they do not require a biodiversity clause as the contract covers their London building which has no significant impacts on biodiversity
- DFID do not have any new build, refurbishment or leasing contracts but had already developed a clause for a contract made in the prior year
- DWP reported that their PFI contractor is responsible for all contracts and it would be their responsibility when dealing with any subcontractors
- ONS do not have any new grounds/maintenance contracts but have updated their existing facilities management contract to minimise potential impacts on biodiversity

Target Deadline Dates	
Target H5	October 2003

**Eight Departments have initiated approximately 14 new grounds / maintenance contracts since October 2003. Five of the eight Departments included biodiversity clauses in all new contracts. LOD and HMT have failed to meet the target.** LOD stated that they will seek to influence their PFI contractor wherever possible. Defra outlined that it does not require a biodiversity clause as the contract covers their London building which does not have a significant impact on biodiversity.

**Eight Departments reported that they have initiated approximately 27 new build, refurbishment or leasing contracts in 2004-05. Of these, six Departments (75% of Departments) have included a biodiversity clause in all new contracts. DH failed to meet the target and FCO did not know whether a biodiversity clause had been included.**

**DCMS, DWP, HMCE and MoD did not provide complete data on the number of new contracts since October 2003.**

FC, which shadowed the SDiG process in 2004-05, reported that new grounds / building maintenance and new build, refurbishment or leasing contracts had been established since October 2003. Whilst appropriate clauses had been included in these new contracts, FC was unable to specify the number of contracts these applied to.

While the analysis shows that the majority of Departments with new contracts have built in a biodiversity clause as required by the target, this illustrates a slight decline in performance since 2003-04 where Departments reported that all new contracts included a biodiversity clause. Reasons given for this included clauses not being required as the contract related to a London based building with no land and contracts being managed by a 3<sup>rd</sup> party supplier.

## Case Studies

A number of Departments provided case study information with regards to their progress against biodiversity targets. A key example is provided below:

### **Home Office – Prison Service: Management of biodiversity**

The Prison Service Biodiversity Action Plan (PSBAP) focuses on protecting vulnerable and declining species, as well as habitats, on the public sector prison estate.

The PSBAP is being implemented in three stages. The first stage was completed in December 2004 and has resulted in the establishment of individual Biodiversity Action Plans for the six prison sites designated as Sites of Special Scientific Interest (SSSIs).

National Nature Reserves such as “The Wash” where HMP North Sea Camp is located, and nationally important sites like the listed heritage gardens of HMP Hewell Grange have both been covered by this first stage.

The second and third stages will be responsible for producing shorter Biodiversity Management Plans for all prison sites which are of local biodiversity significance, such as those with areas of woodland or natural spaces within their grounds, and all urban, inner-city prisons. The final completion date is expected in December 2007.

Implementation of the PSBAP has been achieved through a central partnership between the Prison Service and English Nature, the Wildlife Trust, the Royal Society of the Protection of Birds (RSPB), and the British Trust for Conservation Volunteers. Representatives from these organisations provide advice on local projects and initiatives, as well as working with individual prisons to provide community-based employment for prisoners.

The group's actions have already proved successful - several BAP species have returned to sites where previously unrecorded. The Service is undertaking national species and habitat surveys, which include water vole survey, lesser-spotted woodpecker and national woodland surveys. The latter proving a valuable indicator in the management of the Services ancient and wet woodland sites.

## Part I: Social Impacts



### Key findings

- The only target for social impacts (Part I of the Government's Framework) was set in October 2004. Departments have to meet its target requirements by 31<sup>st</sup> March 2006
- The target aims to ensure that Departments assess the impact on staff and local communities, in addition to environmental impacts, when deciding how to manage their estates
- Although the target deadline is not yet due, Departments have reported a number of examples of good progress towards them.

## Context

The target for social impacts (Part I of the Framework) was one of the last three Parts of the Framework to be set by Government. The target was set in the recognition that the day-to-day running of a Department can impact on the quality of life in the Department's local neighbourhood.

The aim is to ensure that Departments assess the impact on staff and local communities, in addition to environmental impacts when making decisions about how they manage their estates.

The Government's role as a major employer is largely the responsibility of Departmental human resources teams in line with guidance and direction from the Cabinet Office (CO). As a comprehensive range of measures are already set out through employment legislation, the Government decided not to duplicate these within the Framework.

Separate guidance on how social issues can be taken into account in public sector procurement is being developed by the OGC.

## Social Impacts Strategy (Target I1)

Departments must draw up a strategy by 31<sup>st</sup> March 2006 that sets out how it will identify, assess and monitor significant social impacts that arise from the management of its land, buildings and operations.

The Strategy should include procedures to ensure that proposals to significantly change the management of land and buildings take account of potential impacts on staff and communities.

Strategies should be published on Departmental websites.

The Government's Framework outlines that the Social Impacts Strategy could include effects on local environmental quality, local infrastructure, local amenities and transport for staff (e.g. extra bus services, staff parking). The Framework also emphasises creating opportunities for increased public access to sites or parts of sites, where appropriate (e.g. meetings rooms, gym facilities, access to heritage sites etc.). In addition, the Framework outlines a number of key stakeholders that could be considered when identifying the social impacts of a Department's estate – including staff, their families, neighbouring residents, businesses, charities, local transport providers and community groups.

The Government's Framework recognises that there is less of a consensus for reporting social impacts than there is for reporting environmental impacts, as they are less easily quantified. The Framework states:

*"Social performance measurement enjoys less of a consensus than environmental performance measurement as many social issues are not easily quantifiable. For this reason, Departments will want to build up reporting that best reflects their individual circumstances, and highlights examples of good practice, in particular those which may have wider application."<sup>(44)</sup>*

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<sup>44</sup> See <http://www.sustainable-development.gov.uk/delivery/integrating/estate/social-targets.htm>

## Progress

**No Department has met Target I1.** This is unsurprising, as Departments are not required to draw up a social impacts strategy until 31<sup>st</sup> March 2006. However, a number of Departments are already taking account of and managing some of their social impacts.

Examples of their work are outlined below.

### **LOD – Neighbourhood Awareness**

The SFO offices aim to minimise their impact on the local neighbourhoods. Initiatives to achieve this include:

- Re-planted front gardens to improve outlook of social housing opposite
- Conceal refuse containers and other rubbish activity pending removal
- Out of hours activity in the car park and deliveries are kept to a minimum

### **DTI – Companies House – Connecting with the Internal and External Community**

The CH has developed and run many initiatives relevant to the organisation and the local community. These include:

- Working with schools through school volunteering and the school links programme.
- Internal CSR framework intranet site – to raise awareness of CSR issues among staff and inform them of the activities of CH within this framework.

The CSR framework covers a range of themes including work life balance, community volunteering and the school links programme.

### **MoD – Social Inclusion**

The MoD has already developed a series of SD themes in the MoD SD report. In relation to social impacts, these include diversity, health & safety, Investors in People, work-life balance, community involvement and volunteering.

The RAF has recently taken part in Manchester's Gay Pride Festival – demonstrating a progressive attitude towards homosexuality.



## Glossary

ADI	Approved Driving Instructors
BAP	Biodiversity Action Plan
BBC	British Broadcasting Commission
BPU	Business Principles Unit, ECGD
BRE	Buildings Research Establishment
BREEAM	Building Research Establishment Environmental Assessment Method
CH	Companies House
CHP	Combined Heat and Power
CO <sub>2</sub>	Carbon Dioxide
CSR	Corporate Social Responsibility
DERA	Defence Evaluation and Research Agency
DLO	Defence Logistics Organisation (part of the MoD estate)
DPA	Defence Procurement Agency (part of the MoD estate)
DSA	Driving Standards Agency
DSTL	Defence Science and Technology Laboratory
EAC	Environmental Audit Committee
EC	European Commission
EMAS	Eco-Management and Audit Scheme
EMS	Environmental Management System
ETS	Employment Tribunals Service (part of the DTI estate)
EU	European Union
GWP	Global Warming Potential
HCFC	Hydrochlorofluorocarbon, an interim replacement for CFCs
HFCs	Hydrofluorocarbons
FM	Facilities Management
HQ	Head Quarters

IT	Information Technology
kWh	Kilowatt hours
MTP	Manufactured Timber Products
NAO	National Audit Office
NHS PASA	National Health Service Purchasing and Supply Agency
OGC	Office of Government Commerce. OGC Buying Solutions is an Executive Agency of the Office of Government Commerce in the Treasury,
PFI	Private Finance Initiative
PPP	Public Private Partnership
PwC	PricewaterhouseCoopers
PVs	Photovoltaics
RAF	Royal Air Force
RPA	Royal Parks Agency (part of the DCMS estate)
RSPB	Royal Society of the Protection of Birds
SD	Sustainable Development
SDC	Sustainable Development Commission
SDiG	Sustainable Development in Government
SDU	Sustainable Development Unit (Defra)
SPG	Sustainable Procurement Group
SSSI	Sites of Special Scientific Interest
UK	United Kingdom
UWAS	UK Woodland Assurance Scheme
VLA	Veterinary Laboratories Agency

# Appendix 1: Summary of Framework Targets

## The Nine Framework Parts and Associated Targets

Area	Part	Main aspects covered	Date published
Overarching Commitments	A	<p>Incorporating commitments to SD by for example:</p> <ul style="list-style-type: none"> <li>▪ Identifying significant SD impacts in relation to operation of the estate</li> <li>▪ Publishing delivery plans for each suite of targets in the Framework</li> <li>▪ Implementing an Environmental Management System (EMS)</li> <li>▪ Publicly reporting SD impacts.</li> </ul>	July 2002
Travel	B	<ul style="list-style-type: none"> <li>▪ Reducing the environmental impacts of business travel and employees' commuting journeys</li> <li>▪ Encouraging the use of alternatively fuelled cars</li> </ul>	July 2002
Water Services	C	<ul style="list-style-type: none"> <li>▪ Reducing Departments' water consumption.</li> </ul>	July 2002
Waste	D	<ul style="list-style-type: none"> <li>▪ Publishing a sustainable waste management strategy</li> <li>▪ Reducing Departments' waste generation and improving waste management practices such as recycling. Including waste minimisation clauses in waste management contracts.</li> </ul>	July 2004
Energy	E	<ul style="list-style-type: none"> <li>▪ Reducing carbon emissions by improving energy efficiency of buildings, making use of Combined Heat and Power (CHP) systems, and using electricity from renewable sources</li> <li>▪ Including clauses to reduce emissions and collect energy data in estate management contracts.</li> </ul>	March 2004

Procurement	F	<ul style="list-style-type: none"> <li>▪ Incorporating SD considerations into Departments' procurement strategies, for example by including commitments to undertake environmental risk assessments of contracting activity</li> <li>▪ Where appropriate, including environmental clauses in all contracts for goods, works and services</li> <li>▪ Developing training and awareness programmes on sustainable procurement for procurement staff and senior management.</li> </ul>	October 2004
Estates Management and Construction	G	<ul style="list-style-type: none"> <li>▪ Incorporating SD considerations into an estate management strategy, including themes such as adaptation to climate change, ozone depleting substances and heritage management</li> <li>▪ Include clauses relating to SD issues in estate management and construction contracts and tender specifications.</li> </ul>	October 2004
Biodiversity	H	<ul style="list-style-type: none"> <li>▪ Taking measures to avoid damage and enhance biodiversity on Departments' estates, by identifying significant impacts and monitoring sites for biodiversity impacts, and using clauses where necessary to avoid impacts and take measures to enhance biodiversity in maintenance contracts and new build and refurbishment contracts.</li> </ul>	August 2003
Social Impacts	I	<ul style="list-style-type: none"> <li>▪ Setting out measures to address the way in which managing land and buildings affects staff and local communities.</li> </ul>	October 2004

Source: National Audit Office / Sustainable Development Unit (SDU), Defra, [www.sustainable-development.gov.uk](http://www.sustainable-development.gov.uk)

For the full detail on each Part of the Framework and its associated targets, please refer to the following web-site:

<http://www.sustainable-development.gov.uk/delivery/integrating/estate/estate.htm>

Area	Part	Specific Framework Targets
Overarching Commitments	A	<p><b>A1 Identify Significant Impacts</b></p> <ul style="list-style-type: none"> <li>▪ All Departments must complete and publish the following information on their Departmental websites by 31<sup>st</sup> October 2002:</li> <li>▪ Provide a clear description of their estate, including Executive Agencies, staff numbers, buildings and any land managed;</li> <li>▪ Identify their most significant SD impacts in relation to operation of the estate;</li> <li>▪ Identify any part of their estate which will not be covered by the commitments set out in the Framework and give a justification.</li> <li>▪ This information should be used to prioritise sites for coverage by an EMS (Target A3)</li> </ul> <p><b>A2 Publishing Delivery Plans</b></p> <ul style="list-style-type: none"> <li>▪ Within four months<sup>(45)</sup> of the announcement of each suite of targets in the Framework, each Department should make public a strategy showing how they plan to deliver the targets. This strategy should include lines of responsibility and timeframes and should be made available on Departmental websites.</li> <li>▪ If a Department has concluded that its impact is insignificant in a particular area (in comparison to its other impacts identified under Target A1) and that the pursuit of targets would not be an effective use of resources, the Department should publish a statement to that effect on the same timescale as that for strategies to deliver targets.</li> </ul> <p><b>A3 Environmental Management Systems</b></p> <p>All Departments must implement an EMS, based, or modelled upon, a recognised standard (such as ISO14001, EMAS 2 or similar).</p> <p>There are two sets of timescales set depending on the type of estate:</p> <ul style="list-style-type: none"> <li>▪ For mainly office-based estates: <ul style="list-style-type: none"> <li>• all main offices (more than 50 staff) – EMS required by 31<sup>st</sup> March 2004</li> <li>• all other offices / sites by 31<sup>st</sup> March 2006</li> </ul> </li> <li>▪ For mixed or mainly non-office states:</li> </ul>

<sup>45</sup> six months for the MoD given the very large scale of its estate

		<ul style="list-style-type: none"> <li>• 40% estate should be covered by 31<sup>st</sup> March 2004</li> <li>• 80% estate should be covered by 31<sup>st</sup> March 2006.</li> </ul> <p>The definition of the estate is based on each Department first defining its estate appropriately, in line with Target A1. Departments should give priority to their most significant aspects and select milestones and measures most appropriate to their estate mix.</p> <p><b>A4 Public Reporting Arrangements</b></p> <p>By October 2002, all Departments are asked to review their arrangement for public reporting of the SD impacts including:</p> <ul style="list-style-type: none"> <li>▪ Environmental performance of buildings and facilities;</li> <li>▪ Social impacts of the Department; and</li> <li>▪ Policies which contribute to SD objectives particularly headline indicators.</li> </ul> <p><b>A5 Public Reporting</b></p> <p>By April 2003, all Departments should have had arrangements in place to report publicly on their key SD impacts and to verify their performance data.</p>
Travel	B	<p><b>B1</b></p> <p>Reduce road transport vehicle CO<sub>2</sub> emissions by at least 10%, to be achieved through a combination of:</p> <ul style="list-style-type: none"> <li>a Reducing total business vehicle mileage;</li> <li>b Improving the average fuel efficiency of vehicles; and,</li> <li>c Reducing total fuel consumed</li> </ul> <p><b>B2</b></p> <p>10% of all fleet cars to be alternatively fuelled</p> <p><b>B3</b></p> <p>Reduce single occupancy car commuting by 5%</p>
Water Services	C	<p><b>C1</b></p> <p>Extent of Departmental level of participation in the Watermark project, water usage data collection schemes and use of the schemes to improve water usage (office estate)</p>

		<p><b>C2</b></p> <p>Reduction in water consumption in office buildings where the Department is sole occupier or is billed for water services, to an average of 7.7m<sup>3</sup> per person per year by 31<sup>st</sup> March 2004. This target is 7m<sup>3</sup> per person per year for all new buildings and major refurbishments where design commences after 2002 (office estate).</p> <p><b>C3</b></p> <p>Identifying opportunities for significant water savings (non-office estate)</p> <p><b>C4</b></p> <p>Data collection arrangements for significant sites on water usage for Watermark (non-office estate)</p>
Waste	D	<p><b>D1</b></p> <p>Draw up and publish a sustainable waste management strategy, including steps to implement the waste hierarchy – by October 2004<sup>(46)</sup></p> <p><b>D2</b></p> <p>Measure and obtain a figure for waste arisings from a site. Put in place monitoring programmes incorporating comprehensive data collection methods for identifying and quantifying waste arisings in line with timescales adopted in departmental strategies.</p> <p><b>D3</b></p> <p>Reverse the upward trend in waste arisings through progressive reduction by at least 1% per annum in total waste arisings generated. Extend if possible to each type of waste arisings. Where Departments currently have no waste arisings data, site data must be calculated by December 2006 and reported in the following period.</p> <p><b>D4</b></p> <p>Increase recycling rates by at least 5% per annum – aim to reach 75% recycling / composting rate overall. Where possible, extend to each type of waste arisings generated.</p> <p><b>D5</b></p>

<sup>46</sup> Given the very large scale of the MoD and HO estates, it has been agreed that the HO should draw up a sustainable waste management strategy by December 2004 and MoD by June 2005.

