

CARBON ACCOUNTING

# Sustainability Annual Report 2018-19

A blue circular graphic containing the text 'Working towards a SUSTAINABLE future'. The word 'SUSTAINABLE' is in a larger, bold, white font, while 'Working towards a' and 'future' are in a smaller, white font.

Working towards a  
**SUSTAINABLE**  
future



## CONTENTS

SUSTAINABILITY (CARBON ACCOUNTING) REPORT 2018-19	3
FUEL COMBUSTION	5
OWNED TRANSPORT	5
FUGITIVE EMISSIONS	5
BUSINESS TRAVEL	6
WASTE	7
REUSE AND RECYCLING OF REDUNDANT ICT EQUIPMENT	8
ENERGY	11
WATER	12
PAPER	13
CLIMATE CHANGE ADAPTATION	13
BIODIVERSITY AND THE NATURAL ENVIRONMENT	14
SUSTAINABLE PROCUREMENT INCLUDING FOOD AND CATERING SERVICES	15
SUSTAINABLE CONSTRUCTION	15
FUTURE CITB'S OBJECTIVES AND ACTION PLAN FOR 2019-20	16

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## SUSTAINABILITY (CARBON ACCOUNTING) REPORT 2018-19

CITB is changing in line with its promises set out in its Vision 2020 programme, and began delivering on its ambitious Reform programme during 2018-19. A number of support services were outsourced as of the 1st February 2019, which included procurement and finance.

CITB's divestment programme began with the CPCS card scheme being sold to NOCN, and it exited as the direct training provider at Waltham Forest in January 2019. The Inverness office was closed in May 2018 and the Leeds office closed in August 2018.

The Reform programme has resulted in a reduction in the number of full-time employees (FTEs), with 943 as of the 31 March 2019 compared to 1,305 in 2018.

In light of the major changes taking place at CITB, the data for 2018-19 is not comparable to 2017.

Work began on locating a new Head Office at Peterborough with the design parameters for the building to meet an Energy Performance Certificate of C or above, and to have good transport links.

The accuracy of the data set for utilities has improved, with fewer estimations being made as invoices are proactively chased.

The Executive Team set its Sustainability Strategy for April 2019-March 2022 to align with the United Nations Sustainable Development Goals (SDGs), committing to SDG 13 'Climate Action', and future targets will be confirmed

once Government announces its new Greening Government Commitments (GGCs) for April 2020 onwards.

CITB was audited by BSI at its various sites throughout 2018-19 and continued to maintain its ISO 14001:2015 Standard.



**Table 1:** Greenhouse Gas (GHG) emissions (tCO<sub>2</sub>e)

		Mar '18-Apr '19	2017	Jan - Mar	2016	2014 (Base year)
<b>Scope 1</b>	Fuel combustion	1,527	1,961 <sup>1</sup>	794	2,114	1,652
	Owned transport <sup>2</sup>	629	872	165	913	802
	Fugitive emissions	-	-	-	-	-
<b>Scope 2</b>	Purchased electricity	1,169	1,006	307	1,277	1,471
<b>Scope 3</b>	Business travel <sup>3,4</sup>	1,000	946	221	1,012	1,102
	Use of purchased materials (paper) <sup>5</sup>	22	27		41	30
	Waste disposal	13	19 <sup>6</sup>	4 <sup>6</sup>	-	-
	Biomass	5	7	4	10	7
	Per FTE <sup>7</sup>	4.6	3.7			

**TABLE 1 NOTES:**

CITB does not carry out any physical or chemical processing and therefore this category has not been included in Scope 1.

<sup>1</sup> Adjusted from 1,940 due to increase in reported LPG as additional invoices included.

<sup>2</sup> Data from vehicles using fuel cards is not included in any data prior to 2017.

<sup>3</sup> As a comprehensive data set on fuel type is not yet available, the Defra conversion factor applied (0.2949kgCO<sub>2</sub>e per mile) relates to medium car unknown fuel.

<sup>4</sup> The tCO<sub>2</sub>e applied for air and rail travel are those calculated and supplied by Redfern, the travel management company used by CITB.

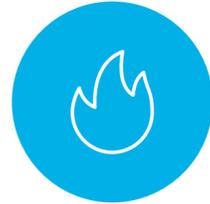
<sup>5</sup> The conversion factor applied relates to primary source (23 tonnes @ 955.6535kgCO<sub>2</sub>e). Some paper products are from recycled sources, although it is not possible to evidence that they are from a Closed Loop supply.

<sup>6</sup> The figures reported for 2017 and Jan-Mar 2018 (namely 19,358 and 4,077) were given in kgCO<sub>2</sub>e and have been adjusted to reflect the figure in tonnes.

