

OFFICIAL - COMMERCIAL

AGREEMENT RELATING TO THE SERVICE AND MAINTENANCE OF FIXED AND MOBILE RN DETECTION
EQUIPMENT

Agreement

**relating to the service and maintenance of fixed and mobile RN detection
equipment**

Schedule 2.6 (Sustainability and Corporate Social Responsibility)

Schedule 2.6 Sustainability and Corporate Social Responsibility

1 SUSTAINABILITY POLICY AND CSR

- 1.1 The Authority is committed to creating a sustainable, effective and efficient estate which provides value for money for the taxpayer, reduces its environmental impact, enables transformation to the way civil servants work and contributes to the government's Plan for Growth. Where services are contracted out the Authority will place similar obligations on its service providers.
- 1.2 The Authority is required to ensure that its activities take full consideration of environmental, social and economic impacts. The Authority will work to reduce its carbon emissions, minimise waste and pollution, make best use of scarce resources, respect ecology, build resilience to a changing climate, and nurture community strengths and assets. In particular the Authority will, including through its supply chain:
- (a) implement the Authority's plan to fulfil its Greening Government Commitments 2016-2020 (as set out in Annex 1B (Greening Government Commitments 2016-2020) to this Schedule 2.6 (Sustainability and Corporate Social Responsibility), supplying quarterly information and contributing to an annual report on progress, and particularly to reduce the Authority's carbon dioxide emissions;
 - (b) procure from small businesses in order to support the cross-Government aspiration to spend £1 in every £3 with SMEs, including the supply chain, by the end of 2021/2;
 - (c) access and manage environmental, social and economic impacts and opportunities in the Authority's policy development and decision making; and
 - (d) Comply with all applicable legislation, regulations and other government requirements.
- 1.3 As a primary aim for this Agreement the Authority is committed to operating a low carbon, resource efficient estate, and recognises the importance of responsible utility management and the efficient use of resources throughout its operations. The Authority seeks to protect the environment by conserving natural resources and reducing harmful emissions. All activities undertaken by the Supplier shall therefore minimise, and where possible, avoid having an adverse impact on the environment and take measures to restore, maintain or enhance biodiversity.
- 1.4 The Service Provider shall take account of, and comply with, the Authority's Sustainable Operations Policy (set out in Annex 1A (Sustainable Development Policy) to this Schedule 2.6 (Sustainability and Corporate Social Responsibility) and

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the Authority's aims, objectives and targets in relation to the framework for the Greening Government Commitments 2016-2020 (set out in Annex 1B (Greening Government Commitments 2016-2020) to this Schedule 2.6 (Sustainability and Corporate Social Responsibility)).

- 1.5 The Supplier shall comply with all Government initiatives in environmental or sustainable management, to support the Authority in their delivery. These include but are not limited to those described in Annexes 1C (The Environmental Standards for Goods and Services) and 1D (The Government's Wider Sustainability Policy Aims that must be adhered to) to this Schedule 2.6 (Sustainability and Corporate Social Responsibility).
- 1.6 The Supplier shall take account of and comply with any future environmental policies, strategies and codes of practice put in place by the Authority and any relevant Government body (in particular DEFRA, BEIS, Government Property Unit and the Environment Agency). The Authority reserves the right to set new targets including for contract years 4 to 8 to reflect future Government targets.
- 1.7 The Supplier shall advise the Authority on new technologies and approaches which may be beneficial to the Authority.
- 1.8 The Authority is committed, in particular to working with its service providers to:
 - (a) reduce waste and cut costs with at least 73% recycled or composted, and less than 10% sent to landfill;
 - (b) reduce its carbon emissions / greenhouse gasses by at least 42% from financial year 2014-5 levels by 2020;
 - (c) reduce use of paper by 50% from financial year 2009/10 levels;
 - (d) reduce its consumption of water on a continuous basis from 2014-15 levels;
 - (e) optimise environmental benefits including protecting ecology and biodiversity;
 - (f) optimise social benefits, including supporting skills development;
 - (g) improve its reputation; and
 - (h) deliver better value for money, both for the Authority and for the public.

