

Report into Fair Trade expenditure
and policy commitments within
Scotland's public sector
2019-22

7 December 2022

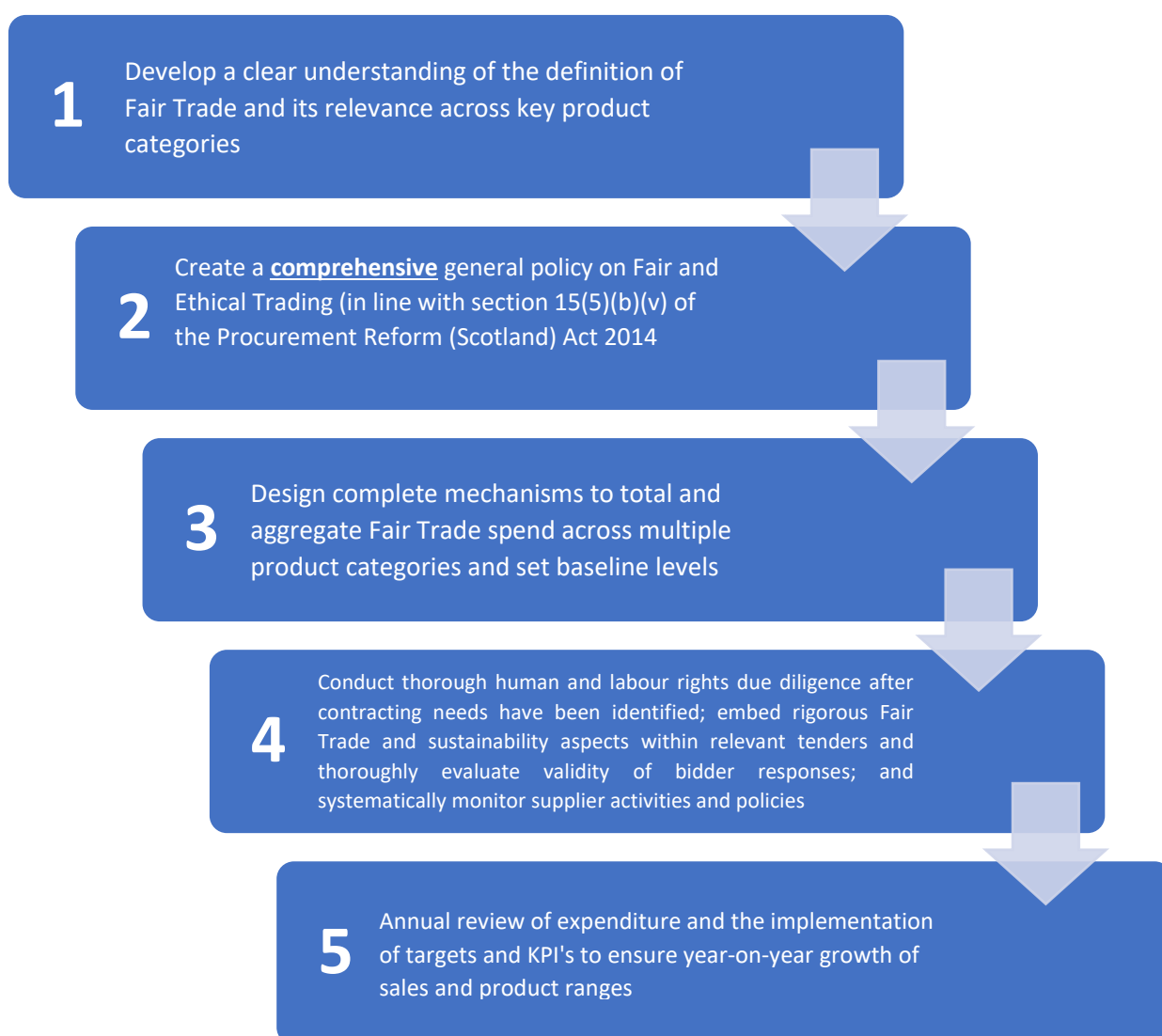


Executive Summary

With spending in excess of £13 billion a year on goods and services with multi-tiered international supply chains, Scottish public procurement is a powerful tool that can make a significant contribution, not only to communities throughout Scotland, but to the economies and livelihoods of economically marginalised workers and small-holder farmers around the world. Fair Trade's commitment to environmental standards and principles through the two main verification systems means that procuring Fair Trade products can contribute to meeting national and organisational sustainability targets including commitments to net-zero.

Recognising procurement's crucial role in building the market for Fair Trade in Scotland in its independent report for the Scottish Government, Martin Meteyard & Associates advocate that priority should be given to encouraging public contracting authorities (CAs) to set a baseline for expenditure on fair and ethical goods. It is the intention that such baselines can encourage a progressive approach to Fair Trade procurement whereby CAs set indicators and targets to grow, year-on-year, their expenditure on fair and ethical trade and expand product ranges. Such approaches can be complemented by robust and comprehensive procurement strategies and policies that institutionalise long-term commitments to fair and ethical trading. Both the setting of clear indicators and the development of robust Fair and Ethical Trade policies represent key stages of a wider process, designed by the Scottish Fair Trade Forum (the Forum), that we deem crucial for all CAs to successfully embed Fair Trade principles within procurement activities. The process is summarised below.

Process for Contracting Authorities to successfully embed Fair Trade within procurement activities



Throughout 2020-2022, the Forum utilised The Freedom of Information (Scotland) Act 2002 to send requests in two phases to 111 public CAs to:

1. Identify each CA's (where relevant) general policy on the procurement of fairly and ethically traded goods and services.
2. Identify whether CAs can, in fact, determine their annual spend on Fair Trade goods through available reporting mechanisms.
3. Aggregate, where possible, each CA's Fair Trade expenditure during the period April 1st 2020 to March 31st 2022 (i.e. Financial Years: 19/20; 20/21; and 21/22).

We identify and conclude that CAs have vastly different levels of understanding of Fair Trade, commitments to Fair Trade through policies and mechanisms to record their annual spend on Fair Trade goods through their finance ordering systems. There is significant room for enhancement to Scotland's approach to Fair and Ethical procurement, which can begin with the following recommendations proposed by the Forum and summarised in the table below.

Area	Recommendations
Defining Fair Trade	<ul style="list-style-type: none"> • The Forum will continue to make the case for a clear definition for Fair Trade within legislation and to work towards its inclusion. • Should a clear definition not be included in future legislation, the Forum should explore working with stakeholders (especially procurement professionals and policy makers) to produce a definition for dissemination in future CA guidance resources.
Mechanisms for aggregating Fair Trade Expenditure	<p>The Forum proposes that work should be done with stakeholders to:</p> <ul style="list-style-type: none"> • Liaise with CAs and approved contractors supplying Fair Trade goods to develop new standardised mechanisms for all-inclusive and efficient reporting on Fair Trade spend. Such mechanisms should be cognisant of the legislative scope of an FOI request. • Produce guidance for CAs to report Fair Trade expenditure annually using best practice mechanisms identified in this report. • Identify and utilise levers that could motivate CAs to voluntarily report on Fair Trade expenditure and create targets for future growth.

General Policies on Fair and Ethical Trade	<p>The Forum proposes that work should also be done to:</p> <ul style="list-style-type: none">• Liaise with Fair Trade and procurement stakeholders and amalgamate best practice examples identified in this report to produce guidance for CAs on developing comprehensive General Policies on Fair and Ethical Trade.• Again, identify and utilise levers that could motivate CAs to review and revise their existing policies e.g. enlisting campaigner support and communicating the policy's relevance to achieving wider sustainability CA objectives.
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Introduction

Public procurement is the process by which local authorities and other public sector bodies (including NHS, fire service and police and public educational institutions such as schools, colleges and universities) purchase goods and services. Spending in excess of £13 billion a year on goods and services with multi-tiered international supply chains, Scottish public procurement is a powerful tool that can make a significant contribution, not only to communities throughout Scotland, but to the economies and livelihoods of workers and small-holder farmers, especially in the Global South. The environmental and sustainability standards and principles set by the two leading Fairtrade verification systems globally, Fairtrade International's Mark and the World Fair Trade Organization's Product Label, mean that Fair Trade procurement can help public bodies positively contribute to national and organisational sustainability and environmental targets and commitments including aiming for net-zero.

At its best, procurement practices could be the most effective mechanism for increasing sales growth at scale in Scotland for Fair Trade¹, ultimately creating greater equity in international trade and protecting and enhancing human and labour rights throughout the entire supply chain. At its worst, procurement practices can exacerbate trade inequity and consequently enable the payment of poverty wages, forced labour and slavery, inhumane working conditions, gender discrimination, abuse and harassment, anti-union dismissals and union busting, and the use of child labour.

The Impact of COVID-19 on Scottish Public Procurement Fair Trade Expenditure

The reporting period of this research was dominated by the effects of the COVID-19 pandemic, which has engendered a substantial reduction in the value of fair and ethically traded products purchased through Scottish public procurement as a consequence of offices and catering facilities being closed for prolonged periods of time. This trend of reduced expenditure on Fair Trade goods looks unlikely to dissipate with many workplaces continuing to employ hybrid and working from home policies, which has naturally meant that there is less of a requirement for workplaces to buy catering supplies to the extent they were pre-pandemic.

Legislation

The Procurement Reform (Scotland) Act 2014 (The Act) is Scotland's key piece of legislation dictating how a public body, otherwise known as 'contracting authority' (henceforth referred to as CA), purchase goods and services. The Act places a Sustainable Procurement Duty on CAs, meaning that, before they buy anything, they must consider about how they can – through their procurements – improve social, environmental and economic wellbeing, with a particular focus on reducing inequality.

The Act also requires organisations to develop an organisational procurement strategy and report against its delivery at the end of each year. This includes a requirement to include a statement of the authority's general policy on the procurement of fairly and ethically traded goods and services². There is, however, no obligation on authorities to track and publish expenditure on 'Fair Trade' products or suppliers. Further, no definition has been provided in The Act for 'Fair and Ethical Trade' and no scope

¹ According to a 2020 independent report by Martin Meteyard & Associates: [Fair Trade in Scotland: Review](#)

² According to section 15(5)(b)(v) of the Procurement Reform (Scotland) Act 2014.

for what goods are to be included has been set. Accordingly, no baselines or targets for annual expenditure on Fair Trade goods have likely been set to date by authorities.

The Good Food Nation Act requires public bodies to produce food plans which must have regard to the principle of ‘the role of a sustainable food system and supply chain’. Although this legislation does not explicitly refer to Fair Trade procurement, with its reference to the supply chain it provides an opportunity for public bodies to include Fair Trade in their food plans. However, the lack of an explicit reference is likely to lead again to varied approaches to including reference to Fair Trade.

The proposed Wellbeing and Sustainable Development (Scotland) Bill offers a new opportunity to explore ways of giving legislative underpinning to the commitments of being a Fair Trade Nation.

Guidance

CAs also have sustainable procurement tools, guidance and Scottish Procurement Policy Notes (SPPNs) at their disposal to consider human rights, equality, and Fair Work consistently in their procurements.

[Scottish Procurement Policy Note \(SPPN\) 3/2020](#) outlines the approach the Scottish Government advocates to help public bodies comply with policy and legislation, including how to take an ethical approach in their procurement activity. This includes using the measures available to them through public procurement legislation, including relevant clauses in their contracts, and addressing ethics through contract and supplier management. More recently, the [Scottish Procurement Policy Note \(SPPN\) 03/2022](#) has outlined additional expectations with respect to climate and circular economy considerations, aligned to an increased emphasis on addressing the climate emergency. Use of the [sustainable procurement tools](#) and [guidance](#) is central to the approach, enabling public buyers to consider actions in relation to human rights/ethics on a case by case basis, ensuring relevance and proportionality, taking into account the subject matter of the contract, associated market analysis, along with value and risk.

Increasing the market for Fair Trade in Scotland through procurement

Key steps can be taken by CA procurement officials and policy makers, the Scottish Fair Trade Forum (the Forum) and Fair Trade campaigners to encourage and develop the market for Fair Trade procurement in Scotland. Recognising procurement's crucial role in building the market for Fair Trade in Scotland in its independent report for the Scottish Government, Martin Meteyard & Associates advocate that priority should be given to encouraging authorities to set a baseline for expenditure on fair and ethical goods. It is the intention that such baselines can encourage a progressive approach to Fair Trade procurement whereby CAs set indicators and targets to grow, year-on-year, their expenditure on fair and ethical trade and expand product ranges. The setting of baselines and targets represents an important stage (stage 3) in a wider process proposed by the Forum for successfully embedding Fair Trade within procurement activities (see Figure 1 below).

Diagram 1. The Forum's proposed process for Contracting Authorities to successfully embed Fair Trade within procurement activities



As a starting point, this report seeks to determine the Scottish public sector's **current** understanding and implementation of stages 1, 2, 3 and 5 of the process³ outlined above by:

1. Identifying each CA's (where relevant) general policy on the procurement of fairly and ethically traded goods and services.
2. Identifying whether CAs can, in fact, determine their annual expenditure on Fair Trade goods through available report mechanisms.
3. Aggregating, where possible, each CA's Fair Trade expenditure during the period April 1st 2020 to March 31st 2022 (i.e. Financial Years: 19/20; 20/21; and 21/22).

Analysing this information, the Forum hopes to identify and overcome barriers preventing deeper and broader procurement of Fair Trade goods within Scotland's public sector. Recommendations for future actions can be found within the '*Conclusions and Recommendations*' section below.

Methodology

The Forum utilised The Freedom of Information (Scotland) Act 2002 (or "FOISA") to collect information from Scotland's CAs. Under FOISA, a person who requests information from a Scottish public authority which holds it is entitled to be given it by the authority subject to certain conditions and exemptions set out in the Act.

FOI requests were sent to each CA, either directly to their procurement department, or to their Freedom of Information liaison. In phase one of research conducted in October 2020, all were specifically asked to provide data on their CAs total annual expenditure on fair trade goods during the period April 1st 2019 to March 31st 2020 (Financial Year 19/20). While latterly in the report's second phase, CA's were asked to provide data on their CA's total annual expenditure on fair trade goods covering additional periods of April 1st 2020 to March 31st 2021 and April 2021 to March 31st 2022. All were subsequently asked to break expenditure down by vendor name; whether their suppliers were contracted/non-contracted; descriptions of item(s) purchased; and the total value per order. An example reporting template was attached for further clarification. As well as providing aggregated information on current expenditure levels, this question also helps to gauge each CA's understanding of the definition of Fair Trade. As outlined above, there has been no clear definition stated within current procurement legislation or guidance and so, depending on each CA's individual interpretation of "Fair Trade", they are likely to include different products procured.

All CA's were finally asked to provide their general policy on the procurement of fairly and ethically traded goods and services, in accordance with section 15(5)(b)(v) of the Procurement Reform (Scotland) Act 2014. As past evidence suggests, a comprehensive policy acts as a strong indicator of understanding and engagement with Fair Trade.

Limitations of collecting information on Fair Trade expenditure

Initial research into the feasibility of authorities collecting and sharing data and information on expenditure suggested that, while possible, it could potentially be non-exhaustive. As there is currently no obligation on authorities stemming from the aforementioned Sustainable Procurement

³ Work is ongoing to ensure stage 4 is conducted within the public sector where possible, but, because of time and resources required to analyse its implementation within hundreds of past, live and prospective contracts, it has not been included in this report's examination. Ongoing examples of The Forum's work in this area include the negotiation of [Scotland Excel's Education Materials framework](#) to include Fair Trade aspects.

Duty to track and publish expenditure on Fair Trade products or suppliers, there is no guarantee their purchasing systems are equipped to do so comprehensively, or at all.

Further, even more-sophisticated systems may only be able to capture expenditure where purchasers have specifically used such terms as “fair” and “trade”, “Fairtrade” or “fairly” and “traded” in their requisitions, and so items where buyers have used catalogue item numbers would not be reflected in the data provided.

Conclusion and recommendations

The report identifies and concludes CAs have vastly different levels of understanding of Fair Trade, commitments to Fair Trade through policies and mechanisms to record their annual expenditure on Fair Trade goods through their finance ordering systems (see page 19 onwards for individual CA responses).

Defining Fair Trade

As explained in the methodology, CA were intentionally not given clarity on what the Forum would consider Fair Trade, so as to better understand their definition of the term. From those able to respond with information, most defined Fair Trade according to products with labels certified by independent organisations (most notably Fairtrade) and displayed their Fair Trade expenditure accordingly. Others defined the term wider, including goods procured from suppliers that have produced them in accordance with International Labour Organisation (ILO) conventions or have adopted ethical trading strategies.

Moving forward, a clear definition of Fair Trade defined by procurement legislation is crucial for standardised reporting on Fair Trade expenditure. Only including Fairtrade-certified and World Fair Trade Organisation-verified goods would likely be the simplest method to determine, aggregate and grow Fair Trade expenditure⁴. Setting expenditure baselines according to and seeking to grow expenditure only on Fairtrade-certified and WFTO-verified goods is beneficial for the following reasons:

1. They are the most widely recognised certification/verification labels upholding Fair Trade values and protecting human and labour rights.
2. Both systems commit to decertifying or terminating membership for those who are found to be in violation of major core requirements in provided standards e.g. those related to child labour, forced labour, discrimination and (sexual) harassment.
3. Suppliers throughout the supply chain are independently certified/audited, helping procurement officials save time while ensuring that high standards are applied in public procurement.
4. They are the rigorous systems most likely to be adopted by contractors supplying goods to CAs.

⁴ It would be highly likely that there would be more Fairtrade products than WFTO products, due to the nature of the products certified or verified by the two systems.

While they could be used as an introductory baseline moving forward, it is not likely to provide an exhaustive aggregation however, as:

1. While the Fairtrade Mark and WFTO labels are recognised by some as a best-practice examples of Fair Trade and independent certification/verification, the Forum would define Fair Trade wider, using globally-recognised Fair Trade principles, such as those outlined in the International Fair Trade Charter⁵, as a foundation for evaluation⁶.
2. FLO-CERT, the global and independent certifying body for Fairtrade, only audit certain commodities for which Fairtrade International has produced a standard for; there are several product areas procured by the public sector (from medical instruments, to ICT equipment to graduation gowns) for which Fairtrade International has no defined standard.
3. Building upon points 1 and 2, defining Fair Trade according to Fairtrade-certified and WFTO-verified products is also not conducive for ensuring inclusivity and fair competition within future tenders and could negatively affect any future attempts to expand the range of Fair Trade goods procured by CAs; by law (and in line with the Court of Justice of the EU's ruling regarding the use of labels in procurement awarding criteria⁷), equivalent standards that uphold the principles of Fair Trade must also be accepted and evaluated. Again, this is not to say that 'diluted' labels should be included in future aggregations.

As is clear from this report, without a clear and concise definition, the term "Fair Trade" can often lead to subjective interpretation and evaluation by CAs and subsequently the inclusion of goods in expenditure aggregations that are not traded according to globally-recognised and rigorous Fair Trade principles. This is not conducive for efficiently embedding or aggregating Fair Trade within the public sector. In responding to the Scottish Parliament's Economy, Energy and Fair Work Committee's post-legislative scrutiny of the Procurement Reform (Scotland) Act 2014 and subsequent 'Call For Views', the Forum has asked for a clear definition of Fair and Ethical Trade to be provided. Such a definition could form the basis for not only the aggregation of Fair Trade expenditure moving forward, but also for definition within relevant invitation to tender criterion and scoring methodologies for future tenders (as would be part of stage 3 of the abovementioned process proposed by the Forum for embedding Fair Trade).

If a definition of Fair Trade is not implemented in procurement legislation moving forward, the Forum can explore defining it, accounting for the abovementioned limitations regarding the embedding of Fair Trade principles within procurement activities. Care would also need to be taken to ensure internationally understood standards and principles are not diluted.

Mechanisms for aggregating Fair Trade expenditure

Of the 93 FOI requests issued in the initial phase of research to observe Financial Year 2019-20, 52 CAs believed they were entirely unable to fulfil the request to aggregate total value of Fair Trade goods⁸. In the secondary phase investigating Financial Years 2020-21 and 2021-22, 69 of 111 CAs believed they

⁵ The International Fair Trade Charter offers a concise explanation of the generic objectives and approaches that are common to most Fair Trade initiatives. More information can be found [here](#).

⁶ For instance, a list of other rigorous Fair Trade labels, as defined by Traidcraft, can be found [here](#).

⁷ Regarding the use of sustainability labels (such as Fairtrade) in procurement awarding decisions, the Court of Justice of the EU found CAs may identify certain labels in awarding criteria as leading to a presumption of sustainability criteria having been met. However, CAs must primarily make use of descriptive conditions for such criteria to allow public procurement to be opened up to competition.

⁸ Virtually all were able to provide policies related to Fair and Ethical Trade, where relevant.

were unable to fulfil this request. Twenty-one of these CAs in phase one and twelve of those in phase two were local councils whose expenditure was alternatively captured by Scotland Excel, however. Ultimately, expenditure was not captured for 33.33% of CAs contacted in phase one and 37.84% in phase two of the study.

The most common reasons cited by CAs unable to provide the information requested are represented by the following example responses:

- *“As we do not hold information, notice is given under Section 17(1) of the Freedom of Information (Scotland) Act 2002, that the information which you require is not held.”*
- *“Our finance system has not captured any spend on fair trade goods for 2019-20.”*
- *“The Procurement team were consulted on your enquiry and have advised that spend is not broken down or categorised in such a way that would enable expenditure on Fair Trade products to be identified”*
- *“As there is currently no obligation on us to track spend on ‘Fair Trade’ products or suppliers, we do not record this information. Therefore, this information is not held for the purposes of the Freedom of Information (Scotland) Act 2002.”*
- *“Under Section 12 of the Freedom of Information (Scotland) Act an authority is not obliged to comply with a request for information where the projected costs for supplying that information exceed £600”.*
- *“The level of expenditure has been heavily curtailed during both periods due to the impact of Covid and the limited operation of our catering facilities during the above periods.”*

No correlation could be drawn between the type of CA and an ability to provide the data as, for instance, while it is believed all local councils use similar purchasing finance systems, only some councils were able to fulfil the request comprehensively, or at all. This suggests work is required to ensure all CAs are aware of the mechanisms already available on their purchasing systems to record Fair Trade expenditure. Alternatively, further engagement with Scotland Excel could offer a more efficient and accurate approach to tracking local council expenditure.

Using best practice mechanisms identified in this report, the Forum could produce aggregating guidance for CAs and explore other mechanisms to efficiently report Fair Trade expenditure where incumbent mechanisms cannot be utilised. For instance, the Forum could engage with key suppliers (especially those who are approved on national procurement frameworks), encouraging them to identify and provide unique identification codes that would allow CAs to easily identify Fair Trade products purchased through their purchasing systems. Alternatively, Fair Trade goods could be listed and disseminated by suppliers to CAs with their current product identifier codes, allowing CAs to annually cross-reference the codes with their purchases⁹. From there, simple targets and KPIs could be implemented to encourage year-on-year growth of sales and product ranges.

⁹ As a simple side promotional activity, at special times of the year (e.g. during Fairtrade Fortnight), suppliers could also create and disseminate to all CAs promotional catalogues that list available Fair Trade products and their codes.

As identified above, there is no guarantee such a project will be implemented by CAs, as there is no legislative duty enforcing it. Ongoing participation will therefore require significant buy-in from each CA's senior management team and officers, as well as suppliers and Fair Trade campaigners. The Forum should continue to identify and utilise overarching CA objectives that could motivate voluntary participation e.g. wider sustainability agendas. Further, the Forum should also consider when identifying mechanisms that the easier it is to record and track Fair Trade expenditure, the more likely it is that CAs will participate.

The National Performance Framework could more effectively measure Scotland's socio-economic impacts, and a starting point for this could be to measure Scottish participation in global business human rights initiatives such as Fair Trade. Inclusion of such an indicator or measurement would necessitate a more consistent and robust aggregation of data.

The Forum could also engage with the Fairtrade Foundation, who set criteria, award and monitor Fairtrade communities status for localities throughout the U.K., and encourage them to include relevant criteria within their Fairtrade communities scheme. For instance, a 'desirable' criterion could be for local councils to report on their annual Fair Trade expenditure, and possibly even set targets for growth. Alternatively, Fairtrade Flagship employers that are also public sector suppliers could also have 'desirable' criteria around providing solutions to identify Fair Trade items they have within their product portfolio (see examples related to product identification codes above). The Forum could also reach out to its members (local councils and suppliers) to explore similar mechanisms.

General Policies on Fair and Ethical Trade

In the process of submitting FOI requests across two phases (October 2020 & June 2022) to produce this report, the online accessibility of general policies on Fair and Ethical Trade by public bodies has increased significantly. As these organisations have begun to increasingly refer the Forum to their website regarding their policies on the procurement of Fair Trade goods and services, rather than having to rely on submitting FOI requests to ascertain this information. This is a much welcomed development, as this has allowed for greater transparency on Scottish public procurement strategies.

Policy commitments to Fair and Ethical Trade were vastly different among CAs. Some CAs simply acknowledged the legislation and stated they would consider fair and ethically traded goods, where applicable, in accordance with it. Best practice examples, however, often included:

- An acknowledgement of their power to influence the entire value chain and responsibility to protect human and worker rights *throughout* it, not just tier 1.
- Their ability to utilise contract performance conditions to ensure suppliers comply with relevant human rights and labour laws and to disqualify tenderers for previous violations of such laws.
- The relevance of Fair Trade to other intertwined sustainability and human and labour rights issues (e.g. modern slavery and human trafficking).
- A commitment to working with other Fair Trade organisations to promote Fair Trade products
- Their adoption of (or proposals to adopt) relevant charters (e.g. International Fair Trade Charter or the Co-operative Party Charter against Modern Slavery).
- Reference to their local authority area's Fairtrade award status and commitments to working with local Fair Trade groups.

- Alluding to a need to increase the knowledge and understanding of the benefits of fair and ethical trading for all CA staff who participate in the procurement process and to make better use of the expertise within the council to ensure wider sustainable outcomes are achieved.
- Referencing the use of Scottish Government sustainability tools and tests (including Sustainable Procurement Prioritisation, Life Cycle Impact Mapping, Sustainability Test and Flexible Framework).
- Expectations of suppliers and references to external (and publicly viewable) supply chain codes of conduct covering Fair Trade issues.
- Commitments to keeping a central record of the value of fairly traded products bought from contracts under their direct control.
- Commitments to promoting the use of Fair Trade products across all its services and raising awareness of Fair Trade amongst its staff and customers.
- The creation of, and a reference to, a standalone Fair Trade policy that is reviewed and the performance is reported on annually.
- Importance of the use of appropriate standards and mutual recognition of labels, 'lotting', output based specifications and clear sustainability evaluation criteria to increase the accessibility of procurements to bidders (especially SMEs) supplying Fair Trade items.
- Commitments to working with internal and external stakeholders to conduct due diligence checks (including with subcontractors) to ensure supply chains are compliant with relevant legislation.
- Reference to particularly high-risk areas of procurement that are to be given proportionate consideration.
- Acknowledgement of the need for and commitments to address fair and ethical trading throughout the entire procurement journey, including within contract management to monitor on an on-going basis.
- Commitments to instituting sustainable supply chain training.
- Commitments to supporting Fair Trade principles, Ethical Trading Initiative and the ILO 8 core conventions.

Amalgamating best practice examples of policies provided by CAs in this report, stakeholders (especially campaigners, procurement professionals and policy makers) could work with the Forum to produce guidance for the creation of robust statements and encourage their local CAs (including councils, educational institutions, emergency services and other public bodies) to consider reviewing their statements, should current ones be deemed too passive. Robust policies are an essential stage in ensuring institutionalised and long-term commitments to fair and ethical trading, as shown on Diagram 1 on page 10. There is also a need to ensure that Fair Trade policies are co-ordinated with other policies e.g. explicitly linking commitments to Fair Trade with other policy commitments and strategies on sustainability and net-zero. Fair Trade procurement could be more explicitly shown to be integral to the environmental policies and strategies of public bodies.

The proposed Wellbeing and Sustainable Development Bill could offer the first opportunity to pursue some of these recommendations and strengthen the legislative underpinning of the commitments of being a Fair Trade Nation. A Wellbeing and Sustainable Development Commissioner, or equally a Future Generations Commissioner, could be an additional route to provide guidance for Fair Trade procurement, and hold a scrutiny and oversight role.

Summary of recommendations for future action

Area	Recommendations
Defining Fair Trade	<ul style="list-style-type: none"> • The Forum will continue to make the case for a clear definition for Fair Trade within legislation and to work towards its inclusion. • Should a clear definition not be included in future legislation, the Forum should explore working with stakeholders (especially procurement professionals and policy makers) to produce a definition for dissemination in future CA guidance resources.
Mechanisms for aggregating Fair Trade Expenditure	<p>The Forum proposes that work should be done with stakeholders to:</p> <ul style="list-style-type: none"> • Liaise with CAs and approved contractors supplying Fair Trade goods to develop new standardised mechanisms for all-inclusive and efficient reporting on Fair Trade expenditure. Such mechanisms should be cognisant the legislative scope of an FOI request. • Produce guidance for CAs to report Fair Trade expenditure annually using best practice mechanisms identified in this report. • Identify and utilise levers that could motivate CAs to voluntarily report on Fair Trade expenditure and create targets for future growth.

General Policies on Fair and Ethical Trade	<p>The Forum proposes that work should also be done to:</p> <ul style="list-style-type: none">• Liaise with Fair Trade and procurement stakeholders and amalgamate best practice examples identified in this report to produce guidance for CAs on developing comprehensive General Policies on Fair and Ethical Trade.• Again, identify and utilise levers that could motivate CAs to review and revise their existing policies e.g. enlisting campaigner support and communicating the policy's relevance to achieving wider sustainability CA objectives.
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Contracting Authorities – Responses to FOI

The following pages show each contracting authority's (CA's) response to the abovementioned FOI requests and, where possible, aggregates each CA's Fair Trade expenditure during the period April 1st 2019 to March 31st 2022 (Financial Years: 19/20; 20/21; and 21/22).

Responses below have not been edited or altered to reflect the Forum's position regarding what is deemed 'Fair Trade'; all responses are based on each CA's independent interpretation of 'Fair Trade' and the Forum has not removed any items that do not fit with its understanding.

Due consideration should also be given to the limitations described on pages 11 and 12.

Scottish Local Councils

Scotland Excel

Scotland Excel is the Centre of Procurement Expertise for the local government sector in Scotland. Accordingly, it is able to provide information on annual Fair Trade expenditure in relation to the frameworks (collaborative contracts) they develop and manage on behalf of local authorities. Information provided is not likely to correspond directly with information provided by each local authority, not only because of the aforementioned reporting limitations (including differing mechanisms and interpretations of the term 'Fair Trade'), but also because each local authority can also provide figures on their contracted expenditure outwith Scotland Excel frameworks, as well as comprehensively provide their off-contract expenditure.

2019-2020:

Response to FOI: *"In relation to your request, we have attached a spreadsheet with the following information.*

- *Total spend per council (and in total) (tab: For issue 1)*
- *Total spend per supplier (contracted and non-contracted) (tab: For issue 1)*
- *Description and quantities of items purchased (tab: For issue 2)*

Unfortunately, we are unable to provide total value per order, as the management information we collect is collected quarterly and not split by order. We do not collect information in relation to items purchased for resale."

Council Name	Total Spend on Fair Trade (FY19-20)
Aberdeen City Council	£1,713.82
Aberdeenshire Council	£298.86
Angus Council	£3.95
Argyll and Bute Council	£595.87

Clackmannanshire Council	£3.44
Culture NL Ltd	£269.46
Dumfries and Galloway Council	£24,227.05
Dundee City Council	£1.58
East Ayrshire Council	£8,192.92
East Dunbartonshire Council	£34,874.37
East Lothian Council	£98.11
East Renfrewshire Council	£12,233.22
Falkirk Council	£4,163.81
Fife Council	£2,163.67
Glasgow City Council	£5,631.82
Inverclyde Council	£3,324.16
Midlothian Council	£1,231.72
NHS Highland	£164.55
North Ayrshire Council	£3,589.19
North Lanarkshire Council	£1,046.55
Renfrewshire Council	£848.72
Scottish Borders Council	£326.29
South Ayrshire Council	£6,451.99
South Lanarkshire Council	£2,596.15

Stirling Council	£84.51
Tayside Contracts	£1,435.17
The City of Edinburgh Council	£6,990.16
The Highland Council	£9,406.99
The Moray Council	£115.01
West Dunbartonshire Council	£3,660.03
West Lothian Council	£1,440.39
Grand Total	£137,183.53

Supplier Name	Total Spend	All Contracted Spend?	Value of Non-Contracted spend
Arco Ltd	£1,968.05	Yes	
Bestway Wholesale Ltd T/a Batleys Foodservice	£3,614.85	Yes	
Brake Bros Ltd	£126,025.24	No	£100.06
Ipex Investments Limited T/A Capital Vending	£97.90	Yes	
CG Coffee Limited	£1,232.00	Yes	
Matthew Algie & Company Limited	£689.13	Yes	
Scotbev Supplies Limited	£3,495.42	Yes	
William Yule And Son Limited	£38.80	Yes	

Yorkshire Purchasing Organisation	£22.14	Yes	
Grand Total	£137,183.53		£100.06

Supplier and Item Description	Quantity
Arco Ltd	189
Fairtrade Mens Polo Shirt Black Xxl	0
Fairtrade Mens Polo Shirt Navy L	3
Fairtrade Mens Polo Shirt Navy M	8
Fairtrade Mens Polo Shirt Navy XI	8
Fairtrade Mens Polo Shirt Navy Xxl	2
Fairtrade Mens T-shirt Black L	18
Fairtrade Mens T-shirt Black XI	4
Fairtrade Mens T-shirt Black Xxl	2
Fairtrade Mens T-shirt Navy L	8
Fairtrade Mens T-shirt Navy M	15
Fairtrade Mens T-shirt Navy XI	2
Men's Fairtrade Polo Shirt Black 2xl	25
Men's Fairtrade Polo Shirt Black L	24
Men's Fairtrade Polo Shirt Black M	43
Men's Fairtrade Polo Shirt Black XI	20

Men's Fairtrade Polo Shirt Navy 2xl	4
Men's Fairtrade T-shirt Black L	3
Bestway Wholesale Ltd T/a Batleys Foodservice	447
Calypso F/t Apple	225
Calypso F/t Orange	131
Coffee Granules Ethically Sourced	80
F/trade Demerera Stk2.5g	1
F/trade White Stick 2.5g	10
Brake Bros Ltd	16,809
Arriba F/trade Espresso Beans 8x500g	15
Arriba Fairtrade Med Coffee 50x60g	3
Brake Fairtrade Tea Bags 1x1100	145
Brakes F/trade Coffee Gran 1x750g	906
Brakes Fairtrade Env Teabags 1x250	99
Brk F/trade Frz Dry Coff Stk 1x500	147
Café Express Fair Trade Teabag 1x300	52
Clipper Ftrade Org Decaf Everyday 1x250	1
Clipper Ftrade Org Earl Grey Env 1x250	1
Clipper Ftrade Org Peppermint En 1x250	2
F/trade C/direct R&g Med Coffee 45x60g	46

F/trade Divine Milk Chocolate 1x30	3
F/trade Teadirect 1 Cup Teabag 1x440	143
F/trade Teadirect Tagged 5x100x2g	32
Fair Trade Bananas Bb 1x10	58
Fair Trade Demerera Sugarsticks 1x1000	157
Fair Trade White Sugar Sticks 1x1000	425
Fairtrade Apple Juice 27x200ml	7894
Fairtrade Apple Juice 12x500ml	133
Fairtrade Orange Juice 27x200ml	6436
Fairtrade Orange Juice 12x500ml	110
T&I Fairtrade Gingerbread Syrup 1x750ml	1
Ipex Investments Limited T/A Capital Vending	20
Cocoa Fantasy Chocolate FT	20
CG Coffee Limited	112
globo solidal/fairtrade	112
Matthew Algie & Company Limited	15
12x220g DECAF Tiki FTORA H55	2
50x3pt Gaia Coffee FTORA I52	2
6x1kg Gaia Esp Beans FTORA	7
Luna FT Vend Choc 10x1kg	2

P/Garden Green FT ORG 6x20	1
Pavilion Decaf FT 6x20	1
Scotbev Supplies Limited	55
Café Nueva Fairtrade Passione Beans	1
Milsuper Fairtrade Hot Chocolate	54
William Yule And Son Limited	6
Fairtrade Brown Sugar Sticks	6
Yorkshire Purchasing Organisation	30
Sugar Fairtrade Granulated 1kg	30
Grand Total	17,683

2020-2021

Response to FOI request of 2020-21 /2021-22 data: “In relation to your FOI request reference SXL055, please find response detailed below.

