

SUSTAINABILITY REPORT 2016

Embracing our corporate responsibilities



Working towards a

SUSTAINABLE

future



Contents

| | |
|-----------------------------------|---|
| Sustainability strategy | 3 |
| GHG emissions | 4 |
| Waste minimisation and management | 5 |
| Finite resource consumption | 7 |
| Biodiversity action planning | 8 |
| Sustainable procurement | 9 |

Sustainability strategy

CITB are in the process of updating its Corporate Responsibility strategy for implementation in 2018, which includes performance measures against the requirements of the Green Government Commitments. These measures will also be developed as objectives and targets to meet the requirements of the environmental management system, which is in the process of transition from ISO14001:2007 to ISO14001:2015.

This new strategy is being circulated to our Corporate Responsibility Leadership team for initial approval and will then be presented to the Executive Team

and Board for final approval. From this a programme of work will be developed and presented to the organisation for implementation.



CITB are in the process of updating its Corporate Responsibility strategy for implementation in 2018.

GHG emissions

Notes:

- i) Conversion factors for cars recorded in owned transport and business travel used (average car / unknown fuel) has decreased from last year.
- ii) From 2015 business travel includes rail and air travel
- iii) Gas, natural: Errors in reporting in previous years due to gas not being converted from M3 to kwh
- iv) Biomass has been corrected for 2014 and 2015, when the incorrect conversion factor was used.

Table 1. GHG emissions, (tCO₂e)

| | | 2014 (Jan - Dec) | 2015 (Jan - Dec) | 2016 (Jan - Dec) |
|--|------------------------------------|---------------------|---------------------|---------------------|
| Scope 1 GHG emissions | Fuel combustion | 1,652 | 2,048 | 2,114 |
| | Owned transport | 802 | 1,035 | 913 |
| | Physical or chemical processing | n/a | n/a | n/a |
| | Fugitive emissions | | | |
| Scope 2 GHG emissions | Purchased electricity | 1,471 | 1,649 | 1,821 |
| | Purchased heat, steam and cooling | n/a | n/a | n/a |
| Scope 3 GHG emissions | Business travel | 1,102 | 1,068 | 1,012 |
| | Investments | n/a | n/a | n/a |
| | Delivery and distribution | | | |
| | Use of purchased materials (paper) | 30 | 21 | 41 |
| | Use of owned and leased assets | n/a | n/a | n/a |
| | Waste disposal | | | |
| Outside scopes | Biomass | 7 | 9 | 10 |
| Total greenhouse gas (GHG) emissions (tCO₂e) | | 5,270 | 5,830 | 5,911 |

We will be introducing targets to reduce our energy consumption across our estates, for 2018.

As recorded in Table 1: above, our total carbon emissions are still increasing slightly. This can be in part, attributed to the continual improvement of our data collection for purchased electricity and gas consumption as part of our fuel combustion, at our locations around the UK. We will be introducing targets to reduce our energy consumption across our estates, for 2018, now that we are more confident with the usage data that we are analysing.

Our business travel and owned transport mileage has seen a decrease during 2016 and this is due to a change in the way we carry out our business in the field. We have adopted a strategy of "one to many" company visits as opposed to visiting individual construction companies to carry out business development activity. It is difficult to explain the difference between the mileage of owned transport for 2014, 2015 and 2016 as the mileage depends on our business and this can fluctuate according to industry needs.

Waste minimisation and management

We are pleased to report that our waste is managed much more effectively since we moved to a new contract during 2015. There is very little waste going to landfill as it is all either recycled or incinerated for energy from waste.

We have seen an increase in our waste generation during 2016, but this was attributed to the closure of one of the locations we were occupying and the disposal of waste concrete, which was sent for recycling.

Electrical and Electronic Waste

The Business Improvement Team ensures that equipment that no longer has an effective use within CITB is disposed of in line with our obligations under the Waste Electrical and Electronic Equipment Directive (WEEE Directive).