<sup>7</sup> The number of staff directly and temporarily employed by CITB (expressed in full-time equivalents) was 943 as of 31 March 2019. The figure for 2017 has been adjusted from 18 tCO<sub>2</sub>e per FTE in light of the amendment to the tonnage for waste disposal previously being reported in kilograms not tonnes.

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## FUEL COMBUSTION



Liquid Petroleum Gas (LPG) is delivered to CITB's Bircham site and is used in the restaurant. The level of LPG has seen a decrease of **3,138 litres (13%)** since the previous reporting period and is likely to be due to the kitchen being closed for rewiring from 2 January to the 15 February 2019.

Oil kerosene is used for heating and the provision of hot water in the Bircham offices. The reduction of **32,012 litres** from 2017 to 2018 can be attributed to re-roofing on some buildings, thereby increasing their thermal efficiencies, and due to a warmer winter.

There is a reported reduction in the use of natural gas resulting from a combination of site closures and milder weather. The Inchinnan site reported a decrease of 178,661 kWh as a result of lower usage between the months of May to November compared to the previous year.

The Leeds site had a reduction of 34,243 kWh compared to the previous year that resulted from the site closing in August 2018. Although the Inverness site closed in May 2018, this did not affect the figures as it was a leased property and no data has previously been reported. Thurmaston's Unit 1 Building reported an increase of 11,930 kWh.

The main building at Thurmaston is showing a reduction, however some invoices are unavailable and therefore it cannot be accurately reported.

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## OWNED TRANSPORT



CITB reviewed its Company Car Policy in April 2018 and maintained that all vehicles made available will have emissions of less than **130g/km**, and increased the range of hybrid and electric vehicles to be made available to staff.

CITB has seen an overall decrease in owned transport of **28%** in tCO<sub>2</sub>e emissions compared to 2017.

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## FUGITIVE EMISSIONS



All air con units at CITB have a carbon loading of less than **30 tonnes** and are inspected twice a year.

Some units at the Bircham site are no longer in use and have been made safe and will be decommissioned.

During the reporting period no 'top-ups' were required.

## BUSINESS TRAVEL



CITB is a national organisation and its staff travel across the UK to conduct its business.

On the 29 May 2018, CITB moved its system for claiming staff expenses from Itrent to a new system called Concur. To get the breakdown between company cars and those on car allowance was problematic. It was necessary to link the staff names and their mileage against last year's data records on who had company cars or a car allowance, and therefore there could be a margin of error. This should be resolved for reporting in future years.

There has been an increase in overall business travel. CITB has seen an overall decrease in business rail travel by 58,067 miles, whilst air travel has seen an overall increase by 30,463 miles compared to 2017. This increase is likely to be an effect of senior managers from each nation travelling to meetings in England to manage the work required as part of CITB's major Reform programme; and also seeing a shift away from staff using company cars in favour of taking a car allowance.

CITB did review its Company Car Policy in April 2018 and proposed changes to the qualifying criteria in order to claim a car allowance to a car no older than five years in age and emissions not exceeding 130g/km of CO<sub>2</sub>. This change has been put on hold until after CITB completes its transition as it was felt unfair for staff to invest in updating their vehicles if there was the possibility that they may leave the organisation.





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## WASTE



Waste arisings decreased by 241 tonnes against the previous year. A reduction will have occurred due to the closure of Waltham Forest and Leeds. Waste data and cost have never been available for Inverness as it formed part of the leasing agreement. It is estimated that the closure of the sites would have led to a saving of approximately 23 tonnes and therefore there has been reduction of waste at the remaining sites.

The waste contract was re-tendered and had a limited number of respondents; this may have been in light of it being a short-term contract due to CITB exiting further sites during 2019-20. CITB's ambition to increase recycling was not realised, as the waste companies tendering only offered an Energy From Waste (EFW) solution.

CITB re-tendered its confidential waste contract which included the collection of plastic cups and metal cans, and a new contractor started in December 2018 with a policy of zero waste to landfill.

**Table 2:** Waste

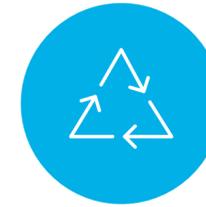
Type of waste	2018/19 (t)	Cost £ 2018/2019	2017 (t)	Cost £ 2017	2018 Q1 (t)	Cost £ Q1 2018	2016 (t)	Cost £ 2016
Waste arising (Not including ICT waste)	564	126,349	805	139,739	173	33,815	1,221	156,799
Paper waste <sup>1,2</sup>	65	17,843	83	14,948	14	4,050	56	9,990
<b>Total waste arising</b>	<b>629</b>	<b>144,192</b>	<b>888</b>	<b>154,687</b>	<b>187</b>	<b>37,865</b>	<b>1,276</b>	<b>166,789</b>
Waste recycled	198		209		67		725	
Paper recycled	65		83		14		56	
Waste composted	0		0		0		0	
Waste incinerated with energy recovery	366		498		92		488	
Waste incinerated without energy recovery	0		0		0		0	
Waste to landfill	0		15		0		7	

TABLE 2 NOTES:

<sup>1</sup> The reports on the tonnage data are unavailable for April-September 2018 and therefore the same monthly estimate for 2017 has been applied.

