

TUCO Sustainability Group (TSG)
7th December 2022 commencing at 11:00 am
via Microsoft Teams

A G E N D A

1. Welcome and Apologies
2. TUCO Academy Updates around Sustainability
3. Minutes of the Last Meeting and TUCO Update
4. Presentation by ASC
5. ProcureWizard (Labelling/GHG Calculator/Carbon Monitoring)
6. Presentation by Tom Mansel of Lean Path
7. TUCO Swap Shop [Latest TUCO Member Swap Shop topics - TUCO Forum](#)
8. Menus of Change
 - Member Lead
9. Sustainability Insights
10. Local Producers
11. WRAP Update including Food Waste Action Week
12. Procurement Update
13. Energy Management for Commercial Kitchens
14. Cadbury's
15. RSPO
16. TUCO Sustainability Business Plan
17. Date of Next Meeting

TUCO Sustainability Group (TSG) Tuesday 6th September 2022 at 10:00 am via MS Teams MINUTES

Attendees:	Mandy Johnston (Chair)	TUCO
	Karen Agate-Hilton	LSE
	Sarah Cawthorne	Nottingham
	Nichola Gill	Manchester
	Mike Haslin	TUCO
	Judith Hoyle	TUCO (Secretary)
	Annabel Hurst	Cardiff
	Louise Levens	APUC
	Cherese Lewis	Leicester
	Hayley Lowes	Kent
	David Morton	Winchester
	David Nuttall	Harper Adams
	David Oakley	Churchill College, Cambridge
Ian White	Chester	
Guest Presenters:	Louisa Dodd	The SRA
	Paul Fieldhouse	Ramco
Apologies:	Alison Bates	Manchester
	Huw Evans	Keele
	Matthew Green	South Devon College
	Lee Hallam	Falmouth
	Ivan Hopkins	Nottingham Trent
	Matt Tebbit	Reading
	Ros Wilkinson	Lancaster
	Emma Woodcock	Keele
	Caroline Wynn	Bristol

1. Introduction and Apologies for Absence

Apologies as above. Mandy welcomed everybody to the Meeting.

2. Presentation by Paul Fieldhouse from RAMCO

Paul ran through the Agenda for the forthcoming study tour in conjunction with Hobart.

3. TUCO Academy Updates around Sustainability

Sarah advised members on the recent study tour to Freiburg and that the UK universities are ahead of their European counterparts on the Sustainability Agenda. European universities tend to be government-led. The tour centred around Studentwerke, which looks after the catering side at universities. This will probably lead to a series of other European study tours.

4. Minutes of the Last Meeting and TUCO Update

These were agreed.

There was an action on the Secretary to send out the Sustainability Business Plan with the Minutes for members to comment on.

Action: Secretary

5. ProcureWizard

Access are currently working on a new ordering portal which is being phased in to our members. This will have images and product accreditations and will be more sophisticated. The next phase of development is to see how we can integrate our Greenhouse Gas Calculator. This will allow emissions to be calculated automatically for labelling etc. David Nuttall asked about links to labelling as the majority of people are using Plan Glow. Annabel is using Plan Glow and commented that it integrated smoothly. David Oakley asked how the labelling was progressing and we have actually had a few issues around the development work. We will be arranging a TUCO Online User Group meeting for late October.

Action: Secretary

Nichola commented that as everybody is using different tools it will be very difficult to benchmark as there will be no consistency. David Morton asked how many members are using ProcureWizard and the response was that there are around 35 in total. It was observed that Klimato is a good system but very expensive.

6. 'Swap Shop'

TUCO Marketing Manager Anj is setting up a forum for members who have equipment they wish to swap. Mandy asked if members wanted to restrict this to kitchen equipment or extend it to other things. Annabel asked if this could include front-of-house ie tables and chairs.

7. Menus of Change Summit Conference Tour

Mike explained that feedback from the June study tour had been very good so this may become a regular event. Annabel attended this and remarked that days were very 'full on' – starting around 7:15 am and ending at 10:00 pm. The Conference covered schools, care homes and hospitals

8. Presentation by Louisa Dodd of the SRA – 'Food Made Good'

Dave Morton has let this lapse at Winchester and wishes to be re-accredited next year so asked when should he start to get things together for this. Annabel asked if the accreditation is for all catering operations or if you can just do certain parts of it. The SRA now regard it to be the whole operation to be rated. Chester were awarded a 2 star accreditation but were close to getting 3 stars but the stumbling block was free meals to staff as Chester's are heavily subsidised but the SRA wanted them to be completely free. At Harper they are very sustainable as they use all their own products but do not fit the SRA's criteria.

Winchester's highest rating was for treating their staff fairly. Louisa will contact Dave Morton, David Nuttall, Annabel Hurst and Ian White to discuss things further.

9. MCURC Event October 2022

We are committed to supporting the Menu of Change but Annabel stressed that universities still want to have the accreditation. Karen commented that LSE completed the SRA rating last year. They have a few organic products but are having problems sourcing them, however they still managed to get a 3 star rating. The more information you put into your bid the better. David Oakley questioned what the students actually want us to do? The SRA has the scores but with policies, principles and actions the Menu of Change is preferable. Dave Morton advised that Winchester previously put a lot of emphasis on People and Planet and he would definitely rate the SRA above Food for Life. Annabel added that Menu of Change is about communications so, rather than filling in forms, they are actually communicating to the students.

