

Government Buying Standards: DWP position for 2013 to 2014

GGC 4 reporting questions and response form 2013-14

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);*
- *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 2013-14 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.**
- All departments should use the data to set their own departmental baselines over 2013-14 and their ambition for 2014-15. Please state how you intend to use this data, including setting ambitions for future reporting years.**

- *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 Office's 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 2013-14?**
- 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 2013-14?**
 - ii) What is the total value of other paper products purchased by or on behalf of your organisation in 2013-14?**
- 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. 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 2013-14?**
- 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, to be 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. The current GBS is available at: <http://sd.defra.gov.uk/advice/public/buying/products/furniture/>

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 2013-14?
- b) What is the total value of those food and catering services purchased in 2013-14 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 2013-14?
- 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 2013-14 and what were the total project costs?

- b) How many of the contracts at 8(a) were specified at the GBS mandatory level or above and what was the total value of these contracts.
- c) In respect of (i) new build and (ii) major refurbishment projects contracts let in 2013/14, how many of these contracts 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 2013/14, in how many 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.**

GGC 4 (Sustainable Procurement) Reporting Template 2013-14

DWP RESPONSE

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 no progress during 13/14 on supply chain impacts due to the delay 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) are introducing a data collection platform called SID4GOV which has been developed by NQC. This will provide a single platform to which all Government suppliers can submit information, which will subsequently be made available to all government departments. Collection will be done on a quarterly basis and it is expected that a full set of data should be available for the reporting year 2014/15.

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	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 ³)	N/A	

A2(c) [Insert narrative response (guideline 500 words)] N/A

Qs 3-7. Compliance with Government Buying Standards: Office ICT Equipment; Paper; Furniture; Food; Transport

		a) Total value of these products/ services purchased in 2013-14	b) Total value of products/ services purchased in 2013-14 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	£13.9m	£13.9m	<p>In 2013/14 DWP leased the following:</p> <p>Desktop Computers (thick client) 110,002</p> <p>Laptop Computers 12,213</p> <p>Workstations (thin client) 22,160</p> <p>Printers and Scanners 5,577</p> <p>Laser MFD's 5,484</p> <p>Laser Printers 2,922</p> <p>Computer Monitors 21,767</p> <p>CIAD Monitors 2,317</p> <p>CIAD printers</p> <p>The printers to not incur a direct charge but a charge for usage.</p> <p><u>With regards redundant equipment we reused and recycled (recycled figures in brackets) externally:</u></p> <p>Desktop Computers 3700 (729)</p> <p>Laptop Computers 810 (138)</p> <p>Workstations 2 (11)</p> <p>Inkjet MFD's 2 (1)</p> <p>Inkjet Printers 227 (31)</p> <p>Laser MFD's 0 (0)</p> <p>Laser Printers 40 (92)</p>
A4.	i) Print Paper	£2,104,046	£2,104,046	Copying paper and Graphic paper spend is fully compliant.
	ii) Other Paper Products	£6,102,269	£5,161,571	The spend for 'other' paper products is approximately 85% compliant with £5,161,571 of the total £6,102,269 meeting the

				GBS.
A5.	Furniture	£553,192	£553,192	<i>Telereal Trillium are aware of the GPU but do not use it as they have their own supply chain in place. With regards recycling and reuse their service partner Amaryllis have an excellent record in respect of both aspects and have again confirmed (following on from last year) that the only element of DWP's furniture which cannot be reused or recycled and therefore goes to landfill are the seat pads from chairs. The position is the same as the past two years returns in that less than 3% is sent to landfill. Both Telereal Trillium and Amaryllis are committed to meeting the GBS in every aspect of the procurement of furniture.</i>
A6.	Food / Catering services	£3,146,228	£1,850,000 (estimated)	<i>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.</i>
A7.	Transport (vehicles)	£5,305,723	£5,305,723	<i>The number of vehicles leased during 2013/14 for either part year or full year is 1260. All vehicles are fully compliant.</i>