2 SUPPLIER'S SUSTAINABILITY POLICY & PLAN

- 2.1 The Service Provider shall provide to the Authority a sustainability policy (the "**Sustainability Policy**") and develop, maintain and implement a sustainability plan (the "**Sustainability Plan**") in line with the Authority's sustainability requirements. The Supplier shall ensure that any Key Sub-contractors comply with the Sustainability Plan.

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- 2.2 The Service Provider shall submit the Sustainability Plan for the Authority's approval within three (3) months of the Effective Date.
- 2.3 The Service Provider shall ensure that the Sustainability Plan complies with Government Buying Standards (as set out in Annex 1C (The Environmental Standards for Goods and Services) to this Schedule 2.6 (Sustainability and Corporate Social Responsibility).
- 2.4 The Sustainability Plan shall include but not be limited to the Supplier's approach to:
- (a) energy management, including greenhouse gasses and fugitive emissions;
 - (b) water management including sewerage;
 - (c) resource and waste prevention and management including use of the waste hierarchy and segregation, closed loop approaches, minimising waste to landfill and increasing levels of recycling;
 - (d) use of WARP-IT to increase recycling;
 - (e) food and food waste plan including:
 - (i) the UK Food Plan (A plan for public procurement) including the Balanced Scorecard for Public Food Procurement; and other
 - (ii) Governmental requirements (i.e. Hospitality and food service agreement);
 - (f) minimising travel and ensuring efficient and sustainable transport use in relation to operations under this Agreement.
- 2.5 The Sustainability Plan shall set out, in particular, how it will meet, monitor and measure the sustainability targets set out in the table at paragraph 2.10.
- 2.6 The Supplier's Sustainability Policy and Sustainability Plan shall be attached to this Schedule 2.6 (Sustainability and Corporate Social Responsibility) as Annex 2 and shall provide details of how the Supplier Solution will:
- (a) reduce:
 - (i) the amount of waste generated and going to landfill;
 - (ii) carbon and other emissions;
 - (iii) energy consumption;
 - (iv) paper consumption;
 - (v) water consumption;

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- (vi) the use of hazardous materials;
 - (vii) health and safety risks; and
 - (viii) supply chain risks; and
 - (b) enhance:
 - (i) energy and water efficiency;
 - (ii) the use of durable and recyclable materials;
 - (iii) opportunities to reuse/remanufacture;
 - (iv) opportunities to minimise waste and increase recycling;
 - (v) opportunities for skills development and apprenticeships;
 - (vi) opportunities for equality and diversity; and
 - (vii) opportunities for SMEs and social enterprises.
- 2.7 The Sustainability Policy must also include the following principles:
- (a) VFM;
 - (b) whole-life costs – conception, purchase price, running costs and end of life (e.g. disposal);
 - (c) environmental and social benefits;
 - (d) more efficient use of resources;
 - (e) greater social inclusion;
 - (f) support for innovation;
 - (g) better risk management; and
 - (h) improved supplier relationships.
- 2.8 The Sustainability Policy and Sustainability Plan shall include the Supplier's proposals for skills development and apprenticeships in performance of the Agreement. The Supplier will report annually on performance against its own target for the number of apprenticeships started and the number completed during each year of the Term.
- 2.9 The Supplier shall confirm whether it contracts with SMEs to provide any supplies or services required to deliver the Requirements and will describe any plans to

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increase the Supplier's contractual agreements with SMEs in order to support the Government's target of 33% by the end of 2021/2.