Please see attached file, “Copy of Scotland Excel Fair Trade Spend 20-21 and 21-22.xlsx” which contains the requested information.

Please note that this information only applies to Fair Trade products purchased by councils through Scotland Excel framework arrangements. Councils may also purchase Fair Trade products through their own contracts or alternative framework arrangements. Therefore, the information supplied is unlikely to represent the total annual spend on fair trade goods made by each local council. Such information would only be available from each council directly.”

Council Name	Total Spend on Fair Trade (FY-20)
Aberdeen City Council	112.71

Aberdeenshire Council	76.31
Argyll and Bute Council	47.88
Bield Housing and Care	22.95
Dumfries and Galloway Council	44736.26
East Ayrshire Council	453.28
East Dunbartonshire Council	4242.38
East Lothian Council	10.78
East Renfrewshire Council	150.62
Falkirk Council	2060.1
Fife Council	41.26
Glasgow City Council	5161.36
Inverclyde Council	1553.46
Midlothian Council	313.88
North Ayrshire Council	182.93
North Lanarkshire Council	473.18
Renfrewshire Council	471.81
Scottish Borders Council	50.71
South Ayrshire Council	3105.4
South Lanarkshire Council	2554.69
Stirling Council	9129.71

Tayside Contracts	116.78
The City of Edinburgh Council	2053.52
The Highland Council	5861.91
West Dunbartonshire Council	1001.53
West Lothian Council	430.26
Grand Total	£84,415.66

Item Description	Quantity
Brake Fairtrade Tea Bags 1x1100	48
Brk Fairtrade Freeze Dry Coffee Stk X50	35
Café Express Fair Trade Teabag 1x300	13
Calypso Fair Trade Apple Juice 30x200ml	199
Calypso Fair Trade Orange Juice 30x200ml	482
Fair Trade Bananas Bb 1x10	25
Fair Trade Colombia Stick	2
Fair Trade White Sugar Sticks 1x1000	82
Fairer Msc Sjack Tuna Chnk Bri 1x1.88kg	36
Fairtrade Apple Juice 27x200ml	4195
Fairtrade Envelope Teabags	6
Fairtrade Orange Juice 12x500ml	1

Fairtrade Orange Juice	27x200ml	4162
Juiceburst Fairtrade Apple	12x500ml	40
Juiceburst Fairtrade Orange	12x500ml	19
Milfresh Fair Hot Chocolate	1x1kg	140
School Fairer Tuna Chunks In Brine		152
T&I Fairtrade Pumpkin Syrup	1x750ml	1
GRAND TOTAL		9638

2021-2022

Council Name	Total Spend on Fair Trade (FY-20)
Aberdeen City Council	215.72
Aberdeenshire Council	43.5
Argyll and Bute Council	76.12
Bield Housing and Care	24.04
Dumfries and Galloway Council	2201.87
East Ayrshire Council	1126.51
East Dunbartonshire Council	244.98
East Renfrewshire Council	46.76
Falkirk Council	361.94
Glasgow City Council	3559.02

Inverclyde Council	1093.49
Live Borders	26.89
Midlothian Council	211.76
Non-Scottish Public Sector Organisation	144.37
North Ayrshire Council	833.51
North Lanarkshire Council	7599.6
Renfrewshire Council	1144.83
Scottish Borders Council	81.83
South Ayrshire Council	90.44
South Lanarkshire Council	971
Stirling Council	5765.75
Tayside Contracts	34.75
The City of Edinburgh Council	574.94
The Highland Council	267.5
The Moray Council	43.95
West Dunbartonshire Council	162.67
	273.2
GRAND TOTAL	£27,220.94

Item Description	Quantity
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Arriba Fairtrade Med Coffee 50x60g	1
Brake Fairtrade Tea Bags 1x1100	55
Brk Fairtrade Freeze Dry Coffee Stk X500	44
Café Express Fair Trade Teabag 1x300	9
Calypso Fair Trade Apple Juice 30x200ml	201
Calypso Fair Trade Orange Juice 30x200ml	711
Clipper Fairtrade Everyday Env Tea 1x250	13
Fair Trade Colombia Stick	2
Fair Trade White Sugar Sticks 1x1000	156
Fairer Msc Sjack Tuna Chnk Bri 1x1.88kg	5
Fairtrade Apple Juice 12x500ml	74
Fairtrade Envelope Teabags	3
Fairtrade Orange Juice 12x500ml	47
Juiceburst Fairtrade Apple 12x500ml	722
Juiceburst Fairtrade Orange 12x500ml	152
Milfresh Fair Hot Chocolate 1x1kg	363
School Fairer Tuna Chunks In Brine	99
T&I Fairtrade Pumpkin Syrup 1x750ml	1
GRAND TOTAL	2658

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Excerpt from Scotland Excel – Procurement Strategy 2018-2023

“Statement of the authority’s general policy on the procurement of fairly and ethically traded goods and services.

Scotland Excel considers the relevant and proportionate application of fair and ethical trading principles in its procurement activities.

Scotland Excel aims to protect workers’ rights throughout the supply chain and understands the influence of buying behaviours. The promotion of fairly and ethically traded goods and services means considering the wider implications of our procurement activities.

In its procurement activity Scotland Excel, where relevant and appropriate to the framework agreement’s subject matter, includes conditions relating to the performance of the contract to ensure that the economic operator complies with environmental, social and employment law, and may disqualify a Tenderer for previous violation of such laws.

As part of Scotland Excel’s contract management activity it works with contractors to best ensure, in so far as is practicable, fair and ethical practices in supply chains. Scotland Excel ensures that procurement requirements relating to fairly and ethically traded goods and services are applied in a relevant, proportionate and legally compliant manner.”

Excerpt from Scotland Excel - Sustainable Procurement Strategy 2019

“Some of the ways in which Scotland Excel will specifically promote economic, social and environmental sustainability are:

- **Social sustainability:**

- o **Ethical procurement:** Continue to design our procurement processes to offer fairly sourced, manufactured and traded products”

More information about Scotland Excel’s social, economic and environmental procurement approach, including considerations to ensuring commitments to Fair Work Practices, as well as combatting Human Slavery, throughout entire supply chains can be found on their website.

Aberdeen City Council

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	None provided – please see Scotland Excel’s recorded total spend for each council on pages 20-33
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Response to FOI: “We are unable to provide you with information on Aberdeen City Council’s total annual spend on fair trade goods within the financial year 2019 to 2020 including the requested breakdown as the cost of providing it has been calculated as being in excess of the statutory maximum (£600). To explain this, the information is not held in a way within our purchasing/finance system that would allow us to respond to the request, as the narrative records attached to our expenditure do not state whether a product is fair trade.

Commercial and Procurement Service have identified that the supplier Brakes Bros is used to purchase Fair Trade products so to identify these we would have to check every Brakes invoice. In 19/20 there were 107,190 transactions with Brakes.

We are unable to provide you with information on total annual spend on fair trade goods as the cost of providing it has been calculated as being in excess of the statutory maximum (£600). To explain this, it would involve an ACC Officer checking invoices and extracting the relevant information. For one supplier, this has been calculated at 5 minutes per transaction, which equates to 8,932.50 hours, at the cost of £133,988 in total.

In order to comply with our obligations under the terms of Section 16 of the FOISA, we hereby give notice that we are refusing your request under the terms of Section 12 - Excessive Cost of Compliance - of the FOISA.”

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	£1,558.78
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Response to FOI: “Please see below the information in relation to Aberdeen City Annual Spend on Fair Trade goods. Please note that we are only able to report on contracted spend due to the reporting systems available to us.

Brake Bros Ltd has been identified as the only contracted supplier of fair trade products. There are additionally further non-contracted transactions with Brake Bros.

We are unable to provide you with information on non-contracted cost of fairtrade products as the cost of providing it has been calculated as being in excess of the statutory maximum (£600). To explain this, it would involve an Aberdeen City Council Officer investigating 35,554 Brake Bros transactions from 2020/21,

and 71,646 transactions from 2021/22. This has been calculated at 5 minutes per file which equates to 2962 hours for 2020/21 records, and 5970 hours for 2021/22 records, at the cost of £134,000 in total.

In order to comply with its obligations under the terms of Section 16 of the FOISA, we are refusing your request under the terms of Section 12 - Excessive Cost of Compliance - of the FOISA.

We are unable to provide you with information on items purchased for resale. In order to comply with its obligations under the terms of Section 17 of the FOISA, we are informing you that we do not hold this information."

<i>Supplier</i>	<i>Item Description</i>	<i>Total Value</i>
Brake Bros Ltd	Maltesers Bag	£54.96
Brake Bros Ltd	Fair Trade White Sugar Sticks	£23.38
Brake Bros Ltd	Fairtrade Demerara Sugar Sticks	£5.91
Brake Bros Ltd	Granulated Sugar	£8.70
Brake Bros Ltd	Light Brown Soft Sugar	£1,465.83
Grand Total		£1,558.78

Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	£2,643.75
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<i>Supplier</i>	<i>Item Description</i>	<i>Total Value</i>
Brake Bros Ltd	F/Trade Tea direct 1 cup Teabag	£8.62
Brake Bros Ltd	Granulated Sugar	£28.68
Brake Bros Ltd	FT Icing Sugar	£52.40

Brake Bros Ltd	Soft Light Brown Sugar	£67.02
Brake Bros Ltd	Tonys Tiny Tony's Milk Chocolate	£27.37
Brake Bros Ltd	Light Brown Soft Sugar	£2,459.66
Grand Total		£2,643.75

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from Joint Procurement Strategy Aberdeen City Council, Aberdeenshire Council and The Highland Council 2017 – 2022

Statutory Commitment under S15(5) of the Procurement Reform Scotland Act 2014

Our general policy on the procurement of fairly traded and ethically traded goods and services

“The Council’s Sustainable Procurement Policy has been developed to support local and national priorities in terms of Fair Trade/fairly traded and ethically sourced goods and services. In the context of procurement, “FairTrade” can be specified as representing a standard without further enquiries being necessary. However, to ensure there is no discrimination it is necessary for procurers to make reference to “fairly traded goods and services” or “ethically sourced goods and services” and offer alternatives to meet the standard without accreditation. The Council’s Sustainable Procurement Policy provides extensive information on the compliant use of recognised trading labels and guides where “or equivalents” must be accepted. Aberdeen City Council was the first city in Scotland to achieve Fairtrade status in 2004.

http://www.aberdeencity.gov.uk/business_trade/trading_standards/fairtrade/fairtrade_city.asp

Aberdeenshire Council renewed its Fairtrade Zone status in April 2016, zone status (first achieved in 2013). <https://www.aberdeenshire.gov.uk/environment/green-living/fairtrade/>.”

Aberdeenshire Council

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	£1,407.98	Please also see Scotland Excel's estimated total spend for each council on pages 20-33
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Response to FOI: "We are unable to provide you with information on Aberdeenshire Council's total annual spend on fair trade goods within the financial year 2019 to 2020 including the requested breakdown as the cost of providing it has been calculated as being in excess of the statutory maximum (£600). To explain this, the information is not held in a way within our purchasing/finance system that would allow us to respond to the request, as the narrative records attached to our expenditure do not state whether a product is fair trade. One category that we are aware of where Fair Trade items are purchased is food, and I have attached a report by the supplier used to purchase these products during the period 2019/20."

Product Category	Item Description	Units purchased	Total Value	
Hot Beverages	Brake Fairtrade Tea Bags 1x1100	1.00	£10.92	
Hot Beverages	F/Trade C/Direct R&G Med Coffee 45x60g	3.00	£113.37	
Hot Beverages	F/Trade Teadirect 1 cup Teabag 1x440	1.00	£6.70	
Hot Beverages	Brakes Fairtrade Env Teabags 1x250	1.00	£6.40	
Snacks & Confectionery	Maltesers Std Pouch 1x13	30.00	£618.70	
Snacks & Confectionery	Maltesers Bag 1x40 STD	24.00	£399.41	
Snacks & Confectionery	F/Trade Divine Milk Chocolate 1x30	1.00	£25.51	
Snacks & Confectionery	Green&Blacks Milk Chocolate 35g 1x30	3.00	£50.88	
Snacks & Confectionery	Green&Blacks Dark 70% Chocolate 35g 1x30	2.00	£33.92	
Snacks & Confectionery	Green&Blacks White Chocolate 35g 1x30	3.00	£50.88	
Sugar & Sweeteners	Granulated Sugar 1x2kg	44.00	£77.00	
Sugar & Sweeteners	Soft Light Brown Sugar 2104 CASE 10x500g	1.00	£14.29	
		114	£1,407.98	Grand Total

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services 2019-2020

The Council's Sustainable Procurement Policy has been developed to support local and national priorities in terms of Fair Trade/fairly traded and ethically sourced goods and services. In the context of procurement to ensure there is no discrimination it is necessary for procurers to make reference to "fairly traded goods and services" or "ethically sourced goods and services" and offer alternatives to meet the standard without accreditation.

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	£5,198.10
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Response to FOI: “Please note that we are only able to report on contracted spend due to the reporting systems available to us. Information regarding items purchased for resale is not held.”

<i>Supplier</i>	<i>Item Description</i>	<i>Total Value</i>
Brake Bros Ltd	Maltesers Bag	£89.78
Brake Bros Ltd	Granulated Sugar	£38.28
Brake Bros Ltd	Soft Light Brown Sugar 2104 CASE	£26.54
Brake Bros Ltd	Light Brown Soft Sugar	£4,966.33
Batleys / Bestway	NESCAFE GRANULES F/T	£77.17
Grand Total		£5,198.10

Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	£7260.98
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<i>Supplier</i>	<i>Item Description</i>	<i>Total Value</i>
Brake Bros Ltd	Maltesers Bag	£169.84
Brake Bros Ltd	Green & Blacks Milk Chocolate	£17.54
Brake Bros Ltd	Granulated Sugar	£100.80
Brake Bros Ltd	FT Icing Sugar	£65.04
Brake Bros Ltd	Soft Light Brown Sugar	£53.75
Brake Bros Ltd	Light Brown Soft Sugar	£6,818.39
Batleys / Bestway	NESCAFE GRANULES F/T	£35.62
Grand Total		£7260.98

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services 2022

The Council is committed to securing meaningful environmental, social and economic value in our regulated procurements (and framework call offs) and to working with all sectors of the business community in order to achieve increased prosperity. As responsible and ethical buyers, the Council aims to embed the key principles of sustainability into procurement activity for the benefit of society, the economy and the environment. The Council recognises that outcomes can be captured at the following levels:

- *Local (Council/area specific);*
- *National (Scotland/UK) or*
- *Global (e.g. fairly traded and ethically sourced goods.)*

Angus Council

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	None provided – please see Scotland Excel’s recorded total spend for each council on pages 20-33
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Response to FOI: No response to FOI (submitted to procurement@angus.gov.uk on 09/10/2020)

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	None provided - please see Scotland Excel’s recorded total spend for each council on pages 20-33
Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	None provided - please see Scotland Excel’s recorded total spend for each council on pages 20-33

Response to FOI: “This information is held by Tayside Contracts.

In compiling responses to information requests we invariably use information which is routinely published on the Council’s website (opens in a new window) or through its Publication Scheme (opens in a new window). If you require further information please first check that the information you want is not routinely published as any such information is exempt from release in terms of Section 25 of the Freedom of Information (Scotland) Act 2002 or Regulation 6(1)(b) of the Environmental Information (Scotland) Regulations 2004.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from Angus Council – Angus Council Procurement Strategy 2019/21¹⁰

Part 4. Governance, Legislation & Good Practice	
Procurement of fairly and ethically traded goods and services	<p>“In line with the Procurement Strategy’s Key Objective 4 – Fulfilment of Sustainable Procurement Duties and where ethically traded goods and services are available, the Council will work with all relevant stakeholders and take a Best Value approach when applying fair and ethically trading principles in procurement activities. Angus Council also works closely with Fairtrade partnerships to promote Fairtrade products and explore the differences that choices on the procurement of these ethically traded goods can make to the lives of others. In addition, as set out in this report, the Council is proposing to adopt the Co-operative Party Charter against Modern Slavery.”</p>

¹⁰ No up to date general policy on the procurement of Fairly and Ethically Traded Goods and Services.

Argyle & Bute Council

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	None provided – please see Scotland Excel’s recorded total spend for each council on pages 20-33
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Response to FOI: “Unfortunately, no spend data was captured using these terms.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services 2019-2020

Adapted from Argyle & Bute Council – Draft Procurement and Commissioning Strategy 2019-2020

<p>Ensure compliance with complex European Union Procurement Legislation, and with Public Contracts (Scotland) Regulations 2015 and the Procurement Reform (Scotland) Act 2014 and associated mandatory guidance</p>	
<p>We will do this as outlined in the following statements with reference to Section 15(5) of the Procurement Reform (Scotland) Act 2014:</p>	<p>“Complying with the Council’s Sustainable Procurement Policy (Appendix 5) in relation to the procurement of fairly and ethically traded goods and services.”</p>

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	None Provided - – please see Scotland Excel’s recorded total spend for each council on pages 20-33
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Response to FOI: “I write to advise that, unfortunately, Argyll and Bute do not capture this level of data. However, we did reach out to Scotland Excel where we currently participate in 58/67 Frameworks and they have provided the attached”

Total Recorded Spend on Fair Trade goods during the period April 1 st 2021 to March 31 st 2022	£49.66
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		Units purchased	Total Value	
Brake Fairtrade Tea Bags	1x1100	1	£14.77	
Fair Trade White Sugar Sticks	1x1000	1	£11.69	
Milfresh Fair Hot Chocolate	1x1kg	13	£49.66	
		15	£76.12	Grand Total

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services 2022-2025

Adapted from Argyle and Bute Council - 2022/25 Procurement Strategy and Sustainable Procurement Policy

Part 5.5 Mandatory Requirements of the Procurement Reform (Scotland) Act 2014 and Statutory Guidance Obligations

Complying with the Council's Sustainable Procurement Policy in relation to the procurement of fairly and ethically traded goods and services.

"The procurement of fairly and ethically traded goods and services will be considered within the CSS of all regulated procurements in 2022/25. (Ongoing)

The Council will ensure that procurement requirements relating to Fairly and Ethically Traded Goods and Services are applied in a relevant, proportionate and legally compliant manner."

Clackmannanshire Council

Total Recorded Spend on Fair Trade goods during the period April 1 st 2019 to March 31 st 2020	None provided – please see Scotland Excel’s recorded total spend for each council on pages 20-33
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Response to FOI: “We do not hold the data information requested on this type of goods.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

None provided or easily visible online

Total Recorded Spend on Fair Trade goods during the period April 1 st 2020 to March 31 st 2021	None Provided – please see Scotland Excel’s recorded total spend for each council on pages 20-33
Total Recorded Spend on Fair Trade goods during the period April 1 st 2021 to March 31 st 2022	None Provided – please see Scotland Excel’s recorded total spend for each council on pages 20-33

Response to FOI: “Having checked the records held, in terms of S17 of the Freedom of Information (Scotland) Act 2002, I have established that we do not hold the information you have requested.”

Comhairle nan Eilean Siar (Western Isles Council)

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	None provided – please see Scotland Excel’s recorded total spend for each council on pages 20-33
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Response to FOI: “The only Fairtrade products the Comhairle purchase are coffee and chocolate. We are unable to provide specific details in relation to price and products.”

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	None Provided - please see Scotland Excel’s recorded total spend for each council on pages 20-33
Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	None Provided - please see Scotland Excel’s recorded total spend for each council on pages 20-33

Response to FOI: “This information is not held : the Comhairle is unable to break down items on its Authority Financials System to the level that would identify Fair trade products.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from Comhairle nan Eilean Siar – PROCUREMENT STRATEGY 2019-2021¹¹

STRATEGIC CONTEXT	
Comhairle Policy	“Through the Outer Hebrides Community Planning Partnership, the Comhairle seeks to support ethical procurement, including that promoted through the Fair Trade Movement. This strategy seeks to develop ethical procurement and aspires to the achievement of the CIPS (Chartered Institute of Purchasing and Supply) Corporate Ethics Mark.”

¹¹ No up to date general policy on the procurement of Fairly and Ethically Traded Goods and Services.

Dumfries & Galloway Council

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	£35,749.63	Please also see Scotland Excel's estimated total spend for each council on pages 20-33
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Response to FOI: "Our contract for all groceries and provisions, which includes the following, is with Brake Brothers Ltd and hot drinks are provided by Scotbev. Annual spend for 2019/20 is made up of the following items for the year:"

<i>Supplier</i>	<i>Item Description</i>	<i>Total Value</i>
<i>Brake Brothers Ltd</i>	<i>Calypso Orange Juice</i>	<i>£8,849.00</i>
<i>Brake Brothers Ltd</i>	<i>Calypso Apple Juice</i>	<i>£17,679.20</i>
<i>Brake Brothers Ltd</i>	<i>White Sugar Sticks</i>	<i>£335.46</i>
<i>Brake Brothers Ltd</i>	<i>Brown Sugar Sticks</i>	<i>£79.32</i>
<i>Brake Brothers Ltd</i>	<i>Dairy Milk Chocolate Bar</i>	<i>£4,030.10</i>
<i>Brake Brothers Ltd</i>	<i>Kit Kat 4 Finger Bar</i>	<i>£1,157.57</i>
<i>Scotbev</i>	<i>Hot Chocolate</i>	<i>£3,598.98</i>
Grand Total		£35,749.63

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	£47,095.55
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Response to FOI: "Please find information requested attached."

<i>Supplier</i>	<i>Item Description</i>	<i>Product amount</i>	<i>Total Value</i>
BRAKE BROS LIMITED	23762- Fairtrade Orange Juice 27 x 200		NOT PROVIDED
BRAKE BROS LIMITED	88607 - Fairtrade Apple Juice 27 x	200ML	
BRAKE BROS LIMITED	Calypso Fairtrade Apple Juice Pouches	27x200ml	
SCOTBEV SUPPLIES LTD	1220 - Fairtrade Hot Chocolate 10 x 1KG		
SCOTTISH FAIR TRADE FORUM	Renewal of the Annual Fairtrade	Membership	
SCOTBEV SUPPLIES LTD	1220 - Fairtrade Hot Chocolate 10 x 1KG		
BRAKE BROS LIMITED	Calypso Fairtrade Apple Juice Pouches	27x200ml	
BRAKE BROS LIMITED	Calypso Fairtrade Orange Juice Pouches	27x200ml	
THE ARCO GROUP	DandG Mens Fairtrade Polo Navy S		
BRAKE BROS LIMITED	Calypso Fairtrade Apple Juice Pouches	27x200ml	
THE ARCO GROUP	DandG Mens Fairtrade Polo Navy S		
THE ARCO GROUP	DandG Mens Fairtrade Polo Navy XL		
BRAKE BROS LIMITED	Calypso Fairtrade Orange Juice Pouches	27x200ml	
BRAKE BROS LIMITED	Calypso Fairtrade Apple Juice Pouches	27x200ml	
BRAKE BROS LIMITED	Calypso Fairtrade Orange Juice Pouches	27x200ml	

THE ARCO GROUP	DC13117707 - D&G Mens Fairtrade Polo	Navy - size 2XL	
BRAKE BROS LIMITED	Calypso Fairtrade Apple Juice Pouches	27x200ml	
BRAKE BROS LIMITED	Calypso Fairtrade Apple Juice Pouches	27x200ml	
BRAKE BROS LIMITED	Calypso Fairtrade Orange Juice Pouches	27x200ml	
BRAKE BROS LIMITED	Calypso Fairtrade Apple Juice Pouches	27x200ml	
BRAKE BROS LIMITED	Calypso Fairtrade Orange Juice Pouches	27x200ml	
SCOTBEV SUPPLIES LTD	1220 - Fairtrade Hot Chocolate 10 x 1KG		
BRAKE BROS LIMITED	Maltesers Fairtrade 1x40		
BRAKE BROS LIMITED	Calypso Fairtrade Apple Juice Pouches	27x200ml	
BRAKE BROS LIMITED	Calypso Fairtrade Orange Juice Pouches	27x200ml	
BRAKE BROS LIMITED	Calypso Fairtrade Apple Juice Pouches	27x200ml	
BRAKE BROS LIMITED	Calypso Fairtrade Orange Juice Pouches	27x200ml	
BRAKE BROS LIMITED	Calypso Fairtrade Orange Juice Pouches	27x200ml	
BRAKE BROS LIMITED	Calypso Fairtrade Apple Juice Pouches	27x200ml	
BRAKE BROS LIMITED	Calypso Fairtrade Orange Juice Pouches	27x200ml	

BRAKE BROS LIMITED	Calypso Fairtrade Apple Juice Pouches	27x200ml	
BRAKE BROS LIMITED	Calypso Fairtrade Orange Juice Pouches	27x200ml	
BRAKE BROS LIMITED	Calypso Fairtrade Apple Juice Pouches	27x200ml	
BRAKE BROS LIMITED	Calypso Fairtrade Orange Juice Pouches	27x200ml	
BRAKE BROS LIMITED	Calypso Fairtrade Apple Juice Pouches	27x200ml	
BRAKE BROS LIMITED	Calypso Fairtrade Apple Juice Pouches	27x200ml	
BRAKE BROS LIMITED	Calypso Fairtrade Orange Juice Pouches	27x200ml	
BRAKE BROS LIMITED	Calypso Fairtrade Orange Juice Pouches	27x200ml	
BRAKE BROS LIMITED	Calypso Fairtrade Apple Juice Pouches	27x200ml	
BRAKE BROS LIMITED	Maltesers Fairtrade 1x40		
THE ARCO GROUP	Men's Black Fairtrade Polo Shirt 2XL		
BRAKE BROS LIMITED	Calypso Fairtrade Orange Juice Pouches	27x200ml	
BRAKE BROS LIMITED	Calypso Fairtrade Apple Juice Pouches	27x200ml	
THE ARCO GROUP	Men's Black Fairtrade Polo Shirt 2XL		
BRAKE BROS LIMITED	Calypso Fairtrade Orange Juice Pouches	27x200ml	
BRAKE BROS LIMITED	Calypso Fairtrade Apple Juice Pouches	27x200ml	
Grand Total			£47,095.55

Total Recorded Spend on Fair Trade goods during the period April 1 st 2021 to March 31 st 2022	£3,666.32
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<i>Supplier</i>	<i>Item Description</i>	<i>Product amount</i>	<i>Total Value</i>
THE ARCO GROUP	Men's Black Fairtrade Polo Shirt 2XL		NOT PROVIDED
BRAKE BROS LIMITED	Maltesers Fairtrade 1x40		
BRAKE BROS LIMITED	Fairtrade White Sticks 1x1000		
BRAKE BROS LIMITED	Calypso Fairtrade Orange Juice Pouches	27x200ml	
SCOTBEV SUPPLIES LTD	1220 - Fairtrade Hot Chocolate 10 x 1KG		
BRAKE BROS LIMITED	132679 - Fairtrade Orange Juice 30 x	200ML	
BRAKE BROS LIMITED	132679 - Fairtrade Orange Juice 30 x	200ML	
BRAKE BROS LIMITED	132680 - Fairtrade Apple Juice 30 x	200ML	
BRAKE BROS LIMITED	132679 - Fairtrade Orange Juice 30 x	200ML	
BRAKE BROS LIMITED	132679 - Fairtrade Orange Juice 30 x	200ML	
BRAKE BROS LIMITED	132680 - Fairtrade Apple Juice 30 x	200ML	
BRAKE BROS LIMITED	132679 - Fairtrade Orange Juice 30 x	200ML	
BRAKE BROS LIMITED	132680 - Fairtrade Apple Juice 30 x	200ML	

BRAKE BROS LIMITED	132679 - Fairtrade Orange Juice 30 x	200ML	
BRAKE BROS LIMITED	132680 - Fairtrade Apple Juice 30x200ML		
BRAKE BROS LIMITED	132679 - Fairtrade Orange Juice 30 x	200ML	
BRAKE BROS LIMITED	Fairtrade Orange Juice 30 x 200ML		
BRAKE BROS LIMITED	132680 - Fairtrade Apple Juice 30 x	200ML	
THE ARCO GROUP	Men's Black Fairtrade Polo Shirt 2XL		
BRAKE BROS LIMITED	132679 - Fair Trade Orange Juice 30 x	200ML	
BRAKE BROS LIMITED	132680 - Fairtrade Apple Juice 30 x	200ML	
BRAKE BROS LIMITED	Fairtrade White Sticks 1x1000		
BRAKE BROS LIMITED	Fairtrade Demerara Sugar Sticks 1x1000		
THE ARCO GROUP	Men's Black Fairtrade Polo Shirt XL		
BRAKE BROS LIMITED	132679 - Fairtrade Orange Juice 30 x	200ML	
BRAKE BROS LIMITED	132680 - Fairtrade Apple Juice 30 x	200ML	
BRAKE BROS LIMITED	Maltesers Fairtrade 1x40		
BOOKER CASH & CARRY 173	tate and lyle fairtrade pure can caster	sugar 2kg. case of 6.	
BOOKER CASH & CARRY 173	2 x Code 196440 Lichfields Fairtrade	Original Ground Coffee 1kg bags - 2 x	

THE ARCO GROUP	Men's Black Fairtrade Hoodie L		
THE ARCO GROUP	Men's Black Fairtrade Hoodie M		
BRAKE BROS LIMITED	132680 - Fairtrade Apple Juice 30 x	200ML	
BRAKE BROS LIMITED	132679 - Fairtrade Orange Juice 30 x	200ML	
BRAKE BROS LIMITED	Fairtrade White Sticks 1x1000		
BRAKE BROS LIMITED	132680 - Fairtrade Apple Juice 30 x	200ML	
BRAKE BROS LIMITED	132679 - Fairtrade Orange Juice 30 x	200ML	
Grand Total			£3,666.32

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from Dumfries and Galloway Council – Sustainable Procurement Policy 2022¹²

Part 6 Ethical and Fairly Traded Products and Materials	
Fairly Traded Products and Materials:	Fairly trading aims to create opportunities for producers, in the developing world, to receive a fair price for their products, in turn this will help the developing world to work out of poverty. The Council will consider fairly traded products when developing specifications and selecting products and services, where appropriate. Contractual clauses will be included where relevant to ensure fairly traded products are considered throughout the supply chain.
Ethically Traded Products and Materials:	The Council's supply chains include a range of commodities providing from a range of businesses including global companies employing millions of people worldwide. The procurement of these products and services will ensure ethical treatment of employees by adopting the fair working practices outlined above. This will involve inclusion of contractual clauses to ensure the supply chain treat employees in an ethical manner. Consideration of ethical treatment will be taken during relevant tender evaluations and will be monitored on an ongoing basis through effective contract management.

¹² General policy on the procurement of Fairly and Ethically Traded Goods and Services has remained unchanged moving from the council's previous Sustainable Procurement Policy to their most recent published strategy.

Dundee City Council

Total Recorded Spend on Fair Trade goods during the period April 1 st 2019 to March 31 st 2020	None provided – please see Scotland Excel’s recorded total spend for each council on pages 20-33
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Response to FOI: “I am afraid that the Council's financial systems are not set up in a way which would allow us to provide the information requested on fair trade purchasing. There is no code on the systems to identify which purchases were fair trade - a problem which you anticipated in your request and which has also been encountered when trying to do internal reporting on this topic.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services 2018-2020

Adapted from Dundee City Council – Corporate Procurement Strategy 2018-2020

Procurement Objectives	
Deliver Sustainable Procurement Across the Council	“Dundee City Council requires to comply with the Procurement Reform (Scotland) Act 2014 and general and other duties contained therein, including the Sustainable Procurement Duty. In support of these duties, there is a need to increase the knowledge and understanding of the benefits of sustainable procurement for all council staff who participate in the procurement process and to make better use of the expertise within the council to ensure wider sustainable outcomes are achieved. This approach should be a conduit to secure wider social, economic and environmental benefits for the local area and ensure that those benefits are realised, including the consideration of the procurement of fairly and ethically traded goods and services.”

“I have however attached a copy of the Council's current policy, and you will be interested to hear that this is likely to be refreshed and updated during 2021 in line with commitments given as part of a report on how Dundee should respond to Scotland's historic links with the slave trade”: <https://www.dundee.gov.uk/service-area/city-development/publications/fair-trade-policy-dundee-city-council>

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	£626.58
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Response to FOI: “Please find enclosed: a) link to DCC Policy b) Spend detail for both DCC and Tayside Contracts”

<i>Spend detail for Dundee City Council</i>			
<i>Item Description</i>		<i>Units purchased</i>	<i>Total Value</i>
Tate & Lyle Fairtrade Light Brown Soft Pure Cane Sugar 10x 500g		1	£17.69
Tate & Lyle Fairtrade Light Brown Soft Pure Cane Sugar 10x 500g		1	£17.69
Brake Fairtrade Tea Bags 1x1100		1	£10.92
Brake Fairtrade Tea Bags 1x1100		1	£10.92
Brake Fairtrade Tea Bags 1x1100		2	£21.84
Brake Fairtrade Tea Bags code 85126		1	£10.92
		15	£89.98
			Grand Total

<i>Spend detail for Tayside Contracts</i>			
<i>Item Description</i>		<i>Units purchased</i>	<i>Total Value</i>
Maltesers Fairtrade 1x40		12	£222.12
Brakes Fairtrade Coffee Granuals 1x750g		21	£292.95
Whitworths Granulated Sugar 1x2kg		6	£10.44
Café Express Fair Trade Teabag 1x300		1	£11.09
		40	£536.60
			Grand Total

Total Recorded Spend on Fair Trade goods during the period April 1 st 2021 to March 31 st 2022	£1796.07
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Spend detail for Dundee City Council

Item Description	Units purchased	Total Value
FAIRTRADE PREMIUM (SL) ESPRESSO BEAN 6x1kg	1	£66.18
A106066 Tate and Lyle Flo Fairtrade Icing sugar 10x1kg	1	£2.62
A106066 Tate and Lyle Flo Fairtrade Icing sugar 10x1kg	1	£2.62
Puro Fairtrade Drinking Choco Tin 2KG	1	£18.69
Marvel Fairtrade Instant Hot Chocolate 2kg	6	£56.94
Marvel Fairtrade Instant Hot Chocolate 2kg	6	£56.94
527035 - Pods Puro Fairtrade Espresso Decaf 100pcs	1	£28.53
FAIRTRADE PREMIUM (SL) ESPRESSO BEAN 6x1kg	1	£66.18
COCO FAIRTRADE SUGAR STICKS WHITE 1 x 1000	1	£5.85
COCO FAIRTRADE SUGAR STICKS BROWN 1 x 1000	1	£6.35
Pods Puro Fairtrade Espresso Decaf 100pcs	1	£28.53
STICK SUGAR WHITE FAIRTRADE COMPOSTAB x 1000	1	£12.25
STICK SUGAR WHITE FAIRTRADE COMPOSTAB x 1000	1	£12.25
STICK SUGAR WHITE FAIRTRADE COMPOSTAB x 1000	1	£12.25
STICK SUGAR WHITE FAIRTRADE COMPOSTAB x 1000	1	£12.25
STICK SUGAR WHITE FAIRTRADE COMPOSTAB x 1000	2	£24.50
STICK SUGAR WHITE FAIRTRADE COMPOSTAB x 1000	1	£12.25
STICK SUGAR WHITE FAIRTRADE COMPOSTAB x 1000	1	£12.25
STICK SUGAR WHITE FAIRTRADE COMPOSTAB x 1000	1	£12.25
STICK SUGAR WHITE FAIRTRADE COMPOSTAB x 1000	1	£12.25
STICK SUGAR WHITE FAIRTRADE COMPOSTAB x 1000	1	£12.25
STICK SUGAR WHITE FAIRTRADE COMPOSTAB x 1000	1	£12.25
STICK SUGAR WHITE FAIRTRADE COMPOSTAB x 1000	2	£24.50
STICK SUGAR WHITE FAIRTRADE COMPOSTAB x 1000	2	£24.50
STICK SUGAR WHITE FAIRTRADE COMPOSTAB x 1000	2	£24.50
STICK SUGAR WHITE FAIRTRADE COMPOSTAB x 1000	1	£12.25

STICK SUGAR WHITE FAIRTRADE COMPOSTAB x 1000		6	£73.50	
STICK SUGAR WHITE FAIRTRADE COMPOSTAB x 1000		5	£61.25	
STICK SUGAR WHITE FAIRTRADE COMPOSTAB x 1000		2	£24.50	
STICK SUGAR WHITE FAIRTRADE COMPOSTAB x 1000		3	£36.75	
STICK SUGAR WHITE FAIRTRADE COMPOSTAB x 1000		1	£12.25	
STICK SUGAR WHITE FAIRTRADE COMPOSTAB x 1000		6	£73.50	
501375 - Puro Noble fairtrade Ground 16 x 250g		1	£62.41	
533159 Puro Fairtrade Traditional English Tea 1 x 1100		1	£22.28	
		15	£938.62	Grand Total

<i>Spend detail for Tayside Contracts</i>				
<i>Item Description</i>		<i>Units purchased</i>	<i>Total Value</i>	
Maltesers Fairtrade 1x40		25	£467.92	
Fairtrade Demerara Sugar Sticks 1x1000		1	£5.91	
Brakes Fairtrade Coffee Granuals 1x750g		12	£168.17	
Whitworths Granulated Sugar 1x2kg		11	£19.74	
FT Icing Sugar 1x1kg		66	£170.30	
Café Express Fair Trade Teabag 1x300		1	£11.09	
Brakes Fairtrade Tea Bags 1x1100		1	£14.32	
		117	£857.45	Grand Total

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services 2022

Adapted from Dundee City Council – FOI Fair Trade (July 2022)

Policy Support

We have tried various things over the years but their costs are sometimes prohibitive or there has been other issues i.e. we tried to implement the rice challenge where selective schools use Fair Trade rice but although the rice was high quality it didn't meet the specific standards required by Tayside Contracts dieticians.