10. MSC Application

TUCO have now passed the re-certification audit and we are now looking at ASC. We will be inviting them into the next meeting to present to us.

Action: Secretary

11. Sustainability Insights

Winchester are making a video about their Sustainable Shop.

12. Menu of Change

David Oakley feels that we should promote that the TSG are supporting this and that ProcureWizard are helping us to achieve this principle. Mike suggested that we ask Matt Tebbit to do an Insights podcast but solely on MoC in order to sell it to more members and Annabel feels that it would be good to have a forum solely dedicated to MoC. Mandy added that we should also push this at regional meetings and add it to their Agendas.

13. Kale Yeah!

Chester have received an email from Friends of the Earth to inform that will not be continuing with this project and it will be disbanded.

14. WRAP Action Week

This will run from Monday 6th to Sunday 12th March 2023 and Mandy urged members to take part in this. Annabel confirmed that Cardiff will be participating. Mike asked if anyone is doing anything around British Food Fortnight. Mandy asked if Annabel would do a podcast on Food Waste Action Week. There was an action on Mandy to put this question out.

Action: Mandy

15. Sustainability Meetings with Suppliers

There has been an increased uptake from 68% to 76% on the NetPositive Development Tool. The more we do to this, the more it will increase.

16. Any Other Business

Annabel asked about local suppliers and if there are any frameworks for this. There was an action on the Secretary to add this to future Agendas.

Action: Secretary

Mike announced that he has met with Social Enterprises UK. We have a large number of SMEs on our CICS (Catering Innovation Concept Solutions) framework. Annabel is unable to buy milk from the local farmer as he is not accredited. There is however a route to market via the DPS system. David Oakley uses a small local farm but they are not able to supply to anyone else. Mandy will look into core accreditations which are required. Winchester work with a couple of small suppliers directly including free-range eggs. Annabel advised that the amount that Cardiff are spending on milk will take them over the EEU threshold over a 3 year period. Nichola asked how we encourage the suppliers to be on board without putting them off with the processes? Mike suggested having a dedicated area on the website where information can be uploaded. There was an action on Mike to feed back to the group at the next meeting and canvass members for their local providers as well as working with Anj on the website.

Action: Mike

17. Date and Venue for Next Meeting

Next meeting to take place early December.



LOOPCYCLE

For commercial equipment operators

Loopcycle.io | @Loopcycle | @Loopcycle_

Who are we?

What is Loopcycle?

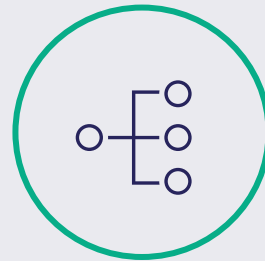
Our system has been developed by commercial sustainability experts, with the goal of connecting supply chains from end to end.

More than ever, there is guidance as to what carbon footprints should be, yet very little indication as to where to start, or how to make changes.

Our platform will help you to understand what equipment you have and where, and how you can begin to make changes within your estate, by having information at the scan of a code.

63% of asset operators believe that better, more innovative management systems are key to improving inventory management

Institute of Asset Management, 2019



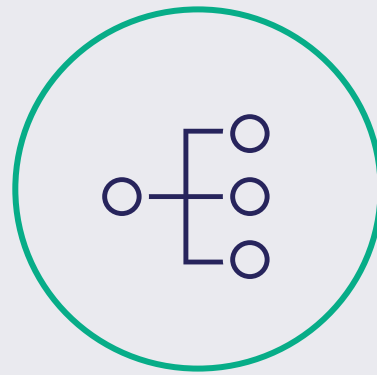
How can we help reduce your carbon footprint?

- **Asset management by site:** track and manage your assets across sites, using one portal, ensuring and extending life spans, saving time, money and carbon
- **Equipment status and condition:** see what you have across your estate, their condition, service history and warranty status
- **Booking management:** efficiently manage your servicing and repair needs, and securely store product records digitally
- **Behaviour Analysis:** collect and interrogate data on usage trends, to determine staff training and educational needs
- **Future-proofing procurement strategies:** forecast the optimum time to replace assets and undertake proactive management in the future
- **Second life opportunity:** increase options to recycle or resell equipment to another site, or ensure equipment is recycled for future use, placing the equipment into the circular economy



If you don't track it, you can't manage it!

Manufacturers don't know
who they sell to



Equipment operators don't know
what they have or its status

Whenever products are sold via third parties,
manufacturers know as little as 10-20% of
their end users

A global commercial appliance manufacturer

Companies lose more than 35% of potential
warranty savings by paying to repair
equipment under warranty.

Corporate Finance Institute, 2022



Poor asset management is bad for your business

Callouts from user error could be increasing your OPEX by an additional £35k per year*

These equipment failures are creating much wider business impacts that are harder to measure

