

The University of Gloucestershire

Catering Policy 2018-2021

INTRODUCTION

The Catering Policy 2018-2021 has been developed by the University of Gloucestershire catering partners, the Facilities Management as well as the Sustainability Committee. The policy reflects the principles of the University's Procurement Strategy and its Sustainability Strategy and includes the commitments contained within the University's Fairtrade statement. It also supports the University's waste management policy and objectives linked to the Workplace Wellbeing Charter Mark.

Providing healthy, seasonal, local and responsibly sourced food for staff, students and visitors is critical to the University's drive to uphold its reputation as a responsible institution. The University's catering outlets, services and products need to reflect its core values and provide windows into the wider institutional culture and practice, supporting positive experiences of living, working and learning at the University for students, staff, partners and visitors.

Catering services help to put core sustainability commitments into practice at the University and to support the wellbeing of people as well as the wider environment. Food issues engage people from all areas of the University, helping to make 'sustainability' a meaningful and practical concept for all.

The policy establishes clear goals and aspirations for progress over the period 2018-2021 as well as targets that can assist in monitoring its implementation. It creates a framework for delivery of catering operations and decisions based on strong ethical, social and environmental responsibility principles. It aims for progress on the following key objectives:

- Ensuring that all University catering offerings meet current best practice benchmarks, standards as well as certification.
- Support a vibrant local economy, strengthening community links and reducing food miles by using local and seasonal products and suppliers.
- Ensuring that links between sustainability and wellbeing are made clear in the context of the catering provision.
- Contributing to social justice and equity through use and promotion of Fairtrade products.
- Enhancing animal welfare and a sustainable agricultural environment through the use of free range and organic products.

- Minimising environmental impact and resource use by reducing waste, rationalising transport as well as reducing consumption of energy and water.
- Promoting equality and diversity by expanding the range and cultural variety of all menus.
- Creating an ethos of healthy eating and optimum nutrition by promoting healthy foods and avoiding the promotion of unhealthy options.
- Enabling positive dietary changes by reducing foods high in saturated fat, salt and free sugars and increasing the provision of higher fibre foods, fruit, vegetables and oily fish.
- Enhancing student and staff engagement with sustainability and well-being agendas through regular and appealing communication on key issues.

POLICY FOCUS

Significant progress has been made on many of the key policy objectives since the publication of the previous Sustainable Food Policy in 2014-2017, including the following notable achievements:

- Soil Association Food for Life Gold accreditation awarded and retained for hot food counter provision at the University.
- Achievement of a score of 95% for the University on the Sustainable Food section of the People and Planet University League ranking.
- All meat served has approved Red Tractor scheme status.
- All fish served is Marine Stewardship Council certified.
- University has maintained its Fairtrade status, held since 2006.
- Creation and implementation of a calorie counted range of in-house produced sandwiches and hot dishes plus supply of a fully nutritionally analysed range of grab and go products including sandwiches and salads all of which are made fresh on site at the University

POLICY SCOPE

This revised policy aims to build on this excellent work and further expand the scope, range, and reach of the sustainable catering provision, setting challenging targets in an increasing number of areas including food waste reduction, reduction in the consumption of one use plastics and disposables, wellbeing enhancements as well as communication and promotional activities.

The catering provision at the University consists of the following outlets: -

Park Campus

Refectory

Vending provision

Three coffee outlets

Students' Union Bar

Hospitality provision

Approved May 2018

FCH Campus

Refectory
Grab and Go hub production unit for all sites
Vending provision
Two coffee outlets
Students' Union Bar
Hospitality provision

Hardwick Campus

Coffee outlet
Vending provision
Hospitality provision

Oxstalls Campus

Refectory
Vending provision
Two coffee outlets
Students' Union Bar
Hospitality provision

Pittville Student Village

Refectory
Two coffee outlets
Students' Union Bar
Hospitality provision

GOVERNANCE AND REPORTING

The Catering Policy has been developed by the University's Facilities Management team in collaboration with the Sustainability Team and key stakeholders including representatives of schools, students and catering contractors. It benchmarks against best practice within the higher education sector and is informed by Public Health England guidelines. The policy is approved by the Sustainability Committee and compliments the five Fairtrade goals to which the University has committed through the Fairtrade statement.