We have also tried Fair Trade footballs - Bala Balls and purchased them for various school tournament events but the provider choose not to attempt to join the Scotland Excel framework and they are significantly more expensive than alternative models. The company are currently being taken over by another fair trade provider - once this is completed we will try to work with Scotland Excel to see if they could supply to existing providers.

A lot of the support DCC have provided them is more on the policy side i.e. securing a free stall for them at the food and flower festival for fair trade goods and supporting various programme to support local cafes/ restaurants to stock and publicise their use of Fair Trade items.

East Ayrshire Council

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	None provided – please see Scotland Excel’s recorded total spend for each council on pages 20-33
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Response to FOI: “This information is not held by the Council.”

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	None Provided
Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	None Provided

Response to FOI: “I can confirm that we are treating your request in accordance with the Freedom of Information (Scotland) Act 2002 (FOISA).

I must however inform you that we do not collate the information that you have requested and therefore we do not hold data on the total annual amount spent on fair trade goods. We do not hold a document that contains the information that you have requested, that is to say a list of annual spend on fair trade goods broken down to vender name, whether they were contracted/non-contracted; description of item(s) purchased; and the total value per order and I must advise that we are unable to provide you with a list for each individual purchase as it would require a trawl of a large number of individual records to locate and obtain this information, which would cost the Council more than the upper cost limit allowed by section 12(1) of the Freedom of Information (Scotland) Act 2002.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from East Ayrshire Council – PROCUREMENT STRATEGY 2021-2022¹³



¹³ General policy on the procurement of Fairly and Ethically Traded Goods and Services has remained unchanged moving from the council’s previous Procurement Strategy to their most recent published strategy.

SECTION 10 – POLICIES, TOOLS & PROCEDURES**Procurement of Fairly and Ethically Traded Goods or Services**

“On developing the procurement commodity strategies, consideration shall be given to sourcing goods and services which are fairly and ethically traded. Where appropriate, we shall include standards and labels e.g.: Fairtrade to adopt fair and ethical trading considerations.”

East Dunbartonshire Council

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	£270.91	Please also see Scotland Excel's estimated total spend for each council on pages 20-33
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Response to FOI: "In answer to your enquiry I have provided the information in attachment at the end of this email. This is information taken from our procurement system where goods are catalogued. We are unable to provide spend information from non-catalogued purchases at this time, our systems do not hold this information in an extractable format."

Supplier	Item Description	Sum of Amount
Not provided	(85126) Tea Bags Ethically Sourced 1 x 1100 Tea Bags Fairtrade	£11.15
	(87639) Tea Bags 1 x 440 Tea Bags Fairtrade	£47.88
	(88815) Tea Bags Ethically Sourced 1 x 250 Tea Bags Fairtrade	£45.08
	(88835) Coffee Granules Ethically Sourced 1 x 750G Fairtrade	£51.08
	(89040) Coffee Sticks - 1 Cup 1 x 500 Sachets Fairtrade	£115.72
Grand Total		£270.91

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	£4,682.83
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Response to FOI: "Contract detail from our Oracle purchasing system can provide information."

East Dunbartonshire Council does not keep all contract/non-contract purchasing information requested in a collated form and in order to provide the information a manual analysis of our records would be required. This is in line with GDPR & Commercially sensitive information manual redaction. The costs of obtaining this information would incur fees that would exceed the upper cost limit of £600 as set out in the Fees regulations of Annex 3 of the Code of Practice on the Discharge of Functions by Public Authorities under the Freedom of Information (Scotland) Act 2002 and we are therefore unable to release the information.

The cost was calculated as follows:

Staff time: £ 8.50 x 35 hours £297.50
 £14.00 x 35 hours £490.00
 £787.50

Total cost = £787.50"

Supplier	Item Description	Total Value
Not provided	(1112) 2 Finger Chocolate Covered Wafer Biscuit Ethically Sourced 72 x 21G	Only grand total spend provided – see below
	(12581) Malt Honeycomb Balls Covered with Milk Chocolate Ethically Sourced 40 x 37G	
	(23762) Orange Juice Ethically Sourced 27 x 200ML	
	(509) Drinking Chocolate Ethically Sourced 1 x 2KG	
	(88607) Apple Juice Ethically Sourced 27 x 200ML	
	(88835) Coffee Granules Ethically Sourced 1 x 750G Fairtrade	
	(89040) Coffee Sticks - 1 Cup 1 x 500 Sachets Fairtrade	
Grand Total		£4,682.83

Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	£939.40
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<i>Supplier</i>	<i>Item Description</i>	<i>Total Value</i>
<i>Not provided</i>	(1112) 2 Finger Chocolate Covered Wafer Biscuit Ethically Sourced 72 x 21G	<i>Only grand total spend provided – see below</i>
	(23762) Orange Juice Ethically Sourced 27 x 200ML	
	(24762) Demerera Sugarsticks Ethically Sourced 1 x 1000 Sachets	
	(509) Drinking Chocolate Ethically Sourced 1 x 2KG	
	(88607) Apple Juice Ethically Sourced 27 x 200ML	
	(88815) Tea Bags Ethically Sourced 1 x 250 Tea Bags Fairtrade	
	(88835) Coffee Granules Ethically Sourced 1 x 750G Fairtrade	
	(89040) Coffee Sticks - 1 Cup 1 x 500 Sachets Fairtrade	
	TATE AND LYLE FAIRTRADE LIGHT BROWN SOFT PURE CANE SUGAR 10X500G	
Grand Total		£939.40

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from East Dunbartonshire Council – Procurement Strategy 2022-2023¹⁴

Regulated Procurements/Mandatory Requirements	
The procurement of fairly and ethically traded goods and services	<p><i>“The Council has an Economic and Sustainability Strategy, which includes environmental issues, life cycle costs and quick wins and require that sustainability must be considered when developing specifications and tender evaluation criteria to help reduce the council's carbon footprint.</i></p> <p><i>The Sustainable Procurement approach will ensure it meets current legislative requirements and that it is reviewed accordingly, including reference to the procurement of fairly and ethically traded goods and services. This work is discussed within the East Dunbartonshire Fair Trade Group, Corporate Procurement have a dedicated Champion supporting the work of this group”</i></p>

East Lothian Council

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	None provided – please see Scotland Excel’s recorded total spend for each council on pages 20-33
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Response to FOI: “East Lothian Council (ELC) does not specifically record this information. In order to retrieve this level of detail it would be necessary for staff to scrutinise each invoice ELC had received in 2019/20. ELC’s Facilities Management service have provided the following estimate of costs in respect of food purchases:

29 kitchens x 12 invoices x 38 weeks = 13,224 x 5 minutes per invoice = 1,102 hrs

¹⁴ General policy on the procurement of Fairly and Ethically Traded Goods and Services has remained unchanged moving from the council’s previous Procurement Strategy to their most recent published strategy.

3 kitchens x 18 invoices x 52 weeks = 2,808 x 5 minutes per invoice = 234hrs

1,336 hours @ £14.55 per hour (Grade 4) = £19,438.80

Under Section 12 of the Freedom of Information (Scotland) Act an authority is not obliged to comply with a request for information where the projected costs for supplying that information exceed £600.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from East Lothian Council – Corporate Procurement Strategy 2017-2022

Legislative Requirements	
In relation to Regulated Procurements, the Council will detail in each commodity strategy document, the approach to be taken with regard to:	The procurement of fairly and ethically traded goods and services

“ELC is currently in the process of preparing a draft Sustainable Procurement Policy for approval. The Sustainable Procurement Policy is also a key priority area and action in East Lothian Council’s Climate Change Strategy 2020-2025

(https://www.eastlothian.gov.uk/info/210560/your_council/12389/climate_change_and_sustainability).

The draft sustainable procurement policy includes but is not limited to the following:

- Promoting equality
- Facilitating a varied economy
- Promoting innovation
- Fair work practices
- Stakeholder engagement

- H & S compliance
- Fairly & ethically traded goods sourcing
- Healthy, sustainable food provision
- Prompt payment
- Information governance
- Environmental impact and climate change
- Community benefits
- Conflict of interest
- Modern Slavery Act

Where possible, ELC procures through Category B contracts such as Scotland Excel Frameworks which cover the requirement for ethically traded goods and services in line with the Procurement Reform (Scotland) Act 2014 and Public contracts (Scotland) regulations 2015. Similarly, for procurement routes 2 and 3, ELC adheres to the European single procurement document (ESPD) which is a self-declaration form used in public procurement procedures that needs to be submitted by suppliers interested in tendering for contracts. This document covers also some aspects of fairly and ethically traded goods and services such as questions in regards to slavery and human trafficking statements as defined by section 54 of the Act.”

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	None Provided
Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	None Provided

Response to FOI: “East Lothian Council (ELC) does not specifically record this level of detail via its Contract Register or in its financial ledgers. In view of this, under Section 17(1)(b) of the Act, ELC has been unable to comply with your request as the information you require is not held.

ELC does, however, promote Fair Trade through our Sustainable Procurement Charter (see attached).

Fairly & ethically traded goods sourcing -> The council supports the Fair Trade initiative because it reflects our commitment to sustainable development and offers the prospect that marginalised producers across the world will receive fairer deals for their produce. The council will promote the use of fair trade products across all its services and raise awareness of fair trade amongst its staff and customers. The council will (to the extent permitted by procurement legislation) embed Fair Trade into contracts with suppliers where it has a direct bearing on the required goods, services and works.

The SPD (pre-qualification) document allows us to ask specific questions such as Modern Slavery Act 2015, which allows us to disqualify any supplier that is involved in any unethical exercises.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from East Lothian Council – Sustainable Procurement Charter

Policy Support	
Fairly & ethically traded goods sourcing:	<i>The council supports the Fair Trade initiative because it reflects our commitment to sustainable development and offers the prospect that marginalised producers across the world will receive fairer deals for their produce. The council will promote the use of fair trade products across all its services and raise awareness of fair trade amongst its staff and customers. The council will (to the extent permitted by procurement legislation) embed Fair Trade into contracts with suppliers where it has a direct bearing on the required goods, services and works.</i>

East Renfrewshire Council

Total Recorded Spend on Fair Trade goods during the period April 1 st 2019 to March 31 st 2020	None provided – please see Scotland Excel’s recorded total spend for each council on pages 20-21
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Response to FOI: No response to FOI (submitted to ercprocurement@eastrenfrewshire.gov.uk on 09/10/2020).

Total Recorded Spend on Fair Trade goods during the period April 1 st 2020 to March 31 st 2021	£133.14
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Response to FOI: “I refer to your FOI request 7583-9517-5648-2581 received 06 July 2022, and have detailed this below and my response.”

Supplier	Item Description	Total Value
Brake Brothers Ltd	Brk fairtrade Freeze Dry Coffeee Stk x500	£121.45
Brake Brothers Ltd	Fair Trade White Sugar Sticks x1000	£11.69
Grand Total		£133.14

Total Recorded Spend on Fair Trade goods during the period April 1 st 2021 to March 31 st 2022	£46.76
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Supplier	Item Description	Total Value
Brake Brothers Ltd	Fair Trade White Sugar Sticks x1000	£46.76
Grand Total		£46.76

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from East Renfrewshire Council – CORPORATE PROCUREMENT STRATEGY 2019 - 2022

Policies	
Fairly and ethically traded good and services	<p>“For each regulated procurement exercise, at the contract strategy development stage, consideration will be given to the sourcing of goods and services that are ethically traded. In line with the Council’s Strategy and where ethically traded goods and services are available, the Council will work with all relevant stakeholders and take a Best Value approach when applying fair and ethically trading principles in procurement activities.</p> <p>A number of other policies are relevant to or impact on the Council’s procurement activities. These include:</p> <ul style="list-style-type: none"> • Gifts, hospitality and other inducements • Conflicts of interest declaration • Suppliers charter • Council Health & Safety Policy • Glasgow City Region City Deal Procurement Strategy • Glasgow City Region City Deal Sustainable Procurement Policy.”

Falkirk Council

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	None provided – please see Scotland Excel’s recorded total spend for each council on pages 20-33
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Response to FOI: “This is not information that the Procurement and Commissioning Unit would hold.”

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	None Provided - please see Scotland Excel’s recorded total spend for each council on pages 20-33
Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	None Provided - please see Scotland Excel’s recorded total spend for each council on pages 20-33

Response to FOI: “I regret to advise that we have found it difficult to interrogate our systems to specifically draw out fair trade purchases. This has been disappointing and is a learning point for us in terms of effectively capturing spend on fair trade items. We are aware that purchases of fairly and ethically traded items have been undertaken including for tea, coffee and timber

I have noted below a link to the Council’s current Procurement Strategy. You will note the provisions in relation to fair trade and ethically traded goods and services at paragraph 5.10, section 11 and Appendix 3. We are currently working on the development of our new Procurement Strategy which will run from 2023 and we will keep a close eye on the follow up work to the review.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from Falkirk Council – Procurement Strategy 2020-2023

Statutory Duties of Procurement Strategy	
Procurement of fairly and ethically traded goods and services	“The Council adopts a zero tolerance approach to modern slavery and human trafficking. All those who work for and with us are also expected to adhere to this approach.”

Fife Council

Total Recorded Spend on Fair Trade goods during the period August 1 st 2019 to July 31 st 2020	None provided – please see Scotland Excel’s recorded total spend for each council on pages 20-233
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Response to FOI: No response to FOI (submitted to enquiry.procurement@fife.gov.uk on 09/10/2020).

Total Recorded Spend on Fair Trade goods during the period April 1 st 2020 to March 31 st 2021	None Provided - please see Scotland Excel’s recorded total spend for each council on pages 20-33
Total Recorded Spend on Fair Trade goods during the period April 1 st 2021 to March 31 st 2022	None Provided - please see Scotland Excel’s recorded total spend for each council on pages 20-33

Response to FOI: “Fife Council does not hold the information you have requested regarding annual fair trade purchasing within Fife Council. In compliance with the Freedom of Information (Scotland) Act 2002, we are required to provide notice that the information is not held under S17 - No information held. Fife Council do not capture this information at the moment; however our Procurement Department have contacted Suppliers and are looking to include this information in the future.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from FIFE COUNCIL PROCUREMENT & COMMERCIAL STRATEGY 2019-2024

MANDATORY ELEMENTS OF PROCUREMENT STRATEGY

FAIR & ETHICAL TRADE POLICY STATEMENT

Statement of the authority's general policy on the procurement of fairly and ethically traded goods and services.

Why is this important? (i.e. connection to Organisational Objectives/Council commitment/Statutory Requirement)	Statutory Requirement (to consider) Council Commitment (FC Motion May 2016)
Measurement	Environmental/ethical benefits

"Fife Council considers the relevant and proportionate application of fair and ethical trading principles in its procurement activities.

In all regulated procurements, Fife Council shall consider sustainable aspects, including fair and ethical trading where relevant and proportionate to do so and in line with the Sustainable Procurement Duty.

Individual procurement strategies for specific regulated procurements should identify such matters and define the approach taken in a relevant and proportionate manner. Fife Council shall use the Scottish Government's Sustainability Test to aid this process and to help embed the applicable sustainability requirements in the development of frameworks and contracts, giving clear direction on embedding sustainable actions in procurement exercises.

Fife Council will endeavour to ensure that procurement requirements relating to fairly and ethically traded goods and services are applied in a relevant, proportionate and legally compliant manner.

As part of Fife Council's contract management activity, so far as is practicable, it shall endeavour to promote fair and ethical practices in supply chains."

Glasgow City Council

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	£104,466	Please also see Scotland Excel's estimated total spend for each council on pages 20-33
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Response to FOI: "This information is provided in the attached Matthew Algie and Brakes fair trade information document. Both suppliers are contracted suppliers and all the items purchased are for resale."

Supplier	Item Description	Units purchased	Total Value
Matthew Algie & Co Ltd	FAIRTRADE BREAKFAST TEA BAGS 3X440	18	Only grand total spend provided – see below
Matthew Algie & Co Ltd	FAIRTRADE BREAKFAST STRING & TAG TEA BAGS 6X125	38	
Matthew Algie & Co Ltd	TIKI FILTER 50X3PT	37	
Matthew Algie & Co Ltd	TIKI FILTER 27 X 4PT (FOR SOFHEAT)	29	
Matthew Algie & Co Ltd	DECAF TIKI ESPRESSO BEANS 12X220G,COR003052	1	
Matthew Algie & Co Ltd	TIKI ESPRESSO BEANS 6X1KG	1142	
Matthew Algie & Co Ltd	TIKI FILTER 24X10PT	215	
Matthew Algie & Co Ltd	HOT CHOCOLATE ABYSS FAIRTRADE ORGANIC 2 X 2KG	148	
Matthew Algie & Co Ltd	FAIRTRADE BROWN SUGAR X 1000	33	
Matthew Algie & Co Ltd	FAIRTRADE WHITE SUGAR X 1000	42	
Matthew Algie & Co Ltd	FAIRTRADE INSTANT HOT CHOCOLATE 10X1KG	1	
Matthew Algie & Co Ltd	PAVILION GARDEN FAIRTRADE BREAKFAST TEA 6X20	25	
Matthew Algie & Co Ltd	FAIRTRADE DECAF BREAKFAST TEA 6X20	59	
Matthew Algie & Co Ltd	PAVILION GARDEN FAIRTRADE EARL GREY TEA 6X20	80	

Matthew Algie & Co Ltd	PAVILION GARDEN FAIRTRADE ORGANIC GREEN TEA 6X20	41	
Matthew Algie & Co Ltd	SUKI TEA – EARL GREY BLUE FLOWER 500G	34	
Brakes Food Service	FAIR TRADE DIVINE MILK CHOCOLATE 30 BARS	1	
Brakes Food Service	FAIR TRADE WHITE SUGAR STICKS 1X1000	2	
Brakes Food Service	MILFRESH FAIR TRADE HOT CHOCOLATE 6 TIMES 1X1KG	6	
Brakes Food Service	MILFRESH FAIR TRADE HOT CHOCOLATE 10X1KG BAG	1	
	Grand Total	1,954 Units	
	Grand Total Spend	£104,466.00	

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	£5,463
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Response to FOI: “The Council is treating your request as a request for information under the Freedom of Information (Scotland) Act 2002. We can confirm that the Council holds the information that you have requested.”

Supplier	Item Description	Total Value
Matthew Algie & Co Ltd	FAIRTRADE BREAKFAST STRING TAG TEA BAGS 6X125,SXL 16- 18 {NON- CORE}	£46
Brakes Food Service	CALYPSO ORANGE JUICE	£861
Brakes Food Service	CALYPSO FAIRTRADE ORANGE JUICE	£4,312
Brakes Food Service	CALYSO FIT APPLE JUICE	£10
Brakes Food Service	CALYPSO ORANGE JUICE	£96
Brakes Food Service	ICING SUGAR 1X1KG	£10

Brakes Food Service	FAIRTRADE WHITE SUGAR STICKS 1X1000	£47
Brakes Food Service	FAIR TRADE BANANAS	£42
Brakes Food Service	<i>BRAKES FAIRTRADE TEABAGS 1X1100</i>	£15
Brakes Food Service	<i>BRAKES FAIRTRADE FREEZE DRIED COFFEE STICKS 1X500,SXL SECONDARY</i>	£24
	Grand Total Spend	£5,463

Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022

£28,376

Supplier	Item Description	Total Value
Matthew Algie & Co Ltd	<i>DECAF TIKI ESPRESSO BEANS 12X220G,SXL 16-18 {CORE}</i>	£139
Matthew Algie & Co Ltd	<i>FAIRTRADE BREAKFAST STRING TAG TEA BAGS 6X125,SXL 16-18 {NON-CORE}</i>	£177
Matthew Algie & Co Ltd	<i>FAIRTRADE BREAKFAST TEA BAGS 3X440,SXL 16-18 {CORE}</i>	£323
Matthew Algie & Co Ltd	<i>FAIRTRADE BROWN SUGARX 1000,SXL 16-18 {CORE}</i>	£60
Matthew Algie & Co Ltd	<i>FAIRTRADE DECAF BREAKFAST TEA 6X20,SXL 16-18 {NON-CORE}</i>	£166
Matthew Algie & Co Ltd	<i>FAIRTRADE INSTANT HOT CHOCOLATE 10X1KG,SXL 16-18 {CORE}</i>	£9,071
Matthew Algie & Co Ltd	<i>FAIRTRADE WHITE SUGAR X 1000,SXL 16-18 {NON-CORE}</i>	£86
Matthew Algie & Co Ltd	<i>GAIA ESPRESSO BEANS 6X1KG,SXL16- 18 (CORE)</i>	£5,178
Matthew Algie & Co Ltd	<i>HOT CHOCOLATE ABYSS FAIRTRADE ORGANIC 2X2KG,SXL16-18 (CORE)</i>	£450
Matthew Algie & Co Ltd	<i>PAVILION GARDEN FAIRTRADE BREAKFAST TEA 6X20,SXL 16-18 (NON-CORE)</i>	£24

Matthew Algie & Co Ltd	PAVILION GARDEN FAIRTRADE EARL GREYTEA 6X20,SXL16-18 (NON-CORE)	£154
Matthew Algie & Co Ltd	PAVILION GARDEN FAIRTRADE ORGANIC GREEN TEA 6X20,SXL16-18 (CORE)	£117
Matthew Algie & Co Ltd	TIKI FILTER 24X10PT,SXL 16-18 (NON- CORE)	£8,026
Matthew Algie & Co Ltd	TIKI FILTER 27 X4PT (FOR SOFTHEAT),SXL 16-18 (NON-CORE)	£48
Matthew Algie & Co Ltd	TIKI FILTER 50X3PT,SXL 16-18 (NON-CORE)	£127
Matthew Algie & Co Ltd	6X1KG GAIA ESP BEANS FTORA-AS QUOTED ON THE PRODUCT AND SUPPLY AGREEMENT	£360
Matthew Algie & Co Ltd	HOT CHOCOLATE ABYSS FAIRTRADE ORGANIC2X 2KG,SXL16-18 (CORE)	£35
Brakes Food Service	CALYPSO FAIRTRADE ORANGE JUICE POUCH 30X200ML,GC C005187CPUC	£28
Brakes Food Service	CALYPSO FAIRTRADE ORANGE JUICE POUCH 30X200ML,GC C005187CPUCT	£9
Brakes Food Service	CALYPSO ORANGE JUICE	£2,440
Brakes Food Service	CALYPSO FAIRTRADE APPLE JUICE POUCH 30X200ML,GCC005187CPU	£441
Brakes Food Service	CALYPSO FAIRTRADE ORANGE JUICE	£421
Brakes Food Service	FAIR TRADE WHITE SUGAR STICKS 1X1000	£187
Brakes Food Service	FAIR TRADE SUGAR STICKS BROWN TATE AND LYLE	£161
Brakes Food Service	BRAKES FAIRTRADE TEABAGS 1X1100	£78
Brakes Food Service	BRAKES FAIRTRADE FREEZE DRIED COFFEE STICKS 1X500,SXL SECONDARY	£71
	Grand Total Spend	£28,376

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from Glasgow City Council - Corporate Procurement and Commercial Improvement Strategy 2018 to 2022

Appendix 6. Mandatory Requirements of the Procurement Reform (Scotland) Act 2014 and Statutory Guidance Obligations	
How the organisation intends to make sure that its regulated procurements will:	Council Response/Strategy Content:
Food procurement	The council will ensure that procurement requirements relating to Fairly and Ethically Traded Goods and Services are applied in a relevant, proportionate and legally compliant manner

Inverclyde Council

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	None provided – please see Scotland Excel’s recorded total spend for each council on pages 20-33
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Response to FOI: “Inverclyde Council are unable to provide the annual spend on fair trade goods or break it down into the level of detail required.”

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	None provided – please see Scotland Excel’s recorded total spend for each council on pages 20-33
Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	None provided – please see Scotland Excel’s recorded total spend for each council on pages 20-33

Response to FOI: “: Inverclyde Council have been re-awarded Fair Trade Zone status. In terms of procurement we consider fair trade as part of the tender strategy process on a case by case basis and include in tender specifications as appropriate. Inverclyde Council are unable to provide the annual spend on fair trade goods or break it down into the level of detail required - information is not held.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from Inverclyde Council - Annual Procurement Report 1 April 2020 – 31st March 2021

Appendix 2 - requirements of the act	
(5) The procurement strategy must, in particular –	<i>“(v) the procurement of fairly and ethically traded goods and services,”</i>

Midlothian Council

Total Recorded Spend on Fair Trade goods during the period April 1 st 2019 to March 31 st 2020	None provided – please see Scotland Excel’s recorded total spend for each council on pages 20-33
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Response to FOI: “Our finance system has not captured any spend on fair trade goods for 2019-20. As you have detailed above there are a number of possible limitations to why this information may not have been captured. Another possible limitation is the use of purchasing cards.”

Total Recorded Spend on Fair Trade goods during the period April 1 st 2020 to March 31 st 2021	£313.88
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FOI Response: “The initial request has been broken down into separate questions. Answers are provided below/attached. Our own finance system has not captured any spend on fair trade goods for the requested years. There are a number of possible limitations to why this information may not have been captured e.g. the use of purchasing cards. We do however procure through Scotland Excel frameworks and I have attached a breakdown which they have provided me. It does not address every point.

1) Could you please provide data on Midlothian Council’s total annual spend on fair trade goods throughout each of the past two annual accounts? (i.e. data from both 2020-2021 and 2021-2022).

Attached breakdown of spend through Scotland Excel frameworks.

2) Could you break it down by vendor name

Data not available.

3) Whether they were contracted/non-contracted

The attached spend is through framework and therefore can be considered contracted.

4) Description of item(s) purchased

See attached.

5) *The total value per order?*

Data not available.

6) *Could you also include items purchased for resale?*

Data not available.

7) *As a final request, could you also attach your current general policy on the procurement of fairly and ethically traded goods and services, in line with section 15(5)(b)(v) of the Procurement Reform (Scotland) Act 2014?*

The 2018-2023 Procurement Strategy has been attached. It does not specifically address the question."

<i>Item Description</i>	<i>Units purchased</i>	<i>Total Value</i>	
Fair Trade Colombia Stick	2	£37.72	
Fairer Msc Sjack Tuna Chnk Bri 1x1.88kg	24	£266.16	
	26	£313.88	Grand Total

Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	£211.76
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<i>Item Description</i>	<i>Units purchased</i>	<i>Total Value</i>	
Fairer Msc Sjack Tuna Chnk Bri 1x1.88kg	3	£33.27	
Fairtrade Apple Juice 12x500ml	3	£21.57	
Milfresh Fair Hot Chocolate 1x1kg	41	£156.92	
	47	£211.76	Grand Total

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from Midlothian Council – Procurement Strategy 2018-2023

Ethical Standards

“Procurement has an important role to play in sourcing in a manner that ensures ethical standards are met, minimise the risk of social exploitation and good employment practices. Our ethical procurement objectives are to ensure the wellbeing and protection of work forces throughout the supply chain, that people are treated with respect and their rights are protected.

We aim to minimise the risk of modern slavery and human trafficking in the supply chain by reviewing the market to identify area of vulnerability and taking mitigating actions. This will include excluding suppliers with convictions for modern slavery, using robust contract clauses and monitoring supplier performance.

We expect organisations we work with to:

- **Work to the highest standards of business integrity and ethical conduct**
- **Support staff development and welfare and provide a safe and hygienic working environment**
- **Comply with national laws or industry standards on working hours and not use zero hour contracts that prevent the worker from carrying out other work**
- **Pay wages and benefits at rates that meet national standards”**

Moray Council

Total Recorded Spend on Fair Trade goods during the period April 1 st 2019 to March 31 st 2020	None provided – please see Scotland Excel’s recorded total spend for each council on pages 20-33
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Response to FOI: “In accordance with section 17 of the Freedom of Information (Scotland) Act 2002 we can confirm that all of the requested information is not held as not all Fairtrade purchases are recorded with a description that allows us to identify them. However we can advise that Catering purchase Fairtrade coffee, tea and sugar from Ideal Vending and Coffee and also from Brake Brothers Ltd.”

Total Recorded Spend on Fair Trade goods during the period April 1 st 2020 to March 31 st 2021	£28.66
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Response to FOI: “Please note that the council does not record spend on fair trade good separately. Therefore the information is not held. Information that is not held falls under Section 17 of the Freedom of Information (Scotland) Act 2002 - Information not held. However, we have found the following information from the Catering Department”

Supplier	Item Description	Total Value
Brakes Food Service	Brakes F/Trade Coffee Gran 750g x 2	£28.66
	Grand Total Spend	£28.66

Total Recorded Spend on Fair Trade goods during the period April 1 st 2021 to March 31 st 2022	£197.12
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Supplier	Item Description	Total Value
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Brakes Food Service	<i>Brakes F/Trade Coffee Gran 750g x 2</i>	<i>£144.55</i>
Brakes Food Service	<i>F/Trade Teadirect 1 cup Teabag 1x440</i>	<i>£8.62</i>
Brakes Food Service	<i>Brake Fairtrade Tea Bags 3x1100</i>	<i>£43.95</i>
	Grand Total Spend	£197.12

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from Moray Council – Procurement Strategy 2021/2022¹⁵

Other commitments	
Ethical Procurement	“The council assigns great importance to the role of the local authority in encouraging ethical dealings. The Council therefore commits to support, and promote the use of fair trade products where feasible.”

¹⁵ General policy on the procurement of Fairly and Ethically Traded Goods and Services has remained unchanged moving from the council’s previous Procurement Strategy to their most recent published strategy.

North Ayrshire Council

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	£3,751.50	Please also see Scotland Excel's estimated total spend for each council on pages 20-33
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Response to FOI: "See attached FM's purchase history for fairtrade products for 2019/2020. FM only purchases fairtrade products from Brakes Grocery."

Product Category	Item Description	Units Purchased	Total Value
Drinks & Snacks	Fairtrade Orange Juice 12x500ml	41.00	356.64
Drinks & Snacks	Fairtrade Apple Juice 12x500ml	93.00	573.38
Drinks & Snacks	Clipper Ftrade Org Earl Grey Env 1x250	1.00	18.99
Drinks & Snacks	Café Express Fair Trade Teabag 1x300	11.00	162.69
Drinks & Snacks	Brake Fairtrade Tea Bags 1x1100	33.00	360.53
Drinks & Snacks	F/Trade C/Direct R&G Med Coffee 45x60g	14.00	529.06
Drinks & Snacks	Brakes F/Trade Coffee Gran 1x750g	51.00	623.85
Drinks & Snacks	Cafe Direct Coffee Stick Decaf 1x250	2.00	62.38
Drinks & Snacks	Maltesers Bag 1x40 STD	31.00	517.13
Drinks & Snacks	Divine Milk Chocolate Orange 1x30	2.00	41.20
Drinks & Snacks	Divine Dark Chocolate 1x30	1.00	15.60
Drinks & Snacks	Divine White Chocolate 1x30	2.00	41.20
Drinks & Snacks	F/Trade Divine Milk Chocolate 1x30	1.00	25.51
Dry Store	Granulated Sugar 1x2kg	30.00	52.50
Dry Store	Soft Light Brown Sugar 2104 CASE 10x500g	5.00	71.45
Dry Store	White Std Sugar Cubes (84716) 10x500g	3.00	52.67
Dry Store	TL Sugar Caramel Syrup 1x750ml	1.00	5.29
Dry Store	Fair Trade White Sugar Sticks 1x1000	29.00	156.31
Dry Store	Fairtrade Demerera Sugar Sticks 1x1000	16.00	85.12
	Grand Total	367.00	£3,751.50

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from North Ayrshire Council - Corporate Procurement Strategy 2017 to 2020

Mandatory Requirements of the Procurement Reform (Scotland) Act 2014 and Statutory Guidance Obligations	
How the organisation intends to make sure that its regulated procurements will:	Council Response/Strategy Content:
<ul style="list-style-type: none"> The procurement of fairly and ethically traded goods and services 	<ul style="list-style-type: none"> The Council has an Environmental Sustainability & Climate Change Strategy and sustainability considerations are embedded in the Corporate Procurement Strategy which includes considering sustainability when developing specifications and tender evaluation criteria. <p>Where relevant and appropriate to the contract/framework agreement's subject matter, NAC includes conditions relating to the performance of the contract to ensure that the economic operator complies with environmental, social and employment law, and may disqualify a Tenderer for previous violation of such laws.</p> <p>NAC ensures that procurement requirements relating to fairly and ethically traded goods and services are applied in a relevant, proportionate and legally compliant manner.</p>

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	£11,346.70
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Response to FOI: “ Please find data below for financial years 20/21 and 21/22”

<i>Supplier</i>	<i>Item Description</i>	<i>Total Value</i>
CG Coffee	Fairtrade Beans and Filter	£471.75
CG Coffee	Fairtrade Beans	£2,574.00
George Carruthers & Sons	Fair Trade Bananas	£8,118.08
Brakes Bros Limited	Brake Fairtrade Tea Bags	£30.03
Brakes Bros Limited	Brk Fairtrade Freeze Dry Coffee Stick	£72.81
Brakes Bros Limited	Café Express Fair Trade Teabag	£33.27
Brakes Bros Limited	Fair Trade White Sugar Sticks	£46.76
Grand Total		£11,346.70

Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	£13,339.68
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<i>Supplier</i>	<i>Item Description</i>	<i>Total Value</i>
CG Coffee	Fairtrade Beans and Filter	£1,327.25
CG Coffee	Fairtrade Beans	£4,602.00
George Carruthers & Sons	Fair Trade Bananas	£6,576.86
Brakes Bros Limited	Brake Fairtrade Tea Bags	£206.94
Brakes Bros Limited	Brk Fairtrade Freeze Dry Coffee Stick	£236.62
Brakes Bros Limited	Café Express Fair Trade Teabag	£11.09
Brakes Bros Limited	Clipper Fairtrade Everyday Env Tea	£28.48
Brakes Bros Limited	Fair Trade White Sugar Sticks	£81.83
Brakes Bros Limited	Fairtrade Apple Juice	£137.37
Brakes Bros Limited	Fairtrade Orange Juice	£107.12
Brakes Bros Limited	Juiceburst Fairtrade Apple	£16.04
Brakes Bros Limited	Juiceburst Fairtrade Orange	£8.08
Grand Total		£13,339.68

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from North Ayrshire Council - Corporate Procurement Strategy 2021 to 2023

Aim	Objectives	Actions
<p>Create a more sustainable North Ayrshire</p>	<p>Ensure that all external expenditure is procured sustainably and ethically whilst encouraging and influencing our suppliers, contractors and service providers to do the same.</p>	<p>BAU</p> <ul style="list-style-type: none"> • Ensure all contract strategies consider socio economic and environmental impact and how this can be reduced • Consider lotting strategies for all contracts, giving cognisance to accessibility of contracts for local businesses, SMEs, Third Sector Organisations, Social Enterprises and Supported Business's • Utilise Scottish Governments sustainable procurement tools; prioritisation assessment, sustainability test and life cycle mapping <p>New Actions</p> <ul style="list-style-type: none"> • Apply relevant and proportionate criteria to technical scoring to ensure that environmental impacts are considered appropriately in tender exercises.

