Cardiff University
Campus Services Division (CSERV)
Catering & Bars Services
Sustainable Food Policy 2016/17

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Introduction

Campus Services Division – Catering & Bars Services recognises its responsibility to carry out its procurement activities in an environmentally and socially responsible manner. We will strive to incorporate environmental and social considerations into our product and service selection process. We recognise that it is our responsibility to encourage our suppliers and contractors to minimise the negative environmental and social effects associated with the products and services they provide. We will also strive to ensure that local and smaller suppliers are not discriminated against in the procurement process and specifications and that they are encouraged to participate in tendering opportunities.

What is Sustainable Food?

According to Sustain there is no legal definition of ‘sustainable food’, although some aspects, such as the terms ‘organic’ or ‘Fairtrade’ are clearly defined. Sustain’s working definition is that sustainable food should be produced, processed and traded in ways that:

- Contribute to thriving local economies and sustainable livelihoods – both in the UK and, in the cases of imported products, in producer countries;
- Protect the diversity of both plants and animals (and the welfare of farmed and wild species) and avoid damaging natural resources and contributing to climate change;
- Provide social benefits, such as good quality food, safe and healthy products and educational opportunities.

Campus Services Division – Catering & Bars Services aspire to, support and will work towards achieving the basis of this definition in its food production, processing, trading and related procurement activities.

Serving up Sustainability

Campus Services Division – Catering & Bars Services ethos is based on the Sustain’s model of adopting a sustainable approach to food and as such should include:

1. Using local, seasonally available ingredients as standard, to minimise energy used in food production, transport and storage.
   - Menu planning will reflect seasonality
   - Suppliers will be encouraged to buy locally to minimise road miles
   - We will promote seasonal foods to our customers

2. Purchasing food from farming systems that minimise harm to the environment and enhance animal welfare.
   - We will procure assured food standard food items such as Red Tractor products
   - We will only serve free range eggs
   - We will promote a Well Being Wednesday (weekly) in University Restaurants from March 2013

3. Excluding fish species identified as most ‘at risk’ by the Marine Conservation Society and specify fish only from sustainable sources.
4. Choosing Fairtrade-certified products for food and drinks imported from poorer countries, to ensure a fair deal for disadvantaged producers.
   - We will continue to commit to Fairtrade and maintain our Fairtrade University status as achieved in June 2007 and renewed for a further 2 years in March 2015.

5. Promoting tap water.
   - We will serve plain tap water at University functions.
   - We will ensure mains-fed, filtered plain tap water fountains are available in all Restaurants.

6. Promoting health and well-being by offering generous portions of vegetables, fruit and starchy staples like wholegrains, cutting down on salt, sugar, fats and oils and cutting out artificial additives.
   - We will promote a healthy option on the daily menu in Restaurants.
   - We will promote a healthy corner in Coffee Shops.

Menus

Catering & Bars Services aims to provide a choice of food options including healthy and sustainable food to all our students, staff, commercial clients and visitors irrespective of their dietary, cultural or religious backgrounds.
- Menus are seasonal with locally sourced products where appropriate to reduce the carbon footprint.
- Vegetarian menu options are available in all our catering units on a daily basis.
- Wherever possible Welsh products will be highlighted on menus. We also host a ‘Welcome to Wales Week’ during which all our Restaurant menus items contain Welsh ingredients and products.

Commitment

We will apply this Sustainable Food Policy to all of our catering outlets (e.g. Coffee Shops, Cyber Café, Restaurants, Staff Dining Facility and Production Kitchen) and food served for events. We will ensure this Policy is fully reflected in our catering tenders and contracts.

Communication

We will make our Sustainable Food Policy publicly available via publication on our Catering & Bars Services web pages.

Training

Recognising our responsibility as an employer, Catering & Bars Services staff will be trained in food sustainability.

Procurement

The majority of our suppliers are nominated and regulated through our memberships of TUCO (The University Caterers Organisation) and HEPCW (Higher Education Purchase Consortium Wales) as shown in the following two documents:
- TUCO Purchasing Ltd - Sustainability Policy Statement (Appendix I)
- HEPCW – Contracts / Framework Agreements (Appendix II)

Fruit and Vegetables
We will make sure all our Restaurant menus reflect the seasons in terms of their fresh fruit and vegetable content.

- Fresh fruit is available in all catering units on a daily basis and where possible seasonal fruit will always be stocked in preference to out of season fruit.
- Where possible we will build links through our suppliers to the growers of fruit and vegetables used in our catering and promote to staff our commitment to supporting these growers and their communities.