		<p>Include clauses to minimise and avoid impacts of waste in all relevant waste management contracts initiated three months after the publication of standard Government contract clauses.</p>
Energy	E	<p><b>E1</b></p> <p>Reduce absolute carbon, from fuel and electricity, used, by 12.5% by 2010-11, relative to 1999-2000</p> <p><b>E2</b></p> <p>Increase energy efficiency of buildings by 15% by 2010-11, relative to 1999-2000. This should be measured in kWh of (1) fuel and (2) electricity use per square meter of buildings floor space or estate area.</p> <p><b>E3</b></p> <p>Source at least 10% electricity from renewable sources by 31<sup>st</sup> March 2008<sup>(47)</sup></p> <p><b>E4</b></p> <p>Source at least 15% electricity from Good Quality Combined Heat and Power by 2010 (with allowances for Departments that already purchase 100% renewable energy)</p> <p><b>E5</b></p> <p>Government renewable energy sourcing strategy to be developed</p> <p><b>E6</b></p> <p>Include clauses in all estate management contracts (including partnership contracts such as PPPs and PFIs) initiated from August 2004 to ensure opportunities are identified and measures taken for reducing carbon emissions and collecting energy data (by fuel type) as far as practical.</p>
Procurement	F	<p><b>F1</b></p> <p>Draw up a Sustainable Procurement Strategy or review that already in place, by 1<sup>st</sup> December 2005. This should include:</p> <ul style="list-style-type: none"> <li>▪ An environmental purchasing policy;</li> <li>▪ Which is integrated into procurement activities;</li> </ul>

<sup>47</sup> Except for the MoD Estate, where given its size, it has been agreed that the MoD should achieve this target by 2010.



		<ul style="list-style-type: none"> <li>▪ A commitment to undertake environmental risk assessments of contracting activity;</li> <li>▪ Implement an environmental supply chain management programme;</li> <li>▪ System to take account of Government-wide initiatives and guidance;</li> <li>▪ Mechanisms to measure and report progress;</li> <li>▪ Action plan to take the Strategy forward, identifying milestones and stakeholders;</li> <li>▪ Identification of management structure and resources required.</li> </ul> <p><b>F2</b></p> <p>Where legitimate and in accordance with the <u>Joint Note on Environmental Issues in Purchasing</u>, include clauses relating to environmental considerations in all contracts for goods, works and services.</p> <p>These clauses should be for the life of the contract and ensure compliance of the product or service with other sections of the Framework. This target applies to all contracts including partnership contracts. When developing contracts, Departments should include the principles laid out in relevant documents (e.g. Green Public Private Partnerships).</p> <p><b>F3</b></p> <p>Develop and implement appropriate training and awareness programmes on sustainable procurement for procurement staff, senior management and other staff with a responsibility for procurement.</p>
Estates Management and Construction	G	<p><b>G1</b></p> <p>By 1<sup>st</sup> December 2005, Departments must draw up an estates management strategy (or review that already in place) which should include:</p> <ul style="list-style-type: none"> <li>▪ Measures adopted to address any significant impacts identified</li> <li>▪ Where relevant, the themes and related targets detailed in this document on: <ul style="list-style-type: none"> <li>- Construction and demolition (Target G1A)</li> <li>- Adaptation to climate change (Target G1B)</li> <li>- Refrigerants, ozone depleting substances and those with high</li> </ul> </li> </ul>

		<p>global warming potential (Target G1C)</p> <ul style="list-style-type: none"> <li>- Heritage (Target G1D)</li> <li>- Disposal of property (Target G1E)</li> <li>- Contaminated land (Target G1F)</li> </ul> <p>▪ All other themes and commitments set in the other Parts of the Framework</p> <p><b>G2</b></p> <p>Where appropriate, Departments must include clauses relating to SD issues in all estates management and construction tender specifications and contracts initiated on or after 1<sup>st</sup> December 2005, whether assets are owned or leased. These clauses should ensure that the end-product or service is in compliance with the suite of targets in all sections of the Framework and be for the life of the contract.</p>
Biodiversity	H	<p><b>H1</b></p> <p>By October 2003, Departments are to ensure that they have comprehensive methods for identifying significant impacts for biodiversity as part of their environmental management systems or otherwise have integrated this into management of their estate. The management system employed should incorporate the mechanism for ongoing monitoring of their sites for impacts on biodiversity. This should include reviewing sites not previously identified as having any significant impacts on biodiversity.</p> <p><b>H2</b></p> <p>Where there are significant impacts for biodiversity, Departments will</p> <ul style="list-style-type: none"> <li>▪ conduct audits of their estate to identify nationally and locally important habitats and species and where necessary, conduct site based surveys; and</li> <li>▪ assess the impact of activities on biodiversity at each site</li> </ul> <p>This should be achieved for 40% of sites identified as being significant for biodiversity by October 2004 and 80% of sites identified by October 2006.</p> <p><b>H3</b></p> <p>Departments will own or manage sites identified as being significant for biodiversity to develop management plans/actions for nationally and locally important habitats and species, and identify opportunities</p>

		<p>for biodiversity enhancement on other areas of land through their delivery plans:</p> <ul style="list-style-type: none"> <li>▪ for the 40% of sites identified in H2 by October 2005; and</li> <li>▪ for the 80% of sites identified by H2 by October 2007<sup>(48)</sup></li> </ul> <p><b>H4</b></p> <p>Departments that own Sites of Special Scientific Interest (SSSIs) to achieve at least 68% favourable or unfavourable recovering condition status on sites by 2006 and 95% by 2010.</p> <p><b>H5</b></p> <p>All Departments to include clauses to minimise, and where possible, avoid impacts and take measures to enhance biodiversity in:</p> <ul style="list-style-type: none"> <li>▪ new grounds/building maintenance contracts; and</li> <li>▪ new build, refurbishment or leasing contracts<sup>(49)</sup></li> </ul> <p>initiated from October 2003.</p>
Social Impacts	I	<p><b>I1</b></p> <p>Departments must draw up a strategy by 31<sup>st</sup> March 2006 that sets out how it will identify, assess and monitor significant social impacts that arise from the management of its land, buildings and operations. The Strategy should include procedures to ensure that proposals to significantly change the management of land and buildings take account of potential impacts on staff and communities. Strategies should be published on departmental websites.</p>

<sup>48</sup> Given the very large scale of the MoD Estate, it has been agreed that the MoD should develop management plans/actions for the 80% target by a deadline of October 2008.

<sup>49</sup> Including partnerships, such as Public Private Partnerships (PPPs) and Private Finance Initiatives (PFIs).

## Appendix 2: Summary of Estate Information Provided by Departments

Each Department was asked to provide information on the parts of their estate that have been included in this year's Framework, and to list and provide reasons for the omission of any parts of their estate. A summary of the information provided is given below.

Name of Department (including Executive Agencies) included in 2004-05 SDiG questionnaire	Total number of FTEs <sup>(1)</sup> 2004-05	Ranking of Department Size based on FTEs	Total size of estate buildings (m <sup>2</sup> )	Ranking of Department Size based on estate buildings (m <sup>2</sup> )
CO	1,796	16	77,868	14
DCA <sup>(2)</sup>	14,304	8	761,475	6
DCMS <sup>(3)</sup>	707	19	33,325	17
Defra <sup>(4)</sup>	16,725	6	399,664	7
DfES	5,635	12	88,775	13
DFID	1,750	17	26,752	18
DfT	15,668	7	285,056	9
DH	4,514	14	73,021	16
DTI	9,766	9	239,532	10
DWP	119,229	2	2,617,699	3
FCO	3,540	15	93,213	12
HMCE	26,398	5	360,756	8
HMT	1,400	18	21,500	19
HO <sup>(5)</sup>	74,299	4	4,610,846	2
IR	82,621	3	1,526,695	5
LOD	9,732	10	151,599	11
MoD	295,600	1	68,885,861	1
ODPM	6,872	11	2,396,842	3
ONS	4,790	13	74,485	15

### Notes

- 1 An FTE is equivalent of one full time employee, as defined by hours worked. For example, a part-time person working 50% of the work week has an FTE of 0.5. FTEs should include contracted staff who are permanently working at the site
- 2 DCA - unknown estate building size for the Public Guardianship Office
- 3 DCMS - size of estate buildings includes 2,173m<sup>2</sup> let to tenants
- 4 Defra - size of estate buildings excludes ADAS farms
- 5 HO - Total size of estate land holdings based on partial information only

## Appendix 3: Energy Data Collected by BRE

(to be read in conjunction with footnotes provided by Departments to BRE, in Appendix 4)

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Table 1a: Percent Change in Absolute Carbon with Bought-in/Grid Renewables and CHP Electricity Counted at the 'Standard Grid Factor'

Target E1  Department (a, b)	Electricity						Fossil Fuels						Total					
	Weather Corrected Carbon Emissions (1999/00) thousand tC (c)						Weather Corrected Carbon Emissions (1999/00) thousand tC (c)						Weather Corrected Carbon Emissions (1999/00) thousand tC (c)					
		Percent change on 1999/00 (d)						Percent change on 1999/00 (d)						Percent change on 1999/00 (d)				
		2000/01	2001/02	2002/03	2003/04	2004/05		2000/01	2001/02	2002/03	2003/04	2004/05		2000/01	2001/02	2002/03	2003/04	2004/05
Cabinet Office	1.2	-2%	7%	36%	20%	30%	0.7	8%	24%	-17%	-29%	-7%	1.9	2%	13%	17%	3%	17%
Customs and Excise	4.5	-	8%	49%	38%	48%	2.8	-	-10%	0.5%	-7%	-17%	7.3	-	1%	31%	21%	24%
DCA	7.7	-3%	1%	0.4%	18%	19%	5.4	-2%	-18%	1%	-4%	7%	13.1	-2%	-7%	1%	9%	14%
DCMS	0.4	-	-	-	-3%	16%	0.2	-	-	-	13%	79%	0.6	-	-	-	1%	33%
DfES	2.4	5%	-1%	-4%	-3%	-1%	0.6	1%	11%	-19%	-32%	-29%	2.9	4%	1%	-7%	-8%	-6%
DEFRA Total	6.6	5%	8%	8%	8%	12%	4.8	10%	29%	2%	-1%	-10%	11.4	7%	17%	6%	4%	3%
DEFRA	1.9	8%	35%	10%	7%	11%	1.3	7%	36%	-7%	-16%	-17%	3.2	7%	35%	3%	-2%	-0.5%
DEFRA Labs	3.8	4%	-3%	10%	13%	15%	3.2	12%	30%	6%	6%	-7%	7.0	8%	12%	8%	10%	5%
Rural Payments Agency	0.9	-	-	-	-9%	3%	0.4	-	-	-	-14%	-9%	1.3	-	-	-	-10%	-1%
DH Total	1.8	-4%	-7%	-5%	-3%	-6%	0.5	-19%	-27%	-20%	-20%	-29%	2.3	-7%	-11%	-8%	-7%	-11%
DH	1.7	-4%	-7%	-4%	-2%	-6%	0.4	-17%	-27%	-18%	-18%	-27%	2.1	-6%	-11%	-7%	-5%	-10%
NHS Purchasing and Supply Agency	0.1	-15%	-7%	-14%	-30%	-16%	0.05	-33%	-33%	-41%	-42%	-48%	0.1	-21%	-16%	-24%	-34%	-27%
DfID	0.6	-	-	-	29%	31%	0.2	-	-	-	43%	33%	0.8	-	-	-	32%	31%
DTI	3.7	7%	-3%	16%	-0.4%	-2%	1.5	-10%	-15%	-24%	-50%	-49%	5.2	2%	-6%	5%	-14%	-15%
DfT	4.2	-	-	-	7%	21%	1.5	-	-	-	-2%	32%	5.7	-	-	-	5%	23%
DWP	26.9	2%	11%	30%	47%	46%	25.1	-9%	-6%	-10%	-15%	-10%	52.0	-3%	3%	10%	17%	19%
ECGD	0.2	-	-	-	-	-	0.01	-	-	-	-	-	0.3	-	-	-	-	-
FCO	2.1	17%	-2%	6%	10%	15%	1.1	-24%	-13%	-15%	-11%	-13%	3.2	2%	-6%	-1%	3%	5%
FSA	0.4	-	-	2%	-3%	-3%	0.1	-	-	-5%	0.1%	-14%	0.6	-	-	0.4%	-2%	-6%
Forestry Commission	0.1	-	-	-	175%	134%	0.00	-	-	-	0%	0%	0.1	-	-	-	175%	134%
HMT	0.7	-31%	-35%	52%	42%	38%	0.8	-47%	-39%	-36%	-63%	-62%	1.5	-39%	-37%	6%	-13%	-15%
Home Office Total	36.5	7%	6%	13%	22%	21%	68.0	-6%	-5%	4%	-12%	-8%	104.6	-2%	-1%	7%	-0.2%	2%
Home Office	4.3	22%	38%	45%	62%	65%	2.4	30%	70%	-7%	-4%	2%	6.8	25%	49%	26%	38%	43%
Prisons	32.2	5%	2%	9%	16%	15%	65.6	-8%	-8%	4%	-12%	-8%	97.8	-4%	-5%	6%	-3%	-0.5%
Inland Revenue	19.6	-	-17%	5%	10%	19%	9.5	-	11%	-4%	-5%	-31%	29.1	-	-8%	2%	5%	3%
LOD	1.4	0%	1%	20%	69%	96%	0.6	-0.3%	7%	5%	5%	-3%	2.1	-0.1%	3%	15%	49%	65%
ODPM Total	3.6	-6%	-5%	-1%	11%	15%	2.0	-0.03%	-0.5%	-1%	5%	3%	5.6	-4%	-3%	-1%	9%	10%
ODPM	2.0	-	-	-	21%	9%	1.4	-	-	-	16%	8%	3.4	-	-	-	19%	9%
Government Offices	0.6	-5%	-3%	23%	3%	53%	0.4	-3%	-19%	-12%	-36%	-25%	1.0	-4%	-9%	9%	-12%	22%
QEII Conference Centre	1.0	-19%	-17%	-19%	-3%	1%	0.2	5%	31%	15%	12%	23%	1.2	-14%	-8%	-13%	-0.5%	5%
ONS	1.5	2%	4%	-11%	-5%	2%	0.8	-6%	-17%	-14%	-12%	-4%	2.3	-1%	-3%	-12%	-8%	-0.4%
Sub-total Civil Departments	126.2	3%	2%	14%	23%	26%	126.2	-6%	-3%	-1%	-12%	-10%	252.4	-1%	-1%	7%	6%	8%
Army	65.9	-	0.1%	13%	1%	-1%	101.1	-	10%	8%	16%	25%	167.0	-	6%	10%	10%	14%
Army Overseas	17.6	-	-3%	-13%	0.1%	-1%	34.0	-	-3%	1%	4%	-5%	51.6	-	-3%	-4%	3%	-4%
PJHQ	23.2	-	-	-	-	-	23.9	-	-	-	-	-	47.0	-	-	-	-	-
Civil	4.8	-	-	137%	125%	114%	8.2	-	-	20%	-1%	19%	13.0	-	-	63%	45%	54%
DLO	28.7	-	-	3%	45%	44%	28.7	-	-	-11%	-38%	-2%	57.4	-	-	-4%	3%	21%
DPA	3.6	-13%	-11%	-5%	-3%	-3%	0.9	3%	-2%	-4%	-2%	-7%	4.5	-10%	-9%	-5%	-2%	-4%
DERA(b)	22.4	16%	-	-	-	-	14.7	-1%	-	-	-	-	37.2	9%	-	-	-	-
DSTL(b)	9.2	-	-	-43%	-40%	-41%	6.1	-	-	-44%	-6%	-9%	15.3	-	-	-44%	-26%	-28%
Navy	16.9	-2%	-2%	-0.3%	1%	-11%	22.5	-13%	-10%	-14%	-16%	-24%	39.4	-8%	-7%	-8%	-9%	-18%
RAF	63.3	1%	-8%	-5%	-5%	-6%	77.6	-7%	-13%	-17%	-16%	-18%	141.0	-4%	-11%	-11%	-11%	-12%
Sub-total MOD Departments	246.5	1%	-8%	-3%	-0.1%	-2%	311.8	-3%	-4%	-7%	-6%	-1%	558.2	-1%	-6%	-5%	-3%	-2%
Total	372.7	2%	-5%	3%	8%	7%	438.0	-4%	-4%	-5%	-7%	-4%	810.6	-1%	-4%	-1%	0%	1%