The Sustainability Committee reserves the right to review and amend the policy and/or targets at any time during this period in conjunction with its catering partners if more information or additional options become available. The reporting process includes the following: -

Event	Timescale	Reporting items
Client review meetings	Monthly	<ul style="list-style-type: none"> - User feedback. - Fairtrade product consumption levels. - Operational sustainability measures such as waste and energy use. - Initiatives/promotions.
Annual policy review	Annual – May sustainable committee meeting	<ul style="list-style-type: none"> - Sustainability committee - Progress against policy objectives and action plan targets, highlights and key issues
Annual Sustainability Report	Annual - August	<p>Selected metrics to include:</p> <ul style="list-style-type: none"> - % local sourcing within 35 miles - % food prepared fresh on site - % vegetarian provision - % Fairtrade food sales - Food waste by % of total waste - Energy use - Disposables use

ACTION PLAN

TARGET	TIMESCALE	EVIDENCE
BENCHMARKING, ACCREDITATION & CERTIFICATION		
1. University catering partner to maintain Fairtrade status.	Annual	University Fairtrade status retained bi- annually with no potential loss of accreditation to be as a result of catering performance.
2. University catering partner to contribute positively to the People & Planet league Sustainable Food section.	Annual	Reach and maintain 100% scoring within the People & Planet league Sustainable Food section.
3. University catering partner to maintain Gold Food for Life accreditation annually.	Annual	Annual audit – accreditation awarded and certificate displayed.
4. University catering partner to apply for and maintain MSC registration in conjunction with the catering offer supplied.	Annual	MSC audit ensures annual compliance plus training supplied for all catering employees can be reviewed at any time.
5. University catering partners company standards to maintain ISO accreditations including ISO 50001 and ISO 14001.	Annual	Certification to be supplied to University demonstrating compliance.

TARGET	TIMESCALE	EVIDENCE
STANDING POLICY COMMITMENTS		
6. University catering partner to contribute to compilation of University's Fairtrade statement and ensure a representative is present at quarterly Fairtrade steering committee meetings.	Standard commitment – meetings every quarter.	Fairtrade status achieved, maintained and caterer to assist in compilation of renewal application.
7. University catering partner to ensure that internal hospitality provisions default provision is for crockery, glass, cutlery and tap water to be provided as opposed to the use of disposables and bottled water.	Standard commitment.	Detailed on all hospitality booking forms.
8. All fish procured by catering partner to be purchased from an MSC certified supplier. Any and all fish utilised via catering outlets to feature on the MSC 'Certified Fish to eat' list.	Standard commitment.	MSC audit ensures annual compliance plus training supplied for all catering employees can be reviewed at any time.
9. All tuna used care of catering partner at the University to be pole or line caught only.	Standard commitment.	Controlled strictly via catering partners supply chain and kitchens available for audit by client at any time.
10. Catering partner to ensure use of rapeseed oil only in frying and food production due to nutritional benefits as well as its UK production.	Standard commitment.	Delivery notes held on file for inspection when and if required.
11. Provision of free range eggs in all University catering as standard.	Standard commitment.	Audited by way of Food for Life, Soil Association accreditation annually.
12. Catering partner to ensure that as part of its six week menu cycle that two elements of local and seasonal produce are incorporated throughout each academic year.	Standard commitment.	Menus available for review at any time and are audited annually care of the Food for Life, Soil association accreditation annually. Locality of produce denoted through annual food miles document and seasonality of produce incorporated care of company seasonality calendar.
13. Catering partner to maintain and utilise at least one planting site per campus where possible and utilise produce procured within the catering operation as much as possible.	Standard commitment.	Sites to incorporate signage visible to all highlighting initiative and to be well maintained.