**Meat and Dairy**

- Only free-range eggs purchased from a local supplier (Shervington Farms) are used in our menus.
- Manufactured chicken products are sourced from the UK and will be Red Tractor Farm assured. There are values a purchaser can be sure of when selecting a Red Tractor product as shown in Appendix III.
- Meat is purchased from a local butcher, who has various accreditations (including: Global Standard for Food Safety Grade A; Freedom Food Scheme; Red Tractor Farm Assured) and full traceability of meat sourced from local suppliers.

**Fish**

- All fresh fish on our Restaurant menus will be sourced as ethically as possible as from March 2012. Wherever possible, allowing for regular changes, all fresh fish served will appear on the Marine Conservation Society (MSC) ‘Fish to Eat’ list which details fish species identified as being from well-managed, sustainable stocks or farms, or as being resilient to fishing pressure and are in the MCS’s opinion, the best seafood choice.
- We do not purchase tinned tuna which has been caught using purse seine nets with Fish Aggregation Devices (FADS).
- We will be included in a formal fish purchasing contract that is to be set up through TUCO and will ensure that all members purchase fresh fish as per the Marine Conservation Society ‘Fish to Eat’ requirements.

**Fairtrade**

Catering & Bars Services supports the thought that buying and promoting Fairtrade goods is a recognised way of raising living standards for farmers and primary producers in developing countries. We agree that Fairtrade University certification is an objective standard, accredited by the Fairtrade Foundation, which demonstrates that an institution is, at least in part, considering its wider social and economic impacts.

- Having achieved University Fairtrade status in June 2007 and maintained that status since then, with the most recent assessment being in March 2015, we continue to work with the Students’ Union and together remain committed to the five Fairtrade Foundation Goals which are:
  1. Fairtrade foods will be made available for sale in all campus shops and used in all cafés / restaurants / bars on campus. Where this is not possible, there is a commitment to begin to use Fairtrade foods in these establishments as soon as it becomes possible to do so.
2. Fairtrade foods (for example, coffee and tea) are served at all meetings hosted by the University and the Students’ Union. In addition, unofficial meetings are encouraged to use Fairtrade foods wherever possible.

3. The process of maintaining Fairtrade status will be co-ordinated by a Fairtrade Taskforce that will include representatives from the University, the Students’ Union and students. This group will oversee the ongoing implementation of an action plan to maintain the Fairtrade status for the University.

4. The Fairtrade Taskforce will organise the publicity for Fairtrade fortnight and other promotions of Fairtrade products on an ongoing basis to ensure awareness-raising is maintained.

5. The Fairtrade Taskforce will send a yearly report on ‘Fairtrade in the University / Students’ Union’ to the Student Council and the University Board to be forwarded to the Fairtrade Foundation in fulfilment of the requirement for maintaining Fairtrade status.

   o We undertake to continue to provide as wide a range of Fairtrade products as possible including tea, coffee, juice and confectionary.
   o Our aim is to increase the range of Fairtrade products provided on an annual basis.

**Eggs**

   o As from November 2011, we only serve free range eggs from a local supplier.

**Water**

   o We promote the use of tap water for University functions and mains-fed water fountains are available in all our Restaurants.
   o Where bottled water is purchased the carbon footprint is kept to a minimum, with the water sourced in West and mid Wales and both companies supporting their own charities, the Children's Hospital for Wales and water solutions in Africa.

**Nutrition Policy**

   o Catering & Bars Services have published a Nutrition Policy which appears on our website and which is reviewed and updated annually.
   o Our Nutrition Policy is as follows:

1. **Introduction**
   Catering & Bars Services offers a range of healthy options but customers may not be aware of which products to select from the extensive range, therefore the purpose of the Nutrition Policy is to raise awareness and actively promote healthy eating.

2. **Aims and Objectives**
   2.1 Catering & Bars Services will work with its suppliers to make gradual changes to dishes to make them healthier.
   2.2 Catering & Bars Services will adopt healthy choice criteria (Annex 1 of the Corporate Health Standard) wherever operationally possible.
   2.3 Catering outlets will actively market healthy choices.
   2.4 Healthy choices will be incorporated into vending machines.
   2.5 Catering & Bars staff will be trained to inform customers about healthy options available.
2.6 Healthy options will be presented as an option for incorporation into events and functions.

2.7 Catering & Bars Services will hold several promotional events throughout the year covering elements of the Corporate Health Standard.

3. **Monitoring and Evaluation**

The Policy will be monitored and evaluated annually and reports produced containing:

- Sales mix analysis – healthy options as % of sales – evaluated monthly from October 2011 and switching to quarterly from April 2014.
- Customer feedback from promotional events.
- Changes to menu content.
- Recommendations for improvements.

