

Home Office Sustainability Report 2011-12

(Chapter 7 – Home Office Annual Report and Accounts 2011-12)

Notes

There are limitations to the accuracy of our financial and non-financial sustainability data and we continue to both limit and improve estimations and improve the quality of our internal controls and validation. These notes help to explain some of the protocols we have in place to mitigate these limitations.

1. REPORTING PRINCIPLES

Our report is produced in accordance with the Government Financial Reporting Manual (FReM) Sustainability reporting guidance for 2011-12 (http://www.hm-treasury.gov.uk/frem_sustainability.htm).

We plan to deliver the Greening Government Commitments (GGC). They require us to significantly reduce our impact on the environment by 2015 (compared to a 2009-10 baseline) and to be more transparent (<http://sd.defra.gov.uk/gov/green-government/>). We also participate in the CRC Energy Efficiency Scheme.

Materiality

Biodiversity is not material for the Home Office estate and we do not currently undertake data collection on this aspect of sustainability.

We are currently determining the impact of fugitive emissions from air conditioning systems on our overall greenhouse gas data although this looks to be less than 1% of our annual building emissions.

Omissions

Normalised data will be made available in future reports.

Other arrangements

There are separate reporting arrangements for construction, supplier engagement including Government Buying Standards, Food and Greening ICT. and we will provide links to any reports from our website.

2. REPORTING BOUNDARY (SCOPE)

This year all Home Office agencies and arms length bodies have been consolidated into this report except the Office of the Immigration Services Commissioner and Independent Chief Inspector of the UK Border Agency who have been exempted by a panel of officials responsible for the Greening Government Commitments.

We have restated the figures in last year's published Sustainability Report to take account of this wider reporting scope and data improvements.

GGC excludes international air travel and therefore any comparisons between the two resulting data sets must take this into account.

3. QUALITY

Completeness

All data is based on information available at 25th May. Any further revisions will be made in next year's report.

No data was available in time for this report from Her Majesty's Inspectorate of Constabulary and the Equality and Human Rights Commission. Some of their reportable impacts are included within the scope of other departmental properties or services.

Any gaps have been highlighted and estimates made: these have been calculated using data from the relevant period from the previous year (or the year before). Where this was also unavailable a monthly average was calculated using data in that year.

Accuracy and timeliness

The NAO has reviewed the report for factual accuracy.

Our facilities management suppliers verify utility bills prior to payment and the Sustainability Team check data against online Gas and Electric suppliers' databases where this is available. Other data comes from a variety of sources and subject to management checks prior to reporting.

We try to avoid estimated invoices but when posted these are reported as actual to ensure consistency with financial reporting.

Validity

An internal audit has reviewed the systems and processes and ensured that the reported scope reflected business activity and accounting boundaries.

Error Handling

Any identified mistakes are corrected and, if relevant, the data provider is contacted.

Managing greenhouse gas emissions and energy use from buildings

For energy this report only includes locations where we pay for utilities directly. We do not include costs or data where we receive the service as part of a landlord service charge (except for one site where we have good quality data and we can ensure no double counting).

Defra conversion factors are used for the relevant year. For electricity this is the five year rolling average. There is no weather correction to the data. We used Carbon Trust data to convert litres of oil to kWh.

We have had to use estimated cost data for one NDPB for 2009/10 and 2010/11. Where no consumption and cost data was available for smaller NDPBs we used 2011/12 data to backfill the two previous years.

To estimate the emissions from our landlord service charge holdings (17% of total occupied space), we applied the ratio of known estate emissions over reported floor area to the floor area of our landlord service charge holdings.

Apart from business travel we do not currently report on other scope 3 emissions; such as “out sourced” emissions (e.g. servers provided by third parties; operational travel for example the transport of asylum seekers either within the UK or abroad; asylum accommodation etc.) nor supply chain emissions.

Managing greenhouse gas emissions from travel

Travel data includes travel by all our staff regardless of their location. We have not been able to identify black cab travel from our systems but we do record minicabs where this is contracted.

We have used conversion factors for diesel unknown, petrol unknown and small average (fuel) unknown where relevant. Grey fleet is based on average size and fuel unknown.

Air travel data is consistent with Government Procurement Service GCOFII conversion factors used to buy our carbon credits. Because the cost of credits changes at each auction and not all credits were purchased in 2011/12 we have averaged the cost over the year

Managing water

For water this report only includes locations where we pay for utilities directly. We do not include costs or data where we receive the service as part of a landlord service charge (except for one site where we have good quality data and we can ensure no double counting).

Managing office waste

We only report on office waste from buildings where we receive data from sites directly managed by one of our facilities management suppliers. We do not currently report on waste collected by local authorities or seized goods. We are planning to report in future years on waste from construction, hazardous and electrical waste and waste furniture.

The data provided to us is not weighed but estimated by bin volumes and pick up numbers by our suppliers' subcontractors. The cost of waste is derived from industry average costs.

For some NDPBs, where data was unavailable in early years we have used the latest annual data.