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

	A8(a)		A8(b)		A8(c)	A8(d)
	Total number of contracts 2013-14	Total costs 2013-14	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.	3	£3,473,672	3	£3,473,672	3	3
Notes / Comments	<p><i>Timber Scheme & Certificate numbers for two projects can be checked on info.fsc.org/certificate.php. Telereal Trillium are waiting certificate numbers for the final project however they do confirm that the contractor is FSC and Timber Trade federation accredited.</i></p>					

Q9. Additional information

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

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

Catering and food compliance statement

Mandatory Standards

(a)	(b)	(c)
Criteria	Mandatory Standard	Suppliers Assessment regarding progress against each criteria
Animal Welfare	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	All Eggs provided are British Lion marked and to not come from systems that use conventional cages
Seasonal Produce	Where fresh produce is used, menus are designed to reflect in-season* produce and in-season produce is highlighted on menus.	Our menus are designed to reflect in-season products and we put seasonality messages on our information boards and provide various marketing information.
Animal welfare (pigs)	Where buying pork and pork products compliant with UK standards, as set out in the <i>Welfare of Farmed Animals Regulations 2007*</i> or equivalent, would lead to an overall increase in costs for the authority, all pork and pork products are to be sourced at minimum from pig production systems	All pork and pork products are sourced at minimum from pig production systems that comply with EU requirements.

	that comply with EU requirements.	
Fish	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').	55% of Fish purchased is MCS 1-2 rating or MSC certified. We do not purchase any Fish that is on the MCS 'Fish to Avoid' list.
Fish	If caterers serve lunch and an evening meal, fish is provided twice a week, one of which is oily. If caterers serve only lunch or an evening meal, an oily fish is available at least once every 3 weeks.	Only lunchtime meal is provided. Oily fish is provided at least once every three weeks. Within the four week menu cycle fish is provided as a main dish 18 times. Oily fish is provided 5 times with 3 portions weight over 140g. In reality it is every day through the provision of tuna in sandwiches etc.
Environmental Production Standards	At least 10%*of the total monetary value of primary commodity (i.e. raw ingredient) food and drink procured is produced to certified or assured higher level environmental standards (organic, LEAF ,or any regional or national equivalent Integrated Production certification). *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.	Currently 1% of product is Organic/LEAF, however, this volume does fluctuate based on consumer choice
Ethical Trading	At least 50% of tea and coffee are certified to be fairly traded.	Over 50% of the coffee and tea provided is fairtrade and/or

		rainforest alliance.
Water	Tap water is visible and freely available and such provision is promoted.	Mains water is provided throughout all buildings
Water	Pre-bottled water (mineral or spring) is not included in the hospitality menu	Pre-bottled water (mineral or spring) is not included in the hospitality menu
Reducing Salt	Vegetables and boiled starchy foods such as rice, pasta and potatoes are cooked without salt	Vegetables and boiled starchy foods such as rice, pasta and potatoes, are cooked without salt as standard practice. In addition, our chefs are also trained not to season food with additional salt.
Reducing Salt	Salt is not available on tables	Salt is not available on tables. Salt sachets at the restaurant till point.
Reducing Salt	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 reconstituted).	On average across all of the categories 50% of the volume of products purchased across DWP meet the Responsibility Deal salt targets
Increasing Fruit and Vegetable Consumption	At least 50% of the volume of desserts available is based on fruit – which can be, fresh, canned, dried or frozen.	On average across all of the categories 50% of the volume of products purchased across DWP meet the Responsibility Deal salt targets
Increasing Fruit and Vegetable Consumption	A portion of fruit is cheaper than a portion of hot or cold dessert.	A portion of fruit is cheaper than a portion of hot or cold dessert.
Increasing	Meal deals include a starchy	The meal deal available is a