The sustainability test has the question below, that considers Fairly and Ethically Traded working conditions:

Fairly and Ethically traded - Working conditions and Labour Standards	<p>Are there potential risks regarding human rights, working conditions and labour standards within the supply chain related to the delivery of a related service or products AND/OR are there potential opportunities to mitigate human rights risks, improve working conditions and labour standards by working with the market?</p>	<p><i>e.g. concerns regarding compliance with ILO Conventions may relate to local, regional or global supply chains and may be more prevalent in lower skill, low pay occupations and where union or other representation is low.</i></p> <p><i>This includes ensuring that fair work practices are respected and implemented through the supply chain and ensuring the human rights of end users.</i></p>
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North Lanarkshire Council

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	None provided – please see Scotland Excel’s recorded total spend for each council on pages 20-33
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Response to FOI: “Having investigated, I regret to advise you that there is no central data set that records spend on Fair Trade Goods and in terms of Section 17 of the Freedom of Information (Scotland) Act 2002 I must advise you that the information as sought is not held.”

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	None Provided - please see Scotland Excel’s recorded total spend for each council on pages 20-33
Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	None Provided - please see Scotland Excel’s recorded total spend for each council on pages 20-33

Response to FOI: “Having investigated, I can advise that North Lanarkshire Council has been awarded North Lanarkshire Fairtrade Zone Status in recognition of the support and awareness the local schools, churches, businesses and communities have given to Fairtrade products. We are committed to promoting and raising awareness of Fair Trade across our region.

We aim to build on the Fair Trade Zone Status achieved so far, through our North Lanarkshire Fair Trade Steering Group. We currently work with the local communities and local businesses to encourage the uptake in trade of Fair Trade products to their customers, clients and staff. This can be in the form of Fair Trade certified tea, coffee and sugar.

With regard to annual spend, I can advise that we procure fair trade products through the Scotland Excel collaborative frameworks. Accordingly, I must advise in terms of Section 17 of the Freedom of Information (Scotland) Act 2002 that the information sought is held by Scotland Excel. Scotland Excel procure these products on behalf of the 32 local authorities in Scotland and will have access to information from all authorities, using the frameworks.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from North Lanarkshire Council – Procurement Strategy 2020-22¹⁶

General Policies	
Our policy on procuring fairly and ethically traded supplies and services	<p>“8.10.1 We will take a robust approach in our procurement processes and work with our partners to tackle criminal activity, including human trafficking and exploitation, modern slavery, corruption and fraud and to promote positive employment practices.</p> <p>8.10.2 Our standard procurement procedures for contracts involve assessing a potential Providers suitability to be awarded the contract. This process includes considering whether the potential Provider has been convicted of certain offences or committed any acts of professional misconduct while running their business.</p> <p>8.10.3 Our standard terms and conditions of contract allow us to end a contract if the Provider or sub Provider fails to keep to their legal duties in the areas of environmental, social or employment law when carrying out that contract.</p> <p>8.10.4 We are supporting our communities to make North Lanarkshire a Fair Trade Zone, we aim to achieve this by April 2020. This a clear commitment to consider the relevant and proportionate application of fair and ethical principles in our procurement activities.</p> <p>8.10.5 If fairly traded supplies and services are available to meet our requirements, we will consider how best to promote them.</p> <p>8.10.6 We will keep a central record of the value of fairly traded products bought from contracts under our direct control. Our annual report on this strategy will include a statement about the effectiveness of our selection procedures.”</p>

¹⁶ General policy on the procurement of Fairly and Ethically Traded Goods and Services has remained unchanged moving from the council’s previous Procurement Strategy to their most recent published strategy.

Orkney Islands Council

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	£190.55	Please also see Scotland Excel's estimated total spend for each council on pages 20-33
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Response to FOI: *"I am pleased to give the information you requested and hope that it meets your requirements...We have provided the information that we can easily access, the rest of the information would take a large amount of time as the invoices would have to be inspected manually, this is likely to be over 500 hours (500 x £15 = £7,500) and therefore would be exempt under Section 12(1)."*

<i>Supplier</i>	<i>Item Description</i>	<i>Total Value</i>
Fairtrade Orkney	<i>Coffee Tins x7</i>	<i>Only grand total spend provided – see below</i>
Fairtrade Orkney	<i>Tea Bag Boxes x2</i>	
Fairtrade Orkney	<i>Sugar Packets x12</i>	
	Grand Total Spend	£190.55

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	None Provided - please see Scotland Excel's recorded total spend for each council on pages 20-33
Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	None Provided - please see Scotland Excel's recorded total spend for each council on pages 20-33

Response to FOI: No response to FOI (submitted to procurement@orkney.gov.uk on 22/06/2022).

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Sourced from Orkney Council - Procurement Strategy 2019 to 2021

Fairly and Ethically Traded Goods and Services

In 2010, Orkney Islands Council passed a Fairtrade Resolution which says:

“Orkney Islands Council aims to be recognised as supporting and promoting the principles of Fairtrade through demonstrating a commitment to supporting fair and sustainable development”.

As detailed in the Council’s Sustainable Procurement Policy, the Council will, where practicable and where it is sustainable, purchase fair trade options as a means of helping excluded and disadvantaged producers, including independent small farmers, to access international markets and receive a fair price for their products.

Perth & Kinross Council

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	£811.20
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Response to FOI: "Pecos orders containing "fairtrade", "fair trade", "fairly""

Supplier	Item Description	Total Value
Bala Sport	Ball and bag package x 10 (team fair trade ball).	£150.00
Bala Sport	Bala Training Futsal Size 3	£15.83
Brakes	Cafédirect Fairtrade Medium Roast & Ground Filter Coffee Sachets 45x60g	£226.74
Brakes	Tate & Lyle Fair Trade Icing Sugar 1x1kg,	£5.58
Brakes	Tate & Lyle Fair Trade Icing Sugar 1x1kg,	£6.78
Co-Op Group (Pitlochry)	Fairtrade coffee	£2.80
Co-Op Group (Pitlochry)	Fairtrade hot chocolate	£2.30
CPK Catering	Selection of Fairtrade Teas and Coffees	£36.96
JTS (Just Trading Scotland)	90kg Rice Challenge: 80 White, 10 Brown	£288.00
Lyreco EM	(ST)Fairtrade White Sugar Sticks 2.5G - Box of 1000	£30.79
Lyreco EM	Fairtrade White Sugar Sticks 2.5G - Box Of 1000	£15.72
Traidcraft plc	Divine Fair Trade Milk Chocolate Display Box (30x35g)	£29.7
	Grand Total	£811.20

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services 2019-20

Adapted from Perth & Kinross Council – Procurement Strategy 2019/2020

10. Policies, Tools and Procedures	
<p>Policy - Developing our Supply Chain</p> <p>The Council fully considers how the following matters can be addressed, where appropriate, in its procurement activities:-</p>	<p>“The procurement of fairly and ethically traded goods and services.”</p> <p><i>A link was also provided to a standalone Fair and ethical trading policy with the following information:</i></p> <p>“Fair and ethical trading</p> <p>Our contracts are developed with consideration of any factors relevant to the purpose of the contract. Where relevant the specification of goods and services will set out our requirements with regard to ethical sourcing.</p> <p>This will align to Fairer Futures, a strategy the Council and other community planning bodies in our area are working towards. Every contract plays a part in how the Fairer Futures recommendations can be delivered. We will include a review of employment practices of the organisation's which deliver contracts, as well as the impact of contract delivery locally - on employment, community benefits and delivery of essential services.</p>

For example the Council has a strong record of working towards Zero Waste and to contribute to this objective there are mechanisms in place to reduce, reuse and recycle products in Council departments. This has meant we have reduced our consumption by introducing a policy to reuse office furniture and recycle what cannot be used.

When we do source new goods we take account of their origins - an example of this is the sourcing of timber products for repairs to our Council Housing. In accordance with UK Government Timber Procurement Policy all recommended suppliers have evidenced that only legal and sustainable timber will be supplied through the framework.

We are also working with our full supplier base to identify risks of unethical trading where it could exist. This ties in with emerging national policy development on modern slavery and focuses on identify risk areas for human rights abuses.”

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021

£158.91

Response to FOI: “Please see the attachment* for detailed spend breakdown by supplier and contracted/non-contracted.

*Please note that this information is held within our Procurement system PECOS where Fair Trade is noted in the order details and this is the only way in which relevant and accurate information can be provided for this request. Services across Perth and Kinross Council have advised that unless Fair Trade is mentioned in orders that are made outwith the procurement process they are unable to determine whether goods are fair trade or not unless they examined each invoice thoroughly.”

Supplier	Item Description	Total Value
Alliance Disposables Ltd #	Cafe Express Fairtrade Coffee Stick	£36.68
Alliance Disposables Ltd #	Fairtrade Cafe Express Hot Chocolate Sachet 28g	£24.02
Alliance Disposables Ltd #	Fairtrade Enveloped One Cup Tea Bags	£21.47
Brakes	Ambient - Sugar Sweeteners - Individual Portions - Fair Trade White Sugar Sticks 1x1000 - 1X1000	£11.69
Lyreco EM #	(ST)Fairtrade White Sugar Sticks 2.5G - Box of 1000	£5.74
Arco EM #	Men s Navy Fairtrade Hoodie L	£39.54
Arco EM #	Men s Navy Fairtrade Hoodie L	£19.77
	Grand Total	£158.91

Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	£579.96
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Supplier	Item Description	Total Value
Alliance Disposables Ltd #	Cafe Express Fairtrade Coffee Stick	£36.68
Alliance Disposables Ltd #	Fairtrade Cafe Express Hot Chocolate Sachet 28g	£24.02
Alliance Disposables Ltd #	Fairtrade Enveloped One Cup Tea Bags	£21.47
Brakes	Fair Trade Icing Sugar 1kg	£2.62
Brakes	Tate Lyle Fairtrade Icing Sugar 1kg	£3.59
Browns Books for Students EM #	Fair trade first	£10.42
Browns Books for Students EM #	Food and fair trade	£6.70

JTS (Just Trading Scotland)	One Kilombero Rice Challenge Pack as per email	£292.5
Lyreco EM #	(ST)Fairtrade White Sugar Sticks 2.5G - Box of 1000	£5.74
Traidcraft plc	Traidcraft FairBreak Choc Chip Cookies (150g) Case of 12	£37.02
Traidcraft plc	Cafedirect Freeze Dried Coffee (100g) Case of 6	£24.90
Traidcraft plc	Traidcraft Breakfast Blend Catering Tea Bags (1000 bags)	£29.25
Traidcraft plc	6 Pack of Small Coffee Jars	£85.05
	Grand Total	£579.96

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services 2022

Adapted from Perth & Kinross Council – Sustainable Procurement Policy

Our Key Sustainability Objectives	
<i>The Council will, through their procurement activities and using appropriate and effective evaluation techniques, strive to:</i>	<p><i>Increase the percentage of reused, recycled and sustainable or ethically sourced materials, resources and products</i></p> <p><i>Furthermore we will:</i></p> <p><i>Explore the availability of, and use wherever possible, ethically traded type goods.</i></p>

Renfrewshire Council

Total Recorded Spend on Fair Trade goods during the period August 1st 2019 to July 31st 2020	None provided – please see Scotland Excel’s recorded total spend for each council on pages 20-33
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Response to FOI: “Please find below information centrally held by our Procurement department.

Other Services may make individual purchases where it was not recorded as to whether the items were considered as Fairtrade. I am providing notice under Section 17 of the Freedom of Information (Scotland) Act 2002 that the Council does not hold the information requested and so, is unable to comply with your request.

The Councils framework agreement for Catering Services tender documents stated as a mandatory requirement that the successful supplier must supply only fairly traded tea, coffee and sugar as part of the Contract. The successful suppliers provide fairly traded tea, coffee and sugar for catering events as and when required.

The successful suppliers who were appointed onto the Framework Agreement for Catering Services are –

It’s All Food Limited

EST Ecosse Limited – trading as Taste Buds Paisley

Please see attached spreadsheet titled “Renfrewshire Fairtrade Products”. The total value per order for Fairtrade goods cannot be provided as this information is not held by the Council. I am providing notice under Section 17 of the Freedom of Information (Scotland) Act 2002 that the Council does not hold the information requested and so, is unable to comply with your request.”

Supplier	Item Description		Total Value
Brake Bros Ltd	Fairtrade Orange Juice	27x200ml	
Brake Bros Ltd	Fairtrade Orange Juice	27x200ml	
Brake Bros Ltd	Fairtrade Apple Juice	27x200ml	

Brake Bros Ltd	Fairtrade Orange Juice	27x200ml	<i>Total spend not provided – see response</i>
Brake Bros Ltd	Fairtrade Apple Juice	27x200ml	
Brake Bros Ltd	Fairtrade Apple Juice	27x200ml	
Brake Bros Ltd	Brakes Fairtrade Env Teabags	1x250	
Brake Bros Ltd	Fair Trade White Sugar Sticks	1x1000	
Brake Bros Ltd	Fair Trade Bananas Bb	1x10	
Brake Bros Ltd	Fair Trade White Sugar Sticks	1x1000	
Brake Bros Ltd	Fair Trade White Sugar Sticks	1x1000	
Brake Bros Ltd	Fair Trade Demerara Sugarsticks	1x1000	
Brake Bros Ltd	Fair Trade Demerara Sugarsticks	1x1000	
Brake Bros Ltd	Fair Trade Demerara Sugarsticks	1x1000	
Brake Bros Ltd	Brk F/trade Frz Dry Coff Stk	1x500	
Brake Bros Ltd	Brk F/trade Frz Dry Coff Stk	1x500	
Brake Bros Ltd	Milfresh Fair Hot Chocolate	1x1kg	
Brake Bros Ltd	Café Express Fair Trade Teabag	1x300	
Brake Bros Ltd	Brake Fairtrade Tea Bags	1x1100	<i>Total spend not provided – see response</i>
Brake Bros Ltd	Maltesers Std Pouch	1x13	
Brake Bros Ltd	Maltesers Bag	1x40 STD	
Brake Bros Ltd	Granulated Sugar	1x2kg	
Brake Bros Ltd	Vending Sugar	6x2kg	

Brake Bros Ltd	Fair Trade White Sugar Sticks 1x1000	
Brake Bros Ltd	Fairtrade Demerera Sugar Sticks 1x1000	
	Grand Total Spend not provided: see response	

Total Recorded Spend on Fair Trade goods during the period January 1st 2020 to December 31st 2021	£2,022.34
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Response to FOI: “Please find attached excel spreadsheet named “Fair Trade Sales” detailing the Management Information re Fair Trade Products. This MI is with Brake Bros Limited for the period Jan 2020 to May 2022 and through the Scotland Excel Groceries & Provisions Framework.

Renfrewshire Council is unable to provide the level of detail requested in terms of volume and price. Whilst I confirm that the Council holds the information requested but is refusing your request, as set out under Section 16 of the Freedom of Information (Scotland) Act 2002.

The reason for this refusal is under Section 33 (Commercial Interest in the Economy) of the Freedom of Information (Scotland) Act 2002. Disclosure of the requested information would be likely to prejudice substantially the commercial interests of not only the Council but also the chosen supplier. It is considered that providing this information would be likely to substantially prejudice the commercial interests of the supplier and the Council as releasing the individual product prices could negatively impact future tenders the suppliers are part of. It can also impact on any future competition that the Council runs and create a situation where it does not get best value for money.

It has also been considered whether it would be in the public interest to disclose this information at this stage. In all the circumstances, given the likely prejudice, the public interest in maintaining the exemption outweighs the public interest in disclosing the information at this stage. It is worth noting that whilst the 2002 Act does not define the term “public interest”, the public interest does not mean what is of interest to the public, but what is in the interest of the public.

We have provided individual volumes for each product listed and a total spend figure for each of the periods listed.

Renfrewshire Council recognises the principles of the International Fair Trade Charter, the Charter was approved at the meeting of the full Council on 28 February 2019. More information on Fair Trade in Renfrewshire Council is available here: <https://www.renfrewshire.gov.uk/fairtrade>

Renfrewshire Council's Corporate Procurement Strategy is available here: <https://www.renfrewshire.gov.uk/article/4489/Corporate-Procurement-Strategy-2020-2023>

This strategy confirms the Council's commitment to promote ethical procurement, to tackle inequality and promote sustainable economic growth."

Product Description		QTY	TOTAL COST
Fairtrade Orange Juice	12x500ml	12.00	Only grand total spend provided – see below
Milfresh Fair Hot Chocolate	1x1kg	146.00	
Cadbury Drinking Chocolate Drum	1x500g	8.00	
Cad Hot Choc Inst Add Water	1x2kg	1.00	
Maltesers Std Pouch	1x13	2.00	
Cadbury Timeout Single	1x40	1.00	
Divine Milk Chocolate Bar	1x30x35g	32.00	
Cadbury Selection Pack	1x24	9.00	
Cadbury Freddo (P/Mark)	1x60	8.00	
Granulated Sugar	1x2kg	36.00	
FT Icing Sugar	1x1kg	2.00	
Soft Light Brown Sugar 2104 CASE	10x500g	4.00	
Fairtrade Demerera Sugar Sticks	1x1000	35.00	
Light Brown Soft Sugar (106067)	1x3kg	9.00	
		305	£2,022.34

Grand Total Spend

Total Recorded Spend on Fair Trade goods during the period January 1st 2022 to May 2022	£560.40
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Product Description	QTY	TOTAL COST
Café Express Fair Trade Teabag 1x300	3.00	<i>Only grand total spend provided – see below</i>
Birchall Peppermint Tea Bags 6x25	2.00	
Maltesers Bag 1x40 STD	4.00	
McDougalls Red Fat Cocoa Pwdr 1x500g	5.00	
Granulated Sugar 1x2kg	51.00	
FT Icing Sugar 1x1kg	1.00	
Soft Light Brown Sugar 2104 CASE 10x500g	2.00	
Fair Trade White Sugar Sticks 1x1000	5.00	
Fairtrade Demerera Sugar Sticks 1x1000	32.00	
Light Brown Soft Sugar (106067) 1x3kg	6.00	
	111	£560.40
		Grand Total Spend

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from Renfrewshire Council – Corporate Procurement Strategy 2020 to 2023¹⁷

Action Plan Key to owner actions: Strategic Procurement Manager Procurement Category Manager Strategic Procurement (Whole Team) SPM PCM SP (Team)		
Description	Input / Action	Owner
Promote ethical procurement and work with our suppliers to ensure that they do not use exploitative labour;	<p>The Strategic Procurement Manager and the Procurement Category Managers will:</p> <ul style="list-style-type: none"> • Ensure that all tenderers are evaluated in accordance with the requirements of legislation; • Ensure that the procurement team receive appropriate training to enable them to support the Council's commitment to the Modern Slavery Charter; • Incorporate supply chain governance into our Contract and Supplier Management processes. 	SPM / PCM

¹⁷ General policy on the procurement of Fairly and Ethically Traded Goods and Services has remained unchanged moving from the council's previous Procurement Strategy to their most recent published strategy.

Scottish Borders Council

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	£3,043.47	Please also see Scotland Excel's estimated total spend for each council on pages 20-33
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Response to FOI: "Further to your request for information under the Freedom of Information (Scotland) Act 2002 relating to the above I am now able to respond.

The following response was prepared and provided on behalf of Procurement:

The attached files notes identified spend on fair trade goods during the period 1st April 2019 – 31st March 2020. As recognised in the request, this is limited to those items where the description allowed analysis."

<i>Supplier</i>	<i>Item Description</i>	<i>Units purchased</i>	<i>Total Value</i>
Brake Bros Ltd	Brakes F/trade Coffee Gran 1x750g	41	£527.37
Brake Bros Ltd	Brakes Fair Trade White Sugar Sticks 1x1000	25	£134.75
Brake Bros Ltd	Fair Trade Soft Light Brown Sugar Case 10x500g	6	£71.46
Brake Bros Ltd	Fair Tade Granulated Sugar 1x2kg	4	£7.20
Bewleys Tea and Coffee UK Limited	Eros Espresso Beans 6x1kg	5	£593.34
Bewleys Tea and Coffee UK Limited	Fairtrade Brown (PN:412168) Sugar Stick (Thins) x 1000	3	£27.54
Bewleys Tea and Coffee UK Limited	Premium F/T Freeze Dried Coffee Pouch 10x300g	21	£1,670.55
Bewleys Tea and Coffee UK Limited	EROS F/T Organic Green Env String & Tagged 6x20	1	£11.26
	Grand Total	106	£3,043.47

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	£1394.40
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Response to FOI: “Please find below details of the Fair Trade Products purchased by Scottish Borders Council during the last 2 financial years.”

Supplier	Item Description	Total Value
Brake Bros Ltd	GP Milk Caramel Shortcake (SCO) 1x24	£15.37
Brake Bros Ltd	Violife Orig Flavour Grated 4x500g	£0.00
Brake Bros Ltd	FT Icing Sugar 1x1kg	£5.24
Brake Bros Ltd	Soft Light Brown Sugar 2104 CASE 10x500g	£150.05
Brake Bros Ltd	Fair Trade White Sugar Sticks 1x1000	£35.07
Brake Bros Ltd	Light Brown Soft Sugar (106067) 1x3kg	£1,090.76
Bewleys Tea & Coffee UK Limited	107528 - Rico FT Freeze Dried Pouch	£79.55
Bewleys Tea & Coffee UK Limited	107717 - Sugar FT Sticks White	£9.18
Bewleys Tea & Coffee UK Limited	107718 - Sugar FT Sticks Brown	£9.18
	Grand Total	£1394.40

Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	£1,935.92
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Supplier	Item Description	Total Value
Brake Bros Ltd	GP Milk Caramel Shortcake (SCO) 1x24	£15.97
Brake Bros Ltd	Maltesers Std Pouch 1x13	£82.18

Brake Bros Ltd	Granulated Sugar 1x2kg	£1.86
Brake Bros Ltd	FT Icing Sugar 1x1kg	£188.64
Brake Bros Ltd	Soft Light Brown Sugar 2104 CASE 10x500g	£146.64
Brake Bros Ltd	Fair Trade White Sugar Sticks1x1000	£81.83
Brake Bros Ltd	Light Brown Soft Sugar (106067) 1x3kg	£579.86
Arco	Men's Fairtrade Hoodie Black XL	£40.72
Bewleys Tea & Coffee UK Limited	107528 - Rico FT Freeze Dried Pouch	£238.65
Bewleys Tea & Coffee UK Limited	104353 - Eros FT Espresso Bns	£107.88
Bewleys Tea & Coffee UK Limited	107528 - Rico FT Freeze Dried Pouch	£79.55
Bewleys Tea & Coffee UK Limited	107528 - Rico FT Freeze Dried Pouch	£79.55
Bewleys Tea & Coffee UK Limited	104353 - Eros FT Espresso Bns	£53.94
Bewleys Tea & Coffee UK Limited	107528 - Rico FT Freeze Dried Pouch	£238.65
	Grand Total	£1,935.92

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from Scottish Borders Council - Commercial and Commissioned Services Strategy 2018-23

Sustainable Procurement Charter: Scottish Borders Council aims to be a responsible purchaser of goods, services and works. We set standards to make sure we undertake our activities in an ethical, responsible and sustainable way. This charter lays out a number of important principles and policy requirements of the Council to which we expect our suppliers to comply.

Achieving our Sustainable Procurement duty

- **Fairly & ethically traded goods**

- The Council supports the Fair Trade initiative because it reflects our commitment to sustainable development and offers the prospect that marginalised producers across the world will receive fairer deals for their produce. The Council will promote the use of fair trade products across all its services and raise awareness of fair trade amongst its staff and customers. The Council will (to the extent permitted by EU procurement legislation) embed Fair Trade into contracts with suppliers where it has a direct bearing on the required goods, services and works.

Shetland Islands Council

Total Recorded Spend on Fair Trade goods during the period April 1 st 2019 to March 31 st 2020	None provided
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Response to FOI: “Shetland Islands Council does not hold specific spend information relating to Fair Trade goods.”

Total Recorded Spend on Fair Trade goods during the period April 1 st 2020 to March 31 st 2021	None provided
Total Recorded Spend on Fair Trade goods during the period April 1 st 2021 to March 31 st 2022	None provided

Response to FOI: “Shetland Islands Council does not hold specific spend information relating to Fair Trade goods.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

“The Council’s Procurement Strategy 2017 – 2020 does include a strategic objective relating to sustainability. It does not refer to fair trade goods specifically, as this is usually reserved for the particular procurement exercise concerned

The Invitation to Tender (ITT) for the Supply and Delivery of Groceries and Provisions issued in 2017 did include the following statement on page 28 of the attached ITT Groceries & Provisions – Product Specification – just one sentence about Fairtrade. Copied below:

SCHEDULE 2: PRODUCT SPECIFICATION

Shetland Islands Council (the Council) has a requirement for the Supply and Delivery of **Groceries & Provisions** to the Council’s various catering establishments throughout Shetland for a 12-month period, with an option to extend (at the sole discretion of the Council for a further 12-months). It is anticipated that the Framework Agreement will commence on **1 October 2017**.

Where quality standards are set out they represent the minimum acceptable level to be achieved. This Specification is not exhaustive and should be taken as an indication of the general standards that are to be achieved.

1. Requirements

Products

All products supplied must conform to the following requirements:-

- a) All products shall be fresh and must not have been frozen;
- b) All manufactured products provided to Schools and Halls of Residence must comply with:-

“Nutrition in Schools, Nutrient Specifications for Manufactured Products”

Food Standards Agency May 2006

“The Nutritional Requirements for Food and Drink in Schools (Scotland) Regulations 2008”

All manufactured products provided to Residential Care Homes and used for Community Meals must comply with:-

“Eating well for Older People” Second Edition

The Caroline Walker Trust

- c) The “Use By” / “Best Before Date” must be clearly marked and visible on the front of each individual package and unit including all split case items.
- d) All products must be labelled in accordance with “The Food Labelling Regulations 1996”.

Fairtrade

Fairtrade (or equivalent) options may be required over the lifetime of the framework agreement.

Contract Management

The Supplier will be required to work closely with the Council to improve the sustainability of the Framework Agreement over its lifetime in terms of reducing the environmental impact, and that of the Supplier’s supply chain by, for example, reducing packaging, making use of recycled packaging and by looking at delivery frequency and scheduling.

In all likelihood, this statement shall be updated and I would welcome feedback from you regarding Fair Trade goods.”

South Ayrshire Council

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	£6,565.41	Please also see Scotland Excel's estimated total spend for each council on pages 20-33
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Response to FOI: "Please see attached Microsoft Excel document which contains all spend information held by Procurement for Fairtrade items purchased via oracle from April 2019 until March 2020."

Supplier	Item Description	Quantity	Total Spend
Brake Bros Ltd	Fairtrade Orange Juice 27x200ml	116	£767.92
Brake Bros Ltd	Brakes Fairtrade Env Teabags 1x250	2	£13.02
Brake Bros Ltd	Fairtrade Apple Juice 12x500ml	20	£123.60
Brake Bros Ltd	Brakes Fairtrade Env Teabags 1x250	1	£6.51
Brake Bros Ltd	Fairtrade Orange Juice 12x500ml	14	£103.74
Brake Bros Ltd	Fairtrade Apple Juice 27x200ml	180	£1,332.00
Brake Bros Ltd	Fairtrade Orange Juice 12x500ml	17	£148.24
Brake Bros Ltd	Fairtrade Orange Juice 27x200ml	51	£337.62
Brake Bros Ltd	Fairtrade Apple Juice 27x200ml	80	£592.00
Brake Bros Ltd	Fairtrade Apple Juice 12x500ml	16	£98.88
Brake Bros Ltd	Fairtrade Apple Juice 27x200ml	177	£1,263.78
Brake Bros Ltd	Brake Fairtrade Tea Bags 1x1100	1	£11.26

Brake Bros Ltd	Fairtrade Orange Juice 27x200ml	115	£736.00
Brake Bros Ltd	Fairtrade Apple Juice 12x500ml	16	£85.92
Brake Bros Ltd	Fairtrade Orange Juice 12x500ml	16	£139.52
Brake Bros Ltd	Café Express Fair Trade Teabag 1x300	1	£6.51
Brake Bros Ltd	Fair Trade Demerera Sugarsticks 1x1000	12	£65.88
Brake Bros Ltd	Fair Trade Demerera Sugarsticks 1x1000	9	£49.41
Brake Bros Ltd	Fair Trade Demerera Sugarsticks 1x1000	6	£32.94
Brake Bros Ltd	F/trade Teadirect 1 Cup Teabag 1x440	2	£13.82
Brake Bros Ltd	Brakes F/trade Coffee Gran 1x750g	6	£77.46
Brake Bros Ltd	Brakes F/trade Coffee Gran 1x750g	11	£142.01
Brake Bros Ltd	Brakes F/trade Coffee Gran 1x750g	6	£77.16
Brake Bros Ltd	F/trade Teadirect 1 Cup Teabag 1x440	2	£13.82
Brake Bros Ltd	Brk F/trade Frz Dry Coff Stk 1x500	1	£23.63
Brake Bros Ltd	Brk F/trade Frz Dry Coff Stk 1x500	4	£94.52
Arco Ltd	Fairtrade Mens T-shirt Navy L	5	£33.95
Arco Ltd	Fairtrade Mens T-shirt Navy M	5	£33.95
Arco Ltd	Fairtrade Mens T-shirt Navy M	3	£20.37
Arco Ltd	Fairtrade Mens T-shirt Navy L	3	£20.37
George Carruthers & Sons Ltd	Bananas Fairtrade - Per kg	89	£99.60
Grand total			£6,565.41

Total Recorded Spend on Fair Trade goods during the period April 1 st 2020 to March 31 st 2021	£3,135.55
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Response to FOI: "I now enclose the Councils response which I trust will be of assistance to you."

Supplier	Item Description	Quantity	Total Value
Not provided	Brake Fairtrade Tea Bags 1x1100	2	£30.34
	Café Express Fair Trade Teabag 1x300	1	£14.79
	Calypso Fair Trade Apple Juice 30x200ml	40	£275.80
	Calypso Fair Trade Orange Juice 30x200ml	23	£227.81
	Fairer Msc Sjack Tuna Chnk Bri 1x1.88kg	12	£12.48
	Fairtrade Apple Juice 27x200ml	204	£1,578.96
	Fairtrade Orange Juice 27x200ml	115	£961.40
	Milfresh Fair Hot Chocolate 1x1kg	1	£3.82
	Ethically Sourced - Demerara Sugarsticks Ethically Sourced, 1 X 1000	5	£30.15
		Grand Total	£3,135.55

Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	£132.96
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<i>Supplier</i>	<i>Item Description</i>	<i>Quantity</i>	<i>Total Value</i>
Not provided	Brake Fairtrade Tea Bags 1x1100	2	£29.24
	Calypso Fair Trade Apple Juice 30x200ml	2	£16.96
	Calypso Fair Trade Orange Juice 30x200ml	1	£9.16
	Clipper Fairtrade Everyday Env Tea 1x250	1	£14.24
	Fairer Msc Sjack Tuna Chnk Bri 1x1.88kg	2	£20.84
	Ethically Sourced - Demerara Sugarsticks Ethically Sourced, 1 X 1000	7	£42.52
		Grand Total	£132.96

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from South Ayrshire Council – Procurement Strategy 2019-22¹⁸

Statutory Guidance	
Procurement of Fairly and Ethically Traded Goods and Services	“In line with the Council’s Procurement Strategy Key Objective 4; Fulfilment of Sustainable Procurement Duties and where ethically traded goods and services are available, the Council will work with all relevant stakeholders and take a Best Value approach when applying fair and ethically trading principles in procurement activities. South Ayrshire Council also works closely with

¹⁸ No up to date general policy on the procurement of Fairly and Ethically Traded Goods and Services.

	Fairtrade partnerships to promote Fairtrade products and explore the differences that choices on the procurement of these ethically traded goods can make to the lives of others.”
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“Within each standard Statement of Requirements (SOR) which is published with every tender issued by SACs Procurement team there is the following clause relating to Sustainability;

South Ayrshire Council’s [Sustainable Development and Climate Change Strategy](#), sets out a commitment to sustainable development, including sustainability in procurement. The Council aims to ensure delivery and compliance with this policy and practice to the highest level. The Supplier/Service Provider/Contractor [delete as applicable] must take all reasonable steps to provide products and services that are designed for sustainability, as well as safety and minimise the environmental impacts that arise from their delivery.

