

# Government Buying Standards: DWP response 2014 to 2015

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## GGC 4 Reporting Questions and response form, 2014 to 1205

### Q1. Sustainable Procurement: General

Please provide a brief overview of your organisation's overall approach to embedding sustainability in its procurement policy and practice.

Respondents should include (but not necessarily be restricted to) an account of:

- mechanisms to identify and address training needs for your organisation's staff;
- how sustainability is embedded into your organisation's procurement through policy and strategy;
- the tools and approaches used by your organisation to embed sustainability into your organisation's procurement processes (which could include the Flexible Framework

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/69471/pb13423-flexible-framework-guidance-110928.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/69471/pb13423-flexible-framework-guidance-110928.pdf)

- how your organisation has evaluated and learned from the results of its sustainable procurement activities.

### Q2. Sustainable Procurement: Identifying Supply Chain Impacts

- Please give details of any arrangements put in place in 2014-15 by your organisation to facilitate monitoring of supply chain impacts (for example the adoption of the CAESER methodology).**
- Please provide summary information on departmental performance against the common GGC supply chain impact KPIs:**
- With the benefit of the data collected through Sid4Gov for 2013/14 and 2014/15 (and any other relevant data/information you have), please set out any high impact sectors you are tackling or intend to tackle and your approach to doing so.**

- *Departments that use a sophisticated reporting methodology tool (such as NQC's CAESER tool) will be able to answer these questions using that methodology*
- *Departments intending to use the supply chain reporting functionality of Cabinet Offices SME reporting tool which will be rolled out shortly, will be able to use this tool to do so.*
- *The common GGC supply chain impact KPIs are*

*KPI 1 "Number of suppliers (and percentage of total number of suppliers) reporting their own scope 1, scope 2 and scope 3 emissions, water and waste*

*KPI 2 Total annual scope 1, scope 2 and scope 3 supplier emissions (Mt CO<sub>2</sub>e)*

*KPI 3 Total annual amount of waste generated by key suppliers (Mt)*

*KPI 4 Total annual volume of water used by key suppliers (m<sup>3</sup>)*

*"Scope 1" means direct greenhouse gas emissions (e.g. from an organisation's own use of fuel). "Scope 2" means indirect emissions from generating the energy used by an organisation; "Scope3" means other indirect emissions (e.g. from third party transport activities; outsourced activities; waste disposal) this will only be partial reporting and will be dependent on data that is available)*

### **Q3. Compliance with Government Buying Standards: Office ICT Equipment**

- a) What is the total value of ICT products purchased by or on behalf of your organisation in 2014-15?**
- b) What is the value of those ICT products which met or exceeded the mandatory GBS level?**

*Respondents should note that for the purposes of reporting, Office ICT equipment includes desktop computers; laptop computers; workstations; inkjet MFDs; inkjet printers; laser MFDs; laser printers; scanners; computer monitors. The GBSs for ICT products are here: <http://sd.defra.gov.uk/advice/public/buying/products/office/>*

### **Q4. Compliance with Government Buying Standards: Paper products**

- a) i) What is the total value of office paper purchased by or on behalf of your organisation in 2014-15?**
  - ii) What is the total value of other paper products purchased by or on behalf of your organisation in 2014-15?**
- b) i) What is the total value of office paper which met the mandatory GBS level (100% recycled content)?**
- d) ii) What is the total value of other paper products which met or exceeded the mandatory GBS level?**

*For the purposes of reporting, office paper, also described as ‘copying and graphic paper’ in the GBS, is plain A4 and A3 paper used in standard office printers, copiers, and MFDs. Central government [is expected to make use of the Government Framework Contract for Paper, which assures compliance with the GBS.*

*Respondents should note that for the purposes of reporting, other paper products includes: paper for printed publications; other paper; envelopes for general use and for mailing system use, plus tissue paper (kitchen and toilet tissue) which is often procured as part of an FM or catering contract.*

*The GBSs for these products are here: <http://sd.defra.gov.uk/advice/public/buying/products/paper/>*

### **Q5. Compliance with Government Buying Standards: Furniture**

- a) What is the total value of new and of refurbished furniture purchased by or on behalf of your organisation in 2014-15?**
- b) What is the total value of new furniture which met or exceeded the mandatory GBS level?**
- c) What is your organisation’s policy / practice on re-use and refurbishment of furniture? For example, have you made use of GPU or the new CCS website? (see below)?**

Until recently Government Property Unit ([Malcolm.sutherland@cabinet-office.gsi.gov.uk](mailto:Malcolm.sutherland@cabinet-office.gsi.gov.uk)) has co-ordinated re-use of furniture between central Government Departments. This co-ordination is now facilitated via the website of the Crown Commercial Service. See: <http://ccs.cabinetoffice.gov.uk/i-am-buyer/reuse>.

In the new furniture Government Buying Standard published early in 2014, re-use and refurbishment should be deployed before any new furniture purchases and all new purchases of standard furniture should be from a core list of products listed in an Annex to the new GBS.

## **Q6. Compliance with Government Buying Standards: Food and catering services**

- a) **What is the total value of food and catering services purchased by or on behalf of your organisation in 2014-15?**
- b) **What is the total value of those food and catering services purchased in 2014-15 that met or exceeded the mandatory GBS level?**
- c) **Please outline what steps are being taken to ensure that from the end of 2015 all palm oil (including palm kernel oil and products derived from palm oil) used for cooking and as an ingredient in food is sustainably produced.**

*The GBS for Food and catering services is here: <http://sd.defra.gov.uk/advice/public/buying/products/food/>*

## **Q7. Compliance with Government Buying Standards: Transport (vehicles)**

- a) **What is the total value of transport (vehicles) purchased by or on behalf of your organisation in 2014-15?**
- b) **What is the total value of that transport (vehicles) which met or exceeded the mandatory GBS level?**

*Respondents should note that for the purposes of reporting, "Transport (vehicles)" includes cars; vans; buses; waste collection trucks; bus services; waste collection services. The GBS for Transport (vehicles) is here <http://sd.defra.gov.uk/advice/public/buying/products/transport/>*

## **Q8. Compliance with GBS for Construction, including Sustainable Timber Policy**

- a) **How many (i) new build and (ii) major refurbishment project contracts were let by (or on behalf of) your organisation in 2014-15 and what were the total project costs?**
- b) **What percentage of the contracts at 8(a) were specified at the GBS mandatory level or above and what was the value of these contracts as a percentage of the total.**

- c) In respect of (i) new build and (ii) major refurbishment projects contracts let in 2014/15, what percentage of these contracts in numbers and value included a clause to ensure compliance with UK Government Timber Procurement Policy?
- d) In respect of (i) new build and (ii) major refurbishment projects contracts let in 2014/15, in what percentage of cases, did contractors and suppliers provide documentary evidence demonstrating compliance with UK Government Timber Procurement Policy? And how was compliance demonstrated?