- 2.10 The following table includes sustainability and corporate social responsibility targets to be included in the Service Providers sustainability plan:

	Baseline Values	Target for the end of Contract Year 1	Target for the end of Contract Year 2
Fuel Consumption	Data to be provided by the outgoing service provider	2% reduction from baseline value	4% reduction from baseline value
Carbon Emissions	Data to be provided by the outgoing service provider	2% reduction from baseline value	4% reduction from baseline value
Water Consumption	Data to be provided by the outgoing service provider	2% reduction from baseline value of water usage per m2 against the monthly average number of Detainees	4% reduction from baseline value of water usage per m2 against the monthly average number of Detainees
Waste Arising	Data to be provided by the outgoing service provider	5% reduction from baseline value	10% reduction from baseline value
Skills Development and Apprenticeships	N/A	Service Providers target % of workforce excluding roles agreed by the Parties as being exempt	Service Providers target % of workforce, excluding roles agreed by the Parties as being exempt

3 IMPROVING VISIBILITY OF SUBCONTRACT OPPORTUNITIES AVAILABLE TO SMALL to MEDIUM ENTERPRISE AND VOLUNTARY, COMMUNITY AND SOCIAL ENTERPRISE IN THE SUPPLY CHAIN**3.1 The Supplier shall:**

- (a) subject to paragraph 5, advertise on Contracts Finder all subcontract opportunities arising from or in connection with the provision of the Goods and/or Services and/or Works above a minimum threshold of £25,000 that arise during the Term;
- (b) within 90 days of awarding a Sub-contract to a Sub-contractor, update the notice on Contracts Finder with details of the successful Sub-contractor;
- (c) monitor the number, type and value of the Sub-contract opportunities placed on Contracts Finder advertised and awarded in its supply chain during the Term;
- (d) provide reports on the information at paragraph 3.1(c) to the Authority in the format and frequency as reasonably specified by the Authority; and
- (e) promote Contracts Finder to its suppliers and encourage those organisations to register on Contracts Finder.

3.2 Each advert referred to at paragraph 3.1 above shall provide a full and detailed description of the subcontract opportunity with each of the mandatory fields being completed on Contracts Finder by the Supplier.**3.3 The obligation at paragraph 3.1(a) shall only apply in respect of subcontract opportunities arising after the contract award date.****3.4 Notwithstanding paragraph 3.1(a), the Contracting Authority may by giving its prior written approval, agree that a Sub-contract opportunity is not required to be advertised on Contracts Finder.****4 MANAGEMENT CHARGES AND INFORMATION****4.1 In addition to any other management information requirements set out in this Agreement, the Supplier agrees and acknowledges that it shall, at no charge, provide timely, full, accurate and complete reports (“SME Management Information Reports”) to the Authority, which detail:**

- (a) the total contract revenue received directly on a specific contract;
- (b) the total value of Sub-contracted revenues under the contract (including revenues for non-SMEs and/or non-VCSEs); and
- (c) the total value of sub-contracted revenues to SMEs and VCSEs.

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- 4.2 The SME Management Information Reports shall be provided in the format required by any guidance issued by the Authority from time to time. The Supplier shall use the initial MI Reporting Template which is set out in the Annex to this Schedule, which may be changed from time to time (including the data required and/or format) by the Authority by issuing a replacement version. The Authority shall give at least thirty (30) days' notice in writing of any such change and shall specify the date from which it must be used.
- 4.3 [The Supplier further agrees and acknowledges that it may not make any amendment to the current MI Reporting Template without the prior written approval of the Contracting Authority.]

5 MONITORING AND REVIEW

- 5.1 The Supplier will demonstrate its commitment to sustainable development through continual review of its sustainability policy.
- 5.2 The Supplier shall provide a quarterly report (the **"Sustainability Report"**). The Sustainability Report shall document the Supplier's progress against the targets set out in paragraph 2.10 of this Schedule 2.6 (Sustainability and Corporate Social Responsibility) and shall provide details of the actions taken and actions planned in the next quarter to achieve the targets set.
- 5.3 The Authority shall periodically request the Supplier to complete a corporate social responsibility assessment (a **"CSR Assessment"**), currently known as the Corporate Assessment of Environmental, Social and Economic Responsibility (CAESER) questionnaire, which will set out an action plan to improve performance against an agreed baseline. The parties shall review the progress of this action plan at the Service Meetings.
- 5.4 Following the completion of the CSR Assessment, the Service Provider will report on any agreed actions, in a format to be agreed between the Parties.
- 5.5 In addition, the Authority shall periodically request the Service Provider to complete its Carbon Emissions (CE) Assessment, currently undertaken by CARBON Smart data gathering exercise in the agreed format, which will measure against the previous year score and the Service Provider will set out an action plan to improve performance for the following year. The parties shall review the progress of this action plan at the quarterly contract review meetings which will be held as set out in Schedule 8.5 (Governance and Contract Management).
- 5.6 Following the completion of the CE Assessment, the Service Provider will report on any agreed actions, in a format to be agreed between the Parties.
- 5.7 The Service Provider, when making Continuous Improvement recommendations regarding the Services under Schedule 7.3 (Value for Money and Benchmarking)