- <sup>a</sup> Defra has collected and processed the data supplied by departments. Individual departments are responsible for their own data returns. Please also refer to the corresponding departmental footnotes.
- <sup>b</sup> In 2001-02 what was then DERA lost a large proportion of its estate to the private sector (known as Qinetiq); therefore around 22 thousand tonnes of carbon were removed from the MoD estate as a result. If the percent change in carbon emissions for the MoD estate is considered without including these 22 thousand tonnes of carbon in the base year then the change in carbon emissions between 1999-00 and 2004-05 is +2.2% as opposed to the -2% indicated. Furthermore, this would change the figure for the entire government estate from +1% to +4.1%. The figures show DERA for 1999-00 to 2000-2001 and DSTL for 2001-02 onwards hence percentage change for DERA ends in 2000-01 and for DSTL starts in 2001-02. Note that the base year figure shown for DSTL is for 2001-02 and is therefore not actually included in the 1999-00 base year total since DERA is already counted and thus some double-counting would have occurred.
- <sup>c</sup> The carbon emissions include emissions from green/renewable electricity so that the figures represent actual change in energy use. The emission factor used for electricity is 0.12 kgC/kWh, which is in line with Government reporting guidelines. It should be noted that this is a slight change to the factor used in reporting prior to 2003-04.
- <sup>d</sup> A negative change represents a reduction. A dash (-) represents no change due to figures being unavailable for the base year of 1999-00, therefore the year when figures first became available has been used as the base year against which to measure performance and has also been used to 'back-fill' previous years. This is with the exception of DERA and DSTL for which note (b) should be referred to.

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Table 1b: Absolute Carbon Emissions with Bought-in/Grid Renewables and CHP Electricity Counted at the 'Standard Grid Factor'

Target E1	Electricity weather corrected carbon emissions (thousand tC) (c, d)						Fossil fuels weather corrected carbon emissions (thousand tC) (c, d)						Total weather corrected carbon emissions (thousand tC) (c, d)					
	1999/00	2000/01	2001/02	2002/03	2003/04	2004/05	1999/00	2000/01	2001/02	2002/03	2003/04	2004/05	1999/00	2000/01	2001/02	2002/03	2003/04	2004/05
Department (a, b)																		
Cabinet Office	1.2	1.2	1.3	1.6	1.4	1.6	0.7	0.7	0.8	0.6	0.5	0.6	1.9	1.9	2.1	2.2	1.9	2.2
Customs and Excise	4.5	4.5	4.9	6.7	6.2	6.7	2.8	2.8	2.5	2.8	2.5	2.3	7.3	7.3	7.4	9.5	8.8	9.0
DCA	7.7	7.5	7.8	7.8	9.1	9.2	5.4	5.3	4.4	5.5	5.2	5.8	13.1	12.8	12.2	13.2	14.3	15.0
DCMS	0.4	0.4	0.4	0.4	0.4	0.5	0.2	0.2	0.2	0.2	0.2	0.3	0.6	0.6	0.6	0.6	0.6	0.8
DfES	2.4	2.5	2.3	2.3	2.3	2.3	0.6	0.6	0.6	0.6	0.5	0.4	0.4	2.9	3.0	2.9	2.7	2.7
DEFRA Total	6.6	6.9	7.1	7.1	7.1	7.4	4.8	5.3	6.2	4.9	4.7	4.3	11.4	12.2	13.3	12.0	11.9	11.7
DEFRA	1.9	2.0	2.5	2.1	2.0	2.1	1.3	1.4	1.7	1.2	1.1	1.1	3.2	3.4	4.3	3.2	3.1	3.1
DEFRA Labs	3.8	4.0	3.7	4.2	4.3	4.4	3.2	3.6	4.1	3.3	3.3	3.0	7.0	7.5	7.8	7.5	7.7	7.4
Rural Payments Agency	0.9	0.9	0.9	0.9	0.8	0.9	0.4	0.4	0.4	0.4	0.3	0.3	1.3	1.3	1.3	1.3	1.1	1.2
DH Total	1.8	1.7	1.7	1.7	1.7	1.7	0.5	0.4	0.4	0.4	0.4	0.3	2.3	2.1	2.0	2.1	2.1	2.0
DH	1.7	1.6	1.6	1.6	1.7	1.6	0.4	0.4	0.3	0.4	0.4	0.3	2.1	2.0	1.9	2.0	2.0	1.9
NHS Purchasing and Supply Agency	0.1	0.1	0.1	0.1	0.1	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.1	0.1	0.1	0.1	0.1	0.1
DfID	0.6	0.6	0.6	0.6	0.8	0.8	0.2	0.2	0.2	0.2	0.3	0.2	0.8	0.8	0.8	0.8	1.0	1.0
DTI	3.7	4.0	3.6	4.3	3.7	3.6	1.5	1.3	1.2	1.1	0.7	0.7	5.2	5.3	4.8	5.4	4.4	4.4
DfT	4.2	4.2	4.2	4.2	4.5	5.0	1.5	1.5	1.5	1.5	1.5	2.0	5.7	5.7	5.7	5.7	6.0	7.1
DWP	26.9	27.6	29.8	34.9	39.5	39.4	25.1	22.8	23.7	22.5	21.3	22.7	52.0	50.4	53.5	57.4	60.8	62.1
ECGD	0.2	0.2	0.2	0.2	0.2	0.2	0.01	0.01	0.01	0.01	0.01	0.01	0.3	0.3	0.3	0.3	0.3	0.3
FCO	2.1	2.4	2.0	2.2	2.3	2.4	1.1	0.9	1.0	1.0	1.0	1.0	3.2	3.3	3.0	3.2	3.3	3.4
FSA	0.4	0.4	0.4	0.5	0.4	0.4	0.1	0.1	0.1	0.1	0.1	0.1	0.6	0.6	0.6	0.6	0.6	0.5
Forestry Commission	0.1	0.1	0.1	0.1	0.3	0.3	0.0	0.0	0.0	0.0	0.0	0.0	0.1	0.1	0.1	0.1	0.3	0.3
HMT	0.7	0.5	0.5	1.1	1.0	1.0	0.8	0.4	0.5	0.5	0.3	0.3	1.5	0.9	0.9	1.6	1.3	1.3
Home Office Total	36.5	38.9	38.7	41.4	44.5	44.1	68.0	63.7	64.6	70.5	59.9	62.8	104.6	102.7	103.3	111.9	104.3	107.0
Home Office	4.3	5.3	6.0	6.3	7.0	7.2	2.4	3.2	4.1	2.2	2.3	2.5	6.8	8.4	10.1	8.5	9.4	9.6
Prisons	32.2	33.6	32.7	35.1	37.4	37.0	65.6	60.6	60.4	68.2	57.5	60.4	97.8	94.2	93.2	103.3	95.0	97.3
Inland Revenue	19.6	19.6	16.2	20.6	21.6	23.4	9.5	9.5	10.6	9.2	9.0	6.6	29.1	29.1	26.8	29.8	30.6	30.0
LOD	1.4	1.4	1.4	1.7	2.4	2.8	0.6	0.6	0.7	0.7	0.7	0.6	2.1	2.1	2.1	2.4	3.1	3.4
ODPM Total	3.6	3.4	3.4	3.5	4.0	4.1	2.0	2.0	2.0	2.0	2.1	2.0	5.6	5.4	5.4	5.5	6.1	6.2
ODPM	2.0	2.0	2.0	2.0	2.4	2.2	1.4	1.4	1.4	1.4	1.6	1.5	3.4	3.4	3.4	3.4	4.0	3.7
Government Offices	0.6	0.6	0.6	0.7	0.6	0.9	0.4	0.4	0.3	0.3	0.3	0.3	1.0	1.0	0.9	1.1	0.9	1.2
QEII Conference Centre	1.0	0.8	0.8	0.8	0.9	1.0	0.2	0.2	0.3	0.2	0.2	0.3	1.2	1.0	1.1	1.0	1.2	1.2
ONS	1.5	1.5	1.5	1.3	1.4	1.5	0.8	0.8	0.7	0.7	0.7	0.8	2.3	2.3	2.2	2.0	2.1	2.3
<b>Sub-total Civil Departments</b>	<b>126.2</b>	<b>129.6</b>	<b>128.3</b>	<b>144.3</b>	<b>155.0</b>	<b>158.5</b>	<b>126.2</b>	<b>119.1</b>	<b>121.8</b>	<b>124.7</b>	<b>111.5</b>	<b>114.1</b>	<b>252.4</b>	<b>248.7</b>	<b>250.2</b>	<b>269.0</b>	<b>266.6</b>	<b>272.6</b>
Army	65.9	65.9	66.0	74.5	66.8	65.2	101.1	101.1	110.9	109.5	117.7	126.0	167.0	167.0	176.8	184.0	184.5	191.1
Army Overseas	17.6	17.6	17.2	15.3	17.6	17.5	34.0	34.0	32.9	34.2	35.5	32.2	51.6	51.6	50.1	49.5	53.1	49.7
PJHQ	23.2	23.2	23.2	23.2	23.2	23.2	23.9	23.9	23.9	23.9	23.9	23.9	47.0	47.0	47.0	47.0	47.0	47.0
Civil	4.8	4.8	4.8	11.3	10.7	10.2	8.2	8.2	8.2	9.9	8.1	9.8	13.0	13.0	13.0	21.3	18.9	20.1
DLO	28.7	28.7	28.7	29.5	41.5	41.3	28.7	28.7	28.7	25.6	17.7	28.2	57.4	57.4	57.4	55.1	59.2	69.5
DPA	3.6	3.1	3.2	3.4	3.5	3.5	0.9	1.0	0.9	0.9	0.9	0.9	4.5	4.1	4.1	4.3	4.4	4.4
DERA(b)	22.4	26.0	-	-	-	-	14.7	14.6	-	-	-	-	37.2	40.6	-	-	-	-
DSTL(b)	-	-	9.2	5.2	5.5	5.4	-	-	6.1	3.4	5.8	5.6	-	-	15.3	8.6	11.3	11.0
Navy	16.9	16.7	16.6	16.9	17.1	15.0	22.5	19.6	20.2	19.4	18.9	17.1	39.4	36.3	36.9	36.3	36.1	32.2
RAF	63.3	64.0	58.5	60.1	60.2	59.6	77.6	72.0	67.4	64.6	65.6	63.7	141.0	135.9	125.9	124.7	125.8	123.3
<b>Sub-total MOD Departments</b>	<b>246.5</b>	<b>249.9</b>	<b>227.3</b>	<b>239.4</b>	<b>246.2</b>	<b>240.9</b>	<b>311.8</b>	<b>303.1</b>	<b>299.2</b>	<b>291.4</b>	<b>294.1</b>	<b>307.3</b>	<b>558.2</b>	<b>553.0</b>	<b>526.5</b>	<b>530.8</b>	<b>540.2</b>	<b>548.2</b>
<b>Total</b>	<b>372.7</b>	<b>379.5</b>	<b>355.6</b>	<b>383.7</b>	<b>401.2</b>	<b>399.4</b>	<b>438.0</b>	<b>422.2</b>	<b>421.0</b>	<b>416.1</b>	<b>405.6</b>	<b>421.4</b>	<b>810.6</b>	<b>801.7</b>	<b>776.7</b>	<b>799.8</b>	<b>806.8</b>	<b>820.8</b>



- <sup>a</sup> Defra has collected and processed the data supplied by departments. Individual departments are responsible for their own data returns. Please also refer to the corresponding departmental footnotes.
- <sup>b</sup> In 2001-02 what was then DERA lost a large proportion of its estate to the private sector (known as Qinetiq); therefore around 22 thousand tonnes of carbon were removed from the MoD estate as a result. If the percent change in carbon emissions for the MoD estate is considered without including these 22 thousand tonnes of carbon in the base year then the change in carbon emissions between 1999-00 and 2004-05 is +2.2% as opposed to the -2% indicated. Furthermore, this would change the figure for the entire government estate from +1% to +4.1%. The figures show DERA for 1999-00 to 2000-2001 and DSTL for 2001-02 onwards hence percentage change for DERA ends in 2000-01 and for DSTL starts in 2001-02. Note that the base year figure shown for DSTL is for 2001-02 and is therefore not actually included in the 1999-00 base year total since DERA is already counted and thus some double-counting would have occurred.
- <sup>c</sup> The carbon emissions include emissions from green/renewable electricity so that the figures represent actual change in energy use. The emission factor used for electricity is 0.12 kgC/kWh, which is in line with Government reporting guidelines. It should be noted that this is a slight change to the factor used in previous reports.
- <sup>d</sup> Where figures are unavailable for the base year of 1999-00, the year when figures first became available has been used as the base year against which to measure performance and has also been used to 'back-fill' previous years. This is with the exception of DERA and DSTL for which note b should be referred to.

