



A Plan for Public Procurement: Food & Catering services

Guidance on Assurance Schemes

How independent assurance schemes used by primary producers can help to satisfy some requirements of the 'Balanced Scorecard'

This document is aimed at public procurers, caterers, distributors & food service companies



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Explanatory Note

A Plan for Public Procurement: Food and Catering Services aims to improve public sector procurement and support UK producers in obtaining more of the benefit of the public procurement market. The Plan provides a toolkit to enable a simpler and more consistent approach to procurement. This includes a Balanced Scorecard which sets out a clear range of criteria to help both those who buy food and catering services for the public sector and their potential suppliers.

This booklet is intended as a guide to help procurers understand how assurance schemes can enable them to meet the criteria of the Balanced Scorecard. The booklet does not rank the different assurance schemes against each other and is based on self-assessment by the assurance schemes of the match between their scheme and the requirements of the Balanced Scorecard.

Procurers will need to consider the merits of individual schemes themselves to determine which assurance scheme best meets their requirements and customer base.

The assurance schemes listed in the booklet cover the vast majority of UK production. However, the booklet is not fully comprehensive and other assurance schemes are available which may also meet the criteria of the Balanced Scorecard. The ITC Standards Map (www.intracen.org/itc/market-info-tools/voluntary-standards/standardsmap) may be helpful in providing information about other assurance schemes.

Section 1: Introduction

The Plan for Public Procurement: Food and Catering has developed a 'Balanced Scorecard' to help the evaluation of contracts and services. This incorporates the requirements of the Government Buying Standard for Food (GBS) as technical specifications that must be met and award criteria which enable a procuring authority to evaluate a bid or a service against higher standards, but these are balanced against cost. The Scorecard also sets out how authorities can verify that those specifications or criteria are being met, and makes reference to this Assurance Booklet as a source of information for doing so.

The Scorecard describes Quality and Value under 6 major headings and 18 sub-headings. Some of these are plainly delivered by the primary producer (animal welfare and environmental criteria); others are expectations of the caterer alone (nutrition); and yet others will have a component of both (food safety can be influenced by both the quality of supplies and how food is handled in the kitchens). The quantity of food purchased from assurance schemes will also impact the caterers score.

A range of certification and assurance schemes are in place which can provide information about the attributes and standards of potential suppliers. Many caterers will find them useful to demonstrate their adherence to the food procurement aspects of the Scorecard. Because they are focussed on the supply criteria, certification and assurance schemes will generally be relevant only to the sections of the scorecard listed below. And of course not every scheme covers all of these. The matrix table on the next page helps to provide guidance at a glance and the later pages of the booklet describe each scheme briefly.

Composite schemes cover all or part of the supply chain. These use a number of the certification schemes mentioned in this booklet to validate the credentials of food supplies. This can help incentivise the full range of product-level assurance schemes and give good or excellent performance against the award criteria in the balanced scorecard.

This guide explains the schemes to help you to understand how each might enable you to verify compliance with or performance against the requirements and criteria of the Balanced Scorecard.

Where assurance and certification schemes can help

Service

Production	Health & Wellbeing	Resource efficiency	Socio-economic	Quality of Service
Requirements & Award Criteria Categories				
	2.2 Food Safety & Hygiene		4.1 Fair & Ethical Trading	
1.2 Animal Welfare	2.3 Authenticity & Traceability		4.2 Equality & Diversity	
1.3 Environment			4.3 Inclusion of SMEs	

