



Vehicle & Operator Services Agency

## **SDAP Progress Report 2007-2008**

Developed by VOSA's Sustainable Development Unit, Berkeley House.

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## Introduction

This document reports overall progress against VOSA's first Sustainable Development Action Plan (SDAP) for the period June 2007 to March 2008.

Progress against SDAP targets are primarily reported via two separate methods. Progress against business targets are reported by VOSA's Business Strategy Team in VOSA's annual report – these reports are made publicly available on VOSA's corporate website ([www.vosa.gov.uk](http://www.vosa.gov.uk)). Progress against operational targets are reported by VOSA's Sustainable Development Unit back to Central Government via the Framework for Sustainable Operations on the Government Estate (SOGE) – previously Sustainable Development in Government (SDiG). The Sustainable Development Commission (SDC) publishes an annual commentary on the performance of the Government Estate (see SDC website - [www.sd-commission.org.uk](http://www.sd-commission.org.uk)).

This report has been produced by VOSA's Sustainable Development Unit to bring together the outcomes of both business and operational targets/ goals of the SDAP and it will be submitted to the SDC for publication on their website, as well as being published on VOSA's corporate website.

## Sustainable Development in VOSA

This is the first year that has seen VOSA utilise the SDAP process. The aim of the SDAP process is to aid organisations in bringing sustainable development to the heart of decision-making processes. The process itself entails producing an action plan that is applicable over a defined timeframe, that covers both business and operational aspects, is adopted it from the highest level, where progress against set SMART targets is reported annually.

## VOSA's Progress 07-08

The assessment of VOSA's progress against the business and operational SMART targets outlined in the SDAP are given in Annexes A and B. These show RAG ratings of progress during the 9 months the plan has been active, plus commentary on how progress has been achieved or how targets have evolved throughout the year. This structure is based on guidance from the Sustainable Development Commission (SDC). We consider that valuable progress has been made where a target has developed in such a way, despite the original target not specifically being met – in a number of cases our appreciation of the subject at hand and the activities it entails has improved, leading to the development of that goal to a more useful end.

## Lessons Learned This Year

We have learnt a lot this year from engaging with the SDAP process. The process of establishing an SDAP has been useful in itself for understanding how sustainable development currently sits within the agency, and how it needs to in the future. Outside progress made against individual SMART targets, the process has highlighted that a key area where further work is needed is in the awareness of the far-reaching impacts of SD at a high level and its integration into general agency processes. This top-down approach is needed to ensure that SD filters through all aspects of the agency – into both business and operational angles. Uptake of SD is a big commitment and requires key decision-makers to thoroughly sign up to its extent. As a result, we will give added focus to some of the operational targets that concentrate on awareness-raising, particularly at the senior management level.

Regarding operational targets, our enthusiasm to establish targets against the many areas we were working on when we began developing the SDAP, in order to bring better attention to them, meant that we had many areas to cover and report on. This was perhaps slightly ambitious for a first SDAP and did not allow for as much progress in key areas as we may have liked. For the next SDAP, we will focus more acutely on key areas where we can achieve better levels of progress, publishing fewer targets – making more valuable use of the overall process.

## Future View 08-09

In view of the lessons learned this year, the next SDAP will be more refined and focused.

The SDAP process this year has highlighted areas of opportunity for further progress based on current momentum. These are described below.

- The low level of awareness of the far-reaching impacts of SD at a high level and its integration into general agency processes has been noted alongside a growing enthusiasm for SD in principle. To tackle this, we have been liaising with the HQ Training Services to develop awareness-raising sessions, specific for senior management. The SDU working with the Design Team have produced staff awareness material (posters and case studies) which were visible and available to take away at this year's corporate conference, and will be rolled out to all our sites to raise awareness of the issues and impacts of SD, alongside VOSA's achievements and use of best working practice.
- Engagement with the Carbon Trust's Carbon Management Programme through DfT has built upon our SMART target to review our first Carbon Trust energy audit and investigate specific sites based on examples of good and bad practice: we have subsequently commissioned our own in-depth analysis of energy consumption at a 'typical' GVTs. This is going to be replicated at a selection of other GVTs – new and old to develop an even better understanding of current energy consumption across the VOSA estate. From this, and the recommendations of the Carbon Management Programme report, we are working



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up an action plan of the most cost effective measures to be implemented to reduce carbon emissions from energy consumption at our sites.