4. **Review**

The Policy will be reviewed annually by CSERV Catering & Bars Services and Senior Management Team.

**Deliveries**

- Deliveries from Catering & Bars Services suppliers are kept to a minimum and the timing of them is governed by our available storage facilities for retaining stock and the perishable nature of the individual products.
- Daily deliveries only take place where necessary e.g. from fruit and vegetable suppliers.
- Our main deliveries are scheduled as follows:
  - Fruit and Vegetables: Daily
  - Bread and Milk: Daily
  - Production Kitchen Products: Daily
  - Sandwiches and Rolls: Monday, Tuesday, Thursday, Friday
  - Butcher Products: Monday, Wednesday, Thursday
  - Eggs: Wednesday
  - Frozen Goods: Daily
  - Dry Goods: Monday, Thursday
  - Confectionery: Tuesday (Fortnightly)
  - Water: Tuesday (Fortnightly)
  - Coca Cola: Wednesday
  - Walkers Crisps: Monday
  - Cakes / Muffins: Fortnightly
  - Peters Savoury Products: Thursday
  - Celtic Foods: Monday, Thursday
  - Fresh Fish: Daily

**Recycling**

- Waste cooking oil is collected from the Restaurant kitchens and converted by a registered, specialist external supplier (Hodge Waste Oil Collection) into bio diesel.
- Food waste is collected from Restaurant kitchens by Cardiff County Council and turned into a soil conditioner. Our connected aim long term is to improve the efficiency of food production in our Restaurant kitchens and reduce our food wastage on a daily basis.
- Cardboard from delivered purchases is collected for recycling.
- Recycling bins are allocated in all the Coffee Shops to collect cans and plastic bottles.
- All food packaging used in our Production Kitchen, for sandwiches salads and fruit pots, is biodegradable.
Paper cups purchased and used for hot beverages are 95% biodegradable.

We operate a Filtafry system, in Restaurants, that micro filters cooking oil with a mobile machine which removes the carbon deposits and extends the life of the oil. While the oil is being filtered debris is cleaned out with an industrial vacuum cleaner and the fryer cleaned with a food friendly chemical. The clean oil is then returned back to the fryer. This system is used in Trevithick Restaurant kitchen and Talybont Social kitchen.

**Energy and Water**

Catering & Bars Services outlets (e.g. Coffee Shops, Cyber Café, Restaurants, Staff Dining Facility and Production Kitchen) use electricity, gas and water supplied overall to the University estate. We appreciate the key role we need to play in helping the University lower its use of electricity, gas and water wherever possible. We will critically look at how we operate our outlets, on a regular basis, to review how we use electricity, gas and water and how we might reduce that usage, encourage efficiencies and eliminate any wastage and unnecessary use. We will ensure our staff are aware of their responsibilities in helping the University and Catering & Bars Services to reduce its environmental impact and financial costs in this area.

**Alcohol**

Catering & Bars Services purchase wine from a wine and spirit merchant (Matthew Clark), which was recently accredited with ISO 14001 certification, for its environmental management systems. Throughout their procurement processes they endeavour to focus on the following environmental issues:

- Reduced material use and committed to ensuring that all relevant suppliers meet appropriate standards in terms of packaging and distributing goods and services.
- Use of print management suppliers who adhere to strict environmental standards i.e. sourcing of paper from sustainable sources, disposal of materials (ink, chemicals) through industry approved processes and the endorsement of vegetable based inks.
- Evaluation of on-site printing of items to reduce transport.
- Use of local suppliers to shorten supply chains.
- Recycling of departmental refuse, i.e. paper, envelopes, toner cartridges, mobile telephones and other consumables.
- Management and disposal of waste.

It also supports a South African Fairtrade vineyard, the wines from which are highlighted on our present wine list.

**Healthy Options Awards**

In January 2012 Catering & Bars Services achieved a gold award for Main Building Restaurant under Cardiff City Councils Healthy Options Awards. Since then we have progressed to have gold awards for all of our 4 restaurants with the most recent award being confirmed as Aberdare Hall Staff Dining Restaurant.

