

Purchase of Sustainably Sourced Food and Drink

Central Procurement

20 July 2011

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Central Procurement

Document Control

Version 2.0	Status FINAL DRAFT <i>04.2011 SFDP</i>	Author <i>Ben Brown, Sustainable Business Manager, Central Procurement, Corporate Resources</i>
Document Objectives: To ensure the purchase of sustainably sourced food and drink in all Haringey Council contracts.		
Intended Recipients: Council employees responsible for the purchase of relevant contracts, suppliers of relevant contracts.		
Monitoring Arrangements: <ul style="list-style-type: none"> 10% audit regime of relevant contracts to include scrutiny of specifications, contract conditions, evidence of supplier compliance – type one certification and delivery notes. 		
Training/Resource Implications: <ul style="list-style-type: none"> An intensive training programme for all identified relevant staff (likely to be held over three one-day events). A yearly refresher programme for key staff and ad-hoc training events for new starters once a minimum attendance threshold has been reached. A member of the Energy and Sustainability Team in Central Procurement to undertake the 10% audit. Sustainable Business Manager to deliver training (3 days max inaugural year, 2 days max p.a. thereafter). 		
Approving Body and Date Approved	<i>Soil Association July 2010</i>	
Date of Issue	<i>Month 20XX</i>	
Scheduled Review Date	<i>Month 20XX</i>	
Lead Officer (<i>a contact person who can assist with inquiries about the policy and any other tools or supporting materials that will help the policy to be understood and successfully implemented</i>)	Ben Brown Sustainable Business Manager ben.brown@haringey.gov.uk 020 8489 2132	
Path and file name		

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1. Introduction

In 2003, Haringey Council passed a resolution to adopt fair trade considerations in all relevant contracts let by, or on behalf of the Council. Wherever practicable, it requires all contracts to ensure produce and products certified as providing a working environment that meets or exceeds International Labour Organisation convention criteria. However, Haringey recognises that it is able to positively affect not only socio-economic standards but our natural environment as well. From the 1st August 2011, the Council will implement standards compliant with the Soil Association Food for Life Catering Bronze Mark across all catering, event and hospitality contracts. This policy will affect all procurement officers and suppliers of relevant market segments. This also supports our Sustainable Food Strategy, which provides a framework for the production and consumption of more sustainable food in Haringey, as committed to in our Greenest Borough Strategy.

(For more information on the Food for Life Catering Mark, please read the Soil Association requirements available from [this website](#).)

2. Scope and Definition

Haringey Council is committed to encouraging a diverse supplier base as it enables us to contribute to increased social inclusion. This is especially important when dealing with business within the borough as we seek to promote economic growth and hence improved living standards for our residents.

We recognise that some small to medium sized enterprises (SMEs) may believe the requirement to prove the sustainability of all food and drink provided to the Council is an undue financial and/or resource encumbrance.

Haringey Council also recognises there is a widespread belief that achieving and maintaining a sustainable supply chain can be an expensive and resource intensive process, which is not financially justifiable for organisations with small turnovers. We are mindful that mandating type 1 certification (that is: accreditation such as fair trade, that has been independently verified by a suitably qualified third party) would therefore pose a serious barrier to relevant SME suppliers.

Haringey Council is keen to ensure that SMEs are not disadvantaged in preparing evidence for tender documents on Food for Life Bronze Mark compliance, and as such, we have produced a Sustainability Workbook for Food and Drink which is available on the Council's website:

http://www.haringey.gov.uk/sustainable_procurement_booklet_2_-_food_and_drink.pdf

The Sustainability Workbook has been produced to help Council procurement officers and incumbent and potential suppliers to implement the Council's requirements regarding the Food for Life Mark.

The Workbook contains short chapters on integrating the following in contract provision:

- Organic
- Fair Trade

- Animal Welfare
- Local Produce
- Seasonal Produce
- Fresh Produce
- Energy Efficient White Goods

Each section contains a model specification that can be copied into invitations to tender and also a model bid that provides suppliers with an understanding of the requirements of contract delivery.