SACs Procurement team also include a Sustainability question within the technical (quality) envelope of our tenders”

South Lanarkshire Council

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	None provided – please see Scotland Excel’s recorded total spend for each council on pages 20-33
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Response to FOI: “The Council has searched its records and has not located any of the information that you have requested. The Council undertook the following searches to locate the information requested:

- Contract Register and expenditure reports

Request refused in terms of section 17 of FOISA

Consequently, the Council cannot give you any of this information because it does not have it. The Council’s expenditure system does not categorise whether goods purchased have Fair Trade status”

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	£17,971.86
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Response to FOI: “The Council can give you all of the information that it has in relation to your request. This information is noted below. Annual spend (20/21 and 21/22) totalled £46,640.84 “

Supplier	Item Description	Total Spend
Brake Bros Ltd	Fairtrade Sugar	£5.91
George Carruthers	Fairtrade Bananas	£17,133.45
Karing International	Fairtrade Coffee	£832.50
Grand Total		£17,971.86

Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	£28,668.98
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Supplier	Item Description	Total Spend
Brake Bros Ltd	Fairtrade Sugar	£11.90
Brake Bros Ltd	Fairtrade Hot Chocolate	£33.98
Brake Bros Ltd	Fairtrade Coffee	£62.28
George Carruthers	Fairtrade Bananas	£27,889
Miko Coffee Scotland	Fairtrade Drinking Chocolate	£83.72
Matthew Algie & Co Ltd	Fairtrade Cocoa	£74.56
Lyreco	Fairtrade Sugar	£5.74
Karing International	Fairtrade Coffee	£370
Fairtrade Coffee	Fairtrade Coffee	£137.80
Grand Total		£28,668.98

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from South Lanarkshire Council – Procurement Strategy 2020 - 2023

Strategic Objectives	
Objective 6 – Sustainable and Ethical	“How to achieve:
Aim – Secure wider social, economic and environmental benefits through contracts set out in the Sustainable Procurement Duty	Require clarity from contractors in supply chain and awareness of ethical standards and Modern Slavery”

Stirling Council

Total Recorded Spend on Fair Trade goods during the period April 1 st 2019 to March 31 st 2020	None provided – please see Scotland Excel’s recorded total spend for each council on pages 20-33
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Response to FOI: “Stirling Council does not currently record or collate our spend on fair trade goods or services, therefore this is not information that can be provided at this time. This is however something that we may look to implement moving forward, as part of our continued efforts to develop the way that that we record and deliver all of our sustainable procurement outcomes.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from Stirling Council – Procurement and Commissioning Strategy 2018-2021

8. Processes, Tools and Policies	
8.3 Policies <i>Sustainable Procurement Policy:</i>	<p>“Stirling Council aims to facilitate, support and promote the recognised benefits of sustainable procurement. We aim to support the transition to a circular economy, apply whole life costing where possible, engage in early supplier involvement and encourage innovative products and solutions. Stirling Council will also seek to encourage procurement of fairly and ethically traded goods and services as well as ensuring, where possible, that procurements involving the provision of food seek to enhance the health, wellbeing and education of Stirling’s communities.</p> <p>We are fully compliant with the Procurement Reform (Scotland) Act 2014 and general and other duties contained therein, including the Sustainable Procurement Duty.”</p>

Total Recorded Spend on Fair Trade goods during the period April 1 st 2020 to March 31 st 2021	NONE PROVIDED - please see Scotland Excel's recorded total spend for each council on pages 20-33
Total Recorded Spend on Fair Trade goods during the period April 1 st 2021 to March 31 st 2022	NONE PROVIDED - please see Scotland Excel's recorded total spend for each council on pages 20-33

Response to FOI: “While the Council use a range of contracts and frameworks which include the provision of Fairly and Ethically traded Supplies and Services, the Council do not currently capture or hold specific spend information relating to or identifying such items. Section 17(1) - information not held of the Freedom of Information (Scotland) Act 2002 requires the Council to notify you if it does not hold the information you requested. Therefore, this is a formal notice under section 17(1) of FOISA that the Council does not hold the information you have requested.

The Council's Procurement Strategy 2021-2025, 'Towards Commercial Excellence', contains an Objective Facilitate, support and promote the benefits of sustainable procurement including supporting the transition to a circular economy. Within this Objective is a commitment to embed sustainability best practice in procurements in a relevant and proportionate manner, as required by the Procurement Reform (Scotland) Act 2014, including consideration of intended outcomes relating to Fairly and Ethically traded Supplies and Services.

To this end, officers are now utilising the Scottish Government Sustainability Test to determine potential risk and opportunity areas associated with sustainable impacts (inclusive of Fairly and Ethically traded Supplies and Services) on a project by project basis. It is hoped that these outcomes will become increasingly prominent throughout 2020/21.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from Stirling Council – Procurement and Commissioning Strategy 2021-25

The strategy sets out 8 clear procurement and commissioning objectives which will help Stirling Council to meet its operational needs.	
These objectives are:	<i>Increase our focus on sustainable procurement including the more innovative use of Community Benefits Clauses (CBCs) and targeting supplier's corporate social responsibility policies</i>

The City of Edinburgh Council

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	£66,941.80
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Response to FOI: “Caveat is that this data is as per description and there may of course be other items through Brakes etc but as they have not put FT in the description I can’t split them out so I’m sure there is a lot more spend.”

Supplier	Item Description	Total Value
G Anderson & Sons Fruit Merchant	Bananas Fairtrade	£4,509.54
Arco Ltd	Fairtrade T-shirts & Polo Shirts	£1,252.70
School Merit Stickers	Fairtrade Title Bar Badges	£17.80
Brake Bros Ltd	Coffee, Tea, Fruit Juice, Sugar Sticks, Chocolate & Bananas	£2,939.92
Bala Sport	Fairtrade Footballs	£55.80
Coffee Conscience Ltd	Fairtrade Coffee, Tea, Sugar Sticks, Hot Chocolate, Biscuits	£2,328.50
Corporate Catering Services	Fairtrade Coffee, Tea & Biscuits	£55,808.50
Yorkshire Purchasing Organisation	Fairtrade Sugar	£29.09
	Grand Total	£66,941.85

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	£3,260.79
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Response to FOI: "Please see information attached.

As you pointed out in your email I am sorry that our data is very limited as I can only pick out the purchase order lines that say Fairtrade (include Fair etc).

Some of the Coffee Conscience purchases also have multiple components such as coffee, hire of equipment or to pay invoice.

Also you mention goods for re-sale and although I have figures for Fairtrade Tea and Coffee that has been sold by our Corporate Catering Services it is really just an internal re-charge and Corporate Catering would have bought the products from either Coffee Conscience or Brakes Ltd."

Supplier	Item Description	Total Value
Arco Ltd	Men's Black Fairtrade Hoodie S	28.88
Arco Ltd	Men's Black Fairtrade Polo Shirt L	107.51
Arco Ltd	Men's Black Fairtrade Polo Shirt M	99.85
Arco Ltd	Men's Black Fairtrade T-Shirt L	58.5
Bala Sport	Fairtrade - Football - "Team" Football Size 5 only	60
Bala Sport	Fairtrade - Football - 10 x "Team" Football & Bag Pack Size 5	150
G Anderson & Sons Fruit Merchant	1 Kg***FAIRTRADE*** Banana's (kg)	224.51
G Anderson & Sons Fruit Merchant	17 kgs "FAIRTRADE" Banana's (box)	1,015.65
G Anderson & Sons Fruit Merchant	Fruit - 1 Kg FAIRTRADE Banana's (kg)	671.89
Brake Bros Ltd t/a	Arriba Fairtrade Espresso Beans	-128.43

Brake Bros Ltd t/a	Cold Beverages - Pure Juice & Smoothies - Apple Pure Juice (Ethically Sourced - Fairtrade) (27 x 200ML)	110.04
Brake Bros Ltd t/a	Cold Beverages - Pure Juice & Smoothies - Orange Pure Juice (Ethically Sourced - Fairtrade) (27 x 200ML)	25.04
Brake Bros Ltd t/a	Hot Beverages - Tea - 1 Cup Teabags (Fairtrade - Ethically Sourced) (1 x 1100 Tea Bags)	183.5
Brake Bros Ltd t/a	Hot Beverages - Tea - Handpicked Tea (Fairtrade - Ethically Sourced) (1 x 440 Tea Bags)	8.62
Brake Bros Ltd t/a	Hot Beverages - Tea - Tagged/Envelope Teabags (Fairtrade - Ethically Sourced) (1 x 250 Tea Bags)	29.58
Brake Bros Ltd t/a	Pure Juice & Smoothies - Fairtrade Apple Juice (27 x 200ml)	19.78
Brake Bros Ltd t/a	Pure Juice & Smoothies - Fairtrade Orange Juice (27 x 200ml)	67.08
Brake Bros Ltd t/a	Sugar (Portions) - Cane Sugar Demerara Sticks (Fairtrade - Ethically Sourced) (1 x 1000 Sachets)	21.28
Coffee Conscience Ltd	RAG043 FAIRTRADE PREMIUM (SL) 6 X 250g DECAFF ESPRESSO GRD (JB697)	22.5
Coffee Conscience Ltd	RAG070 - COCO FAIRTRADE GREEN LABEL 5LT BULK BREW 45 X 175g	72
Coffee Conscience Ltd	TEA080 - CLIPPER FAIRTRADE EVERYDAY 6 x 25	22.98
One World Shop Ltd	Retrospective order: Payment of invoice 10006379 re confectionary and small trinket gifts to stock our Fairtrade school stall.	314.58
Premcrest Limited	Fairtrade Brown Sugar Sticks 1000's x1	10.12
Premcrest Limited	Fairtrade White Sugar Sticks 1000's x1	6.65
School Merit Stickers	Fairtrade Badges E925	8.9
Yorkshire Purchasing Organisation	Sugar Fairtrade Granulated 1Kg	18.89
	GRAND TOTAL	£3,260.79

Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	£3758.55
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Supplier	Item Description	Total Value
G Anderson & Sons Fruit Merchant	17 kgs "FAIRTRADE" Banana's (box)	381.43
Coffee Conscience Ltd	ANC061 - FAIRTRADE LOTUS SPECULOOS BISCUIT (300s)	59.20
Brake Bros Ltd t/a	Arriba Fairtrade Instant Coffee Granules	14.08
Brake Bros Ltd t/a	Calypso Fair trade apple juice 30 x 200ml	10.16
Coffee Conscience Ltd	CHO010 - COCO FAIRTRADE CHOCOLATE SOL 10 x 1kg	53.20
Coffee Conscience Ltd	CLIPPER FAIRTRADE CAMOMILE 6 x 25	11.49
Coffee Conscience Ltd	CLIPPER FAIRTRADE EARL GREY 6 x 25	11.49
Coffee Conscience Ltd	CLIPPER FAIRTRADE ENGLISH BREAKFAST 6 x 25	11.49
Coffee Conscience Ltd	COCO FAIRTRADE STICKS 1 X 250 DECAFFEINATED	21.95
Coffee Conscience Ltd	COCO PREMIUM 100% ARABICA FAIRTRADE ESPRESSO BEAN 12x1kg	141.90
Coffee Conscience Ltd	COF041 - COCO FAIRTRADE STICKS 1 X 250 DECAFFEINATED	21.95
G Anderson & Sons Fruit Merchant	Fruit - 1 Kg FAIRTRADE Banana's (kg)	2,572.41
G Anderson & Sons Fruit Merchant	Fruit - 17 kgs FAIRTRADE Banana's (box)	68.97
Arco Ltd	Men's Black Fairtrade Polo Shirt L	27.96
Arco Ltd	Men's Black Fairtrade Polo Shirt XL	55.92
Brake Bros Ltd t/a	Pure Juice & Smoothies - Fairtrade Apple Juice (27 x 200ml)	131.97

Brake Bros Ltd t/a	Pure Juice & Smoothies - Fairtrade Orange Juice (27 x 200ml)	90.89
Yorkshire Purchasing Organisation	Sugar (Portions) - Cane Sugar Demerara Sticks (Fairtrade - Ethically Sourced) (1 x 1000 Sachets)	5.32
Yorkshire Purchasing Organisation	Sugar Fairtrade Granulated 1Kg	4.50
Brake Bros Ltd t/a	Tate & Lyle Fairtrade Icing Sugar 1kg Code A 106066	2.62
Coffee Conscience Ltd	TEA081 - CLIPPER FAIRTRADE ENGLISH BREAKFAST 6 x 25	11.49
Coffee Conscience Ltd	TEA083 - CLIPPER FAIRTRADE PEPPERMINT 6 x 25	11.49
Coffee Conscience Ltd	TEA086 - CLIPPER FAIRTRADE DECAFF 6 x 25	11.49
Coffee Conscience Ltd	TEA089 - CLIPPER FAIRTRADE BERRY BURST 6 x 25	13.69
Coffee Conscience Ltd	TEA091 CLIPPER FAIRTRADE GREEN TEA 6 x 25	11.49
	GRAND TOTAL	£3758.55

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from The City of Edinburgh Council – Procurement Strategy 2020-2025

Mandatory requirements of the Procurement Reform (Scotland) Act 2014 and Statutory Guidance Obligations	
A statement on the Council's general policy on the procurement of fairly and ethically-traded goods and services	<ul style="list-style-type: none"> • “The Council has a Fair Trade policy which promotes the purchase of fairly and ethically-traded goods and services, and Council procurement activity is aligned to that, the policy being kept under review and performance reported annually to committee • The Council has also signed up to the International Fair Trade Charter”

The Council's Fair Trade Policy can be found here: <https://www.edinburgh.gov.uk/downloads/download/14763/fair-trade-policy-statement>

The Highland Council

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	£16,059.52	Please also see Scotland Excel's estimated total spend for each council on pages 20-33
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Response to FOI: "Please see the attached spreadsheet detailing the Council's spend on fair trade food for 2019/20.

<i>Supplier</i>	<i>Item Description</i>	<i>Total Value</i>
Brakes	Fairtrade Orange Juice 27x200ml	£4,658.32
Brakes	Fairtrade Apple Juice 27x200ml	£5,804.29
Brakes	Fairtrade Apple Juice 27x200ml	£133.11
Brakes	F/Trade C/Direct R&G Med Coffee 45x60g	£75.58
Brakes	F/Trade Teadirect 1 cup Teabag 1x440	£396.40
Brakes	Brakes Fairtrade Env Teabags 1x250	£232.24
Brakes	Brakes F/Trade Coffee Gran 1x750g	£1,186.71
Brakes	Brk Fairtrade Freeze Dry Coffee Stk x500	£373.82
Brakes	Cafe Direct Coffee Stick Decaf 1x250	£218.33
Brakes	Granulated Sugar 1x2kg	£36.08
Brakes	Soft Light Brown Sugar 2104 CASE 10x500g	£140.91
Brakes	Fair Trade White Sugar Sticks 1x1000	£102.41
Brakes	Fairtrade Demerera Sugar Sticks 1x1000	£21.72
Matthew Algie	Fair Trade Coffee	£2,679.60

Grand Total	£16,059.52
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Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	£961.54
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<i>Supplier</i>	<i>Item Description</i>	<i>Total Value</i>
Brake Bros Ltd	Fair Trade 1 cup Tea bags	£137.92
Brake Bros Ltd	Fair Trade White Sugar Sticks	£93.52
Brake Bros Ltd	Fairtrade Demerara Sugar Sticks	£6.03
Brake Bros Ltd	Granulated Sugar	£8.87
Brake Bros Ltd	Light Brown Soft Sugar	£648.85
Brake Bros Ltd	Soft Light Brown Sugar	£66.35
	GRAND TOTAL	£961.54

Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	£3,103.12
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<i>Supplier</i>	<i>Item Description</i>	<i>Total Value</i>
Brake Bros Ltd	F/Trade Tea direct 1 cup Teabag	£189.94
Brake Bros Ltd	Granulated Sugar	£16.56
Brake Bros Ltd	FT Icing Sugar	£65.50
Brake Bros Ltd	Soft Light Brown Sugar	£79.62

Brake Bros Ltd	Fair Trade White Sugar Sticks	£105.21
Brake Bros Ltd	Fair Trade Demerara Sugar Sticks	£12.08
Brake Bros Ltd	Light Brown Soft Sugar	£2,634.21
	GRAND TOTAL	£3,103.12

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from Joint Procurement Strategy Aberdeen City Council, Aberdeenshire Council and The Highland Council 2017 – 2022

Statutory Commitment under S15(5) of the Procurement Reform Scotland Act 2014	
Our general policy on the procurement of fairly traded and ethically traded goods and services	<p>“The Council’s Sustainable Procurement Policy has been developed to support local and national priorities in terms of Fair Trade/fairly traded and ethically sourced goods and services. In the context of procurement, “FairTrade” can be specified as representing a standard without further enquiries being necessary. However, to ensure there is no discrimination it is necessary for procurers to make reference to “fairly traded goods and services” or “ethically sourced goods and services” and offer alternatives to meet the standard without accreditation. The Council’s Sustainable Procurement Policy provides extensive information on the compliant use of recognised trading labels and guides where “or equivalents” must be accepted. Aberdeen City Council was the first city in Scotland to achieve Fairtrade status in 2004.</p> <p>http://www.aberdeencity.gov.uk/business_trade/trading_standards/fairtrade/fairtrade_city.asp</p> <p>.</p> <p>Aberdeenshire Council renewed its Fairtrade Zone status in April 2016, zone status (first achieved in 2013). https://www.aberdeenshire.gov.uk/environment/green-living/fairtrade/.”</p>

West Dunbartonshire Council

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	£3,942.84	Please also see Scotland Excel's estimated total spend for each council on pages 20-33
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Response to FOI: *Please see spreadsheet detailing information on spend with Fair Trade Products as requested.*

Supplier	Item Description	Total Value
Brake Bros Ltd	Brakes F/trade Coffee Gran 1x750g	£12.62
Brake Bros Ltd	Arriba F/trade Espresso Beans 8x500g	£42.82
Brake Bros Ltd	F/trade Teadirect Tagged 5x100x2g	£129.56
Brake Bros Ltd	Arriba F/trade Espresso Beans 8x500g	£42.81
Brake Bros Ltd	F/trade Teadirect Tagged 5x100x2g	£97.17
Brake Bros Ltd	Brk F/trade Frz Dry Coff Stk 1x500	£23.63
Brake Bros Ltd	F/trade Teadirect Tagged 5x100x2g	£32.39
Brake Bros Ltd	Arriba F/trade Espresso Beans 8x500g	£85.62
Brake Bros Ltd	Brk F/trade Frz Dry Coff Stk 1x500	£23.63
Brake Bros Ltd	Fair Trade Bananas Bb 1x10	£6.88
Brake Bros Ltd	Fair Trade Bananas Bb 1x10	£15.48
Brake Bros Ltd	Fair Trade Bananas Bb 1x10	£3.44
Brake Bros Ltd	Fair Trade White Sugar Sticks 1x1000	£5.39
Brake Bros Ltd	Fair Trade Demerera Sugarsticks 1x1000	£5.43

Brake Bros Ltd	Fair Trade White Sugar Sticks 1x1000	£16.17
Brake Bros Ltd	Fairtrade Orange Juice 27x200ml	£393.60
Brake Bros Ltd	Brake Fairtrade Tea Bags 1x1100	£11.15
Brake Bros Ltd	Fairtrade Apple Juice 27x200ml	£409.92
Brake Bros Ltd	Fairtrade Orange Juice 27x200ml	£301.76
Brake Bros Ltd	Fairtrade Apple Juice 27x200ml	£789.80
Brake Bros Ltd	Fairtrade Apple Juice 27x200ml	£549.00
Brake Bros Ltd	Fairtrade Orange Juice 27x200ml	£650.44
Brake Bros Ltd	Brake Fairtrade Tea Bags 1x1100	£11.32
Brake Bros Ltd	Milfresh Fair Hot Chocolate 1x1kg	£49.00
Brake Bros Ltd	Brake Fairtrade Tea Bags 1x1100	£2.00
Brake Bros Ltd	F/Trade Teadirect Tagged 5x100x2g	£1.00
Brake Bros Ltd	Arriba F/Trade Espresso Beans 8x500g	£3.00
Brake Bros Ltd	Brakes F/Trade Coffee Gran 1x750g	£2.00
Brake Bros Ltd	Maltesers Bag 1x40 STD	£2.00
Brake Bros Ltd	Granulated Sugar 1x2kg	£41.00
Brake Bros Ltd	FT Icing Sugar 1x1kg	£25.00
Brake Bros Ltd	Soft Light Brown Sugar 2104 CASE 10x500g	£4.00
Brake Bros Ltd	Fair Trade White Sugar Sticks 1x1000	£2.00
Brake Bros Ltd	Fairtrade Demerera Sugar Sticks 1x1000	£1.00

Brake Bros Ltd	Light Brown Soft Sugar (106067) 1x3kg	£102.00
Brake Bros Ltd	Fair Trade Bananas BB 1x10	£6.00
Brake Bros Ltd	ARRIBA F/TRADE ESPRESSO BE	£42.81
	Grand Total	£3,942.84

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	NONE PROVIDED - please see Scotland Excel's recorded total spend for each council on pages 20-33
Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	NONE PROVIDED - please see Scotland Excel's recorded total spend for each council on pages 20-33

FOI Response: "Unable to provide this information."

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

"For all West Dunbartonshire Council contracts with a value of £50,000 or more, a contract strategy is prepared and this includes consideration of Fair Trade requirements. So if the subject matter of the contract is applicable to fair trade, the invitation to tender would include the specification of fair trade goods required and seek further information from bidders about how fair trade requirements would be delivered. The delivery of the products specified would be monitored through our contract and supplier management policy."

West Lothian Council

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	£1,725.86	Please also see Scotland Excel's recorded total spend for each council on pages 20-33
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Response to FOI: "Please see attached document relating to your Freedom of Information request, this includes all relevant spend during the financial year 2019/20."

Supplier	Item Description	Total Spend
Not provided	1 KgFAIRTRADE Banana's (kg)	£54.22
	AMAZON - CUP CAKE CASES FOR FAIRTRADE EVENT P5 CLASS	£12.57
	AMAZON - CUPS FOR FAIRTRADE SHOWCASE	£15.38
	ASSEMBLY TEAS & COFFEES/ FAIR TRADE TUCK	£22.55
	Brake Fairtrade Tea Bags 1x1100	£54.60
	Brakes F/Trade Coffee Gran 1x750g	£12.51
	BRAKES FAIRTRADE ENV TEABA	£6.31
	CADBURY FAIR TRADE DRINKING CHOCOLATE	£16.90
	CADBURY SHOP - FAIRTRADE SHOWCASE (SEND CHEQUE)	£5.00
	EBAY - PUPPETS FOR FAIRTRADE SHOWCASE	56.78
	ETHICAL SUPERSTORE - FAIRTRADE SHOWCASE CHEQUE NEEDED	£37.29
	FAIR TRADE CHOCOLATE	£59.40
	Fair Trade White Sugar Sticks 1x1000	£140.14
	FAIRTRADE AND FRESH BREAD GOODS REQUIRED FOR CLASSES	£13.71

	FAIRTRADE AND NORMAL TUCK	£38.28
	Fairtrade Apple Juice 27x200ml	£143.04
	FAIRTRADE BADGES - RED	£13.35
	Fairtrade Orange Juice 12x500ml	£404.46
	FAIRTRADE SPICES	£12.75
	FAIRTRADE WEEK INGREDIENTS	£13.20
	Fanta Zero Orange PET Bottle 12x500ml	£8.95
	ICELAND - SWEETS FOR FAIRTRADE SHOWCASE (CHEQUE NEEDED)	£10.00
	ITEMS FOR FAIRTRADE WEEK	£214.40
	MORRISONS - FAIRTRADE SHOWCASE EVENT	£99.77
	ONEWORLDSHOP - FAIRTRADE SHOWCASE CHEQUE NEEDED	£24.40
	SCHOOL FAIRTRADE	£16.00
	SUNDANCE - FAIRTRADE SHOWCASE CHEQUE NEEDED	£187.90
	TRAIDCRAFT FAIRBREAK FAIR TRADE CHOC CHIP COOKIES (150G) SINGLE	£32.00
	Grand Total	£1,725.86

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	£120.94
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Response to FOI: “Please see attached document containing spend as requested. Please also find within document a link to the West Lothian Council Procurement Strategy which outlines WLC's policy on fairly and ethically traded goods.”

Supplier	Item Description	Total Value
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BRAKE BROS FOODSERVICE LTD	Calypso Fair Trade Orange Juice 30x200ml	£21.44
BRAKE BROS FOODSERVICE LTD	Calypso Fair Trade Orange Juice 30x200ml	£8.97
BRAKE BROS FOODSERVICE LTD	Calypso Fair Trade Orange Juice 30x200ml	£8.97
INSTOCK LIMITED	SUGAR WHITE STICK FAIR TRADE	£15.98
INSTOCK LIMITED	SUGAR WHITE STICK FAIR TRADE	£15.98
BRAKE BROS FOODSERVICE LTD	Fairtrade Orange Juice 27x200ml	£-2.96
BRAKE BROS FOODSERVICE LTD	TL Fairtrade Pumpkin Syrup 1x750ml	£3.97
BRAKE BROS FOODSERVICE LTD	Fairtrade Orange Juice 27x200ml	£8.19
BRAKE BROS FOODSERVICE LTD	Fairtrade Orange Juice 27x200ml	£8.19
BRAKE BROS FOODSERVICE LTD	Fairtrade Orange Juice 27x200ml	£19.34
BRAKE BROS FOODSERVICE LTD	Fairtrade Apple Juice 27x200ml	£7.59
YORKSHIRE PURCHASING ORGANISAT	Fairtrade Granulated Sugar 1Kg	£5.28
	Grand Total	£120.94

Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	£258.06
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Supplier	Item Description	Total Value
BRAKE BROS FOODSERVICE LTD	Fairtrade Orange Juice 27x200ml	£8.19
BRAKE BROS FOODSERVICE LTD	fairtrade orange juice	£24.72
BRAKE BROS FOODSERVICE LTD	Brk Fairtrade Freeze Dry Coffee Stk x500	£24.29
BRAKE BROS FOODSERVICE LTD	Fairtrade Demerera Sugar Sticks 1x1000	£5.99
BRAKE BROS FOODSERVICE LTD	Calypso Fair Trade Orange Juice 30x200ml	£8.97
BRAKE BROS FOODSERVICE LTD	Calypso Fair Trade Apple Juice 30x200ml	£8.31
BRAKE BROS FOODSERVICE LTD	Calypso Fair Trade Orange Juice 30x200ml	£8.97
BRAKE BROS FOODSERVICE LTD	Calypso Fair Trade Orange Juice 30x200ml	£17.94
BRAKE BROS FOODSERVICE LTD	Calypso Fair Trade Orange Juice 30x200ml	£8.97
BRAKE BROS FOODSERVICE LTD	Calypso Fair Trade Apple Juice 30x200ml	£8.23
BRAKE BROS FOODSERVICE LTD	Calypso Fair Trade Apple Juice 30x200ml	£8.23
BRAKE BROS FOODSERVICE LTD	Calypso Fair Trade Orange Juice 30x200ml	£17.94
BRAKE BROS FOODSERVICE LTD	Calypso Fair Trade Orange Juice 30x200ml	£17.94
BRAKE BROS FOODSERVICE LTD	Calypso Fair Trade Orange Juice 30x200ml	£11.72
BRAKE BROS FOODSERVICE LTD	Calypso Fair Trade Orange Juice 30x200ml	£17.94

BRAKE BROS FOODSERVICE LTD	Calypso Fair Trade Orange Juice 30x200ml	£17.94
BRAKE BROS FOODSERVICE LTD	Fair Trade White Sugar Sticks 1x1000	£35.07
BROWNS BOOKS FOR STUDENTS	Food and fair trade	£6.70
	Grand Total	£258.06

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from West Lothian Council – Corporate Procurement Strategy 2019/20 to 2022/23

General Policy Statements	
Fair and Ethical Trading	“The council is in support of the sourcing of goods that are fairly and ethically traded and this is considered when developing procurement commodity strategies. Where relevant, the appropriate standards and labels will be included in a procurement to take account of fair and ethical trading considerations.”

“Please also find link to our Fair trade page on West Lothian Council Internet

<https://www.westlothian.gov.uk/fairtrade>”

Colleges and Universities

The Financial Year for Scotland's colleges and universities runs from 1 August until 31 July – responses have therefore been collected according to 1st August 2019 - 31st July 2020.

Within Scottish higher and further educational institutions, Fair Trade goods are often supplied by contracted caterers. This would not show as procurement costs on purchasing systems as the catering provision is often provided as a no-cost option to the College, and consequently no purchase orders are raised.

Aberdeen University

Total Recorded Spend on Fair Trade goods during the period August 1st 2019 to July 31st 2020	£45,873.00
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Response to FOI: “We do not have a way of identifying spend on Fairtrade purchases or suppliers on our finance or procurement system. Please accept this message as notice under section 17(1)(b) of the Act that the information you have requested is not held by the University.

Although we are unable to provide the total spend across the University, our Campus Services team have provided the following information:

Given the significant curtailment in commercial activity, purchasing levels were much reduced across the board.”

Supplier(s)	Item Description	Total Value
Matthew Algie & Bidfood	Coffee, Tea, Drinking Chocolate, Sugar, Fruit Juice, Confectionary	£40,164
Epona Clothing	Clothing	£5,709
Grand Total		£45,873.00

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Ensuring compliance with general duties and specific measures of the Procurement Reform (Scotland) Act 2014

Fairly and ethically traded goods and services	The University operates a Fair Trade Campus that supports the sourcing of goods that are fairly and ethically traded. Where relevant it shall make use of appropriate standards and labels in its procurements to take account of
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	fair and ethical trading considerations, and will consider equivalent offerings from suppliers in its tenders.
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Fairtrade Policy Statement: <https://www.abdn.ac.uk/staffnet/documents/policy-zone-sustainability/2013-SSR-Fairtrade-FINAL.pdf>

Fairtrade at the University: <https://www.abdn.ac.uk/staffnet/working-here/fairtrade-at-the-university-5358.php>

Total Recorded Spend on Fair Trade goods during the period August 1 st 2020 to July 31 st 2021	NONE PROVIDED
Total Recorded Spend on Fair Trade goods during the period August 1 st 2021 to July 31 st 2022	NONE PROVIDED

Response to FOI: “We are unable to provide this information. Our Finance System does not have a function by which we can search by “Fair” “Trade” “Fairtrade”. For the period 2020-21 and 2021-22, there are 45,505 Purchase Orders recorded. To interrogate this information to establish which items were Fairtrade would take approx. 5 minutes per entry. This would take 3,792 hours and at the staff cost of £15 per hour, we calculate this would cost £56,881. This is more than the £600 excessive cost threshold. We are therefore advising in line with the Freedom of Information (Scotland) Act – Section 12 – Excessive Cost that we are unable to provide this information

You may note that the policy dates to 2013. It was confirmed in 2020/21 that our status under the original Fairtrade Scheme had formally lapsed, and we are now considering whether to regain accreditation under the new scheme. In the meantime, the University remains supportive of the principles of Fairtrade; we continue to stock a range of Fairtrade goods, and we remain an active supporter and contributor to the City of Aberdeen’s Fairtrade status.”

Total Recorded Spend on Fair Trade goods during the period August 1 st 2019 to July 31 st 2020	None provided
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Response to FOI: “The University has noted that the information which you have requested is detailed, varied, and extensive. Responding to your request would be onerous, and doing so would require a considerable amount of staff time, research, retrieval, and in some instances analysis, and calculations, to provide to you in full. There is currently no mechanism for recording whether goods are fair trade or not.

The University has given some initial consideration as to whether providing the information which you have requested might exceed the cost ceiling which is contained in the Freedom of Information (Fees for Required Disclosure) (Scotland) Regulations 2004 (these regulations were made under section 12 of the Freedom of Information (Scotland) Act 2002 (“FOISA”). Where these provisions as to excessive cost apply, information need not be provided in response to a Freedom of Information request; or a charge may be levied to the requested in certain circumstances, depending upon whether the information sought falls between certain specified costs. The University employs fewer than 2 FTE in Procurement and to attempt to comply with your request would require an individual to inspect manually every line of a year’s order, where it may not be recorded whether the goods purchased were fair trade or not.

In addition, the University has noted in passing that there are other provisions within FOISA relating to vexatious information requests (these are contained within section 14(1)). A vexatious information request legally need not be complied with by a Scottish public authority. In order to be classified as vexatious, according to the Scottish Information Commissioner, a request need not have been intended by the requester to be vexatious, but the factors which may confer vexatiousness upon an information request include whether it would impose a significant burden on a public authority.

In the Information Commissioner’s Office Decision Notice, in the case of Edge Hill University, Lancashire, on 1 June 2015, case reference FS50570631, the University explained that the effort required to meet the request would be so grossly oppressive in terms of the strain on time and resources, that it could not reasonably be expected to comply with the request no matter how legitimate the subject matter or valid the intentions of the requester: Edge Hill University’s position was upheld by the ICO. Abertay University is a small institution and has very limited resources. We receive a substantial number of information requests each year. Accordingly, we require to allocate the limited available resources equitably amongst many different information requesters, and ones which cause a disproportionate impact to the University’s functioning require additional scrutiny.

The information which you have requested is not held (in terms of section 17 of FOISA) and providing it to you would, as noted above, require the University to undertake research, analysis and calculation. As indicated above, the University is not a research service for information requesters, and please note that the applicable legislation does not require the University to provide such a service to the public. In this context, we observe

that FOISA does not require any Scottish public authority to create new information for the purposes of responding to a Freedom of Information request. Accordingly, please note that there is no obligation on the University to provide such information to you and the University is refusing your request.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from Abertay University - Procurement Strategy 2016 – 2020¹⁹

Ensuring compliance with general duties and specific measures of the Procurement Reform (Scotland) Act 2014

The procurement of fairly and ethically traded goods and services

“The University supports the sourcing of goods that are fairly and ethically traded. Where directly relevant it shall make use of appropriate standards and labels in its regulated procurements to take account of fair and ethical trading considerations as well as considering equivalent offerings from suppliers that can demonstrate they can meet the specified criteria without necessarily having the specific certification.

- 1. The Living Wage*
- 2. H & S at Work Act*
- 3. ESPD (Scotland)*

The University will find practical ways to supply healthy, fresh, seasonal, and sustainably grown food which represents value for money whilst improving the health, wellbeing and education of our teaching and learning communities, coupled with promoting the highest standards of animal welfare.”

¹⁹ No new procurement strategy readily available online following the expiry of Abertay University Procurement Strategy 2016-20

Total Recorded Spend on Fair Trade goods during the period August 1 st 2020 to July 31 st 2021	NONE PROVIDED
Total Recorded Spend on Fair Trade goods during the period August 1 st 2021 to July 31 st 2022	NONE PROVIDED

Response to FOI: “The information referred to is not recorded by the University. Requisitions including terms such as “fair” and “trade”, “fairtrade” or “fairly” and “trade” are not used as part of our descriptors nor categorised as such in the procurement recording process at present and as such the information you seek is “not held” in terms of section 17 of the Freedom of Information (Scotland) Act 2002 (“FOISA”). FOISA only applies to recorded information which is held at the time of receipt of an information request. It does not cover information which is not held; nor does it require the creation of new information in order to respond to an information request; nor does it cover information which may, or will, be created in future; nor does it cover the expression of opinions.”

Borders College

Total Recorded Spend on Fair Trade goods during the period August 1 st 2019 to July 31 st 2020	None provided
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Response to FOI: “Borders College does not record the information requested, therefore I must advise that in terms of Section 17 of the Freedom of Information (Scotland) Act 2002 the information sought is not held.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from Borders College - Procurement Strategy 2016-2020

Ensuring compliance with general duties and specific measures of the Procurement Reform (Scotland) Act 2014	
The procurement of fairly and ethically traded goods and services	<p>“The College supports the sourcing of goods that are fairly and ethically traded.</p> <p>Where directly relevant it shall make use of appropriate standards and labels in its procurements to take account of fair and ethical trading considerations as well as considering equivalent offerings from suppliers that can demonstrate they can meet the specified criteria without necessarily having the specific certification.”</p>

Total Recorded Spend on Fair Trade goods during the period August 1st 2020 to July 31st 2021	NONE PROVIDED
Total Recorded Spend on Fair Trade goods during the period August 1st 2021 to July 31st 2022	NONE PROVIDED

Response to FOI: “Borders College does not record the information requested, therefore I must advise that in terms of Section 17 of the Freedom of Information (Scotland) Act 2002 the information sought is not held.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from Borders College - Procurement Strategy 2021-2024

3.3 Procurement Framework	
The procurement of fairly and ethically traded goods and services	“We support sourcing goods which are fairly and ethically traded. Where relevant we will use appropriate standards and labels in our procurements to take account of fair and ethical trading. We will consider offerings from suppliers that can demonstrate they meet the specified criteria without having certification.”