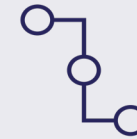
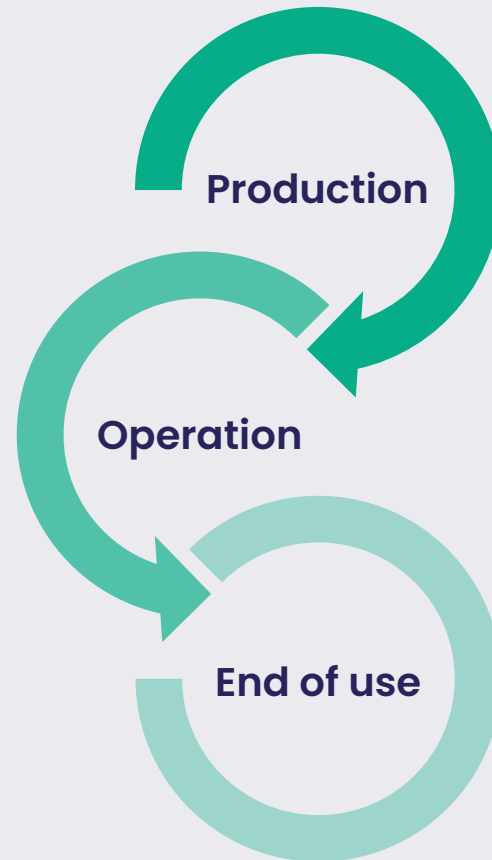
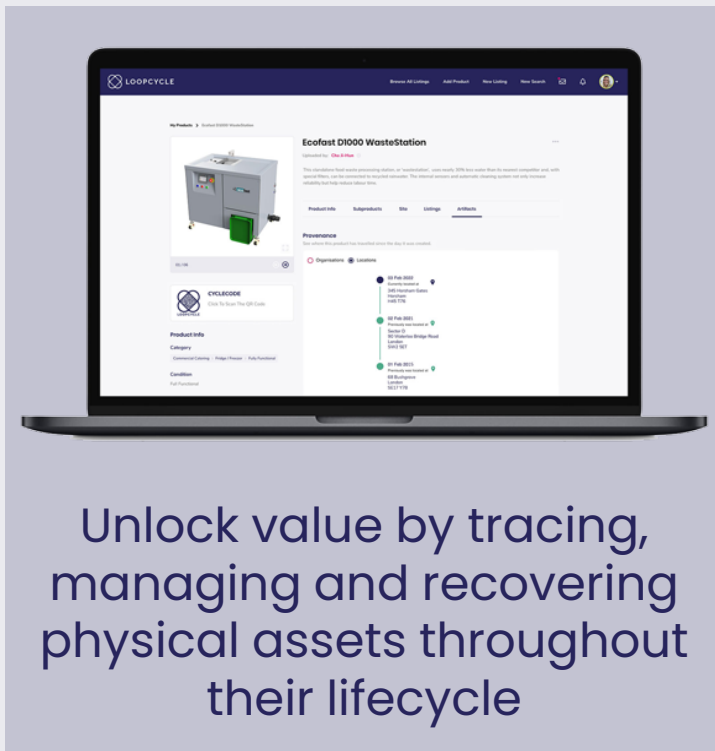
- X Call out fees - labour and diagnosis: £21k
- X Commercial equipment downtime: over 300 days
- X Additional staff shifts to cover equipment downtime: c.£13k

- X Reduced staff morale and motivation
- X Inconsistent menu fulfilment across sites, reducing customer experience
- X Accelerated depreciation and premature equipment disposal
- X Increased environmental impact

* A “site” is one kitchen comprising 30 pieces of equipment



Digital asset management and circular economy, all in one place



Product Lifecycle Tracker Embed traceability at industrial scale from the point of manufacture or resale



Digital Inventory Effectively track, trace and manage physical assets across multiple sites

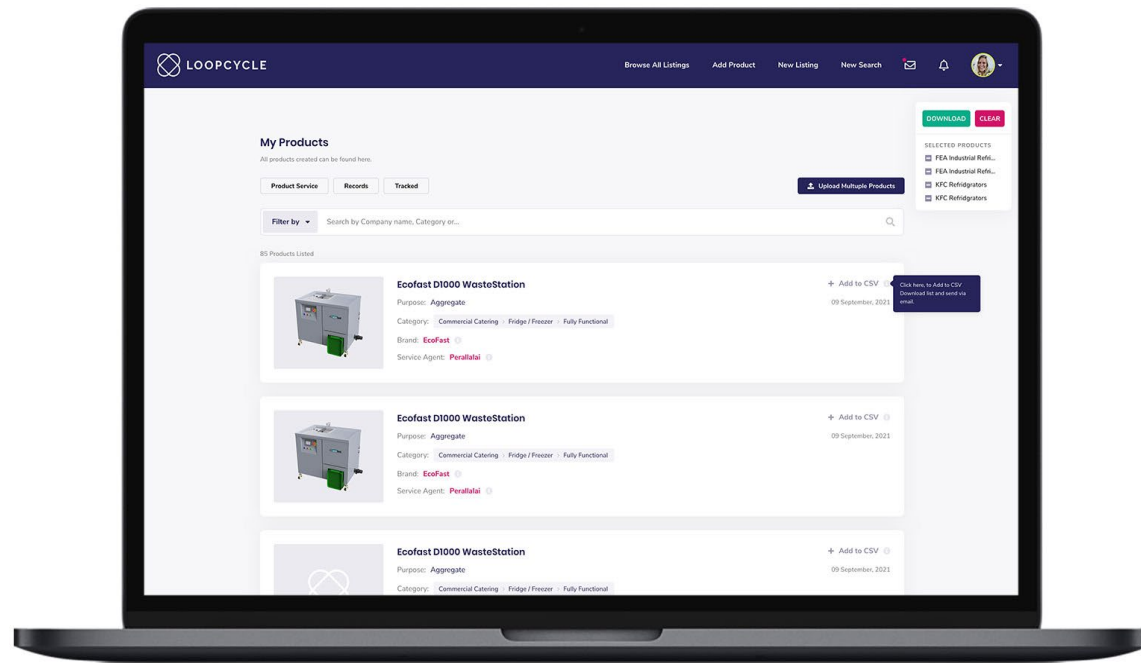


Resale Marketplace Obtain maximum value through traceable exchanges with other platform members