In summary, to achieve the Food for Life Catering Bronze Mark, the Council requires the following:

Criteria	Specification	Standard	Requirement
Organic	A percentage of produce and/or meat and eggs provided to be certified by an Approved Organic Certification Schemes approved body	Food for Life Catering Silver Mark	Optional
Fair Trade	All tea, coffee and hot chocolate to be certified by a FINE ¹ certification body. A percentage of additional produce provided to be certified by a FINE certification body.	Council Fair Trade Resolution; Food for Life Catering Silver Mark	Mandatory
Animal Welfare	All meat and poultry/eggs to be derived from livestock reared on independently assured farms, with the latter cage free. Where relevant, all fish to hold an MSC Chain of Custody (CoC) certificate.	Food for Life Catering Bronze (moving to Silver) Mark	Type 1 Farm Assurance is Mandatory. Type 1 Free Range is Mandatory for Poultry/Eggs MSC CoC Optional.
Local Produce	The Public Sector cannot specify Local requirements.	N/A	N/A
Seasonal Produce	A percentage of produce provided to be seasonal as per DEFRA's seasonal produce charts ²	Food for Life Catering Bronze Mark	Mandatory
Fresh Produce	A percentage of produce provided to be fresh as per OGC's Food Quality Standards	Food for Life Catering Bronze Mark	Mandatory
Energy Efficient White Goods	White Goods, such as vending machines should comply with the specifications set out in the Buying Solutions Quick Wins List	Quick Wins List	Mandatory

All contractors must be able to demonstrate type 1 certification in the supply chain but are not required to maintain it themselves. This alleviates cost implications of maintaining type 1 certification for contractors, and places the responsibility down the supply chain to large scale distributors/merchants with the financial stability and wide customer-base for type 1 certification to be commercially beneficial.

Evaluation and consideration

The basket of products that Haringey Council will evaluate must meet the mandatory standards as listed above. It is important that the application of these standards does not compromise the Council's efficiency drive, which includes the avoidance of cost premiums and unnecessary expenditure.

¹ http://www.haringey.gov.uk/sustainable_procurement_booklet_2_-_food_and_drink.pdf

² <http://www.defra.gov.uk/foodfarm/policy/publicsectorfood/resources.htm>

Suppliers are expected to review the overall basket price to mitigate against any price premiums (such as free-range eggs). Pricing forms a core element of Council evaluation criteria and Suppliers should consider the effect on bid scores if tenders include significant price premiums over the total basket price.

Exemptions

Ensuring there is no discrimination regarding the provision of goods, services and works is already a legal requirement concerning race and religious beliefs under the Equality Bill. In April 2010 a revision of this bill was published to include gender, disabilities and sexual orientation.

Whilst organisations must therefore ensure a written statement of intent explicitly adheres to the principles set out in this bill, there are opportunities to go further. The Office of Government Commerce has already published guidance concerning social inclusion, with a view to improving the accessibility of public sector tenders to small-to-medium enterprises (SMEs), women-owned businesses (WOBs), black and minority enterprises (BAMEs), social enterprises and the third sector.

Haringey Council, through the Sustainable Community Strategy, is committed to increasing the number of long-term unemployed residents (either on incapacity benefit or Job Seekers Allowance) into sustained work.

To realise greater levels of employment in the borough, the Council may reserve certain contracts for supported businesses. A supported business is defined in the EU Public Sector Procurement Directive as “A service where more than 50% of the workers are disabled persons who by reason of the nature or severity of their disability are unable to take up work in the open labour market.” Where the Council is able to identify appropriate catering, event and hospitality contracts to reserve for supported businesses (typically low risk and low value), we do not require the suppliers to meet the Food for Life Bronze Mark criteria.

3. Aim

The aim of this policy is ***to ensure that we buy sustainably sourced food and drink in accordance with the Food for Life Catering Bronze Mark*** without impeding opportunities for SMEs to bid for Council contracts. It will also ensure we are improving the global environmental – specifically with regards to health, wellbeing, biodiversity and climate change – by shaping the market from which we purchase. Producers will be incentivised to maintain and perpetuate sustainable farming practices that provide a home for thousands of species, and a fair working environment for thousands of people worldwide.

4. Roles and responsibilities

Haringey Council’s Sustainable Business Manager is responsible for this policy. To ensure its implementation (s)he will:

- Deliver training to all project officers and procurement staff involved in catering, events and hospitality contracts;
- Run reports to track the type, value and number of contracts let which include the provision for sustainably sourced food and drink, underpinning this with a 10% audit regime to ensure staff are correctly following procedure;
- Ensure our sustainable food and drink policy and specifications are formally communicated in the tenders we send out, and achievements are publicised through Council channels such as the Council website;
- Run free workshops for suppliers to help them understand our requirements, where to source sustainable food and drink products and what evidence is required to verify transparency and sustainability.

All contract officers requiring the provision of food and drink are responsible for ensuring the adherence to this policy through the contracts they agree.