City of Glasgow College

Total Recorded Spend on Fair Trade goods during the period August 1st 2019 to July 31st 2020	£12,170.26
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Supplier	Item Description	Total Value
Baxter Storey	*EXTERNAL HOSPITALITY* Beverage Tray one - Tea, selection of herbal teas and fresh organic fair trade coffee,CS/CoGC/15/052	£2,430.39
Baxter Storey	*EXTERNAL HOSPITALITY* Beverage Tray two - Tea, selection of herbal teas with pre wrapped biscuits and fresh organic fair trade coffee with pre wrapped biscuits,CS/CoGC/15/052	£2,659.46
Baxter Storey	*INTERNAL HOSPITALITY* Beverage Tray one - Tea, selection of herbal teas and fresh organic fair trade coffee,CS/CoGC/15/052	£1,623.22
Baxter Storey	*INTERNAL HOSPITALITY* Beverage Tray two - Tea, Selection of herbal teas with pre wrapped biscuits and fresh organic fair trade coffee with pre wrapped biscuits,CS/CoGC/15/052	£2,786.16
Baxter Storey ²⁰	<i>*INTERNAL HOSPITALITY* Sweet Continental Breakfast - Croissants with Scottish butter, preserves selection, all butter shortbread , fresh fruit platter served with Fair trade tea and coffee,CS/CoGC/15/052</i>	£151.94

²⁰ This item includes an array of items likely beyond the scope of being able to qualify as Fair Trade (e.g. croissants) and likely only refers to the fair trade tea and coffee included

Baxter Storey	<i>*INTERNAL HOSPITALITY* Beverage Tray one - Fresh organic fair trade coffee</i>	<i>£2.40</i>
Baxter Storey	<i>*INTERNAL HOSPITALITY* Beverage Tray one - Tea, selection of herbal teas and fresh organic fair trade coffee</i>	<i>£9.02</i>
Baxter Storey	<i>*INTERNAL HOSPITALITY* Beverage Tray one - Tea, selection of herbal teas and fresh organic fair trade coffee,CS/CoGC/15/052</i>	<i>£2.05</i>
Baxter Storey	<i>*INTERNAL HOSPITALITY* Beverage Tray two - Tea, Selection of herbal teas with pre wrapped biscuits and fresh organic fair trade coffee with pre wrapped biscuits</i>	<i>£3.30</i>
Baxter Storey	<i>*INTERNAL HOSPITALITY* Beverage Tray two - Fresh organic fair trade coffee with pre wrapped biscuits</i>	<i>£7.92</i>
Baxter Storey	<i>*INTERNAL HOSPITALITY* Beverage Tray two - Fresh organic fair trade coffee with pre wrapped biscuits INT Beverage 2C</i>	<i>£1.32</i>
Baxter Storey	<i>*INTERNAL HOSPITALITY* Beverage Tray two - Tea, Selection of herbal teas with pre wrapped biscuits and fresh organic fair trade coffee with pre wrapped biscuits</i>	<i>£6.60</i>
Baxter Storey	<i>20x fair trade QWL @ £4 p/p</i>	<i>£80.00</i>

Baxter Storey	<i>INT Beverage 2A - *INTERNAL HOSPITALITY* Beverage Tray two - Tea, Selection of herbal teas with pre wrapped biscuits and fresh organic fair trade coffee with pre wrapped biscuits.</i>	<i>£6.80</i>
Baxter Storey	<i>Internal Hospitality - Beverage Tray two - Fresh Organic fair trade coffee with pre wrapped biscuits - Delivery 12pm, collection 2pm</i>	<i>£1.32</i>
Baxter Storey	<i>INTERNAL HOSPITALITY Beverage Tray two - Tea, Selection of herbal teas with pre wrapped biscuits and fresh organic fair trade coffee with pre wrapped biscuits,CS/CoGC/15/052</i>	<i>£10.88</i>
Baxter Storey	<i>INTERNAL HOSPITALITY* Beverage Tray two - Tea, Selection of herbal teas with pre wrapped biscuits and fresh organic fair trade coffee with pre wrapped biscuits</i>	<i>£3.30</i>
Cooksongold ²¹	<i>1mm round Eco Silver wire x 4 mtrs</i>	<i>£20.88</i>
Cooksongold	<i>2000mm Ecosilver D Shape Wire 2.3mm X 1.5mm</i>	<i>38.44</i>
Cooksongold	<i>Eco Silver Sheet 0.7mm x 10cm x 10cm</i>	<i>48.92</i>
Cooksongold	<i>Eco Sterling Silver D Shape Wire 2.30mm x 1.5mm x 2mt</i>	<i>39.45</i>

²¹ On 1st February 2021, The Forum surveyed Cooksongold's website for more information regarding their Fair Trade practices. While the company offers Fairtrade gold, there is nothing to suggest their Eco-silver line has been produced according to Fair Trade principles.

Cooksongold	<i>eco Sterling Silver D Shape Wire 2.30mm X 1.5mm x 3mt</i>	<i>118.44</i>
Cooksongold	<i>Ecosilver Easy Solder Strip, 0.50mm X 3.0mm X 600mm, Weight Per Strip 9g</i>	<i>10.52</i>
Cooksongold	<i>ECOSILVER HARD SOLDER STRIP X 5 As per QUOTATION BQ1054061 attached for NQ Jewellery bursary funded students. Please mark delivery FAO Eilidh Wood - Creative Industries Dept.</i>	<i>58.23</i>
Cooksongold	<i>Ecosilver Hard Solder Strip, 0.60mm X 6.0mm X 600mm, Weight Per Strip 22g</i>	<i>13.76</i>
Cooksongold	<i>ECOSILVER SHEET 0.7MM</i>	<i>155.51</i>
Cooksongold	<i>Round 2mm Eco Silver Wire x 2mtrs</i>	<i>42.03</i>
We love coffee	<i>Fairtrade Ground Filter Coffee</i>	<i>£1,020.00</i>
We love coffee	<i>Fairtrade Signature Wholebean Coffee</i>	<i>£768.00</i>
Brakes	<i>Juice Burst Apple 12x500ml</i>	<i>£50.00</i>
	<i>Granulated Sugar 1x2kg</i>	<i>£1.00</i>
	Grand Total	£12,170.26

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from City of Glasgow College - Procurement Strategy 2020 – 2022

Ensuring compliance with general duties and specific measures of the Procurement Reform (Scotland) Act 2014**The procurement of fairly and ethically traded goods and services**

The College supports the sourcing of goods that are fairly and ethically traded.

Where directly relevant it shall make use of appropriate standards and labels in its procurements to take account of fair and ethical trading considerations as well as considering equivalent offerings from suppliers that can demonstrate they can meet the specified criteria without necessarily having the specific certification.

Total Recorded Spend on Fair Trade goods during the period August 1st 2020 to July 31st 2021	£3,980.63
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Response to FOI: “Please find attached the response from this College.”

<i>Supplier</i>	<i>Item Description</i>	<i>Total Value</i>
WE LOVE COFFEE	2 X Fairtrade Signature Wholebean Coffee	£96.00
WE LOVE COFFEE	6 X Fairtrade Ground Filter Coffee	£204.00
WE LOVE COFFEE	4 X Fairtrade Signature Whole Bean Coffee	£192.00
BAXTER STOREY SCOTLAND LIMITED	60 X Tea/Coffee	£108.00
BAXTER STOREY SCOTLAND LIMITED	40 X Tea/Coffee	£72.00
BAXTER STOREY SCOTLAND LIMITED	8 X Tea/Coffee	£14.40
BAXTER STOREY SCOTLAND LIMITED	90 X Tea/Coffee	£162.00
BAXTER STOREY SCOTLAND LIMITED	12 X Tea/Coffee	£21.60
BAXTER STOREY SCOTLAND LIMITED	20 X Tea/Coffee	£36.00
BAXTER STOREY SCOTLAND LIMITED	60 X Tea/coffee (am pm for 5 days)	£108.00
BAXTER STOREY SCOTLAND LIMITED	90 X Tea coffee	£162.00

BAXTER STOREY SCOTLAND LIMITED	104 X Tea, coffee biscuit	£260.00
BAXTER STOREY SCOTLAND LIMITED	30 X Tea/coffee am for High Voltage Management Course delegates 15th March - 19th March 2021	£70.50
BAXTER STOREY SCOTLAND LIMITED	30 X Tea/coffee pm for High Voltage Management Course delegates 15th March - 19th March 2021	£70.50
BAXTER STOREY SCOTLAND LIMITED	24 X Tea, coffee biscuit am pm Mon-Wed for 4 people	£60.00
BAXTER STOREY SCOTLAND LIMITED	70 X Tea, coffee biscuit am pm for 7 delegates	£175.00
BAXTER STOREY SCOTLAND LIMITED	5 X Enclosed Space Calmac Course Thursday 20th May2021 Tea/coffee biscuit Morning afternoon Packed Lunch -Lunchtime	£54.00
BAXTER STOREY SCOTLAND LIMITED	6 X Enclosed Space Calmac Course Friday 21th May2021 Tea/coffee biscuit Morning afternoon Packed Lunch -Lunchtime	£64.80
BAXTER STOREY SCOTLAND LIMITED	6 X Enclosed Space Calmac Course Monday 17 May 2021 Tea/Coffee biscuit in the morning Afternoon Packed Lunch -for lunch	£64.80
BAXTER STOREY SCOTLAND LIMITED	40 X Tea, coffee biscuit.	£94.00
BAXTER STOREY SCOTLAND LIMITED	60 X Tea/coffee biscuit	£141.00

BAXTER STOREY SCOTLAND LIMITED	1 X 2x Students- Short course over two days Morning break- Coffee biscuits x 4 lunch Time Lunch - drink ,cake x4	£44.40
BAXTER STOREY SCOTLAND LIMITED	44 X Tea/Coffee	£79.20
BAXTER STOREY SCOTLAND LIMITED	20 X 20 x Coffeee	£36.00
BAXTER STOREY SCOTLAND LIMITED	7 X Filter Coffee and Biscuits (min two cups per person, luxury biscuit selection - min two per person),CS/CoGC/19/049	£11.90
BAXTER STOREY SCOTLAND LIMITED	7 X Filter Coffee and Traybake (min two cups per person, 2 pieces per person),CS/CoGC/19/049	£14.00
BAXTER STOREY SCOTLAND LIMITED	1 X 19th-23rd May Breakfast Lunch Labour costs over weekend Energy Bars Water Starbucks coffee	£999.44
BAXTER STOREY SCOTLAND LIMITED	BBC Sound Lunch Thursday 24th June @ 12.30pm 7th Floor Red Dot Cafe/canteen area. Catering for 4 Sandwiches Tea / Coffee 3 x 1 litre bottles of sparkling water and 3 still and fruit No mayonnaise or Salad Cream on one of the lunches.	£39.16
BAXTER STOREY SCOTLAND LIMITED	Friday 4th June @ 12.30pm 6th Floor canteen area. Catering for 6 Sandwiches Tea / Coffee 3 x 1 litre bottles of sparkling water and 3 still and fruit	£58.50
BAXTER STOREY SCOTLAND LIMITED	Grayling - Friday 25th June @ 11.15am 7th Floor Red Dot Cafe canteen area. Catering for 4 Tea / Coffee, still Water and nice buns or scones	£13.72

BAXTER STOREY SCOTLAND LIMITED	Scottish Opera Lunch Monday 14th June @ 12.30pm 6th Floor canteen area. Catering for 8 Sandwiches Tea / Coffee 3 x 1 litre bottles of sparkling water and 3 still.	£60.64
Cooksongold	1 X 1500mm Fine Silver Bezel Strip 3.0mm X 0.3mm 2000mm	£28.67
Cooksongold	1 X Ecosilver Sheet 0.70mm, 100% Recycled Sterling Silver	£49.47
Cooksongold	4 X Ecosilver Easy Solder Strip, 0.50mm X 3.0mm X 600mm, Weight Per Strip 9g	£28.74
Cooksongold	4 X Ecosilver Hard Solder Strip, 0.60mm X 6.0mm X 600mm, Weight Per Strip 22g	£69.35
MCLAYS FOODS LTD	Bananas per kg,CAT1061 AP	£97.77
BRAKE BROS FOODSERVICE LTD	1 X The Juice Apple Juice	£27.90
BRAKE BROS FOODSERVICE LTD	1 X The Juice Orange Juice	£51.68
BRAKE BROS FOODSERVICE LTD	2 X Sunmagic Orange Juice	£20.21
BRAKE BROS FOODSERVICE LTD	1 X Brake Conc Lemon Juice (86079) 12x500ml,CS/COGC/19/030	£10.48
BRAKE BROS FOODSERVICE LTD	1 X The Juice Pineapple Juice	£8.80
	GRAND TOTAL	£3,980.63

Total Recorded Spend on Fair Trade goods during the period August 1st 2021 to July 31st 2022	£5,539.67
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<i>Supplier</i>	<i>Item Description</i>	<i>Total Value</i>
Baxter Storey	<i>Hospitality & Official Meeting events²²</i>	£3,491.10
Brake Bros Ltd*	Brake Conc Lemon Juice (86079) 12x500ml,CS/COGC/19/030	£108.60
Brake Bros Ltd*	Brake Fruit Cocktail Juice 1x822g (KC1),CS/COGC/19/030	£4.38
Brake Bros Ltd*	Cranberry Juice 12x1ltr	£109.66
Brake Bros Ltd*	Juice Burst Apple	£186.72
Brake Bros Ltd*	Juice Burst OJ and Passionfruit NAS	£6.35
Brake Bros Ltd*	Juice Burst Orange	£163.94
Brake Bros Ltd*	Nescafe Decaf Instant Coffee 1x500g,CS/COGC/19/030	£47.04
Brake Bros Ltd*	Nescafe Inst Coffee Granules 1x750g,CS/COGC/19/030	£274.44
Brake Bros Ltd*	The Juice Pineapple Juice	£111.72
Brake Bros Ltd*	The Juice Tomato Juice	£21.26
Cookson Precious Metals	Ecosilver D Shape Wire 2.3mm X 1.5mm (Length/Dimensions 2000mm)	£59.84
Cookson Precious Metals	Ecosilver D Shape Wire 2.3mm x 1.5mm, 100% Recycled Sterling Silver length/Dimensions (1300mm)	£40.94

²² This item includes an array of items likely beyond the scope of being able to qualify as Fair Trade (e.g. croissants) and likely only refers to the fair trade tea and coffee included

Cookson Precious Metals	Ecosilver Easy Solder Strip, 0.50mm X 3.0mm X 600mm, Weight Per Strip 9g	£8.19
Cookson Precious Metals	Ecosilver Hard Solder Strip, 0.60mm X 6.0mm X 600mm, Weight Per Strip 22g	£20.55
Cookson Precious Metals	Ecosilver Hard Solder Strip, 0.60mm x 6.0mmx600mm, Weight Per Strip 22g	£17.01
Cookson Precious Metals	Ecosilver Sheet 0.90mm Fully Annealed, 100% Recycled Sterling Silver (Length/Dimensions 100mm x 100mm)	£94.52
Cookson Precious Metals	Ecosilver Sheet 0.90mm Fully Annealed, 100% Recycled Sterling Silver length/dimensions (100 x 100mm)	£71.39
McLays Foods Ltd*	Bananas per kg,CAT1061 AP	£218.62
We Love Coffee Ltd	Decaf Double Coffee Pods x 1 box	£100.00
We Love Coffee Ltd	Double Decaf Coffee Pods	£100.00
We Love Coffee Ltd	Fairtrade Ground Coffee Filter	£71.40
We Love Coffee Ltd	Fairtrade Ground Filter Coffee	£68.00
We Love Coffee Ltd	Fairtrade Signature Whole Bean Coffee	£144.00
	GRAND TOTAL	£5,539.67

Dundee & Angus College

Total Recorded Spend on Fair Trade goods during the period August 1st 2019 to July 31st 2020	None provided
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Response to FOI: “We have investigated this. I can confirm that we do buy some Fairtrade products for our on-campus cafés, but unfortunately we do not identify these separately; for instance a purchase of coffee is shown in our finance system, even at line item level, as just ‘coffee’ rather than ‘fairtrade coffee’.

Therefore I am afraid that we have no way of identifying the details that you have requested.”

Total Recorded Spend on Fair Trade goods during the period August 1st 2020 to July 31st 2021	NONE PROVIDED
Total Recorded Spend on Fair Trade goods during the period August 1st 2021 to July 31st 2022	NONE PROVIDED

Response to FOI: “Unfortunately we do not hold the information you have requested, this is because we do not categorise or allocate any spend on the basis of whether the products are Fair Trade and do not record spend in such a way that we could do so.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from Dundee & Angus College – Procurement Strategy 2016-2020²³

Ensuring compliance with general duties and specific measures of the Procurement Reform (Scotland) Act 2014	
Procurement of fairly and ethically traded goods and services	<p><i>“The College supports the sourcing of goods that are fairly and ethically traded.</i></p> <p><i>Where directly relevant, it shall make use of appropriate standards and labels in its procurements to take account of fair and ethical trading considerations as well as considering equivalent offerings from suppliers that can demonstrate they can meet the specified criteria without necessarily having the specific certification.</i></p>

²³ No new procurement strategy readily available online following the expiry of Dundee University Procurement Strategy 2016-20

Edinburgh College

Total Recorded Spend on Fair Trade goods during the period August 1st 2019 to July 31st 2020	None provided
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Response to FOI: “There are no transactions that note “Fair Trade/Fairtrade” or “Fairly Traded”. Please note, when directly tendering the College promotes - where appropriate - the inclusion of Ethical Trading Initiatives (including products such as applicable food types, beverages, timber supplies and furniture).

The College uses National and other framework providers such as APUC, The Scottish Government, TUCO, CCS plus others in the HE/FE sector who emphasise and specify sustainability (covering such initiatives such as Fair Trade, Rainforest Alliance, FLEGT-licensed, FSC, PEFC etc.)”

Total Recorded Spend on Fair Trade goods during the period August 1st 2020 to July 31st 2021	NONE PROVIDED
Total Recorded Spend on Fair Trade goods during the period August 1st 2021 to July 31st 2022	NONE PROVIDED

Response to FOI: “There are no transactions that note “Fair Trade/Fairtrade” or “Fairly Traded”.

Please note, when directly tendering the College promotes - where appropriate - the inclusion of Ethical Trading Initiatives (including products such as applicable food types, beverages, timber supplies and furniture).

The College uses National and other framework providers such as APUC, The Scottish Government, TUCO, CCS plus others in the HE/FE sector who emphasise and specify sustainability (covering such initiatives such as Fair Trade, Rainforest Alliance, FLEGT-licensed, FSC, PEFC etc.)”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from Edinburgh College - Annual Procurement Report 01 August 2019 – 31 July 2020²⁴

Review of Regulated Procurement Compliance

²⁴ No up to date general policy on the procurement of Fairly and Ethically Traded Goods and Services.

<p>Procurement aims and focus:</p> <p>“To develop sound and useful procurement management information to measure and improve procurement and supplier performance in support of corporate planning conducted through fair and transparent process.</p> <p>Addresses Statement of the authority’s general policy on the procurement of fairly and ethically traded goods and services.”</p>	<p>Annual Report Commentary on strategy delivery / compliance:</p> <p>“Internal governance procedures, policies, tools such as enabled workflow enhancements are introduced to effect improvements to procurement process and efficiency. Expenditure segmentation analysis and data located on the Hub, Hunter (including Contracts Registers) and Procurement Data Dashboard.</p> <p>Where relevant, use is made of appropriate standards and labels in procurements to take account of fair and ethical trading considerations with due consideration given to equivalent tender offerings from suppliers, Use is made of PCS and PCS-T to publish procurement opportunities, appropriate use is made of lotting, output based specifications and clear evaluation criteria to ensure that procurements are accessible to as many bidders (including SMEs) as possible.”</p>
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Total Recorded Spend on Fair Trade goods during the period April 1 st 2019 to March 31 st 2020	£23,104.10
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Response to FOI: *“The total annual spend for our five suppliers of fair trade goods, including their contractual status, broken down by supplier is as follows...We are able to provide you with some more granular information, but cannot provide you with the detailed information you have requested relating to the total value per order as in our view this information is subject to an exemption from disclosure under the Freedom of Information (Scotland) Act 2002 (FOISA) on grounds of commercial sensitivity. Please see the exemption notice below.”*

“The more detailed information you have requested is, in our view, commercially sensitive. Its disclosure would, or would be likely to, prejudice substantially the commercial interests of one or more of the suppliers listed, and consequently the University, by revealing their pricing structure. This information could provide market-sensitive information, or information of potential usefulness, to competitors which could then be used to the detriment of a supplier’s commercial trading activities and ability to operate in a competitive commercial environment. If this information was placed in the public domain it could therefore significantly damage the company’s future business opportunities.

This acts as a refusal notice under s.16 of the FOI(S)A 2002, as we consider this information to be exempt from disclosure under s.33(1)(b) of the FOI(S)A 2002:

“Information is exempt information if its disclosure under this Act would, or would be likely to, prejudice substantially the commercial interests of any person (including, without prejudice to that generality, a Scottish public authority)”.

When applying the public interest test, we have considered whether the public interest in disclosing the information, to demonstrate openness and accountability in the administration of financial matters, is outweighed by the public interest in maintaining the exemption to ensure that the supplier is able to effectively compete in the market. We consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, as there are other mechanisms which ensure accountability in financial administration and expenditure and there are no mitigating factors to justify the potentially adverse effect on the supplier’s ability to compete in the market and the resultant potential harm to its commercial activities.

Furthermore, the University strives to ensure that its procurement processes are conducted in a fair manner which conforms to applicable legislation and regulation, and releasing the abovementioned information could disrupt this process in an unfair way and thereby undermine the University’s own commercial interests and goals.

In conclusion, the University considers this information to be exempt from disclosure under section 33(1)(b) of the Freedom of Information (Scotland) Act (FOISA) as we believe that its disclosure would, or would be likely to, prejudice substantially the University’s commercial interests.”

Supplier	Item Description	Total Value
Bewleys	Be Fair and Healthy Orange Juice	£3,973.89
Bewleys	Be Fair Refreshing Apple Juice	
Bewleys	Fairtrade Chocolate Brownie	
Bewleys	Fairtrade One World Choc Chip Chewy Cookie	
Bewleys	Fairtrade One World White Choc Chip Chewy Cookie	
Bewleys	Fairtrade One World Traditional Flapjack	
Bewleys	Nero & Bianco Dark Chocolate Fairtrade & Organic	
Bewleys	Nero & Bianco Milk Chocolate Fairtrade & Organic	
Bewleys	Nero & Bianco White Chocolate Fairtrade & Organic	
Bewleys	One World Billionaire Shortbread	
Bewleys	One World Coconut Bites	
Bewleys	One World F/T Choc Chip Flapjack	
Bewleys	One World F/T Jewelled Flapjack	
Bewleys	One World F/T Rocky Road	
Bewleys	One World Fruit & Nut Trail Mix	
Bewleys	One World Raw Nuts	
Bewleys	One World Yoghurt/Choc Peanut Raisins	
Brake Brothers Ltd	Calypso Fairtrade Apple Juice Cartons	£2,291.80
Brake Brothers Ltd	Calypso Fairtrade Orange Juice Cartons	

Brake Brothers Ltd	Fairtrade Brown Sugar Sticks	
Brake Brothers Ltd	Fairtrade Orange Juice (Brakes)	
Brake Brothers Ltd	Fairtrade White Sugar Sticks	
Brake Brothers Ltd	Kit Kat 2 Finger	
Brake Brothers Ltd	Metcalfes Mini Rice Cake Dark Chocolate Orange	
Brake Brothers Ltd	Metcalfes Mini Rice Cake Milk Choc	
Brake Brothers Ltd	Metcalfes Mini Rice Cake White Chocolate	
Brake Brothers Ltd	Metcalfes Rice Cakes Milk Chocolate	
Bramik	Ma Baker Berry Bar	£38.95
Bramik	Ma Baker Oat Bar	
Bramik	Ma Baker Smooth Bar	
Bramik	Ma Baker Tropical Bar	
Coffee Conscience	Clipper Fairtrade Blackcurrant & Acai Berry Tea	£16,127.81
Coffee Conscience	Clipper Fairtrade Camomile Tea	
Coffee Conscience	Clipper Fairtrade Decaff Tea	
Coffee Conscience	Clipper Fairtrade Earl Grey Tea	
Coffee Conscience	Clipper Fairtrade Earl Grey Tea	
Coffee Conscience	Clipper Fairtrade English Breakfast Tea	
Coffee Conscience	Clipper Fairtrade Everyday Tea	
Coffee Conscience	Clipper Fairtrade Green Tea	

Coffee Conscience	Clipper Fairtrade Lemon & Ginger Tea	
Coffee Conscience	Clipper Fairtrade Peppermint Tea	
Coffee Conscience	Clipper Fairtrade Peppermint Tea	
Coffee Conscience	Clipper Fairtrade Redbush Tea	
Coffee Conscience	Clipper Fairtrade Redbush Tea	
Coffee Conscience	Clipper Fairtrade Wild Berry Tea	
Coffee Conscience	Clipper Fairtrade Wild Berry Tea	
Coffee Conscience	Clipper Red Fruits And Aronia Berry Tea	
Coffee Conscience	Coco Bulk Brew	
Coffee Conscience	CoCo Columbian Artisan F/T Coffee	
Coffee Conscience	CoCo Fairtrade (SL) Decaf Beans	
Coffee Conscience	Coco Fairtrade Chocolate Soluble	
Coffee Conscience	CoCo Fairtrade Decaff Coffee	
Coffee Conscience	Coco Fairtrade Espresso Bean	
Coffee Conscience	Coco Fairtrade Filt Coffee	
Coffee Conscience	CoCo Peruvian FT Organic Coffee	
Coffee Conscience	Fairtrade Caramel Syrup - Tate and Lyle	
Coffee Conscience	Fairtrade Vanilla Syrup - Tate and Lyle	
Coffee Conscience	Italian Aroma Fairtrade Coffee Bean	
Coffee Conscience	Monin Cinnamon Syrup	

Coffee Conscience	Monin Dark Chocolate Sauce	
Coffee Conscience	Monin Hazelnut Syrup	
Coffee Conscience	Monin Vanilla SF Syrup	
Coffee Conscience	Starbucks Syrup - Pumpkin Spice	
Filshill	Kit Kat 2 Finger	£671.65
Grand Total		£23,104.10

Total Recorded Spend on Fair Trade goods during the period August 1 st 2020 to July 31 st 2021	NONE PROVIDED
Total Recorded Spend on Fair Trade goods during the period August 1 st 2021 to July 31 st 2022	NONE PROVIDED

Response to FOI: “Due to staffing levels and system issues we are currently unavailable to provide you with a breakdown of supplier spend. We hope to be able to supply you with this information within the next 14 working days – please bear with us.

We are able to provide you with some high level information, but cannot provide you with the detailed information you have requested relating to the total value per order as in our view this information is subject to an exemption from disclosure under the Freedom of Information (Scotland) Act 2002 (FOISA) on grounds of commercial sensitivity. Please see the exemption notice below.”²⁵

Coffee Conscious Fairtrade coffee
Ma Baker Apricot & Yoghurt
Ma Baker Banana & Yoghurt
Flapjack
Ma Baker Berry & Yoghurt
Ma Baker Choc & Caramel

Ma Baker Choc Chip
Ma Baker Chocolate & Orange
Ma Baker Chocolate Fruit & Nut
Ma Baker Rolled Oats & Apple
Ma Baker Rolled Oats & Apricot
Ma Baker Rolled Oats & Banana
Ma Baker Rolled Oats & Blueberry
Ma Baker Rolled Oats & Cherry
Ma Baker Rolled Oats & Coconut
Ma Baker Rolled Oats & Cranberry
Ma Baker Rolled Oats & Mango
Ma Baker Rolled Oats & Pecan
Ma Baker Rolled Oats & Pistachio
Ma Baker Rolled Oats & Raspberry
Ma Baker Rolled Oats & Strawberry
Ma Baker Yoghurt & Cherry
Metcalfes Rice Cake Yoghurt
Metcalfes Rice Cakes Milk Chocolate
Metcalfes Rice Cakes White
Chocolate
Metcalfes Rice Cakes Dark
Chocolate
Fairtrade Billionaires Shortbread
Fairtrade Brownie

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

*Adapted from **Edinburgh Region Procurement Team (ERPT) Procurement Strategy: August 2019 – July 2020**²⁶*

Ensuring compliance with general duties and specific measures of the Procurement Reform (Scotland) Act 2014	
The procurement of fairly and ethically traded goods and services	<p>The Member Institutions support the sourcing of goods that are fairly and ethically traded.</p> <p>Where directly relevant it shall make use of appropriate standards and labels in its procurements to take account of fair and ethical trading considerations as well as considering equivalent offerings from suppliers that can demonstrate they can meet the specified criteria without necessarily having the specific certification.</p>

²⁶ No up to date general policy on the procurement of Fairly and Ethically Traded Goods and Services.

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	£280,590.00
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Response to FOI: “So that the University’s schools and subject areas are managed according to their individual and distinctive operational needs, the University operates a devolved management structure comprising three academic colleges, subdivided into twenty schools, and three support groups, subdivided into some seventy support services. Any area is able to purchase fair trade products through its own purchasing procedures, and therefore information you request could be held by all areas within this structure. To identify total expenditure on these products, I would have to contact all areas within the University to establish the location of relevant information. Doing this would cost more than £600, the limit over which the University is not required to respond to freedom of information requests.

However, in responding to your request, I have contacted the Accommodation, Catering and Events (ACE) department, responsible for all on-campus catering, cafes and social spaces, and the Visitor Centre for relevant information.”

Supplier	Item description	Total Value
Bidfood	Conf Divine Milk Chocolate	£1,127.00
Bidfood	Conf Divine Plain Chocolate Bar	£1,079.00
Bidfood	Conf Divine White Chocolate Bar	£611.00
Bidfood	Conf Tonys Chocolonely Dark Almond Sea Salt	£722.00
Bidfood	Conf Tonys Chocolonely Milk Caramel Sea Salt	£822.00
Bidfood	Conf Tonys Chocolonely Milk Chocolate	£722.00
Bidfood	Conf Tonys Chocolonely Milk Chocolate Hazelnut	£753.00
Bidfood	Ju Btl Orange F/T	£2,522.00
Bidfood	Ju Btl Apple Juice Fairtrade	£5,547.00

Bidfood	Ju Btl Orange F/T Juice Burst ALTERNATIVE	£1,398.00
Bidfood	Ju Btl Orange Juice F/T Sunmagic	£1,684.00
Bidfood	Sugar Cubes Small Fairtrade Tate & Lyle	£25.00
Bidfood	Sugar Portions Brown F/T	£2,762.00
Bidfood	Sugar Portions White F/T	£2,460.00
Coffee Conscience Ltd	Chocolate COCO Fairtrade (CC)	£16,842.00
Coffee Conscience Ltd	Chocolate Conscience Fairtrade 33% Cocoa Barista	£10,623.00
Coffee Conscience Ltd	Chocolate Stick Fairtrade Clipper (Levels)	£437.00
Coffee Conscience Ltd	Coffee 100% Arabica Beans Fairtrade	£103,293.00
Coffee Conscience Ltd	Coffee COCO Fairtrade Decaff Stick (CC)	£1,571.00
Coffee Conscience Ltd	Coffee COCO Fairtrade Filter 3PT (CC)	£1,448.00
Coffee Conscience Ltd	Coffee COCO Fairtrade Filter Bulk Brew (CC)	£11,658.00
Coffee Conscience Ltd	Coffee COCO Fairtrade Regular Stick (CC)	£276.00
Coffee Conscience Ltd	Coffee COCO Fairtrade Roast & Ground (Hotels)	£4,127.00
Coffee Conscience Ltd	Coffee Columbian Artisan Fairtrade Beans	£265.00
Coffee Conscience Ltd	Coffee Decaffeinated Premium Fairtrade Espresso	£3,848.00
Coffee Conscience Ltd	Coffee JMC Fairtrade Espresso Bean Robusta (CC)	£16,788.00
Coffee Conscience Ltd	Tea Clipper F/T Earl Grey Env/S/Tag	£468.00
Coffee Conscience Ltd	Tea Clipper F/T Everyday Tea Env/S/Tag	£2,001.00
Coffee Conscience Ltd	Tea Clipper F/T Org Camomile Infusion Env/S/Tag	£185.00

Coffee Conscience Ltd	Tea Clipper F/T Organic Decaff. Tea Env/S/Tag	£1,082.00
Coffee Conscience Ltd	Tea Clipper F/T Peppermint Infusion Env/S/Tag	£467.00
Coffee Conscience Ltd	Tea Clipper Organic F/T Camomile Env/S/Tag	£1,094.00
Coffee Conscience Ltd	Tea Clipper Organic F/T Earl Grey Env/S/Tag	£2,653.00
Coffee Conscience Ltd	Tea Clipper Organic F/T Green Tea Env/S/Tag	£2,245.00
Coffee Conscience Ltd	Tea Clipper Organic F/T Peppermint Env/S/Tag	£2,366.00
Coffee Conscience Ltd	Tea COCO Fairtrade 2PT Bulk Brew (CC)	£931.00
Coffee Conscience Ltd	Tea Organic F/T English Breakfast Env/S/Tag	£10,533.00
Green City Wholefoods	Conf S&B Dark Choc Extra Dark 72% Organic F/T	£108.00
Green City Wholefoods	Conf S&B Dark Choc Extra Dark Chilli & Lime F/T	£52.00
Green City Wholefoods	Conf S&B Dark Choc Lavender F/T	£65.00
Green City Wholefoods	Conf S&B Dark Choc Lemon/Cardamom F/T	£25.00
Green City Wholefoods	Conf S&B Dark Choc Mandarin/Ginger F/T	£36.00
Green City Wholefoods	Conf S&B Milk Choc Hazel & Almond F/T	£40.00
Green City Wholefoods	Conf S&B Milk Choc Rich Organic F/T	£94.00
Green City Wholefoods	Conf S&B White Choc Lemon/Poppyseed F/T	£38.00
Green City Wholefoods	Conf S&B White Choc Raspberry/Vanilla F/T	£36.00
Green City Wholefoods	Rice Basmati F/T	£92.00
Handmade Speciality Products	Cake Flapjack Caramel Bake F/T (Handmade Spec.)	£1,186.00

Handmade Speciality Products	Cake Flapjack Choc Topped F/T (Handmade Spec.)	£178.00
Handmade Speciality Products	Cake Flapjack Fruity F/T (Handmade Speciality)	£1,070.00
Handmade Speciality Products	Cake Flapjack Plain F/T (Handmade Speciality)	£1,084.00
Handmade Speciality Products	Cake Flapjack Yoghurt Topped F/T (Handmade Spec.)	£1,159.00
Krogab UK Ltd	BIB Juice Apple Fairtrade Fullfruit (Krogab) ALT	£14,801.00
Mark Murphy	Frt Bananas Fairtrade 17kg (Boxes)	£34,285.00
Mark Murphy	Frt Bananas Fairtrade kg (Loose)	£4,078.00
Matthew Algie Ltd	Coffee Crema Espresso Beans F/T	£118.00
Just Trading Scotland Ltd	Rice White Kilombero Fairtrade	£3,550.00
Streamline Corporate	Neutral O60002 T-Shirt in White x 130	£1,062.00
Grand Total		£280,590.00

Total Recorded Spend on Fair Trade goods during the period August 1st 2020 to July 31st 2021	£34,786
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Response to FOI: “The University has participated in the Fairtrade University scheme since 2004, making commitments to fair trade procurement, awareness-raising and research. In June 2022, we were awarded a Fairtrade University Award - two stars - from the Fairtrade Foundation, recognising our work to embed ethical and sustainable practices through our curriculum, procurement, research and campaigns. Information about the University’s commitment to continued promotion and understanding of fair trade, including its Fair Trade Policy, is available on the SRS pages of the University website. You may also be interested in the University’s schedule of events for Fairtrade Fortnight 2022. You asked for the University’s annual spend on fair trade goods for the financial years 2020/21 and 2021/22. You asked for this to be broken down by vendor, description of item and total value of order and if they were contracted or non-contracted.

So that the University’s schools and subject areas are managed according to their individual and distinctive operational needs, the University operates a devolved management structure comprising three academic colleges, subdivided into twenty schools, and three support groups, subdivided into some seventy support services. Any area is able to purchase fair trade products through its own purchasing procedures, and therefore information you request

could be held by all areas within this structure. To identify total expenditure on these products, I would have to contact all areas within the University to establish the location of relevant information. Doing this would cost more than £600, the limit over which the University is not required to respond to freedom of information requests.

However, in responding to your request, I have contacted the Accommodation, Catering and Events (ACE) department, responsible for all on-campus catering, cafes and social spaces, and the Visitor Centre for relevant information. In Table 1 and 2 of the attached enclosure, I have provided information about purchases of fair trade goods, including the name of supplier, description of products, and the value of each order from each supplier from ACE. All suppliers in the table are contracted. Table 3 of the attached enclosure details the same information from the Visitor Centre, all suppliers in the table are contracted.

Please note the University's financial year runs from 1 August to 31 July the following year and that the financial year 2021/22 is currently ongoing.

Please also note the low figures in 2020/21 take into account Covid restrictions on the University's services from March 2020 onwards."

<i>Supplier</i>	<i>Item Description</i>	<i>Total Value</i>
Bidfood	Conf Divine Mik Chocolate	33.00
Bidfood	Conf Divine White Chocolate Bar	17.00
Bidfood	Conf Tonys Chocolonely Dark Almond Sea Salt	30.00
Bidfood	Conf Tonys Chocolonely Milk Caramel Sea Salt	208.00
Bidfood	Conf Tonys Chocolonely Milk Chocolate	682.00
Bidfood	Conf Tonys Chocolonely Milk Chocolate Hazelnut	31.00
Bidfood	Ju Btl Apple Juice Fairtrade	499.00
Bidfood	Ju Btl Orange F/T Juice Burst ALTERNATIVE	130.00
Bidfood	Ju Btl Orange Juice F/T Sunmagic	339.00
Bidfood	Sugar Portions Brown F/T	222.00
Bidfood	Sugar Portions White F/T	312.00

<i>Coffee Conscience Ltd</i>	Chocolate COCO Fairtrade (CC)	5,134.00
<i>Coffee Conscience Ltd</i>	Chocolate Conscience Fairtrade 33% Cocoa Barista	364.00
<i>Coffee Conscience Ltd</i>	Coffee 100% Arabica Beans Fairtrade	5,431.00
<i>Coffee Conscience Ltd</i>	Coffee COCO Fairtrade Decaff Stick (CC)	23.00
<i>Coffee Conscience Ltd</i>	Coffee COCO Fairtrade Filter Bulk Brew (CC)	308.00
<i>Coffee Conscience Ltd</i>	Coffee COCO Fairtrade Regular Stick (CC)	151.00
<i>Coffee Conscience Ltd</i>	Coffee COCO Fairtrade Roast & Ground (Hotels)	1,169.00
<i>Coffee Conscience Ltd</i>	Coffee Decaffeinated Premium Fairtrade Espresso	294.00
<i>Coffee Conscience Ltd</i>	Coffee JMC Fairtrade Espresso Bean Robusta (CC)	8,480.00
<i>Coffee Conscience Ltd</i>	Tea Clipper F/T Organic Decaff. Tea Env/S/Tag	18.00
<i>Coffee Conscience Ltd</i>	Tea Clipper Organic F/T Camomile Env/S/Tag	18.00
<i>Coffee Conscience Ltd</i>	Tea Clipper Organic F/T Earl Grey Env/S/Tag	37.00
<i>Coffee Conscience Ltd</i>	Tea Clipper Organic F/T Peppermint Env/S/Tag	18.00
<i>Coffee Conscience Ltd</i>	Tea COCO Fairtrade 2PT Bulk Brew (CC)	276.00
<i>Coffee Conscience Ltd</i>	Tea Organic F/T English Breakfast Env/S/Tag	475.00
Green City Wholefoods	Conf S&B Dark Choc Extra Dark Chilli & Lime F/T	11.00
Green City Wholefoods	Conf S&B Dark Choc Mandarin/Ginger F/T	13.00
Green City Wholefoods	Conf S&B Milk Choc Hazel & Almond F/T	13.00
Green City Wholefoods	Conf S&B Milk Choc Rich Organic F/T	13.00

Green City Wholefoods	Conf S&B Seasonal Dark Choc & Spiced Ginger F/T	21.00
Green City Wholefoods	Conf S&B White Choc Raspberry/Vanilla F/T	13.00
Handmade Speciality Products	Cake Flapjack Caramel Bake F/T (Handmade Spec.)	27.00
Handmade Speciality Products	Cake Flapjack Choc Topped F/T (Handmade Spec.)	27.00
Handmade Speciality Products	Cake Flapjack Fruity F/T (Handmade Speciality)	13.00
Handmade Speciality Products	Cake Flapjack Plain F/T (Handmade Speciality)	27.00
Handmade Speciality Products	Cake Flapjack Yoghurt Topped F/T (Handmade Spec.)	68.00
Mark Murphy	Frt Bananas Fairtrade 17kg (Boxes)	7,685.00
Mark Murphy	Frt Bananas Fairtrade kg (Loose)	350.00
Matthew Algie Ltd	Coffee Tiki 4 pint F/T Filter Softheat (M.Algie)	37.00
Just Trading Scotland Ltd	Rice White Kilombero Fairtrade	300.00
JSW Uniwear 2020/22	Kids Fair trade Hoodie in Red	729.00
JSW Uniwear 2020/22	UnisexFairtradeSweatshirtinBordeauxRed	635.00
Grand Total		£34,786

Total Recorded Spend on Fair Trade goods during the period August 1st 2021 to July 31st 2022	£150,791
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<i>Supplier</i>	<i>Item Description</i>	<i>Total Value</i>
Bidfood	Conf Divine Mi k Chocolate	119.00
Bidfood	Conf Divine Plain Chocolate Bar	275.00
Bidfood	Conf Divine White Chocolate Bar	102.00
Bidfood	Conf Tonys Chocolonely Dark Almond Sea Salt	524.00
Bidfood	Conf Tonys Chocolonely Milk Caramel Sea Salt	1,106.00
Bidfood	Conf Tonys Chocolonely Milk Chocolate	932.00
Bidfood	DNU Sugar Cubes Small Fairtrade Tate & Lyle	15.00
Bidfood	Ju Btl Apple Juice Fairtrade	3,410.00
Bidfood	Ju Btl Orange F/T Juice Burst ALTERNATIVE	802.00
Bidfood	Ju Btl Orange Juice F/T Sunmagic	3,631.00
Bidfood	Sugar Portions Brown F/T	1,201.00
Bidfood	Sugar Portions White F/T	1,064.00
Coffee Conscience Ltd	Chocolate COCO Fairtrade (CC)	10,769.00
Coffee Conscience Ltd	Chocolate COCO Vegan Fairtrade Barista (CC)	618.00
Coffee Conscience Ltd	Chocolate Conscience Fairtrade 33% Cocoa Barista	7,625.00
Coffee Conscience Ltd	Chocolate Stick Fairtrade Clipper (Levels)	126.00

<i>Coffee Conscience Ltd</i>	Coffee 100% Arabica Beans Fairtrade	56,928.00
<i>Coffee Conscience Ltd</i>	Coffee COCO Fairtrade Decaff Stick (CC)	696.00
<i>Coffee Conscience Ltd</i>	Coffee COCO Fairtrade Filter 3PT (CC)	87.00
<i>Coffee Conscience Ltd</i>	Coffee COCO Fairtrade Filter Bulk Brew (CC)	3,752.00
<i>Coffee Conscience Ltd</i>	Coffee COCO Fairtrade Regular Stick (CC)	475.00
<i>Coffee Conscience Ltd</i>	Coffee COCO Fairtrade Roast & Ground (Hotels)	2,182.00
<i>Coffee Conscience Ltd</i>	Coffee Columbian Artisan Fairtrade Beans	37.00
<i>Coffee Conscience Ltd</i>	Coffee Decaffeinated Premium Fairtrade Espresso	1,760.00
<i>Coffee Conscience Ltd</i>	Coffee JMC Fairtrade Espresso Bean Robusta (CC)	13,133.00
<i>Coffee Conscience Ltd</i>	Tea Clipper F/T Earl Grey Env/S/Tag	206.00
<i>Coffee Conscience Ltd</i>	Tea Clipper F/T Everyday Tea Env/S/Tag	425.00
<i>Coffee Conscience Ltd</i>	Tea Clipper F/T Org Camomile Infusion Env/S/Tag	86.00
<i>Coffee Conscience Ltd</i>	Tea Clipper F/T Organic Decaff. Tea Env/S/Tag	498.00
<i>Coffee Conscience Ltd</i>	Tea Clipper F/T Peppermint Infusion Env/S/Tag	166.00
<i>Coffee Conscience Ltd</i>	Tea Clipper Organic F/T Camomile Env/S/Tag	369.00
<i>Coffee Conscience Ltd</i>	Tea Clipper Organic F/T Earl Grey Env/S/Tag	719.00
<i>Coffee Conscience Ltd</i>	Tea Clipper Organic F/T Green Tea Env/S/Tag	523.00
<i>Coffee Conscience Ltd</i>	Tea Clipper Organic F/T Peppermint Env/S/Tag	444.00
<i>Coffee Conscience Ltd</i>	Tea COCO Fairtrade 2PT Bulk Brew (CC)	470.00

<i>Coffee Conscience Ltd</i>	Tea Conscience Loose Calming Camomile	6.00
<i>Coffee Conscience Ltd</i>	Tea Conscience Loose Earl Grey Blue Flower	10.00
<i>Coffee Conscience Ltd</i>	Tea Conscience Loose Elegant British Breakfast	10.00
<i>Coffee Conscience Ltd</i>	Tea Conscience Loose Gunpowder Deluxe Green Tea	10.00
<i>Coffee Conscience Ltd</i>	Tea Conscience Loose Lemongrass & Ginger	20.00
<i>Coffee Conscience Ltd</i>	Tea Conscience Loose Masala Chai	20.00
<i>Coffee Conscience Ltd</i>	Tea Conscience Loose Strawberry & Mint	10.00
<i>Coffee Conscience Ltd</i>	Tea Conscience Loose Tropical Rooibos	21.00
<i>Coffee Conscience Ltd</i>	Tea Organic F/T English Breakfast Env/S/Tag	3,188.00
Green City Wholefoods	Conf S&B Dark Choc Extra Dark 72% Organic F/T	46.00
Green City Wholefoods	Conf S&B Dark Choc Extra Dark Chilli & Lime F/T	13.00
Green City Wholefoods	Conf S&B Dark Choc Lemon/Cardamom F/T	19.00
Green City Wholefoods	Conf S&B Dark Choc Mandarin/Ginger F/T	27.00
Green City Wholefoods	Conf S&B Milk Choc Hazel & Almond F/T	13.00
Green City Wholefoods	Conf S&B Milk Choc Rich Organic F/T	58.00
Green City Wholefoods	Conf S&B White Choc Lemon/Poppyseed F/T	27.00
Green City Wholefoods	Conf S&B White Choc Raspberry/Vanilla F/T	27.00
Green City Wholefoods	Rice Basmati F/T	29.00
<i>Handmade Speciality Products</i>	Cake Flapjack Caramel Bake F/T (Handmade Spec.)	375.00

Handmade Speciality Products	Cake Flapjack Choc Topped F/T (Handmade Spec.)	307.00
Handmade Speciality Products	Cake Flapjack Fruity F/T (Handmade Speciality)	347.00
Handmade Speciality Products	Cake Flapjack Plain F/T (Handmade Speciality)	128.00
Handmade Speciality Products	Cake Flapjack Yoghurt Topped F/T (Handmade Spec.)	389.00
Mark Murphy	Frt Bananas Fairtrade 17kg (Boxes)	21,712.00
Mark Murphy	Frt Bananas Fairtrade kg (Loose)	1,831.00
Matthew Algie Ltd	Coffee Tiki 10 pint F/T High Volume	4,369.00
Matthew Algie Ltd	Coffee Tiki 4 pint F/T Filter Softheat (M.Algie)	709.00
Matthew Algie Ltd	Tea F/T Pavilion Garden Tea Sachets 10 Pints	26.00
Just Trading Scotland Ltd	Rice White Kilombero Fairtrade	300.00
JSW Uniwear 2021/22	Fair trade T-shirt in Aquamarine	1,469.00
Grand Total		£150,791.00

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from *Edinburgh University Procurement Strategy: 2018*²⁷

Priorities for Social Responsibility & Sustainability (SRS)	
Sustainable Procurement Prioritisation	<p><i>The University uses available shared tools such as Sustainable Procurement Prioritisation, Life Cycle Impact Mapping, Sustainability Test, assessment tool Flexible Framework, and is working towards the highest level (Level 5) wherever possible. Please refer to Sustainable Procurement for further information.</i></p> <p><i>The University will also consider insisting on appropriate and proportionate contract conditions that provide assurances on fair and ethical supply chains, both contracting directly or via main contractors or with collaborators.</i></p>

“The University has participated in the Fairtrade University scheme since 2004, making commitments to fair trade procurement, awareness-raising and research. The University is now working towards its next award. Information about the University’s commitment to continued promotion and understanding of fair trade, including its Fair Trade Policy, is available on the SRS pages of the University website. You may also be interested in the University’s schedule of events for Fairtrade Fortnight 2021.”

²⁷ No up to date general policy on the procurement of Fairly and Ethically Traded Goods and Services.

Fife College

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	£9,334.03
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Response to FOI: “After checking our procurement records, I can confirm that Fife College has had no spend during 2019-20 on Fair Trade Goods. The College contracts out its catering service to an external company called Aramark. While the legislation does not require us to provide you with information that we do not hold, one of my colleagues requested information from Aramark on their spend for the College contract, and I have provided the details they sent to us below. They confirm that they used supplier Chef Direct for all of these items.”

Supplier	Item Description	Total Value
Chef Direct	FAIR TRADE BROWN SUGAR SACHETS (1x2000)	£1,010.40
Chef Direct	FAIR TRADE WHITE SUGAR SACHETS (1x2000)	£879.69
Chef Direct	EROS FAIR TRADE GREEN TEA (1X60X20)	£275.13
Chef Direct	EROS FAIR TRADE ENGLISH BREAKFAST (1X60X20)	£580.83
Chef Direct	EROS FAIR TRADE EARL GREY (1X60X20)	£193.61
Chef Direct	EROS FAIR TRADE PEPPERMINT (1X60X20)	£81.52
Chef Direct	ONE WORLD WHITE CHOCOLATE COOKIE (1x24x85g)	£620.10
Chef Direct	ONE WORLD CHOCOLATE CHIP FLAPJACK (1x24x85g)	£611.95
Chef Direct	ONE WORLD FRUIT FLAPJACK (1x24x85g)	£488.25
Chef Direct	ONE WORLD TRADITIONAL FLAPJACK (1x24x85g)	£866.05
Chef Direct	ONE WORLD CHOCOLATE CHIP BROWNIE (1x24x85g)	£1,847.20
Chef Direct	ONE WORLD LEMON MUFFIN (1x12x75g)	£61.10

Chef Direct	ONE WORLD CHOCOLATE MUFFIN (1x12x75g)	£24.70
Chef Direct	MALTEESERS (40x37g)	£1,793.50
	GRAND TOTAL	£9,334.03

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from Fife College – Procurement Strategy 2016 – 2020

Ensuring compliance with general duties and specific measures of the Procurement Reform (Scotland) Act 2014	
The procurement of fairly and ethically traded goods and services	<p>The College support the sourcing of goods that are fairly and ethically traded.</p> <p>Where directly relevant it shall make use of appropriate standards and labels in its procurements to take account of fair and ethical trading considerations as well as considering equivalent offerings from suppliers that can demonstrate they can meet the specified criteria without necessarily having the specific certification.</p>

Total Recorded Spend on Fair Trade goods during the period August 1st 2020 to July 31st 2021	NONE PROVIDED
Total Recorded Spend on Fair Trade goods during the period August 1st 2021 to July 31st 2022	NONE PROVIDED

Response to FOI: “Fife College has a number of contracts and suppliers that can provide Fairly Traded goods however there have no orders placed within the period requested that were specifically for Fair Trade products. Fair Trade is incorporated into many of our contracted product lines therefore orders would state the “t-shirt” with size, colour, product number etc but will not indicate fair trade cotton. Similarly, our food orders are more generic and will state “coffee” or “bananas” but will not specify that these are fair trade even though this is a requirement within the contract to ensure Fair Trade options are available.

Please note that we did contact some of our key suppliers to ask if this information was held or readily available for orders placed by Fife College during the request period however they had no way to report or filter our orders by any Fair Trade field or indicator.

Fife College Annual Spend on Fair Trade Goods – 2020/21

Vendor Name	Contracted / Non-Contracted	Item Description	Total Order Value of Fair Trade items (£)
Aramark	Contracted	Tea, Coffee, Food and confectionery	Information is not Held
Lion Safety	Contracted	Clothing	Information is not Held
Bidfoood	Contracted	Food and drink	Information is not Held
Mark Murphy & Partner Ltd	Contracted	Bananas and other fresh fruit	Information is not Held
McLay Ltd	Contracted	Food and drink	Information is not Held

Fife College Annual Spend on Fair Trade Goods – 2021/22

Vendor Name	Contracted / Non-Contracted	Item Description	Total Order Value of Fair Trade items(£)
Aramark	Contracted	Tea, Coffee, Food and confectionery	Information is not Held
Future Garments LTD T/A Eurox	Contracted	Clothing	Information is not Held
Bunzl UK Ltd t/a Greenham	Contracted	Clothing	Information is not Held
Bidfood	Contracted	Food and drink	Information is not Held
Brake Bros Ltd	Contracted	Food and drink	Information is not Held
Mark Murphy & Partner Ltd	Contracted	Bananas and other fresh fruit	Information is not Held
Booker	Non-Contracted	Confectionery	Information is not Held

Fair Trade requirements are embedded into our specification templates to ensure that potential inclusion of Fair Trade is consideration for all contracts.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from Fife College – Procurement Strategy 2022 – 2024²⁸

²⁸ No up to date general policy on the procurement of Fairly and Ethically Traded Goods and Services.

Ensuring compliance with general duties and specific measures of the Procurement Reform (Scotland) Act 2014

The procurement of fairly and ethically traded goods and services	<p>The College support the sourcing of goods that are fairly and ethically traded.</p> <p>Where directly relevant it shall make use of appropriate standards and labels in its procurements to take account of fair and ethical trading considerations as well as considering equivalent offerings from suppliers that can demonstrate they can meet the specified criteria without necessarily having the specific certification.</p>
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Adapted from Fife College – Procurement Procedures Manual

Initial Meeting with Project Manager

External Issues	<p>External issues and influences on the contract that should be considered include:</p> <ul style="list-style-type: none"> • Sustainability considerations (encompassing environment, equalities, fair trade, human rights, etc.); • intellectual property rights; • where the provider of a service changes but the service itself is fundamentally unchanged, TUPE considerations may be relevant (advice must be sought from the College Legal Advisors, where necessary).
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Forth Valley College

Total Recorded Spend on Fair Trade goods during the period August 1 st 2019 to July 31 st 2020	Response not recorded
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No response recorded by the Scottish Fair Trade Forum.

Total Recorded Spend on Fair Trade goods during the period August 1 st 2020 to July 31 st 2021 & August 1 st 2021 to July 31 st 2022 (RESPONDENT PROVIDED COMBINED TOTAL)	£12,464.97
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Response to FOI: “Please find below spend information for the period specified. Both the contractors outlined below are contracted to the College.”

Supplier	Item Description	Total Value
Matthew Algie	ESP TIKI FTORA G31 (TIKI BEANS 1KG)	£7,133.75
Matthew Algie	PAV GDNFT TEA TAG D34	£23.70
Matthew Algie	TIKI FTORA H25 (GROUND 10 PT)	£501.93
Matthew Algie	TIKI FTORA FILTER F25 (GROUND 3PT)	£295.68
Matthew Algie	CHOCABYSS FT DUST H55	£65.60
Matthew Algie	PAV GDN FT TEA BAG D19	£194.40
Matthew Algie	PAVILION BERRY O	£21.70
Matthew Algie	PAVILION CHAMOMILE	£32.55
Matthew Algie	PAVILION DECAF FT	£65.10
Matthew Algie	PAVILION EARL GREY FT	£43.40
Matthew Algie	PAVILION GREEN FTO	£54.25
Matthew Algie	PAVILION MINT O	£54.25

Matthew Algie	DOUBLE DECAF POD UPC476911	£31.90
Matthew Algie	SINGLE DECAF POD FTORA H10	£11.95
Matthew Algie	PAVILION BREAK FT	£43.40
Brakes	Fair Trade Demerera SugarSticks	£158.40
Brakes	Fair Trade White Sugar Sticks	£267.05
Brakes	Caburys Fairtrade Instant Hot Chocolate	£213.44
Brakes	FAIRTRADE ORANGE JUICE	£1,225.44
Brakes	FAIRTRADE APPLE JUICE	£2,027.08
	Grand Total	£12,464.97

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from Forth Valley College – Procurement Strategy and Action Plan 2022-2025

4. Ensuring compliance with general duties and specific measures of the Procurement Reform (Scotland) Act 2014

4.10. Our policy on procuring fairly and ethically traded goods and services

“The College supports the sourcing of goods that are fairly and ethically traded. Where directly relevant it shall make use of appropriate standards and labels in its procurements to take account of fair and ethical trading considerations as well as considering equivalent offerings from suppliers that can demonstrate they can meet the specified criteria without necessarily having the specific certification.

Our standard terms and conditions allow us to end a contract if the contractor or subcontractor fails to keep to their legal duties in the areas of environmental, social or employment law when carrying out the contract.”

Glasgow Caledonian University

Total Recorded Spend on Fair Trade goods during the period August 1 st 2019 to July 31 st 2020	None provided
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Response to FOI: “GCU has a longstanding commitment to Fairtrade (it was first accredited a Fairtrade University in 2012) and is working towards accreditation against the new Fairtrade Universities and Colleges award. More details can be found on our website: <https://www.gcu.ac.uk/sustainability/fairtrade/>

The University does not currently hold details on the Fairtrade products we buy. See Note 1.

Our current catering provider, Baxter Storey, sells Coffee (Down to Earth blend from Matthew Algie) which is triple certified which means it’s organic, Fairtrade and rainforest alliance certified.”

“**Note 1.** As we do not hold information, notice is given under Section 17(1) of the Freedom of Information (Scotland) Act 2002, that the information which you require is not held.”

Total Recorded Spend on Fair Trade goods during the period August 1 st 2020 to July 31 st 2021	NONE PROVIDED
Total Recorded Spend on Fair Trade goods during the period August 1 st 2021 to July 31 st 2022	NONE PROVIDED

Response to FOI: “The University is unable to identify its annual spend on fair trade goods as it does not record its expenditure in a way which enables this information to be identified.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

*Adapted from Glasgow Caledonian - Procurement Strategy and Action Plan Financial Year 2020-2021*²⁹

Compliance with the Procurement Reform (Scotland) Act	
Statement on the University's policy on the procurement of fairly and ethically traded goods and services	"The University is committed to Fairtrade that supports the sourcing of goods that are fairly and ethically traded. Where relevant it shall make use of appropriate standards and labels in its procurements to take account of fair and ethical trading considerations, and will consider equivalent offerings from suppliers in its tenders."

²⁹ No up to date general policy on the procurement of Fairly and Ethically Traded Goods and Services.

Glasgow Clyde College

Total Recorded Spend on Fair Trade goods during the period August 1 st 2019 to July 31 st 2020	Response not recorded
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No response recorded by the Scottish Fair Trade Forum.

Total Recorded Spend on Fair Trade goods during the period August 1 st 2020 to July 31 st 2021	£152.20
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Response to FOI: “The information requested is in the following embedded file which I have also sent as a separate attachment.

Item Description	Quantity	Total Value
COCO FAIRTRADE SOLUBLE COFFEE 10 x 300g	1	£92.50
COCO FAIRTRADE CHOCOLATE SOL 10 x 1kg	1	£59.70
Grand Total		£152.20

Total Recorded Spend on Fair Trade goods during the period August 1 st 2021 to July 31 st 2022	£8,415.92
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Item Description	Quantity	Total Value
COCO FAIRTRADE CHOCOLATE SOL 10 x 1kg	11	£666.60
COCO FAIRTRADE SUGAR STICKS WHITE 1 x 1000	1	£5.99
ITALIAN AROMA FAIRTRADE BEAN 12x1kg	11	£1,610.05
CLIPPER FAIRTRADE DECAFF 1 x 25	5	£13.95
CLIPPER FAIRTRADE GREEN TEA 1 X 25	5	£11.40
COCO FAIRTRADE 3PT FILTER COFFEE 50 x 60g	1	£44.98
COCO FAIRTRADE CHOCOLATE SOL 10 x 1kg	8	£484.80
COCO FAIRTRADE GREEN LABEL 50 X 50g (3pt) FILTER COFFEE	1	£30.80
COCO FAIRTRADE SUGAR STICKS WHITE 1 x 1000	1	£5.99
ITALIAN AROMA FAIRTRADE BEAN 12x1kg	9	£1,315.89
CLIPPER FAIRTRADE BERRY BURST 1 x 25	1	£2.79
CLIPPER FAIRTRADE DECAFF 1 x 25	8	£21.24
CLIPPER FAIRTRADE GREEN TEA 1 X 25	3	£6.84
CLIPPER FAIRTRADE LEMON & GINGER 1 x 25	1	£2.79
CLIPPER FAIRTRADE WILD BERRY 1 x 25	1	£2.79
CLIPPER FAIRTRADE GREEN TEA & LEMON 1 x 25	1	£2.79
CLIPPER FAIRTRADE GREEN TEA, RASPBERRY, & MINT 1 x 25	1	£2.79
CLIPPER ORGANCIC FT GREEN TEA LIME AND GINGER 1 X 20	1	£4.25
COCO FAIRTRADE CHOCOLATE SOL 10 x 1kg	15	£907.20
COCO FAIRTRADE GREEN LABEL 50 X 50g (3pt) FILTER COFFEE	1	£32.49
ITALIAN AROMA FAIRTRADE BEAN 12x1kg	23	£3,239.50
Grand Total		£8,415.92

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from Glasgow Clyde College – Procurement Strategy 2020-2022

**6 Ensuring compliance with general duties and specific measures of the Procurement Reform
(Scotland) Act 2014**

***6.11 The procurement of fairly and ethically traded
goods and services***

“The College supports the sourcing of goods that are fairly and ethically traded. The College currently holds Fairtrade status.

Where directly relevant it shall make use of appropriate standards and labels in its procurements to take account of fair and ethical trading considerations as well as considering equivalent offerings from suppliers that can demonstrate they can meet the specified criteria without necessarily having the specific certification.”

Glasgow Kelvin College

Total Recorded Spend on Fair Trade goods during the period August 1 st 2019 to July 31 st 2020	Response not recorded
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No response recorded by the Scottish Fair Trade Forum.

Total Recorded Spend on Fair Trade goods during the period August 1 st 2020 to July 31 st 2021	£0.00
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Response to FOI: “Thank you for your request for information under the Freedom of Information (Scotland) Act (2002).

I now respond to your request as follows:”

Total Recorded Spend on Fair Trade goods during the period August 1 st 2021 to July 31 st 2022	£444.95
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Vendor Name	Contracted/Non-contracted	Description	Total
Matthew Algie	Contracted	Filter coffee and coffee beans	£376
Failte Foods	Contracted	Cadbury drinking chocolate	£68.05
		GRAND TOTAL	£444.95

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adopted from Glasgow Kelvin College – Procurement Strategy & Action Plan 2020-2022

6 Ensuring compliance with general duties and specific measures of the Procurement Reform (Scotland) Act 2014

6.11 The procurement of fairly and ethically traded goods and services

“The College supports the sourcing of goods that are fairly and ethically traded. The College currently holds Fairtrade status.

Where directly relevant it shall make use of appropriate standards and labels in its procurements to take account of fair and ethical trading considerations as well as considering equivalent offerings from suppliers that can demonstrate they can meet the specified criteria without necessarily having the specific certification.”

Glasgow School of Art

Total Recorded Spend on Fair Trade goods during the period August 1st 2019 to July 31st 2020	None provided
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Response to FOI: “GSA do not record details of fair trade purchases, so we are not able to report on this.”

Total Recorded Spend on Fair Trade goods during the period August 1st 2020 to July 31st 2021	NONE PROVIDED
Total Recorded Spend on Fair Trade goods during the period August 1st 2021 to July 31st 2022	NONE PROVIDED

Response to FOI: “GSA do not record the information requested within our Finance or Procurement systems. This concludes our response to your Freedom of Information request.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from GSA - Procurement Strategy 2018-2021³⁰

Compliance with the Procurement Reform (Scotland) Act 2014	
Fairly and ethically traded goods and services	“GSA supports fairly and ethically traded goods. Where relevant it shall make use of appropriate standards and labels in its procurements to take account of fair and ethical trading considerations, and will consider equivalent offerings from suppliers in its tenders.”

³⁰ No up to date general policy on the procurement of Fairly and Ethically Traded Goods and Services.

Inverness College

Total Recorded Spend on Fair Trade goods during the period August 1st 2019 to July 31st 2020	None provided
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Response to FOI: “With regard to your request for information about the above I can confirm that as intimated in your FOI request, this information is not available mainly due to people generally using catalogue codes or descriptions that don’t include fair trade. We have conducted a search in the manner you have requested although it returned zero results.

At present, Inverness College is unable to provide this type of information however we will work with our suppliers in the future in order for them to provide more detail.”

Total Recorded Spend on Fair Trade goods during the period August 1st 2020 to July 31st 2021	£0.00
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Response to FOI: “UHI Inverness had no fair-trade spend recorded for the year 2020-2021. In respect of 2021-2022 the following information was recorded.”

Total Recorded Spend on Fair Trade goods during the period August 1st 2021 to July 31st 2022	£1200.77
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Supplier	Item Description	Total Value
Bidvest Foodservice	Blk+wht Fairtrd Med Rs Beans 1 x 1 x 6 x 1 Kg pk	£899.06
Bidvest Foodservice	Fairtrade White Sugar Stick Bio Package	£14.53
Bidvest Foodservice	Own Sugar Portions: Brown Fairtrade 1 x 1000 x 3 g each	£389.15

Bidvest Foodservice	Own Sugar Sticks: White Fairtrade 1000 x 1 each	£110.99
Fife Creamery	Fife Creamery	
	GRAND TOTAL	£1200.77

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

“Under regulation section 15(5)(b)(v) of the Procurement Reform (Scotland) Act 2014 there is no obligation for an organisation to have a Fair-Trade Policy if their regulated spend is below £5 million. UHI Inverness spend is below this threshold and we do not have a Fair-Trade Policy. Therefore, section 17 of FOISA – Information Not Held has been applied to this part of your request.

I have provided a copy of our Sustainable Supply Chain Code of Conduct. This is distributed with all regulated tendering exercises.”

Adapted from Sustain Supply Chain Code of Conduct 2021

3 With respect to Ethical Compliance & Economic Development Suppliers must:	
3.4	“Support fair trade conditions for producers, where applicable.”

Lewis Castle College

Total Recorded Spend on Fair Trade goods during the period August 1 st 2019 to July 31 st 2020	£0.00
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Response to FOI: "Zero"

Total Recorded Spend on Fair Trade goods during the period August 1 st 2020 to July 31 st 2021	NONE PROVIDED
Total Recorded Spend on Fair Trade goods during the period August 1 st 2021 to July 31 st 2022	NONE PROVIDED

Response to FOI: "I refer to your request for information submitted on 22 June 2022 regarding our total annual spend on fair trade goods throughout each of the last two annual accounts periods.

I have been through a large sample of our purchase invoices relating to 2020/21 and 2021/22 however I was unable to find any on which goods could be identified as being "fair trade". Unfortunately, this means that we do not hold the information which you are requesting."

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

"Section 15(1) of the same act states that it applies to contracting authorities with "significant procurement expenditure" which is then defined in subsection (4) as 'equal to or greater than £5,000,000'. As such, this section of the Act does not apply to Lewis Castle College and, therefore, this means that we do not hold the information which you are requesting."

Adapted from **Lewis Castle College – Procurement Strategy**

Strategic Aims

Strategic Aim 4: To be a socially responsible and accountable Organisation	<i>“We will support the sourcing of goods that are fairly and ethically traded. Where directly relevant we will make use of appropriate standards and labels in our procurements to take account of fair and ethical trading considerations as well as considering equivalent offerings from suppliers that can demonstrate they can meet the specified criteria without necessarily having the specific certification.”</i>
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Moray College

Total Recorded Spend on Fair Trade goods during the period August 1 st 2019 to July 31 st 2020	None provided
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Response to FOI: “We are unable to provide this information at present as our systems and the catalogues we use don’t capture the information that includes fair trade”

Total Recorded Spend on Fair Trade goods during the period August 1 st 2020 to July 31 st 2021	NONE PROVIDED
Total Recorded Spend on Fair Trade goods during the period August 1 st 2021 to July 31 st 2022	NONE PROVIDED

Response to FOI: “In relation the below I have conducted a search and it returned zero results. This could be due to the way we do our ordering for those type of goods so we will endeavour to work with our catering and PPE suppliers to see if more detail can be provided going forward.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

“Our regulated spend is below £5m so there is no obligation to have a Fair Trade Policy.”

New College Lanarkshire

Total Recorded Spend on Fair Trade goods during the period August 1 st 2019 to July 31 st 2020	Response not recorded
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No response recorded by the Scottish Fair Trade Forum.

Total Recorded Spend on Fair Trade goods during the period August 1 st 2020 to July 31 st 2021	NONE PROVIDED
Total Recorded Spend on Fair Trade goods during the period August 1 st 2021 to July 31 st 2022	NONE PROVIDED

Response to FOI: “In response to the first part of your request. New College Lanarkshire does not hold the information which you have requested. This is a formal notice under section 17(1) of FOISA that New College Lanarkshire does not have the information you have requested.

In response to the second part of your request, please find attached the New College Lanarkshire Procurement Strategy in which there is a statement to on the College’s approach to the Procurement of fairly and ethically traded goods and services. This applies to regulated Procurement activity over £50,000 to align to the Procurement Reform (Scotland) Act 2014.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from New College Lanarkshire – Procurement Strategy

The Procurement of fairly and ethically traded goods and services

“The College supports the sourcing of goods that are fairly and ethically traded. Where directly relevant it shall make use of appropriate standards and labels in its procurements to take account of fair and ethical trading considerations as well as considering equivalent offerings from suppliers that can demonstrate they can meet the specified criteria without necessarily having the specific certification.”

Newbattle Abbey College

Total Recorded Spend on Fair Trade goods during the period August 1 st 2019 to July 31 st 2020	None provided
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Response to FOI: “The college spent zero on fair trade goods within the financial year 2019 to 2020.”

Total Recorded Spend on Fair Trade goods during the period August 1 st 2020 to July 31 st 2021	NONE PROVIDED
Total Recorded Spend on Fair Trade goods during the period August 1 st 2021 to July 31 st 2022	NONE PROVIDED

Response to FOI: “While there may be some small purchases made on fair trade goods, we have no way of tracking this. We use the APUC recommended suppliers where possible. For example, for Catering purchases, we use Brakes. They have 42 Fair Trade items, but sugar is £2 per kilo for Fair Trade, as opposed to £1.34. As a very small college, such a different in price is important.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Regulated spend is below £5m so there is no obligation to have a policy related to Procurement of Fairly and Ethically Traded Goods and Services.

North East Scotland College

Total Recorded Spend on Fair Trade goods during the period August 1st 2019 to March 31st 2020	£0.00
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Response to FOI: “The College’s spend on fair trade goods is wholly encompassed in the catering provision provided via an outsourced contract with Inspire Catering. The requirement to provide fair trade and ethically sourced products was made clear to each bidder as part of the College’s tendering process.

The total products, volumes and spend data on the fair trade goods supplied by Inspire are set out below. This does not show the College’s procurement costs as the catering provision is provided as a no-cost option to the College, no purchase orders are raised. The caterers costs and profits are wholly met by the provision of the service to staff and students with a payment back to the College once the spend reaches a pre-defined threshold.

Inspire Catering’s spend data ends in March 2020 as the College entered lockdown due to Covid-19 and the catering service has been suspended since that date.”