Table 2. Waste minimisation and management

| TYPE OF WASTE | TONNE 2015 | COST £ 2015 | TONNE 2016 | COST £ 2016 |
|---|------------|-------------------|-------------|-------------------|
| Waste arising (Not including ITC waste) | 820 | 110,042.30 | 1221 | 156,799.00 |
| Paper waste | 66 | 11,807.10 | 56 | 9,989.64 |
| Total waste arising | 885 | 121,849.40 | 1276 | 166,788.64 |
| Waste recycled | 441 | | 725 | |
| Paper recycled (Closed loop) | 66 | | 56 | |
| Waste composted | 0 | | 0 | |
| Waste incinerated with energy recovery | 379 | | 488 | |
| Waste incinerated without energy recovery | 0 | | 0 | |
| Waste to landfill | 0 | | 7 | |



For 2016, the figures of items disposed by CITB are:

A total number of **1,237** electrical and electronic items were disposed.

This included

- 243 printers
- 225 laptops and 110 PCs
- 182 screens
- 433 general electrical items. These range from sat navs and desk phones to networking equipment and cabling.

- Of these, **21%** (257) of the items were able to be reused by other organisations, in some cases after repair or refurbishment.
- The remaining **79%** (980) of items were broken down into components and their materials recycled. This totalled **9,046 kg** of materials that were recycled, rather than going to landfill.

There is very little waste currently going to landfill as it is all either recycled or incinerated for energy from waste.

Two key activities contributing to the refresh of technology across CITB have been the replacement of the office based printers with Xerox multi-function devices, and the annual laptop and PC refresh programme. This refresh programme continues in 2017 with PCs and laptops older than three years being considered for replacement with a new model.

Our disposal partner made collections from 9 separate CITB locations throughout the UK during 2016, removing the need for items to be shipped to Bircham Newton just to be collected for disposal.

Our certified disposal partner collects equipment to be disposed, and then reuses or recycles the equipment as appropriate. The disposal partner guarantees 0% landfill for all electrical items disposed from CITB.

Our certified **disposal partner** collects equipment to be disposed, and then **reuses** or **recycles** the equipment as appropriate.



Finite resource consumption

Notes:

2014, Biomass cost corrected.

* Gas, natural - Errors in reporting in previous years due to gas not being converted from M3 to kWh

** Due to difficulties in obtaining our water use, the correlation between cost and usage is inconsistent.

As reported in the narrative above with greenhouse gas (GHG) emissions, we will be implementing objectives and targets during 2018 to reduce our impact and GHG emissions.

We do not record data on paper usage, our figures are derived from the volume of paper purchased, and therefore the increase in paper does not necessarily reflect an increase in actual consumption.

Table 3. Resource consumption

| | | 2014 (Jan - Dec) | 2015 (Jan - Dec) | 2016 (Jan - Dec) | |
|---------------------------------|--------|-----------------------|---------------------|---------------------|------------------|
| Non-financial indicators | Energy | Electricity (kwh) | 2,980,844 | 3,568,430 | 4,418,386 |
| | | Gas, natural (kwh) | *51,194 | 1,727,254 | 1,459,157 |
| | | Gas, LPG (litres) | 25,200 | 23,686 | 12,460 |
| | | Oil Kerosene (litres) | 632,271 | 668,767 | 721,511 |
| | | Biomass used (tonnes) | 155 | 180 | 194 |
| | Finite | Water (m3)** | 25,819 | 30,432 | 27,137 |
| | | Paper (tonnes) | 37 | 33 | 64 |
| Financial indicators (£) | Energy | Electricity | 585,611 | 582,329 | 558,738 |
| | | Gas, natural and LPG | 53,729 | 117,924 | 56,010 |
| | | Oil Kerosene | 400,964 | 279,130 | 193,849 |
| | | Biomass used | 12,777 | 15,805 | 17,028 |
| | Finite | Water** | 87,370 | 69,585 | 95,612 |
| | | Paper | 45,421 | 36,202 | 55,934 |
| Total resource cost (£) | | 1,185,872 | 1,100,975 | 977,172 | |



Biodiversity action planning



The majority of CITB office and sites are located on industrial estates and are leased, therefore the opportunity to improve biodiversity is limited. We therefore do not have a formal CITB wide biodiversity action plan. However, our head office is located in the heart of rural Norfolk where we are able to enjoy the different habitats that this provides.

The Bircham Newton site, surrounded by arable land, supports a number of different habitats. Small pockets of woods, plantations and hedgerows around the site provide habitats for birds, small mammals and other flora and fauna. The cretaceous chalk geology supports unmanaged grassland that is home to a variety of grasses and wildflowers.