Section 2: At-a-glance table of schemes

		Assurance schemes											Combined schemes
		BRC Global	SALSA	British Lion Mark Eggs	Red Tractor Crops & produce	Red Tractor Meat, poultry & dairy	Freedom Food	LEAF	Organic Food	Rainforest Alliance	Fairtrade	MSC Fish	FFLCM Assures Caterers
Production													
1.2 Animal Welfare	MC	–		✓		✓	✓		✓				✓
	AC ²			✓		✓	✓		✓				✓
1.3 Environment	MC	–		✓	✓	✓		✓	✓	✓	✓	✓	✓
	AC ²			✓	✓	✓		✓	✓	✓	✓	✓	✓
Health & Wellbeing													
2.2 Food Safety & Hygiene	MC	✓	✓	✓	✓	✓		✓ ⁴	✓	–	–	–	✓
	AC	✓	✓	✓	✓	✓			✓				✓
2.3 Authenticity	MC	✓	✓	✓	✓	✓		✓	✓	–	–	✓	✓
	AC	✓	✓	✓	✓	✓		✓	✓				✓
2.3 Traceability	MC	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	AC	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Social & Economic Value													
4.1 Fair & Ethical Trade	MC	–	–	–	–	–	✓	–	–	✓	✓	–	✓
	AC						✓			✓			✓
4.2 Equality & Diversity	MC	–	–	–	–	–	–	–	–	–	✓	–	
	AC										✓		
4.3 Inclusion of SMEs	MC	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	✓
	AC												✓

MC Mandatory Criteria
 AC Award Criteria
 ✓ Satisfies Criteria³
 ✓ Partially satisfies criteria, or satisfies with some caveats
 – Not in scope of scheme
 N/A Not available
 ✓ Makes use of some features that are provided by other schemes

¹ For clarity we have expanded this section of the Scorecard to recognise that Authenticity and Traceability are different and may be mutually exclusive.
 • Authenticity – the scorecard requires schemes to help with ensuring authenticity to avoid the food fraud issues that came to light in 2013
 • Traceability – should involve independently audited chain of custody schemes.
² Award Criteria in this section is based on volumes. It is up to each individual caterer/procurer to weight the relevance of volumes to each contract/catering operation.
³ The score card assumes that product comes from suppliers certified against schemes that are marked ✓ schemes with ✓ will add less value to the score card.
⁴ Food safety and hygiene is delivered by Red Tractor

Section 3: The Assurance and Certification Schemes

This section describes the schemes in turn starting with schemes that might be used by first hand suppliers and working up the supply chain.

BRC Global Standard

The BRC Food Safety Standard can be used by any food processing operation where open food is handled, processed or packed. This could be primary products such as fresh produce from pack houses and slaughterhouses through to processed foods, canneries and ready to eat products.

By choosing BRC certified suppliers you should have confidence that quality, safety and operational criteria are standardised and that the manufacturer fulfils their legal obligations providing protection for the end consumer.

The scheme was developed by UK retailers through their trade body the British Retail Consortium. An international network of accredited certification bodies has certified 17,400 businesses in 115 countries across the world. There are 2540 certified businesses in the UK.

How to check your supplier is certified to the BRC Global Standard?

Most reputable, medium to large, UK food factories will have certification against the BRC Global Standard for Food.

(Note that the BRC Global logo is not a consumer logo and will not appear on food packs)

To check a supplier visit the directory at: www.brcdirectory.com where you can be sure that the information is valid and up to date.



For more information visit:
www.brcglobalstandards.com

Scorecard criteria

	MC	AC
2.2 Food Safety & Hygiene	✓	✓
2.3 Authenticity	✓	✓
2.3 Traceability	✓	✓

SALSA

SALSA (Safe & Local Supplier Approval) is a food safety certification scheme specifically designed for small and micro-sized food and drink businesses. Businesses must be processing food or drink in dedicated facilities in the UK to be eligible to apply for approval. The SALSA scheme also provides support and guidance to members.

SALSA certification is only granted to suppliers who are able to demonstrate that they are able to produce safe and legal food and are continually meeting the requirements of the SALSA standard.

The scheme is a not for profit joint venture between four UK food industry trade bodies: (British Hospitality Association (BHA), British Retail Consortium (BRC), National Farmers Union (NFU), Food and Drink Federation (FDF). The professional body the Institute of Food Science and Technology (IFST) operates SALSA on behalf of the scheme owners.



For more information visit:
www.salsafood.co.uk

How to check your supplier is certified in the SALSA scheme?

To check that a supplier is certified in the SALSA scheme go to:
www.salsafood.co.uk/directory/search2.php

Scorecard criteria

	MC	AC
2.2 Food Safety & Hygiene	✓	✓
2.3 Authenticity	✓	✓
2.3 Traceability	✓	✓
4.3 Inclusion of SMEs	N/A	✓

British Lion Eggs

The British Lion Mark is a food safety assurance scheme which applies to hens' eggs in their shell and to egg products. The wide-ranging Lion Code of Practice covers the entire egg production chain and incorporates food safety controls above and beyond those outlined in current UK and EU legislation including vaccination of hens against Salmonella, hygiene controls, feed controls, and a best-before date on both the shell and box, to ensure that Lion eggs are produced to high standards of food safety and animal welfare.