<sup>2</sup> The contract cost for paper waste recycling also includes the collection for office plastic cups and metal cans.

## REUSE AND RECYCLING OF REDUNDANT ICT EQUIPMENT



Fewer collections of ICT equipment were needed throughout 2018-19; and some kit was retained at the Head Office at Bircham until after the successful transfer of IT services to SSCL in February 2019.

An annual refresh of laptops and personal computers historically took place when the equipment was older than three years. This may be extended to four commencing in 2019-20.

Equipment from the offices that closed during 2018-19, depending on its age and condition, was redeployed before being considered for disposal.

The level of reuse is significantly higher than previous years and is a result of the equipment being of higher grade, enabling its component parts to be reused.

**Table 3:** Reuse and recycling of redundant ICT equipment

		2018-19	Cost £ 2018-2019	2017	Cost £ 2017	2016
	Total number of electrical and electronic items disposed of. Item type is listed below.	702	Nil	1,285	Nil	1,193
	Printers	54		243		243
	Laptops	242		312		225
	PCs	4		138		110
	Screens	27		192		182
	General electrical items, ranging from sat navs and desk phones to networking equipment and cabling	417		400		433
	Reused	63%		25%		21%
	Recycled	37%		75%		79%

**Table 4:** Finite resource consumption

			2018-19	2017	Jan-Mar 2018	2016	2014 baseline
Non-financial factors	Energy	Electricity (kWh)	4,132,049	2,861,827	874,412	3,098,068	2,980,844
		Natural gas (kWh)	1,095,113	1,310,064	570,647	1,459,157	51,194
		LPG (litres)	23,497	26,635 <sup>1</sup>	4,462	12,460	25,200
		Oil kerosene (litres)	509,543	663,488	269,500	721,511	632,271
		Biomass (tonnes)	171	144	6750	194	155
	Finite	Water (m <sup>3</sup> )	34,976	25,993	4,610	27,137	25,819
		Paper (tonnes)	23	30		64	37
Financial indicators (£)	Energy	Electricity	614,945	455,246	121,767	558,738	585,611
		Gas (natural and LPG)	57,137	76,371 <sup>2</sup>	24,199	56,010	53,729
		Oil kerosene	288,873	320,885	159,414	232,619	400,964
		Biomass	21,695	13,984	6,555	17,028	12,777
	Finite	Water	81,444	73,656	4,610	95,612	87,370
		Paper	22,134	29,352		55,934	45,421

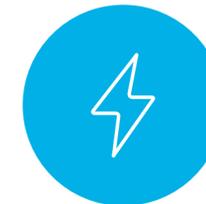
TABLE 4 NOTES:

<sup>1</sup> 2017 Jan - Dec 2017 LPG Gas figure adjusted from 12,359 as some invoices were not included in last reported figures.

<sup>2</sup> Cost revised from £71,980 (to take account of increase from £3,725 to £8,116 for LPG) due to further invoices being included.



## ENERGY



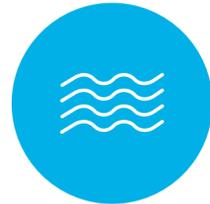
There was an increase of 27 tonnes in the purchase of woodchip that feeds the Bircham site biomass boiler. There was a leak on the hot water supply in very late December / early January which could account for the increase as a result of losing energy into the ground. The supplier is Biomass Suppliers List (BSL) accredited, demonstrating that the fuel they are using meets the Renewable Heat Incentive (RHI) sustainability criteria.

With a move towards cloud-based services, CITB has seen a gradual reduction in the energy used in its Bircham Newton server rooms, demonstrated by an audit carried out each month showing a reduction year on year. This is due to moving services to the cloud and refreshing hardware with more modern technology.

Month / year	kWh
May 2016	47.96
May 2017	44.35
May 2018	32.81

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## WATER



The number of estimates on water supply has decreased, giving a greater level of accuracy than in past years. The site with the highest usage (Bircham) now receives monthly invoicing. The usage figure is higher than 2017-18 although this is not thought to be a result of increased consumption but due to underestimates in previous years.





