



Home Office

AUTHORITY: The Secretary of State for the Home Department

**SCHEDULE 16**  
**SUSTAINABILITY**

Front End Services (FES) UK

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## 1. SUSTAINABILITY POLICY

- 1.1. The Authority is 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 government's Plan for Growth<sup>1</sup>. Where services are contracted out the Authority will place similar obligations on its Suppliers.
- 1.2. As a primary aim for this contract, 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. It 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.
- 1.3. The Supplier shall take account of, and comply with, the Contracting Body's Sustainable Policy (as provided in the Data Room) and the Authority's aims, objectives and targets in relation to the framework for the Greening Government Commitments (as provided in the Data Room).
- 1.4. The Supplier shall comply with all Government initiatives in environmental or sustainable management, in order to support the Authority in their delivery. These includes but is not limited to those described in Annex 16-2 and 16-3.
- 1.5. 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, Government Property Unit and the Environment Agency). The Authority reserves the right to set new targets including for contract years 3 to 5 to reflect future Government targets.
- 1.6. The Supplier shall advise the Authority on new technologies and approaches which may be beneficial to the Contracting Body.
- 1.7. The Authority is committed, in particular, to working with its Suppliers to:
  - 1.7.1. reduce waste and cut costs with at least 70% recycled or composted, and less than 10% sent to landfill;
  - 1.7.2. reduce its carbon emissions / greenhouse gasses by at least 10% from financial year 2014-15 levels;
  - 1.7.3. reduce use of paper by 50% from financial year 2009/10 levels;

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<sup>1</sup> <https://www.gov.uk/government/publications/plan-for-growth--5>

- 1.7.4. reduce its consumption of water on a continuous basis from 2014-15 levels;
- 1.7.5. optimise environmental benefits including protecting ecology and biodiversity;
- 1.7.6. optimise social benefits, including supporting skills development;
- 1.7.7. improve its reputation; and
- 1.7.8. deliver better value for money, both for the Authority and for the public.

## **2. SUPPLIER SUSTAINABILITY POLICY AND PLAN**

- 2.1. The Supplier shall provide to the Authority a sustainability policy and develop, maintain and implement a sustainability plan in line with the Authority's sustainability requirements. The Supplier shall ensure that any Key Subcontractors comply with its sustainability plan.
- 2.2. The Supplier shall submit the sustainability plan for the Authority's approval within thirty (30) Working Days of the Commencement date (Annex 16-1).
- 2.3. The Supplier shall ensure that the sustainability plan complies with Government Buying Standards (GBS) (Annex 16-2).
- 2.4. The sustainability plan shall include but not be limited to the Supplier's approach to:
  - 2.4.1. energy management, including greenhouse gasses and fugitive emissions;
  - 2.4.2. water management including sewerage;
  - 2.4.3. 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;
  - 2.4.4. food and food waste plan including the UK Food Plan (A plan for public procurement) including the Balanced Scorecard for Public Food Procurement; and other Governmental requirements (i.e. Hospitality and food service agreement); and
  - 2.4.5. minimising travel and ensuring efficient and sustainable transport use in relation to operations under this contract.

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 2.10 below.

2.6. The Supplier's sustainability policy and plan is part of this Schedule 16 (**Sustainability**) Annex 16-1 and shall provide details of how the Supplier Solution will:

**2.6.1. Reduce:**

- a) The amount of waste generated and going to landfill;
- b) Carbon and other emissions;
- c) Energy consumption;
- d) Paper consumption;
- e) Water consumption;
- f) The use of hazardous materials;
- g) Health and Safety risks; and
- h) Supply chain risks.

**2.6.2. Enhance:**

- a) Energy and water efficiency;
- b) The use of durable and recyclable materials;
- c) Opportunities to reuse/remanufacture;
- d) Opportunities to minimise waste and increase recycling;
- e) Opportunities for skills development and apprenticeships;
- f) Opportunities for equality and diversity; and
- g) Opportunities for SMEs and Social Enterprises. The Authority's target is 33%.

2.7. The Supplier's sustainability policy must also include the following principles:

2.7.1. Value for money;

2.7.2. Whole-life costs – conception, purchase price, running costs and end of life (e.g. disposal);

2.7.3. Environmental and social benefits;

2.7.4. More efficient use of resources;

2.7.5. Greater social inclusion;

2.7.6. Support for innovation;

2.7.7. Better risk management;

2.7.8. Improved supplier relationships.

2.8. The Sustainability Policy and Plan shall include the Supplier's proposals for skills development and apprenticeships in performance of the Contract. The Supplier shall report annually, within one month of the end of each contractual year, on performance against its own target for the number of apprenticeships started and the number completed during each year of the contract.

2.9. The Supplier shall confirm whether it contracts with Small and Medium Enterprises (SMEs) to provide any supplies or services required to deliver the requirements set out in Schedule 2 (**Statement of Requirements**) and will describe any plans to increase the Suppliers contractual agreements with SMEs in order to support the Authority's target of 33%.

2.10. The following table includes Sustainability Targets to be included in the Suppliers sustainability plan:

	Baseline Values	Target for the end of Contract Year 1	Target for the end of Contract Year 2
Waste Arising	Data to be provided by the outgoing Supplier	5% reduction from baseline value	10% reduction from baseline value
Skills Development and Apprenticeships	N/A	Suppliers target % of workforce, excluding roles agreed by the Parties as being exempt	Suppliers target % of workforce, excluding roles agreed by the Parties as being exempt
Sub-contractors- Use of Small and Medium Enterprises to support the Authority's target of 33%.	N/A	Actual percentage	Actual percentage

### 3. MONITORING AND REVIEW

- 3.1. The Supplier will demonstrate its commitment to sustainable development through continual review of its sustainability policy.
- 3.2. The Supplier shall provide a quarterly Sustainability Report in accordance with Schedule 14 (**Management Information and Reporting**). The Sustainability Report shall document the Supplier's progress against the targets set out in Paragraph 2.10 of this Schedule 16 (**Sustainability**) and shall provide details of the actions taken and actions planned in the next period to achieve the targets set.
- 3.3. In addition, the Authority shall periodically request the Supplier to complete its Corporate Social Responsibility (CSR) Assessment, currently known as CAESER (Corporate Assessment of Environmental, Social and Economic Responsibility) questionnaire; the CAESER 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 quarterly contract review meetings which will be held as set out in Schedule 8 (**Governance and Contract Management**).
- 3.4. Following the completion of the CSR Assessment, the Supplier will report on any agreed actions between the Authority and the Supplier, in a format to be agreed between the Parties.
- 3.5. In addition, the Authority may periodically request the Supplier to complete its Carbon Emissions (CE) Assessment, currently undertaken by CARBON Smart data gathering exercise in the format agreed between the Authority and the Supplier, which will measure against the previous year score and the Supplier 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 (**Governance and Contract Management**).
- 3.6. Following the completion of the CE Assessment, the Supplier will report on any agreed actions, in a format to be agreed between the Parties.

**ANNEX 16-1: SUPPLIER'S SUSTAINABILITY POLICY**

*Supplier's Sustainability Policy to be provided following contract award no later than 30 days prior to the Commencement Date.*



## **ANNEX 16-2 – 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 Department's 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 16-3 - DETAILS 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
- Workforce skills – Leitch skills pledge
- Workforce skills – Local Employment Partnerships with Jobcentre Plus
- SMEs – proportion of business in the supply chain
- Information Assurance
- Prompt payment
- Innovation