- VOSA transferred all day to day management of its operational and administrative fleet to the Government Car and Dispatch Agency (GCDA) in April 2007. The arrangement will allow VOSA to work on improving the standard of its fleet as GCDA will advise on the purchasing of new fleet vehicles in line with SOGE targets and assist in the development of general driver/vehicle policy and procedures.
- VOSA have been monitoring visitor travel patterns to the Berkeley House headquarters complex. Since doing this we have become engaged with the Energy Saving Trust's Green Fleet Review, through DfT, for which a report was published in April 08. The review aimed to examine all aspects of VOSA's entire fleet and identify ways to reduce the carbon emissions it produces. We are currently reviewing the recommendations of the report. In addition to this, we are involved with consultants through another DfT-wide initiative to develop travel plans for large sites - plans will be published when complete.

## 1. Embedding Sustainability

<p>Policies: <b>Some progress</b></p>	<p>Comments in support of this rating:</p>
<p><b>SDC definition: SD is sometimes reflected in policy development and delivery, but not always adequately. There is no or limited engagement with stakeholders and external partners.</b></p>	<p>SD integrated into the development of new testing Stations (Modernisation Programme).</p> <p>VOSA is the third largest user of OGCbs contracts in DfT family, and therefore taking advantage of OGCbs' efforts on securing sustainability in procurement.</p>

<p>People: <b>Some progress</b></p>	<p>Comments in support of this rating:</p>
<p><b>SDC definition: The organisation is taking steps to engage staff on sustainable development, but few staff understand its relevance to them.</b></p>	<p>Sustainable development is to be added to the 'intro to VOSA' course.</p> <p>Sustainable development to be added as a component of Senior Management Training schedule.</p> <p>Display stand at Corporate Conference on what sustainable development means to VOSA and progress to date.</p> <p>Monthly article published within internal VOSA magazine.</p>

<p>Operations: <b>Some progress</b></p>	<p>Comments in support of this rating:</p>
<p><b>SDC definition: There are some systems, structures and mechanisms in place to improve the sustainability of operations, but these do not cover all areas of operational activity and are not fully embedded.</b></p>	<p>Water consumption has seen a reduction of 43% against 04/05 baseline figures.</p> <p>Specification being prepared for national waste strategy. To be made available for all Government Departments.</p> <p>Consultant with GCDA on all fleet related issues. Fleet monitored and measured against targets.</p> <p>Carbon Management Energy Efficiency report completed. Action plan developed</p>

<p>Governance, Monitoring and Reporting: <b>Some progress</b></p>	<p>Comments in support of this rating:</p>
<p><b>SDC definition: Monitoring and reporting performance on SD is limited (e.g. the SDAP progress report and annual SOGE return only). Basic governance arrangements are in place.</b></p>	<p>Produce Sustainable Operations on the Government Estate (SOGE) report and SDAP review only.</p> <p>Monitor utility consumption through basic MIS.</p>

## 2. Procurement

<p>People: <b>Level 1 Foundation</b></p>	<p>Comments in support of this rating:</p>
<p><b>Sustainable procurement champion identified. Key procurement staff have received basic training in sustainable procurement principles. Sustainable procurement is included as part of a key employee induction programme.</b></p>	<p>Training provided for all key staff.</p> <p>Procurement staff attended sustainable procurement awareness training in Spring/Summer 2007. A number of DfT procurement practitioners attended sustainable procurement workshops in June/July 2007 and a sustainable procurement "Masterclass" was held for Heads of Procurement in January 2008.</p> <p>Aware of links with Sustainable Development Unit.</p> <p>Sustainable procurement would be added if new employee started.</p>

<p>Policy, strategy &amp; communications: <b>Level 1 Foundation</b></p>	<p>Comments in support of this rating:</p>
<p><b>Agree overarching sustainability objectives. Simple sustainable procurement policy in place endorsed by CEO. Communicate to staff and key suppliers</b></p>	<p>Sustainable procurement objectives are being developed within wider SD objectives in line with DfT requirements.</p> <p>SDAP published.</p> <p>Considering how to go about engagement with suppliers.</p>

<p>Procurement Process: <b>Level 1 Foundation</b></p>	<p>Comments in support of this rating:</p>
<p><b>Expenditure analysis undertaken and key sustainability impacts identified. Key contracts start to include general sustainability criteria. Contracts awarded on the basis of value-for-money, not lowest price. Procurers adopt Quick Wins.</b></p>	<p>Expenditure impact and risk analysis are being undertaken.</p> <p>SD criteria included in tenders where appropriate.</p> <p>Procurement Unit accessing sustainable procurement guidance notes on DfT Transnet.</p> <p>Whole life costing taken into account as part of award criteria.</p>