The scheme is EN45011 accredited and is managed by the British Egg Industry Council (BEIC), and independently audited by an accredited Certification Body. All Lion Quality hens' eggs and egg products are guaranteed British.

How to specify British Lion Mark

Lion Quality eggs will be individually printed on the shell and egg pack with both the Lion logo and best-before date.

The Code of Practice for the Production of Lion Quality Egg Products sets standards for the production of egg products to higher standards than required by UK or EU legislation.

All eggs, hens and feed are fully traceable. Lion Quality eggs have both the Lion logo and best-before date stamped on each egg for freshness.

The Lion Quality scheme accounts for over 90% of UK egg production from producers and packers of all sizes.

For a list of suppliers of Lion Quality shell eggs:
www.britisheggindustryCouncil.co.uk

For a list of suppliers of Lion Quality egg products:
www.egginfo.co.uk/lion-egg-product-suppliers



For more information visit:
www.egginfo.co.uk/british-lion-eggs

Scorecard criteria

	MC	AC
1.2 Animal Welfare	✓	✓
1.3 Environment	✓	✓
2.2 Food Safety & Hygiene	✓	✓
2.3 Authenticity	✓	✓
2.3 Traceability	✓	✓

Red Tractor Assurance

The Red Tractor scheme operates at two levels. First it is a certification scheme for farm standards and other operations in the supply chain such as livestock transport and slaughterhouses. Second, products labelled with a Red Tractor logo will have come through a complete chain of certified suppliers, for example manufacturing plants certified to BRC standards.

What does the scheme cover?

Red Tractor covers most farming commodities (dairy, meat, poultry, cereal crops, fruit and vegetables) and most UK farm production comes from farms inspected regularly in the Red Tractor scheme. (Red Tractor does not cover egg production).

Beef and lamb from farms in England, Scotland, Wales and Northern Ireland certified in the EBLEX QSM, QMS, FAWL and NIFQAS schemes can also be labelled with the Red Tractor logo.

The farm assurance schemes have detailed standards of good agricultural practice specific to the commodity sector. Farms

How to specify Red Tractor products

Simply specify that you want Red Tractor labelled product. Most mainstream UK farming takes part in Red Tractor assurance so most UK food product will be Red Tractor assured. You can find a Directory of suppliers at: www.redtractor.org.uk/licensee-search

Some Red Tractor suppliers may also supply products that do not meet Red Tractor standards. Only Red Tractor logo on the specific product packaging tells you that it is a Red Tractor product.

Very little food is supplied direct from the farm so it should not be necessary for procurers to identify assured farms.

The objective is to deliver safe food, proper animal health and welfare, control of pollution, traceability, authenticity and a clear indication of origin.

The Red Tractor scheme is set up and owned by the UK food industry but it is operated independently on a not for profit basis.

are inspected regularly and certified by accredited Certification Bodies. Altogether about 80,000 farm enterprises across the UK are members of these farm assurance schemes. This means that the great majority of UK production comes from assured farms, as much as 80-90% for some commodities.

About 600 processors, packers and wholesalers are Red Tractor licensees and authorised to supply products labelled with Red Tractor logo to demonstrate their provenance. The scheme carries out robust checks on licensees to ensure authenticity and traceability.

See also: **Quality Meat Scotland** www.qmscotland.co.uk/assurance-and-licensing
Farm Assured Welsh Livestock www.fawl.co.uk
Northern Ireland Beef & Lamb Farm Quality Assurance Scheme www.lmcni.com/fqas
EBLEX Quality Standard Mark www.eblextrade.co.uk/quality-standard-mark

Farm Assured Beef and Lamb from Scotland is also marketed under the 'Scotch Beef' and 'Scotch Lamb' brands. These names are both registered under the EU Protected Geographical Indications (PGI) scheme. Farm assured pork from Scotland is also marketed under the "Specially Selected Pork" brand.