5. Principles

Haringey Council is committed to:

- Ensuring we improve the environmental credentials of our operations and deliver benefits to businesses and residents within the borough through careful selection and improved usage of the food and drink products we buy;
- Raising the supply market's awareness of our sustainable food and drink requirements in order to stimulate demand and increase the availability and variety of products available to us;
- Providing all interested stakeholders – buyers, suppliers and other public bodies – with tools and guidance on obtaining sustainably sourced food and drink products and verifying authenticity so that the risks of long lead-in times and perceived price premiums are removed;
- Encouraging our suppliers to adopt practices that minimise their environmental impact and deliver community benefits in relation to their own operations and throughout the supply chains in which they operate;
- Working in partnership with suppliers and communicating good news stories to enhance the reputations of both Haringey Council and those suppliers who provide a positive contribution to the environment.
- Deliver against the London Borough of Haringey's Greenest Borough Strategy – *“to tackle climate change and secure a clean, safe and environmentally sustainable future for everyone living, working, visiting or studying in Haringey.”*

6. Equalities and diversity

Please see Equality Impact Assessment (Appendix B)

7. Audit

The policy will be audited through Sustainable Procurement Reports – an annual audit undertaken by the Sustainable Business Manager consolidating a list of all new contracts let that have required sustainability considerations to be applied in delivery by the contractor.

To ensure contract officers include this policy in new contracts, the Sustainable Business Manager will map Sustainable Procurement Reports to a quarterly Contract Managers' Report that lists all contracts in place for Haringey.

To ensure contracts correctly evaluate evidence, the Sustainable Business Manager will undertake a 10% audit of all contracts containing the policy as outlined in the Sustainable Procurement Reports.

8. Training

In order to ensure this policy is implemented effectively, contract officers and suppliers will require training concerning specification and evaluation requirements.

The Sustainable Business Manager will identify, in collaboration with Category Managers, the contract officers that require training in line with the contracts they let. Training will be mandatory for all relevant contract officers in the first instance. Training will then be offered annually as a refresher course/training for new starters.

Suppliers will be offered training on their request, to ensure they understand how to provide us with the materials and evidence we require.

9. Review

The policy is expected to lever significant environmental and socio-economic benefits whilst minimising administrative and cost burdens on suppliers in providing against this policy. Audits will yield a sample that can be factored up to provide indicative quantifiable results in amounts of sustainable food and drink purchased.

Supplier feedback will also be sought and an impacts assessment produced after one year of

implementation to understand and alleviate supplier issues with the policy.

The policy will be reviewed one year into implementation.

10. Appendices

Appendix A – Link to Sustainable Food and Drink Guidance

http://www.haringey.gov.uk/sustainable_procurement_booklet_2_-_food_and_drink.pdf

Appendix B – Equality Impact Assessment

HARINGEY COUNCIL

EQUALITY IMPACT ASSESSMENT FORM

Service: Central Procurement Unit

Directorate: Corporate Resources

Title of Proposal: Sustainably Sourced Food and Drink Policy

Lead Officer (author of the proposal): Ben Brown

Names of other Officers involved: Adam Parvez, Era Varellas, Marianna Clune-Georgiou; Shena Aitkenhead

Step 1 - Identify the aims of the policy, service or function

1.1 Introducing a sustainable food and drink policy will ensure the following:

- Alignment with Central Government Policy.
- Safeguarding of communities reliant on a fair wage for income. The ILO found in a recent study – Promotion of rural employment for poverty reduction 2008 – that many agricultural workers were paid wages significantly below the minimum national wage and that when wages were received, they were often deferred or provided as payment in kind.
- A contribution to the campaign against climate change. In 2008, UK agricultural practices were responsible for emitting 6.2 mega tonnes of CO₂, the primary greenhouse gas.
- Safeguarding of biodiversity. Intensive farming practices are indiscriminately removing or polluting existing hedgerows and watercourses which are home to many indigenous species.
- Improved health for agricultural workers with a reduction in hazardous substances such as pesticides and an increase in controlled handling training and procedures.

1.2 It will benefit:

- Staff and residents of the borough, by increasing wellbeing through the contribution to achieving Fair Trade Borough status and by providing quality and nutritious food at events, improving health and tackling diet related medical conditions such as diabetes and obesity.
- Peoples who are reliant on agriculture for their livelihoods. It will help increase the working conditions and wages of those people working in the industry – especially in the developing world.
- The UK food industry, by requiring seasonal and fresh foods, which reduce dependency on imports and ensures money is reinvested into the local community, spurring regeneration.

Step 2 - Consideration of available data, research and information

2.1 Haringey is one of London's 32 boroughs. It is located in the north of the capital and more than 11 square miles in area. Nearly half of its 224,700 people come from ethnic minority backgrounds. According to the 2001 Census the largest groups are:

- Caribbean - 11%
- African - 10%
- Asian (Indian, Pakistani and Bangladeshi) - 8%
- Eastern European, Turkish and Kurdish - 5%
- Irish - 4%

2.2 This diversity is reflected in the fact that almost half of all pupils in Haringey schools speak English as an additional language, and in 2008, between them reported the use of over 160 languages at home.