RESULTS VERSION 16/11/05

Table 2: Energy Efficiency Changes in the Government Estate - by Area and Fuel Type

Target E2	Floor Area					Electricity per m <sup>2</sup>					Fossil Fuels per m <sup>2</sup>					Total Energy per m <sup>2</sup>								
Department (a)	Floor Area (1999/00) thousand m <sup>2</sup>	Percent change on 1999/00 (b)					Weather Corrected Energy per square metre (1999/00) kWh/m <sup>2</sup>	Percent change on 1999/00 (b)					Weather Corrected Energy per square metre (1999/00) kWh/m <sup>2</sup>	Percent change on 1999/00 (b)					Weather Corrected Energy per square metre (1999/00) kWh/m <sup>2</sup>	Percent change on 1999/00 (b)				
		2000/01	2001/02	2002/03	2003/04	2004/05		2000/01	2001/02	2002/03	2003/04	2004/05		2000/01	2001/02	2002/03	2003/04	2004/05		2000/01	2001/02	2002/03	2003/04	2004/05
Cabinet Office	96	-32%	-22%	-12%	-10%	1%	104	45%	37%	55%	34%	29%	120	53%	55%	-7%	-23%	-7%	224	50%	47%	22%	4%	10%
Customs and Excise	371	-	3%	2%	1%	-2%	102	-	4%	47%	37%	51%	135	-	-12%	0.2%	-8%	-11%	237	-	-5%	20%	11%	15%
DCA	738	-0.4%	-1%	2%	3%	3%	87	-3%	2%	-1%	14%	15%	139	-1%	-17%	0.2%	-5%	6%	226	-1%	-10%	-0.4%	2%	9%
DCMS	12	-	-	-	25%	99%	311	-	-	-	-23%	-42%	272	-	-	-	-10%	-10%	583	-	-	-	-17%	-27%
DfES	106	-3%	-3%	-8%	-22%	-16%	185	8%	2%	5%	25%	18%	135	3%	11%	-8%	-6%	-7%	321	6%	6%	-1%	12%	8%
DEFRA Total	388	1%	7%	-1%	-3%	-1%	142	2%	7%	9%	11%	13%	231	7%	21%	3%	2%	-8%	372	5%	16%	5%	5%	0.2%
DEFRA	193	4%	15%	-1%	-5%	-6%	81	4%	17%	11%	13%	18%	118	2%	17%	-5%	-9%	-8%	199	3%	17%	1%	0.02%	2%
DEFRA Labs	159	-2%	-0.5%	-0.3%	0.1%	0.1%	201	3%	9%	9%	12%	14%	377	13%	32%	6%	6%	-7%	579	9%	24%	7%	8%	0.1%
Rural Payments Agency	37	-	-	-	-1%	17%	203	-	-	-	-8%	-12%	186	-	-	-	-13%	-21%	389	-	-	-	-10%	-16%
DIH Total	66	0%	0%	-3%	-3%	-20%	223	-4%	-7%	-2%	-0.3%	18%	142	-19%	-27%	-19%	-18%	-11%	366	-10%	-15%	-9%	-7%	7%
DIH	63	0%	0%	-3%	-3%	-21%	224	-4%	-7%	-2%	1%	20%	136	-17%	-27%	-17%	-16%	-7%	360	-9%	-14%	-7%	-5%	10%
NHS Purchasing and Supply Agency	3	0%	0%	0%	0%	0%	209	-15%	-7%	-14%	-30%	-16%	267	-33%	-33%	-41%	-42%	-48%	476	-25%	-22%	-30%	-37%	-34%
DIID	23	-	-	-	13%	17%	215	-	-	-	14%	12%	148	-	-	-	25%	14%	362	-	-	-	18%	13%
DTI	255	-15%	-21%	-21%	-24%	-22%	121	26%	23%	47%	31%	26%	108	6%	7%	-4%	-33%	-34%	229	16%	15%	23%	0.5%	-3%
DTT	261	-	-	-	19%	9%	133	-	-	-	-10%	11%	110	-	-	-	-17%	21%	243	-	-	-	-13%	15%
DWP	2,268	6%	6%	6%	13%	10%	99	-3%	5%	22%	30%	33%	207	-14%	-10%	-15%	-24%	-17%	306	-10%	-6%	-3%	-7%	-1%
ECGD	10	-	-	-	-	-	195	-	-	-	-	-	25	-	-	-	-	-	221	-	-	-	-	-
FCO	87	23%	-2%	-2%	-1%	-1%	198	-5%	0.2%	9%	11%	15%	201	-37%	-15%	-18%	-16%	-17%	400	-21%	-7%	-4%	-2%	-1%
FSA	12	-	-	0%	0%	0.01%	313	-	-	2%	-3%	-3%	219	-	-	-5%	0.1%	-14%	532	-	-	-1%	-2%	-8%
Forestry Commission	11	-	-	-	60%	51%	97	-	-	-	71%	55%	0	-	-	-	0%	0%	97	-	-	-	71%	55%
HMT	58	-37%	-43%	-39%	-63%	-63%	100	9%	13%	151%	287%	275%	189	-13%	8%	2%	-1%	0.4%	289	-5%	10%	53%	98%	95%
Home Office Total	3,307	3%	7%	15%	14%	13%	92	4%	-1%	-2%	7%	7%	362	-7%	-8%	-7%	-20%	-15%	454	-5%	-7%	-6%	-15%	-11%
Home Office	233	23%	43%	13%	4%	5%	156	-1%	-3%	28%	55%	58%	193	6%	21%	-21%	-11%	-4%	349	3%	10%	1%	18%	24%
Prisons	3,074	1%	4%	16%	15%	14%	87	3%	-2%	-6%	1%	1%	375	-7%	-9%	-6%	-21%	-16%	462	-5%	-8%	-6%	-17%	-13%
Inland Revenue	1,496	-	-1%	-1%	-1%	1%	109	-	-17%	7%	12%	18%	114	-	25%	4%	2%	-24%	223	-	5%	5%	6%	-4%
LOD	81	0%	0%	42%	50%	49%	148	0%	1%	-16%	13%	32%	154	-0.3%	7%	-26%	-30%	-35%	301	-0.2%	4%	-21%	-9%	-2%
ODPM Total	209	-0.04%	0.1%	9%	-7%	-9%	144	-6%	-5%	-10%	18%	25%	181	0%	-1%	-9%	13%	13%	325	-3%	-3%	-9%	15%	19%
ODPM	131	-	-	-	-25%	-17%	129	-	-	-	59%	32%	200	-	-	-	55%	31%	329	-	-	-	56%	31%
Government Offices	51	0%	0.5%	37%	37%	8%	99	-5%	-3%	-10%	-25%	42%	148	-3%	-19%	-36%	-53%	-31%	247	-4%	-13%	-25%	-42%	-2%
QEII Conference Centre	27	-0.3%	-0.3%	0%	0.03%	0.03%	299	-18%	-17%	-19%	-3%	1%	153	6%	31%	15%	12%	22%	452	-10%	-1%	-8%	2%	8%
ONS	70	3%	3%	2%	1%	6%	174	-1%	1%	-12%	-6%	-4%	220	-9%	-19%	-15%	-13%	-10%	394	-5%	-10%	-14%	-10%	-7%
Total Civil Departments	9,927	2%	3%	6%	7%	7%	106	1%	-1%	8%	15%	18%	229	-6%	-4%	-4%	-16%	-12%	335	-4%	-3%	-0.5%	-6%	-3%

Target E2	Floor Area		Electricity per m <sup>2</sup>		Fossil Fuels per m <sup>2</sup>		Total Energy per m <sup>2</sup>	
	Gross External Floor Area (2003/04) thousand m <sup>2</sup>	Percent change on 2003/04 2004/05	Energy per square metre (2003/04) kWh/m <sup>2</sup>	Percent change on 2003/04 2004/05	Energy per square metre (2003/04) kWh/m <sup>2</sup>	Percent change on 2003/04 2004/05	Energy per square metre (2003/04) kWh/m <sup>2</sup>	Percent change on 2003/04 2004/05
<b>MOD Total (c)</b>	68,908	-0.03%	30	-2%	77	5%	107	3%

- a Defra has collected and processed the data supplied by departments. Individual departments are responsible for their own data returns. Please also refer to the corresponding departmental footnotes
- b A negative change represents a reduction. A dash (-) represents no change due to figures being unavailable for the base year of 1999/00, therefore the year when figures first became available has been used as the base year against which to measure performance and has also been used to 'back-fill' previous years.
- c For MOD the building floor area is measured as Gross External Area, for the UK estate. Since the records are primarily based on those assets covered by resource accounting, the great majority of the leasehold estate is not covered. Only limited data is available on the Trading Funds estate so their figures may be understated. 2003/04 was the first year for which such data was available, therefore this has been used as the base year for the comparison of energy consumption per unit floor area.

## RESULTS VERSION 16/11/05

Table 3: Percent of Electricity From Bought-in or Self-generated Renewable Sources (not inc. CHP electricity)

Target E3 Department (a)	Percent Renewable Electricity (1999/00) (b, c)					Percent Renewable Electricity (2000/01) (b, c)					Percent Renewable Electricity (2001/02) (b, c)					Percent Renewable Electricity (2002/03) (b, c)					Percent Renewable Electricity (2003/04) (b, c)					Percent Renewable Electricity (2004/05) (b, c)				
	Total	Bought-in Renewable electricity	Self-generated			Total	Bought-in Renewable electricity	Self-generated			Total	Bought-in Renewable electricity	Self-generated			Total	Bought-in Renewable electricity	Self-generated			Total	Bought-in Renewable electricity	Self-generated			Total	Bought-in Renewable electricity	Self-generated		
			PV	Wind	other			PV	Wind	other			PV	Wind	other			PV	Wind	other			PV	Wind	other			PV	Wind	other
Cabinet Office	-	-	-	-	-	44%	44%	-	-	-	43%	43%	-	-	-	36%	36%	-	-	-	40%	40%	-	-	-	40%	40%	-	-	-
Customs and Excise	31%	31%	-	-	-	31%	31%	-	-	-	24%	24%	-	-	-	19%	19%	-	-	-	21%	21%	-	-	-	53%	53%	-	-	-
DCA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11%	11%	-	-	-	11%	11%	-	-	-
DCMS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	86%	86%	-	-	-
DIES	-	-	-	-	-	10%	10%	-	-	-	10%	10%	-	-	-	10%	10%	-	-	-	10%	10%	-	-	-	7%	7%	-	-	-
DEFRA Total	2%	2%	-	-	-	4%	4%	-	-	-	16%	16%	-	-	-	35%	35%	-	-	-	50%	50%	-	-	-	52%	52%	-	-	-
DEFRA	-	-	-	-	-	6%	6%	-	-	-	22%	22%	-	-	-	56%	56%	-	-	-	77%	77%	-	-	-	83%	83%	-	-	-
DEFRA Labs	-	-	-	-	-	-	-	-	-	-	13%	13%	-	-	-	29%	29%	-	-	-	32%	32%	-	-	-	31%	31%	-	-	-
Rural Payments Agency	17%	17%	-	-	-	17%	17%	-	-	-	17%	17%	-	-	-	17%	17%	-	-	-	77%	77%	-	-	-	77%	77%	-	-	-
DH Total	-	-	-	-	-	-	-	-	-	-	38%	38%	-	-	-	70%	70%	-	-	-	54%	54%	-	-	-	99%	99%	-	-	-
DH	-	-	-	-	-	-	-	-	-	-	38%	38%	-	-	-	69%	69%	-	-	-	52%	52%	-	-	-	100%	100%	-	-	-
NHS Purchasing and Supply Agency	-	-	-	-	-	-	-	-	-	-	44%	44%	-	-	-	100%	100%	-	-	-	100%	100%	-	-	-	85%	85%	-	-	-
DIID	44%	44%	-	-	-	44%	44%	-	-	-	44%	44%	-	-	-	44%	44%	-	-	-	62%	62%	-	-	-	94%	94%	-	-	-
DTI	-	-	-	-	-	14%	14%	-	-	-	16%	16%	-	-	-	19%	19%	-	-	-	35%	35%	0.03%	-	-	36%	36%	0.04%	-	-
DTT	53%	53%	-	-	-	53%	53%	-	-	-	53%	53%	-	-	-	53%	53%	-	-	-	59%	59%	-	-	-	71%	71%	-	-	-
DWP	0.2%	0.2%	-	-	-	5.7%	5.7%	-	-	-	19.8%	19.8%	-	-	-	21%	21%	-	-	-	33%	33%	-	-	-	60%	60%	-	-	-
ECGD	15%	15%	-	-	-	15%	15%	-	-	-	15%	15%	-	-	-	15%	15%	-	-	-	15%	15%	-	-	-	15%	15%	-	-	-
FCO	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20%	20%	-	-	-	43%	43%	-	-	-	41%	41%	-	-	-
FSA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100%	100%	-	-	-	100%	100%	-	-	-	100%	100%	-	-	-
Forestry Commission	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100%	100%	-	-	-	100%	100%	-	-	-
HMT	-	-	-	-	-	-	-	-	-	-	35%	35%	-	-	-	68%	68%	-	-	-	68%	68%	-	-	-	100%	100%	-	-	-
Home Office Total	-	-	-	-	-	1%	1%	-	-	-	8%	8%	-	-	-	16%	16%	-	-	-	16%	16%	-	-	-	17%	17%	-	-	-
Home Office	-	-	-	-	-	10%	10%	-	-	-	50%	50%	-	-	-	69%	69%	-	-	-	68%	68%	-	-	-	71%	71%	-	-	-
Prisons	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6%	6%	-	-	-	6%	6%	-	-	-	7%	7%	-	-	-
Inland Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7%	7%	-	-	-	7%	7%	-	-	-	42%	42%	-	-	-
LOD	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	45%	45%	-	-	-	53%	53%	-	-	-	44%	44%	-	-	-
ODPM Total	43%	43%	-	-	-	45%	45%	-	-	-	47%	47%	-	-	-	49%	49%	-	-	-	55%	55%	-	-	-	64%	64%	-	-	-
ODPM	76%	76%	-	-	-	76%	76%	-	-	-	76%	76%	-	-	-	76%	76%	-	-	-	75%	75%	-	-	-	96%	96%	-	-	-
Government Offices	-	-	-	-	-	-	-	-	-	-	11%	11%	-	-	-	28%	28%	-	-	-	63%	63%	-	-	-	56%	56%	-	-	-
QEH Conference Centre	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ONS	-	-	-	-	-	-	-	-	-	-	8%	8%	-	-	-	10%	10%	-	-	-	10%	10%	-	-	-	9%	9%	-	-	-
Sub-total Civil Departments	4%	4%	-	-	-	7%	7%	-	-	-	14%	14%	-	-	-	20%	20%	-	-	-	26%	26%	0.001%	-	-	41%	41%	0.001%	-	-
Army	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5%	5%	-	-	-	8%	8%	-	-	-
Army Overseas	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
PJHQ	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Civil	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
DLO	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.2%	0.2%	-	-	-	6%	6%	-	-	-	7%	7%	-	-	-
DPA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5%	5%	-	-	-	5%	5%	-	-	-	6%	6%	-	-	-
DERA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1%	1%	-	-	-	-	-	-	-	-
DSTL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6%	6%	-	-	-	6%	6%	-	-	-
Navy	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5%	5%	-	-	-	5%	5%	-	-	-
RAF	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub-total MOD Departments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.03%	0.03%	-	-	-	4%	4%	-	-	-	5%	5%	-	-	-
Total	2%	2%	-	-	-	2%	2%	-	-	-	5%	5%	-	-	-	8%	8%	-	-	-	12%	12%	0.0003%	-	-	19%	19%	0.0004%	-	-

a Defra has collected and processed the data supplied by departments. Individual departments are responsible for their own data returns. Please also refer to the corresponding departmental footnotes.

b A dash (-) represents zero

c Where figures are unavailable for the base year of 1999/00, the year when figures first became available has been used as the base year against which to measure performance and has also been used to 'back-fill' previous years. The grey shaded sections indicate where figures have been 'back-filled' - they are shaded up to the year when figures first became available.

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**Table 4: Percent of Electricity From Good Quality CHP**

<b>Target E4</b>	<b>Percent Electricity from CHP (b, c)</b>					
<b>Department (a)</b>	1999/00	2000/01	2001/02	2002/03	2003/04	2004/05
Cabinet Office	-	-	-	-	-	-
Customs and Excise	-	-	-	-	-	-
DCA	-	-	-	-	-	-
DCMS	-	-	-	-	-	-
DfES	-	-	-	-	-	-
DEFRA Total	-	7%	13%	13%	13%	13%
DEFRA	-	-	-	-	-	-
DEFRA Labs	-	13%	23%	22%	22%	21%
Rural Payments Agency	-	-	-	-	-	-
DH Total	-	-	-	-	-	-
DH	-	-	-	-	-	-
NHS Purchasing and Supply Agency	-	-	-	-	-	-
DfID	-	-	-	-	-	-
DTI	-	-	-	-	-	10%
DfT	-	-	-	-	-	-
DWP	-	-	-	-	-	-
ECGD	-	-	-	-	-	-
FCO	-	-	-	-	-	-
FSA	-	-	-	-	-	-
Forestry Commission	-	-	-	-	-	-
HMT	-	-	-	-	-	-
Home Office Total	-	-	-	-	-	0.01%
Home Office	-	-	-	-	-	-
Prisons	-	-	-	-	-	0.01%
Inland Revenue	-	-	-	-	-	-
LOD	-	-	-	-	-	-
ODPM Total	3%	4%	4%	4%	2%	2%
ODPM	6%	6%	6%	6%	3%	3%
Government Offices	-	-	-	-	-	-
QEI Conference Centre	-	-	-	-	-	-
ONS	-	-	-	-	-	-
<b>Sub-total Civil Departments</b>	<b>0.10%</b>	<b>0.47%</b>	<b>0.85%</b>	<b>0.71%</b>	<b>0.65%</b>	<b>0.86%</b>
Army	-	-	-	-	0.2%	0.1%
Army Overseas	-	-	-	-	8%	8%
PJHQ	-	-	-	-	-	-
Civil	-	-	-	-	-	-
DLO	-	-	-	-	-	-
DPA	-	-	-	-	-	-
DERA	-	-	-	-	-	-
DSTL	-	-	-	-	-	-
Navy	-	-	-	-	2%	4%
RAF	-	-	-	-	1%	1%
<b>Sub-total MOD Departments</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1.2%</b>	<b>1.2%</b>
<b>Total</b>	<b>0.03%</b>	<b>0.2%</b>	<b>0.3%</b>	<b>0.3%</b>	<b>1.0%</b>	<b>1.1%</b>

a Defra has collected and processed the data supplied by departments. Individual departments are responsible for their own data returns. Please also refer to the corresponding departmental footnotes.

b A dash (-) represents zero

c Where figures are unavailable for the base year of 1999/00, the year when figures first became available has been used as the base year against which to measure performance and has also been used to 'back-fill' previous years. The grey shaded sections indicate where figures have been 'back-filled' - they are shaded up to the year when figures first became available.