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shall consider recommendations which positively impact the Home Office Sustainable Development Policy.

ANNEX 1

**THE AUTHORITY'S SUSTAINABLE DEVELOPMENT POLICY REQUIREMENTS
AND STANDARDS**



April 2016

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1. PURPOSE

These documents set out the Home Office's sustainable development policy, requirements and standards which staff, buyers and suppliers are expected to adhere to, both in spirit and letter. This document applies to all parts of the Home Office, its Agencies and NDPBs and all Business Units.

2. ANNEXES

Annex A to this Schedule is the latest sustainable development policy document.

Annex B to this Schedule details the environmental targets that the Home Office is required to meet.

Annex C to this Schedule details the environmental standards for goods and services that must be adhered to.

Annex D to this Schedule details the Government's wider sustainability policy aims that should be supported.

Annex E to this Schedule details supplier reporting requirements that must be adhered to.

3. SUSTAINABLE DEVELOPMENT IN THE HOME OFFICE

The Home Office continually seeks to minimise any adverse environmental and social impact and to optimise any environmental and social benefit of its activities, including those of its contractors and their subcontractors and supply chains. The Home Office aims to reduce its impact on the environment by improving the environmental performance of its estate and procurement procedures and to support the Government's wider sustainability policy aims.

In addition, the Home Office will commit its suppliers through its buying decisions to:

- support the Home Office sustainable development policy, requirements and standards
- ensure that all actions are made in accordance with relevant current and foreseen legislation and other official guidance
- actively demonstrate and report how this aim is being achieved for services that are within their control
- taking account of whole life costs and not just the initial price when assessing value for money, wherever practical
- using eco-labels and specifying recycled products (etc.) where practicable

4. CLIMATE CHANGE AND ENERGY

Energy: to improve energy efficiency and reduce overall energy consumption without loss of productivity or comfort.

Climate Change: to reduce the overall emission of carbon dioxide and other greenhouse gases by reducing energy consumption in Home Office buildings, plant and equipment. And, where feasible, to control other gaseous and non gaseous

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pollutants by composting kitchen and garden wastes rather than send to landfill to reduce emissions of methane; only using environmentally preferable substitutes having a low global warming potential; hydro fluorocarbons (HFCs) are to be used only where other safe, technically feasible, cost effective and environmentally acceptable alternatives do not exist and only with the consent of the Home Office ; reducing carbon dioxide, carbon monoxide, volatile organic compounds and oxides of nitrogen by cutting vehicle emissions.

Transport: to reduce the overall emission of carbon dioxide and other pollutants and minimise the impact of Home Office travel arrangements on the environment by reducing the level of unnecessary travel carried out by its staff and contractors (e.g. encouraging use of video conferencing, other digital ways of sharing information, Smarter working practices as advocated by Cabinet Office Smarter Working) and encouraging those who have to travel to do so in a way that minimises the environmental impact. This includes commuting, business travel, fleet vehicles and delivery/commercial traffic. Suppliers should batch jobs wherever possible in order to eliminate unnecessary journeys.

5. SUSTAINABLE CONSUMPTION AND PRODUCTION

Waste: to implement the waste hierarchy so as to reduce waste sent to landfill sites, by reducing the amount of materials used, and by re-using, recycling or repairing materials and products where possible. To establish schemes in Home Office properties (where feasible) for recycling, as a minimum, dry recyclables. To use refurbished and recycled materials where such alternatives are available and provide value for money

Water: to increase water efficiency and reduce water consumption.