2.3 It's often said that Haringey is an outer London borough with inner London challenges. It ranks as one of the most deprived boroughs in the country with 6.6 per cent of the economically active (i.e. those working or actively seeking work) population unemployed in December 2008. This is more than the Great Britain average of 4.1 per cent.

2.4 However, none of the populations resident in Haringey are over or under represented in our current purchasing arrangements. This is because the purchase of food and drink is not a frontline action and does not interact with residents.

2.5 Haringey's business arena reflects the diversity of the Borough, with around 95% of the 8,000 businesses classified as Small-to-Medium Sized Enterprise.

2.6 Without a defined Council Policy for Sustainable Food and Drink, several issues restrict access to Council contracts for SMEs and BAMEs.

2.7 The barriers accountable for restricting opportunities for SMEs and BAMEs to bid for Council contracts are as follows:

- Where there is no set policy, organisations that offer sustainable products in a bid to increase their chances for winning Council contracts are disadvantaged when supplying evidence. This is because there are no criteria for evidencing the sustainability of food and drink. Therefore, contractors with standards and certification and who have made significant investment in auditing their supply chain are not considered for contracts any more than suppliers with a verbal or written declaration.
- Usually the public sector requires suppliers to evidence that food and drink is sustainably accredited. However, where supplies aren't accredited, they are required to evidence the sustainability of the food and drink they provide. SMEs and BAMEs may not have the resource to undertake this process, as it sometimes entails increased administration and data gathering.
- Accreditation leads to increased costs. In order to guarantee the sustainability of food and drink, organisations can source products and produce with type one eco-certification.. This means an independent auditor has traced the supply chain from supplier to source and is satisfied that all supply tiers conform with pre-agreed legal and sustainable criteria. Whilst this removes any resource issues for SMEs and BAMEs, it does increase costs. Typical organic certification attracts a 30% price premium, whilst fair trade attracts a \$0.50 per kilogramme premium, which may be passed through to customers, but could create cash flow issues.

Step 3 - Assessment of Impact

3.1 This proposal is expected to increase sustainability through food and drink provision and specifically equalities, through the use of Fair Trade to provide decent wages to deprived people and collectives in the developing world. However, it is understood that small to medium sized enterprises (SMEs) may believe the requirement to prove the sustainability of all food and drink provided to the Council is an undue financial and/or resource encumbrance. However, the Council has made reasonable endeavours to minimise barriers to SMEs in providing the Council with Sustainable Food and Drink and increase tendering opportunities.

3.2 All suppliers will be required to provide the following criteria where applicable:

Criteria	Specification	Requirement
Organic	A percentage of produce and/or meat and eggs provided to be certified by an Approved Organic Certification Schemes approved body	Optional
Fair Trade	All tea, coffee and hot chocolate to be certified by a FINE certification body. A percentage of additional produce provided to be certified by a FINE certification body.	Mandatory
Animal Welfare	All meat and eggs to be derived from livestock reared on independently assured farms. Where relevant, all fish to hold an MSC Chain of Custody certificate.	Type 1 Farm Assurance is Mandatory. MCS CoC Optional.
Local Produce	Will not specify Local requirements.	Mandatory
Seasonal Produce	A percentage of produce provided to be seasonal as per Defra's seasonal produce charts	Mandatory
Fresh Produce	A percentage of produce provided to be fresh as per OGC's Food Quality Standards	Mandatory
Energy Efficient White Goods	White Goods, such as vending machines should comply with the specifications set out in the Buying Solutions Quick Wins List	Mandatory

3.3 This will ensure:

- All contractors are required to submit the same type and quality of evidence, mitigating the disadvantages of type 1 certification when competing with non-certified bidders.
- All contractors must only provide evidence of sustainability to the depth of one supply chain tier, thus reducing the resource required to collate and present information.
- All contractors are able to demonstrate type 1 certification in the supply chain and are not required to maintain it themselves. This alleviates cost implications of maintaining type 1 certification for contractors, and sends the risk down the supply chain to large scale distributors/merchants with the financial stability and wide customer-base for type 1 certification to be commercially beneficial.

3.4 Whilst a policy formalises Council requirements, there is still a risk that SMEs will not be aware of the Government drive for sustainable food and drink. Whilst this is not a risk that can be mitigated through a policy, Haringey will develop a Supplier Engagement Presentation which will outline the Council requirements and the steps that contractors must undertake to ensure these are met.