Farm assured Beef and Lamb from Ulster might also be marketed, especially in the Province, under the Farm Quality Assured Logo.



For more information visit:
www.redtractor.org.uk/red-tractor-assurance

Scorecard criteria

	MC	AC
Crops & Produce		
1.3 Environment	✓	✓
2.2 Food Safety & Hygiene	✓	✓
2.3 Authenticity	✓	✓
2.3 Traceability	✓	✓
Meat, Poultry & Dairy		
1.2 Animal Welfare	✓	✓
1.3 Environment	✓	✓
2.2 Food Safety & Hygiene	✓	✓
2.3 Authenticity	✓	✓
2.3 Traceability	✓	✓

Freedom Food

Freedom Food is the RSPCA's farm animal welfare assurance scheme and ethical food label. They assess farms, hauliers, abattoirs, process and packers to RSPCA welfare standards. Freedom Food's experienced team of assessors carry out annual assessments in addition to monitoring visits from RSPCA farm livestock officers.

They assure indoor as well as outdoor farms (including free-range and organic) offering a high welfare solution to suit different budgets. The scheme is entirely independent from the food and farming industries.

What does the scheme cover?

The RSPCA welfare standards are written by the RSPCA's farm animals department and updated based on the latest scientific, veterinary and industry knowledge. There are welfare standards for the following farmed species:-pigs, laying hens, chickens, turkeys, ducks, beef cattle, veal, sheep, dairy cattle, salmon and trout.

The RSPCA welfare standards cover all aspects of an animals life including their diet, space, light, environment, transport and humane slaughter.

How to specify Freedom Food?

In 2015 Freedom Food are rebranding their consumer facing certification mark as RSPCA Assured.

The RSPCA Assured certification mark can be used by approved members of the Freedom Food scheme as well as restaurants and retailers sourcing products and ingredients from an approved supply chain.

They are UKAS accredited by NSF International to ISO 17065 ensuring that the scheme is official, uniform and fair. Freedom Food have been recognised by the EU funded 'Welfare Quality Project' as the only assurance scheme dedicated to farm animal welfare in Europe. They have also been recognised by the government's Farm Animal Welfare Council (FAWC) as a 'higher level' scheme.

Freedom Food has over 3,500 members across the UK and over 2,000 labelled products in UK retailers. Almost one third of UK pigs, 50% of egg laying hens and 70% of Scottish farmed salmon are covered by the scheme.

However, all uses of the Freedom Food or RSPCA Assured name or mark are strictly subject to traceability, licence fee and prior written approval.



For more information visit:
www.freedomfood.co.uk/industry

Scorecard criteria

	MC	AC
1.2 Animal Welfare	✓	✓
2.3 Traceability	✓	✓
4.1 Fair & Ethical Trade	✓	✓

LEAF

The LEAF Marque (Linking Environment and Farming) standard system promotes sustainable farming through Integrated Farm Management (IFM). All LEAF Marque certified farms are

independently inspected against a documented standard. LEAF is a registered charity.

What does the scheme cover?

The scheme covers fruit, vegetables, cereals and livestock. As a baseline, LEAF farms will all be certified in other schemes, notably Red Tractor (or outside the UK Global G.A.P) and LEAF Marque adds an additional tier for higher environmental protection,

enhancement and sustainable production. In the UK about 33% of horticultural production and 10% of potatoes are produced on farms certified to LEAF Marque.

How to specify LEAF Marque Food and what to look for?

Look for the LEAF Marque logo and certification number on invoices or delivery notes. There is an online directory of LEAF Marque producers where the user can search using postcode and crop type to find producers and suppliers: www.leafuk.org/leaf/foodchain/supplychaindirectory.aspx

LEAF Marque produce may be labelled with a 'LEAF Tracks'

number which can be used to check the location of the farm.

The LEAF Marque logo can only be used subject to approval through the LEAF Marque chain of custody system. This tracks supplier linkages from farm to retail including mass balance checks and approval of the use of the logo and claims: www.leafuk.org/custody



For more information visit:
www.leafuk.org

Scorecard criteria

	MC	AC
1.3 Environment	✓	✓
2.2 Food Safety & Hygiene*	✓	✓
2.3 Authenticity	✓	✓
2.3 Traceability	✓	✓

* Delivered by Red Tractor Assurance scheme

Organic Food

Organic food certification also serves a dual purpose. There are standards, inspections and certification of farm producers. But there is also a track of the chain of custody to ensure food that is sold as 'organic' really is organic.