<p>Fruit and Vegetable Consumption</p>	<p>carbohydrate, vegetables and 1 portion of fruit.</p>	<p>sandwich, piece of fruit and a bottle of water.</p> <p>Hot meals are not provided as a 'meal deal' however they do include starchy carbohydrate and vegetables as standard. Fruit is available to purchase.</p>
<p>Reducing Saturated Fat</p>	<p>Meat and meat products, biscuits, cakes and pastries (procured by volume) are lower in saturated fat where available. 50% of hard yellow cheese has a maximum total fat content of 25g/100g; 75% of ready meals contain less than 6g saturated fat per portion; 75% of milk is reduced fat; and 75% of oils and spreads are based on unsaturated fats.</p>	<p>Meat and Meat products, Biscuits, Cakes and Pastries</p> <p>Where available on the market, and meet quality standards, lower saturated fat options are sourced.</p> <p>Hard Cheeses</p> <p>100% of cheese contains less than 25g of saturated fat per 100g.</p> <p>Ready Meals</p> <p>Based on procurement volumes, 87% of prepared meals contain less than 6g per portion. This is due to cheese and mince based dishes being included in the range which are high in saturated fat by nature (e.g. macaroni cheese, lasagne, chilli con carne etc)</p>

		<p>Milk</p> <p>Based on procurement volume in litres, 94 % of milk is reduced fat.</p> <p>Oils and Spreads</p> <p>Based on volume procurement, 90% of oils and spreads are based on unsaturated fats.</p>
Cereals	At least 50% of breakfast cereals (procured by volume) are higher fibre (i.e. more than 6g/100g) and do not exceed 12.5g/ 100g added sugars.	Based on volume procurement 75% of the breakfast cereals are high in fibre and contain less than 12.5g/100g total sugars.
SME's	Provide opportunity for separate contracts for supply and distribution; and advertise all food-related tenders to SMEs.	Our current food supply system meets this criterion. Our distribution is decoupled from products and we source from approx. 500 SME's.
Reducing Landfill	There are facilities available to staff and customers for recycling cans, bottles, cardboard and plastics.	A scheme called 'Recycle It Plus' is available at all buildings, this mainly deals with paper recycling, which makes up about 80% of the waste arising. Where commercially and environmentally viable cans, bottles, cardboard and plastics recycling is offered. Currently over 60% of DWP's waste is recycled.
Food Waste	Any contractor must take steps to minimise food waste in its on-site operation (using the indicative checklist in the Specification section, below, as a guideline). Contractors should set out what they will do, and feed back to clients on progress and results.	TrimTrax is the system used by the caterer to minimise food waste. The system records food purchased by volume and provides intelligent data on production levels. Food waste is recorded against this and actively managed to the minimum.

Food Waste	The procuring authority must check whether a separate food waste collection service can be provided (see guidance on how to do so). If it can be provided, while achieving value for money, then it should seek to 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	The on-site catering operation is run in accordance with the host building's overall energy management policy.	It is linked to the energy management strategy
Catering Equipment	<p>The minimum mandatory Government Buying Standards for catering equipment apply where relevant:</p> <p>Domestic refrigerators and freezers – it meets Energy efficiency standard A and meets standards on greenhouse gases.</p> <p>Commercial refrigerators and freezers - it meets the latest Enhanced Capital Allowance criteria and meets standards on GHGs.</p> <p>Covers for refrigerated units – it meets the latest Enhanced Capital Allowance criteria</p> <p>Domestic electric ovens – it meets Energy Efficiency standard A, at varying energy efficiency indices depending on cavity size.</p> <p>Domestic dishwashers – it meets Energy Efficiency standard A, at</p>	<p>The minimum mandatory Government Buying Standards for catering equipment apply.</p> <p>All of our product range in this category is 100% recycled.</p> <p>We are working with all of our suppliers to ensure that we meet this standard before 2015</p>

	<p>varying energy efficiency indices for overall energy efficiency, drying and cleaning performance.</p> <p>Kitchen taps – 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>	
Paper Products	The minimum mandatory Government Buying Standards for paper products apply where relevant.	All of our product range in this category is 100% recycled.
Palm Oil	From 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.	We are working with all of our suppliers to ensure that we meet this standard before 2015

