Public Sector Food Procurement Initiative

Putting it into practice
Advice for promoting healthy food and improving the sustainability and efficiency of food procurement, catering services and supply

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This publication was compiled by Defra’s Food Procurement Unit for the Food Procurement Implementation Group (FPIG) and replaces “Guidance for buyers and their internal customers”, first published in 2003.

FPIG was established in March 2003 to promote the PSFPI across the public sector working with buyers, suppliers and other stakeholders. It comprises food policy and procurement officials from central and local government.
“The Government is committed to the Public Sector Food Procurement Initiative. This is an important initiative that promotes food safety, healthy food, sustainability and good practice in the procurement and provision of food and catering services for some of the most vulnerable people in our society. I am therefore grateful to public bodies, farming and food businesses and voluntary organisations for their continuing support.”

The Rt. Hon Hilary Benn MP, Secretary of State for Environment, Food and Rural Affairs
2 November 2007

The Food Procurement Implementation Group and Defra’s Food Procurement Unit extend their thanks to the many:

- Public bodies involved in delivering the PSFPI and identifying best practice, which include central government departments, local authorities, Regional Centres of Excellence, School Food Trust, HM Prison Service, NHS, hospitals, schools, colleges of higher education and universities.
- Suppliers working to meet PSFPI aims and objectives including farmers, growers, wholesalers, processors, contract caterers and foodservice distributors.
- Organisations representing the farming and food industries that have provided advice and support such as the NFU, Meat and Livestock Commission, English Farming and Food Partnerships, Assured Food Standards, British Hospitality Association, Food and Drink Federation and Institute of Grocery and Supply and regional food groups.
- Voluntary organisations including Sustain, Food Links organisations, Soil Association, Food for Life Partnership that have been actively involved in projects and promotional campaigns.

The help of all those who have contributed is very much appreciated.

Defra’s Food Procurement Unit
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Introduction

This publication – who's it for
This document describes the “Public Sector Food Procurement Initiative”. The PSFPI was reviewed during the months August to October 2007 and the objectives slightly revised to take account of developments in policy and practice since its launch in 2003.

The document should prove useful to:
• Chief executives, heads of procurement, and other decision takers – by explaining the issues and what needs to be done.
• Buyers and their internal customers – by providing a handy guide to the advice, tools and best practice available on the internet. It also provides some pointers on how to improve performance.
• Producers and other suppliers – by helping them to understand the public sector’s requirements.

The PSFPI website includes a “Catering Services and Food Procurement Toolkit”. This explains how buyers and specifiers can include PSFPI aims and objectives in their catering and food supply contracts and provides sample tender documents and model specification clauses.

PSFPI – why it is important
Public sector food procurement in England accounts for over £2 billion spent each year on food supply and catering services. It is to harness this spending power in pursuit of healthier and more sustainable food and catering operations that the “Public Sector Food Procurement Initiative” (PSFPI) was launched.

Integrating health and sustainability into the procurement of food and catering services means:
• Embracing food safety
• Providing nutritious meals
• Looking after the environment and natural resources and avoiding waste
• Taking account of whole life costs and quality issues in determining value for money
• Minimising process costs
• Involving all stakeholders who may have an interest, e.g. in promoting healthy living, viable communities and fair trade
• Increasing co-operating among buyers and along supply chains

Take production, processing and the supply of food and provision of catering. They have a big impact on the environment with, for example, research showing that food in a typical school contributes 20% to its carbon footprint.1

Public sector catering is a front line service in the fight to improve the nation’s health. That is because the public sector caters for some of the most vulnerable members of society. The Mayor of London’s Food Strategy Implementation Plan2, for example, says that:

“For many people in schools and hospitals, the food provided by these public sector organisations is their only hot, nutritious meal of the day. This is especially true for young children living in poverty and the elderly who tend to be the main recipients of hospital food after the staff.”

1 The Department for Children, Schools and Families launched an online Carbon Detectives website in October 2007 to guide pupils through the process of measuring their school’s carbon emissions and to explore ways to reduce them – http://www.carbondetectives.org.uk/content/home/index.html
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There is an obligation to achieve best value for the taxpayer. That is why public sector food procurement must also be efficient with the National Audit Office, in a recent report into smarter food procurement in the public sector, recommending:

"Increasing efficiency can have a positive impact on sustainability and nutrition, by enabling organisations to use cost savings in some areas to help to finance improvements in others".

The NAO’s report is covered on the PSFPI website at

This is why the Government wants:

- More public sector organisations to cooperate with each other and to work with the farming and food industries to implement the PSFPI in schools, colleges, universities, local authorities, hospitals, and other public bodies.
- More co-operating among producers and, also, among businesses along food supply chains – such as wholesalers, butchers, meat processors and foodservice companies.
- More uniformity in public sector contracts
- More contracts reflecting PSFPI principles
- More buyers and suppliers working to improve the supply of food into public bodies.

Helping you on your way

This document should help you on your way – whether you are just starting or up among the leaders. Please keep it handy for easy reference.

If you want inspiration: read the case studies on the PSFPI website listing the achievements of local authorities, hospitals, schools, prisons and other public bodies –

Public Initiative

The Public Sector Food Procurement Initiative (PSFPI) is a Government campaign to promote sustainable food procurement in public bodies such as hospitals, schools, prisons, local government and education.

The PSFPI aims to:

1. Reduce the environmental impact of the public sector food supply chain.
2. Improve the availability of local and seasonal food.
3. Increase the biodiversity of food production.
4. Promote the development of local food economy.
5. Enhance the health of public sector workers.

The Government is:

- Working to implement the PSFPI in schools, colleges, universities, local authorities, hospitals, and other public bodies.
- Encouraging more public sector organisations to cooperate with each other and to work with the farming and food industries.
- Encouraging more co-operating among producers and, also, among businesses along food supply chains – such as wholesalers, butchers, meat processors and foodservice companies.
- Encouraging more uniformity in public sector contracts.
- Encouraging more contracts reflecting PSFPI principles.
- Encouraging more buyers and suppliers working to improve the supply of food into public bodies.

The PSFPI is covered on the PSFPI website at

For more information:

- Contact the PSFPI Team on 0845 129 5558 or email info@psfpi.org.uk

**Introduction**

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Part 1 – Policy

Public Sector Food Procurement Initiative (PSFPI)
The PSFPI aims to:
(1) Promote food safety and increase the consumption of healthy and nutritious food;
(2) Mainstream good practice in food procurement and supply to improve efficiency and realise savings that can be ploughed back into improving public sector catering; and
(3) Improve sustainable performance at each stage of the food chain in support of the Government’s Sustainable Farming and Food Strategy (SFFS).

Improving sustainable performance at each stage of the food chain
The main stages of the public sector food chain are: (1) primary production, (2) processing and manufacturing, (3) transport, storage and distribution, (4) purchasing, (5) preparation, storage and cooking, (6) eating and consumption and (7) disposal. These are outlined in appendix B – showing the key organisations involved and health, environmental, economic, social and cultural, and food security considerations.

Government’s sustainable development and procurement strategies
The PSFPI is helping to deliver Government policies – and Defra strategic objectives – to tackle climate change and promote sustainable development, a thriving farming and food sector, a healthy natural environment, strong rural communities and sustainable consumption and production.

For example, the PSFPI is in line with the Government’s:
(1) Sustainable Farming and Food Strategy (SFFS)
(2) Blueprint for tackling climate change with targets for reducing carbon dioxide emissions – including making the UK’s targets for a 60% reduction by 2050 and a 26% to 32% reduction by 2020 legally binding3.
(3) Sustainable Procurement Action Plan – food is one of its ten priorities4.
(4) Sustainable Development Strategy – to improve people’s quality of life through: (a) social progress that recognises the needs of everyone; (b) effective protection for the environment; (c) prudent use of natural resources; and (d) maintenance of high and stable levels of economic growth and employment5.

4 The Government’s blueprint for tackling climate change was published on 13 March 2007 – http://www.sustainable-development.gov.uk/what/latestnews.htm
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Other important objectives include:

- Respect and operate within the biological limits of natural resources, e.g. soil, water and biodiversity.
- Achieve high standards of environmental performance by conserving energy and water, minimising resource inputs, controlling pollution, minimising waste and using renewable energy wherever possible.
- Ensure a safe and hygienic working environment and high social welfare and training for all employees involved in the food chain.
- Achieve consistently high standards of animal health and welfare.
- Sustain the resource available for growing food and supplying other public benefits over time, except where alternative land uses are essential to meet other needs of society.
- Promote these principles wherever our food is produced and processed and work closely with the devolved administrations to do so.

PSFPI objectives

Six priority objectives are:

- Promote food safety, including high standards of hygiene
- Increase the consumption of healthy and nutritious food
- Improve the sustainability and efficiency of production, processing and distribution
- Increase tenders from small and local producers and their ability to do business
- Increase co-operating among buyers, producers and along supply chains
- Improve the sustainability and efficiency of public food procurement and catering services

Benefits of the PSFPI

These include:

- Improving efficiency and using savings achieved to improve catering services
- Safer food throughout the food chain
- Healthier and better performing students and workforce
- More viable rural economies
- More competitive small and medium sized food producers
- Better crop and animal husbandry
- Savings from waste minimisation
- More choice for diversity of ethnic and religious groups
- Understanding the whole life costs associated with food supply chains.

UK public procurement policy and the legal framework

All public procurements are required to comply with the EU Treaty of Rome of which the principles of non-discrimination and equal treatment, transparency, proportionality and mutual recognition to ensure free movement of goods and supplies still apply. This means, for example, that public sector buyers cannot restrict their purchases to specific locations or categories of suppliers.

Further information to contractors is available in the UK Procurement Policy Note on Procuring Sustainable Food Products and Services. This should be read in conjunction with the EU directives, regulations and other UK legislation that apply to the above.

7 These principles are published on page 12 of the Government’s strategy for Sustainable Farming and Food in England (http://www.defra.gov.uk/farm/policy/sustain/index.htm).
Part 1 – Policy

Contracts valued above a certain threshold need to comply with the consolidated EU Public Procurement Directive and the UK Public Contracts Regulations. These are implemented in UK law and ensure that public procurement is fair, transparent and not used to discriminate against suppliers by setting up barriers to free trade.

EU directives and regulations govern specifications, advertisements, tendering processes and the award of contracts.

Furthermore, the UK Government’s public procurement policy requires that all purchases of goods and services must achieve value for money having due regard to propriety and regularity. Value for money is defined as “the optimum combination of whole life costs and quality (or fitness for purpose) to meet the customer’s requirement”.

The emphasis on “whole life costs and quality” means that buyers can take account of a variety of factors, including running and disposal costs and quality aspects of the product or service, and not just the initial purchase price.

The reference “to meet the customer’s requirement” enables public bodies to specify what they need to meet their own operational and policy objectives, while contributing to the Government’s objectives on sustainable development. Buyers must satisfy themselves that specifications comply with the policy and legal framework governing public procurement and are justifiable in terms of need, cost effectiveness and affordability.

These policy and regulatory requirements are designed to secure value for money for the taxpayer and to improve the competitiveness of all suppliers across the EU and to open up opportunities for them.

Legal framework

The legal and policy framework provides scope for public sector bodies to pursue sustainability in their procurement of food and catering services. This is explained in

- The OGC-Defra joint note on environmental issues in procurement – shows how to take such issues into account within the framework of the Government’s procurement policy and the EC procurement rules. URL: http://www.defra.gov.uk/farm/policy/sustain/procurement/genguide.htm
- “Green Guide for Buyers” that covers issues such as energy efficiency, hazardous substances, waste minimisation and water conservation. URL: http://www.sustainable-development.gov.uk/government/estates/green-guide/

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8 Current thresholds are given on the OGC website:
http://www.ogc.gov.uk/procurement_policy_and_application_of_eu_rules_eu_procurement_thresholds_.asp
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- “Guidance for procuring school lunches” includes a section on sustainable procurement. URL: http://www.teachernet.gov.uk/docbank/index.cfm?id=10438

On food and catering, for example, buyers can set requirements for delivery frequencies, freshness, taste etc. Such criteria may encourage small and local suppliers to bid for more contracts. See also sections below on “organic and other sustainable methods of farming, quality issues, assurance and local sourcing”.

The Food Procurement Group (FPG) are developing a number of actions to deliver recommendations made by the National Audit Office and Public Accounts Committee to increase the efficiency and sustainability of food procurement across the public sector. These actions include:

- developing “how to” guides and tools;
- establishing food quality standards based on the top 250 products;
- developing collaborative approaches to food procurement;
- introducing improved contract management practices;
- standardising contracts and developing common specifications;
- opening up national framework contracts negotiated by the NHS and others to the rest of the public sector;
- developing a food benchmarking system to strengthen the negotiating position of public bodies;
- maximising the utilisation of production units, storage and other facilities within the public sector;
- seeking to reduce transaction costs, including invoicing, utilities and disposal

The FPG are also looking at the feasibility of:

- Increasing access to NHS’ nutritional database
- Developing an information exchange website for supply and demand advice

Mainstreaming sustainability and efficiency in food procurement

Among the public bodies that are already integrating sustainability and efficiency are NHS Supply Chain, Ministry of Defence and HM Prison Service. Drawing on their work is the OGC-DCSF led Food Procurement Group that in December 2007 absorbed the Food Procurement Action Group (PAG) set up by DCSF and the North East Centre of Excellence to improve the sustainability and efficiency of schools’ food procurement. Its work is being fed into the PSFPI.

The North East Centre of Excellence and Department for Children, Schools and Families (DCSF) established PAG in March 2007 to support the schools sector. The FPG was established by DCSF to implement the recommendations made by the NAO and Public Accounts Committee Board for smarter food procurement in the public sector.

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2. NHS Supply Chain’s nutritional database is available to NHS buyers and suppliers – see http://is21.logistics.nhs.uk/foodnutrition/.

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10 BPEX’s http://www.bpexeurope.com
11 The RCEs are likely to be renamed Regional Improvement and Efficiency Partnerships
13 NHS Supply Chain’s nutritional database is available to NHS buyers and suppliers – see http://is21.logistics.nhs.uk/foodnutrition/.
14 BPEX’s http://www.bpexeurope.com
Part 1 – Policy

- Entering public-private partnerships to develop infrastructure, e.g. the establishment of regional hubs accessible to SMEs
- Developing national emissions specifications agreed with major leasing firms for vehicles used for public sector contracts.
- Introducing tracking and route management software to enable the development of optimum distribution strategies.
- Developing a standard metric for measuring performance.

World food prices

World food prices are rising due to a number of factors that have created an imbalance in supply and demand. These include:

- Increasing demand from developing countries for more protein and western diets
- Increasing global demand for grain for bio-fuels
- Rising cost of animal feed driven by increases in grain prices
- Floods and droughts reducing global food production.
- Recent outbreaks of livestock diseases in UK and abroad, e.g. foot and mouth, blue tongue and avian influenza.

- Global population growth.

Experts predict that food prices will continue to rise. Public bodies will therefore need to keep their budgets for food and catering services under review to avoid cost constraints driving down the quality of institutional food.

This happened in the 1980s when the abolition of nutritional standards for school meals and the introduction of compulsory competitive tendering saw the guiding principles in school food procurement become ‘lowest bid wins’ and ‘economy above quality’. In effect, an unregulated school meals market was created resulting in the supply of low quality ingredients. This contributed to the crisis in school food that the Government is now addressing.

Organisations providing on-line information for checking market prices include English Beef and Lamb Executive (EBLEX), British Pig Executive (BPEX), Fresh Produce Journal for fresh fruit and vegetables and HDRA and the Soil Association for organic vegetables. The Grocer also provides information on movements in grocery prices in its weekly journal and the London International Financial Futures and Options tracks global food commodity markets (LIFE).

13 The WHO website provides a mapping system monitoring outbreaks of avian flu across the world. URL: http://www.who.int/csr/disease/avian_influenza/en/
14 Introduced by the Education Act (1980) that also removed the obligation on Local Education Authorities (LEAs) to ‘provide a school meal suitable in all respects as a main meal of the day’; and the requirement to sell meals at a fixed price. The Act aimed to cut public expenditure on school meals, and the introduction of convenience foods was seen as a way to do this. Some LEAs dismantled their catering services.
15 Introduced under the Local Government Act (1988) it obliged all LEAs to put school meals services out to tender. Local Authority providers who won contracts were defined as Direct Service Organisations (DSOs) and private sector companies entered the market.
1. The Government's Strategy for Sustainable Farming and Food in England emphasises that consumers expect their food to be safe and nutritious with many being prepared to pay more for value added products.

2. Public bodies need to place more emphasis in their procurement on quality considerations – as explained below. Most have a benefit to the wider community and many have a direct economic benefit to contracting authorities. For example, there is evidence that the provision of healthier food can result in shorter recovery times in hospitals and more alert pupils in schools – resulting in cost benefits that can outweigh savings that public sector organisations try to make on their food bills.

3. “Quality” food need not cost more. Better quality food tends to go further, as many industrially produced products contain large amounts of added water, whilst good cuts of meats for example may shrink less with cooking.

Nottingham City Hospital
The hospital's catering manager estimates they are saving something like £24,000 a year with improved quality. An example is their purchase of braising steak. They now pay more per kilo but actually buy 50 fewer portions each time because the meat is such good quality that cooking times are less and shrinkage is reduced.

A. PRIORITY OBJECTIVES

- Priority objective: to promote food safety, including high standards of hygiene

Food safety

4. Food safety regulations require that food throughout the food chain must not have been rendered injurious to health, be unfit or be contaminated, whether by extraneous matter or otherwise, that it would be unreasonable to expect it to be eaten.

5. Food businesses must comply with the various regulations and are legally required to have in place food management procedures based upon adequate Hazard Analysis and Critical Control Point (HACCP) principles. Public sector organisations providing food and catering services (both in-house and contracted out) are also legally obliged to complete effective due diligence to ensure the quality and compliance of their suppliers. This means treating food safety as a priority both in terms of the food purchased and suppliers selected. More information on food safety and due diligence is given in Appendix A.

6. A useful way to help ensure food safety is to work with wholesalers, meat processors or distributors to provide provenance, i.e. details about where the food comes from and how it is produced.
Antibiotics as animal growth-enhancers

Research shows that the practice of using antibiotics to enhance the growth of farm animals can create bacteria resistant to antibiotics.

An example is Extended Spectrum Beta-Lactamase – a cousin of the E.coli bacteria found in the human gut. This produces an enzyme resistant to many drugs which causes urinary infections, blood poisoning, gall bladder disease and kidney infections. It is estimated to result in 3,000 deaths a year in England and Wales.

ESBL E.coli first appeared in Britain in 2003, is hard to detect and treat and doctors fear it will soon be resistant to the last antibiotics that can kill it. Scientists believe it is being brought here in chickens imported from countries that have little or no restrictions on the use of antibiotics as growth enhancers.

7. There is a legal requirement on all organisations to ensure that their suppliers and catering staff comply with the law on food safety and traceability requirements. Failure to comply can result in criminal charges being brought against those responsible for food poisoning, which can have serious consequences.

8. The Food Standards Agency (FSA) has produced advice on food safety and hygiene. The main food laws in the UK are:

- The Food Safety Act 1990 (as amended) – framework for all UK food legislation
- The General Food Law Regulation 178/2002 is EC legislation on general food safety, provides for the enforcement of certain provisions of Regulation (EC) 178/2002 (including imposing penalties) and amends the Food Safety Act 1990 to bring it in line with Regulation (EC) 178/2002.
- The General Food Regulations 2004 (as amended)
- Regulation (EC) no 852/2004 on the hygiene of foodstuffs

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19 The use of growth-enhancing hormones is banned in the UK and other EU countries. In the UK, for example, the use of antibiotics in livestock production is restricted to medicinal use only and any animal who has received such medication during its life is tested at the point of slaughter to ensure that any residues of the medicine are not present in the meat. Red Tractor assurance schemes, for example, require medicines for treatment under veterinary prescription to be stored properly, used properly, records kept and that animals are not sent to slaughter for a prescribed period after treatment to ensure residues will have disappeared.
20 An E-coli outbreak linked to a Morrison store in Scotland in 2007 resulted in one death and eight others ill. Another in Wales, linked to a butcher, resulted in 158 people mostly school children becoming ill and the death of a five-year old.
21 FSA advice on food hygiene is at http://www.food.gov.uk/foodindustry/guidancenotes/hygguid/fhlguidance.
24 FSA’s guidance notes on this regulation – http://www.food.gov.uk/multimedia/pdfs/fsa1782002guidance.pdf
26 http://www.food.gov.uk/foodindustry/regulation/hyggleg
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- The Food Hygiene (England) Regulations 2006 – which set out enforcement for the EC Hygiene Regulations and set national temperature control requirements.

9. Purchasing fruit, vegetables and meat produced to recognised farm assurance standards, audited to EN45011, ensures that food safety procedures and hygiene standards are in place along the supply chain.

10. The competency of competing suppliers – particularly of meat, fish and other foods with a high risk – can be informed by looking at whether they are certified to food standards above the legal minimum level, e.g. local authority award schemes, BRC Gold Standard, ISO 22000 and SALSA for small businesses. You can also consider the degree of training received by the supplier’s staff and their level of competency.

11. The suppliers’ food safety management systems should mesh with the food safety procedures of the organisations receiving the food, e.g. a supplier could produce safe chilled food and deliver it, but this is not sufficient if the chilled food sits on the receiving organisation’s front steps all day because there are no common procedures for delivery and acceptance.

12. Tips on how to prepare food safely are available from FSA’s Eat Well website.

Examples of bad food safety, including hygiene and cleanliness:
- Storing food at wrong temperatures or in unsafe conditions
- Failing to control pests and vermin
- Poor personal hygiene, e.g. lack of hand washing
- Incorrect food safety documentation
- Returning medical waste with cutlery and crockery to kitchens

- Priority objective: to increase consumption of healthy and nutritious food


14. The House of Commons Health Committee estimated in 2004 that the economic costs of obesity and overweight at £6.6–7.4 billion and rising, with substantial costs falling on the NHS.

15. The report also said that: about two-thirds of the population were overweight or obese and, on present trends, it would surpass smoking as the greatest cause of premature loss of life; and bring levels of sickness that

16. A list of websites and links.
will put enormous strains on the health service – perhaps even making a publicly funded health service unsustainable.32

16. A healthy balanced diet is one that should include:
   • plenty of fruit and vegetables – at least five portions a day of a variety of different types
   • plenty of bread, rice, potatoes, pasta and other starchy foods, choosing wholegrain varieties where possible
   • some milk and dairy products
   • some meat, fish, eggs, beans and other non-dairy sources of protein
   • just a small amount of foods high in fat, sugar and/or salt.33

17. UK public procurement policy requires that any price premium paid for higher standards must be reasonable and ultimately achieve value for money.

18. Achieving value for money, as explained above, means public sector bodies should consider using their influence with suppliers to drive up standards where they are directly related to the subject of the contract. That is, they are not related to secondary issues, such as external costs or benefits.34

19. Officials should be alert to these considerations when allocating catering budgets (and when producing business cases) so that opportunities to achieve such wider benefits are not lost as a result of cost constraints.

20. Public sector bodies have a particular duty of care for vulnerable groups such as children, pregnant women, disabled people, older

School Fruit and Vegetable Scheme (SFVS)
The PSFPI supports the SFVS that is supplying 200 tonnes of produce a day to just fewer than two million 4-6 year old pupils in 16,400 state schools. As part of the 5 A Day programme it has contributed to a rise in the number of children consuming more than 5 portions of fruit and vegetables a day from 32% in 2004 to 44% in 2006.35

This is good for the health of the nation as fruit and vegetables are an important source of vitamins, minerals, trace elements, fibre and other useful substances that help to keep our bodies healthy. It has also provided producers with another important market since it was launched in 2000.


13 The Government’s eatwell plate is a pictorial representation of the recommended balance of the different food groups in the diet – http://www.eatwell.gov.uk/healthydiet/eatwellplate/

14 “Relevant to the subject of the contract” is explained in the OGC-Defra joint note on environmental issues in purchasing – http://www.ogc.gov.uk/documents/environmental_issues-defra.pdf

15 More information is given in NHS Food Chain’s report: “Sustainability of the school fruit and vegetable scheme” at http://www.defra.gov.uk/landuse/farm/foodchain/school-fruit-veg Summer2007.pdf. It contains a map of the world giving the percentages by country of the fruit and vegetables supplied for the scheme.
Part 2 – Practice

people and those recovering in hospital and should actively encourage improvements in their diet. There are, for example, legally binding food and nutritional standards for school food and duties covering disability, race and gender equality.

21. By improving physical and economic access to healthy food the public sector can play an important role in tackling social disadvantage and reducing food poverty. Schools and local authorities, for example, can do this by encouraging eligible pupils to take up their entitlement to free school meals.

22. Among other areas to address are salt, fat and sugar. The FSA website provides advice – http://www.food.gov.uk/healthiereating/salt/ http://www.food.gov.uk/healthiereating/satfatenergy/

Priority objective: to improve the sustainability and efficiency of production, processing and distribution

23. There is a need to reduce the significant environmental impacts arising from food production and consumption to sustainable levels, especially as they account for a significant proportion of greenhouse gas (GHG) emissions.

24. As the OGC-Defra “Joint note on environmental issues in purchasing” explains: there is considerable scope to consider environmental issues in procurement within the context of achieving value for money. The table on page 3 of the guide illustrates how such issues can be considered at each stage of the procurement process with the first stage, i.e. identifying the procurement need, providing the key opportunity for considering them.

25. The Government has introduced initiatives to help farmers improve their sustainability and performance. These include:

• Defra’s Farm Health Planning website advises how to improve the performance of livestock with benefits for farmers and their animals – http://www.defra.gov.uk/fhp/.

• Farming Link e-newsletter providing news, features and viewpoints. URL: www.defra.gov.uk/farminglink

• Farming Futures’ website – advises farmers on the challenges, opportunities and the means for tackling climate change – http://www.farmingfutures.org.uk/40


36 Food Vision website, sponsored by FSA, LACORS and LGA, promotes safe, sustainable and nutritious food to improve community health and well-being – http://www.foodvision.gov.uk/ Another useful site is http://www.meatandhealth.co.uk/37

37 The School Food Trust’s website contains advice on interpreting the standards, explaining what they mean for school food. URL: http://www.schoolfoodtrust.org.uk/content.asp?ContentId=407.

38 FSA nutrient and food based guidance for UK institutions can be found on the health and nutrition page of the PSFPI website at http://www.defra.gov.uk/farm/policy/sustain/procurement/health.htm


40 The Farming Futures website is supported by NFU, Forum for the Future, Country Landowners Association and Applied Research Forum.
Part 2 – Practice


26. Specifying farm assurance standards – as well as helping to ensure food safety – can also help to improve the husbandry of crops and farm animals by creating demand for food produced to nationally agreed levels of best practice, with assurance to the consumer that the product is safe. It also helps to create a level playing field for domestic producers, as standards of crop and animal husbandry in the UK are generally higher than those of most other countries.

ASSURANCE SCHEMES. These voluntary schemes verify through regular independent inspection that farmers and growers are producing primary agricultural products according to documented foundation standards covering food safety and traceability, animal welfare and environmental protection, which are based on legislation, codes of good agricultural practice and recognised good industry practice.

27. Encouraging more farmers to adopt farm assurance and organic standards by specifying them in contracts helps to fight against the spread of infectious diseases such as foot and mouth and swine fever, which have cost the economy (and taxpayers) billions of pounds in recent years. That is because Red Tractor and other independently audited schemes require farmers to have in place animal health plans, strict bio-security measures, controls on their feed supplies and to carry out daily inspections of their livestock which help to pick up any symptoms of disease early.

The industry has distributed to local authorities a leaflet entitled: “Looking for safe, assured and traceable food for the public sector?” It encourages public bodies to specify such products as one of the means of achieving confidence in the safety and traceability of the food provided to their customers – see also Appendix A.

28. Retailers often require that fresh produce meets standards laid down in ASSURANCE SCHEMES to help them demonstrate due diligence. Public sector buyers can also use assurance criteria to help determine methods of production, food safety, animal welfare and environmental protection etc in their technical specifications for fresh produce. They can...
also accept assured sources as proof of compliance with those criteria.43

29. However, buyers must under the public procurement rules also accept other means of proof and, therefore, when specifying products covered under assurance schemes provide suppliers with the opportunity of providing other evidence such as technical dossiers, auditors’ reports and test reports. This is to ensure that the specification and the means to assess the conformity with the specification do not result in the reservation of the contract to national or local companies.

30. Defra’s catering toolkit contains a model specification clause44 covering farm assurance standards that was produced in consultation with the industry and the Office of Government Commerce.

Farmers’ perception of the public sector
Many farmers are put off supplying the public sector by their perception of it as a low value market that is not worth the effort of supplying.

Improvements are, however, being made in public sector catering, e.g. the Government is: (a) investing over £600 million from 2006 to 2011 in improving school food; and (b) introducing statutory food and nutrient based standards to drive up the quality of school food45. There is also guidance for other parts of the public sector such as the FSA’s Nutrient and Food Based Guidelines for UK Institutions46.

From the farm
31. The Food Industry Sustainability Strategy (FISS)48 set up Champions’ groups on energy and climate change, waste and water. Their reports published in March 2007 contain best practice and recommendations for improving the sustainability and efficiency of food processing and distribution. They also give details of services offered by support organisations such as:

- Envirowise – its Supply Chain Partnership Forum offers free visits and advice to host companies and their key suppliers to help them identify ways to maximise resource use, minimise waste and make cost savings49.
Part 2 – Practice

• WRAP – helping food retailers and manufacturers under the auspices of the Courtauld Commitment to minimise waste. Technologies being introduced include Radio Frequency Identification (RFID) labels to improve logistical efficiencies and new packaging materials, e.g. gas permeable films.

• Carbon Trust’s 12-month project “Food and Drink Industry Refrigeration Efficiency Initiative” that will produce guidance notes on important refrigeration efficiency opportunities.50

• Energy Saving Trust – runs a transport advice programme for organisations in England and Scotland that offers practical solutions to help reduce costs and improve the environmental performance of car and van fleets. For fleets over 50 vehicles a free comprehensive review of transport operations is available through their panel of independent fleet consultants. Smaller fleets can benefit from their wide range of publications and telephone advice51.

32. The “Environmental Performance” page of the PSFPI website contains links to Envirowise, WRAP and other support organisations; plus other useful links52.

33. Fish should be obtained from sustainable managed sources, i.e. they should be harvested in a manner that does not lead to over-fishing or depletion of the exploited populations.

34. This means that: (a) for those populations that are depleted, the fishery must be conducted in a manner that demonstrably leads to their recovery; (b) the operations allow for the maintenance of the structure, productivity, function and diversity of the ecosystem – for example using methods that minimise damage to the seabed; and (c) the fishery is subject to an effective management system that respects local, national and international laws and standards and incorporates institutional and operational frameworks that require the use of the resource to be responsible and sustainable.

35. Defra’s catering toolkit contains a model specification clause on fish53.

UK fruit and vegetable industry
The UK fruit and vegetable industry generates significant amounts of wasted raw material and packaging. It also uses large quantities of water, most of which leaves factories as trade effluent. Implementing a systematic waste minimisation programme can reduce waste costs by up to 25%, i.e. 1% of business turnover.

From Good Practice Guide GG280 Reducing water and waste costs in fruit and vegetable processing – http://www.envirowise.gov.uk/GG280

Standards for fish
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Part 2 – Practice

• Priority objective: to increase tenders from small and local producers and their ability to do business

Bradford Educational Services
Bradford saved £25,000 by switching from frozen to locally sourced, vacuum packed meat in a drive to use more fresh seasonal produce and reduced emissions of carbon dioxide by 12 tonnes or 89%. Figures for the project to improve school meals in Bradford show that the contract for lamb achieved a yearly reduction in lorry distances travelled of 15,000 kilometres; with vehicle operating costs cut by £6,100 a year and carbon dioxide emissions down by 12 tonnes or 89%.

Increasing the ability of small and local producers to do business

39. Defra is funding the Government Offices in the Regions to run workshops to help suppliers tender for public sector contracts and for regional projects to develop food hubs and local supply networks. Details are given on the Regions page of the PSFPI website at http://www.defra.gov.uk/farm/policy/sustain/procurement/regions.htm. This page also gives details of other funding that is available.

40. There are also national initiatives to help small producers do business with the public sector, e.g. the English Farming and Food Partnership’s “Share to Supply” programme to increase co-operation – see the objective to increase co-operating among buyers and suppliers (below).

41. Public bodies will obtain the best results by working in partnership with their suppliers outside the contractual process, on a voluntary basis, to encourage them to work towards greater sustainability. Advice on supply chain management is given in Part 3 of the Green Guide for Buyers.

• Priority objective: to increase co-operating among buyers, producers and distributors and along supply chains

Cooperation among buyers

42. Defra is encouraging public bodies to consider the benefits of cooperating with other public bodies in their region and possibly neighbouring regions. The guide “How to increase opportunities for small and local producers when aggregating food procurement – guidance for buyers and specifiers” shows how aggregating demand can be done while still increasing opportunities for small and local producers.

Increasing the ability of small and local producers to do business

36. There is evidence that local sourcing can “contribute” to the regeneration of rural economies. The maintenance of high and stable levels of economic growth and employment is a key objective of sustainable development.

37. Public bodies cannot, however, discriminate in favour of domestic producers as this is illegal under the EU Treaty and procurement directives. It is also contrary to UK procurement policy to achieve value for money. This means that while it is valid for public bodies to remove obstacles to tendering by local and smaller suppliers they must show no preference in terms of explicit criteria based on location or nationality.

38. Increasing tendering opportunities for small and local producers can result in contracting authorities securing better value for money. This is because such suppliers may have lower overheads (e.g. reduced transport costs) and, when given the opportunity to tender, are able to offer the most advantageous bid.

Increasing tenders from small and local producers

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Part 2 – Practice

Cooperation among producers

43. English Farming and Food Partnership’s “Share to Supply” programme is helping farmers to collaborate to better satisfy the demand for fresher, better quality food in schools, hospitals and other public bodies. Details are given on the “Selling to the public sector” page of the PSFPI website under “Sources of help and advice for food producers and suppliers” – http://www.defra.gov.uk/farm/policy/sustain/procurement/sellingpublic.htm.

Cooperation along the supply chain

44. EFFP are also running a Collaborative Food Chain project to bring together farmers and businesses along the supply chain to build structures that deliver a co-ordinated and efficient supply of quality products. URL: http://www.effp.org.uk/x159.xml.

Collaborative supply chains

These comprise a number of organisations mutually working together to meet specific market objectives over the long term. They must be made up of organisations with a shared vision and common goals and formed to meet specific market objectives. They must also: allow relevant decisions to be made mutually; allow organisations to share risks and benefits in proportion to contribution; and share relevant information among participants, particularly consumer demands.

Benefits include:

- Increased marketing opportunities
- Elimination of unnecessary costs arising from a lack of teamwork, particularly around trading interfaces
- Better feedback on quality resulting in more consistency
- Greater trust and stability aiding planning and capital investment
- Faster innovation.

The introduction of more collaborative supply chains should improve efficiency, as some 20% of costs in traditional systems add no value.

Cooperation in distribution

45. The Institute of Grocery and Supply’s project on Collaborative Green Distribution looked at 3 potential ways of increasing transport collaboration:

(1) “Collaborative Multi-Partner Trunking” – developing networks of trading partners to maximise loads carried by vehicles on return journeys;
(2) “Shared Conurbation Deliveries” – bringing multiple partners together to use a shared common fleet servicing conurbations; and
(3) “Shared Deliveries to Far Flung Places” – looking at ways transport networks servicing stores and consumers in areas with low population densities.

46. The project was specific to retailers in the private sector but the report also contains lessons that could also be applied in the public sector, e.g. meetings for business introductions from Wish List to Time and Place (pages 9 to 12 of the report).

Priority objective: to improve the sustainability and efficiency of food procurement and catering services

47. The National Audit Office’s report “Smarter food procurement in the public sector” (published 30 March 2006) identified efficiency savings in public sector catering totalling £224m by 2010-11; focusing on measures that can benefit, or at least have neutral impacts on, levels of customer service, sustainability, and nutritional quality.51
48. The Public Accounts Committee’s report on Smarter Food Procurement in the Public Sector, following up the NAO survey, stressed the need to find cooperative ways of procuring food to achieve improved value for the public sector. The PAC identified annual savings of £220 million by 2011 across the Ministry of Defence, Department for Children, Schools and Families and Department of Health.

49. The Food Procurement Board, which absorbed the Food Procurement Action Group (PAG) in December 2007, is producing tools and guidance to improve sustainability and efficiency in:

(1) **Logistics and supply chains** – to reduce costs of distribution and associated environmental impacts, e.g. by rationalising current food distribution patterns.

(2) **Demand management** – to identify ‘smarter’ ordering systems, demand mapping, forecasting and develop common management systems.

(3) **Procurement** – to increase collaboration and alignment of demand, the use of common specifications, benchmarking and better engagement of suppliers.

(4) **Marketing** – to help secure the adoption of good practice by catering and procurement professionals, e.g. the use of guidance produced by the School Food Trust and National Procurement Programme (due March 2008).

50. The OGD-DCSF led Food Procurement Group (FPG) is also producing tools to help food buyers improve their efficiency such as food quality standards, improved contract management practices, standardised contracts and a food benchmarking system.

51. There are cost savings to be made in reducing the environmental impacts from preparing and cooking meals and in associated activities. That is, by conserving energy and water, controlling pollution and minimising waste in kitchens, catering and eating areas.

**York University**

York University achieved energy savings of 25% within two years by installing gas and electricity sub-meters in its kitchens, recording consumption and running four one hour training sessions on how to save energy using good housekeeping. Messages included:

- switching off equipment, lights and extractors when possible
- using the most efficient equipment for the job
- using lids and covers on pans
- closing doors on cold rooms
- reducing drain-down on dishwashers

Source: Good Practice Guide 207 – Cost-effective low energy buildings in further and higher education – http://www.cibse.org/pdfs/GPG207.pdf


PAG was established by the North East Regional Centre of Excellence and Department for Children, Schools and Families to help implement recommendations made on school food by the National Audit Office and Public Accounts Committee in their reports on ‘smarter food procurement in the public sector’. Note: the RCEs are likely to be renamed Regional Improvement and Efficiency Partnerships.

Some 20 million tonnes of carbon are emitted each year from the UK’s 273,000 commercial catering outlets.
B. OTHER IMPORTANT OBJECTIVES

- **Objective: to influence consumers’ behaviour to reduce the impacts of food consumption**

52. The industry-led “Year of Food and Farming” (September 2007 to July 2008) aims to help children and young people learn about farming, cooking food, good nutrition and how it can contribute to a healthier lifestyle. URL: www.yearoffoodandfarming.org.uk.

53. The initiative is important as teenagers tend to be swayed by fashion and marketing rather than what’s good for them – resulting in some secondary schools struggling to increase the take-up of nourishing school lunches. Some of the material developed for the Year will be adopted or adapted for wider dissemination under the PSFPI.

54. The PSFPI is working with other public bodies to change consumers’ behaviour, e.g. the School Food Trust. The SFT, a Non Departmental Public Body, was established by the Department for Children, Schools and Families in September 2005 to transform school food and food skills, promote the education and health of children and young people and improve the quality of food in schools. URL: http://www.schoolfoodtrust.org.uk/.  

55. The PSFPI will also continue to work closely with other Non Government Organisations such as Sustain and the Food for Life Partnership that are actively working to raise consumers’ awareness of the impacts of food consumption. For example, the Food for Life Partnership is working with ‘flagship schools’ across England to help them reach the Gold standard of the new Food for Life Partnership Mark that was launched in September 2007 – so transforming them into outward-facing exemplars of good food culture.65

56. The PSFPI will also continue to draw on Defra’s Behaviour Change strategy, under its Sustainable Consumption and Production programme; plus the research of universities and organisations such as the Sustainable Development Commission and the Sustainable Consumption and Production Business Task Force.66

- **Objective: to increase demand for organic food**

57. The Government’s Action Plan to Develop Organic Food and Farming aims to develop a sustainable organic food and farming sector in England67. It includes action to:

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65 All schools will be able to work towards achieving Bronze, Silver and Gold status with the new Food for Life Partnership Mark, which will reward progress under: (1) food leadership; (2) food quality and provenance; (3) food education (cooking, growing, farm links); and (4) food culture and community involvement. More information at: http://www.foodforlife.org.uk/.

66 The Sustainable Consumption and Production Business Task Force produced the report “I will if you will”: towards Sustainable Consumption” advocating changes in lifestyle in areas such as food consumption – http://www.sd-commission.org.uk/publications/downloads/I_Will_If_You_Will.pdf

Part 2 – Practice

- produce a strategy for a healthy and buoyant regional food sector;
- encourage multiple retailers where they can to source domestic produce; and
- encourage sustainable procurement of food in the public sector.

58. The EC’s Interpretative Communication on environmental issues in public procurement\(^\text{68}\) confirms that: methods of processing and production can be requested in the technical specifications of the tender, where these help to specify the performance characteristics of the product or service. This includes both process and production methods:

- that “physically” affect the end product (e.g. absence of chemicals); and
- those that do not, but nevertheless affect the “nature” of the end product such as “organically grown foodstuffs”.

59. In switching to say organic foods: buyers should initially go for those with a lower price premium such as dairy produce and look to offset any increased costs by, for example, specifying seasonal produce that is generally cheaper than out of season food.

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**Millfields Community School in Hackney**

Take-up amongst the 400 plus pupils has risen by 40%, following a switch to 50% local and 40% organic ingredients. Pupils and parents have helped to plan the menu, and a lively food culture is promoted through farm visits, a community fruit tuck shop and food tasting events. This is despite the school being in a socially deprived area where 20% of children are from asylum-seeker families.

Source: Food for Life: healthy, local organic school meals, Soil Association

- **Objective: to promote animal welfare**

60. Any general animal welfare requirements must be relevant to the subject of the contract, which is explained in the OGC-Defra “Joint Note on environmental issues in purchasing”. It is, for example, permissible to specify organic food or free range eggs as these are methods of productions. Buyers may also require in the contract conditions that suppliers abide by any EU legislation on animal welfare or equivalent in country of origin, as this is a legal requirement.

61. The model specification clause covering farm assurance standards in Defra’s catering toolkit\(^\text{69}\) is designed not only to help ensure food safety, but also to raise standards of production, covering aspects of farming such as animal welfare – see the priority objective above to improve sustainability and efficiency of production, processing and distribution.

62. The clause covers baseline standards such as Red Tractor criteria and those of higher level schemes such as Leaf and RSPCA’s Freedom Foods (or equivalent). By giving a higher weighting for produce meeting higher level standards when awarding contracts buyers can help raise the profile of animal welfare in public sector food procurement and facilitate the purchase of products from welfare friendly producers.

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\(^{68}\) EC’s Interpretative Communication on environmental issues – http://europa.eu.int/comm/environment/gpp/

\(^{69}\) Defra’s “Catering Services and Food Procurement Toolkit” – http://www.defra.gov.uk/farm/policy/sustain/procurement/toolkit.htm

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63. Spaced text does not affect the document.

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63. Specifying farm assurance standards also helps to create a level playing field for domestic farmers to prevent them being undercut by producers with lower standards. It can also contribute to more efficient methods of production as research by the Royal Society for the Prevention of Cruelty to Animals found that farms adopting the “Freedom Foods” standards had 65% fewer mortalities and a 26% increase in the number of “Grade A” birds. That’s good for producers and consumers.

64. In the longer term, the European Commission’s Community Action Plan on the Protection and Welfare of Animals 2006-2010 proposes quantifiable animal welfare indicators and an EU welfare labelling scheme for products produced from high welfare protection systems. This should enable public sector purchasers to make more informed decisions.

65. The planning and promotion of menus and selection of healthy dishes should reflect the needs of minority customers (whether for cultural or religious reasons). The Meat and Livestock Commission has produced the guide “Getting the Balance Right” to help caterers deliver varying meals to different cultural groupings.

66. Products for vegetarians should not contain animal derived additives. The manufacturer of the foodstuff in which they are used should be contacted to ascertain the actual source of the additives used. The Vegetarian Society lists EC additives containing (or likely to contain) ingredients derived from animal sources.

- **Objective: to promote better working conditions for catering staff**

67. Public bodies should ensure that they, or their contractors, provide:

- Healthy working conditions, safe-working methods, well maintained plant and equipment and responsible supervision so that personal injury, work-related illness, property damage, and unplanned interruptions are prevented or minimised; and

- Appropriate information and training so that all employees are aware of their duty to provide and promote a safe, hygienic, healthy and nutritious catering service by observing the law, rules, regulations and contractual requirements and related policies.

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63. Specifying farm assurance standards also helps to create a level playing field for domestic farmers to prevent them being undercut by producers with lower standards. It can also contribute to more efficient methods of production as research by the Royal Society for the Prevention of Cruelty to Animals found that farms adopting the “Freedom Foods” standards had 65% fewer mortalities and a 26% increase in the number of “Grade A” birds. That’s good for producers and consumers.

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65 Sources of information on catering for ethnic minorities: [http://www.muslimconsumergroup.com/enumbers.htm](http://www.muslimconsumergroup.com/enumbers.htm)


68 A full list of EC approved additives is kept on the FSA’s website at: [http://www.food.gov.uk/safereating/](http://www.food.gov.uk/safereating/).

69 The Vegetarian Society lists EC additives containing (or likely to contain) ingredients derived from animal sources – [http://www.vegsoc.org/info/enumbers.html](http://www.vegsoc.org/info/enumbers.html).
Training kitchen for school cooks
Farmers in the East of England are successfully supplying schools with locally produced organic food – thanks to the pioneering work of Ashlys Organic Farm near Ongar, Essex. The farm has established a training kitchen for school cooks and formed a cooperative of 20 producers to supply local schools. In the two years since the kitchen was opened it has trained around 800 cooks in the use of fresh, organic ingredients. The Ashlys cooperative is now supplying organic food to 100 schools in eastern England and outer London.

Source: Setting the Standard: how the Soil Association set the standard for school meals and food education

- **Objective: to promote fair treatment of suppliers**

68. The fair treatment of suppliers covers the legal obligations on public bodies to treat their suppliers fairly as well as wider ethical issues such as fair trade.

69. The legal framework requires public sector procurement to be fair and transparent and free from discrimination. The “rules” also require public bodies to have mutually agreed purchase contracts in place with their suppliers.

Contracts

These should clearly state the:

- price to be paid (or the means by which it is to be calculated and/or varied)
- extent of the commitment to purchase (minimum price, quantity, timing and quality)
- agreed payment timescale(s) and pre-finance/credit arrangements, if any
- nature and extent of risk/reward sharing
- nature of the negotiating process and each party’s rights
- duration of the agreement and any let-out clauses; and
- Complaints’ procedures to be followed in the case of dispute, which must be independent and provide for confidentiality.

70. The EC procurement directives do not permit public bodies to set requirements in contract specifications about the social capacity of an undertaking. As such, specifying that products must have a fairly traded label is not permissible.\(^{(2)}\)

71. However, buyers can work in partnership with their suppliers and caterers to provide fairly traded options where such options provide value for money, without making it a requirement or criterion. This has allowed fairly traded tea and coffee to be served in the canteens of many public bodies, Defra included, at no extra cost. A few also provide fairly traded chocolate, orange juice and bananas. Fairly traded goods cover relatively few product areas (mainly tea, coffee, chocolate, honey, fruit and herbs and spices).

- **Objective to improve data collection and measurement of performance**

72. Defra’s Food Procurement Unit is proposing that PSFPI data from central Government departments could be collected under systems in place for reporting on Sustainable Development in Government. It will also seek to use annual and adhoc surveys of the education sector by bodies to collect data on schools that, with an expenditure of some £1billion on catering, account for about a half of the total public sector spending on catering services.

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\(^{(1)}\) More information on “fair trade” is given at: http://www.defra.gov.uk/farm/policy/sustain/procurement/trade.htm. It contains a link to OGC’s “Guidance on Fair and Ethical Trading”.


\(^{(3)}\) The Soil Association web site.
Part 3 – Action Sheet

Embedding health, sustainability and efficiency into food procurement and catering

(1) Please read this section with the model specification clauses in Defra’s “Catering Services and Food Procurement Toolkit”, which is designed to help buyers and specifiers meet PSFPI objectives – http://www.defra.gov.uk/farm/policy/sustain/procurement/toolkit.htm

(2) Work in partnership with catering contractors and other suppliers to integrate the following sustainable development and efficiency considerations into food and catering procurement. More information is given in the glossary in Appendix C.

(3) Manage the change.75

(a) Food safety, including high standards of hygiene

• Ensure the catering unit operates in a manner that demonstrates due diligence to the relevant workplace health and safety, food safety and hygiene and other statutory legislation, and to all relevant codes of conduct77. Draw on advice provided by the Food Standards Agency (FSA)78.

• Check if fruit, meat and vegetables are produced to recognised farm assurance standards, audited to EN45011.

• Gauge the level of competency of competing suppliers, particularly of meat, fish and other foods with a higher risk, by:
  o Looking at whether they are certified to food standards above the legal minimum level, e.g. local authority award schemes, BRC Gold Standard, ISO 22000 and SALSA for small businesses;
  o Considering the degree of training received by the supplier’s staff and their level of competency.

• Check that the suppliers’ food safety management systems mesh with the food safety procedures of the organisations receiving the food.

• Require suppliers to provide provenance (i.e. details about where the food comes from and how it is produced) to help support a due diligence defence.

• Ensure catering staff including those in schools are fully trained78.

75 The guide “Managing change – How to manage change in an organisation” is designed to help organisations manage change as they seek to become more sustainable. URL: http://www.oursouthwest.com/SusBus/mggchange.html


78 The School Food Trust (SFT) has established School Food Excellence and Skills Training (FEAST) centres to provide training for the school food workforce http://www.schoolfoodtrust.org.uk/
Part 3 – Action Sheet

(b) Healthy and nutritious food

- Comply with statutory and voluntary standards for your sector. For example:
  - Statutory nutritional standards for schools and advice on vending
  - Requirements in the Early Years Foundation Stage Framework on healthy eating
  - Standards for care homes and adults in major institutions
- Promote healthy diets, e.g. by specifying that catering contractors provide healthy eating in catering units and possibly by subsidising foods that are low in salt, fat or sugar.
- Ask suppliers about the levels of salt, fat and sugars in their products and choose lower salt, fat and sugars options where appropriate – and where possible check the information provided on the packaging label. Use Food Standards Agency’s high and low figures for sugars, fat, saturated fat and salt, as a guide.
- Try to choose products that meet the FSA’s salt targets and Target Nutrient Specifications (TNS). The salt targets aim to limit the amount of salt in a wide range of foods, which retailers, manufacturers and some caterers (and catering suppliers) are working voluntarily to achieve by 2010. The TNS are for manufactured foods to be used in schools meals for fat, saturated fat, sugar and salt. It might be difficult initially to find products that meet these targets, but over time this should become easier as work progresses.
- Use software programmes to plan healthy and nutritious menus.
- Cater for people with health-related dietary requirements by ensuring appropriate food is available, e.g. for people with diabetes and those with food allergies and food intolerances.
- Take advantage of initiatives already operating within Government. For example:
  - “5 A DAY” programme for fruit and vegetables to promote health
  - Healthy Schools
  - Food and Health Action Plan (FAHAP)
  - Better Hospital Food Programme
- Follow FSA advice on additives – some of which are linked to hyperactivity in children.

(c) Production, processing and distribution

Production

- Where appropriate, specify food standards such as those laid down in farm assurance schemes. These promote food safety, encompass environmental and animal

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79 For advice on interpreting the standards – see http://www.schoolfoodtrust.org.uk/content.asp?ContentId=407. SFT’s publication “A fresh look at vending in schools” (July 2007) is at http://www.schoolfoodtrust.org.uk/doc_item.asp?DocId=47.
81 FSA’s guidance for care homes and adults in major institutions http://www.defra.gov.uk/farm/policy/sustain/procurement/heath.htm
82 Changes in food habits can lead to significant improvements in health – see FOOD STANDARDS AGENCY in the Glossary.
83 The School Food Trust has undertaken an independent review of six software programmes designed to help caterers plan school lunch menus to meet nutrient-based standards. URL: http://www.schoolfoodtrust.org.uk/doc_item.asp?DocId=57.
84 FSAs advice on food allergies and intolerances (http://www.food.gov.uk/safereating/allergyintol/) and special dietary requirements – http://www.food.gov.uk/healthieating/healthycatering/healthycatering08branch/. The charity, Diabetes UK, provides useful advice, e.g. on knowing the labels and choosing a menu – http://www.diabetes.org.uk/Guide-to-diabetes/.
86 Healthy Schools help children and young people to reach their potential by building on a solid foundation of health to do better in learning and in life. URL: http://www.healthy.schools.gov.uk/
88 The Better Hospital Food programme was curtailed in 2006. But the advice to improve the range and quality of food served in hospitals remains on the NHS website. URL: http://patientexperience.nhsestates.gov.uk/bhf/bhf_content/home/home.asp
90 Reference to assurance schemes helps to ensure that minimum quality standards are not undermined
91 Defra’s catering toolkit contains a model specification that can be included in contracts. URL: http://www.defra.gov.uk/farm/policy/sustain/procurement/toolkit.htm
welfare issues (where relevant), provide for regular independent third party inspection and are accredited to EN 45011.91

- Encourage farmers and growers to use Government schemes and programmes to improve their sustainability92
- Specify fish from sustainable managed sources.93

**Processing and distribution**

- Consider ways of establishing low carbon food chains94 with, for example, use of:
  o seasonal and indigenous products;
  o local clustering (where this provides value for money and is non discriminatory);
  o efficient operation and management of processing plant;
  o minimal use of temperature controlled storage compatible with food safety standards; and
  o logistical fuel efficiency, consolidation of loads and maximum vehicle fill.
- Work in partnership with your suppliers and distributors to help them improve their environmental performance and become more efficient drawing, where feasible, on the expertise available from bodies such as Envirowise, WRAP, Energy Saving Trust and the Carbon Trust95.
- Review distribution requirements and costs prior to starting the tender process. This may raise the possibility of changing the location and method of preparing meals, allowing for use of your own transport or removing the need for some transport requirements.
- Alternatively, consider tendering for delivery (i.e. for collection and distribution) separately from supply in remote access areas where costs are disproportionately high for small food producers and can deter them from bidding. If savings are possible in reducing distribution costs this could allow specification of higher standards to raise food quality.
- Seek to reduce the frequency of individual deliveries96 and require suppliers, when working on the contract, to switch off the engines of their vehicles when stationary for longer than two minutes so as to keep fuel usage and emissions to the minimum.
- Consider the feasibility of encouraging distributors to collaborate – see (e) below.

(d) Small and local producers

**Increasing tendering opportunities**

- Use the guidance and tools on the PSFPI web and also developed by the OGC-DCSF led Food Procurement Group (FPG).97
- Widely advertise tenders, e.g. using the Government’s opportunities portal at www.supply2.gov.uk for low value contracts. It provides a database of public sector contracts worth less than £100,000.
Part 3 – Action Sheet

- Provide potential suppliers with a copy of “Selling to the public sector – a guide to the Public Sector Food Procurement Initiative for farmers and growers”.\(^{98}\)
- Alert small producers and suppliers to your organisation’s first tier contractors so that they know who to do business with.
- Work in partnership with existing catering contractors and other first suppliers to increase the opportunities for small and local producers to join their supply chains.
- Consider longer term contracts\(^{99}\) to develop new suppliers who need to invest in meeting PSFPI objectives, e.g. more efficient and sustainable methods of production or processing.
- Standardise the data required from potential suppliers and tailor the information requested for different goods or services, depending on value and risk\(^{100}\). Ensure the information necessary for them to understand the requirements of the contract are placed up front and not buried in the tender documents. Simplify the contract documents and add a degree of standardisation\(^{101}\) where feasible.
- Facilitate co-distribution to help smaller producers, e.g. by letting separate contracts for supply and distribution, requiring large wholesalers to distribute products from nominated suppliers or negotiating separate co-distribution arrangements.
- Remove unnecessary restrictions that prevent local businesses from competing to supply food – while avoiding giving them preferential treatment that would be in contravention of the procurement rules – by, for example:
  - Making sure that potential suppliers know how to identify and compete for public sector contracts by widely publicising the sort of information available on the Office for Government Commerce’s “Supplying Government” website\(^{102}\) and liaising with the Small Business Services Unit who may be able to offer training\(^{103}\);
  - Specifying fresh produce and seasonal produce\(^{104}\) that can be grown in the UK and less exotic fruit and vegetables that local growers are unable to produce, where such requirements meet users’ needs\(^{105}\).
- Ensure E-Buy that local businesses can be put to market, or all (e.g. to over-ride service in hard with the private sector contracts by widely publicising the sort of information available on the Office for Government Commerce’s “Supplying Government” website) and liaising with the Small Business Services Unit who may be able to offer training; and raising awareness of the better value SMEs can bring to the marketplace – see Part 3.
- Approaches to the Small Business Services Unit should be made through the local Business Link Operator via http://www.businesslink.gov.uk/bdotg/action/directory?r.s=e.
- The “tools” page of the PSPI website contains links to sites providing information on what produce is in seasonal at particular times of the year. There are also seasonal charts that indicate when UK fruit and vegetables and red meats are available, but importantly distinguish between those periods when produce is available and when it is likely to be available at a lower price due to higher levels of production and lower input costs. This roughly equates to the traditional notion of seasonality. The School Food Trust are developing a library of costed recipes based on the types of food available within the UK and more sustainable forms of food – http://www.schoolfoodtrust.org.uk/
- Referring in standard specifications to varieties of fruit and vegetable that are grown within the UK allows UK agriculture and horticulture to compete for most contracts (Welsh authorities are adopting this approach following a report from Cardiff University).
where purchasing is decentralised (e.g. health trusts, education authorities and schools) – structuring contracts in relatively small sizes where consistent with value for money, reducing barriers to local agriculture and horticulture to show how they can better meet requirements. For example, by:

- working, on a voluntary basis, with large contract holders to facilitate the inclusion of smaller growers and producers as second and third tier suppliers;
- promoting the use of lots\(^{106}\) during the tendering process, where this is consistent with value for money, to allow small and medium enterprises\(^ {107}\) to bid for certain parts of supply contracts (see the NHS’ PATCHWORK APPROACH\(^ {108}\) as an example of this strategy); and
- tendering more frequently for smaller quantities and establishing more flexible specifications (e.g. for more limited ranges of produce per contract) where this takes account of EC aggregation rules\(^ {109}\) and is consistent with value for money and public expenditure requirements.

- Ensure that tenders conducted through E-Business tools require only simple Internet capability on the part of suppliers. Help may be available from “UK Business Link, which is primarily funded by the Department for Business, Enterprise and Regulatory Reform and supported by a number of other government departments, agencies and local authorities.\(^ {110}\)

- Seek support from colleagues within your organisation, external agencies and voluntary sector that are engaged in economic development, sustainable development and other related activities in opening up opportunities for small and local producers (and food businesses).

\(^{106}\) Splitting contracts into “lots” allows small and large suppliers to compete on equal terms. Tendering the lots at the same time avoids the danger of disaggregating demand, which is against EC rules. Lots can be split in any way, e.g. by product or distribution area. Suppliers can bid for some or all lots. Within product groups, this can further sub-divided (e.g. prepared and non-prepared vegetables), or services can be separated (e.g. tendering separately for food and distribution). Servicing smaller lots enables smaller suppliers to develop competencies, and reduces risk of over-reliance. Similarly if a lack of competition has developed, appointing new suppliers to small lots allows confidence to be built while reducing service risk, and developing a better long-term competitive base. An assessment should be made of the cost/benefit of an approach that results in handling a larger supplier base. Additional strategies to reduce process costs (e.g. Purchasing Card or E-invoicing) may allow greater flexibility with the use of lots, provided small suppliers become E-capable. Food contracts already carry a high administrative cost due to market price fluctuations.

\(^{107}\) SMEs are a vital part of the food and drink sector accounting for two thirds of the 6,000+ manufacturing businesses in the UK.

\(^{108}\) Allowing for lots and then communicating this fact effectively among local and regional businesses can be a potentially effective method for furthering local food and ensuring security of supply.

\(^{109}\) EC Directives prohibit public bodies from maintaining contracts below EC procurement thresholds for the purpose of deliberately avoiding the rules.

\(^{110}\) Businesslink website: http://www.businesslink.gov.uk/bdotg/actionlayer?r.s=tl&topicid=1073861197
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Increasing suppliers’ capacity to do business

- Consider entering the supply chain at different stages. For example, dealing with:
  - producers and consortia of small suppliers,
  - distributors, food processors and food service companies,
  - social enterprises, including charities, not-for-profit organisations, voluntary or non-professional groups, e.g. community farmers markets or allotment co-operatives.
- Engage in regional PSFPI projects run by the Government Offices for the Regions and Regional Development Agencies to improve the supply of food into the public sector.
- Work in partnership with suppliers to inform and encourage them to move towards greater sustainability and competitiveness.
- Where appropriate, identify schemes and grants that can help farmers meet public sector requirements for quantity, quality, consistency and security of supply.

(e) Cooperation among buyers, producers, distributors and along supply chains

Buyers

- Follow the advice in the PSFPI publication “How to increase opportunities for small and local producers when aggregating food procurement – guidance for buyers and specifiers.” It advises buyers and specifiers of food and catering services, who are seeking to aggregate demand by collaborating with others within their organisations or other public bodies.
- Collaborate in the adoption of common standards to provide for more efficient procurement and supply chains.

Producers

- Encourage small local producers and suppliers to collaborate, e.g. by participating in ‘ENGLISH FARMING AND FOOD PARTNERSHIPS’ ‘Share to Supply’ programme or developing local networks with support from the Government Offices for the Regions.

Distributors

- Consider the feasibility of encouraging distributors to collaborate drawing on best practice advice, e.g. the Institute of Grocery and Supply’s report on Collaborative Green Distribution.
- Use the guidance and tools developed by the OGC-DCSF led Food Procurement Group (FPG).

Suppliers

- See Off FA Co bus work all alike.

(f) Food

- Use the guidance and tools developed by the OGC-DCSF led Food Procurement Group (FPG).

Details

111 Review specifications to ensure particular supplier types are not excluded or discriminated against. Taking control of the supply chain at an earlier stage can facilitate the improvement of local supply chains.
112 Public bodies can work with their prime contractors to develop smaller suppliers. Ensure the contract details are widely published and encourage smaller suppliers to approach the prime contractor directly, and vice versa. Any work in this area must be on a purely voluntary basis, as the legal framework prevents larger contractors being forced to alter their supply chain to allow for smaller suppliers.
113 A list of regional PSFPI contacts is at http://www.defra.gov.uk/farm/policy/sustain/procurement/regions.htm
114 Details of grants and other sources of funding are given on the “Regions” page of the PSFPI website at http://www.defra.gov.uk/farm/policy/sustain/procurement/regions.htm
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123 The Centre for Procurement Performance (http://www.teachernet.gov.uk/management/epc/) and the Education Procurement Centre at
Supply Chain
• Seek to participate through the Government Offices for the Regions\(^{120}\) in one of ENGLISH FARMING AND FOOD PARTNERSHIP’S Collaborative Supply Chains projects to bring businesses in food supply chains together to work more collaboratively and form vertical alliances and improved relationships.\(^{121}\)

(f) Food procurement and catering services

Food procurement
• Use the guidance and tools developed by the FPB\(^{122}\) and advice on the PSFPI website such as the DIY guide to implementing the PSFPI – advice for practitioners.\(^{123}\)
• Simplify the contract documents, add a degree of standardisation and put up front the information necessary for suppliers to understand your requirements. Use Defra’s Catering Services and Food Procurement Toolkit.\(^{124}\)
• Seek to reduce transaction costs, e.g. by requiring suppliers to provide consolidated invoices or to adopt electronic payment tools such as P cards.
• Look for opportunities for full crop and carcass utilisation, i.e. using unpopular cuts of meat\(^{125}\) and fruit and vegetables that fail retailers’ criteria for size and shape, but are perfectly edible. For example, seek direct supplies from farmers who are selling to multiple retailers and may have parts of their crops rejected for cosmetic reasons.\(^{126}\)
• Gear the length of the contract to achieve the best combination of price and product.
• If feasible, increase storage and refrigeration capacity to reduce frequency of deliveries.\(^{127}\)
• Advise potential bidders on how to tender for contracts.
• Take advantage of any training provided by the Regional Centre of Excellence\(^{128}\) on procurement skills, contract management and delivery procedures etc.\(^{129}\)
• Where appropriate, use the framework contracts of large buying organisations such as NHS Supply Chain and local authority and university consortia, particularly for dry goods. Encourage potential producers to join the suppliers’ lists of larger public bodies such as NHS Supply Chain that negotiate framework contracts.
• Widen access to public sector contracts to optimise the volume, quality and value for money, e.g. in identifying opportunities for combining deliveries of fruit and vegetables under the SFVS with those for school food.

120 Details of the PSFPI regional contacts are given at http://www.defra.gov.uk/farm/policy/sustain/procurement/regions.htm
125 The Meat and Livestock Commission provides advice on less popular cuts – http://www.mlc.org.uk/. In East Sussex a local Tertiary College and hotel have linked together so that a local organic beef farm can supply them both with the college taking the front quarters (cheap cuts) and the hotel the hindquarters. The farmer provides them with details of when the animals will be ready so both sets of chefs can plan their menus.
126 Example: South Gloucestershire schools are buying organic potatoes and carrots from Duchy Home Farm. South Gloucestershire can use around 95% of the crop compared with only about 60% if the crop was sold to multiple retailers for human consumption, because of the high level of rejects for size and cosmetic reasons. The arrangement allows the South Gloucestershire school meal service to procure high quality organic carrots and potatoes at a reasonable price – benefiting both the local farmer and local schoolchildren.
127 The School Food Trust’s website provides details of funding available to schools and local authorities, e.g. 23 regional Pathfinder areas will share £150 million of capital investment in 2008-09 and £500 million a year in 2009-10 for all local authorities to improve nutritional standards through better school kitchens, as well as modernisation of other facilities; plus a £3m programme of rolling investment in school dining facilities. URL: http://www.schoolfoodtrust.org.uk/
128 The RCEs are likely to be renamed Regional Improvement and Efficiency Partnerships
129 Contact details for the RCEs are given on the “Regions page of the PSFPI website at http://www.defra.gov.uk/farm/policy/sustain/procurement/regions.htm. The School Food Trust also provides details of training provided by colleges and other providers for school catering staff through its Food Excellence And Skills Training (FEAST). URL: http://www.schoolfoodtrust.org.uk/
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- For schools providing their own catering services – use e-procurement services such as the Department for Children, Schools and Families’ Open Marketplace and Guidance for Procuring School Lunches.

Contract management

- Use benchmarking tools being developed by the OGC-Department for Children, Schools and Families led Food Procurement Group (FPG) to better manage suppliers, ensure price commitments are delivered and value for money achieved throughout the lifetime of contracts. The service is initially for the health, defence, education and prison sectors with the intention of extending it to other public bodies.

- Where there are concerns about an existing contract: tackle them through the contract management systems. Contracts can be terminated but it is normally easier to work with the existing supplier. Sector specific guidance includes the Department for Children, Schools and Families’ contract variation guidance.

- Unless the catering provision is due for re-tender: liaise with the existing service provider about how your needs can be addressed within the existing contract.

Catering operations

- For projects for the construction and refurbishment of kitchens and dining facilities adhere to:
  - OGC’s “Common Minimum Standards” for the procurement of built environments in the public sector.
  - OGC’s “Achieving Excellence” guide on sustainability in construction that provides guidance on all aspects of sustainability.
  - Design layouts to conserve energy and water and reduce pollution and waste.

For example, ensure refrigerators are placed away from ovens.

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106 SOGE
107 Sustainable Procurement
108 Sustainable Procurement
109 NHS e-Procurement
110 The ‘Open to us’ local supply training network for food
111 The Children’s Food Trust
112 The Children’s Food Trust
113 Enhancing Procurement
114 “Greening the Public Sector” masterclass
115 WRAP
116 Eastbooth Consulting
• Link into initiatives for your sector to make the public sector estate more sustainable, e.g. Sustainable Operations on the Government Estate (SOGE), Sustainable Communities, Sustainable Schools, Sustainable Development on the NHS Estate and Mayor of London’s Sustainable Food Strategy.

• Specify energy and water efficiency kitchen equipment and appliances (e.g. highest in class EU energy labels and products on the Energy Technology List and the Water Technology List) and, if containing refrigerants, free of HCFCs and HFCs.

• Require as a condition of contract that timber or products made from timber are derived from trees that were legally harvested. Also seek to purchase timber and timber products from trees grown in sustainably managed forests. A model ‘variant’ specification is available on the CPET website.

• Use check meters to measure use of electricity, gas and water in catering units.

• Minimise the waste associated with food, both in terms of meals not consumed and waste more generally, for example, by:
  - reducing plate waste by controlling portion sizes and choosing quality ingredients and composting food and other organic waste.
  - recycling cans, bottles, cardboard, plastics and vegetable oil into bio-diesel.
  - avoiding the use of disposable cutlery and plates, e.g. by encouraging the greater use of staff mugs where there are vending, tea points and water coolers provided.
  - serving milk, condiments and sauces in re-usable containers rather than disposable individual containers/sachets where this does not compromise food safety.
  - minimising packaging.

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141 Sustainable Communities – http://www.sustainable-development.gov.uk/advice/local/index.htm#Whatissuscomm
142 Sustainable Schools’ publications include a governor’s guide, an action plan and an evaluation tool. It wants schools to become model providers of healthy and sustainable food and drink. http://www.teachernet.gov.uk/sustainableschools/support/support.cfm?id=54.
144 The “Healthy and Sustainable Food for London: The Mayor’s Food Strategy Implementation Plan” (published September 2007) contains actions to: use the PSFPI to embed sustainability issues into local authority and Primary Care Trust contracts alongside work to: increase the capacity of local suppliers to meet demand; support public to develop catering contracts that incorporate sustainable procurement criteria; and develop training and skills programmes to help public sector catering staff and procurement managers procure, prepare and cook healthy and seasonal food through dedicated training centres across London. URL: http://www.londonfoodstrategy.org.uk/upload/pdf/Food_Strategy_Implementation_Plan.pdf.
145 The Catering Equipment Suppliers’ Association provides a service for equipment buyers and specifiers wanting to reduce energy and other utility costs – http://www.cesa.org.uk/energy/default.asp
146 The Energy technology List (produced by the Carbon Trust with Defra and HM Revenue and Customs) provides information on energy efficient products and technologies that attract 100% first year capital allowances. URL: http://www.eca.gov.uk/etl
147 Enhanced Capital Allowance (ECA) scheme for sustainable water technologies – based on the ECA scheme for energy saving investments – http://www.eca-water.gov.uk/
150 Departments are advised to invite tenderers to offer sustainably managed timber as a variation to the basic requirement and to give preference to such bids when awarding contracts. For more information: see Timber Procurement Advice Note on the CPET website.
151 WRAP’s website “Love Food Hate Waste” explains how to save money by wasting less food and help the environment too – http://www.lovefoodhatewaste.com/
152 Eastbourne District Hospital saved £54,000 in two wards by providing tastier, more wholesome food – reducing waste from leftovers and so cutting disposal costs – http://www.defra.gov.uk/farm/policy/sustain/procurement/casestudies/edgh.htm
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- Compost putrescibles (i.e. organic waste) to help meet the UK's stringent targets for reducing landfill of biodegradable municipal waste (BMW) under the Landfill Directive, and Waste Strategy 2000 targets for recycling and composting153.
- Take account of initiatives to reduce waste already operating within your sector, e.g. Managing Food Waste in the NHS154 and the NHS Waste Prevention Guide.155
- Comply with other environmental aspects of the Government's policy. That is, to: minimise waste; reduce deliveries; conserve energy, water and other resources; promote biodiversity; phase out the use of ozone depleting substances; and minimise the release of greenhouse gases, volatile organic compounds and other substances damaging to health and the environment.
- Reduce vehicle deliveries where feasible and require delivery vehicle engines to be switched off when stationary.

(g) Consumer behaviour
- If in the schools sector – engage in the industry-led “Year of Food and Farming”.156 Another initiative to change the food culture in schools is run by the Food for Life Partnership.157
- Use sustainability to market public sector food.158
- Develop consumer engagement with local, fresh and organic food, for example by consulting on new menus, arranging tasting sessions with producers, visits to farms and arranging events to coincide with events such as British Food Fortnight and Organic Food Fortnight.159
- Link into local and national initiatives to promote take-up of your catering services.160

(h) Organic food
- Consider increasing the provision of organic meals and snacks – meeting the criteria of EC REGULATION 2092/91161 in accordance with the Government's “Action plan to develop organic food and farming in England”, by

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153 More information on PACKAGING, ENERGY EFFICIENT PRODUCTS, HFCs, HCFCs and COMPOSTING is given in the Glossary.
156 The aim is to extend the provisions under the Year of Food and Farming beyond July 2008 to help young people learn about farming, cooking, good nutrition and how it can contribute to a healthier lifestyle – http://www.yearoffoodandfarming.org.uk/.
157 Food for Life Partnership – http://www.foodforlife.org.uk
158 North Lincolnshire Council are using locally sourced food as a marketing tool in their communications strategy to maximise sales of their hot meal service to schools. They have also produced posters emphasising the link with local farmers to encourage pupils to eat school lunches. More information is available on the “School Food” page of the PSFPI website at http://www.defra.gov.uk/farm/policy/sustainprocurement/school-food.htm
159 For examples of possible events see: www.soilassociation.org/
160 Example: the School Food Trust’s Million Meals campaign, launched in October 2007, aims to increase the number of pupils eating school food by helping schools make the changes that make a difference – www.schoolfoodtrust.org.uk/millionmeals
(a) Requiring them as an option in menus or setting aside special days for organic food, (b) Actively encouraging their availability in general catering programmes.

- Use products with a lower price differential such as milk if cost is a barrier or, for example: develop direct contracts with farmers to cut supply chain costs; choose seasonal vegetables; and use less, but better quality meat.

(i) Animal welfare

- Use the model specification clause for farm assurance in Defra’s catering toolkit to help promote higher standards of animal welfare, preferably giving a higher weighting to tenders for the supply of meat produced according to higher level standards.

(j) Ethnic minority, cultural and religious groups

- Consult local groups and ensure that demand from ethnic minority customers, whether for cultural or religious reasons, is reflected in the planning and promotion of menus and selection of dishes.

(k) Working conditions of catering staff

- Provide healthy working conditions, safe-working methods, well-maintained plant and equipment and responsible supervision so that personal injury, work-related illness, property damage, and unplanned interruptions are prevented or minimised.
- Provide appropriate information and training so that all employees are aware of their duty to provide and promote a safe, hygienic, healthy and nutritious catering service by observing the law, rules and regulations and adhering to requirements specified within the contract of the contracting authority and related policies.
- Encourage staff to join associations like the Local Authority Caterers’ Association and Hospital Caterers’ Association, which help to promote best practice.

(l) Fair treatment of suppliers, including promoting fair trade

- Treat suppliers in a fair and ethical manner and work in partnership with contractors to ensure their suppliers are similarly treated.
- Where appropriate (e.g. in staff restaurants and more generally): provide FAIR TRADE and food produced under ethical assurance schemes as options – reflecting such needs in non-discriminatory specifications, in line with user requirements. Work on a voluntary basis with suppliers once contracts have been awarded.
Food Safety and “Due Diligence”

1. Public bodies must minimise any safety risks to their customers by adhering to the legislative requirements on food provision, safety, quality, labelling and composition including the Food Safety Act 1990.

2. The Food Safety Act 1990 affects everyone who works in a business associated with food, including self employed people, non-profit making organisations as well as farmers, growers and caterers. It aims to ensure that all food produced for sale is safe to eat, is of a particular quality and is not misleadingly represented. It also provides legal powers and penalties and is enforced by central and local government. Environmental health officers have powers to enable them to enforce the Act and supplementary legislation.

3. The food safety requirements are that food throughout the food chain must not: have been rendered injurious to health; be unfit; or be contaminated whether by extraneous matter or otherwise that it would be unreasonable to expect it to be eaten. Section 8(2) of the 1990 Act provides that food fails to comply with food safety requirements if it is unsafe within the meaning of Article 14 of Regulation (EC) No. 178/2002. Further guidance can be found at: www.food.gov.uk/foodindustry/guidancenotes/foodguid/generalfoodlaw

4. The defence of “Due Diligence” under the Food Safety Act 1990 is designed to balance the proper protection of the consumer against defective food with the right of traders not to be convicted of an offence they have taken all reasonable care to avoid committing. This defence enables someone to be acquitted if they can prove they took all reasonable precautions and exercised all due diligence to avoid committing the offence.  

5. It is for this reason that bodies such as NHS Supply Chain (NHS-SC) have introduced a “Code of Practice” requiring contracted food suppliers to undergo a food safety audit by STS – their contracted technical support company (www.sts-solutions.com).

6. NHS-SC recognise the British Retail Consortium (BRC) standard (www.brc.org.uk) within the Code and a supplier that has already met the requirements of the BRC standards (as inspected and certified by an EN45011 accredited company) can use that third-party accreditation and simply forward a copy of the certificate and report to STS along with a reduced fee to cover administration and complaint handling.

7. NHS-SC also recognise the CMi (www.cmi-plc.com/) and EFSS (www.efsis.com/) technical standards for Wholesale Storage and Distribution (covering distribution companies) within the Code (with an enhancement that all high-risk suppliers to the distributor are BRC approved).

8. The requirements of other public bodies may not need to be so demanding. For example, farm assurance standards may suffice for fresh fruit and vegetables and the introduction of SALSA has made it easier for smaller suppliers to meet food safety requirements.

SALSA (Safe and Local Supplier Approval)

9. This scheme, supported by Defra and the Food Standards Agency, is designed to help small food producers to directly supply public institutions like schools, hospitals and prisons and the retail sector. It is a low cost but highly rigorous scheme and membership allows producers and processors to demonstrate their ability to meet the necessary legislative requirements on food safety.

URL: http://www.salsafood.co.uk/ .
### Key stages of the public sector food supply chain

<table>
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<tr>
<th>Stages of the food chain</th>
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<th>Environment</th>
<th>Economic</th>
<th>Social and Cultural</th>
<th>Food Security</th>
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<tr>
<td><strong>Stage 1:</strong> Primary production</td>
<td>Abattoirs, cooperatives, farmers, fisheries.</td>
<td>Labour standards and pesticide exposure, health and safety, farmer welfare, public health and antibiotics use, nutrient content, animal feed quality and sourcing.</td>
<td>Climate change, energy/water use, biodiversity, agri-environmental schemes, pesticides, flooding, soil erosion, soil fertility, farm assurance standards, pollution (air, water and soil), fishing by-catch, fish stocks, bush meat trade. Environmental management.</td>
<td>Income, employment, labour skills, access to markets, farming methods, diversification, subsidies, economies of scale and farming intensity, farm and quality assurance standards.</td>
<td>Public access to countryside (educational benefits), labour standards, animal welfare, migrant labour and gang masters, quality assurance standard, ethnic food production, skills.</td>
<td>Biodiversity and genetic crop diversity, energy and water scarcity, climate change, flooding, soil erosion, skills, animal and human disease, food scares.</td>
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<td><strong>Stage 2:</strong> Processing and Manufacturing</td>
<td>BME processors, farmers, large processors, packaging companies, SME processors.</td>
<td>Health and safety, public health (nutrition), additives and flavourings, labour standards.</td>
<td>Climate change, energy use, air quality, water use, packaging, waste and recycling.</td>
<td>Employment, skills, income, access to markets.</td>
<td>Labour standards.</td>
<td>Disruption to fuel supplies, human and animal diseases, food scares.</td>
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<td><strong>Stage 3:</strong> Transport, Storage and Distribution</td>
<td>Distribution companies, farmers, logistics companies, retailers, wholesalers and supermarkets.</td>
<td>Mode of transport impacts, vehicle design, delivery schedule, pollution (traffic and air), congestion, infrastructure maintenance, nutrition.</td>
<td>Mode of transport, vehicle design, load profile, driver training, fuel type, air quality, food miles, climate change, energy use, CO2 emissions/packaging.</td>
<td>Mode of transport and costs, employment, vehicle design, load profile, information and communication technology, refrigeration, storage and warehousing.</td>
<td>Labour standards, skills and training.</td>
<td>Emergency/disruptions, oil dependency, just-in-time delivery, mode of transport, infrastructure maintenance, international relations, climate change.</td>
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<td><strong>Stage 4:</strong> Purchasing Food</td>
<td>Public procurement, consumer.</td>
<td>Nutrition, consumer preference, labelling, food and nutritional standards.</td>
<td>Transport mode, vehicle efficiency, journey profile, air pollution, congestion, energy, consumer demand for integrated-farming and organic food.</td>
<td>Family incomes, food price, consumer demand and preferences, emerging markets (e.g. ethical goods, internet shopping).</td>
<td>Lifestyles/behaviours, income, convenience and physical access, work patterns, cooking skills, nutrition, food knowledge, education, consumer preference, labelling.</td>
<td>Emergency/disruption to supplies, diversity of purchasing.</td>
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The table is based on the framework on pages 34 and 35 of the Mayor of London's Food Strategy, published May 2006.
### Key stages of the public sector food supply chain (continued...)

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<th>Stages of the food chain</th>
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<td><strong>Stage 5:</strong> Food Preparation,</td>
<td>Schools, hospitals and other public sector bodies, food service companies, community groups.</td>
<td>Lifestyle habits, nutrition, vitamins, skills, ethnic food and ethnic food skills, health and safety, food safety and hygiene, target groups (age, ethnicity, pregnant mothers and disabled people).</td>
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<td>Skills, fully-equipped kitchens, employment.</td>
<td>Lifestyle habits, skills, cooking skills, ethnic food skills, work patterns, target groups, cultural/social events.</td>
<td>Skills, facilities, disruption to utilities.</td>
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<td><strong>Stage 6:</strong> Eating and Consumption</td>
<td>Pupils, students, patients, elderly and other public sector customers.</td>
<td>Lifestyle habits, nutrition, vitamins, health/well-being, health conditions related to specific dietary requirements, dieting, nutrition standards.</td>
<td>Climate change, food-related litter and disposable packaging.</td>
<td>Ethnic food, corporate procurement, public procurement, taste, quality, takeaway, employment.</td>
<td>Lifestyle habits, family groups, recipes, work patterns, cultural/social events.</td>
<td>Contamination of food and water supplies.</td>
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<tr>
<td><strong>Stage 7:</strong> Disposal</td>
<td>Local authorities and other public bodies, community groups, waste companies.</td>
<td>Possible health impacts from landfill as well as visual pollution and smell, possible health impacts of incineration.</td>
<td>Loss of land to accommodate landfill, leachates from landfill, methane and CO2 emissions, emissions from incineration, congestion and air quality issues from the transport of waste.</td>
<td>Transport costs of collection/infrastructure, increasing costs of waste management, need for investment in new facilities, job creation through recycling.</td>
<td>Waste recycling and composting collections, home composting, lifestyles/habits (e.g. convenience food and eating out), propensity to compost influenced by lifestyles/habits.</td>
<td>Threat of disruption to the collection and disposal of waste.</td>
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### GLOSSARY

**ABM (Assured British Meat)**

ABM is a Red Tractor scheme for the farming of beef and lamb. Covers food safety, animal welfare and environmental protection at production stage.

**ABP – Assured British Pigs and BMQSM (British Quality Standard Marks)**

ABP is a Red Tractor scheme covering about 90% of British pig farming. BMQSM extends assurance into processed products such as pork, bacon, ham and sausages. Covers animal welfare and food safety. Requires pigs to be on assured farms from birth and antibiotic residue monitoring to be undertaken.

**ACCS (Assured Combinable Crops Scheme)**

This is a Red Tractor scheme covering all combinable crops, i.e. cereals grown for human and animal consumption. Environmental standards are above legal minimum and producers are required to restrict chemical application. Covers 75% to 80% of combinable crops – applies only to England and Wales.

**Action plan to develop organic food and farming in England**

Paragraph 4.4 of the “Action plan to develop organic food and farming in England” envisages that the Government, in taking forward action to encourage sustainable procurement of food, will examine the role that procurement of organic food can play. A copy is on Defra’s website: [http://www.defra.gov.uk/farm/organic/policy/actionplan/](http://www.defra.gov.uk/farm/organic/policy/actionplan/). See also in the glossary: EC Regulation 2092/91 and UK Register of Organic Food Standards.

**ADF – Assured Dairy Farms (formerly NDFAS – National Dairy Farm Assured Scheme)**

This is a Red Tractor scheme assuring milk production from dairy farms with standards covering food safety, animal welfare, traceability and environmental protection. Covers around 95% of GB dairy farms with implementation via milk purchasers and processors to ensure their products fully comprise of assured milk ([http://www.ndfas.org.uk/](http://www.ndfas.org.uk/)).

**APS – Assured Produce Scheme (horticulture)**

This is a Red Tractor scheme covering UK production of all types of fresh fruit, vegetables and potatoes. Standards are based on integrated crop management (ICM) and work closely with LEAF on minimising pesticide and fertiliser use. Covers 77% by area of UK production.

**Assurance Schemes (see also Organic Food)**

Assurance Schemes are schemes which verify through regular independent inspection that farmers and growers are producing primary agricultural products according to documented foundation standards covering food safety and traceability, animal welfare and environmental protection which are based on legislation, codes of good agricultural practice and recognised good industry practice. Retailers often require suppliers to belong to such schemes, which have a high level of coverage in many sectors in this country. Defra’s policy is to encourage increased coverage.

Many mainstream schemes are covered under the RED TRACTOR logo. There are also a number of higher-level assurance schemes. For example:

- RSPCA Freedom Foods
- LEAF – Linking Environment and Farming

*More information about these schemes is given elsewhere in the glossary.*
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Assured Chicken Production
This is a Red Tractor scheme covering 90-95% of UK broiler chicken production assuring all aspects of production for breeder replacement, breeder layer, hatchery, chicken, Free Range, Poussin and includes standards for slaughter house, catching and transport. The Standards are written to include best practice in food safety, bird welfare and traceability. Feed must be UFAS assured. The Welfare standards are above minimum legal requirements.

Barn Eggs
To qualify eggs must come from poultry enterprises in which hens are stocked at a density of no more than 9 birds per square metre of usable area. The building must have sufficient perching to allow a minimum of 15cm of perching for every bird.

BMQSM (British Quality Standard Marks)
See “ABP – Assured British Pigs” above.

Code of practice on supermarkets
The “Code of Practice on Supermarkets” Dealing with Suppliers (http://oft.gov.uk/shared_oft/monopolies/supermarkets2.pdf) governs the trading relationship between the supermarkets and their suppliers. The largest supermarkets have all given legally binding undertakings to comply with the code but the government is keen to see its principles and practices adopted by others in the food chain.


Composting
Regulation (EC) 1774/2002 permits composting and biogas (anaerobic digestion) for disposing of low-risk animal by-products and catering waste. The Regulation sets out the necessary treatment standard for animal by-products to ensure that the end product can be safely applied to land. The Regulation also permits Member States to introduce their own treatment standards for plants that are treating only catering waste. To this end, Defra commissioned an independent risk assessment that recommended alternative treatment standards to which organic waste could be safely composted or digested anaerobically that were at least as effective as the EU standard. These UK national standards are covered by the Animal By-Products Regulations 2005. The overall objective is to develop rules that allow the composting or anaerobic digestion of organic waste to take place economically while fully protecting animal and public health.

URL: http://www.opsi.gov.uk/si/si2005/20052347.htm

Deliveries
The legal framework governing public procurement (i.e. the EC Treaty, EC directives and UK Regulations that implement them) is designed to ensure fairness, transparency and non-discriminatory. This means for example that the distance travelled to deliver food, or the locality in which it is produced, cannot be a specific factor in awarding the contract, as this would be discriminatory.

Public sector contracting authorities are permitted to set reasonable requirements for delivery frequencies, freshness, taste etc. Such criteria may appear to give local suppliers a competitive advantage but provided a foreign supplier is not denied an opportunity to compete on equal terms by, for example, setting up an operation in Britain – then such criteria are legitimate. But it is unlikely to be permissible to require the supplier to employ...
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local labour to produce food, as this would be discriminatory.

EC interpretative document on social issues in public procurement

The EC interpretative document on social issues in public procurement advises on the scope for taking account of social issues in public procurement. A copy is available on the EC website. URL: http://www.eipa.eu/en/pages/show/&tid=44. See also Green Guide for Buyers.

EC Regulation 2092/91

Organic farming is controlled by EC Regulation 2092/1991. It sets out the inputs and practices that may be used in organic farming and growing, and the inspection system that must be put in place. This Regulation also applies to processing, processing aids and ingredients in organic foods. All food sold as organic therefore must originate from growers, processors and importers who are registered with an approved body and subject to regular inspection. The aim is to create an audit trail so that consumers can be assured that food sold as organic is produced to a standard, to protect genuine producers from fraudulent competition, and to facilitate trade within the Community.

Buyers are free to specify that organic food must meet the criteria of the EC Regulation 2092/91 and to accept certification that meets these criteria such as that of the Soil Association, Scottish Organic Producers Association, Organic Farmers and Growers and others. But they cannot specify any one in particular. This would be deemed discriminatory under the public procurement rules, as limiting the requirement to a specific non-mandatory label would prevent suppliers from offering an equivalent means to meet the underlying requirement.


For information on organic certification bodies and standards – see http://www.defra.gov.uk/farm/organic/standards/index.htm

EN 45011 accreditation standard

EN 45011 is the internationally recognised standard for product certification. It imposes requirements on the certification body to be transparent, impartial, competent and rigorous in assessing products. It also requires a regular inspection regime, requiring a minimum of one visit to each site per annum. The certification body must demonstrate to the national accreditation authority that they work to these requirements before they can issue “accredited” certificates. The national regulatory authority then regularly inspects and audits these certification bodies to ensure the validity of their results. In the UK, the regulatory authority is UKAS, (the UK Accreditation Service). Equivalent bodies in Europe include: Denmark (DANAK), Sweden (SWEDAC) Finland (FINAS), France (COFRAC), Germany (DAR), Ireland (NAB), Italy (SINCERT, Holland (RvA), Norway (NA), Spain (ENAC), Switzerland (SAS).

Energy-efficient appliances

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**English Farming and Food Partnerships**
The organisation’s role is to strengthen the profitability, competitiveness and sustainability of England’s farming and food industries through greater collaboration both horizontally with fellow farmers and vertically with suppliers and customers in the food chain. URL: [http://www.effp.org.uk/](http://www.effp.org.uk/)

**Ethical performance**

**Ethical Trading Initiative**
The ETI is an alliance of companies, non-governmental organisations (NGOs), and trade union organisations working together to identify and promote ethical trade – good practice in the implementation of a code of conduct for good labour standards. Website: [http://www.ethicaltrade.org](http://www.ethicaltrade.org)

**EUREPGAP**
EUREPGAP is designed to improve food quality and safety, biodiversity, more efficient use of natural resources, minimum use of pesticides and fertilisers and worker health and safety. See the EUREP GAP website is at: [http://www.eurepgap.org/Languages/English/index.html](http://www.eurepgap.org/Languages/English/index.html)

**European Initiative for Sustainable Development in Agriculture’s “Common Codex for Integrated Farm Management”**
The Common Codex for Integrated Farm Management is a whole farm policy that uses integrated ecological pest controls, other beneficial natural processes and advanced technology for efficient food production that is profitable and environmentally responsible. Find out more about the “Codex for Integrated Farm Management” from LEAF – see in glossary.

**Fair Trade**
Developing countries are estimated to lose £500 billion per year due to an unfair trading system. Buying fair trade or ethically produced goods can mean a better deal for farmers, growers and small-scale producers by encouraging partnership schemes that reduce the number of middlemen. This ensures that they receive a fair price, thereby enabling greater investment in their businesses or in health and education projects within their communities. This improves productivity and safeguards future supplies. Defra’s PSFPI website contains a page on fair trade [http://www.defra.gov.uk/farm/policy/sustain/procurement/trade.htm](http://www.defra.gov.uk/farm/policy/sustain/procurement/trade.htm)

See also Ethical Trading Initiative, Fairtrade Foundation EC interpretative document on social issues in public procurement and Green Guide for Buyers in the Glossary.