Unlock commercial and sustainable value

Effectively trace, manage and recover your equipment across multiple sites

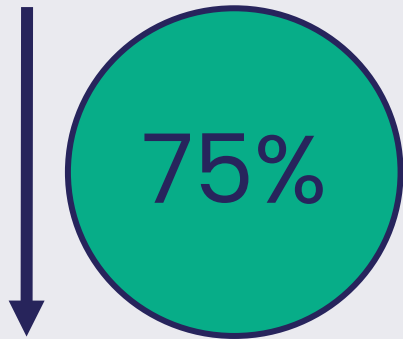


- ✓ Provide manuals and documents to users for better training and usage
- ✓ Directly engage with product manufacturers over the lifetime of the product, reducing unnecessary call-outs through in-platform diagnosis
- ✓ Show commitment to the circular economy and deliver your net zero carbon targets, by reducing call outs, extending lifecycle within use, and placing equipment in to it's second life



Drive Net Zero strategies through better asset management

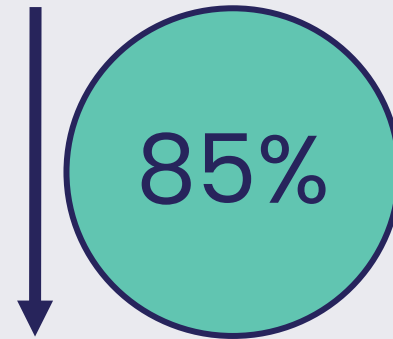
Better asset management extends asset life and recovery of obsolete products and parts



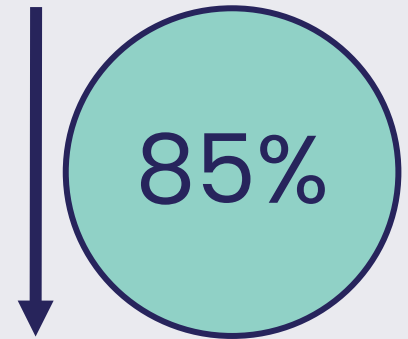
Lower price using recovered parts over new ones



Decreased raw material resource use through recovered parts



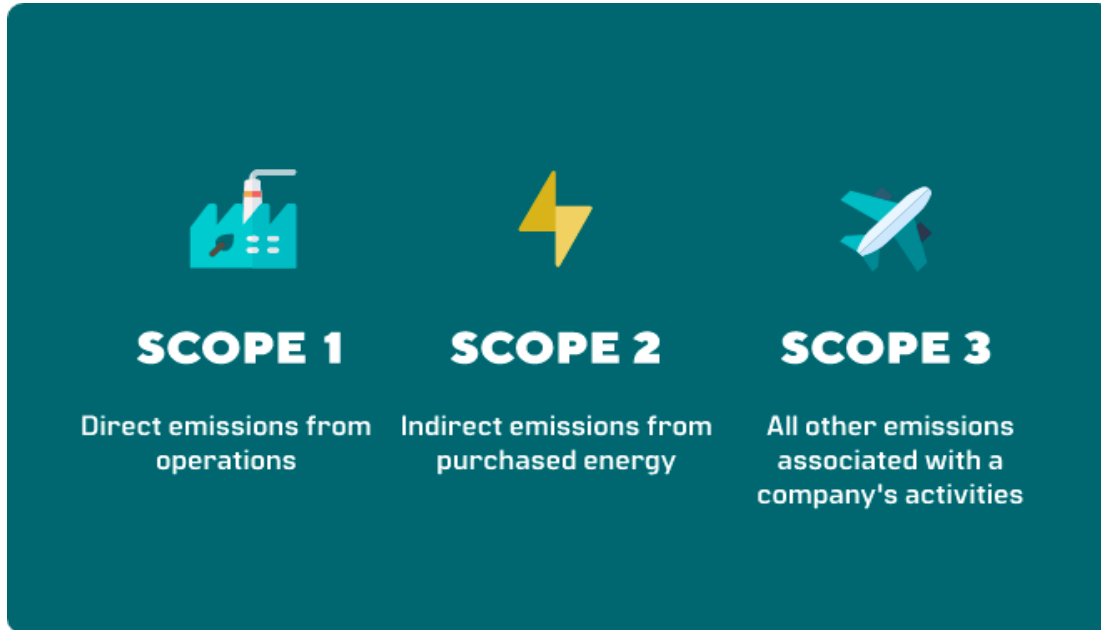
Less energy used during production



Reduction in CO2 footprint through life extension, repair and refurbishment



What does this mean for Scope 3 reporting?



Scope 3 emissions: all indirect emissions (not included in Scope 2) occurring in the value chain of the reporting company - both upstream and downstream

UN Global Compact Network

- Scope 3 emissions usually account for more than 70 percent of the carbon footprint of a business
- It is crucial that companies tackle Scope 3 emissions to meet the aims of the Paris Agreement and limit global warming to 1.5°C
- Understanding the supply chain for goods and services, and how they are managed throughout their lifetime, is essential to accurately managing and reducing these emissions



Build a full service history for your equipment

Asset Movement

Electrolux Professional Skyline Oven

Loopcycle

Release Product: Electrolux Profe...

RELEASE INTERNALLY | RELEASE EXTERNALLY | RENTAL

Select release site

Select

Submit

2020

Model Number

Move your equipment from site to site, quickly and accurately, from within your estate or externally

Breakdown Reporting

Report Issue

Title

Description

Priority

Select

Condensate Tray Full | Door Seal | Scale Build Up | No Oil | Cleaning

Metal In Microwave | New Oil | Misuse Of Equipment | Software Locked

Ambient Temp High | Not Seasoned | Blocked Drain

Wrong Cleaning Chemical | Drain Valve Open | Weight Overloaded

Overheat | Debris In Pump | Grease Build Up | Not Equipment

Interact with your service partner network, easily and with regards to specific pieces of equipment

Service History

PRODUCT INFO | SUB PRODUCTS | SITE | ATTACHMENTS | EVENTS

June 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
12	13	14	15	16	17	18
	Warrant		Service			
19	20	21	22	23	24	25
			Deep C	Replac		
26	27	28	29	30	1	2
Replac						
3	4	5	6	7	8	9

Warranty Expire
Warranty, Alerted
The warranty expires today
13 Jun 2022

Replacement of motor
Repair_or_replace, Open
replacement of motor 8798
26 Jun 2022

Deep Clean
Clean, Open
Deep Clean of product xyxyyx
22 Jun 2022

A quick reference-loaded service history of your equipment, both in and out of warranty



Complimented by an ecosystem to optimise impact

Technology is nothing without a supporting structure of people and processes. Our team can help you to build this capacity, by improving your sustainability performance and finding opportunities to generate further OPEX savings

Product integration

Easy integration into service management and FM platforms to seamlessly layer product traceability on top of service management at each stage in the lifecycle

Equipment strategy

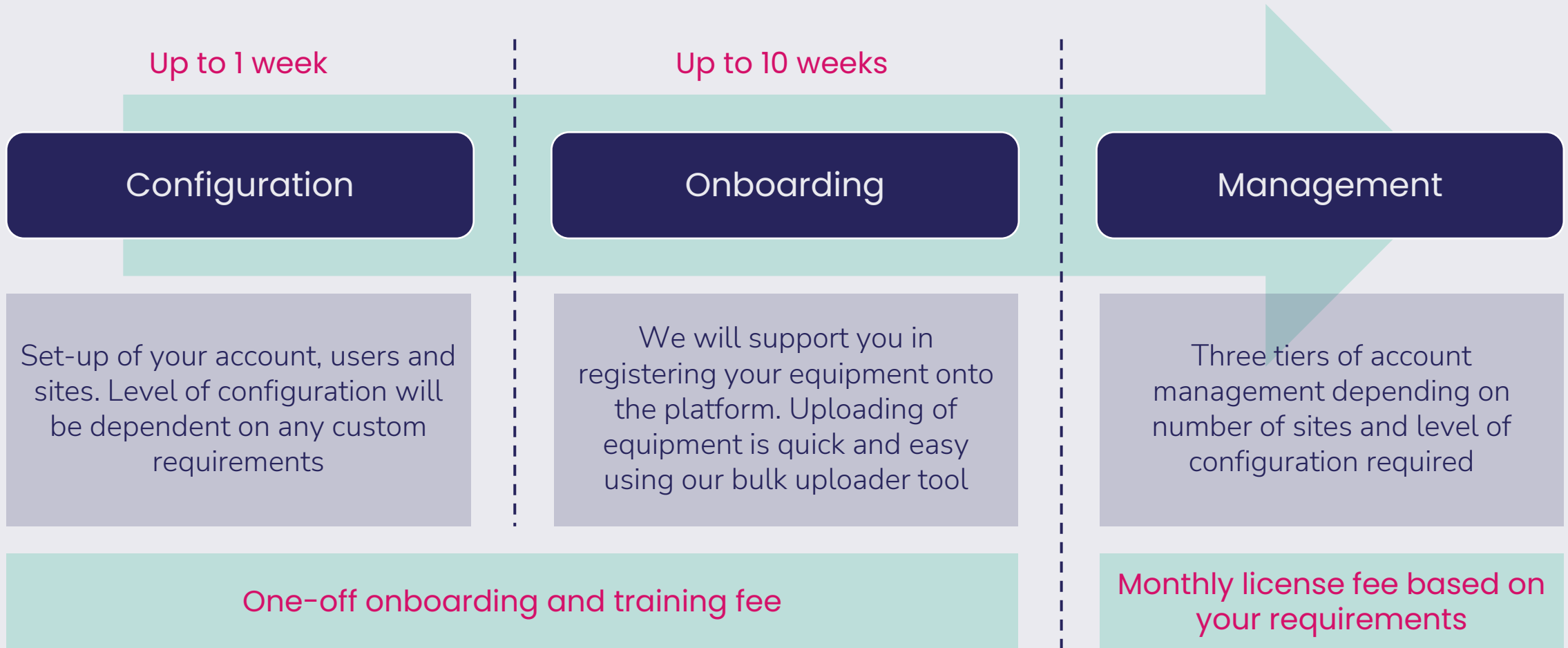
Assessment and advisory of your current and future commercial foodservices needs, including uniformity, labour efficiency, productivity and design futureproofing

Sustainability advisory

Strategic and operational strategy development and advisory on sustainability, resource efficiency and circular economy practices



Build a complete digital service database



Join the growing Loopcycle community!