**These figures are supplemental and should not be used for any calculations regarding the Energy Targets. They are calculated with bought-in/grid renewables counted at 'zero carbon emissions' rather than using the 'standard grid factor' in Target E1.**

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Table 1c: Percent Change in Carbon with Bought-in/Grid Renewables Counted as 'Zero Carbon Emissions'

Target E1  Department (a, b)	Electricity						Fossil Fuels						Total					
	Weather Corrected Carbon Emissions (1999/00) thousand tC (c)	Percent change on 1999/00 (d)					Weather Corrected Carbon Emissions (1999/00) thousand tC (c)	Percent change on 1999/00 (d)					Weather Corrected Carbon Emissions (1999/00) thousand tC (c)	Percent change on 1999/00 (d)				
		2000/01	2001/02	2002/03	2003/04	2004/05		2000/01	2001/02	2002/03	2003/04	2004/05		2000/01	2001/02	2002/03	2003/04	2004/05
Cabinet Office	1.2	-45%	-39%	-13%	-28%	-22%	0.7	8%	24%	-17%	-29%	-7%	1.9	-26%	-16%	-15%	-28%	-17%
Customs and Excise	3.1	-	19%	75%	58%	1%	2.8	-	-10%	0.5%	-7%	-17%	5.9	-	5%	40%	27%	-7%
DCA	7.7	-3%	1%	-12%	5%	6%	5.4	-2%	-18%	1%	-4%	7%	13.1	-2%	-7%	-7%	1%	6%
DCMS	0.4	-	-	-	-3%	-83%	0.2	-	-	13%	79%	-	0.6	-	-	-	1%	-39%
DfES	2.4	-6%	-11%	-13%	-12%	-8%	0.6	1%	11%	-19%	-32%	-29%	2.9	-4%	-7%	-15%	-16%	-12%
DEFRA Total	6.4	3%	-9%	-28%	-44%	-44%	4.8	10%	29%	2%	-1%	-10%	11.2	6%	7%	-15%	-26%	-29%
DEFRA	1.9	2%	5%	-52%	-75%	-81%	1.3	7%	36%	-7%	-16%	-17%	3.2	4%	17%	-34%	-51%	-55%
DEFRA Labs	3.8	4%	-17%	-22%	-22%	-21%	3.2	12%	30%	6%	6%	-7%	7.0	8%	4%	-9%	-9%	-14%
Rural Payments Agency	0.7	-	-	-	-75%	-72%	0.4	-	-	-	-14%	-9%	1.1	-	-	-	-55%	-51%
DH Total	1.8	-4%	-42%	-72%	-55%	-99%	0.5	-19%	-27%	-20%	-29%	-	2.3	-7%	-39%	-61%	-48%	-84%
DH	1.7	-4%	-42%	-70%	-53%	-100%	0.4	-17%	-27%	-18%	-18%	-27%	2.1	-6%	-39%	-59%	-46%	-85%
NHS Purchasing and Supply Agency	0.1	-15%	-48%	-100%	-100%	-87%	0.05	-33%	-33%	-41%	-42%	-48%	0.1	-21%	-43%	-79%	-79%	-73%
DIID	0.3	-	-	-	-12%	-86%	0.2	-	-	-	43%	33%	0.5	-	-	-	7%	-45%
DTI	3.7	-8%	-18%	-5%	-35%	-47%	1.5	-10%	-15%	-24%	-50%	-49%	5.2	-9%	-18%	-11%	-40%	-47%
DIT	2.0	-	-	-	-7%	-25%	1.5	-	-	-	-2%	32%	3.5	-	-	-	-5%	-0.4%
DWP	26.9	-3%	-11%	3%	-2%	-42%	25.1	-9%	-6%	-10%	-15%	-10%	52.0	-6%	-8%	-3%	-8%	-26%
ECGD	0.2	-	-	-	-	-	0.01	-	-	-	-	-	0.2	-	-	-	-	-
FCO	2.1	17%	-2%	-15%	-37%	-32%	1.1	-24%	-13%	-15%	-11%	-13%	3.2	2%	-6%	-15%	-28%	-26%
FSA	0.4	-	-	-100%	-100%	-100%	0.1	-	-	-5%	0.1%	-14%	0.6	-	-	-78%	-80%	-80%
Forestry Commission	0.1	-	-	-	-100%	-100%	0.0	-	-	-	0%	0%	0.1	-	-	-	-100%	-100%
HMT	0.7	-31%	-35%	-1%	-54%	-100%	0.8	-47%	-39%	-36%	-63%	-62%	1.5	-39%	-37%	-20%	-59%	-80%
Home Office Total	36.5	5%	-2%	-4%	3%	0.4%	68.0	-6%	-5%	4%	-12%	-8%	104.6	-2%	-4%	1%	-7%	-5%
Home Office	4.3	9%	-31%	-55%	-48%	-52%	2.4	30%	70%	-7%	-4%	2%	6.8	17%	5%	-38%	-32%	-32%
Prisons	32.2	5%	2%	3%	10%	7%	65.6	-8%	-8%	4%	-12%	-6%	97.8	-4%	-5%	4%	-5%	-3%
Inland Revenue	19.6	-	-17%	-3%	2%	-31%	9.5	-	11%	4%	-5%	-31%	29.1	-	-8%	-3%	-0.3%	-31%
LOD	1.4	0%	1%	-34%	-21%	10%	0.6	-0.3%	7%	5%	5%	-3%	2.1	-0.1%	3%	-22%	-13%	6%
ODPM Total	2.0	-10%	-12%	-13%	-12%	-28%	2.0	-0.03%	-0.5%	-1%	5%	3%	4.0	-5%	-6%	-7%	-4%	-13%
ODPM	0.5	-	-	-	36%	-85%	1.4	-	-	16%	6%	-	1.8	-	-	-	21%	-15%
Government Offices	0.6	-5%	-13%	-12%	-62%	-32%	0.4	-3%	-19%	-12%	-36%	-25%	1.0	-4%	-16%	-12%	-52%	-30%
QeII Conference Centre	1.0	-19%	-17%	-19%	-3%	1%	0.2	5%	31%	15%	12%	23%	1.2	-14%	-6%	-13%	-0.5%	5%
ONS	1.5	2%	-4%	-19%	-14%	-7%	0.8	-6%	-17%	-14%	-12%	-4%	2.3	-1%	-9%	-17%	-14%	-6%
Sub-total Civil Departments	120.6	-0.1%	-8%	-4%	-4%	-23%	126.2	-6%	-3%	-1%	-12%	-10%	246.8	-3%	-6%	-3%	-8%	-16%
Army	65.9	-	0.1%	13%	-3%	-9%	101.1	-	10%	8%	16%	25%	167.0	-	6%	10%	9%	11%
Army Overseas	17.6	-	-3%	-13%	0.1%	-1%	34.0	-	-3%	1%	4%	-5%	51.6	-	3%	-4%	3%	-4%
PJHQ	23.2	-	-	-	-	-	23.9	-	-	-	-	-	47.0	-	-	-	-	-
Civil	4.8	-	-	137%	125%	114%	8.2	-	-	20%	-1%	19%	13.0	-	-	63%	45%	54%
DLO	28.7	-	-	2%	36%	34%	28.7	-	-	-11%	-38%	-2%	57.4	-	-	-4%	-1%	16%
DPA	3.6	-13%	-11%	-5%	-7%	-9%	0.9	3%	-2%	-4%	-2%	-7%	4.5	-10%	-9%	-5%	-6%	-8%
DERA(b)	22.4	16%	-	-	-	-	14.7	-1%	-	-	-	-	37.2	9%	-	-	-	-
DSTL(b)	9.2	-	-	-43%	-41%	-41%	6.1	-	-	-44%	-6%	-9%	15.3	-	-	-44%	-27%	-28%
Navy	16.9	-2%	-2%	-0.3%	-5%	-16%	22.5	-13%	-10%	-14%	-16%	-24%	39.4	-8%	7%	-8%	-11%	-21%
RAF	63.3	1%	-8%	-5%	-10%	-11%	77.6	-7%	-13%	-17%	-16%	-18%	141.0	-4%	-11%	-11%	-13%	-15%
Sub-total MOD Departments	246.5	1%	-8%	-3%	-4%	-7%	311.8	-3%	-4%	-7%	-6%	-1%	558.2	-1%	-6%	-5%	-5%	-4%
Total	367.0	1%	-8%	-3%	-4%	-12%	438.0	-4%	-4%	-5%	-7%	-4%	805.0	-2%	-6%	-4%	-6%	-8%

- a Defra has collected and processed the data supplied by departments. Individual departments are responsible for their own data returns. Please also refer to the corresponding departmental footnotes.
- b In 2001-02 what was then DERA lost a large proportion of its estate to the private sector (known as Qinetiq); therefore around 22 thousand tonnes of carbon were removed from the MoD estate as a result. If the percent change in carbon emissions for the MoD estate is considered without including these 22 thousand tonnes of carbon in the base year then the change in carbon emissions between 1999-00 and 2004-05 is -0.1% as opposed to the -4% indicated. Furthermore, this would change the figure for the entire government estate from -8% to -5.1%. The figures show DERA for 1999-00 to 2000-2001 and DSTL for 2001-02 onwards hence percentage change for DERA ends in 2000-01 and for DSTL starts in 2001-02. Note that the base year figure shown for DSTL is for 2001-02 and is therefore not actually included in the 1999-00 base year total since DERA is already counted and thus some double-counting would have occurred.
- c Unlike tables 1a and 1b, the carbon emissions reported here do not include emissions from green/renewable electricity so that energy from these sources is assigned a carbon emission factor of zero.
- d A negative change represents a reduction. A dash (-) represents no change due to figures being unavailable for the base year of 1999-00, therefore the year when figures first became available has been used as the base year against which to measure performance and has also been used to 'back-fill' previous years. This is with the exception of DERA and DSTL for which note (b) should be referred to.

**These figures are supplemental and should not be used for any calculations regarding the Energy Targets. They are calculated with bought-in/grid renewables counted as 'zero carbon emissions' rather than using the 'standard grid factor' in Target E1.**

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Table 1d: Carbon Emissions with Bought-in/Grid Renewables Counted as 'Zero Carbon Emissions'

Target E1	Electricity weather corrected carbon emissions (thousand tC) (c, d)						Fossil fuels weather corrected carbon emissions (thousand tC) (c, d)						Total weather corrected carbon emissions (thousand tC) (c, d)					
	1999/00	2000/01	2001/02	2002/03	2003/04	2004/05	1999/00	2000/01	2001/02	2002/03	2003/04	2004/05	1999/00	2000/01	2001/02	2002/03	2003/04	2004/05
Department (a, b)																		
Cabinet Office	1.2	0.7	0.7	1.0	0.9	0.9	0.7	0.7	0.8	0.6	0.5	0.5	1.9	1.4	1.6	1.6	1.4	1.6
Customs and Excise	3.1	3.1	3.7	5.5	5.0	3.2	2.8	2.8	2.5	2.8	2.5	2.3	5.9	5.9	6.2	8.2	7.5	5.5
DCA	7.7	7.5	7.8	6.8	8.1	8.2	5.4	5.3	4.4	5.5	5.2	5.8	13.1	12.8	12.2	12.3	13.3	14.0
DCMS	0.4	0.4	0.4	0.4	0.4	0.1	0.2	0.2	0.2	0.2	0.2	0.3	0.6	0.6	0.6	0.6	0.6	0.4
DIES	2.4	2.2	2.1	2.0	2.1	2.2	0.6	0.6	0.6	0.5	0.4	0.4	2.9	2.8	2.7	2.5	2.4	2.6
DEFRA Total	6.4	6.6	5.9	4.6	3.6	3.6	4.8	5.3	6.2	4.9	4.7	4.3	11.2	11.9	12.1	9.5	8.4	7.9
DEFRA	1.9	1.9	2.0	0.9	0.5	0.3	1.3	1.4	1.7	1.2	1.1	1.1	3.2	3.3	3.7	2.1	1.5	1.4
DEFRA Labs	3.8	4.0	3.2	3.0	3.0	3.0	3.2	3.6	4.1	3.3	3.3	3.0	7.0	7.5	7.3	6.3	6.3	6.0
Rural Payments Agency	0.7	0.7	0.7	0.7	0.2	0.2	0.4	0.4	0.4	0.4	0.3	0.3	1.1	1.1	1.1	1.1	0.5	0.5
DH Total	1.8	1.7	1.0	0.5	0.8	0.0	0.5	0.4	0.4	0.4	0.4	0.3	2.3	2.1	1.4	0.9	1.2	0.4
DH	1.7	1.6	1.0	0.5	0.8	0.0	0.4	0.4	0.3	0.4	0.4	0.3	2.1	2.0	1.3	0.9	1.2	0.3
NHS Purchasing and Supply Agency	0.1	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.1	0.1	0.1	0.0	0.0	0.0
DIID	0.3	0.3	0.3	0.3	0.3	0.0	0.2	0.2	0.2	0.2	0.3	0.2	0.5	0.5	0.5	0.5	0.5	0.3
DTI	3.7	3.4	3.0	3.5	2.4	2.0	1.5	1.3	1.2	1.1	0.7	0.7	5.2	4.7	4.2	4.6	3.1	2.7
DTT	2.0	2.0	2.0	2.0	1.8	1.5	1.5	1.5	1.5	1.5	1.5	2.0	3.5	3.5	3.5	3.5	3.3	3.5
DWP	26.9	26.0	23.9	27.7	26.5	15.6	25.1	22.8	23.7	22.5	21.3	22.7	52.0	48.8	47.6	50.2	47.7	38.3
ECGD	0.2	0.2	0.2	0.2	0.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.2	0.2	0.2	0.2	0.2	0.2
FCO	2.1	2.4	2.0	1.8	1.3	1.4	1.1	0.9	1.0	1.0	1.0	1.0	3.2	3.3	3.0	2.7	2.3	2.4
FSA	0.4	0.4	0.4	0.0	0.0	0.0	0.1	0.1	0.1	0.1	0.1	0.1	0.6	0.6	0.6	0.1	0.1	0.1
Forestry Commission	0.1	0.1	0.1	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.1	0.1	0.1	0.1	0.0	0.0
HMT	0.7	0.5	0.5	0.7	0.3	0.0	0.8	0.4	0.5	0.5	0.3	0.3	1.5	0.9	0.9	1.2	0.6	0.3
Home Office Total	36.5	38.4	35.7	34.9	37.5	36.6	68.0	63.7	64.6	70.5	59.9	62.8	104.6	102.1	100.3	105.4	97.4	99.5
Home Office	4.3	4.7	3.0	2.0	2.3	2.1	2.4	3.2	4.1	2.2	2.3	2.5	6.8	7.9	7.1	4.2	4.6	4.6
Prisons	32.2	33.6	32.7	33.0	35.2	34.6	65.6	60.6	60.4	68.2	57.5	60.4	97.8	94.2	93.2	101.2	92.8	94.9
Inland Revenue	19.6	19.6	16.2	19.1	20.0	13.5	9.5	9.5	10.6	9.2	9.0	6.6	29.1	29.1	26.8	28.3	29.0	20.0
LOD	1.4	1.4	1.4	1.0	1.1	1.6	0.6	0.6	0.7	0.7	0.7	0.5	2.1	2.1	2.1	1.8	1.8	2.2
ODPM Total	2.0	1.8	1.8	1.8	1.8	1.5	2.0	2.0	2.0	2.0	2.1	2.0	4.0	3.8	3.8	3.7	3.9	3.5
ODPM	0.5	0.5	0.5	0.5	0.6	0.1	1.4	1.4	1.4	1.4	1.6	1.5	1.8	1.8	1.8	1.8	2.2	1.5
Government Offices	0.6	0.6	0.5	0.5	0.2	0.4	0.4	0.4	0.3	0.3	0.3	0.3	1.0	1.0	0.8	0.9	0.5	0.7
QEII Conference Centre	1.0	0.8	0.8	0.8	0.9	1.0	0.2	0.2	0.3	0.2	0.2	0.3	1.2	1.0	1.1	1.0	1.2	1.2
ONS	1.5	1.5	1.4	1.2	1.3	1.4	0.9	0.8	0.7	0.7	0.7	0.7	2.3	2.1	1.9	2.0	2.1	2.1
Sub-total Civil Departments	120.6	120.5	110.8	115.2	115.4	93.3	126.2	119.1	121.6	124.7	111.5	114.1	246.8	239.8	232.6	239.8	226.9	207.4
Army	65.9	65.9	66.0	74.5	63.7	59.7	101.1	101.1	110.9	109.5	117.7	126.0	167.0	167.0	176.8	184.0	181.4	185.6
Army Overseas	17.6	17.6	17.2	15.3	17.6	17.5	34.0	34.0	32.9	34.2	35.5	32.2	51.6	51.6	50.1	49.5	53.1	49.7
PJHQ	23.2	23.2	23.2	23.2	23.2	23.2	23.9	23.9	23.9	23.9	23.9	23.9	47.0	47.0	47.0	47.0	47.0	47.0
Civil	4.8	4.8	4.8	11.3	10.7	10.2	8.2	8.2	8.2	9.9	8.1	9.8	13.0	13.0	13.0	21.3	18.9	20.1
DLO	28.7	28.7	28.7	29.4	39.0	38.4	28.7	28.7	28.7	25.6	17.7	28.2	57.4	57.4	57.4	55.0	56.7	66.6
DPA	3.6	3.1	3.2	3.4	3.3	3.3	0.9	1.0	0.9	0.9	0.9	0.9	4.5	4.1	4.1	4.3	4.3	4.2
DERA(b)	22.4	26.0	-	-	-	-	14.7	14.6	-	-	-	-	37.2	40.6	-	-	-	-
DSTL(b)	-	-	9.2	5.2	5.4	5.4	-	-	6.1	3.4	5.8	5.6	-	-	15.3	8.6	11.2	11.0
Navy	16.9	16.7	16.6	16.9	16.1	14.2	22.5	19.6	20.2	19.4	18.9	17.1	39.4	36.3	36.9	36.3	35.1	31.3
RAF	63.3	64.0	58.5	60.1	57.2	56.4	77.6	72.0	67.4	64.6	65.6	63.7	141.0	135.9	125.9	124.7	122.8	120.1
Sub-total MOD Departments	246.5	249.9	227.3	239.3	236.3	228.2	311.8	303.1	299.2	291.4	294.1	307.3	558.2	553.0	526.5	530.8	530.4	535.5
Total	367.0	370.4	338.1	354.5	351.7	321.5	438.0	422.2	421.0	416.1	405.6	421.4	805.0	792.8	759.1	770.6	757.3	742.9