<p>Engaging Suppliers: <b>Level 1 Foundation</b></p>	<p>Comments in support of this rating:</p>
<p><b>Key supplier spend analysis undertaken and high sustainability impact suppliers identified. Key suppliers targeted for engagement and views on procurement policy sought.</b></p>	<p>Supplier spend analysis undertaken. Engagement with major spend suppliers being planned.</p> <p>VOSA is the third largest user of OGCbs contracts in DfT family, and therefore taking advantage of OGCbs' efforts on securing sustainability in procurement.</p>

<p>Measurements &amp; Results: <b>Level 1 Foundation</b></p>	<p>Comments in support of this rating:</p>
<p><b>Key sustainability impacts of procurement activity have been identified. Simple measures based on achieving all aspects of the Foundation level of the flexible framework are put in place and delivered.</b></p>	<p>Preliminary expenditure analysis undertaken and workshops attended. Impact and risk assessments completed for vehicle testing and enforcement equipment.</p>

### 3 TAKING STOCK

**1. What has helped your organisation to deliver its SDAP? e.g. Capacity, funding, culture, leadership, policies, procedures and/or organisational arrangements.**

Gaining a better understanding of how SDAP interacts with VOSA's business programme.

Improved awareness across the agency of what SD is and how VOSA employees can help reduce their impact, through interaction with the dedicated Sustainable Development Unit.

Improved links with Procurement Unit and Business Planning.

**2. What has hindered the delivery of your SDAP? e.g. Capacity, funding, culture, leadership, policies, procedures and/or organisational arrangements.**

Separate Business and SD plans and their separate publication dates.

Finding enough dedicated time to concentrate on delivering SD across the agency and the actions presented in the plan.

**3. What information do you hold and collect relating to the sustainable development impact of your organisation's overall policies/projects/activities? e.g., Regulatory Impact Assessments (RIAs).**

In development of new Testing Stations (Modernisation Programme) VOSA developed specific KPI's for such things as a reduction in construction waste and continued running costs of the buildings following completion. In particular, with VOSA's new Testing Station at Bristol, a substantial amount of effort was afforded in reducing the overall running cost of the building, through natural stack ventilation as opposed to air conditioning, grey water harvesting and photovoltaics.

VOSA will be monitoring the performance of the building over the coming years.

**4. Were there any key updates/changes to your 2005/06 SDAP? Please briefly list.**

No changes were made to VOSA's SDAP during the year.

## 4 PROGRESS AGAINST ACTIONS

The tables that follow report VOSA’s progress against specific actions in its 2006 SDAP. The table was designed by the SDC as part of the self-assessment tool for departments, and encourages critical assessment of the value of each action, as well as the progress achieved.

Progress is represented using a RAG+ Analysis (red, amber, green, +blue) (column E), and provides a subjective indication of the completion of an action towards its stated objectives:

- **Complete** indicates that an action is complete, and the associated output/outcomes fully realised
- **On target** indicates the action is incomplete in one or more aspects, but is still on target
- **Recoverable** indicates that an action is behind target, but recoverable
- **Behind target** indicates that an action is far behind target and that recovery is unlikely.

Column F details evidence to verify the reported progress made, such as:

- Published strategies, policies, Bills, guidance, literature
- Objective performance measures, indicators and associated sources of data
- Reports of events, particularly outcomes and next steps
- Auditable correspondence
- Auditable activities.

In column G, VOSA reported whether this evidence is readily available for scrutiny by the SDC.

While each action is important in itself, the aim of the SDAP is to help organisations

fulfil their contributions to the government’s wider sustainable development priorities for immediate action, as set out in its 2005 strategy, *Securing the Future*.<sup>1</sup> These are:

- Sustainable consumption and production
- Climate change and energy
- Natural resource protection and environmental enhancement
- Sustainable communities.

Column H contains DfT’s critical assessment of how each action impacts on these priority areas, using a scale of 1-4 (see table below).