Wood: to purchase only legal and sustainable produced timber and timber products such as joinery, fittings, furniture and veneers. The UK Government's timber procurement policy requires central government departments, their executive agencies and non-departmental public bodies only to procure timber and wood-derived products from independently verified legal and sustainable sources or from a licensed Forest Law Enforcement Governance and Trade (FLEGT) partner. As an alternative, contracting authorities can demand recycled timber.

This to be achieved through specifying in orders and contracts that suppliers provide evidence that the supplied products comply, not only with the policy requirements for legal, but also the requirements for sustainable timber or FLEGT-licensed. This evidence should cover both the source of the timber (chain of custody) and proof that this source is legally **and** sustainably managed or FLEGT-licensed. Details on this policy are available from <http://www.proforest.net/cpet>

Paper: to reduce the use of paper by maximising the use of alternative technologies; to use double sided printing and photocopying where possible; to purchase and use only recycled paper and to establish schemes in Home Office properties (where feasible) for recycling paper. The Home Office and its suppliers are required to support this aim and identify opportunities to reduce paper consumption as far as the operational constraints imposed by the Home Office or the Landlord (as applicable) will allow.

The Home Office and its suppliers are encouraged to buy copying paper with 100% recycled content and tissue paper (kitchen and toilet tissue) with 100% recycled content. Paper for printed publications must have 75% recycled content. Of the non-

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recycled content any virgin fibre used must be purchased in accordance with UK timber procurement [policy](#). Only timber and timber products originating either from independently verified legal and sustainable sources or from a licensed FLEGT partner can be purchased

NB The recycled content of copying / printing paper must only count recovered fibres in accordance with the [NAPM](#) definition of genuine recovered fibre.

Ozone-Depleting Substances: The Home Office and its suppliers must ensure that no products are purchased which contain chlorofluorocarbons (CFCs) and - except in special circumstances and only where the Home Office has given prior consent - no, hydro chlorofluorocarbons (HCFCs), halons, carbon tetrachloride, 111 trichloroethane or any other ozone-depleting substances, and that all refrigeration and air conditioning equipment is properly maintained, including leakage prevention and recovery of refrigerants. To comply with Sections 33 and 34 of the Environmental Protection Act 1990 by continuing to prevent the venting of ozone-depleting substances from appliances used on departmental premises and ensuring that they are recovered for recycling or destruction using appropriate technology. Suppliers are required to support this aim and actively demonstrate how this aim is being achieved for services that are within the control of the contractor.

Asbestos: to continue to manage undamaged materials in situ through regular monitoring for signs of deterioration and sealing, encapsulating and labelling where appropriate. Where it is necessary to remove and dispose of asbestos materials, to do so in accordance with relevant regulations and guidance to minimise the release of fibres and the risk they might pose to the health of workers, staff and visitors. To require, for new applications or where asbestos materials are being replaced, that asbestos free materials be used where these exist and are less hazardous.

Hazardous Substances: to minimise their use wherever this is avoidable and to ensure that they are stored, used and disposed of in accordance with suppliers' instructions.

Batteries: to avoid the use of batteries, especially those with high levels of lead, mercury and cadmium, where there is a better environmental option and where used, to provide recycling facilities.

Solvents and paints: to continue to check the use of products containing potentially harmful solvents in order to identify those which can be eliminated or replaced by low solvent, or solvent- free products such as water based paints, varnishes and glues.

Biodegradable Substances: to use fully biodegradable substances such as wood, cardboard and vegetable based lubricating oils, where available and when they represent the best environmental option and value for money.

Litter: to keep grounds clear of litter and refuse, taking account of the statutory Code of Practice on litter.

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6. NATURAL RESOURCE PROTECTION AND ENVIRONMENTAL ENHANCEMENT

Horticulture: to replace the use of all slow renewables such as peat with organic wastes such as coir, manure, leaf mould and bark; and to maintain grounds on the Home Office estate by using good husbandry and encouraging native flora and fauna.