**Fairtrade Foundation**
The Fairtrade Foundation exists to ensure a better deal for disadvantaged third world producers by awarding the Fair-trade Mark to products such as tea, coffee and chocolate which have been bought from internationally recognised Fair Trade sources. It was set up by Cafod, Christian Aid, New Consumer, Oxfam, Traidcraft and the World Development Council and later joined by the Women’s Institute.
Specifications for catering services and supplies cannot be framed in terms of fair or ethically traded requirements – as such “social labels” do not define the end product in terms of characteristics or performance as required by EC rules. More information is given on their website at http://www.Fairtrade.org.uk. See also Fairtrade Labelling Organisations International. URL: http://www.fairtrade.net/

FAWL (Farm Assured Welsh Livestock)

Farm Assurance Scheme covering about 60% of Welsh lamb output and 70% of Welsh beef output, but applies only to on-farm. Its standards generally aim to implement legal requirements and surpass them in a few specific areas. Animals must be on assured farms for 60-90 days to qualify. http://www.welshlambandbeef.co.uk/

Five A Day (5 A Day)
The Department of Health’s “5 A DAY” programme is designed to increase the consumption of a wide variety of fruit and vegetables that are essential to a healthier lifestyle. Rich in vitamins, minerals and fibre they help to reduce the risk of heart disease and some cancers. More information about the programme and what counts towards the 5 A Day target and portion sizes are given on the Department of Health’s website at http://www.dh.gov.uk/en/Policyandguidance/Healthandsocialcaretopics/FiveA Day/index.htm. To apply for a licence to use the 5 A Day logo to highlight healthier options on your menu and in promotional material, e-mail: fiveaday@cmi-plc.com or call their helpline on 0709 200 3292.

Food Standards Agency

The Food Standards Agency is an independent Government department set up by an Act of Parliament in 2000 to protect the public’s health and consumer interests in relation to food. The Agency’s key aims are to: reduce food borne illness by improving food safety right through the food chain; help people to eat more healthily; promote honest and informative labelling to help consumers; promote best practice within the food industry; improve the enforcement of food law; and earn people’s trust by what they do and how they do it. Its websites contain useful advice on food safety and consumer choice issues, as well as on what constitutes a healthy balanced diet including reducing salt, saturated fat and maintaining energy balance. URLs: http://www.food.gov.uk; http://www.eatwell.gov.uk/; http://www.salt.gov.uk/

Free Range Eggs

To qualify the hens must have continuous daytime access to open air runs which must be covered with vegetation and have 4m² of space each, i.e. a max of 2500 per hectare (about 400 per acre).

Genesis Quality Assurance Scheme

Scheme covers beef, lamb and combinable crops. Allows farms across several sectors to be assured in a single inspection. It has some 6,500 beef, lamb and crop members and basically follows legal requirements with higher standards for herd health plans, welfare standards and environmental waste. http://www.genesisqa.com/

Green Guide for Buyers

The guide is designed to help public sector buyers make more efficient choices, and thereby reduce the impact of their buying decisions on the environment and improve their environmental performance. It is available on the Government’s Sustainable Development website. URL: http://www.sustainable-development.gov.uk/government/estates/green-guide/
HCFCs are ozone-depleting substances used mainly as refrigerants. It is Government policy to ensure that no products containing ozone-depleting substances are purchased for use on its estate. More advice is given in Part 3 of the Green Guide for Buyers. URL: http://www.sustainable-development.gov.uk/government/estates/green-guide/

HFCs (i.e. hydrofluorocarbons) are coolants used in some refrigerators, freezers and air conditioning systems. They have a high global warming potential and for this reason it is Government policy that they should only be purchased for use on its estate where it is not safe, cost-effective and technically feasible to use environmentally acceptable alternatives. More advice is given in Part 3 of the Green Guide for Buyers and elsewhere on the “Sustainable Development in Government” website. URL: http://www.sustainable-development.gov.uk/government/estates/green-guide/

LEAF marque is designed to help farmers improve their environment and business performance and create a better public understanding of farming through a nationwide network of demonstration farms. Its standard is based on Integrated Farm Management (IFM), which is a whole farm policy integrating beneficial natural processes into modern farming practices using advanced technology. URL: http://www.leafuk.org

Lion Quality Scheme (eggs) is UK wide and was developed to reduce salmonella in eggs. All major retailers specify Lion Eggs. Currently covers 95% free range, organic and barn eggs and 75% of cage eggs. http://www.britegg.co.uk/

LMC Scheme only applies on farm and represents about 75% of beef output and 40% of lamb output in Northern Ireland. Standards are only above legal requirements in a few specific areas. There are controls on feed sources, medicines and animal health, including compulsory removal of horns. Residency periods are 90 days for cattle and 45 days for sheep.

Local food sourcing – definition is limited evidence at present that local sourcing has lower environmental impacts than efficient national distribution networks. However, there is evidence that it can “contribute” to the regeneration of rural economies – the maintenance of high and stable levels of economic growth and employment being a key objective of sustainable development. And, as EU and OGC advice makes clear, public sector bodies are able to pursue sustainable development objectives through procurement where this achieves value for money and is non-discriminatory. Public sector bodies should therefore consider the potential

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**Local Sourcing**

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for local sourcing by ensuring that their contracts do not contain provisions, which stand in the way of local and UK suppliers.

There are directories of local producers, for example: NFU’s Local Food Finder (http://www.nfuonline.com/x17049.xml), Food from Britain (http://www.ffbbuyersguide.co.uk/); Big Barn (http://www.bigbarn.co.uk/); and Localfoodshop (http://localfoodshop.com/). Some are also kept by the Government Offices for the Regions – see “Regions” page, PSFPI website at http://www.defra.gov.uk/farm/policy/sustain/procurement/index.htm

Holding briefing sessions to explain the way the Government tenders for supplies, how and where they advertise and how suppliers should respond to those requests should enable local producers amongst others to adapt their production to meet the requirements of the contracting authority – be it a public sector body or catering contractor employed on its behalf.

Greater collaboration among producers through initiatives such as EFFP’s “Share to Supply” (http://www.effp.org.uk/x166.xml) may make it easier for them to supply products in the quantities required by the large purchasers and to ensure continuity of supply. This already happens in the horticulture sector where producer organisations cooperate to meet the requirements of large purchasers.

These Standards address the issue of nutrition in care homes and day centres. The standards say that care home providers should assess the service user’s nutritional state and that meals should be varied and nutritious, reflect the service user’s preferences and any special dietary needs including ethnic, cultural and faith ones. Meals should be well prepared and cooked, and attractively presented. The Care Commission, in carrying out its regulatory function, will expect providers to demonstrate that they are meeting the standards. The National Care Standards also state that all care provided, which includes nutritional care, reflects current best practice guidance. http://www.csci.org.uk/. FSA advice is available on the Health and Nutrition page of the PSFPI website – http://www.defra.gov.uk/farm/policy/sustain/procurement/health.htm


Organic Food

Organic Food is produced using management practices that minimise damage to the environment and wildlife by:

- Protecting long term soil fertility by maintaining organic matter through using manures, composts, legumes for biological nitrogen fixing and crop rotations.
- Controlling weeds and pests through mechanical means, disease-resistant crop varieties, biodiversity, natural predators and limited biological methods in preference to fertilisers and pesticides.
- Using extensive systems of livestock husbandry with regard to animal welfare, natural evolutionary adaptation and behaviour issues by paying attention to diet, health, shelter and breeding.
- Controlling environmental impacts and conservation of natural habitats.

Local suppliers – action to help them

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- Using extensive systems of livestock husbandry with regard to animal welfare, natural evolutionary adaptation and behaviour issues by paying attention to diet, health, shelter and breeding.
- Controlling environmental impacts and conservation of natural habitats.
Organic is a legally defined term that may only be used on food where the product has been certified as organic by an approved body. Defra's website lists authorised bodies in the UK, EU and EU recognised third countries at http://www.defra.gov.uk/farm/organic/standards/index.htm. Other sites: Defra's Organic Entry Level Stewardship scheme (support for organic farming) (http://www.defra.gov.uk/erdp/schemes/oels/default.htm) and the Soil Association (the UK's largest charity promoting organic production) http://www.soilassociation.org/sa/SAWeb.nsf/

See also in the glossary: EC Regulation 2092/91 and UK Register of Organic Food Standards and Action Plan to Develop Organic Farming in England.

Ozone depleting substances
See HCFCs in the Glossary

Packaging – minimising it
Minimise packaging by specifying that: (1) it is kept to the minimum necessary to protect the goods in transit; (2) maximum use is made of recycled and recyclable materials (i.e. materials for which facilities exist for their collection and recycling) in the manufacture of crates, pallets etc; and (3) “take-back” schemes operate for reusing packaging or, less preferably, recycling any crates, pallets and other larger items of packaging used to fulfil the contract.

Palm Oil Production
Impacts from the creation and management of palm oil plantations in major production areas like Indonesia can include loss of tropical rain forest and biodiversity, air pollution from large scale burning for forest clearance, and the displacement of traditional communities. See Second Report of the Advisory Committee on Consumer Products and the Environment: Action for Greener Products – a toolbox for change”. URL: http://www.defra.gov.uk/environment/consumerprod/accp/index.htm

Unilever and other leading companies are developing sustainable agricultural guidelines and product standards – see http://www.unilever.com/ourvalues/environment-society/sus-dev-report/integrating-sustainability/sustainable-agriculture/

Patchwork approach
NHS Supply Chain's national contract for the supply of fresh fruit and vegetables is a good example of a patchwork approach. When the contract was advertised, suppliers were asked to state which Trusts they would like to service. The result: the appointment of fifteen suppliers based around the country who deliver directly to the hospitals, rather than the goods going through the usual distribution system.

QMS (Quality Meat Scotland) (QMS)
See SSS (Scottish Specially Selected Assurance Schemes) below. http://www.qmscotland.co.uk/

Red Tractor
The Red Tractor logo is owned by Assured Food Standards and denotes food produced in accordance with standards laid down in qualifying assurance schemes. It covers Assured Combinable Crops Scheme, Assured British Pigs, Assured Chicken Production, Assured Produce, Assured British Meat and Assured Dairy Farms. URL: http://www.redtractor.org.uk/site/rt_home.php

AFS and ABM have introduced new “Red Tractor Beef and Lamb Assurance” checker services, enabling users to search for assured beef and lamb
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producers, hauliers, livestock markets and collection centres and abattoirs – http://www.abm.org.uk/abm/casil. Other UK mainstream schemes eligible to use the Red Tractor logo are: Farm Assured Welsh Livestock, Genesis QA, Northern Ireland Farm Quality Assurance And Quality Meat Scotland. Scottish Quality Cereals and Lion Quality (eggs) are also UK mainstream assurance schemes.

RSPCA’s Freedom Foods
RSPCA scheme to promote higher standards of animal welfare in food production. It is independent of the food and livestock industry and covers on-farm production, transport and slaughter with particular emphasis on welfare and with no claims for environmental standards. http://www.rspca.org.uk/servlet/Satellite?pagename=RSPCA/RSPCARedirect&pg=AdviceCentre2

Seasonal Produce

SALSA
Scheme developed by the NFU, BRC, BHA and FDF to enable food retail buyers to demonstrate that locally sourced food meets fundamental food safety and legal requirements. URL: www.salsafood.co.uk

Smaller Supplier… Better Value?
The guide seeks to raise awareness of the greater competition and better value small and medium-sized enterprises (SMEs) can bring to the marketplace. Hard copies of ‘Smaller Supplier…Better Value?’ are available from the OGC Service desk on 0845 000 4 999. Or locate it on the general guidance page of the PSFPI website. URL: http://www.defra.gov.uk/farm/policy/sustain/procurement/genguide.htm

Social performance
Social performance is about the impacts of an organisation on society. That is, on people outside the organisation. Sometimes it is possible to influence issues of this nature through procurement. Part 2 of Defra’s Green Guide for Buyers provides advice to buyers on social and ETHICAL ISSUES. URL: http://www.sustainable-development.gov.uk/government/estates/green-guide/

SQC (Scottish Quality Cereals)
See SSS (Scottish Specially Selected Assurance Schemes) below. http://www.sqcereals.co.uk/

SSS (Scottish Specially Selected Assurance Schemes), QMS (Quality Meat Scotland (QMS) and SQC (Scottish Quality Cereals)
Various SSS schemes cover over 80% of beef and lamb and 95% of pig production in Scotland.
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**Supplying Government**

The Office of Government Commerce’s Supply2Gov website provides advice to businesses wishing to sell their products and services to Government in England. It explains to suppliers how to work with government, where to find contracts opportunities and the types of products and services government buys. It also provides direct links to equivalent sites for Scotland, Wales and Northern Ireland. **URL: [http://www.supply2.gov.uk/](http://www.supply2.gov.uk/)**

**Working with Suppliers – A Code of Good Customer Practice**

This is an Office of Government Commerce publication setting out four core values describing how central civil government will work with suppliers – fairness, honesty, efficiency and professionalism. **URL: [http://www.ogc.gov.uk/index.asp?docid=424](http://www.ogc.gov.uk/index.asp?docid=424)**

**Waste management.**