- a Defra has collected and processed the data supplied by departments. Individual departments are responsible for their own data returns. Please also refer to the corresponding departmental footnotes.
- b In 2001-02 what was then DERA lost a large proportion of its estate to the private sector (known as Qinetiq); therefore around 22 thousand tonnes of carbon were removed from the MoD estate as a result. If the percent change in carbon emissions for the MoD estate is considered without including these 22 thousand tonnes of carbon in the base year then the change in carbon emissions between 1999-00 and 2004/05 is -0.1% as opposed to the -4% indicated. Furthermore, this would change the figure for the entire government estate from -8% to -5.1%. The figures show DERA for 1999-00 to 2000-2001 and DSTL for 2001-02 onwards hence percentage change for DERA ends in 2000-01 and for DSTL starts in 2001-02. Note that the base year figure shown for DSTL is for 2001-02 and is therefore not actually included in the 1999-00 base year total since DERA is already counted and thus some double-counting would have occurred.
- c Unlike tables 1a and 1b, the carbon emissions reported here do not include emissions from green/renewable electricity so that energy from these sources is assigned a carbon emission factor of zero.
- d Where figures are unavailable for the base year of 1999/00, the year when figures first became available has been used as the base year against which to measure performance and has also been used to 'back-fill' previous years. This is with the exception of DERA and DSTL for which note b should be referred to.

## Appendix 4: Notes to Energy Figures for Part E (supplied by BRE)

### Department Footnotes 2004-05

#### *Civil Estate*

**Cabinet Office - none**

#### **Customs and Excise**

- The gas consumption figure for 2004-05 is low due to the provision of poor quality data.

#### **Dept Constitutional Affairs (Lord Chancellors Department)**

#### **Department of Culture, Media and Sport**

- 2002-03 is the base year for DCMS since previous data is believed to be inaccurate.

#### **Department for Education and Skills**

- Floor area for 2004-05 includes 2,207 m<sup>2</sup> of space used by a private contractor.

#### **Department for Environment, Food and Rural Affairs**

- It should be noted that Defra's Consumption during 2000-01 was affected by extended working hours and additional temporary buildings (portacabins) at a number of sites, to deal with livestock disease emergencies (firstly swine fever and then foot and mouth disease). The effects of the foot and mouth epidemic continued to affect consumption in 2001-02.
- Only sites where Defra is either the major or sole occupier have been included. Three buildings on the Main Defra Estate (amounting to less than 1% of the total energy consumption) have been excluded as energy is included in the rent paid.

#### **Department for Environment, Food and Rural Affairs Labs**

- It should be noted that Defra's Consumption during 2000-01 was affected by extended working hours and additional temporary buildings (portacabins) at a number of sites, to deal with livestock disease emergencies (firstly swine fever and then foot and mouth disease). The effects of the foot and mouth epidemic continued to affect consumption in 2001-02.

#### **RPA**

- The Rural Payments Agency was created in 2001-02 from the Intervention Board (a non-departmental body) plus some ex-MAFF functions as an Executive Agency of Defra. As full year data is not available for 2001-02 the base year used is 2002-03 for this agency. All other Defra Executive Agencies are included within the Laboratory Estate. The size of the Rural Payments Agency Estate increased in 2004-05 by the inclusion of the BCMS sites which were transferred from Core Defra.

#### **Department of Health**

- In 04-05 DH now only report on main buildings in central London since the NHS Pensions Agency became a Special Health Authority on 1<sup>st</sup> April 2004 and therefore it's buildings are no longer part of the estate. Hence the decrease in floor area.
- There has been an increase in energy consumption per m<sup>2</sup> mainly due to work to rationalise the London estate which entailed a lot of refurbishment work taking place out of hours. In addition occupancy levels in the main buildings have increased. The refurbishment work has led to the opportunity to install PIR lighting systems and renew air conditioning units which should improve future efficiency.

#### **NHS PASA**

- The gas consumption figures for previous years have been slightly revised as a result of a new conversion methodology being used to convert the supplier's units to kWh.

**Department for International Development**

- The DFID base year has been set to 2002-03 since at the end of 2001 the majority of their staff moved into new premises with very different building characteristics and energy consumption profiles.

**Department for Trade and Industry**

- One of DTI's agencies has in fact lost a number of small buildings. Reporting by one agency has not been completed in the same way they did not report accurately last year. One of the other agencies has found that data collection has been a little difficult and the quality of the data from this agency is inconsistent.

**Department for Transport**

- 2002-03 was the first year of reporting for the DfT, therefore this has been used as their base year.
- The DVLA has recently built a CHP plant on one of its sites, however, the plant was only fully operational for 3 months in 04-05 and data is therefore not yet available to enable meaningful reporting this year.
- The figures provided do not represent the total DfT estate – some parts of the estate have been omitted due to problems obtaining data where DfT are minor occupiers or lease parts of a building.
- The floor area from 2003-04 has been revised following the provision of more accurate data from some executive agencies. Furthermore, 2004-05 figures are subject to change once final verification has taken place.
- The increase in energy use compared to floor area is a result of longer opening hours at a number of Driving Test Centres, CHP plant resulting in an increase in gas consumption, more accurate information and more staff at some sites.

**Department for Work and Pensions**

- The fossil fuel figures for 1999-00 and 2000-01 have been revised.

**ECGD**

- The consumption figure for gas is only for one site (approximately 2,100m<sup>2</sup>, hence the low fossil fuel per m<sup>2</sup>). The electricity data is based on pro-rata figure for the proportion of a building ECGD occupy – this is therefore an estimate.
- As this is the first year of reporting, ECGD have used 2004-05 as their base year.

**Foreign and Commonwealth Office**

- Data for Wilton Park Agency is not included in the 1999-00 data; however, it is included in all years from 2000-01.
- Although electricity consumption is slightly higher than last year mainly due to increased IT, fossil fuel consumption has been reduced – this is despite dealing with crises such as the Asian Tsunami which necessitated emergency working in the UK.

**Food Standards Agency**

- The Food Standards Agency first occupied their own building in 2001-02. This has therefore been used as their base year.

**Forestry Commission**

- The Forestry Commission moved into permanent accommodation for the first time in 2002-03; therefore, this has been used as their base year.

**Her Majesty's Treasury**

- HMT was substantially refurbished in 2002 and therefore the comparative figures and the base year are not a true reflection over the period. Years 03-04 & 04-05 are the only years where the figures can be directly compared.

**Home Office**



- Refurbishment works during 2003-04 and 2004-05 have now been completed and fluctuations in consumption are, in part, due to full year occupation levels in this reporting period, compared to last year.
- Last year's (2003-04) oil consumption has been amended due to more accurate data being available.
- In 2004-05 a number of sites were removed from the Home Office estate, and other sites were added. Whilst the overall floor area of the estate shows only a very small increase, this masks the fact that differences in the type of accommodation and functions therein as compared to some of the previous sites contribute to variances in consumption level.

#### **Inland Revenue**

- The Inland Revenue base year is 2000-01 due to inaccuracies in the data reported in 1999-00.
- Inland Revenue use some heat from waste incineration; however, the figures for 2004-05 were not available in time for this publication therefore the figures for last year have been used as a replacement.
- It has not been possible for Inland Revenue to provide a complete set of figures for 2004-05 in time for publication, however the outstanding figures only account for approximately 1.5% of their total consumption.

#### **Law Officers' Departments**

- The Law Officers' Departments comprises the CPS, the Legal Secretariat to the Law Officers (LSLO), the Serious Fraud Office and the Treasury Solicitors. The CPS and LSLO both reported for the first time in 2000-01, therefore this is used as their base year. The Serious Fraud Office, however, has used 2001-02 as their base year due to problems with the data for previous years. Therefore any changes up to 2000-01 reflect changes in the Treasury Solicitor's figures only.
- The main reason for the increase in electricity consumption per unit floor area for CPS is that floor area for one site was previously over-estimated and this has now been corrected. In addition to this, there are more staff in the building than in previous years.

#### **ODPM**

- 2002-03 was the first year of reporting for the Office of the Deputy Prime Minister, therefore this has been used as their base year. Although the QEII Conference Centre is an agency of ODPM, this has been reported separately. In addition, although the 9 Government Offices came under ODPM as of 2002-03, these have also been reported separately.
- ODPM have two CHP plants; however, for one of these plants (Eland House) this is the first year that consumption has been reported. For the other plant (Ashdown House), consumption has been reported for all years.
- The decrease in floor area in 2004-05 is due to the loss of the Rent Panel sites from the ODPM Estate.

#### **Government Offices**

- The 9 regional Government Offices are reported as a separate entity. They currently reside under ODPM, but in the past have been split between different departments and moved between different departments. Where Government Offices were reported under different departments in the past, their figures have been removed from those departments to avoid double-counting (i.e. DTI and Cabinet Office).
- In 2004-05 a couple of the Government Offices moved into different buildings of different sizes resulting in an overall decrease in floor area. The increase in energy consumption in 2004-05 is due to one particular property having severe technical problems with their heating and cooling systems resulting in excess energy consumption.

#### **QEII Conference Centre**

- QEIIICC: Energy consumption at the QEII Conference Centre increased in 2004-05 as a direct result of increased business use.

#### **Office of National Statistics**

- For the first time the return includes figures from the Family Records Centre (figures previously unavailable from landlord) hence slight increase. Should also note that there was an increase in occupancy numbers in 04-05.

**Prisons - none**

## **Ministry Of Defence**

### **Army**

- The financial year 2001-02 is the baseline for the Army and this figure has been applied retrospectively to financial years 1999/00 and 2000/01, but with emissions from 2 sites of the Joint Helicopter Command (Odiham and Benson) removed from the financial years 1999-00 and 2000-01. This therefore takes into account the fact that these 2 sites were transferred from the RAF to the Army in April 2001. Actual figures for these 2 sites have been used since they were recorded by the RAF prior to their transfer, hence the Army retrospective figure is not the same across the first 3 years. This figure is for UK Army only. It is not possible to directly compare 2001-02 with previous years to demonstrate carbon emissions and consumption targets due to the number of changes in the TLB estates.
- Revisions have been made to the consumption data for 2002-03 and 2003-04.

### **Army Overseas**

- 2000-01 is the base year for Army Overseas.
- Revisions have been made to the consumption data for 2002-03 and 2003-04.
- Figures for CHP in Germany for 2003-04 are now available and have now been included.
- Energy generated from landfill gas in Germany has been assigned an emission factor of zero for consistency with the UK figures.
- One of the CHP plants is new and had only been operating for the last month of the reporting period. As a consequence of this being a new plant, it was necessary to estimate the amount of input fuel and output power using the available data on output heat and rated efficiency and outputs of the plant.

### **Army PJHQ**

- As 2004-05 is the first year of reporting for PJHQ, this has been used as their base year.

### **Central/Civil**

- The MoD civil estate set its base year as 2001-02.
- The figures for 2003-04 have been revised due to the availability of more accurate data.
- The rise in gas use in 2004-05 is due to increased working hours to cover operational needs.

### **Defence Logistics Organisation**

- The Defence Logistics Organisation have produced consistent data since 2001-02. It was not possible for them to produce consistent data prior to this, therefore 2001-02 has been used as their base year.
- The figures for DLO constitute approximately 99% of the total estate and include areas of the estate that they were unable to fully report in 03-04.
- Overall there was a small decrease in electricity consumption due to improvements in energy efficiency and estate rationalisation; however, there were increases in electricity consumption at some individual sites.
- The increase in fossil fuel consumption was due to one site being able to report gas consumption for the first time, previous inaccurate reporting of gas oil, one site being able to report gas oil consumption for the first time and under reporting of LPG in 03-04.

### **Defence Procurement Agency - none**

### **DSTL - none**

### **Navy**

- HMS DRYAD transferred from Royal Navy to Defence Estates on 1<sup>st</sup> January 2005 therefore consumption from 1<sup>st</sup> April 2004 to 31<sup>st</sup> December 2004 is included in the Navy figures. Consumption from 1<sup>st</sup> January 2005 to 31<sup>st</sup> March 2005 is included in the Central/Defence Estates figures.

- JSU Northwood was transferred from Royal Navy to Army on 1<sup>st</sup> April 2004 and therefore is no longer included in the Navy figures.
- An ongoing programme of 'de-centralisation' has meant that where significant new build is taking place, inefficient district heating systems are replaced by more efficient localised systems which can be isolated when troops deploy. This has resulted in a reduction in fossil fuel consumption.
- The Royal Navy has been conducting a comprehensive audit programme of sites to improve efficiency. This, combined with the work being undertaken with the assistance of the Carbon Trust, has resulted in improvements in many areas. Furthermore, the Navy have produced a new Utility Management Policy which has high-level endorsement and significantly raised the profile of utilities management across the Navy.

#### **RAF**

- Two sites of the Joint Helicopter Command (Odiham and Benson) were transferred from the RAF to the Army in April 2001.
- CHP output and carbon emission figures were explicitly included for the first time in the 2003-04 figures. In previous years the gas input into the CHP plants have been included in the total gas consumption figures; however, it has not been possible to back-date the CHP output figures. It should also be noted that there is a degree of uncertainty in the CHP output figures reported.
- Due to the size and nature of the RAF, a number of the small sites have not been reported due to the disproportionate resource required to do so. These sites account for <1% of the RAF total.