Step 4 - Consult on the proposal

Stakeholder	Internal/External	Issues	Mitigation Actions
Food Category Manager	Internal	None	N/A

Urban Environment Sustainable Food Officer	Internal	None	N/A
Soil Association	External	None	N/A
Head of Catering	Internal	None	N/A
Head of Facilities Management	Internal	None	N/A
Legal Services	Internal	None	N/A
Sustainable Haringey	External	None	N/A

Step 5 - Addressing Training

5.1 In order to ensure compliance with the policy, two levels of training have been identified and developed for Council Officers and Suppliers respectively.

- Council Contract Officers will be required to attend a mandatory training event that explores the background to the policy (including Government requirements and sustainability benefits), an explanation of the various required standards and the policy in practice (including evaluating bid submissions).
- Suppliers will receive an abridged version of the same presentation should they request it.

5.2 Contract Officers will be identified by the Sustainable Business Manager in conjunction with Category Managers. Invitations to training events will be sent via Category Managers (whom the Sustainable Business Manager will liaise with to identify a suitable training venue). The event will also be communicated via Harinet.

5.3 The training will provide information concerning the effects of the policy on equality and diversity and the actions being taken to ensure no group is disadvantaged through compliance. Feedback will be requested concerning the risks to suppliers in the delivery of this policy.

Step 6 - Monitoring Arrangements

6.1 The policy will be audited through Sustainable Procurement Reports – an annual document sent to the Sustainable Business Manager containing a list of all new contracts let that have required sustainability considerations to be applied in delivery by the contractor.

6.2 To ensure contract officers include this policy in new contracts, the Sustainable Business Manager will map Sustainable Procurement Reports to a quarterly Contract Managers' Report that lists all contracts in place for Haringey.

6.3 To ensure contracts correctly evaluate evidence, the Sustainable Business Manager will undertake a 10% audit of all contracts containing the policy as outlined in the Sustainable Procurement Reports. Suppliers will be asked to feedback following completion of contracts on their experience with policy compliance. A pro-forma will be developed to this effect, combining supplier equalities information (as laid out in the Council's pre-qualification questionnaire) and questions on the policy itself.

6.4 Equalities monitoring data will be gathered, analysed and report quarterly, in the first instance to the Corporate Resources DMT and to the Equalities Team thereafter, by the Sustainable Business Manager.

Step 7 - Summarise impacts identified

In the table below, see summary for each diversity strand the impacts identified in the assessment.

Age	Disability	Ethnicity	Gender	Religion or Belief	Sexual Orientation
As per BAMEs	As per BAMEs	SMEs may be Black and Minority Ethnic Enterprises (BAMEs) – concern that price premiums/ increased administration may prohibit them from bidding for contracts. No current mechanisms for feedback concerning this issue.	Women-Owned Business (as per BAMEs).	As per BAMEs	As per BAMEs

Step 8 - Summarise the actions to be implemented

In the list below are recommendations for action that will be taken as a result of this impact assessment.

Issue	Action required	Lead person	Timescale	Resource implications
SME knowledge gaps	Create a Food and Drink Sustainability Workbook with template clauses and example bids	Sustainable Business Manager	Complete	N/A
SME knowledge gaps	Provide training to relevant suppliers who request it	Sustainable Business Manager	On demand	0.5 days FTE per event (max 3 p.a.)
Opportunities for people with disabilities	Reserve contracts where appropriate for supported businesses	Sustainable Business Manager	Complete	N/A
Cost and resource implications of certification	Certification is required of the supply chain, and not the supplier.	Sustainable Business Manager	Complete	N/A
No current supplier feedback form available	Develop feedback pro-forma	Sustainable Business Manager	End of quarter 2, 11/12	0.5 days FTE p.a.
Report and react to supplier/client feedback	Quarterly collation and presentation of monitoring information	Sustainable Business Manager	Ongoing	2.0 days FTE p.a.

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Step 9 - Publication and sign off

9.1 This impact assessment will be published alongside the Sustainable Food and Drink Policy on the Haringey Sustainable Procurement Webpage. A PowerPoint presentation will follow one year later summarising Contract Officer and Supplier feedback and any changes to the policy required as a result of this exercise.

Assessed by (Author of the proposal):

Name: Ben Brown

Designation: Sustainable Business Manager

Signature:

Date: April 2011

Quality checked by (Equality Team):

Name: Inno Amadi

Designation: Senior Policy Officer, Equality and Diversity Team

Signature:

Date:

Sign off by Directorate Management Team:

Name:

Designation:

Signature:

Date: