

Government Buying Standards: DWP response 2015 to 2016

Contents

Contents.....	1
GGC 4 Reporting Questions and response form, 2015-16.....	2
Q1. Sustainable Procurement: General	2
Q2. Sustainable Procurement: Identifying Supply Chain Impacts	2
Q3. Compliance with Government Buying Standards: Office ICT Equipment	3
Q4. Compliance with Government Buying Standards: Paper products	3
Q5. Compliance with Government Buying Standards: Furniture	3
Q6. Compliance with Government Buying Standards: Food and catering services	4
Q7. Compliance with Government Buying Standards: Transport (vehicles).....	4
Q8. Compliance with GBS for Construction, including Sustainable Timber Policy	4
Q9. Additional information	6
GGC 4 (Sustainable Procurement) Reporting Template 2015-16	7
Q1. Sustainable Procurement: General	7
Q2. Sustainable Procurement: Supply Chain Impacts.....	8
Q3-7. Compliance with Government Buying Standards: Office ICT Equipment; Paper; Furniture; Food; Transport	8
Q8. Compliance with GBS for Construction (holistic) including Sustainable Timber Policy	9
Q9. Additional information	10
Catering Statement	11
Mandatory Standards	11
Best Practice Standards	29

GGC 4 Reporting Questions and response form, 2015-16

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);

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

Q2. Sustainable Procurement: Identifying Supply Chain Impacts

- a) Please give details of any arrangements put in place in 2015-16 by your organisation to facilitate monitoring of supply chain impacts (for example the adoption of the CAESER methodology).
- b) Please provide summary information on departmental performance against the common GGC supply chain impact KPIs:
- c) With the benefit of the data collected through Sid4Gov for 2013-14, 2014-15 and 2015-16 (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 CO₂e)

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

KPI 4 Total annual volume of water used by key suppliers (m³)

"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; "Scope 3" 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 2015-16?**
- 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 2015-16?
 - ii) What is the total value of other paper products purchased by or on behalf of your organisation in 2015-16?
- 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 2015-16?**
- 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) 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 2015-16?**
- b) What is the total value of those food and catering services purchased in 2015-16 that met or exceeded the mandatory GBS level?**
- c) Please outline what steps have been 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 2015-16?**
- 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 2015-16 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 2015-16, 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 2015-16, 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; BREEAM "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.**

Department for Work and Pensions

GGC 4 (Sustainable Procurement) Reporting Template 2015-16

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 was updated last year 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 the governments percentage targets for procurement expenditure being with Small and Medium-Sized Enterprises. 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. We are currently revising the templates to build in the 'Growth through Procurement' and 'Life Chances' agendas.

Q2. Sustainable Procurement: Supply Chain Impacts

A2(a) DWP have made limited progress during 15/16 on supply chain impacts. We continue to support DEFRA and Cabinet Office to publicise the SID4GOV platform which is a tool for collating environmental impacts. We are actively progressing the governments 'Growth through Procurement' and 'Life Chances' agendas, which aim to support disadvantaged groups through skills development and sustained employment within our prime suppliers own workforce and that of their subcontractors in preparation for a launch in the 2016/17 tax year.

A2(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	NA	NA
KPI 2 : Total annual scope 1, scope 2 and scope 3 supplier emissions (Mt CO2e)	NA	
KPI 3: Total annual amount of waste generated by key suppliers (Mt)	NA	
KPI 4: Total annual volume of water used by key suppliers (m ³)	NA	

A2(c) N/A

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

		a) Total value of these products/ services purchased in 2015-16	b) Total value of products/ services purchased in 2015-16 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)
A3.	Office IT equipment	£6,658,724	£6,658,724 (100%)	<i>In 2015/16, all equipment leased or purchased adhered to the required standards.</i> <i>Does not include Xerox ICT as the devices are owned by Xerox and DWP pay for the Sustainable Print Service through a 'click charge' (price per image).</i>
A4.	i) Print Paper	£ 1,467,034	£ 1,467,034 (100%)	<i>Copier paper and Graphic paper spend is fully compliant.</i> <i>392,537,500 sheets 1,844 Tonnes (estimated)</i>
	ii) Other Paper Products	£4,778,196	£3,979,845 (83% Compliant)	<i>Other Paper includes :-</i> <u>Value of Services</u> <i>£3,674,981 – Printed Materials, Reprographics etc £1,103,215 – Tissue</i>

				<u>GBS Compliant</u> £3,030,107(82%)– Printed Materials, Reprographics etc £949,738 (86%)– Tissue
A5.	Furniture	£879,281 (net)	£879,281 (net) (100%)	All existing FF&E is repaired, reused or refurbished before supply of new furniture is permitted in accordance with the terms of the PRIME contract. DWP do therefore not have the need to make use of GPU.
A6.	Food / Catering services	£3,934,725	We estimate that the total value of food that meets or exceeds the mandatory GBS is £2,455,000. (See notes) (62%)	Compass Group actively supports the work of the Roundtable on Sustainable Palm Oil (RSPO), having been a member since 2010, and actively encourages our suppliers to do likewise. A number of our major suppliers, including Unilever, Nestle and Mars already only supply products that use sustainable and traceable Palm Oil and the remainder have confirmed their ability to be able to meet the requirements within the timescale. Additionally we now only use Rapeseed Oil, which contains no Palm Oil, for cooking across the contract.
A7.	Transport (vehicles)	£188,733	£188,733 (100%)	Only 15 Vehicles this year

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

	A8(a)		A8(b)		A8(c)	A8(d)
	Total number of contracts 2015-16	Total costs 2015-16	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.	0	0	0	0	0	0
Notes / Comments	No such contracts undertaken in 2015/16 – Nil Return					

Q9. Additional information

A9 (a) *Nil*

A9 (b) *Nil*

Catering Statement

Mandatory Standards

Criteria (A)	MANDATORY STANDARDS (B)	Suppliers Assessment regarding progress against each criteria (C)
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. 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>	<p>Criteria met.</p> <p>All of our supplier contracts state that all suppliers must meet all UK legislative standards. We use NSF International to independently audit our supply chain.</p>

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.*</p> <p>*Traceability and labeling 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, swinemeat and poultry will come into force in 2015. See here for details.</p> <p>http://multimedia.food.gov.uk/multimedia/pdfs/originlabellingguid0909.pdf</p>	<p>Criteria met.</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	<p>The catering contractor or supplier must have systems in place to enable it to check and ensure authenticity of products.</p>	<p>Criteria met.</p> <p>Authenticity checks are conducted during these audits by UKAS accredited auditing company NSF. All suppliers are GFSI or NSF audited. Additionally we conduct random DNA testing monthly via Eurofins testing laboratory</p>
Origin of meat and dairy	<p>In line with the industry principles on country of origin information*, 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 practicable, then at minimum the information must be available and be provided on request to the procuring authority or end consumer.</p> <p>*</p> <p>http://www.fdf.org.uk/publicgeneral/principles_on_country_of_origin_information.pdf</p>	<p>Criteria met.</p> <p>Country of origin information is available to our unit staff via our e-ordering system and on the Source our recipe and menu planning tool.</p>

<p>Animal welfare</p>	<p>All food served must be produced in a way that meets UK legislative standards for animal welfare, or equivalent standards. Please refer to: https://www.gov.uk/animal-welfare</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>	<p>Criteria met</p> <p>All of our supplier contracts state that all suppliers must meet all UK legislative standards</p>
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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.	Criteria met. We 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. All of our fresh eggs are British Lion marked
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<p>Higher environmental Production standards</p>	<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"> - natural habitats & biodiversity; - prevention and control of pollution; - energy, water and waste; - management of soils, landscape and watercourses; <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>Criteria met</p> <p>More than 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 & Seafood</p> <p>Dairy</p> <p>Fruit & Vegetables</p> <p>Analysis for the year April 2015 – March 2016 44% met or exceeded the stated standards.</p>
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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*.</p> <p>*Support and advice on procuring sustainable palm oil is available from http://www.cpet.org.uk / (e-mail cpet@efeca.com, telephone 01305 236 100).</p>	Criteria met
Fish	<p>All fish* 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 Society ‘fish to avoid’).</p> <p>*Fish includes all fish including where it is an ingredient in a composite product.</p>	<p>Criteria met</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> <p>We do not source any fish from the ‘Fish to avoid’ list</p>
Seasonal produce	<p>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.</p>	<p>Criteria met</p> <p>Our current menus are designed to reflect in-season products and we put seasonality messages on our information boards.</p> <p>Criteria met</p>
Reducing Salt	<p>Vegetables and boiled starchy foods such as rice, pasta and potatoes, are cooked without salt.</p>	<p>Criteria met</p> <p>Salt is not added as an ingredient to the preparation of food and all recipes used have salt removed.</p>

	<p>Salt is not available on tables.</p> <p>At least 50% 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).</p>	<p>Criteria met</p> <p>Criteria not met as targets are 2017 and we are still working with our suppliers to meet the requirements. Details of categories are:</p> <p>Bacon</p> <p>The salt target is 2.88g/100g average. Currently based on procurement volumes the average is 3.45g/100g.</p> <p>Sausages</p> <p>The salt target is 1.13g/100g average and 1.38g/100g maximum. Based on procurement volumes 20% contain 1.38g/100g or less with an average of 1.43g/100g.</p> <p>Cooked Sausage and Sausage Meat Products</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</p>
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		<p>1.55g/100g.</p> <p>Ham and Other Cured Meats</p> <p>The salt target is 1.63g/100g average. Based on procurement volumes the average is currently 2.23g/100g.</p> <p>Cooked Uncured Meat</p> <p>The salt target is 1.35g/100g maximum. Based on procurement volumes 95% of the range meets the target (an average of 0.81g/100g).</p> <p>Burgers and Grillsteaks</p> <p>The salt target is 0.75g/100g average and 0.88g/100g maximum. Based on procurement volumes 39% contain 0.88g/100g or less with an average of 0.91g/100g</p> <p>Pork Pies and Sausage Rolls</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 sourced.</p> <p>Cornish and Meat Based Pasties</p> <p>The salt target is 0.9g/100g average and</p>
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		<p>1.0g/100g maximum. Based on procurement volumes 95% contain 1.0g/100g or less with an average of 0.86g/100g.</p> <p>Other Meat Based Pastry</p> <p>The salt target is 0.68g/100g average and 0.75g/100g maximum. Based on procurement volumes 26% contain 0.75g/100g or less with an average of 0.98g/100g</p> <p>Fresh Frankfurters</p> <p>During the period analysed, no fresh Frankfurters were sourced.</p> <p>Canned Frankfurters</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>Bread and Rolls</p> <p>The salt target is 0.9g/100g average and 1.13g/100g maximum. Based on procurement volumes 95% contain</p>
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		<p>1.13g/100g or less with an average of 0.91g/100g</p> <p>Bread and Rolls with Additions During the period analysed, no Bread and Rolls with Additions were sourced.</p> <p>Morning Goods- Yeast Raised The salt targets are 0.73g/100g average and 0.88g/100g maximum. Based on procurement volumes 57% of the morning goods range contains 0.88g/100g or less with an average of 0.81g/100g.</p> <p>Morning Goods- Powder Raised 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>Breakfast Cereals The salt targets are 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>Soups The salt targets are 0.53g/100g across the</p>
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		<p>range and 0.63g/100g Maximum. Based on procurement volumes 89% contain 0.63g/100g or less with an average of 0.54g/100g.</p> <p>All Cook In and Pasta Sauces</p> <p>The salt targets are 0.75g/100g average and 0.93g/100g maximum. Based on procurement volumes 84% contain 0.93g/100g or less with an average of 1.15g/100g.</p> <p>Pesto and Other Thick Sauces</p> <p>The salt targets are 1.38g/100g average and 1.63g/100g Maximum. Based on procurement volumes 20% contain 1.63g/100g or less with an average of 1.92g/100g.</p> <p>Cooking Sauces - Thick Pastes</p> <p>The salt targets are 3.25g/100g average and 3.75g/100g maximum. Based on procurement volumes 88% contain 3.75g/100g or less with an average of 3.12g/100g.</p> <p>Pre Packed Sandwiches</p> <p>The salt targets for pre packed sandwiches</p>
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		<p>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>Stocks The Government Buying Standard for stocks is 0.6g/100g maximum. Based 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>Ready Meals 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>
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<p>Increasing Fruit and Vegetable Consumption</p>	<p>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> <p>A portion of fruit is cheaper than a portion of hot or cold dessert.</p> <p>Meal deals include a starchy carbohydrate, vegetables and 1 portion of fruit.</p>	<p>Criteria met</p> <p>Over the last 12 months over 75% of desserts contain fruit.</p> <p>A portion of fruits is always cheaper than a hot or cold dessert</p>
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<p>Reducing Saturated Fat</p>	<p>Meat and meat products, biscuits, cakes and pastries (procured by volume) are lower in saturated fat where available. At least 50% of hard yellow cheese has a maximum total fat content of 25g/100g; at least 75% of ready meals contain less than 6g saturated fat per portion; at least 75% of milk is reduced fat; and at least 75% of oils and spreads are based on unsaturated fats.</p>	<p>Criteria met</p> <p>Meat and Meat products, Biscuits, Cakes and Pastries Where available on the market, and meet quality standards, lower saturated fat options are sourced.</p> <p>Hard Cheeses 50% of cheese contains less than 25g of total fat per 100g.</p> <p>Ready Meals Based on procurement volumes, 76% of prepared meals used contain less than 6g per portion.</p> <p>Milk Based on procurement volume in litres, 90% of milk used is semi skimmed, 1% or skimmed.</p> <p>Oils and Spreads Based on volume procurement, 95% of oils and spreads are based on unsaturated fats.</p>
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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.	Criteria met 87% of breakfast cereals are high in fibre and are not high in sugar.
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.	Criteria met Only lunchtime meals are provided. Oily fish is provided on 4 occasions over the 4 week menu cycle.
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.	Criteria met
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.	All waste is managed in accordance with the PRIME contract. Criteria met

<p>Food waste</p>	<p>Food and catering supplier with off-site meal preparation operations shall provide evidence of a systematic approach to managing and minimising the impacts of waste throughout their direct operations i.e. those operations over which they have direct financial and/or operational control. This shall include evidence of a continual improvement cycle of objective setting, measurement, analysis, review and the implementation of improvements actions.</p> <p>Catering service suppliers which will supply on-site catering services shall:</p> <p>Take steps to minimise food waste in their on- site operations by creating a food waste minimisation plan, describing what actions they will undertake*</p> <p>Review and revise the actions they are taking with suitable regularity so as to continue to reduce food waste wherever possible; and</p> <p>Feed back to clients on progress and results with suitable regularity.</p> <p>*A list of potential aspects and actions is provided in the guidance for implementing the Government Buying Standard for Food & Catering. See the 'indicative checklist' in section 19: http://sd.defra.gov.uk/documents/GBS-guidance-food.pdf</p> <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.</p>	<p>Criteria met</p> <p>We have systems in place to monitor food waste within our kitchens through production planning and post production reporting.</p>
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Energy Management	Energy management policy (on-site catering operations) On-site catering operations shall be run in accordance with the host building's overall energy management policy.	Criteria met We follow on-site policies
Catering equipment	The minimum mandatory Government Buying Standards for catering equipment apply as well as the duty under Article 6 of the Energy Efficiency Directive. 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.	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.	Criteria met All of our paper products are 100% recycled
Ethical trading	At least 50% of tea and coffee is fairly traded	Criteria met 57% of tea and coffee purchased is fairly traded. (Excluding infusion tea)
Inclusion of SMEs	Provide opportunity for separate contracts for supply and distribution; and advertise all food-related tenders to SMEs.	Criteria met We operate a decoupled supply chain and have over 600 suppliers, 400 of which are SME, and a separate distribution network. SME's are include within our tender advert distribution

<p>Equality and diversity</p>	<p>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>	<p>Criteria met. 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>Factual - not based on Preferences or 'what we have always done' Effective – only made following business engagement Suitable - across all categories and Sectors Improvement - Made to continuously improve our supply base Beneficial - For the business as a whole</p> <ul style="list-style-type: none"> - Suppliers found via internet search - Suppliers give details on top 3 competitors. - Use as many suppliers who have Capabilities in the market place. - All suppliers can quote for as much or as little as they want. - 100% support for SMEs in the process. - Supplier list kept for next RFI, so supplier has more opportunities. - If a supplier fails to move to next step, Constructive feedback is given.
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Best Practice Standards

Criteria (A)	BEST PRACTICE (B)	Suppliers Assessment regarding progress against each criteria (C)
Environmental production standards	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: Publicly available Integrated Production standards or Integrated Farm Management standards; or Publicly available organic standards compliant with European Council Regulation (EC) No 834/2007 on organic production and labeling of organic products.	Criteria met Analysis for the year April 2015 – March 2016 44% met or exceeded the stated standards.
Snacks	Savoury snacks are only available in packet sizes of 30g or less.	Criteria not met Only 20% of the savoury snack range is sold in packet sizes of 30g or less.
Confectionery	Confectionery and packet sweet snacks are in the smallest standard single serve portion size available within the market and not to exceed 250kcal.	Criteria not met 86% of confectionery and packet sweets contain less than 250kcal per portion and not all are the smallest single portion size
Sugar Sweetened Beverages	All sugar containing drinks are available in no more than a 330ml portion size and no more than 20% of beverages (procured by volume) may be sugar sweetened beverages including fruit juices (excluding hot drinks).	Criteria not met Based on procurement volumes 15% of sugar containing drinks are served in a 330ml portion size or less and 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.	Criteria not met Individual menus are not analysed
Calorie and allergen labeling	Menus (for food and beverages) include calorie and allergen labeling.	Criteria met 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.
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).	Criteria met 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.	All of our main supplier's corrugated packaging is constructed from typically 65% - 70%, and in some instances 100%, recycled material. All of their cases are 100% biodegradable and can be recycled We are continually working with our suppliers and distributor to minimise packaging waste.

Food waste	The food waste minimisation plan includes actions and estimated quantifiable reductions. The supplier ensures that appropriate training is given to staff to ensure best practice in terms of food waste minimisation. 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.	We currently have a food waste reduction plan and monitoring system in order to monitor the waste within our units. We do not distribute any surplus food.
Energy efficiency	The on-site catering operation is run in accordance with the Carbon Trust food preparation and sector guide (CTV035).	The on-site catering operation is run in accordance with the Carbon Trust food preparation and sector guide (CTV035).
Waste minimisation	Food and drink to be consumed in restaurants and canteens must be served using cutlery, glassware, and crockery which are reusable and washable.	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.
Catering equipment	The best practice Government Buying Standards for catering equipment apply where relevant: <ul style="list-style-type: none"> o Domestic Dishwashers o Commercial cooking equipment, including ovens, fryers and steam cookers o Domestic fridge freezers 	Best practice Government Buying Standards for catering equipment apply
Paper products	Disposable paper products (e.g. napkins, kitchen tissue, take-away food containers) meet the requirements of the EU Ecolabel, or equivalent.	Currently 98% of our paper products have achieved Ecolabel certificates.
Ethical trading	All tea, coffee, cocoa and bananas are certified as fairly traded.	57% of tea and coffee is fair traded 100% of bananas and cocoa is fair traded

	<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>Dairy products meet the Voluntary Code of Practice on Best Practice on Contractual Relationships: http://www.dairyuk.org/2014-04-23-11-00-42/vcop-home.</p> <p>Measures are taken to ensure fair dealing with farmers through, for example, the guidance contained in the Groceries Supply Code of Practice: https://www.gov.uk/government/publications/groceries-supply-code-of-practice/groceries-supply-code-of-practice</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>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>
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<p>Inclusion of SMEs</p>	<ul style="list-style-type: none"> i) Contracts are broken into “lots” to facilitate bids from small producers; ii) Contract documents are simplified, with a degree of standardisation. Requirements are clearly stated, up front; iii) Contract lengths are geared to achieve the best combination of price and product; iv) Longer-term contracts are offered to provide stability; v) Tenders are widely advertised; vi) Potential bidders are advised on how to tender for contracts; vii) Projects to help small producers do business are undertaken; viii) Social enterprises are encouraged to compete for contracts; ix) Small producers and suppliers are made aware of sub-contractors/suppliers, so that they know who to do business with; x) Competition on quality rather than brand <p>Fair treatment of suppliers</p> <ul style="list-style-type: none"> xi) Suppliers of food and catering services provide fair and prompt payment terms for their supply chain e.g. 30 days maximum. xii) Length of contracts and notice period are agreed fairly with suppliers. 	<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 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, 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 & Ireland aims to act responsibly and professionally in all its</p>
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