“Sustainability is a top priority for our operators, and they are seeking the most innovative technologies that will enable them to make further reductions to their carbon footprint, on the road to carbon neutral. We are, therefore, delighted to welcome Loopcycle as members, and the value that the platform will provide in enabling our operators to manage their assets in more commercially efficient and environmentally sustainable way.”

Kate Nicholls, CEO, UK Hospitality





LOOPCYCLE

Contact us for a demonstration
hello@loopcycle.io | [Loopcycle.io](https://loopcycle.io)

Sustainability	Critical Success Factors	Action/Resource Requirements	Priority H/M/L	How	Date	Responsible
VISION To be nationally recognised as the lead voice on sustainability within our sector	TUCO Sustainability Group (TSG)	Maintain TSG to ensure collaboration continues and sharing best practice. Ensure guest speakers are appropriate. Meetings should be relevant and meaningful with documented inputs and outputs	High	Continue in short term with online meetings. Mandy Johnston and Chair to agree agenda. Share minutes and actions from meetings with TSG and broader members. Ensure Sustainability is an agenda point on Board meetings	Three times per year.	TSG Chair & Mandy Johnston
	Sustainability Policies	Policies reviewed at least annually or when change in legislation or processes	High	Review legislation to ensure legal compliance. Collaborate with other procurement groups, where appropriate, to ensure consistency of message and share best practice across consortia	Policies updated and agreed every two years. Next review date is March 2023.	Mike Haslin, Mandy Johnston, TSG
INTENT Supporting sustainable actions within TUCO	MSC & ASC	Encourage members to sign up to TUCO MSC Coc	Medium	Actively promote TUCO MSC certification to TSG and broader members. Complete annual audits.	Ongoing	Hannah Myton Board & TSG
	RSPO Group Accreditation	Set up a Group Accreditation of RSPO	M	This project has been placed on indefinite hold.		TSG members to clarify if this is still required.
	Collaborate with external agencies and memberships	Continue to collaborate with WRAP, EAUC, EFCA/RSPO, HEPA Responsible Procurement Group, PS100, UKUPC. Establish links with key influencers in sector and wider industry.	High	Play active part in work group and communicate outcomes and actions to TUCO board and members Play active part in UKUPC Responsible Procurement Network	Ongoing	TSG chair TUCO Staff

		Involvement with national debates.		Understand PS100 objectives and communicate to members how to support, through work with FOE for example. Make resources available to members to enable them to fully support these initiatives. Encourage members to produce Sustainability best practice case studies and promote to all members.		
NET Positive	Continue the work with NET Positive Futures. Support suppliers in evaluating their action plans at CRM meetings	Medium	Review supplier Sustainability action plans. Support suppliers, especially SME's, in how to achieve their goals Take an active part in NET positive working group. Communicate updates to Board and Members. Review suppliers that have and have not signed up to NET Positive and encourage them to do so to create a sustainability action plan.	Review in line with Category Manager CRM's Ongoing support of SME's Update board monthly on actions and progress	Mandy Johnston & Contracting Team	
Communicate with members	Sustainability website must be current. Engage with members to identify initiatives.	Medium	Update and refresh website content TUCO Conference, TSG meetings, Regional Meetings, Academy Courses.	Update as and when required	Anj Caddies	

	<p>Communicate CSR via all social media.</p> <p>Share global, national and sector news and insights with members on a regular basis</p>		<p>Produce magazine articles and promotional material showcasing the benefits including ethical and financial benefits.</p> <p>Create a regular Round Up of Sustainability news and insights and share with members.</p>		
Training and Awareness	<p>Work with industry experts to create appropriate webinar on Susty subjects e.g. Plastic, Waste reduction</p>	Medium	<p>Determine key members Sustainability objectives</p> <p>Produce a short Sustainability survey communicate results</p> <p>Create webinar on two key subjects each year with key influencers, internal and external stakeholders.</p>	See website 2022 and 2023 courses on sustainability	Mike Haslin & Sarah McLoughlin
Sustainable Procurement	<p>All staff to embed sustainability into their agreements.</p>	High	<p>Embed CSR in Tenders</p> <p>All staff have CSR as an objective on PDR.</p> <p>CPD - All relevant staff complete CIPS Ethical Procurement and Supply course annually.</p>	Annually	Jane Eve
GHG Calculator	<p>Update methodology and emissions factors.</p> <p>Promote to members</p> <p>Develop tool to link with TUCO Online.</p>	Medium	<p>Update completed.</p> <p>Revisit costs to enable members to on save data.</p>		Mike Haslin & Anj Caddies
Scope 3 emissions	<p>Work with industry experts to establish a common format, methodology and emission factors.</p>	Medium	<p>Continue work with UKUPC RP forum, Courtauld forum and EAUC.</p>	All ongoing	Contracting Team

		<p>Include in supplier tender questionnaires</p> <p>Scope 3 included in NETpositive Supplier Action Plans</p>		<p>Determine common methodology and framework.</p> <p>Work with Category Managers to include appropriate Scope 3 questions in Framework tenders</p> <p>Support SMEs' via NET Positive to include this information where possible</p>		
	Menus of Change Member Accreditation	<p>Keep TUCO MoC webpage updated</p> <p>Establish a member need for accreditation and role out to TUCO Members.</p> <p>Attendance at MoC study tour USA</p>	Medium	<p>Actively promote TUCO MoC to TSG and broader members.</p> <p>Speak with P&P and EAUC to see if can be added to form points.</p> <p>Aim to increase membership YoY.</p> <p>Attendance at MoC study tour USA</p> <p>Complete annual audits.</p>	Ongoing	MJ/SM/MT MoC Steering Group members
	Staff Wellbeing	<p>List wellbeing package offered to staff.</p> <p>Review wellbeing package as and when necessary.</p>	Medium	<p>Showcase wellbeing package offered to staff.</p> <p>Review wellbeing package as per internal and external factors affecting staff wellbeing and mental health.</p>	Ongoing	MH/MF/JE/SM