Column H Level	Contribution of action to one or more of the priority areas
1	Zero or small
2	Fair
3	Good
4	Outstanding

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

*Self-assessment of progress towards SDAP actions*

Business actions:

A	B	C	D	E	F	G	H	I
Ref	Action	Target	Responsibility	Progress (RAG analysis)	Evidence/crosscheck used to measure action	Readily available?	Impact (1-4)	Comments
	Maintain or improve customer satisfaction at 2006/07 levels.	Mar 08	Board Owner: David Trussler	B	<ul style="list-style-type: none"> <li>Operators – satisfaction score &gt;81%.</li> <li>Drivers, Fitters &amp; Presenters – satisfaction score ≥ 90%.</li> <li>MOT Customers – satisfaction score ≥ 90%.</li> </ul>	Y	1	
	Increase range of electronic services available to commercial customers	Mar 08	Board Owner: David Trussler	B	<ul style="list-style-type: none"> <li>On-line vehicle test bookings service available to commercial customers through the Transport Office Portal by 31 March 2008.</li> <li>Delivered portfolio of information services available through the Transport Office Portal by 31 March 2008</li> <li>Test History Maintenance reports</li> <li>Vehicle Encounter reports, and</li> <li>Operator Compliance Risk Score reports</li> </ul>	Y	1	
	Improve the consistency of VOSA's vehicle testing service across the country.	Mar 08	Board Owner: Alex Fiddes.	R	<ul style="list-style-type: none"> <li>Variation in Initial Test Fail Rates:                             <ul style="list-style-type: none"> <li>Motor Vehicle ≤ 27.5%</li> <li>Trailer ≤ 12.6%</li> <li>PSV ≤ 27.4%</li> </ul> </li> <li>Test Error Rate:                             <ul style="list-style-type: none"> <li>Motor Vehicle &amp; Trailer ≤ 0.19%</li> <li>PSV ≤ 0.19%</li> </ul> </li> </ul>	Y	1	
	Improve the quality and consistency of the private vehicle testing service to the public.	Mar 08	Board Owner: Alex Fiddes	B	<ul style="list-style-type: none"> <li>Complete site assessment visits and determine risk scores for 98% of VTS garages.</li> <li>Segment all garages by assessed risk of non-compliance.</li> <li>Developed enforcement strategies for each segment.</li> </ul>	Y	1	
	Contribute to improved road safety through better targeting on non-compliant vehicles and drivers.	Mar 08	Board Owner: Alex Fiddes	B	<ul style="list-style-type: none"> <li>65% improvement in targeting of enforcement action at the roadside compared with 2004/05</li> <li>35% increase in the number of <i>dangerous</i> vehicles and drivers being taken off the road compared with 2004/05.</li> </ul>		2	

A	B	C	D	E	F	G	H	I
Ref	Action	Target	Responsibility	Progress (RAG analysis)	Evidence/crosscheck used to measure action	Readily available?	Impact (1-4)	Comments
	Contribute to more reliable journeys on the strategic road network, improved road safety and minimised congestion.	Mar 08	Board Owners: Alex Fiddes	R/G	<ul style="list-style-type: none"> <li>20% increase in volumes of checks nationally on "at risk" goods vehicles on international journeys compared with 2006/07.</li> </ul>	Y	2	
	Reduce the administrative burden of commercial operation	Mar 08	Board Owner: Alex Fiddes Board Owner: Kevin Rooney.	B	<ul style="list-style-type: none"> <li>Implemented Department for Transport plan for licensing reform</li> <li>Delivered DfT plan for Graduated Fixed Penalties &amp; Deposits.</li> </ul>	Y	1	
	Deliver modernised support services to Traffic Commissioners.	Mar 08	Board Owner: Alex Fiddes	B	<ul style="list-style-type: none"> <li>80% of new Service Level Agreement measures with Traffic Commissioners achieved</li> </ul>	Y	1	
	Deliver final year of VOSA's 4-year Value for Money Plan.	Mar 08	Board Owner: Jeff Belt	R/G	<ul style="list-style-type: none"> <li>4-year cumulative plan delivered with in-year: £0.5M cost saving,</li> <li>17 gross headcount reduction, and</li> <li>5% increase in effectiveness.</li> </ul>	Y	1	
	Increase the take-up of existing electronic services available to customers.	Mar 08	Board Owner: David Trussler	B	<ul style="list-style-type: none"> <li>69% overall take-up achieved for existing electronic services in period April 2007 – March 2008</li> </ul>	Y	1	

Operational actions:

A Ref	B Action	C Target	D Responsibility	E Progress (RAG analysis)	F Evidence/crosscheck used to measure action	G Readily available?	H Impact (1-4)	I Comments
1	Publish a policy framework, to cover energy, transport, waste and natural resource protection. These policies are to be targeted across the whole estate, for compliance with by all staff.	Mar 08	VOSA	A	Document is currently in 1 <sup>st</sup> draft	Y	3	Target missed. Target has been carried over to the 08/09 SDAP
2 3	Publish a sustainable procurement policy. Engage with suppliers through sustainable procurement prioritisation workshops and awareness training.  Implement procedures to embed SD into contract tendering	June 07	VOSA	A  G	Policy document is in 1 <sup>st</sup> draft. Writing SPAP as part of SDAP	Y	3	Initial work in conjunction with DfT's Supplier Management and Sustainability Team.  Looking to ensure SD criteria are taken into account in appropriate tenders above an agreed threshold
4	Increase the development of Environmental Management Systems across the estate. Primary targets to have all sites with an initial site	Mar 08	VOSA	A	Further work on structure, procedures and site survey technique achieved but no further surveys at present.	Y	3	Currently programming visits for the coming FY.

A Ref	B Action	C Target	D Responsibility	E Progress (RAG analysis)	F Evidence/crosscheck used to measure action	G Readily available?	H Impact (1-4)	I Comments
	survey; procedures in place.							
5	Establish a Sustainability Committee of staff from across the estate to discuss and aid implementation of initiatives and procedures.	Mar 08	VOSA	A	Primary list of interested staff established, currently investigating protocol for running the committee.	Y	2	Including staff across the estate will allow VOSA to get a better understanding of what is required. It will enable the SD principles to be discussed at length where it matters.
6	Initiate the design and implementation of a Staff Awareness Programme on SDAP. Progress to be monitored via staff surveys and other methods.	Mar 08	VOSA	G	Staff awareness campaign plan drafted. Case studies and posters have been designed and published – trial set displayed at Corporate Conference (Feb 2008). Progress made in planning re-designing web pages	Y	2	
7	Ensure that sustainability remains an integral part of the process of the estate modernisation programme through re-education.	Ongoing	VOSA	G	Local schools' visit to new Avonmouth GVTS, this site written up as a case study as part of the staff awareness campaign.	Y	2	Use of KPI's and measured against BREEAM standards
8	Undertake a review on the process of developing a SDAP. Use as a building block for future plans. Particularly explore how		VOSA	A	Initiating the use of Microsoft Project to plan and monitor activities as part of the SDAP. Further work needed on aligning SDAP with business planning	Y	2	Essential in the development of an effective SDAP

A	B	C	D	E	F	G	H	I
Ref	Action	Target	Responsibility	Progress (RAG analysis)	Evidence/crosscheck used to measure action	Readily available?	Impact (1-4)	Comments
	we can engage with customers on SD to raise awareness and inspire them to take their own action.				functions – although communication channels are established.			
9	Engage Board Members with the SDAP. Discuss ownership of specific targets	Sep 07	VOSA	A	Developing Director's Days awareness raising/ training in sustainable development. Planning to approach SDC to commission a presentation for senior managers – SD and the SDAP.	Y	2	Identify areas of strength and weakness for future delivery
10	Continue with quarterly utility readings taken across the estate. This is to provide a baseline figure from which to monitor against targets and design future initiatives. Investigate automatic utility reading instrumentation. Allows the gathering of accurate data as and when	Ongoing	VOSA	G	Using data to generate baselines. Investigating the possibilities of automatic metering to enable accurate billing/ monitoring of consumption.	Y	3	In addition to existing monthly invoices from utility companies and site reads, in response to findings of CMEE report and Salisbury GVTS energy assessment.
11	Introduction of wind turbines at Grantham and Newcastle GVTS contribute towards each site's reduction in consumption from the grid.	Ongoing	VOSA	G	Turbines are operational and are often used in awareness raising.	Y	3	Existing new technology including passive stack ventilation to reduce the energy consumption per