**Food for Life Catering Mark**

As recognition of the work done by Catering & Bars Services with regards to health, environmental, ethical and animal welfare standards, we are the first University in Wales to have achieved the Food for Life Catering Mark in bronze for our Main Building Restaurant, JHB Lounge Restaurant and Trevithick Restaurant. The award is part of a healthy and sustainable food accreditation scheme run by the Soil Association and involves annual
assessments, the last one completed in April 2014, to ensure maintenance of the strict standards.
**Action Plan**
The following is a summary of actions to be undertaken as part of the Sustainable Food Policy:

- To obtain the Good Egg Award. *(Achieved)*
- To ensure that the University’s Fairtrade status renewal is successful in January 2015. *(Achieved)*
- To ensure that mains fed, filtered, tap water is available in all restaurants. *(Ongoing)*
- To host a Welcome to Wales week. *(Achieved)*
- To make our latest Sustainable Food Policy publicly available on our Catering & Bars Services webpages. *(Ongoing)*
- To review and update and republish, on our web site, our Nutritional Policy on an annual basis. *(Republished Nov. 15th 2015)*
- To maintain Healthy Options Gold Award in all our restaurants. *(Achieved spring 2016)*
- To ensure Catering & Bars Services ability to maintain the Food for Life Charter Mark Bronze Award. *(Achieved)*
- To investigate the possibility of obtaining Food for Life Charter Mark Gold Award for 1 function menus. *(Achieved, 1 Function Menu)*
- To support the City of Cardiff in becoming the world’s first Sustainable Fish City by pledging to develop a Sustainable Fish Policy in our restaurants. *(Achieved)*
- To liaise with WRAP and set food waste targets, for our restaurants, commencing with Trevithick Restaurant. *(To be reviewed autumn 2016)*

Catering & Bars Services
Version 4 ~ June 2016
Introduction

TUCO Purchasing Ltd (TPL) is a not for profit organisation operating in the public sector catering arena. The aim is to provide a range of procurement services, compliant with legislation, which will maximise buying power whilst taking account of social and economic values and responsibilities.

Sustainable procurement can be defined as a process by which TPL can meet their needs for goods and services in a manner which benefits the organisation as well as society and the economy whilst minimising the impact on and damage to the environment.

Sustainable procurement has been embedded within our policies as we recognise that food and sundry commodity choices have potential to influence a healthy lifestyle incorporating: People, Profit and Planet (3Ps).

Improving our procurement performance is an ongoing process. All our suppliers are important partners, able to make a significant contribution to our aim of improving and developing sustainable procurement.

TPL Sustainable Procurement Objectives:

Our key objectives are to ensure:
- Compliance with environmental legislation and regulatory requirements.
- Value for money, including consideration of whole life costs.
- Framework Agreements structured and advertised to appeal to the widest possible number of suppliers.
- Appropriate quality assurance standards for food safety, animal welfare and production.
- Promote to clients, opportunities of the 3Ps.
- Promote sustainability throughout the supply chain from cradle to grave and encourage the implementation of Environmental Management Systems.
- Promote best practice by collaboration with other HE/FE purchasing consortia.

TPL’s Commitment to Sustainable Procurement

TPL will endeavour to work with its suppliers and clients to implement the 3 Ps through tendering and contract management as follows:

People
- Promote good nutrition and health to contribute to UK dietary goals.
Promote responsible drinking and alcohol awareness.
Maintain / improve food safety and quality.
Promote increased use of fresh, organic and seasonal produce.
Promote animal welfare.
Support fairly traded food and drink within legislative requirements.

Profit
Promote best value.
Consider whole life costings where possible.
Energy - reduce or use alternative sustainable methods.
Broaden participation by Small Medium Enterprises (SME’s).

Planet
Explore opportunities to Reduce, Reuse and Recycle packaging materials.
Promote more sustainable farming methods.
Encourage suppliers to improve the use and avoid the waste of natural resources through cleaner processes and technologies.
Improve water efficiency and quality.
Endeavour to reduce carbon footprint and lessen emissions to impact on climate change.

Policy Management
Key Performance Indicators will be developed together with evaluation criteria to monitor and measure our progress and mitigate adverse risk.

TPL Accountability
- Prudent use of natural resources and the minimisation of waste.
- Exploring the opportunities for reuse and recycling of materials where appropriate.
- Assisting and supporting TPL clients with sustainability issues, through training and networking at meetings.
- Encouraging the use of sustainable transport for staff and clients involved in TPL activities.

Communication
The TPL Sustainability Champion shall ensure that this policy shall form part of the tender documentation for each Framework Agreement.

This policy statement shall be readily available, to all external / internal stakeholders, on the TPL website [www.tucopurchasing.co.uk](http://www.tucopurchasing.co.uk)

The Board of Directors shall be responsible for ensuring that this policy statement is regularly reviewed to ensure corrective and preventative actions have been taken to deliver continual improvement.

Final 07 – Dec 2011
Appendix II
HEPCW (Higher Education Purchase Consortium Wales)
Contracts / Framework Agreements

Procurement

Corporate social responsibility and sustainable development can ensure a better quality of life for everyone, now and for generations to come and can assist in ensuring that the following objectives can be met:

- Social progress
- Effective protection of the environment
- Prudent use of natural resources
- The maintenance of high and stable levels of economic growth and development.