						Actions 2022				
Critical Success Factors	Action/Resource Requirements	Priority H/M/L	How	Date	Responsible	Action Required By	Evidence Required	Question	Action Date	Actions November 2022 for SBP 2023
Responsibilities within Business for CSR	Understand, action, manage and monitor all TUCO business CSR		Set a company target for net zero to offset/reduce carbon emissions Reduce V Offset carbon for meetings etc Flexible Framework Level 5 Sustainability Policies CSR & Staff commitment Staff wellbeing TSG Group Meetings MoC Update Board/ staff and regional meetings Collaborate with external agencies and memberships Communicate with members Supplier sustainability meetings NETpositive (procurement) Modern Slavery Statements MSC/ASC social value Regional Meetings		All Staff, Board and TSG members					Considerations from an office point of view
Responsibilities TUCO Procurement CSR	Understand, action, manage and monitor all TUCO Procurement CSR		Supplier sustainability meetings NETpositive (procurement) Modern Slavery Statements MSC/ASC social value Regional Meetings		All procurement staff, Board and TSG members					Considerations from a procurement point of view
TUCO Sustainability Group (TSG)	Maintain TSG to ensure collaboration continues and sharing best practice.	High	Continue with online meetings. Mandy Johnston and Chair to agree agenda.	Three times per year.	TSG Chair, Secretary, Mandy Johnston				29/09/2022	Continue with online meetings. Mandy Johnston and Chair to agree agenda.
	Ensure guest speakers are appropriate.		Share minutes and actions from meetings with TSG and broader members.			Minutes and presentations available on Tdrive	29/09/2022	See TSG minutes		
	Meetings should be relevant and meaningful with documented inputs and outputs		Upload supplier presentation			Supplier presentations	29/09/2022	See TSG minutes		
	Ensure Sustainability is an agenda point on Board meetings with discussions from TSG meeting minutes		Reports/minutes to be sent to Mike for board report.			Previous Board Meetings		Reports/minutes to be sent to Mike for board report.		
Sustainability Policies	Policies reviewed every two years or when change in legislation or processes	High	Review legislation to ensure legal compliance.	Mar-23	Mandy Johnston/Jane Eve/Mike Haslin/TSG		TUCO Sustainability policy		01/03/2023	Policies updated and agreed every two years. Next review date is March 2023.
			Collaborate with other procurement groups, where appropriate, to ensure consistency of message and share best practice across consortia.			TUCO Sustainable Procurement Policy			Strategy meeting to discuss Sustainability, outcome will determine updates to policies. Attendance at NETpositive Steering Group meetings along with SUPC, NWUPC, NEUPC and UoM. Collaborate with JCG, UKUPC, Responsible Procurement Group to gain updates and share best practice. Regional meetings, TSG meetings will also determine updates to policies. Record each meeting attended and outcomes. Supplier updates to help keep policies up to date.	
						Modern Slavery Policy			Policies updated and agreed every two years. Next review date is March 2023.	
MSC & ASC	Encourage members to sign up to TUCO MSC Coc	Medium	Actively promote TUCO MSC certification to TSG and broader members.	Ongoing	Hannah Myton-Wright		MSC Evidence			Evidence documented on cloud in link
	Encourage members to sign up to		Complete annual audits.					TUCO Staff, Board and TSG members to encourage uptake at meetings, events and conferences.		
RSPO Group Accreditation	Set up a Group Accreditation for RSPO	Medium		start November 2022	Mandy Johnston		No evidence available yet.			To gain feedback from TSG to see if still relevant.
	RSPO: Continue with RSPO membership and gain group certification						Liaising with Judith Murdoch regards EFCA webinars in december 2022 for members and suppliers to see if we can kick start this project.			
	Continue to collaborate with the following groups and establish links with key influencers in sector and wider industry:				TSG chair, Mike Haslin, Jane Eve		Response required			Please check and confirm this list is up to date: WRAP, EAUC, EFCA, HEPA Responsible Procurement Group. Evidence required for each.
	WRAP, supporting partner to Guardians of Grub		Mandy Johnston		WRAP Supporting Partner Details		6/10/2022 Guardians of Grub WRAP. TUCO are Supporting partner of WRAP Guardians of Grub			