14. Catering partner to commit to a discount being applied when customers utilise their own cup at coffee outlets as opposed to disposables.	Standard commitment. Current 15p discount.	Evidence of the discount being actively promoted and honoured at all till points.
15. No promotion of non-healthy foods including soft drinks, high sugar foods, high salt content products, high fat, high processed and confectionery items care of all catering outlets.	Standard commitment.	These types of products are not to feature on any catering partner marketing or promotional materials. Catering partner is also to give careful consideration to positioning of non-healthy items and ensuring that healthy options feature more prominently in key locations such as till points.
16. Catering partner to ensure that at least 90% of products produced care of the Grab and Go hub include labelling incorporating nutritional content.	Standard commitment.	Clearly visible in multi-decks and on counters daily.
17. Catering partner to ensure that non disposable options are available and clearly advertised for all catering offers at the University	Standard commitment.	Visible at all catering outlets with service staff offering non-disposables as the default.
18. Straws not provided via Students' Union bars as part of 'The Final Straw' campaign.	Standard commitment.	Straws not seen to be being used at any bar outlets.
19. All waste /used oil to be collected and used in the production of bio fuel.	Standard commitment.	Olleco collection certificates retained for reference.
20. Used coffee grounds to be made readily available at all coffee outlets for customers to use in their gardens.	Standard commitment.	Viewable and promoted care of at least one coffee outlet per campus.
21. Always purchase A-rated, high efficiency appliances and equipment for catering purposes.	Standard commitment.	Evidence care of procurement via catering and University suppliers.
22. Catering staff fully briefed on the food being served and background to sustainability, allergens and also diversity e.g. Halal foods/products.	Standard commitment.	Training of catering partner employees in this respect is audited annually by Soil Association.

<p>23. Catering partner to ensure that pricing options linked in to catering offer ensure that sustenance is provided to suit all budgets and tastes.</p>	<p>Standard commitment.</p>	<p>Tariff reviewed annually and audited care of University to ensure varied price structure and incorporation of 'Budget buster mains' and 'just' sandwich range for the more cost conscious.</p>
<p>24. Catering partner to ensure that vending provision at University is supplied care of EVA A rated machinery as a minimum. Also, partner to ensure that range supplied care of vending incorporates healthy options with any and all hot drinks being Fairtrade certified also.</p>	<p>Standard commitment.</p>	<p>EVA compliance can be provided for review to the University at any time as can product range/offer care of all units.</p>
<p>25. Ensure that 75% of produce procured via catering operations is sourced within 35 miles of the University as a minimum</p>	<p>Standard commitment.</p>	<p>Record and report achievement annually to Sustainability committee.</p>
<p>26. Include the positive promotion of healthy food, healthy eating options and benefits as least once a week during term time.</p>	<p>Standard commitment.</p>	<p>Evidence of this featuring in monthly marketing/promotion calendar shared at monthly reviews.</p>
<p>27. Ensure that at least 65% of the catering offer care of refectories are either vegetarian or vegan.</p>	<p>Standard commitment.</p>	<p>Record and report achievement annually to Sustainability committee.</p>
<p>28. Catering partner to ensure the clear labelling and regular promotion of more sustainable catering options within catering outlets with promotion to link in to social media and MyGlos.</p>	<p>Standard commitment.</p>	<p>Bi monthly newsletter to be circulated to all at the University on behalf of catering partner and accompanying 'messages' to be reflected in the catering offer.</p>
<p>29. Catering partner to ensure engagement with the University and users of the catering facilities in order to highlight and showcase National, sustainable food initiatives such as Fairtrade fortnight, Go Green week and any other relevant events via the catering provision.</p>	<p>Standard commitment.</p>	<p>Proposals submitted care of catering partner in support of these initiatives and results/outcomes discussed at monthly catering review meetings.</p>