Taking sustainable development issues into account during the procurement cycle can support process of meeting the above objectives. This means looking beyond the initial price to take account of whole life costs, quality and other benefits. Questions concerning sustainability / ethical trading and how our suppliers assess and monitor their suppliers and product traceability are included within the Vendor Appraisal form and also within each individual commodity tender documents.

Catering – Overview of Contracts

HEPCW (Higher Education Purchasing Consortium Wales) Contracts/Framework agreements

Frozen Foods

Link to policies and procedures with regards to sustainability which include:

- Environmental Policy
- Corporate Social & Environmental Responsibility Strategy and commitment
- Accreditations and awards
- Policies and procedures
- Environment
- Responsible sourcing
- Health and nutrition
- Scheduled delivery days
- Full product traceability systems in place

http://www.brakesgroup.com/cser/policies-and-procedures/

Grocery

- EMS (environmental management system) ISO 14001
- Environmental Policy
- Sustainable Procurement Policy
- Full product traceability systems in place
- Supplier seeks to promote the conservation and sustainable use of natural resources and minimisation of environmental pollution in all its activities and through dialogue and partnership, to encourage others to make similar commitments.
- Eco labelled products including:
~ Fair Trade
~ Organic
~ Red Tractor
~ Farm Assured
~ Marine Stewardship Council
~ Soil Association
~ Rainforest Alliance
~ Leaf Marque
  ● Scheduled delivery days
  ● Full product traceability systems in place

**Meat & Poultry**

- Local suppliers
- Environmental Policy
- Food safety accreditations
- Ethical Trading Policy
- Farm Assured
- Full product traceability systems in place
- FSA Approval
- PGI (Protected Geographical Indication) for Welsh Lamb and Welsh Beef
- Scheduled delivery days

**Fruit & Veg**

- Local suppliers
- Food safety accreditations
- Environmental Policy
- Local products sourced where applicable
- Seasonal products used
- Full product traceability systems
- Scheduled delivery days

**Counter Top Vending**

- Fairtrade products used predominately by the University

Link to policies and procedures and information including:

- Environmental Policy
- Sustainability Policy
- Product development and sourcing
- Packaging
- Waste and recycling
- Rainforest Alliance
- Fairtrade
- The cocoa partnership
- The ethical tea partnership

[http://www.cafebar.co.uk/ethical_drinks.aspx](http://www.cafebar.co.uk/ethical_drinks.aspx)
Kitchen Chemicals – TUCO Contract (The University Catering Officers)

Link to policies including:
- Sustainability
- Social accountability
- Quality and safety
- ISO9001, ISO14001 and OHSAS 18001

In order to proactively reduce their carbon footprint, Arrow have signed a contract to work in partnership with the National Forest. They have sponsored a new five-year development on a 38-hectare site that will see a total of 42,000 planted by 2015. It should be noted that Arrow do not support product testing on animals and do not carry out or commission any such tests on their own branded products, or the ingredients they contain.

Appendix III
Reasons to Choose Red Tractor

Taking you behind the label, these are the values you can be sure of every time you buy a Red Tractor product.

1. **Food Safety**
   Hygiene’s important at home, so why shouldn’t it be for farmers and food companies too? Our food safety standards ensure cleanliness and hygiene all the way from the farms to pack.

2. **Animal Welfare**
   When you choose Red Tractor, you’re choosing high animal welfare standards. Our veterinary and food industry experts are constantly refining these standards to promote the health and welfare of animals in farming.

3. **Protecting the Environment**
   Farmers look after around 75% of the land area of the UK, so their work can have a big impact on the landscape. Red Tractor standards include responsible farming methods, so when you’re buying Red Tractor food it means you’re playing a part too.

4. **Food Origin**
   ‘Food miles’ are a real concern for shoppers. The flag in the Red Tractor logo guarantees the food’s origin. The Union Flag provides an independently verified guarantee that the food you’re buying has been farmed, processed and packed in the UK.

5. **Rigorous Standards**
   Our standards need to be meaningful and enforceable. That’s why over 78,000 farmers and 500 plus food packers and manufacturers working to Red Tractor standards are independently checked, verified and inspected.

6. **Traceability**
   Because Red Tractor covers every step of the food production chain, we can trace all Red Tractor products right back to their farms of origin.

7. **Independence and Integrity**
   Red Tractor Assurance (the body behind the Red Tractor logo), operates on a not-for-profit basis. Our independent chairman is supported by the most respected scientists, academics and industry professionals; such as vets, processors and animal welfare experts.