Collaborate with external agencies and memberships	EAUC,	High	Play active part in work group and communicate outcomes and actions to TUCO board and members	Ongoing			N/A		TUCO no longer support EAUC awards. (MOC)	
	EFECA/RSPO									See RSPO section
	HEPA Responsible Procurement Group.									
	PS100				Understand PS100 objectives and communicate to members how to support, through work with FOE for example. Make resources available to members to enable them to fully support these initiatives.					Matthew White provides updates
	UKUPC				Play active part in UKUPC					Nicola Mellor attends UKUPC Responsible Procurement Meetings
	Involvement with national debates				Government, Suppliers, Social Media, attend conferences etc					MoC study tour, WRAP Annual Summit,
NET Positive	Continue the work with NET Positive Futures.	Medium	Take an active part in NET positive working group. Attend NETpositive Steering group meetings held quarterly	25/10/2022			Attended NETpositive Steering group meeting 25/10/22		NETpositive training group meetings & steering group meeting. Attended NETpositive Steering group meeting 25/10/22	
	Support suppliers working on and growing their action plans		Ongoing support of SME's - Support suppliers, especially SME's, in how to achieve their goals.	Ongoing				Sustainability Meetings with Suppliers		Annual sustainability meetings with suppliers in addition to contract review meeting conversation to go through their plans.
			Review supplier Susty action plans - Review in line with Category Manager CRM's or hold individual meetings to ensure the plans are being actioned	Annually						Annual sustainability meetings with suppliers in addition to contract review meeting conversation to go through their plans.
			Communicate updates to Board and Members.	Quarterly						Quarterly NETpositive uptake statistics provided to board.
			Review suppliers that have and have not signed up to NET Positive and encourage them to do so to create a sustainability action plan.	Ongoing				See above meetings		Annual sustainability meetings with suppliers in addition to contract review meeting conversation to go through their plans.
Communicate with members	Sustainability website must be current	Medium	Update and refresh website content				TUCO WEBSITE	Ongoing	Evidence required that the sustainability page of the website is updated.	
	Engage with members to identify initiatives.		TUCO Conference, TSG meetings, Regional Meetings, Academy Courses.	Update as and when required				TUCO WEBSITE	Ongoing	Links to minutes for TSG meetings, Regional Meetings, presentations at the TUCO Conference, and details on Academy Courses.
	Communicate CSR via all social media		Produce magazine articles and promotional material showcasing the benefits including ethical and financial benefits. Publish CSR on TUCO website and encourage CSR on the Community Forum.					TUCO FORUM - Sustainability	Ongoing	Also links to Magazine Articles on Sustainability, and other social media.
	Share global, national and sector news and insights with members on a regular basis		Create a regular Round Up of Sustainability news and insights and share with members.					INSIGHTS	Ongoing	Member insights added to website and controlled by Judith Hoyle.
Training and Awareness	Work with industry experts to create appropriate webinar on Susy subjects	Medium	CSR Academy Courses	2022/2023			Academy Courses		List of CSR Courses 2022	
	e.g. Plastic, Waste reduction		Determine key member Sustainability objectives	2022/2023				Academy Courses		List of CSR Courses 2023
	Two key subjects each year with key influencers, internal and external stakeholders.		Create webinar on two key subjects each year with key influencers, internal and external stakeholders.	2022/2023						List of CSR Courses 2023
	Produce a short Sustainability survey communicate results		Produce a short Sustainability survey communicate results	2022/2023						See member survey
Sustainable Procurement	All staff to embed sustainability into their agreements.	High	Tender questionnaire embed sustainability	Ongoing	Contracting Team		CSR Tender template questions in templates file		Review tender documents as and when necessary	

Sustainable Procurement			All staff have CSR as an objective on PDR.			CPD records		Amend PDR's		
			CPD - All relevant staff complete CIPS Ethical Procurement and Supply course annually.	Annually		CIPS certificates		Highlight other CSR courses		
GHG Calculator	Update methodology and emissions factors.	Medium	Update completed.	Ongoing	Mike Haslin & Anj Caddies	GHG Calculator	Ongoing	Update on GHG calculator /PW system.		
	Promote to members									
	Develop tool to link with TUCO Online.		Revisit costs to enable members to on save data.							ACCESS monthly group meeting minutes
Scope 3 emissions	Work with industry experts to establish a common format, methodology and emission factors	Medium	Continue work with UKUPC RP forum, Courtauld forum and EAUC.	Ongoing	Procurement Team		Ongoing	UKUPC & Responsible Procurement minutes		
	Include in supplier tender questionnaires		Determine common methodology and framework.	Ongoing		Tender Templates		Impact analysis documents		
			Work with Category Managers to include appropriate Scope 3 questions in Framework tenders	Ongoing		Tender Templates		Tender templates		
			Support SMEs' via NET Positive to include this information where possible	Ongoing				NETpositive meetings to discuss Scope 3 on supplier action plans		
s of Change Member Accredi	Keep TUCO MoC webpage updated	Medium	Actively update as necessary	Ongoing	Sarah McLoughlin /Mandy Johnston	TUCO MoC Webpage		Liaising with EAUC to see if MOC can be part of Green Gown Awards		
	Establish a member need		Actively promote TUCO MoC to TSG and broader members.	Ongoing		Latest Menus of Change topics - TUCO Forum		Sarah & Mandy meeting 11 October to discuss MoC		
	Understand MOC		Speak with EAUC to see if can be added to form points	Ongoing				communicating with EAUC October / November 2022		
	Establish a member need		Aim to increase membership YoY.	Ongoing				Trial implementation with member from December 2022		
	Attendance at MoC study tour USA		Attendance at MoC study tour USA	Ongoing		Academy Courses		Attendance at MoC study tour USA		
			Complete annual audits.	Ongoing		..MENUS OF CHANGE\TOOLKIT.xlsx		Commence Role out to all members in 2023		
Staff Wellbeing	list wellbeing	Medium		Reviewed annually	Mark Firth/Mike Haslin			List all wellbeing offered to staff		
	Review wellbeing package annuall		Review wellbeing package annually.					Review wellbeing package annually.		
CSR & TUCO Staff	Staff commitment to CSR		All staff have CSR as an objective on PDR.		All Staff	PDR records		Amend PDR's		