

Catering

Identify Requirement

- Consider your first tier suppliers' production processes initially, this will help to map the inputs from other organisations and ultimately highlight the 'sustainability issues' for the complete product/service lifecycle.
- Consider the sustainability impacts of menu offerings, cooking methods and fuel type.
- Consider the electricity source and tariff for catering premises.
- Consider using bottled tap water in meeting rooms.
- Assess and measure levels of waste (kg/week) and your chosen disposal method.
- Delivery/distribution vehicles – assess your mix of petrol, diesel and electric vehicles.
- Map the food miles for your main ingredients/products.
- Consider the packaging used. Is it necessary? What materials are used? Can it be reduced?

Plan

- Identify key sustainability risks and ask the supplier to suggest how each would be managed.
- Request that suppliers quote for two types of core products – standard products and sustainable alternatives.
- Review your supplier's own energy management strategy – their electricity supplier etc.
- Consider requesting your supplier's policy on the use of organic food.
- Define your expectations of suppliers in relation to process improvements to improve sustainability.
- Consider requesting a statement, policy or performance audit regarding packaging from suppliers.
- Consider whether the contract can be designed to incentivise the supplier to reduce waste.

Select

- Include sustainability considerations within the selection criteria for both supplier (prequalification) and the product/service.
- Consider developing high-level sustainability criteria applicable to all suppliers. Do you want to specify minimum sustainability accreditation requirements?
- Is sustainability awareness within the company culture? Request case studies to demonstrate policies in practice.
- Select suppliers that are most likely to continue to identify and act on opportunities to improve.
- Consider asking suppliers to propose a methodology to monitor and reduce waste.

Manage

- Incorporate sustainability questions into the relationship performance regime.
- Measure sustainability performance changes during the course of the contract.
- Specifically consider monitoring the ongoing use of packaging.
- Monitor delivery miles over time.