For food to be sold as organic it must comply with EU Regulation 834/2007 and the trade is regulated by Defra (Department for

Environment Food and Rural Affairs). Currently there are 10 certification bodies engaged in organic certification in the UK some of which have standards that are over and above the EU organic standards. More information is provided on the websites of each certifier.

What does the scheme cover?

Organic certification covers meat, poultry, dairy, eggs, fish, fresh produce, arable products and processed products. The standards prescribe farming practices, animal welfare, authenticity and traceability, waste and supply chain management. The main components of organic farming are avoiding the use of artificial

fertilisers and pesticides, and the use of crop husbandry to maintain soil fertility and control weeds, pests and diseases and to support biodiversity. The UK organic market had sales of £1.79 billion in 2013.

How to specify organic food

Specify 'organic' food. Any food that is described as 'organic' must meet the organic standards. It is a legal offence to describe food as organic if it does not. Organic food must also be labelled with the EU organic logo.

List of organic certifiers: www.gov.uk/government/uploads/system/uploads/attachment_data/file/380442/organic-control-bodies-list.pdf

Organic Farmers & Growers www.organicfarmers.co.uk
Organic Food Federation www.orgfoodfed.com
Soil Association Certification Ltd www.sacert.org
Biodynamic Association www.biodynamic.org.uk
Irish Organic Farmers & Growers Association www.lofga.org
Organic Trust www.organic-trust.org
Quality Welsh Food Certification www.wlbp.co.uk
Global Trust Certification www.gtcert.com
Scottish Food Quality Certification www.sfqc.co.uk



For more information visit:
www.gov.uk/organic-certification-and-standards

Scorecard criteria

	MC	AC
1.2 Animal Welfare	✓	✓
1.3 Environment	✓	✓
2.2 Food Safety & Hygiene	✓	✓
2.3 Authenticity	✓	✓
2.3 Traceability	✓	✓

Fairtrade

Fairtrade aims to secure a better deal for farmers and workers in developing countries. As such its focus is substantially different to the other schemes in this booklet. The scheme is run by a Charitable Foundation. It has detailed criteria which are set by Fairtrade

International and agreed through research and consultation with members of the Fairtrade scheme, including farmers and workers themselves, traders, NGOs, academic institutions and labelling organisations such as the Fairtrade Foundation.

What does the scheme cover?

The scheme covers bananas, cocoa, cotton, dried and processed fruits, flowers/plants, fresh fruit, fresh vegetables, fruit juice, herbs and spices, honey, nuts, pulses/beans, quinoa, rice, sugar, tea, wine.

The scheme has a global scope, sourcing from around 70 countries and selling in 125.

While the focus of the scheme is on fair trade it also sets standards for authenticity and traceability, resource efficiency, as well as environmental standards.

How to specify Fairtrade?

Look for the Fairtrade mark.



FAIRTRADE

For more information visit:
www.fairtrade.org.uk

Scorecard criteria

	MC	AC
1.3 Environment	✓	
2.3 Traceability	✓	✓
4.1 Fair & Ethical Trading	✓	✓
4.2 Equality & Diversity	✓	✓

MSC

MSC (Marine Stewardship Council) aims to contribute to the health of the world's oceans by recognising and rewarding sustainable fishing practices and working with partners to transform the seafood market to a sustainable basis.

MSC is an international non-for-profit organization that works in partnership with a number of organisations, businesses and

funders around the world but is fully independent of all. Stakeholders from a range of backgrounds contribute to the MSC programme including eNGOs, scientists, industry, and regulators, ensuring balance and preventing the dominance of single interests.

What does the scheme cover?

Like other schemes MSC has a dual role. It has standards for sustainable fishing and also a programme of seafood traceability to ensure that product described as MSC certified is exactly that. Both are verified by independent, accredited auditors.