A	B	C	D	E	F	G	H	I
Ref	Action	Target	Responsibility	Progress (RAG analysis)	Evidence/crosscheck used to measure action	Readily available?	Impact (1-4)	Comments
								site
12	Work towards 100% of VOSA's electricity being sourced via the OGCbs renewable electricity contract.	Aug 07	VOSA	G	Sites are gradually being brought over to our OGCbs contract where possible.	Y	3	VOSA will identify those sites that are not covered by the contract, and timetable their inclusion on the contract (where possible).
13	Review the findings from the Carbon Trust energy audit. Investigate specific sites based on information for examples of good/bad practice. Target sites with poor results, and engage in improvement programmes	Sep 07	VOSA	G*	* Following engagement with the CT's Carbon Management Programme, we identified the need for a more in depth analysis of energy use in a GVTs to better understand our performance levels. This target has, as such, evolved away from its primary aim – though this is more beneficial to our progress overall.	Y	2	Review the findings and look to implement key measures across the estate where practicable. Look to replicate study at further sites.
14	Launch a communication campaign across the estate (initial concentration on offices) on energy reduction and carbon emissions	Dec 07	VOSA	G	As per point 6.	Y	2	Raising the profile of energy consumption and emissions will help staff contribute to targets on their reductions
15	Development and publication of a Travel Plan. Key areas to consider are targeting high mileage staff, frequency of	Mar 08	VOSA	A	Currently engaged with consultants through DfT to generate travel plans for all applicable sites, starting with data gathering and analysis. Also,	Y	2	VOSA to look at CO <sub>2</sub> from operational travel, administrative travel and visitor

A	B	C	D	E	F	G	H	I
Ref	Action	Target	Responsibility	Progress (RAG analysis)	Evidence/crosscheck used to measure action	Readily available?	Impact (1-4)	Comments
	travel, and whether this mileage can be transferred to audio/video conferencing technology				consider recommendations of EST green Fleet review (see 16).			activities
16	Outsource VOSA's fleet management to the Government Car and Dispatch Agency (GCDA) to ensure fleet selection policy is in line with government emissions targets. Investigate engagement with the Energy Saving Trust's Green Fleet Review.	Dec 07	VOSA	G	GCDA contract commenced April 07.  EST Green Fleet Review report published April 08.	Y	3	VOSA will look at operational vehicles to be purchased and hire car contract to specify reductions in vehicle CO <sub>2</sub> emissions. Consider Green Fleet review report.
17	Evaluate driver training schemes for operational drivers	Apr 08	VOSA	G	Eco-driver training course trialled on HQ staff.	Y	2/3	Through improved driver training awareness, vehicles will be driven in a more sustainable way. Looked to open dialogue with DSA on their driver training scheme
18	To explore offsetting mechanisms and invest in measures that compensates for unavoidable emissions. Operational travel and air travel will be priority areas	Mar 08	VOSA	A SEE NOTE	Opened dialogue with DfT(c) – so far no approved options are available to us.	N	2	

A Ref	B Action	C Target	D Responsibility	E Progress (RAG analysis)	F Evidence/crosscheck used to measure action	G Readily available?	H Impact (1-4)	I Comments
19	A review of current waste disposal patterns is currently being carried out across the VOSA Estate. The intention is to introduce improved practices for reducing, recycling and separating waste.	Mar 08	VOSA	A	National waste audit complete. National waste management contract specification is in draft, to be tendered at the beginning of FY 08-09.	Y	2	Aiming to introduce national contracts for the removal of waste from all sites. This will allow for better control and improved targeting of areas of weakness
20	Launch a communication campaign across the estate on how to improve and increase recycling activities. Once a baseline figure has been identified from the work carried out in the previous action, specific recycling targets will be set per location/across the estate.	Dec 07	VOSA	A	Included in the staff awareness campaign plan (see point 6).	Y	2	Aim to increase staff participation and ownership
21	Review water consumption figures from Watermark Scheme. The contract is initially looking at billing (over/incorrect etc.). Following a the review looking to introduce education packs to encourage a reduction in site consumption	Dec 07	VOSA	A	Regular M&T reports submitted to VOSA by ADSM – showing significant savings since the start of the contract.	Y	2/3	An issue to take into consideration are the levels of 'visitors' to the estate and their consumption of water at site – being discussed with DfT(c).



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A	B	C	D	E	F	G	H	I
Ref	Action	Target	Responsibility	Progress (RAG analysis)	Evidence/crosscheck used to measure action	Readily available?	Impact (1-4)	Comments
22	Re-examine base line figures from previous water audit	Dec 07	VOSA	A	ADSM take account of previous figures but further work is needed in-house.	Y	1	Investigate if any the correlation between these old figures and new monitoring scheme



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**SDAP progress report signed by:**

SD Reporting Officer: Nina Ockendon, 17-07-08

SD Responsible Officer: Jeremy Hall, 17-07-08