<p>30. Catering partner to monitor and utilise performance in relation to sustainability over the course of the policy with a view to utilising improved performance in this respect as a basis for a sustainable catering award.</p>	<p>Standard commitment by 2021.</p>	<p>Award/shortlisted.</p>
<p>31. Ensure that only environmentally friendly cleaning products are used in the catering facilities.</p>	<p>Standard commitment.</p>	<p>All cleaning products utilised by catering partner to be sourced from a proven ISO accredited market leader compliant with ISO 9001:2008 as a minimum plus ISO 14001. Certification care of supplier to be retained on file by partner and made available for review if requested.</p>
<p>32. Ensure that any and all smaller and local suppliers are not discriminated against by catering partner in respect to the procurement process.</p>	<p>Standard commitment.</p>	<p>Catering partner to ensure that they always include sustainability specifications in their new supply contracts and tenders with evidence of this to be supplied if requested.</p>
<p>33. Always promote sustainable menus for meetings and events and showcase local, organic and free range produce.</p>	<p>Standard commitment.</p>	<p>Evidence of this being promoted by catering partner with sales recorded and reported annually to Sustainability committee.</p>
<p>34. Bottled drinks/water not to be used or supplied unless it's in reusable containers.</p>	<p>Standard commitment.</p>	<p>Reflected in offer by way of the hospitality brochure and adhered to.</p>
<p>35. Disposables not to be utilised in the provision of any hospitality supplied within the University.</p> <p>Exception agreed for University open days although effort should regularly be made to explore alternatives to one use disposables in conjunction with the University.</p>	<p>Standard commitment.</p>	<p>Communicated by way of internal hospitality brochures and booking forms and adhered to at all times.</p>

TARGET	TIMESCALE	EVIDENCE
SPECIFIC PERFORMANCE TARGETS		
36. Increase the use of Fairtrade ingredients in food preparation kitchens annually and in comparison to prior year.	Current baseline = 1.6%. Proposed 3% by 2021	Record and report achievement annually to Sustainability committee.
37. Demonstrate an increase year on year in the sale of Fairtrade products care of the University catering operation.	Current baseline = 2.4% increase. Proposed 5% by 2021.	Record and report achievement annually to Sustainable committee as well as quarterly as part of Fairtrade Steering Committee meetings.
38. Catering partner to be able to demonstrate a year on year increase in its procurement/use of Free range produce.	Current baseline = 19%. Proposed 25% by 2021.	Record and report achievement annually to Sustainability committee.
39. Catering partner to be able to demonstrate a year on year increase in its procurement/use of Organic produce.	Current baseline = 29%. Proposed 35% by 2021.	Record and report achievement annually to Sustainability committee.
40. Reduce food miles associated with food transport and support the local economy by ensuring that percentage of produce sourced in region or adjacent county is increased year on year.	Current food miles baseline = 56,000 per week. Proposed 5% decrease by 2021. Local produce baseline = 39% Proposed 45% by 2021.	Record and report achievement annually to Sustainability committee.
41. Catering partner to ensure that as part of its Grab and Go and hot counter offer that a selection of calorie counted products/dishes feature.	Current baseline = 16%. Proposed 25% by 2021.	Record and report achievement annually to Sustainability committee.
42. Vegetarian meal awareness days to feature regularly as part of catering partner's menu cycle. On these days the % of cooked vegetarian dishes to outweigh meat based alternatives.	Days to feature at least once in every six weeks during term time.	Vegetarian Meal awareness days to feature monthly as part catering partners of six week menu cycle.

43. Ensure that percentage of vegetarian and vegan offer increases annually.	Current baseline 60%. Minimum 2% increase year on year.	Record and report achievement annually to Sustainability committee.
44. Ensure that Halal catering options feature as part of the core grab and go range at all campuses.	Maintain current baseline of 2% of overall offer where halal range features across all campuses.	Record and report achievement annually to Sustainability committee.
45. Reduction demonstrated year on year in disposable consumption to include plastic utensils care of catering operation.	Current baseline 4.2%.	Record and report achievement annually to Sustainability committee.
46. Catering partner to support the University in eradicating the use/provision of one use disposables care of all coffee outlets.	Implementation for 2018/19 academic year. Maintained thereafter.	Record and report achievement annually to Sustainability committee.
47. Cost of food wastage as a percentage of overall food purchases to be recorded weekly, monitored and reduced year on year.	Current baseline 2.18%.	Record and report achievement annually to Sustainability committee.
48. Catering partner to assist the University in reducing energy and water consumption care of catering facilities.	Baseline TBC care of UoG. Propose target of 15% reduction against baseline by 2021.	Record and report achievement annually to Sustainability committee.
49. Actively promote and market the UoG coffee brand at all campuses where it is sold and demonstrate a year on year increase in the sale of UoG coffee.	Propose target of an annual 2% increase in volume sales up until 2021.	Record and report achievement annually to Sustainability committee.