## Appendix 5: Waste Minimisation and Recycling Schemes

### Waste Recycling Schemes – Coverage Across the Government Estate

Department	Offices		Non-offices
	% offices covered by recycling schemes	% office staff covered by recycling schemes	% non-office sites covered by recycling schemes
CO	100	100	100
DCA	84	84	6
DCMS	100	100 <sup>(1)</sup>	NK
Defra	100 <sup>(2)</sup>	100 <sup>(2)</sup>	100
DfES	100	100	n/a
DFID	100	100	n/a
DfT	66	80	NK
DH	100 <sup>(3)</sup>	100	100
DTI	100 <sup>(4)</sup>	100 <sup>(5)</sup>	100 <sup>(6)</sup>
DWP	100	100	n/a
ECGD	Data not provided by submission deadline		
FCO	100	100	100
HMCE	100 <sup>(7)</sup>	100 <sup>(7)</sup>	NK
HMT	100	100	n/a
HO	100	100	50
IR	100 <sup>(8)</sup>	100 <sup>(8)</sup>	n/a
LOD	100	100	n/a
MoD	n/a <sup>(9)</sup>	n/a <sup>(9)</sup>	Majority
ODPM	100 <sup>(10)</sup>	100 <sup>(10)</sup>	100
ONS	99	99	100

**Key:**

NK Data not known / inaccurate / incomplete / not provided  
n/a Not applicable

**Notes:**

- 1 DCMS - excludes RPA
- 2 Defra - based on data for 82 sites
- 3 DH - based on data for DH main offices and Agencies
- 4 DTI - based on PO and Billingham
- 5 DTI - based on PO, Billingham and CH
- 6 DTI - based on PO only
- 7 HMCE - Relates to confidential and restricted paper waste
- 8 IR - relates to confidential waste
- 9 MoD - estate classified as mixed
- 10 ODPM - data not known for two sites

## Waste Minimisation Schemes - Coverage Across the Government Estate

Department	Offices	Non-offices
	% offices covered by waste minimisation schemes	% non-offices covered by waste minimisation schemes
CO	100	100
DCA	NK	NK
DCMS	100 <sup>(1)</sup>	NK
Defra	89	94
DfES	100	n/a
DFID	100	n/a
DfT	61	NK
DH	100	0
DTI	100 <sup>(2)</sup>	100
DWP	100	n/a
ECGD	Data not provided by submission deadline	
FCO	100	100
HMCE	100	NK
HMT	100	n/a
HO	100	50
IR	100	n/a
LOD	100 <sup>(3)</sup>	n/a
MoD	n/a <sup>(4)</sup>	Majority
ODPM	100	100
ONS	100	100

### Key:

NK

Data not known / inaccurate / incomplete / not provided

n/a

Not applicable

### Notes:

1

DCMS - based on RPA only

2

DTI - for Billingham and Insolvency Service only

3

LOD - based on 100% for CPS and SFO (0 for TS and LS)

4

MoD - estate classified as mixed

## Appendix 6: Discretionary Section for Procurement

Over the previous SDiG reporting years, Departments have been asked a series of questions on procurement in the absence of any published Framework targets. Part F of the Framework, which was published in October 2004, does not require the same level of detail as in previous years.

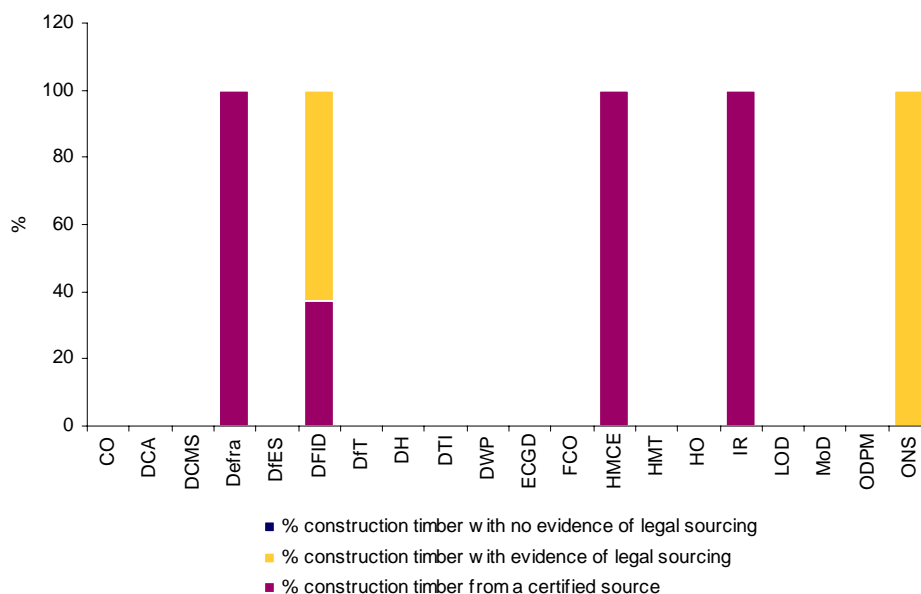
However, some of the detailed information requested in previous years was requested again in the current year (on a purely discretionary basis) to gain a deeper understanding of performance assuming that appropriate data systems were still likely to be in place. The questions are based around procurement of products that would meet the Defra *'Quick Wins'* targets, and are outlined on the [OGC Buying Solutions website](#). Examples of the information provided are given below.

### Timber

In this section, Departments were asked to specify the total spend on timber products (split between construction timber and manufactured timber products where available) and a breakdown of how much of this related to products from a certified source.

#### Construction timber

**Figure F (DS) (a): Source of Construction Timber Purchased, 2004-05**



During 2004-05, 11 Departments did not provide or were unable to provide data on their construction timber spend. HMT reported zero spend. Of the remaining seven Departments, two reported spend for only part of their estate (DTI, based on Patent Office only, and HO, based on HMPS only).

The remaining five Departments reported a total spend of £1.6m. This includes an estimated figure from HMCE. Of this, £1.52m (95%) was certified by a recognised standard such as Forest

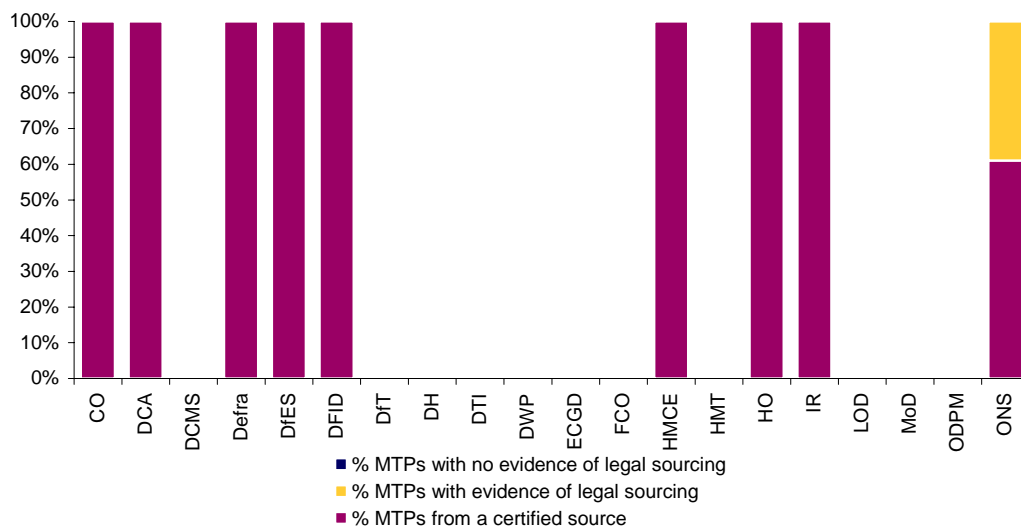
Stewardship Council or UK Woodland Assurance Scheme. The remaining £82,110 (5%) came from a non certified source but that had evidence of sustainable and legal sourcing.

Figure F (DS) (a) summarises the source of construction timber purchased in 2004-05 for the five Departments that submitted complete data. All timber came from either a certified source or from a source with evidence of legal sourcing.

This represents an improvement over last year, when 71% of the spend on construction timber came from either a sustainable source or from a source with evidence of sustainable and legal sourcing but not certified. (However, the data submitted last year was based on figures from more Departments).

### Manufactured Timber Products (MTP)

**Figure F (DS) (b): Source of Manufactured Timber Purchased, 2004-05**



Data collection for MTPs was more complete – only eight Departments did not supply, or were unable to quantify their data, and one Department (LOD) reported data for only part of its estate.<sup>(50)</sup> The remaining 10 Departments provided data and reported a total spend on MTPs of £8.1m. This includes an estimated total from CO. Overall, 96% of this came from certified sources and the remaining 4% was not certified but had evidence of sustainable and legal sourcing.

Figure F (DS) (b) summarises the source of MTPs purchased in 2004-05 for nine Departments that submitted complete data. (The DTI is not included because although it reported that 70% of its MTPs came from a certified source, it did not provide details of the source for the remaining 30%).

The data shows that eight Departments (CO, DCA<sup>(51)</sup>, Defra, DfES, DFID, HMCE, HO and IR) are sourcing 100% of their MTPs from a certified source or from a source with evidence of legal

<sup>50</sup> We understand that LOD amended its return after the submission deadline in respect of manufactured timber products. In the amendment, LOD disclosed that its total amount spent was not £769,845 as originally reported for CPS, but £850,000. LOD also reported that of this, approximately £425,000 was spent on certified products – desking. The balance was spent on storage and heating, but no breakdown of the amounts, or information on whether these amounts were spent on certified or non-certified manufactured timber, are provided.

<sup>51</sup> In 2004-05, DCA assumed that all its MTPs purchased in the year (furniture) come from certified sources as its supplier uses timber from certified sources.

sourcing. This represents an improvement from last year, when seven Departments (although different Departments – HMCE, DCMS, DfES, DFID, ECGD, LOD and ODPM) reported that 100% of their MTPs came from a recognised certified source.

### *Timber*

Two Departments (DfT and FCO) could not provide a breakdown of timber products purchased between construction timber and MTPs, but could provide a total figure for the amount spent on timber – which was a combined total of £3,144,713. Of this, in total, 99% came from a certified source, 0.3% came from a source with evidence of legal sourcing and the remainder was unaccounted for (by FCO).<sup>(52)</sup>

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<sup>52</sup> Both Departments sourced 99% timber from a certified source. DfT Sourced 1% from a source with evidence of sustainable and legal sourcing; FCO did not report the source of its remaining 1%.

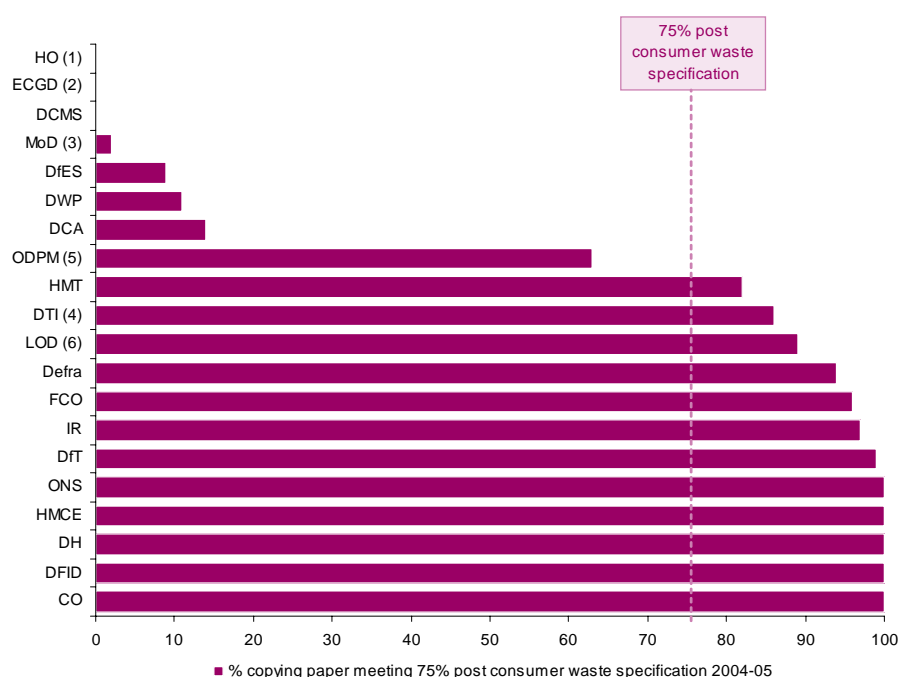


## Paper / Paper Products

The discretionary part of the 2004-05 questionnaire asked Departments to provide data around the total spend and the recycled content on three types of paper – copying paper, printed publications and kitchen and toilet tissue.

### Copying paper

**Figure F (DS) (c): Departmental Use of Copying Paper - % Meeting 75% Post-Consumer Waste Specification**



#### Notes

- 1 HO states there is no paper of this type on the market - it uses paper which is 80% recycled and has an undefined post-consumer waste content
- 2 ECGD - Data not received by submission deadline
- 3 MoD - paper contract due for renewal 2007
- 4 DTI - Based on data from DTI HQ, Patent Office, Billingham and Companies House
- 5 ODPM - data not known for three sites
- 6 LOD - based on CPS data only

The Procurement section of the Framework highlights that following an announcement by Ministers all central Government Departments must apply minimum environmental standards in new contracts by 1<sup>st</sup> November 2003, when purchasing certain types of product, which cover aspects such as energy efficiency, recycled content and biodegradability.

A set of environmental “Quick Wins” (see General Procurement Policies and Procedures section, below, for more detail) were identified by the Sustainable Procurement Group (SPG) to assist Departments in achieving these standards. OGC Buying.Solutions has published *‘Quick Wins’* products and services included in its Framework agreements, on its website. Copying paper is one these - Central Government should meet 100% recycled content with a minimum of

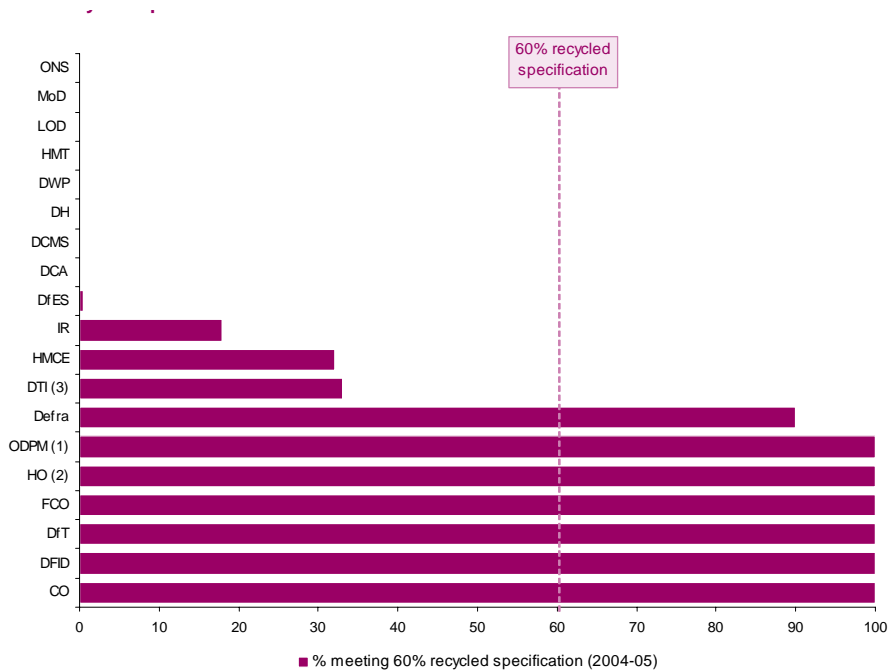
75% post consumer waste. Figure F (DS) (c), highlights the Departments that have achieved the post consumer waste specification.

The 18 Departments that reported data used over 5.7million reams of paper.<sup>(53)</sup>

The data shows large variations between Departments. In nine Departments, over 90% of the copying paper meets the 75% post consumer waste specification. In four further Departments, over 60% of the copying paper purchased meets the specification. Yet, in four of the Departments (DCA, DWP, DfES, MoD), less than 15% of the copying paper met the specification. DCMS did not provide data but stated that both DCMS and the RPA meet or exceed the requirements. HO did not provide data as it disputed the specification.