As previously reported, Bircham Newton is a nesting site for oystercatchers and we take great care of any nest found and make sure it is protected as far as

possible. One of our colleagues along with her husband, who is a qualified bird ringer, ring newly hatched oystercatcher chicks during the summer months and monitor if any of the ringed adults return to the site in the future.

We also have tree sparrows which are a red status species¹, nesting on site. Our colleague mentioned above has erected nesting boxes around the Bircham Newton site to encourage the tree sparrows to take up residence.

There are also 10 barn owl boxes positioned around the site. Barn Owls are protected under the Wildlife and Countryside Act 1981 and as such the owl boxes are monitored by the Hawk and Owl trust. The grassland provides a valuable habitat for owls to hunt their prey.

The Bircham Newton site, surrounded by arable land, supports a number of different habitats.



¹Red status species are those species which are globally threatened. Tree Sparrows are in severe decline in the UK of over 50% in breeding populations in the last 25 years.

Sustainable procurement

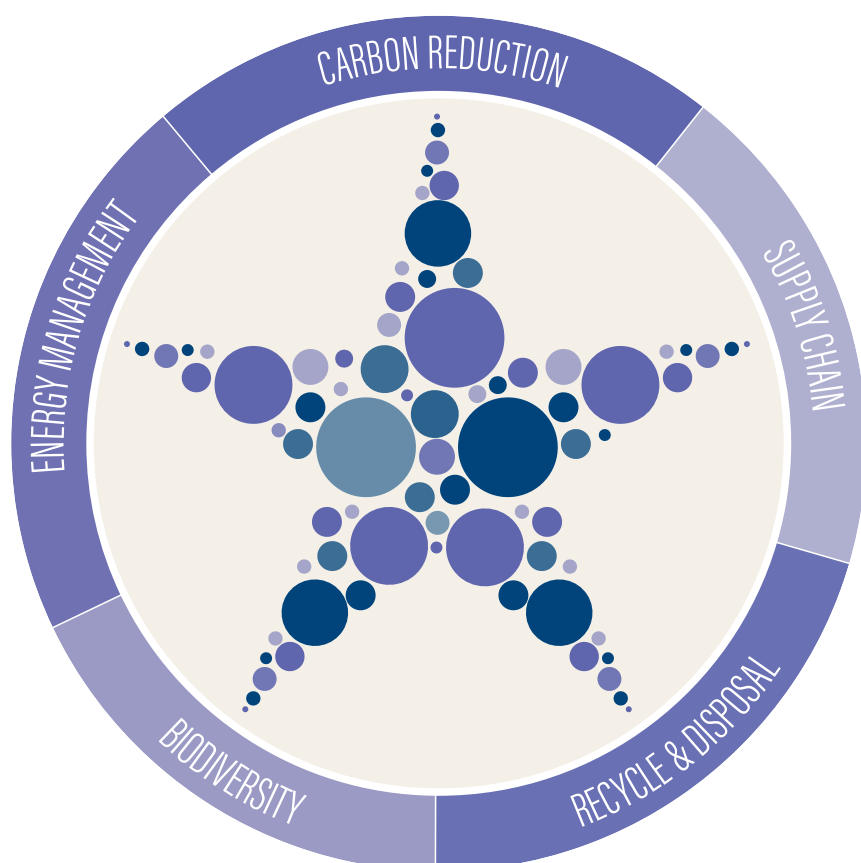
Sustainability is a key consideration in each procurement exercise undertaken by CITB where expected values are likely to be in excess of £10,000 ex VAT. Where use of government frameworks is determined to offer the best value for money solution for CITB, these will have already included consideration for sustainability.

Where CITB will undertake the procurement, the Procurement & Commissioning team will explore with customers the specific business requirements and determine what elements

pertaining to sustainability apply. CITB have developed a five-point model to refer to when reviewing sustainability with customers (see below).

Consideration of sustainability and its importance and value is slowly growing within CITB and the development and implementation of an energy policy in 2017 will further help to realise benefits from this area.

Figure 1. Sustainability star



Sustainability is a key consideration in each procurement exercise undertaken by CITB where expected values are likely to be in excess of £10,000 ex VAT.





SUSTAINABILITY REPORT 2016



CITB is a registered charity in England and Wales (Reg No 264289) and in Scotland (Reg No SC044875).