Best Practice Standards

(a)	(b)	(c)
Criteria	Best Practice Standard	Suppliers Assessment regarding progress against each criteria
Environmental production standards	At least 20% of primary commodity (i.e. raw ingredient) food and drink procured is produced to certified or assured higher level environmental standards (organic, LEAF or equivalent).	Currently 1% of product is Organic/LEAF, however, this volume does fluctuate based on consumer choice
Ethical trading	All tea, coffee, cocoa and bananas is	With the exception of fruit teas all of the tea is fair-trade, 53%

	certified as fairly traded.	of coffee and 90 % of cocoa provided is fairtrade or rainforest alliance. All of our Bananas are fair-trade.
Snacks	Savoury snacks are only available in packet sizes of 35g or less.	Based on volume procurement, 66% of the savoury snacks range is are 35g or less.
Snacks	Confectionery and packet sweet snacks are in the smallest standard single serve portion size available within the market.	Confectionary and packet sweets are available in the smallest standard size.
Reducing Sugar	All sugar containing drinks are available in no more than a 330ml portion size (excluding hot drinks).	Based on volume procurement: 33% of sugar containing drinks (including natural fruit sugars) are sold in a portion size less than or equal to 330mls. 40% of all drinks (sugar and non sugar containing) are sold in portion sizes less than or equal to 330mls. This has decreased from 83% in April 2012. 56% of drinks do not contain sugar (including natural fruit sugar) This has increased from 41% since the report in April 2012.
Menu analysis	Menu cycles are analysed to meet stated nutrient based standards relevant to the major population subgroup of the catering provision.	The five day, four week lunch menu cycle has been analysed against and meets the DRVS for adults aged 19-74.
Calorie and	Menus (for food and beverages)	After site training and through

allergen labelling	include calorie and allergen labelling.	<p>using a package called 'The Source', individual dish nutrition information will be provided on counter labels at point choice to help restaurant customers make informed diet decisions. This could be supported with a range of health and wellbeing education displayed on Know Your Food boards in the restaurant.</p> <p>We are working towards displaying allergen information on counter.</p>
Packaging waste	<p>Packaging waste in delivering food for the catering service is minimised so that:</p> <ul style="list-style-type: none"> 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. 	<p>We are continually working with our suppliers and distributor to minimise packaging waste.</p> <p>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.</p>
Food waste	Any contractor has a food waste minimisation plan in place, including actions and estimated quantifiable reductions, and ensures appropriate training is given to staff to ensure best practice in terms of food waste minimisation.	TrimTrax is the system used by the caterer to minimise food waste. The system records food purchased by volume and provides intelligent data on production levels. Food waste is recorded against this and actively managed to the minimum. All catering staff are trained in the use of this system.
Food Waste	An appropriately-licensed separate food waste collection service should be	The volumes of food waste do not warrant a separate collection

	procured as part of overall site waste management (with the food waste collected going either for treatment at an in-vessel composting or anaerobic digestion facility or other suitable facility (as opposed to landfill).	from either a value for money or environmental perspective.
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.	Food and drink consumed in restaurants and canteens is served using cutlery, glassware, and crockery which are reusable and washable.
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).	The FM contractor and catering perform to the environmental management system for catering services ISO 14001.
Catering equipment	The best practice Government Buying Standards for catering equipment apply where relevant: <ul style="list-style-type: none"> • Domestic Dishwashers • Commercial Cooking Equipment, including ovens, fryers and steam cookers • Domestic fridge freezers 	Best practice Government Buying Standards for catering equipment apply.
Paper products	The best practice Government Buying Standards for paper products apply where relevant: Napkins and Kitchen tissue meets the criteria of the Ecolabel	We have received data on Eco-Label and we are currently working with our suppliers to ensure that all of our paper

	or equivalent.	products meet this standard. Currently 98% of our paper products have achieved Ecolabel certificates.
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