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## PAPER



In line with previous years' reporting, the volume of paper purchased has been used as the measure. 2018-19 saw a decrease of seven tonnes compared to 2017, and this is consistent with a change to more electronic-based communications. The greatest quantity of paper purchased was for use in photocopiers and made from recycled content.

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## CLIMATE CHANGE ADAPTATION



During the reporting period, no changes have been required to CITB's Business Continuity Plans in relation to extreme climatic events.

In preparation and during extreme weather, staff are advised over the risks, and how to help mitigate against the conditions i.e. keeping cool in extreme heat and driving safely in cold weather.

CITB has an Adverse Weather Policy that should be adhered to by staff when needed.

# BIODIVERSITY AND THE NATURAL ENVIRONMENT



The majority of CITB offices are located in commercial areas and leased, and offer limited opportunities to promote biodiversity. CITB's main office is currently situated in rural Norfolk at Bircham Newton, and has a variety of habitats and species.

CITB has no formal biodiversity action plan but does maintain maintenance regimes recommended by key experts that monitor various species on the site: namely bats, owls and oystercatchers.

The North Norfolk Ringing Group has undertaken monitoring of oystercatcher nests at Bircham Newton since 2015, with chicks ringed each year under licence from the British Trust for Ornithology (BTO). Where nests have been found and particularly where they were in a location prone to disturbance, temporary fencing has been erected around the nest to protect the nest until the chicks hatched.

Nests have been found in a cigarette bin, in the gravel petanque court, in the tennis court, in the gravel strip surrounding accommodation blocks and hangars, on a first-floor flat roof and, more commonly, in gravel or short vegetated areas in amongst buildings but also out in the training areas.

Summary of nests and chicks ringed:

	2015	2016	2017	2018
Total number of nests	22	17	12	18
Total chicks ringed	27	22	14	16
Nests predated/outcome unknown	9	5	3	8

The population of inland nesting oystercatchers at Bircham Newton is significant and unusual. A busy construction college could allow for far greater disturbance of nests, but CITB has embraced the oystercatchers and has tried to protect and encourage their presence.

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## SUSTAINABLE PROCUREMENT INCLUDING FOOD AND CATERING SERVICES



Sodexo currently holds the contract for food and catering services.

Sodexo introduced plastic reusable cups at the Bircham canteen in February 2019, saving over 2,000 single-use disposable paper cups from disposal each week. It also phased out single-use plastic carrier bags from its onsite shop, and replaced plastic stirrers with a wooden alternative.

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## SUSTAINABLE CONSTRUCTION



All the windows of the Head Office building at Bircham were replaced with A-rated windows replacing those fitted in 1990-91, providing better insulation against external noise and improving the heating retention of the building.



# FUTURE CITB'S OBJECTIVES AND ACTION PLAN FOR 2019/20

## Environment Action Plan (EAP) – 2019-2020

Sustainable Development Goal (SDG) 13 – Climate Action			
<b>CITB will protect the environment whilst delivering its business activities, and reduce its carbon footprint.</b>			
Meet the requirement for Non-Departmental Public Bodies (NDPBs) to achieve the Greening Government Commitments (GGCs) and reduce our carbon emissions	Design, set up and open new Head Office making it as sustainable as possible from the outset, i.e. 1) Building EPC rated B – BREEAM Very Good rating 2) Ensuring sub metered and have access to data 3) Provision of cycle storage and showers 4) Establish segregation of waste streams 5) Use of reusable cutlery only (no single-use plastic) 6) 90% of in situ furniture to be purchased from PCC.	Estate Team	September 2019
	Assess climate vulnerability of new Head Office using the BACLAIT tool and report findings in the Year End Sustainability Report to the Exec.	Corporate Responsibility Manager and Risk Manager	December 2019
	Redundant office furniture is expected to be sold as seen if owned by CITB, or returned to landlords on vacating the offices if rented.	Estates Team	March 2020
	Develop a travel plan for the new Head Office outlining opportunities for promoting more sustainable modes of transport.	Corporate Responsibility Manager	December 2019
	Redfern (CITB's Travel Management Company) introduced e-tickets in April 2019.	HR Business Partner	April 2019
	Feed into business planning process actions to achieve the new set of GGCs	Corporate Responsibility Manager	December 2019
Demonstrate continual environmental improvement through maintaining an environmental management system (EMS).	Prepare and conduct ISO 14001 audit with BSI and close any non-conformities if identified.	Health, Safety and Environment Manager	December 2019
Calculate and publish our annual carbon footprint with annual action plan demonstrating openness and transparency.	Gather data, calculate carbon conversion and draft report for Exec to sign off at their September meeting.	Corporate Responsibility Manager	September 2019
	Design report and publish on website.	Marketing Manager	October 2019

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**SUSTAINABILITY REPORT 2018/19**