Printed publications

Figure F (DS) (d): Departmental Use of Paper for Printed Publications - % Meeting 60% Recycled Specification



- Notes
- 1 ODPM - based on data from 2 sites
  - 2 HO - based on HMPS only
  - 3 DTI - based on PO only

Paper for printed publications should have 60% recycled fibre content, of which 75% is post-consumer waste, according to the “Quick Wins” criteria listed on the [OGC Buying Solutions website](#).

Figure F (DS) (d) shows individual Departmental progress towards this specification. Thirteen Departments provided data for 2004-05, and together they used over 16,841 tonnes of printed paper. Six Departments (CO, DFID, DfT, FCO, HO [HMPS only] and ODPM) met the recycled specification for 100% of their printed publications. Defra reported that 90% of its printed paper

<sup>53</sup> This excludes ONS, which reported data in kgs but was unable to provide details of the number of reams.

met the specification. Three Departments are showing progress and the remaining Departments either did not use this type of paper for printed publications (DCA, MoD, ONS), provided inadequate data (DTI) or did not provide figures (DCMS, DH, DWP, HMT, LOD).

*Kitchen and toilet tissue*

**Figure F (DS) (e): Percentage of Kitchen and Toilet Tissue Meeting 100% Recycled Specification**

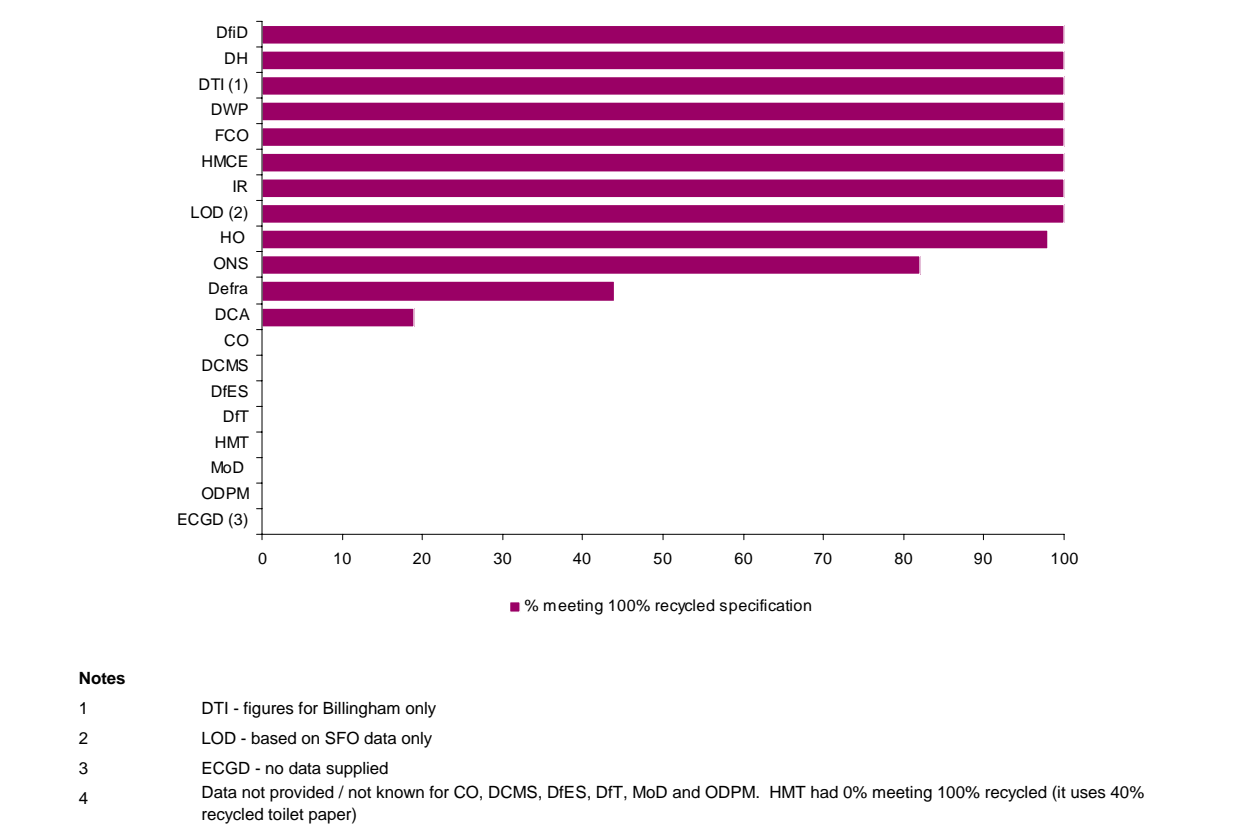


Figure F (DS) (e), shows how the Departments performed in respect of meeting the requirement for kitchen and toilet tissue to be 100% recycled. It shows a variable picture.

Of the 13 Departments that provided data (the same number as last year), eight Departments met the 100% recycled content standard (DFID, DH, DTI [based on Billingham only], DWP, FCO, HMCE, IR and LOD) for all of the kitchen and toilet tissue purchased. This compares with five Departments last year (HMCE, DfES, DFID, FCO and HO). This year, HO met the recycled content target for 98% of its kitchen and toilet tissue, therefore was very close to meeting the target. DCA, Defra and ONS met the 100% recycled specification for part of their purchases of kitchen and toilet tissue. In addition, three Departments (DCA, Defra, HMT) purchased kitchen or toilet tissue that had some recycled content, but not 100%. The remaining Departments did not provide sufficient date to comment on the amount purchased that met the 100% recycled specification.

## Energy Efficient Electrical Products

Departments were asked a series of questions around energy labelling, and the procurement of energy efficient products.

**Figure F (DS) (f): Energy Labelling Schemes, 2004-05**

Department	Use mandatory EU energy labelling scheme for electrical products as decision aid for procurement?	Grade of energy efficiency required	If EU scheme not used, is an alternative energy labelling schemes used?
	Indicative Only (Targets are not included in the Framework)		
CO	☹️	A, B, C	☹️ <sup>(1)</sup>
DCA	😊	A, B	n/a
DCMS	😊	A, B, C, D, E, F, G	n/a
Defra	😊	A, B	n/a
DfES	😊	A, B, C, D, E, F, G	n/a
DFID	😊	A	n/a
DfT	😊	A, B	n/a
DH	☹️	A	☹️
DTI	😊	A	n/a
DWP	NK	NK	NK
ECGD	Data not received by submission deadline		
FCO	😊	A, B	n/a
HMCE	😊	A	n/a
HMT	NK	NK	n/a
HO	☹️	NK	☹️
IR	😊	A	n/a
LOD	😊	A, B	n/a
MoD	NK	NK	NK
ODPM	😊	A	n/a
ONS	☹️	NK	NK

Key



Yes



No

n/a

Not applicable

NK

Data not known / inaccurate / incomplete / not provided

Notes

1

CO - Purchasing of fridges, microwaves and dishwashers negligible. Total FM Provider encouraged to use EU energy labelling scheme where practicable

As part of its Energy White Paper, the Government announced in February 2003 that for certain product types where energy manufacture and energy use is well understood in procurement terms (e.g. computers, televisions, light bulbs) it would only procure those with specified energy efficient criteria, while also delivering value for money.

Figure F (DS) (f) summarises Departmental performance in respect of energy efficiency procurement.

This shows that of the 16 Departments that answered the question, 12 use the mandatory EU energy labelling scheme for electrical products as a decision aid for procurement.<sup>(54)</sup> Three of the four Departments that did not use this scheme did not use an alternative scheme. ONS did not comment on whether an alternative scheme was used. Explanations provided were:

- CO** The purchasing of fridges, microwaves and dishwashers is negligible. CO will encourage its Total Facilities Management Provider to use the mandatory EU energy labelling scheme as a decision aid for procurement, where reasonably practical to do so.
- DH** Main DH: Primary consideration is for what is available that will fit in the space available (e.g. fridges). Training/awareness programme is now being prepared that will emphasise the need to take full account of energy efficiency issues.
- HO** The majority of white goods are purchased via OGC BS contracts where energy labelling is considered.
- ONS** Environmental requirements are included in IT and non-IT specifications. A large proportion of its electrical equipment purchased by its Procurement Unit is acquired via OGC collaborative agreements such as OGC Buying Solutions.

## Food and Catering Services

The Sustainable Food Procurement Initiative was launched by the Government in August 2003 in order to help the public sector

*“promote public procurement of food that supports delivery of the Government’s Sustainable Farming and Food Strategy for England.”<sup>(55)</sup>*

The objective is to encourage the public sector to procure food sustainably, and to increase the opportunities for small and local suppliers to compete for public sector food and catering contracts. As part of this initiative, Departments are required to produce a food procurement action plan. Each Department is also responsible for publishing its action plan and for reporting on progress. The target date for developing these action plans was 2<sup>nd</sup> June 2003.

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<sup>54</sup> Defra has provided a leaflet explaining this scheme at the website below. Energy efficiency grades are A (more efficient) to G (less efficient).  
<http://www.defra.gov.uk/environment/consumerprod/energylabels/>

<sup>55</sup> Page 2, Defra Publication, Unlocking Opportunities: Lifting the Lid on Public Sector Food Procurement - see  
<http://www.defra.gov.uk/farm/sustain/procurement/pdf/GF%20Leaflet.pdf>

**In line with 2003-04, only three Departments (DH, MoD and ONS) reported that they had posted their food procurement action plan on their Departmental website.**

The majority of Departments did submit examples of how they are implementing their food procurement action plans (see boxes below for illustrative examples). CO states that actions have not been taken forward to implement the food procurement action plan due to resources required and concern over whether it is both appropriate and proportionate for the CO to implement the action plan (although it does encourage its catering contractors to use, whenever competitively possible, fair-trade products, locally-produced goods and healthy eating options).

#### **Defra – activities of the Food Procurement Unit**

The Food Procurement Unit has undertaken a number of key initiatives to implement the food procurement initiative throughout Defra and the Public Sector:

- Introduction of 'Fair Trade' hot and cold beverages throughout its estates, including hospitality
- Trialling of a caterer restaurant. There is an Action Plan process in place at the Defra sites in York and Crewe. These will be reviewed in order to assess the viability of rollout across all sites
- Defra's Procurement and Contracts Division has produced a Catering Services Food Procurement Toolkit, which is now available via the Defra web site to all Public Sector operations to use as both a practical and advice guide for the acquisition and management of catering services
- Use of the Toolkit ensures that catering contracts are negotiated within the guidelines of the Public Sector Food Procurement Initiative.

### **DWP – coordination and promotion**

DWP meet regularly with estates partners and catering suppliers to deliver aims of action plan, raise awareness and concentrate on a different subject each month. DWP have introduced 'Fair Trade' tea and coffee for hospitality and 'coffee carts' in suitable HQ buildings. Also promote 'Healthy Way' menus offering healthy choices across all catering outlets and promote organic produce where possible.

### **FCO – working with local suppliers**

FCO stock and promote 'Fair Trade' produce and try to work with local suppliers. All tea and coffee used for meetings is 'Fair Trade'. Implementation of other recommendations such as organic produce has been judged disproportionately expensive for their relatively small catering contract, but they are investigating purchase through an OGC or other large Departmental contract. Wilton Park Agency has a long-established network of local suppliers and already has in place the majority of recommendations.

### **ONS – providing choice**

The catering contract is managed by its Facilities Management (FM) contractor. Organic produce is supplied where there is demand and cost is similar. ONS promotes the benefits of healthy eating and provide menu options. Local suppliers supply at all of their sites and the FM contractor are required to treat suppliers fairly. Fair Trade goods have been promoted at ONS sites but only sold if there is demand. Food hygiene standards are set and audited. Ethnic options are available and wastage rates of around 2% are low by industry standards.

## General Procurement Policies and Procedures

Figure F (DS) (g): Summary for General Procurement Questions

Department	Purchase of goods and services meet standards of 2003 Quick Wins and successor documents?	Are environmental risk assessments incorporated into procurement processes?	Follow best / recommended practice set out in Joint Note on Environmental Issues in Purchasing?	In respect of sustainable procurement activity, does your Department:			
				Collect data	Monitor performance	Evaluate performance	Report performance
				Indicative Only (Targets are not included in the Framework)			
CO	☺	Y - all process	☺	☹	☺	☹	☺
DCA	☺	NA <sup>(3)</sup>	☺	☺ <sup>(6)</sup>	☺ <sup>(6)</sup>	☺ <sup>(6)</sup>	☺ <sup>(6)</sup>
DCMS <sup>(1)</sup>	☺	Y - 50% or more processes	☺	☺	☺	NK	NK
Defra	☺	☹ <sup>(4)</sup>	☺	☹	☹	☹	☹
DfES	NK	Y - less than 50% processes	☺	☹	☹	☹	☺
DFID	☺	Y - 50% or more processes	☺	☺	☺	☺	☺
DfT	☺	Y - 50% or more processes	☺	☺	☺	☺	☺
DH	☺	Y - 50% or more processes	☺	☹	☹	☹	☹
DTI	☺ <sup>(2)</sup>	Y - all process	☺	NK	NK	NK	NK
DWP	☺	Y - 50% or more processes	☺	☺	☺	☺	☺
ECGD	Data not received by submission deadline						
FCO	☺	☹ <sup>(5)</sup>	☺	☹	☹	☹	☹
HMCE	☺	Y - all process	☺	☺	☺	☹	☺
HMT	NK	Y - all process	NK	NK	NK	NK	NK
HO	NK	Y - 50% or more processes	NK	☺	☺	☺	☺
IR	☺	Y - all process	☺	☺	☺	☹	☺
LOD	☺	Y - all process	☺	☺	☺	☺	☺
MoD	☺	Y - less than 50% processes	☺	☹	☹	☹	☹
ODPM	☺	Y - less than 50% processes	☺	☺	☺	☺	☺
ONS	☺	Y - less than 50% processes	☺	☺	☺	☺	☺

Key:

☺ Meet 50% or more of the standards / Yes

Y Yes

☹ No

NK Data not known / inaccurate / incomplete / not provided

Notes:

1 DCMS - based on RPA only

2 DTI - based on data for Patent Office and Billingham only

3 DCA - specific environmental risk assessments not conducted as standard. Environmental issues taken into consideration as part of procurement process

4 Defra - currently developing sustainable procurement strategy and policies for adoption across the estate

5 FCO - not as routine - will address issue during development of Sustainable Procurement Strategy

6 DCA - for a limited number of commodities

In addition to the specific information requested on timber, paper, energy labelling schemes and food, Departments were provided with an opportunity to submit information on a series of questions related to their general progress with implementing purchasing policies and procedures.

Sixteen Departments reported that they purchase goods and services that meet the minimum standards outlined in the October 2003 *"Quick Wins" list* <sup>(56)</sup> or successor documents and 17

<sup>56</sup> Ministers announced that from 1<sup>st</sup> November 2003, all central Government Departments must apply minimum environmental standards in new contracts when purchasing certain types of product, which cover aspects such as energy efficiency, recycled content and biodegradability.



Departments incorporated environmental risk assessments into at least some of their procurement processes.

CO and ODPM report this year that they now include environmental risk assessments into all (CO) or at least some (ODPM) procurement processes. This represents an improvement from last year, when neither Department conducted risk assessments. Defra is in progress with this, commenting that the Department now has a Sustainable Procurement Manager who will be developing and embedding environmental risk assessments into the procurement process.

All Departments reported that they followed best / recommended practice as set out in the *Joint Note on Environmental Issues in Purchasing*.

Eight Departments collect data, monitor performance, evaluate and report performance on their sustainable procurement activity. Of the remaining Departments, five undertake at least one of these and a further two Departments did not provide data.

Four Departments (Defra, DH, FCO and MoD) do not undertake any of these processes. Defra and FCO will consider these as part of the development of their Sustainable Procurement Strategies. DH has a Sustainable Procurement guide in place and the MoD reports that key performance indicators and measurement systems are under development.

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To assist Departments in achieving this standard, the Sustainable Procurement Group (SPG) identified a number of environmental 'Quick Wins' (for more information refer to *the OGC Buying Solutions website*). To further support this initiative, OGC Buying Solutions has published on its website a list of 'Quick Wins' products and services included in its Framework agreements.