Respondents should note that:

- The GBS for construction (holistic) is as set out here:  
<http://sd.defra.gov.uk/advice/public/buying/products/buildings/new-build/>
- It covers new build construction and major refurbishment projects for buildings and built infrastructure. Reporting organisations are NOT at this stage required to report on compliance with the GBSs that are in place for individual construction products (for example, air conditioning units; urinals; lighting control systems etc.) procured outside new-build or major refurbishment projects.
- When reporting on built infrastructure projects which may not neatly fall into 'new build' or 'major refurbishment' categories, respondents should provide an explanatory note under 'notes and comments'. It is anticipated that BREEAM will be the most frequently used methodology against which to judge compliance in respect of buildings. Respondents are asked to indicate under 'notes and comments where other methodologies (for example DREAM or CEEQUAL) have been used.
- The GBS mandatory standard for construction (holistic) is set at BREEAM "Excellent" (or equivalent) for new build; BREEM "very good" (or equivalent) for major refurbishment.
- "Major refurbishment" to existing buildings is for the purposes of the GBS that defined within BREEAM:  
 "Construction that results in the fundamental remodelling or adaptation of existing elements of the building envelope, structure and renewal of key building services. And where, on completion of the works, such remodelling / renewal will materially impact on the performance of the building. "elements" include:
  - a. Structural/building envelope elements including walls (including glazing), roofs (including rooflights) and floors.
  - b. Building services elements including lighting (artificial and daylighting), heating, mechanical ventilation/cooling plant and ductwork, water/drainage systems.
 For the purposes of this definition works to both (a) and (b) must be taking place for the project to be classed as a major refurbishment. Where only individual elements of the structural/building envelope element, or individual services elements are being replaced, remodelled or upgraded, then, the project should not be classed a major refurbishment. It should be noted that all major refurbishment projects will reuse the majority of the buildings existing supporting sub and superstructure and it is likely that in many cases the building façade will be retained, albeit with some remediation or renovation."
 

**Generally speaking, a refurbishment project costing less than £500,000 will not be considered as a "major refurbishment" for GBS purposes.**
- Government Timber Procurement Policy and guidance on its implementation is set out here:  
<http://www.cpet.org.uk/>

## **Q9. Additional information**

- a) Please provide any other information you feel necessary to contextualise the responses to Questions 1 – 8. Include justifications for any qualified or incomplete responses, if not already provided.**
- b) Please provide details of particular successes in sustainable procurement that your organisation wishes to highlight, including any examples of tenders developed to promote innovative sustainable solutions.**

## GGC 4 (Sustainable Procurement) Reporting Template 2014-15

Reporting Departments can use this document to respond, adjusting box sizes as required, or use an Excel spreadsheet that follows a similar structure.

### Q1. Sustainable Procurement: General

*A1 DWP continue to deliver best practice sustainable procurement to support delivery of the Greening Government Commitments whilst providing best value for money and demonstrating on-going continuous improvement. DWP support the requirement to identify supply chain impacts (in line with GGC target 4(b)), and are working with DEFRA and Cabinet Office to publicise the SID4GOV platform which is a tool for collating environmental impacts of the top 500 suppliers who are contracted across Government. We provide an annual return to DEFRA regarding DWP's compliance with the Government Buying Standards on Construction, Furniture, Food and Catering services, ICT, Paper and Transport.*

*DWP have a Sustainable Procurement (SP) strategy which is published on "GOV UK". We have several documents to aid DWP staff and suppliers, for example SP guidance for staff, D&E guidance for contractors and an SP awareness sheet is issued to bidders as part of tender documentation to make prospective suppliers to DWP aware of the areas of sustainability that we are principally concerned with. Staff Development is very important and those in specialist procurement roles are MCiPS or CiPS qualified which includes SP as part of the learning.*

*The main tool that staff use to drive the SP agenda is the DWP Sustainable Procurement Risk Assessment Methodology (SPRAM) which is embedded within the procurement process and is a continually evolving tool. This has recently been updated to take into account Article 6 of the EU Directive on Energy Efficiency and to support the government's SME agenda by making all contracts more accessible to SMEs either directly or within the supply chain. Reasons for excluding SMEs must be documented supported by robust reasoning. We are vigorously pursuing the SME agenda and the DWP SME action plan can be found on "GOV UK". This reaffirms our commitment to work towards 25% of our procurement expenditure being with Small and Medium-Sized Enterprises. We held an SME conference in March 2014 which was well attended and feedback received from attendees/SMES was positive. We actively promote our contract opportunities to SMEs and encourage contractors to make use of SMEs either as sub-contractors or elsewhere in the supply chain. This is done during supplier boot-camps and DWPs commitment to the SME agenda and expectations of Contractors is included within the Invitation to Tender documents.*

*DWP procurements (certain exceptions permitted) above £10k are carried out using a e-tendering portal which has reduced the amount of paperwork produced during a procurement. SPRAM is part of the initial work that procurement teams undertake and they cannot proceed to tender stage until the risk assessment has been considered and agreed.*

*For contracts with a duration of 12 months or longer, we have contract schedules covering Sustainable Development, Diversity & Equality and Apprenticeship and Skills which require the successful supplier to produce an Sustainable Development Policy and Action Plan, a Diversity & Equality Delivery Plan and a report on apprenticeships and skills in relation to the contract being awarded within 6 months of contract start date.*

## Q2. Sustainable Procurement: Supply Chain Impacts

**A2(a) DWP have made some progress during 14/15 on supply chain impacts due to the implementation of the SID4GOV platform developed by NQC. This option was developed in part to address delays in getting CAESER (or a similar tool) implemented across Government. Cabinet Office have been aware of this problem for a number of years and after numerous prompts from DWP (along with OGD's) were instrumental in bringing about the utilisation of SID4GOV. This provides a single platform to which all Government suppliers can submit information, which has subsequently been made available to all government departments. Collection is taking place on a quarterly basis, although currently it does not provide granular data.**

<b>A2(b)</b>		
KPI 1: "Number of suppliers (and percentage of total number of suppliers) reporting their own scope 1, scope 2 and scope 3 emissions, water and waste	N/A	N/A
KPI 2 : Total annual scope 1, scope 2 and scope 3 supplier emissions (Mt CO2e)	N/A	
KPI 3: Total annual amount of waste generated by key suppliers (Mt)	N/A	
KPI 4: Total annual volume of water used by key suppliers (m <sup>3</sup> )	N/A	

**A2(c) N/A**

## Q3 - 7. Compliance with Government Buying Standards: Office ICT Equipment; Paper; Furniture; Food; Transport

		<b>a)</b> Total value of these products/ services purchased in 2014-15	<b>b)</b> Total value of products/ services purchased in 2014-15 meeting / exceeding mandatory GBS	Notes and comments (if unable to provide figures, respondents should use this box to explain why, setting out the approach taken to this product group)
<b>A3.</b>	Office IT equipment	<b>£542,924</b>	<b>£542,924</b>	<p>In 2014/15 DWP leased the following:</p> <p><b>Desktop Computers 7</b>  <b>Laptop Computers 444</b>  <b>Workstations (thin client) 147</b>  <b>Printers and Scanners 2</b>  <b>Computer Monitors 0</b></p> <p>With regards redundant equipment we reused and recycled (recycled figures in brackets) externally;  <b>Desktop Computers 10174 (1901)</b>  <b>Laptop Computers</b></p>

				<p>1873 (247) Workstations 0 (0) Inkjet &amp; Laser MFD's 6233 (287) Scanners 0 (0) Monitors 3079 (2135)</p> <p>All these were procured /leased through the Government Sprint ii framework and are therefore assumed compliant.</p>
<b>A4.</b>	i) Print Paper	<b>£1,691,958</b>	<b>£1,691,958</b>	Copying paper and Graphic paper spend is fully compliant.
	ii) Other Paper Products	<b>£6,253,692</b>	<b>£5,514,933</b>	The spend for 'other' paper products is approximately 88% compliant with £5,514,933 of the total £6,253,692 meeting the GBS.
<b>A5.</b>	Furniture	<b>£524,692–New £11,021-Refurb</b>	<b>£524,692–New £11,021-Refurb</b>	<p>Refurbished furniture is supplied wherever possible, however the unique nature of the PRIME contract means most refurbished furniture is used in the day to day upkeep of the estate.</p> <p>Because of the nature of the PRIME contract use of the GPU is not needed.</p>
<b>A6.</b>	Food / Catering services	<b>£2,218,547</b>	<b>£1,355,210 (Estimated)</b>	Telereal Trillium have advised it is difficult to break down spend against each of the mandatory categories as in many cases the same product or category is linked to different standards; e.g. Organic, Saturated Fat, Salt and supplied by SME.
<b>A7.</b>	Transport (vehicles)	<b>£1,386,368</b>	<b>£1,386,368</b>	The number of vehicles leased during 2014/15 for either part year or full year is 461. All vehicles are fully compliant.

## Q8. Compliance with GBS for Construction (holistic) including Sustainable Timber Policy

	A8(a)		A8(b)		A8(c)	A8(d)
	Total number of contracts 2012-13	Total costs 2012-13	Total number of contracts meeting at least mandatory GBS	Total costs of contracts meeting at least mandatory GBS	Number of contracts including sustainable timber procurement clause	Number of contracts for which suppliers provided evidence of compliance with Sustainable Timber Policy
(i) New build	0	£0	0	0	0	0
(ii) Major refurb.	1	£681,000	1	£681,000	1	TBA* (Expected 1)
Notes / Comments	<p>*TBA but expected to be 100%: project not yet closed but documentary evidence to be secured as part of project closure.</p> <p>The requirement will be for FSC sourcing certification for procurement of timber for the specific project(s) prior to project closure.</p> <p>No 'Newbuilds' in period.</p>					

## Q9. Additional information

A9 (a) *[Insert narrative response (guideline 500 words)]*

A9 (b) *[Insert narrative response (guideline 500 words)]*

## Catering Statement

### Mandatory Standards

Criteria	Mandatory Standard	Suppliers Assessment Regarding Criteria Progress
<b>A. Production, Processing and Distribution</b>		
Production standards	<p>All food served must be produced in a way that meets UK legislative standards for food production, or equivalent standards. Please refer to Annex for a list of relevant legislation.</p> <p>If in any particular circumstances, this leads to a significant increase in costs which cannot reasonably be compensated for by savings elsewhere, the procuring authority shall agree with the catering contractor or supplier to depart from this requirement and the reasons for doing so shall be noted and recorded. This decision shall be signed off by the Head of Procurement or equivalent senior official of the government department or other public body.</p> <p>Procurers or catering contractors must ensure that food is verifiable as meeting these standards by either checking that farm inspection systems meet UK standards of inspection or their equivalent, or if not, that they are subject to an independent assurance system.</p>	All of our supplier contracts state that all suppliers must meet all UK legislative standards
Traceability of fresh, chilled and frozen produce	<p>Catering contractors or food suppliers shall ensure the traceability of fresh, chilled and frozen produce in accordance with current UK legislation or equivalent<sup>1</sup></p> <p><sup>1</sup>Traceability and labelling of beef ,eggs, fish, shellfish, most fruit and vegetables, honey, olive oil, wine and imported poultry is covered by EU regulations. Regulations covering sheepmeat, goatmeat, swine meat and poultry will come into force in 2015. See here for details</p>	<p>We require that all products from our suppliers are fully traceable and this is verified through our auditing process.</p> <p>Traceability checks are conducted during these audits by UKAS accredited auditing company NSF. All suppliers are GFSI or NSF audited.</p>
Authenticity	The catering contractor or supplier must have systems in place to enable it to check and ensure authenticity of products.	Specification testing is conducted monthly via Eurofins testing laboratory.
Origin of meat and dairy	In line with the industry principles on country of origin information <sup>1</sup> , food and catering service suppliers shall indicate the origin of the meat, meat products and dairy products either on the menu or accompanying literature. If this is not	Country of origin information is available to our unit staff via our e-ordering system and on the Source our recipe and

	<p>practicable, then at minimum the information must be available and be provided on request to the procuring authority or end consumer.</p> <p><sup>1</sup><a href="http://www.fdf.org.uk/publicgeneral/principles_on_country_of_origin_information.pdf">http://www.fdf.org.uk/publicgeneral/principles_on_country_of_origin_information.pdf</a></p>	menu planning tool.
<b>Animal Welfare</b>		
Animal Welfare	<p>All food served must be produced in a way that meets UK legislative standards for animal welfare, or equivalent standards. Please refer to: <a href="https://www.gov.uk/animal-welfare">https://www.gov.uk/animal-welfare</a></p> <p>UK standards are generally similar to EU standards for food production. There are, however, differences in animal welfare standards for some aspects of pigmeat and broiler chicken production. Broiler chicken, pork and pork products must be compliant with UK standards, as set out in the Welfare of Farmed Animals Regulations 2007 (as amended).</p> <p>If in any particular circumstances, this leads to a significant increase in costs which cannot reasonably be compensated for by savings elsewhere, the procuring authority shall agree with the catering contractor or supplier to depart from this requirement and the reasons for doing so shall be noted and recorded. This decision shall be signed off by the Head of Procurement or equivalent senior official of the government department or other public body. In such an eventuality, EU standards shall be met at minimum.</p>	All of our supplier contracts state that all suppliers must meet all UK legislative standards
Eggs	All eggs, including fresh in-shell, liquid and powdered eggs, are sourced from systems that do not use conventional cages. If from a caged system, enriched cages must be used.	<p>Compass Group UK, via its approved suppliers and distribution network have committed to only source egg and egg products which comply with EU welfare standards in the Welfare of Laying Hens Directive which came into force across all EU Member States from January 2012.</p> <p>All fresh shell eggs purchased by Compass UK via our approved supplier and distribution network must be UK and Lion quality marked as a minimum.</p>

<b>Environment</b>		
Higher environmental Production standards	<p>At least 10% of the total monetary value of primary commodity (i.e. raw ingredient) food and drink procured shall be inspected and certified to:</p> <p>i) Publicly available Integrated Production (IP) or Integrated Farm Management (IFM) standards that require the systematic and integrated management, at farm level, of:</p> <ul style="list-style-type: none"> <li>- natural habitats &amp; biodiversity;</li> <li>- prevention and control of pollution;</li> <li>- energy, water and waste;</li> <li>- management of soils, landscape and watercourses;</li> </ul> <p>and contain within their scope requirements that are consistent with the definition of Integrated Pest Management (IPM) contained in European Council Directive 2009/128/EC</p> <p>OR</p> <p>ii) Publicly available organic standards compliant with European Council Regulation 834/2007 on organic production and labelling of organic products.</p> <p>NOTE: The 10% is of the total monetary value and can be made up of any combination of commodities allowing the procurer flexibility to find the best solutions for their circumstances.</p>	<p>In excess of 10% of the total monetary value of primary commodity (raw ingredient) food and drink procured meets this standard. Commodity groups used for this analysis –</p> <p>Meat and Poultry</p> <p>Fish &amp; Seafood</p> <p>Dairy</p> <p>Hot Beverages</p> <p>Fruit &amp; Vegetables</p> <p>In our latest analysis (April 2014 – March 2015) 48% met or exceeded the stated standards.</p>
Palm Oil	<p>From the end of 2015 all palm oil (including palm kernel oil and products derived from palm oil) used for cooking and as an ingredient in food must be sustainably produced<sup>1</sup>.</p> <p><sup>1</sup>Support and advice on procuring sustainable palm oil is available from <a href="http://www.cpet.org.uk/">http://www.cpet.org.uk/</a> (e-mail <a href="mailto:cpet@efeca.com">cpet@efeca.com</a>, telephone 01305 236 100).</p>	<p>We are working with all of our suppliers to ensure that we meet this standard before the end of 2015</p>
Fish	<p>All fish<sup>1</sup> are demonstrably sustainable with all wild-caught fish meeting the FAO Code of Conduct for Responsible Fisheries (includes Marine Stewardship Council certification and Marine Conservation Society 'fish to eat', or equivalent).</p> <p>No 'red list' or endangered species of farmed or wild fish shall be used (Marine Conservation</p>	<p>100% is MCS</p> <p>36% is MSC</p> <p>All of the fish products that we supply is either MSC certified or on the MCS Fish to Eat List (Cat 1 and 2)</p>

	Society 'fish to avoid').  <sup>1</sup> Fish includes all fish including where it is an ingredient in a composite product	We do not source any fish from the 'Fish to avoid' list
<b>Variety and seasonality</b>		
Seasonal Produce	In respect of the use of fresh produce, menus shall be designed to reflect the natural growing or production period for the UK, and in-season produce shall be highlighted on menus	Our current menus are designed to reflect in-season products and we put seasonality messages on our information boards.
<b>B. Nutrition</b>		
Reducing Salt	Vegetables and boiled starchy foods such as rice, pasta and potatoes, are cooked without salt.	Salt is not added as an ingredient to the preparation of food.
	Salt is not available on tables.	Salt is not available on tables. Salt sachets available at the restaurant till point.  Salt sachets contain 0.6g of salt 25% less than a standard salt sachet.
Reducing Salt	<b>At least 50%</b> of meat and meat products, breads, breakfast cereals, soups and cooking sauces, ready meals and pre-packed sandwiches (procured by volume) meet Responsibility Deal salt targets and all stock preparations are lower salt varieties (i.e. below 0.6g/100mls).	<b>Please note the salt targets are for 2017 and so our suppliers may still be working towards these targets.</b>  <b>Bacon</b>  We are working with our suppliers to reduce the salt content of their bacon to meet the Responsibility Deal salt targets.  The salt target is 2.88g/100g average. Currently based on procurement volumes the average is 3.75g/100g.  <b>Sausages</b>  We are working with our suppliers to reduce the salt content of their sausages to meet the Responsibility

<p>Reducing Salt</p>		<p>Deal salt targets.</p> <p>The salt target is 1.13g/100g average and 1.38g/100g maximum. Based on procurement volumes 5% contain 1.38g/100g or less with an average of 1.48g/100g.</p> <p><b>Cooked Sausage and Sausage Meat Products</b></p> <p>We are working with our suppliers to reduce the salt content of their sausages and sausage meat products meet the Responsibility Deal salt targets.</p> <p>The salt target is 1.38g/100g average and 1.7g/100g maximum. Based on procurement volumes 99% contain 1.7g/100g or less with an average of 1.65g/100g.</p> <p><b>Ham and Other Cured Meats</b></p> <p>We are working with our suppliers to reduce the salt content of their ham and other cured meats to meet the Responsibility Deal salt targets.</p> <p>The salt target is 1.63g/100g average. Based on procurement volumes the average is currently 2.43g/100g.</p> <p><b>Cooked Uncured Meat</b></p> <p>We are working with our suppliers to reduce the salt content of their cooked uncured meat products to meet the Responsibility Deal salt targets.</p> <p>The salt target is 1.35g/100g maximum. Based on procurement volumes 95% of the range</p>
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<p>Reducing Salt</p>		<p>meets the target (an average of 0.81g/100g).</p> <p><b>Burgers and Grillsteaks</b></p> <p>We are working with our suppliers to reduce the salt content of their burger and grillsteak products to meet the Responsibility Deal salt targets.</p> <p>The salt target is 0.75g/100g average and 0.88g/100g maximum. Based on procurement volumes 19% contain 0.88g/100g or less with an average of 0.97g/100g</p> <p><b>Pork Pies and Sausage Rolls</b></p> <p>We are working with our suppliers to reduce the salt content of their pork pies and sausage rolls to meet the Responsibility Deal salt targets.</p> <p>The salt target is 0.98g/100g average and 1.13g/100g maximum. During the period analysed, no pork pies and sausage rolls were analysed.</p> <p><b>Cornish and Meat Based Pasties</b></p> <p>We are working with our suppliers to reduce the salt content of their Cornish and meat based pasties to meet the Responsibility Deal salt targets.</p> <p>The salt target is 0.9g/100g average and 1.0g/100g maximum. Based on procurement volumes 88% contain 1.0g/100g or less with an average of 0.86g/100g.</p>
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<p>Reducing Salt</p>		<p><b>Other Meat Based Pastry</b></p> <p>We are working with our suppliers to reduce the salt content of their other meat based pastries to meet the Responsibility Deal salt targets.</p> <p>The salt target is 0.68g/100g average and 0.75g/100g maximum. Based on procurement volumes 7% contain 0.75g/100g or less with an average of 1.04g/100g</p> <p><b>Fresh Frankfurters</b></p> <p>During the period analysed, no fresh Frankfurters were analysed.</p> <p><b>Canned Frankfurters</b></p> <p>We are working with our suppliers to reduce the salt content of their fresh frankfurter products to meet the Responsibility Deal salt targets.</p> <p>The salt target is 1.5g/100g average and 1.88g/100g maximum. Based on procurement volumes 100% contain 1.88g/100g or less with an average of 1.45g/100g</p> <p><b>Bread and Rolls</b></p> <p>We are working with our suppliers to reduce the salt content of their bread products to meet the Responsibility Deal salt targets.</p> <p>The salt target is 0.9g/100g average and 1.13g/100g maximum. Based on procurement volumes 92% contain 1.13g/100g or less with an average of 0.91g/100g</p>
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<p>Reducing Salt</p>		<p><b>Bread and Rolls with Additions</b></p> <p>During the period analysed, no Bread and Rolls with Additions were analysed.</p> <p><b>Morning Goods- Yeast Raised</b></p> <p>We are working with our suppliers to reduce the salt content of their morning good products to meet the Responsibility Deal salt targets.</p> <p>The salt targets are 0.73g/100g average and 0.88g/100g maximum. Based on procurement volumes 27% of the morning goods range contains 0.88g/100g or less with an average of 0.81g/100g.</p> <p><b>Morning Goods- Powder Raised</b></p> <p>We are working with our suppliers to reduce the salt content of their morning good products to meet the Responsibility Deal salt targets.</p> <p>The salt targets are 1.13g/100g average and 1.25g/100g maximum. Based on procurement volumes 100% of the morning goods range contains 1.25g/100g or less with an average of 0.50g/100g.</p> <p><b>Breakfast Cereals</b></p> <p>We are working with our suppliers to reduce the salt content of their breakfast cereals to meet the Responsibility Deal salt targets.</p> <p>The salt targets are</p>
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<p>Reducing Salt</p>		<p>0.59g/100g average and 1.0g/100g maximum. Based on procurement volumes 99% contain 1.0g/100g or less with an average of 0.12g/100g.</p> <p><b>Soups</b></p> <p>We are working with our suppliers to reduce the salt content of their soup products to meet the Responsibility Deal salt targets.</p> <p>The salt targets are 0.53g/100g across the range and 0.63g/100g Maximum. Based on procurement volumes 83% contain 0.63g/100g or less with an average of 0.54g/100g.</p> <p><b>All Cook In and Pasta Sauces</b></p> <p>We are working with our suppliers to reduce the salt content of their cook in sauces to meet the Responsibility Deal salt targets.</p> <p>The salt targets are 0.75g/100g average and 0.93g/100g maximum. Based on procurement volumes 74% contain 0.93g/100g or less with an average of 1.15g/100g.</p> <p><b>Pesto and Other Thick Sauces</b></p> <p>We are working with our suppliers to reduce the salt content of their products to meet the Responsibility Deal salt targets.</p> <p>The salt targets are 1.38g/100g average and 1.63g/100g Maximum.</p>
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		<p>Based on procurement volumes 0% contain 1.63g/100g or less with an average of 1.92g/100g.</p> <p><b>Cooking Sauces - Thick Pastes</b></p> <p>We are working with our suppliers to reduce the salt content of their products to meet the Responsibility Deal salt targets.</p> <p>The salt targets are 3.25g/100g average and 3.75g/100g maximum. Based on procurement volumes 78% contain 3.75g/100g or less with an average of 3.12g/100g.</p> <p><b>Pre Packed Sandwiches</b></p> <p>We are working with our suppliers to reduce the salt content of their products to meet the Responsibility Deal salt targets.</p> <p>The salt targets for pre packed sandwiches with high salt fillings are 0.9g/100g average and 1.5g/100g maximum. Based on procurement volumes 98% contain 1.5g/100g or less with an average of 1.03g /100g.</p> <p>The salt targets for pre packed sandwiches with low salt fillings are 0.68g/100g average and 0.88g/100g Maximum. Based on procurement volumes 100% contain 0.88g/100g or less with an average of 0.71g/100g.</p> <p><b>Stocks</b></p> <p>The Government Buying Standard for stocks is 0.6g/100g maximum. Based</p>
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		<p>on procurement volume 100% of stocks meet. Please note the Responsibility Deal 2017 salt target for stocks is higher at 0.75g/100g average and 0.95g/100g maximum.</p> <p><b>Ready Meals</b></p> <p>The salt targets are 0.63g/100g average and 0.95g/100g maximum. Based on procurement volumes 100% of the ready meals meet the target with an average of 0.57g.</p>
Increasing Fruit and Vegetable Consumption	At least 50% of the volume of desserts available is based on fruit – which can be fresh, canned in fruit juice, dried or frozen	<p>42% of desserts contain 1 portion of 5 a day</p> <p>22% of desserts are 50% fruit</p> <p>82% of desserts contain some fruit</p>
	A portion of fruit is cheaper than a portion of hot or cold dessert.	Fruit is always cheaper than hot and cold desserts
	Meal deals include a starchy carbohydrate, vegetables and 1 portion of fruit.	All of our meal deals have fruit as an option
Reducing Saturated Fat	<p>Meat and meat products, biscuits, cakes and pastries (procured by volume) are lower in saturated fat where available.</p> <p>At least 50% of hard yellow cheese has a maximum total fat content of 25g/100g</p> <p>At least 75% of ready meals contain less than 6g saturated fat per portion</p> <p>At least 75% of milk is reduced fat</p> <p>At least 75% of oils and spreads are based on unsaturated fats.</p>	<p><b>Meat and Meat products, Biscuits, Cakes and Pastries</b></p> <p>Where available on the market, and meet quality standards, lower saturated fat options are sourced.</p> <p><b>Hard Cheeses</b></p> <p>27% of cheese contains less than 25g of total fat per 100g.</p> <p><b>Ready Meals</b></p> <p>Based on procurement volumes, 76% of prepared meals used contain less than 6g per portion.</p> <p><b>Milk</b></p>

		<p>Based on procurement volume in litres, 90% of milk used is semi skimmed, 1% or skimmed.</p> <p><b>Oils and Spreads</b></p> <p>Based on volume procurement, 95% of oils and spreads are based on unsaturated fats.</p> <p>NB Flora margarine portions are offered as an alternative to butter for spreading.</p>
Cereals	At least 50% of breakfast cereals (procured by volume) are higher in fibre (i.e. more than 6g/100g) and do not exceed 22.5g/100g total sugars.	<p><b>Breakfast Cereals</b></p> <p>Based on volume procurement, 87% of breakfast cereals are high in fibre and are not high in sugar.</p>
Fish	If caterers serve lunch and an evening meal, fish is provided twice a week, one of which is oily. If caterers only serve lunch or an evening meal, an oily fish is available at least once every 3 weeks.	<p>Only lunchtime meals are provided.</p> <p>Only lunchtime meals are provided.</p> <p>Oily fish is provided on 4 occasions over the 4 week menu cycle.</p> <p>Fish is provided as a main dish on 10 occasions during the 4 week menu cycle.</p>
<b>C. Resource Efficiency</b>		
Water	Tap water is visible and freely available and such provision is promoted	
	Pre-bottled water (mineral or spring) is not included in the hospitality menu.	Pre- bottled water is not included in the hospitality menu.
Reducing Landfill	Where waste management is included in the contract, facilities shall be available to staff and customers for recycling cans, bottles, cardboard and plastics.	
Food waste	<p>Catering service suppliers which will supply <b>on-site</b> catering services shall:</p> <ul style="list-style-type: none"> <li>• Take steps to minimise food waste in their</li> </ul>	We have systems in place to monitor food waste within our kitchens

	<p>on-site operations by creating a food waste minimisation plan, describing what actions they will undertake<sup>1</sup></p> <ul style="list-style-type: none"> <li>• Review and revise the actions they are taking with suitable regularity so as to continue to reduce food waste wherever possible; and</li> <li>• Feed back to clients on progress and results with suitable regularity.</li> </ul> <p>1A list of potential aspects and actions is provided in the guidance for implementing the Government Buying Standard for Food &amp; Catering. See the 'indicative checklist' in section 19:  <a href="http://sd.defra.gov.uk/documents/GBS-guidance-food.pdf">http://sd.defra.gov.uk/documents/GBS-guidance-food.pdf</a></p>	
	The contracting authority shall check whether a separate food waste collection service can be provided. If the service can be provided, while achieving value for money, then it shall meet the best practice standard.	The volumes of food waste do not warrant a separate collection from either a value for money or environmental perspective.
Energy Management	<p><b>Energy management policy (on-site catering operations)</b></p> <p>On-site catering operations shall be run in accordance with the host building's overall energy management policy.</p>	It is linked to the energy management strategy
Catering equipment	<p>The minimum mandatory Government Buying Standards for catering equipment apply as well as the duty under Article 6 of the Energy Efficiency Directive.</p> <p>Kitchen taps shall have flow rates of not less than 5l/min delivered through either automatic shut off, screw down/lever, or spray taps; and non-flow rate elements shall meet the Enhanced Capital Allowance Scheme (ECA) Water Technology List criteria</p>	Best practice Government Buying Standards for catering equipment apply.
Paper products	The minimum mandatory Government Buying Standards for paper products shall apply where relevant: e.g. kitchen paper, napkins and cardboard cups.	All of our product range in this category is 100% recycled
<b>D. Social-economic</b>		
Ethical trading	At least 50% of tea and coffee is fairly traded	59% of tea and coffee purchased is fairly traded. (Excluding infusion tea)
Inclusion of	Provide opportunity for separate contracts for supply and distribution; and advertise all food-	We operate a decoupled supply chain and have over

SMEs	related tenders to SMEs.	600 suppliers, 400 of which are SME, and a separate distribution network
Equality and diversity	The catering contractor or food supplier shall have a written equality and diversity policy to help ensure it and its sub-contractors are compliant with employment law provisions in the UK Equality Act (2010). In addition, to ensure the procuring authority meets its public sector equality duty, the contractor or food supplier shall have a policy in place as to carrying out its business, such as in terms of awarding sub-contracts or procuring goods, in a way that is fair, open and transparent.	<p>The Compass Five Stage Procurement Framework (CPF) ensures that we have a robust and defined procurement strategy in place for all products and produce that we source. This process ensures that all procurement decisions are:</p> <p><b>Factual</b> - not based on Preferences or 'what we have always done'</p> <ul style="list-style-type: none"> <li>- <b>Effective</b> – only made following business engagement</li> <li>- <b>Suitable</b> - across all categories and Sectors</li> <li>- <b>Improvement</b> - Made to continuously improve our supply base</li> <li>- <b>Beneficial</b> - For the business as a whole</li> </ul> <p>~ Suppliers found via internet search</p> <p>~ Suppliers give details on top 3 competitors.</p> <p>~ Use as many suppliers who have Capabilities in the market place.</p> <p>~ All suppliers can quote for as much or as little as they want.</p> <p>~ 100% support for SMEs in the process.</p> <p>~ Supplier list kept for next RFI, so supplier has more opportunities.</p> <p>~ If a supplier fails to move</p>

		to next step, Constructive feedback is given.
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## Best Practice Standards

Criteria	Mandatory Standard	Suppliers Assessment Regarding Criteria Progress
<b>A. Production, Processing and Distribution</b>		
Environmental production standards	<p>At least 40% of the total monetary value of primary commodity (i.e. raw ingredient) food and drink procured shall be inspected and certified to:</p> <p>Publicly available Integrated Production standards or Integrated Farm Management standards; or</p> <p>Publicly available organic standards compliant with European Council Regulation (EC) No 834/2007 on organic production and labelling of organic products.</p>	<p>In excess of 40% of the total monetary value of primary commodity (raw ingredient) food and drink procured meets this standard. Commodity groups used for this analysis –</p> <p>Meat and Poultry Fish &amp; Seafood Dairy Hot Beverages Fruit &amp; Vegetables</p> <p>In our latest analysis (April 2014 – March 2015) 48% met or exceeded the stated standards.</p>
<b>B. Nutrition</b>		
Snacks	Savoury snacks are only available in packet sizes of 30g or less.	Based on procurement volumes 17% of the savoury snack range is sold in packet sizes of 30g or less.
Confectionary	Confectionery and packet sweet snacks are in the smallest standard single serve portion size available within the market and not to exceed 250kcal	Based on procurement volume 86% of confectionary and packet sweets contain less than 250kcal per portion.
Sugar Sweetened Beverages	All sugar sweetened beverages to be no more than 330ml pack size and no more than 20% of beverages (procured by volume) may be sugar sweetened. No less than 80% of beverages (procured by volume) may be low calorie/no added sugar beverages (including fruit juice and	<p>Based on procurement volumes 8% of sugar containing drinks are served in a 330ml portion size or less.</p> <p>Based on procurement</p>

	water)	volumes, 46% of drinks range contains sugar  Based on procurement volumes 54% of drinks (including fruit juice and water) are low calorie with no added sugar
Menu analysis	Menu cycles are analysed to meet stated nutrient based standards relevant to the major population subgroup of the catering provision.	We do not currently analyse the menu cycles
Calorie and allergen labelling	Menus (for food and beverages) include calorie and allergen labelling.	Reference Intake nutrition information is provided on counter labels at point choice to help customers make informed diet decisions. This is supported with a range of health and wellbeing education displayed on Wellbeing boards in the restaurant area.  Allergen information for the 14 EU allergens is available to customers on request from the catering team.
<b>C. Resource Efficiency</b>		
Environmental Management Systems	The contractor must prove its technical and professional capability to perform the environmental aspects of the contract through: an environmental management system (EMS) for catering services (such as EMAS, ISO 14001 or equivalent).	We implement our internal systems which are ISOQAR accredited
Packaging waste	Packaging waste in delivering food for the catering service is minimised.  i. tertiary and secondary packaging consists of at least 70% recycled cardboard; and  ii. where other materials are used, the tertiary packaging must either be reusable or all materials contain some recycled content.	We are continually working with our suppliers and distributor to minimise packaging waste.  All of our main supplier's corrugated packaging is constructed from typically 65%, and in some instances 100%, recycled material. All their cases are 100% biodegradable and can be recycled
Food Waste	The food waste minimisation plan includes actions	We currently have a food waste reduction plan and

	<p>and estimated quantifiable reductions.</p> <p>The supplier ensures that appropriate training is given to staff to ensure best practice in terms of food waste minimisation.</p> <p>Surplus food that is fit for consumption is distributed for consumption rather than sent for disposal as waste e.g. gifted to charities / food banks.</p>	<p>monitoring system in order to monitor the waste within our units</p>
Energy efficiency	<p>The on-site catering operation is run in accordance with the Carbon Trust food preparation and sector guide (CTV035).</p>	<p>The on-site catering operation is run in accordance with the Carbon Trust food preparation and sector guide (CTV035).</p>
Waste minimisation	<p>Food and drink to be consumed in restaurants and canteens must be served using cutlery, glassware, and crockery which are reusable and washable.</p>	<p>All of our units have reusable and washable cutlery, glassware and crockery. However, there is a requirement to provide consumables for a take-away service.</p>
Catering equipment	<p>The best practice Government Buying Standards for catering equipment apply where relevant:</p> <ul style="list-style-type: none"> <li>o Domestic Dishwashers</li> <li>o Commercial cooking equipment, including ovens, fryers and steam cookers</li> <li>o Domestic fridge freezers</li> </ul>	<p>Best practice Government Buying Standards for catering equipment apply.</p>
Paper products	<p>Disposable paper products (e.g. napkins, kitchen tissue, take-away food containers) meet the requirements of the EU Ecolabel, or equivalent.</p>	<p>We have received data on Eco-Label and we are currently working with our suppliers to ensure that all of our paper products meet this standard. Currently 98% of our paper products have achieved Ecolabel certificates.</p>
<b>D. Social-economic</b>		
Ethical trading	<p>All tea, coffee, cocoa and bananas are certified as fairly traded</p>	<p>100% of Cocoa is Fairly Traded</p> <p>91% of Tea is Fairly Traded</p>

		<p>54% of Coffee is Fairly Traded</p> <p>All of our Bananas are fair-trade.</p>
	<p>Where food is sourced from states that have not ratified the International Labour Organization Declaration on Fundamental Principles and Rights at Work (1998), or are not covered by the OECD Guidelines for Multinational Enterprise, the supplier of catering and food services shall carry out due diligence against ILO Declaration on Fundamental Principles and Rights at Work (1998).</p> <p>Risk based audits have been conducted against social / ethical supply chain standards e.g. SA8000 compliance, audit evidence for Ethical Trade Initiative (ETI) Base Code compliance, or equivalent.</p> <p>Working with suppliers to improve conditions through pro-active, direct engagement programmes</p>	<p>As part of our supplier assurance process and global Procurement Policy, we require that our suppliers comply with the principles of the ETI Base Code</p>
	<p>Dairy products meet the Voluntary Code of Practice on Best Practice on Contractual Relationships: <a href="http://www.dairyuk.org/2014-04-23-11-00-42/vcop-home">http://www.dairyuk.org/2014-04-23-11-00-42/vcop-home</a>.</p> <p>Measures are taken to ensure fair dealing with farmers through, for example, the guidance contained in the Groceries Supply Code of Practice: <a href="https://www.gov.uk/government/publications/groceries-supply-code-of-practice/groceries-supply-code-of-practice">https://www.gov.uk/government/publications/groceries-supply-code-of-practice/groceries-supply-code-of-practice</a></p>	<p>The Code is voluntary; we haven't signed up to it however we do take measures to ensure fair dealing with farmers and meet the aspirations of the code.</p>
Inclusion of SMEs	<p>i) Contracts are broken into "lots" to facilitate bids from small producers;</p> <p>ii) Contract documents are simplified, with a degree of standardisation. Requirements are clearly stated, up front;</p> <p>iii) Contract lengths are geared to achieve the best combination of price and product;</p> <p>iv) Longer-term contracts are offered to provide stability;</p> <p>v) Tenders are widely advertised;</p> <p>vi) Potential bidders are advised on how to tender for contracts;</p>	<p>We offer all prospective suppliers to our business the opportunity to compete for as much or as little of the portfolio as they desire. We believe that the ability to split contracts down into lots allows us to engage with a wider selection of suppliers and sub-contractors who enable us to meet the needs of our clients. Breaking contracts down into lots in this way allows us to achieve a combination of best price</p>

	<p>vii) Projects to help small producers do business are undertaken;</p> <p>viii) Social enterprises are encouraged to compete for contracts;</p> <p>ix) Small producers and suppliers are made aware of sub-contractors/suppliers, so that they know who to do business with;</p> <p>x) Competition on quality rather than brand</p> <p><b>Fair treatment of suppliers</b></p> <p>xi) Suppliers of food and catering services provide fair and prompt payment terms for their supply chain e.g. 30 days maximum.</p> <p>xii) Length of contracts and notice period are agreed fairly with suppliers.</p>	<p>and product on a longer-term basis, while also providing stability and security to our suppliers and producers. To ensure that our sourcing activity is guided by quality and not driven by brand power, we follow a procurement frame work which is designed to allow us to meet the following criteria: Price, capability, Financial stability,</p> <p>Reputation in the marketplace, Capacity, Innovation and Continuous improvement plans</p> <p>For successful suppliers, we ensure that the contract documents are simplified, with a degree of standardisation and our requirements are clearly stated during the earliest stages of the procurement process.</p> <p>Compass Group UK &amp; Ireland aims to act responsibly and professionally in all its commercial activities and in its relationships with its suppliers and customers. As a large organisation we understand and value the crucial role that SMEs play in our success. We understand the importance of prompt payment terms to the SMEs we work with and in response Compass Group UK &amp; I Ltd has been signed up to the Government's Prompt Payment Code since February 2013 (<a href="http://www.promptpaymentcode.org.uk/">http://www.promptpaymentcode.org.uk/</a>) Our standard contracted payment terms are 30 days following the month</p>
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