Pesticides and Artificial Fertilisers: to minimise the use of pesticides and artificial fertilisers and actively demonstrate how this aim is being achieved for services that are within the control of suppliers.

7. SUSTAINABLE ESTATES STRATEGY

The Home Office and its suppliers will apply best practice in the management of Home Office buildings.

The Home Office and its suppliers shall use the Building Research Establishment's Environmental Appraisal Method in making assessments of new and refurbished premises to meet the relevant target ratings. The Home Office and its suppliers shall introduce high standards of energy and environmental management within all key buildings.

The Home Office and its suppliers shall support the Government-Industry targets to ensure that at least 70% of construction waste is subject to material recovery by 2020.

The Home Office and its suppliers shall procure buildings in the top quartile of energy performance. The top quartile of energy performance for office buildings for 2009 has been determined as an Energy Performance Certificate rating of 64 or less.

The Home Office and its suppliers shall develop Green leases where possible with Landlords.

The Home Office and its suppliers shall raise the rating of Display Energy Certificates (DEC). DECs were introduced in 2008 and are required in all public sector buildings/offices larger than 250m², frequently visited by the public. DECs rate the operational energy efficiency and performance of a building with a rating from A to G - much like domestic appliances. The Operational Rating received is relative to the average energy performance for a category of building of the same type, which is set at 100. DECs must be prominently displayed where all public visitors will be able to see them. The qualified engineer issuing the certificate will also have provided a report, which will have provided the department with suggestions for improving energy efficiency.

8. STAFF AWARENESS

- 1.1 The Home Office and its suppliers will promote staff awareness of sustainable development and environmental issues by educating, training and motivating their staff to work in an environmentally responsible manner and to play a full part in developing new ideas and initiatives and keeping their staff informed about environmental policies and practices.

ANNEX 1A

Sustainable Development Policy



MoJ ESTATE' S CLUSTER VISION FOR SUSTAINABILITY

“Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs”¹

As a joint estates cluster, we are committed to creating a sustainable, effective and efficient estate which provides value for money for the taxpayer, reduces our environmental impact, enables transformation to the way civil servants work and contributes to the growth agenda.

We will ensure that our activities take full consideration of environmental, social and economic impacts. We will work to reduce our carbon emissions, minimise waste and pollution, make best use of scarce resources, respect ecology, build resilience to a changing climate, nurture community strengths and assets.

CLUSTER SUSTAINABILITY POLICY STATEMENTS

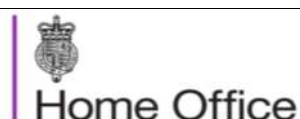
We will ensure that our activities take full consideration of environmental, social and economic impacts.

We are committed to sustainable development and, on behalf of each participating department, will:

- Comply with all applicable legislation, regulations and other government requirements.
- Monitor and review performance and progress against the Greening Government Commitments (GGC).
- Report performance publicly in line with Cabinet Office requirements.
- Deliver continual improvement and prevention of pollution.

Each department will have further individual policy statements to reflect their specific business.

¹ Our Common Future, World commission on Environment and Development, Brundtland Report, 1987



Sustainable Operations Policy statement

Our mission is to keep our citizens safe and our country secure. Our goals are to prevent terrorism, cut crime, control immigration, promote growth, and transform the Home Office.

We will:

- Implement the department's plan to fulfil its Greening Government Commitments (GGC), supplying quarterly information and contributing to an annual report on progress, and particularly to reduce our carbon dioxide emissions.
- Procure from small businesses in order to support the aspiration to award 33% of spend to SMEs.
- Assess and manage environmental, social and economic impacts and opportunities in its policy development and decision making.
- Comply with all applicable legislation, regulations and other government requirements.