It covers only wild caught (not farmed) seafood. Currently 7 million tonnes of seafood is certified and fisheries providing a further 3 million tonnes are currently in assessment.

How to specify MSC?

Specify that you want MSC certified supplies. The MSC chain of custody means that fish labelled with the MSC mark should come from MSC fisheries. Look for the MSC ecolabel on packaging, and MSC chain of custody number on supplier's product lists, bulk packaging, invoices and sales documentation.

You will find a directory of suppliers at: cert.msc.org/supplierdirectory/VController?Path=be2ac378-2a36-484c-8016-383699e2e466



For more information visit:
www.msc.org

Scorecard criteria

	MC	AC
1.3 Environment	✓	
2.3 Authenticity	✓	
2.3 Traceability	✓	✓

Rainforest Alliance

The Rainforest Alliance works to conserve biodiversity and ensure sustainable livelihoods by transforming land-use practices, business practices and consumer behaviour.

It is an independent third party Certification scheme which audits farms via both an individual farm and group certification

What does the scheme cover?

The scheme covers agricultural commodities from tropical forest regions across the Globe. These include tea, coffee, cocoa, citrus juices, bananas, spices, cattle products (beef & leather), and palm oil.

In 2013 the scheme covered 980,000 farms constituting 3.2 million hectares and benefiting 15 million people; 14.5 per cent

How to specify Rainforest Alliance

Products certified in the scheme are labelled with the little green frog mark which is recognised by consumers around the world as a symbol of environmental, social and economic sustainability.

standard set by the Sustainable Agriculture Network (SAN). SAN is a coalition of non-profit conservation organizations in America, Africa, Europe and Asia promoting the environmental and social sustainability of agricultural activities not only through standards and certification but also by providing training for rural farmers around the world.

of the world's cocoa, 14 per cent of the world's tea, 5.2 per cent of coffee and 3.7 per cent (20 per cent of exports) of bananas; with over 4,000 companies buying and/or selling Rainforest Alliance Certified™ products.

You will find a directory of suppliers at: www.rainforest-alliance.org/shopthefrog



For more information visit:
www.rainforest-alliance.org

Scorecard criteria

	MC	AC
1.3 Environment	✓	
2.3 Authenticity	✓	✓
2.3 Traceability	✓	✓
4.1 Fair & Ethical Trade	✓	✓

Food for Life

The Food for Life Catering Mark is a composite scheme. On the supply side it validates that food supplies are traceable, fresh, sustainable and ethically sourced. It does this by using a combination of other certification schemes mentioned in this booklet. FFLCM also helps to validate that caterers themselves are meeting national best practice nutrition standards for public sector settings.

FFLCM is managed by the Soil Association and its standards are set by a committee made up of industry experts from a wide

range of backgrounds. FFLCM has awards at three levels, bronze, silver and gold which offer caterers a framework for continuous improvement, so they can demonstrate increasing levels of commitment. The Bronze Catering Mark has fixed standards, while the Silver and Gold Standards are assessed on a points system, rewarding healthier options and increasing spend on ethical, environmentally friendly and local ingredients.

What does the scheme cover?

Assurance is at menu level, and incentivises the full range of product-level assurance schemes, including farm assurance schemes such as Red Tractor Assurance, LEAF Marque, Freedom Food, Fair Trade, Marine Stewardship Council (MSC) and Organic

certification schemes. It will generally guarantee good or excellent performance by caterers against the award criteria in the balanced scorecard.

How to specify the Food for Life Catering Mark

Caterers need to apply for the award. They will have to arrange their supplies and menus, probably making use of assurance mentioned elsewhere in this booklet The Food for Life

Catering Mark provides independent verification of caterers' achievements, backed by annual inspections.



For more information visit:
www.sacert.org/catering

Scorecard criteria

	MC	AC
1.2 Animal Welfare	✓	✓
1.3 Environment	✓	✓
1.4 Variety & Seasonality	✓	✓
2.1 Nutrition	✓	✓
2.2 Food Safety & Hygiene	✓	✓
2.3 Authenticity	✓	✓
2.3 Traceability	✓	✓
4.1 Fair & Ethical Trade	✓	✓
4.2 Equality & Diversity	✓	✓
4.3 Inclusion of SMEs	✓	✓