As an organisation we are committed to:

- Reducing and measuring wasted energy and water through improved building and facilities management, and smarter information technology.
- Reducing and measuring the volume of waste generated; and reusing and recycling as much material as possible (including refurbishment and construction projects).
- Reducing and measuring carbon dioxide emissions from all forms of business-related travel, for example by promoting the use of video and phone conferencing or (where travel is essential) encouraging the use of public transport or providing a fuel efficient fleet.
- Working collaboratively with our suppliers, staff and stakeholders to ensure that we are all aware of our commitments and are proactive in helping the Home Office meet its targets.
- Reducing domestic flights.

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ANNEX 1B

Greening Government Commitments 2016 – 2020

We will continue to reduce the government's environmental impact, building on the progress we have made since 2010. By 2020 ² , the government will:	
Reduce our emissions:	1. Reduce greenhouse gas emissions by at least 42% from a 2009/10 baseline (in line with individual departmental targets). 1a. Reduce the number of domestic business flights by at least 30% from the 2009-10 baseline³.
Improve our waste management:	2. Reduce the amount of waste going to landfill to less than 10%; Also to continue to improve our waste management by reducing the overall amount of waste generated and increasing the proportion which is recycled. 2a Reduce government's paper use by at least 50% from a 2009/10 baseline
Reduce our water use:	3. Continue to further reduce water consumption. Each department will continue to improve on the reductions they had made by 2014/15. Departments will set internal targets and continue to report on office water use (m³ per FTE).
In addition to the above targets, the Government commits to:	
Buying "greener" products and services	4. Continue to buy more sustainable and efficient products and services with the aim of achieving the best long-term, overall value for money for society. Departments will report on the systems they have in place and the action taken to buy sustainably, including: to embed compliance with the Government Buying Standards in departmental and centralised procurement contracts, within the context of government's overarching priorities of value for money and streamlining procurement processes and;

² i.e. by the end of financial year 2019/20.

³ Excluding front line military flights. Departments which are already exceeding a 30% reduction will be expected to set their own internal targets for further reductions.

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	to understand and reduce supply chain impacts and risks This reporting should set out achievements and cover departments' use of the Prioritisation Tool to help them identify and address their most important areas and the Flexible Framework tool which enables them to measure and monitor their progress on sustainable procurement over time (or other equivalent tools).
Being open and transparent	5. Departments will be open and transparent by reporting publicly on the steps they are taking to address the following areas: Climate change adaptation; Biodiversity and the natural environment; Procurement of food and catering services; Sustainable construction, and; on any other issues that departments consider to be most significant to reducing the environmental impact of their activities.

The targets apply to 22 core Ministerial and non-Ministerial departments and their executive agencies and executive non-departmental public bodies (but not advisory NDPBs) employing more than 250 staff or occupying 1,000m³ of floor space.

Greenhouse Gas reduction table showing the individual departmental targets which make up the overall government target

Department	Baseline GHG emissions (tonnes CO ₂ e)	GHG emissions in 2014/15	% reduction from 2009/10 to 2014/15	Forecast GHG emissions in 2019/20	% improvement from 2009/10 to 2019/20
Home Office – Overall	79,668	62,395	22%	52,688	42%

Annex 1C

The Environmental Standards for Goods And Services

Government Buying Standards

The Government Buying Standards (GBS) are a set of product specifications for public procurers. They have 2 levels:

- mandatory
- best practice

All central government departments and their related organisations must ensure that they meet the GBS when buying goods and services for those product groups covered. It follows that suppliers to these Departments are also mandated.

The standards are owned by Defra, who consider the following aspects when setting them:

- energy in use
- water in use
- end of life costs:
- reparability
- upgradeability
- recyclability
- hazardousness of materials used
- resource efficiency - quantities of scarce materials used and recycled content

They currently cover:

- Cleaning products and services
- Construction projects and buildings
- Electrical goods
- Food and catering
- Furniture
- Horticulture and park services
- Office ICT equipment
- Paper and paper products
- Textiles
- Transport (vehicles)
- Water using products

<https://www.gov.uk/government/collections/sustainable-procurement-the-government-buying-standards-gbs>

Annex 1D

The Government's Wider Sustainability Policy Aims that Must be Adhered to

Suppliers are encouraged to support these wider sustainability aims where possible:

- **Equality & Diversity**
- **Workforce skills – Apprenticeship Places:** Creating apprenticeships or skills development programmes to support the government target to create 3 million apprenticeships by 2020. Further guidance is available at: <https://www.gov.uk/take-on-an-apprentice>
- **Workforce skills – Local Employment Partnerships** with Jobcentre Plus
- **SMEs** – working with any SMEs in your supply chain, to support the Government target to spend at least 33% with SMEs by the end of financial year 2021/2
- **Prompt payment** – Looking to pay your supply chain in line with the Prompt Payment Code (i.e. pay suppliers within a maximum of 60 days - in line with late payment legislation requirements and work towards adopting 30 days as the norm and to avoid any practices that adversely affect the supply chain.)
- **Innovation** - To consider innovative solutions which could lead to environmental or other sustainability efficiencies
- **Social Value** - In line with the Social Value Act 2012, consider any further social, environmental or economic benefits which can be delivered through the life of this contract

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Annex 1E**Supplier reporting requirements**

Ref	Issue	Question	Data
HOME OFFICE SPECIFIC QUESTIONS			
1	Corporate Social Responsibility	Do you use CAESER? If not why not?	Yes/No
2	Carbon and energy	Can you describe in Home Office (HO) contract how you have supported the HO in meeting its 10% target to reduce carbon dioxide emissions or delivered energy savings? Describe.	Savings delivered: Energy, cost, carbon dioxide
3.	Sustainability	Can you describe in HO contract how you have supported the Authority's sustainable development policy, requirements and standards and actively demonstrated how this aim is being achieved for Services that are within their control (see paras 4-8)? Describe.	Notable initiatives
4	Government Buying Standards	In HO contract do you ever buy goods that do not meet mandatory Government Buying Standards? Describe.	What is the value of these goods by priority group?
5	Government Buying Standards	State if what eco-labels (etc.) your supplied or consumed goods carry. Describe.	None
6	Government Buying Standards	Have you bought items that exceeded the mandatory product standards? Describe.	What is the value of these goods by description?
7	Sustainable Timber	Value of certified legal and sustainable produced timber and timber products. Value of non - certified legal and sustainable produced timber and timber products. Value of timber and timber products where certification is not known or not available.	Three values
8	Case Studies	Have you produced a Home Office sustainable development focused case study submitted to Sustainable Development Team. Describe.	Yes/No
9	Whole Life Costings	Have you been able to demonstrate the use of whole life costings and/or the sustainable aspects fully assessed in your contract with Home Office? Describe.	Yes/No
10	Whole Life Costings	Have you experienced any cases where an up	Yes/No

AGREEMENT RELATING TO THE SERVICE AND MAINTENANCE OF FIXED AND MOBILE RN DETECTION EQUIPMENT

		front cost constraint prevented you from choosing the most sustainable option? Describe. If so, what action did you take? Describe.	
11	Action plans for improvement	Have you agreed sustainability targets to improve their sustainability performance? Describe.	Yes/No
12	SMEs & diverse supply base	Do you support SMEs? Describe.	Yes/No
13	SMEs & diverse supply base	If you are an SME has HO paid in accordance with the prompt payment code? Describe.	Yes/No
14	Work force skills	Do you employ any apprentices related to HO contract? Describe.	Number
15	Work force skills	How many young unemployed people have been taken on to work on or support HO contract? Describe.	Number
16	HMRC and HO charter	Have you signed up to the joint HMRC and HO Supplier Charter? Describe.	Yes/No
COMPANY WIDE QUESTIONS (UK only)			
17	Greenhouse Gas Emissions	Do you disclose your greenhouse gas emissions? If so where and using what standards? Describe	Yes/No
18	Prosecutions	Has your company been subject to a prosecution for breach of environmental legislation in the past 12 months? Describe.	Yes/No

ANNEX 2

SERVICE PROVIDERS Sustainability Policy

Service Providers Sustainability Policy to be provided following contract award no later than 30 days prior to the Commencement Date.