Supplier	Unit Cost	Units Sold	Total
Tchibo Coffee	£107.99	45	£4,859.55
Starbucks Coffee	£84.49	15	£1,267.35
Costa Coffee	£154.99	98	£15,189.02
Costa Hot Choc	£47.15	27	£1,273.05
Maltesers	£20.50	22	£451.00
Kit Kat	£12.16	128	£1,556.48
Mars	£22.74	56	£1,273.44
		Grand Total	£25,869.89

Total Recorded Spend on Fair Trade goods during the period August 1 st 2020 to July 31 st 2021	NONE PROVIDED
Total Recorded Spend on Fair Trade goods during the period August 1 st 2021 to July 31 st 2022	NONE PROVIDED

Response to FOI: “Unfortunately following checks by our Procurement Department and also our Business and Accounting Team we do not hold this information in a format that enables us to produce the information requested.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services³¹

Adapted from North East College - Procurement Strategy 2021-2024

Ensuring compliance with general duties and specific measures of the Procurement Reform (Scotland) Act 2014	
The procurement of fairly and ethically traded goods and services	<p>The College support the sourcing of goods that are fairly and ethically traded.</p> <p>Where directly relevant it shall make use of appropriate standards and labels in its procurements to take account of fair and ethical trading considerations as well as considering equivalent offerings from suppliers that can demonstrate they can meet the specified criteria without necessarily having the specific certification.</p>

³¹ General policy on the procurement of Fairly and Ethically Traded Goods and Services has remained unchanged moving from the college’s previous Sustainable Procurement Policy to their most recent published strategy.

North Highland College

Total Recorded Spend on Fair Trade goods during the period August 1 st 2019 to July 31 st 2020	Response not recorded
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No response recorded by the Scottish Fair Trade Forum.

Total Recorded Spend on Fair Trade goods during the period August 1 st 2020 to July 31 st 2021	NONE PROVIDED
Total Recorded Spend on Fair Trade goods during the period August 1 st 2021 to July 31 st 2022	NONE PROVIDED

Response to FOI: “I refer to your request under the Freedom of Information legislation. I understand that you are compiling information on fair trade purchasing within public bodies throughout Scotland, and are seeking data on UHI North Highland’s total annual spend on fair trade goods from the past two financial years’ accounts.

Unfortunately, the information you seek is not currently available due to this institution’s ordering system generally using catalogue codes or descriptions that don’t include the term fair trade. A search in the manner suggested by you was conducted but did not return any results.

You also ask for a copy of the current general policy on the procurement of fairly and ethically traded goods and services, in line with section 15(5)(b)(v) of the Procurement Reform (Scotland) Act 2014.

As UHI North Highland’s regulated spend is below £5million, there is no obligation under the Procurement Reform (Scotland) Act 2014 to have a Fair Trade policy. However I have attached for your information a copy of the Supply Chain Code of Conduct that is distributed with regulated tendering exercises.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

No general policy.

Perth College

Total Recorded Spend on Fair Trade goods during the period August 1 st 2019 to July 31 st 2020	£0.00
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Response to FOI: “We extracted a report from our finance ordering system however, as our catalogue codes or descriptions do not include fair trade or any similar descriptions, this report returned **zero results**.”

As a result, we are unable to provide the information you requested, however it is our intention to liaise with our catering, PPE and other suppliers to ascertain whether this position may be improved.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

“Please note that as our regulated spend is below £5M, there is no obligation for us to have a Fair Trade Policy under the Procurement Reform (Scotland) Act 2014. We do however state that we support the sourcing of goods that are fairly and ethically traded under Aim 4 of our Procurement Strategy (Page 6). I have attached a copy of this for information.”

*Adapted from **Perth College - Procurement Strategy 2019-2021***

Strategic Procurement Objectives	
Aim 4: Optimise the sustainable use of our systems, processes and resources to provide the best possible student experience and outcomes.	<ul style="list-style-type: none"> • We will embed sound ethical, social and environmental policies within the College's procurement function to comply with relevant Scottish, UK and EU legislation in performance of the sustainable procurement duty. We will ensure that sustainability criteria are considered as part of each tendering exercise and, where appropriate, evaluated and measured. We will use available tools such as the Flexible Framework and Life Cycle Impact Mapping to ensure that, where appropriate, all environmental, social and economic issues are considered as well as the benefits that can be delivered. • We will support the sourcing of goods that are fairly and ethically traded.

	<ul style="list-style-type: none"> • Where directly relevant we will make use of appropriate standards and mutual recognition of labels in our procurements. • We will ensure effective risk management by creating, maintaining and communicating a procurement risk register that identifies procurement related risks such as financial, reputational, legislative and continuity of supply. High risk areas identified will be submitted to the strategic risk register. The risk register will address appropriate control measures to mitigate risk. • We will work with our internal and external stakeholders to conduct due diligence checks to ensure that our supply chain is compliant with relevant legislation e.g. GDPR and/or Health and Safety. Where proportionate, we will also seek to assess the compliance of subcontractors.
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Total Recorded Spend on Fair Trade goods during the period August 1st 2020 to July 31st 2021	£0.00
Total Recorded Spend on Fair Trade goods during the period August 1st 2021 to July 31st 2022	£0.00

Response to FOI: “A search has been conducted regarding the purchase of Fair Trade goods within the timelines requested, however this search returned zero results and we are therefore unable to provide the information requested.”

Queen Margaret University

Total Recorded Spend on Fair Trade goods during the period August 1 st 2019 to July 31 st 2020	Response not recorded
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No response recorded by the Scottish Fair Trade Forum.

Total Recorded Spend on Fair Trade goods during the period August 1 st 2020 to July 31 st 2021	NONE PROVIDED
Total Recorded Spend on Fair Trade goods during the period August 1 st 2021 to July 31 st 2022	NONE PROVIDED

Response to FOI: “The University does not hold the information you have asked for, and notice is given that Section 17 of the Freedom of Information (Scotland) Act 2002 applies. By way of explanation, the University’s catering and retail activities have been contracted out to Baxter Storey Ltd. Procurement of goods by Baxter Storey Ltd is not limited to Queen Margaret University, and a breakdown of fair-trade expenditure specific to the University is not held.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from Queen Margaret University - Procurement Strategy 2020-2025

5. Compliance with the Procurement Reform (Scotland) Act	
Statement on the University’s policy on the procurement of fairly and ethically traded goods and services.	<p>“The University’s catering is Fair Trade and this supports the sourcing of goods that are fairly and ethically traded.</p> <p>Where relevant it shall make use of appropriate standards and labels in its procurements to take account of fair and ethical trading considerations, and will consider equivalent offerings from suppliers in its tenders.</p>

Robert Gordon University

Total Recorded Spend on Fair Trade goods during the period August 1st 2019 to July 31st 2020	None provided
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Response to FOI: “The University does not hold any data relating to fair trade goods as all fair trade goods are purchased via third party catering contractor Aramark. Therefore, under section 17 of the Freedom of Information (Scotland) Act 2002, I give notice that this information is not held.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from Robert Gordon University – Procurement Policy

Legislation and Regulations	
Procurement of fairly and ethically traded goods and services	“RGU supports the sourcing of goods that are fairly and ethically traded. Where relevant it shall make use of appropriate standards and labels in its procurements to take account of fair and ethical trading considerations, and will consider equivalent offerings from suppliers in its tenders.”

Total Recorded Spend on Fair Trade goods during the period August 1st 2020 to July 31st 2021	NONE PROVIDED
Total Recorded Spend on Fair Trade goods during the period August 1st 2021 to July 31st 2022	NONE PROVIDED

Response to FOI: “The University does not hold a record of any transactions relating to purchase of fair trade goods because these types of goods are purchased through a third party on behalf of the University. Therefore, under section 17 of the Freedom of Information (Scotland) Act 2002, I give notice that this information is not held.”

Royal Conservatoire of Scotland

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	£0.00
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Response to FOI: “Thank-you for your request, received by the Royal Conservatoire of Scotland. Our catering service is sub-contracted and they haven’t been onsite within RCS since March 2020, however, they have let me know that while they do buy a lot of fairtrade goods, (tea, coffee, sweets etc.) they do not keep information on this”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

None provided or easily visible online

Total Recorded Spend on Fair Trade goods during the period August 1st 2020 to July 31st 2021	£1,286.72
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Response to FOI: “With regards to our catering offer, this information is not held as our catering is run by a third-party contractor, however, please find attached the information you requested with regards to our merchandising.”

Vendor Name	Contracted/Non-contracted	Description	Total
Bar One Ltd	Non Contracted	Continental Clothing NO3 T-Shirt x 160	£490.40
Bar One Ltd	Non Contracted	AWD JH053 Zoodie x 72	£796.32
		GRAND TOTAL	£1,286.72

Total Recorded Spend on Fair Trade goods during the period August 1st 2021 to July 31st 2022	£4,811.24
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Vendor Name	Contracted/Non-contracted	Description	Total
Bar One Ltd	Non-contracted	Continental Clothing NO3 T-Shirt x 48	£202.56
Bar One Ltd	Non-contracted	AWD JH003 Varsity Hoodie x 48	£577.92
Bar One Ltd	Non-contracted	AWD JH053 Varsity Zoodie x 48	£611.04
Bar One Ltd	Non-contracted	AWD JH003 Varsity Hoodie x 48	£504.96
Bar One Ltd	Non-contracted	AWD Varsity Zoodie x 48	£611.04
Bar One Ltd	Non-contracted	AWD JH043 Varsity Jacket x 48	£636.96
Bar One Ltd	Non-contracted	Earth Positive EP18 T-Shirt x 48	£368.64
Bar One Ltd	Non-contracted	Earth Positive EP18 T-Shirt x 48	£360.48
Bar One Ltd	Non-contracted	Earth Positive Tote Bag x 100	£360.00
Workwear Express	Non-contracted	Gildan GD002 T-Shirt x 50	£229.50
Workwear Express	Non-contracted	FOTL Heavy Cotton T x 10	£40
Workwear Express	Non-contracted	AWD JH053 Varisty Zoodie x 4	£94.76
Workwear Express	Non-contracted	FOTL Premium Polo x 6	£47.70
Workwear Express	Non-contracted	Gildan GD002 Ultra Cotton T x 38	£165.68
		GRAND TOTAL	£4,811.24

South Lanarkshire College

Total Recorded Spend on Fair Trade goods during the period August 1st 2019 to July 31st 2020	£13,661.37
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South Lanarkshire College's spend on fair trade goods is wholly encompassed in the catering provision provided via an outsourced contract with Inspire Catering.

The Forum assumes that the catering provision is provided as a no-cost option to the College, and, as such, no purchase orders are raised. The caterers costs and profits are assumed to be wholly met by the provision of the service to staff and students with a payment back to the College once the spend reaches a pre-defined threshold.

Inspire Catering's response to FOI: "Please find attached a report showing purchase volume of retail Fairtrade products. On top of this amount we have also purchased 74 cases of Fairtrade coffee, which adds a further £7991.26 to the Fairtrade spend."

Supplier	Item Description	Units Purchased	Total
No Suppliers provided	KIT KAT 4 FINGER MILK (24x41.5G)	107	£1,301.12
	SUNMAGIC 100% FT ORNGE JCE BTL (12x500ML)	128	£1,265.92
	SUNMAGIC 100% FT APPLE JUICE (12x500ML)	177	£1,803.63
	FAIRTRADE MARS BAR WRAPPD\$. (48x51G)	31	£704.94
	MALTESERS STNDRD BAG\$ (40x37G)	29	£594.50
	Fairtrade Coffee	(Not provided)	£7,991.26
Grand Total			£13,661.37

Total Recorded Spend on Fair Trade goods during the period August 1st 2020 to July 31st 2021	NONE PROVIDED
Total Recorded Spend on Fair Trade goods during the period August 1st 2021 to July 31st 2022	NONE PROVIDED

Response to FOI: “The College does not record Fair Trade. The College supports the sourcing of goods that are fairly and ethically traded. Where directly relevant, it shall make use of appropriate standards and labels in its procurements to take account of fair and ethical trading considerations as well as considering equivalent offerings from suppliers that can demonstrate they can meet the specified criteria without necessarily having the specific certification.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services³²

*Adapted from **South Lanarkshire College - Procurement Strategy 2021***

Ensuring compliance with general duties and specific measures of the Procurement Reform (Scotland) Act 2014	
The procurement of fairly and ethically traded goods and services	<p>The College support the sourcing of goods that are fairly and ethically traded.</p> <p>Where directly relevant it shall make use of appropriate standards and labels in its procurements to take account of fair and ethical trading considerations as well as considering equivalent offerings from suppliers that can demonstrate they can meet the specified criteria without necessarily having the specific certification.</p>

³² General policy on the procurement of Fairly and Ethically Traded Goods and Services has remained unchanged moving from the college’s previous Sustainable Procurement Policy to their most recent published strategy.

St. Andrews University

Total Recorded Spend on Fair Trade goods during the period August 1st 2019 to July 31st 2020	£25,520
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Response to FOI: “The Procurement team were consulted on your enquiry and have advised that spend is not broken down or categorised in such a way that would enable expenditure on Fair Trade products to be identified. Whilst it may be possible to determine the position from supporting documentation such as order forms, delivery notes, invoices, this would be a complex process. A detailed review of each financial transaction would need to be undertaken, matching up data from a variety of sources to identify fair trade goods. In some instances, the level of detail required may not be captured at all in our records.

To carry this exercise out involves a level of intellectual input, data analysis and the creation of new information which is out with the scope of the FOISA. This view is consistent with that of the Scottish Information Commissioner in Decision Notice 036/2005 Mr George Munro and Inverclyde Council, when the question as to what constitutes the creation of information was considered.

Section 17 of the FOISA requires that a Scottish public authority confirms in writing where information requested of it is not held and notice is therefore given to this effect.

Alternative information. We do hold a record of the amount spent by the University on Fairtrade goods sold in our cafés and from this report, I can advise that this was £25,520 in financial year 2019/20. I trust this is helpful and goes some way to meet your requirements.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

See [Sustainable and ethical procurement policy](#) for more information

Total Recorded Spend on Fair Trade goods during the period August 1st 2020 to July 31st 2021	NONE PROVIDED
Total Recorded Spend on Fair Trade goods during the period August 1st 2021 to July 31st 2022	NONE PROVIDED

Response to FOI: “Our Procurement team were consulted on your enquiry and have advised that spend is not broken down or categorised in such a way that would enable expenditure on Fair Trade products to be easily retrieved from our records. Whilst it may be possible to determine the position from supporting

documentation such as order forms, delivery notes, invoices to carry this exercise out would involve a significant amount of work. This part of your request is therefore being refused on the grounds of excessive cost.

Our financial ledger does not capture information to the level of granularity that would be needed to enable a response to be made. A detailed review of each financial transaction would need to be undertaken, matching up data from a variety of sources to identify where fair trade goods have been purchased. As you point out, in some instances, the level of detail you seek may not feature in our records at all. This validation and data retrieval exercise cannot be carried out through a purely automated process requiring a substantial amount of manual effort

To demonstrate the scale of the exercise, last financial year, there were circa 115,000 separate financial transactions with suppliers and 42,545 invoices processed.

Based on a conservative rate taking 1 minute to review each financial transaction, it would take well over a month to carry out the data retrieval exercise described above which based on the average hourly rate of a Grade 3 Administrator equates to a cost in excess of the prescribed £600 FOISA limit

I am currently waiting to hear back from colleagues in our Sustainability team to establish if there are any specific areas of activity or projects where it would be possible to report on fair trade spend separately. Once I hear back, I will let you know the position and where a reduced level of information is identified as an alternative this will be outlined for your consideration.”

Stirling University

Total Recorded Spend on Fair Trade goods during the period August 1 st 2019 to July 31 st 2020	None provided
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Response to FOI: “A search of the University accounts for the terms “fair” and “trade”, “fairtrade” or “fairly” and “traded” was carried out, however, the search produced a nil return for these specific terms.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from Stirling University - Procurement Strategy 2016

Compliance of the Procurement Strategy with the Procurement Reform (Scotland) Act 2014 ('Reform Act')	
Statement of the University's general policy on the procurement of fairly and ethically traded goods and services.	<i>“The University supports the sourcing of goods that are fairly and ethically traded. Where relevant it shall make use of appropriate standards and labels in its procurements to take account of fair and ethical trading considerations, will consider equivalent offerings from suppliers in its tenders and consider the use of lifecycle costing. The authority will also consider use of contract conditions that provide assurances on fair and ethical supply chains.”</i>

Total Recorded Spend on Fair Trade goods during the period August 1 st 2020 to July 31 st 2021	NONE PROVIDED
Total Recorded Spend on Fair Trade goods during the period August 1 st 2021 to July 31 st 2022	NONE PROVIDED

Response to FOI: “A search of the University accounts for the terms “fair” and “trade”, “fairtrade” or “fairly” and “traded” was carried out, however, the search produced a nil return for these specific terms.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from Sustain Supply Chain Code of Conduct 2020

3 With respect to Ethical Compliance & Economic Development Suppliers must:

4.4

“Support fair trade conditions for producers, where applicable.”

Strathclyde University

Total Recorded Spend on Fair Trade goods during the period August 1 st 2019 to July 31 st 2020	£20,392.00
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Response to FOI: “The University’s purchasing method does not currently record information at the level you have requested.”

“We are, however, able to provide the following information. In the year 2019/20 the University spent **£20,392 on Fairtrade coffee beans from Matthew Algie**”

Total Recorded Spend on Fair Trade goods during the period August 1 st 2020 to July 31 st 2021	NONE PROVIDED
Total Recorded Spend on Fair Trade goods during the period August 1 st 2021 to July 31 st 2022	NONE PROVIDED

Response to FOI: “The data requested is not recorded by the University.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services³³

*Adapted from **Strathclyde University - Procurement Strategy & Action Plan 2021-2022***

Ensuring compliance with general duties and specific measures of the Procurement Reform (Scotland) Act 2014	
The procurement of fairly and ethically traded goods and services	The University supports the sourcing of goods that are fairly and ethically traded. Where relevant it shall make use of appropriate standards and labels

³³ General policy on the procurement of Fairly and Ethically Traded Goods and Services has remained unchanged moving from the university’s previous Sustainable Procurement Policy to their most recent published strategy.

	<p>in its procurements to take account of fair and ethical trading considerations, and will consider equivalent offerings from suppliers in its tenders. The University procurement's "supply chain code of conduct" is embedded in tender documentation and can be viewed publicly under the Procurement section on the University website.</p>
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Scotland's Rural College (SRUC)

Total Recorded Spend on Fair Trade goods during the period August 1st 2019 to July 31st 2020	£6,272.94
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Response to FOI: "Please find attached a summary of SRUC's purchases during financial year 2019/20. These have been purchased on SRUC's behalf by our contracted catering supplier Baxterstorey for resale at our Campus student / staff restaurants."

Supplier	Item Description	Units Price	Units Purchased	Total Annual Spend
Matthew Algie	Coffee Filter 300g	£45.60	6	£273.60
Matthew Algie	Coffee Beans 1kg	£66.60	30	£1,998.00
Costa Coffee	Coffee Beans 1kg	£151.10	12	£1,813.20
Myrtle	Coffee Beans 1kg	£62.60	8	£500.80
Myrtle	Coffee Filter 300g	£52.15	6	£312.90
Matthew Algie	Suki Tea pkt 50	£85.47	12	£1,025.64
Mark Murphy	Bananas kg	£1.16	160 kilos	£185.60
Bidfoods	ProperCorn - Sweet 90g	£10.20	16X20	£163.20
Grand Total				£6,272.94

Total Recorded Spend on Fair Trade goods during the period August 1st 2020 to July 31st 2021	£7,702.78
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Vendor	Product type	Total spent
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Myrtle Coffee Services	Coffee beans and Filter Coffee	572.14
Matthew Algie	Coffee beans and Filter Coffee	6,351.52
Bidfoods	T&L FAIRTRADE WHITE STICKS RG	15.16
Bidfoods	MALTESERS STANDARD BAG	106.38
Bidfoods	KIT KAT 4 FINGER MILK 24X41.5G	75.04
Bidfoods	FAIRTRADE MARS BAR WRAPPED	117.95
Bidfoods	T&L FAIRTRADE DEM STICKS BRWN	18.95
Bidfoods	T&L FAIRTRADE WHITE STICKS RG	30.32
Bidfoods	MALTESERS STANDARD BAG	53.19
Bidfoods	KIT KAT 4 FINGER MILK 24X41.5G	84.1
Bidfoods	FAIRTRADE MARS BAR WRAPPED	67.4
Bidfoods	MALTESERS STANDARD BAG	35.46
Bidfoods	KIT KAT 4 FINGER MILK 24X41.5G	35.56
Bidfoods	FAIRTRADE MARS BAR WRAPPED	16.85
Bidfoods	T&L FAIRTRADE DEM STICKS BRWN	18.95
Bidfoods	T&L FAIRTRADE WHITE STICKS RG	15.16
Bidfoods	MALTESERS STANDARD BAG	88.65
GRAND TOTAL		£7,702.78

Total Recorded Spend on Fair Trade goods during the period August 1st 2021 to July 31st 2022	£10,603.83
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Vendor	Total spent
Myrtle Coffee Services	Coffee beans and Filter Coffee 134.46
Matthew Algie	Coffee beans and Filter Coffee 8,168.82
Bidfoods	Confection and Drinks 1,666.50
Bidfoods	MALTESERS STANDARD BAG 80.64
Bidfoods	KIT KAT 4 FINGER MILK 24X41.5G 73.74
Bidfoods	FAIRTRADE MARS BAR WRAPPED 207.64

Bidfoods	T&L FAIRTRADE WHITE STICKS RG	29.58
Bidfoods	KIT KAT 4 FINGER MILK 24X41.5G	12.32
Bidfoods	MALTESERS STANDARD BAG	39.78
Bidfoods	KIT KAT 4 FINGER MILK 24X41.5G	77.27
Bidfoods	FAIRTRADE MARS BAR WRAPPED	81.76
Bidfoods	MALTESERS STANDARD BAG	20.43
Bidfoods	KIT KAT 4 FINGER MILK 24X41.5G	10.89
	GRAND TOTAL	£10,603.83

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from *SRUC - Procurement Strategy and Action Plan*

Ensuring compliance with general duties and specific measures of the Procurement Reform (Scotland) Act 2014

Ethical Trading

SRUC supports the sourcing and use of goods that are ethically and fairly traded. Where relevant SRUC shall make use of appropriate standards and labels as benchmarks against which the fair and ethical trading practices of its suppliers can be assessed.

SRUC will always invite and consider equivalent fairly and ethically traded offerings in its tenders. It will also consider the whole life cost of its procurements, including the opportunity to donate its end of life assets to support less favoured areas, both domestically and internationally. SRUC will also consider use of contract conditions that provide assurances on fair and ethical practices through all tiers of its supply chains.

University of Dundee

Total Recorded Spend on Fair Trade goods during the period August 1 st 2019 to July 31 st 2020	Response not recorded
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No response recorded by the Scottish Fair Trade Forum.

Total Recorded Spend on Fair Trade goods during the period August 1 st 2020 to July 31 st 2021	£12.85
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Description	Supplier Name	Invoice Amount (Inclusive)
Fairtrade White Sugar Sticks (BANNER GROUP LTD (PUNCH-OUT)	£5.47
Fairtrade White Sugar Sticks (BANNER GROUP LTD (PUNCH-OUT)	£7.38
	GRAND TOTAL	£12.85

Response to FOI: “Please find the information requested in the attached Excel spreadsheet covering 2020/21 and 2021/2022 to date.

Total Recorded Spend on Fair Trade goods during the period August 1 st 2021 to July 31 st 2022	£226.57
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Description	Supplier Name	Invoice Amount (Inclusive)
Coco Fairtrade Chocolate Sol 10 x 1kg	COFFEE CONSCIENCE LTD	£59.70
Coco Fairtrade Soluble Coffee 10 x 300g	COFFEE CONSCIENCE LTD	£92.50
Clipper Fairtrade English Breakfast	COFFEE CONSCIENCE LTD	£18.25

Fairtrade Caramelised Biscuits 300`s	COFFEE CONSCIENCE LTD	£12.75
Clipper Fairtrade Peppermint 1 x 25	COFFEE CONSCIENCE LTD	£2.25
Clipper Fairtrade Camomile 1 x 25	COFFEE CONSCIENCE LTD	£2.25
Clipper Fairtrade Lemon & Ginger 1 x 25	COFFEE CONSCIENCE LTD	£2.75
Clipper Fairtrade Wild Berry 1 x 25	COFFEE CONSCIENCE LTD	£2.75
Clipper Fairtrade Earl Grey 1 x 25	COFFEE CONSCIENCE LTD	£2.25
Clipper Fairtrade Decaff 1 x 25	COFFEE CONSCIENCE LTD	£2.25
Fairtrade White Sugar Sticks (BANNER GROUP LTD (PUNCH-OUT)	£3.69
Fairtrade Brown Sugar Sachets	BANNER GROUP LTD (PUNCH-OUT)	£4.51
Fairtrade White Sugar Sticks (BANNER GROUP LTD (PUNCH-OUT)	£3.69
Fairtrade White Sugar Sticks (BANNER GROUP LTD (PUNCH-OUT)	£3.80
Fairtrade White Sugar Sachets	BANNER GROUP LTD (PUNCH-OUT)	£4.12
Fairtrade Brown Sugar Sticks (BANNER GROUP LTD (PUNCH-OUT)	£0.00
Fairtrade White Sugar Sachets	BANNER GROUP LTD (PUNCH-OUT)	£4.12
Fairtrade White Sugar Sticks (BANNER GROUP LTD (PUNCH-OUT)	£0.00
Fairtrade White Sugar Sticks (BANNER GROUP LTD (PUNCH-OUT)	£0.00
Fairtrade White Sugar Sachets	BANNER GROUP LTD (PUNCH-OUT)	£4.94
GRAND TOTAL		£226.57

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

None provided and accessibility to Procurement Policy Page requires user access to see.

University of Glasgow

Total Recorded Spend on Fair Trade goods during the period August 1 st 2019 to July 31 st 2020	Response not recorded
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No response recorded by the Scottish Fair Trade Forum.

Total Recorded Spend on Fair Trade goods during the period August 1 st 2020 to July 31 st 2021	None provided
Total Recorded Spend on Fair Trade goods during the period August 1 st 2021 to July 31 st 2022	None provided

Response to FOI: “The University financial account system does not have a “fair trade” category or required staff to specifically record purchases or vendors as “fair trade”, so invoices and ledger lines would need to be manually reviewed for the requested information. The University has therefore estimated that the cost of responding to your request will exceed the fee limit as set out in the Freedom of Information (Fees for Required Disclosure) (Scotland) Regulations 2004. As a result, we are not obliged to provide a response. The fee limit set down by the Regulations is £600, and in this instance this equates to staff time capped at a rate of £15 per hour. It is estimated that providing the information requested would exceed the prescribed cost limit of £600 as it would require a manual review of over 14,000 ledger lines for the two year requested period, for food products alone (i.e. this estimate does not count relevant review of any potential non-food fair trade purchases).”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from University of Glasgow – Fair Trade Policy

UNIVERSITY OF GLASGOW FAIRTRADE POLICY

In line with its Policy on sustainability the University of Glasgow is committed to supporting, promoting and using Fairtrade goods.

“To achieve this the University will

- 1. Ensure Fairtrade foods are 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. Serve Fairtrade foods (for example, coffee and tea) at all meetings hosted by the university and the Student bodies, and in all university and Student Union management offices.*
- 3. Publicise Fairtrade Fortnight and other promotions of Fairtrade products on an ongoing basis to ensure awareness-raising is maintained on campus.”*

University of the Highlands and Islands

Total Recorded Spend on Fair Trade goods during the period August 1 st 2019 to July 31 st 2020	Response not recorded
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No response recorded by the Scottish Fair Trade Forum.

Total Recorded Spend on Fair Trade goods during the period August 1 st 2020 to July 31 st 2021	None provided
Total Recorded Spend on Fair Trade goods during the period August 1 st 2021 to July 31 st 2022	None provided

Response to FOI: “Regarding your request for information on the total annual spend on fair trade goods throughout each of the past two annual accounts, we are unable to provide you with this information as such terms as “fair” and “trade”, “fairtrade” or “fairly” and “traded” are not reflected in our data.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from University of Highlands and Islands – Procurement Policy

6 Ensuring compliance with general duties and specific measures of the Procurement Reform (Scotland) Act 2014	
<i>The procurement of fairly and ethically traded goods and services</i>	<p><i>“The University supports the sourcing of goods that are fairly and ethically traded.</i></p> <p><i>Where directly relevant it shall make use of appropriate standards and labels in its procurements to take account of fair and ethical trading considerations as well as considering equivalent offerings from suppliers that can demonstrate they can meet the specified criteria without necessarily having the specific certification.”</i></p>

University of West of Scotland

Total Recorded Spend on Fair Trade goods during the period August 1st 2019 to July 31st 2020	£33,352.39
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Response to FOI: “The annual spend on Fairtrade products in the financial year 2019/20 was £33,400 spent across the following suppliers all of which are contracted via TUCO Framework Agreements:

- Coffee Conscience
- Lomond
- Bidfood
- Green City
- Fife Creamery

As requested, a breakdown by vendor and description of item(s) purchased and total value per order is contained within Annex 1. Items for re-sale have also been included.”

Supplier	Item Description	Total Annual Spend
Coffee Conscience	80/20 ESPRESSO BEAN For Vitro	1,579.50
Coffee Conscience	Clipper FT Blackcurrant & Acai Berry	27.65
Coffee Conscience	Clipper FT Camomile	20.10
Coffee Conscience	Clipper FT Decaf Tea	107.10
Coffee Conscience	Clipper FT Earl Grey	89.65
Coffee Conscience	Clipper FT Fruits And Aronia Berry	30.75

Coffee Conscience	Clipper FT Green Tea	137.80
Coffee Conscience	Clipper FT Lemon & Ginger	24.95
Coffee Conscience	Clipper FT Peppermint	123.15
Coffee Conscience	Clipper FT Redbush	17.90
Coffee Conscience	Clipper FT Wild Berry	30.35
Coffee Conscience	Coco 100% Arabica Beans	6,284.40
Coffee Conscience	Coco Fairtrade 2.5L Bulk Brew	202.10
Coffee Conscience	Coco Fairtrade 5L Bulk Brew	2,132.50
Coffee Conscience	Coco Fairtrade Chocolate	3,586.70
Coffee Conscience	Coco Fairtrade Colombian Green Beans	138.25
Coffee Conscience	Coco Fairtrade Decafe Espresso Grind	675.00
Coffee Conscience	Coco Fairtrade Espresso (80/20) Green Beans	4,356.85
Coffee Conscience	Coco Fairtrade Peruvian Gem Green Beans	414.75
Coffee Conscience	Coco Fairtrade Premium 100% Arabica Green Beans	8,809.85
Coffee Conscience	COCO FAIRTRADE PREMIUM BARISTA CHOCOLATE (32%)	2,350.70
Coffee Conscience	Coco Fairtrade Stick Decaf	91.00
Bidfood	Divine Fairtrade Dark Chocolate	419.42
Bidfood	Divine Fairtrade White Chocolate	546.87
Bidfood	Double choc chunk cookie twin pk (Fairtrade, VG)	128.40
Bidfood	Tony's Chocolate Dark almond sea salt	22.99

Bidfood	Tony's chocolate: Milk chocolate	68.97
Bidfood	Tony's chocolate: Milk chocolate caramel sea salt	160.93
Bidfood	Tony's chocolate: Milk chocolate hazelnut	91.96
Lomond	Maltesers standard bags	490.55
Green City	Traidcraft – Geobake Chocolate Chip (Fairtrade)	108.60
Green City	Traidcraft – Geobake Shortbread (Fairtrade)	72.20
Green City	Ubuntu cola cans (Fairtrade)	10.50
	Grand Total	£33,352.39

Total Recorded Spend on Fair Trade goods during the period August 1st 2020 to July 31st 2021	NONE PROVIDED
Total Recorded Spend on Fair Trade goods during the period August 1st 2021 to July 31st 2022	NONE PROVIDED

Response to FOI: “To retrieve this information would take over the £600 cost limit. The University’s records (including invoices) do not include descriptive information that would allow us to easily identify Fairtrade products. Therefore, a manual check of all invoices over the two years period would have to be carried out by a member of staff to try to identify where fairtrade products may have been included in a specific order. We therefore consider the information to be exempt from disclosure under Section 12: Excessive cost of compliance.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from UWS Procurement Plan 2021-2025

Ensuring compliance with general duties and specific measures of the Procurement Reform (Scotland) Act 2014

The procurement of fairly and ethically traded goods and services	<p>UWS supports the sourcing of goods that are fairly and ethically traded.</p> <p>Where applicable appropriate standards and labels will be included in tenders to take account of fair and ethical trading considerations.</p>
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Adapted from UWS PROCUREMENT PROCEDURES MANUAL (2019)

Legal & Compliance	
Fairtrade	<p>4.1 In line with the Scottish Government's agenda for National Fairtrade, the University welcomes the important contribution that fairtrade schemes make in helping improve the conditions faced by small producers in developing countries. The University is part of the Renfrewshire Council steering group which consists of representatives from both public and private sector organisations.</p> <p>4.2 Purchasers should be aware of exposure to reputational risk therefore take fairtrade considerations into account whenever practicable.</p>

West College Scotland

Total Recorded Spend on Fair Trade goods during the period August 1st 2019 to July 31st 2020	£7,112.63
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Response to FOI: “The College holds all purchasing information within its finance system and therefore does hold the information you have requested. However, the entry methodology onto the finance system does not allow the College to interpret the system in order that we could answer your questions without a significant investment of staff time. This would involve manually reviewing each invoice to determine the information you have requested.

As the majority of our catering contracts are managed by TUCO (The University Caterers Organisation) we approached them for the information and have received the following response for the time period you requested:

Bewleys - £2,267.37

Bidfood - £4,845.26”

Total Recorded Spend on Fair Trade goods during the period August 1st 2020 to July 31st 2021	£27,178
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Response to FOI: “I can confirm that the information you requested is held by the College. After considering your request I have decided that no exemptions apply and I am disclosing in full the information requested. Please find enclosed copies of the information requested.

The College is unable to provide information on fairtrade products outside of catering supplies. A review of purchase ledger transactions did not show any products being purchased using the terms specified in your email - “fair” and “trade”, “fairtrade” or “fairly” and “traded.

Over 90% of the College catering contracts are managed through TUCO (The University Caterers Organisation) and we approached them for the information and have received the following response for the time periods you requested:

It should be noted that the College does not have access to the detailed information requested as this is held by a third party. In addition, the level of expenditure has been heavily curtailed during both periods due to the impact of Covid and the limited operation of our catering facilities during the above periods.”

VENDOR	
Bewleys	£12,367
Bidfood	£14,811
GRAND TOTAL	£27,178

Total Recorded Spend on Fair Trade goods during the period August 1st 2021 to July 31st 2022	£24,443
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VENDOR	
Bewleys	£11,587
Bidfood	£12,856
GRAND TOTAL	£24,443

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from West College Scotland Procurement Plan 2016-2020

Strategy compliance with the Procurement Reform (Scotland) Act 2014	
Fairly and ethically traded goods and services	The College supports the sourcing of goods that are fairly and ethically traded and shall make use of appropriate standards and labels where appropriate to adopt fair and ethical trading considerations.

West Lothian College

Total Recorded Spend on Fair Trade goods during the period August 1st 2019 to July 31st 2020	£1,565.50
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Response to FOI: “Vendor: Coffee Conscience

Total Spend for 2019-20: £1565.50 (All products from this vendor are Fairtrade)

We are unable to provide further information as the college does not separately record Fairtrade products purchased.”

Supplier	Item Description	Total Annual Spend
Coffee Conscience	Fairtrade Coffee	£1,565.50

Total Recorded Spend on Fair Trade goods during the period August 1st 2020 to July 31st 2021	NONE PROVIDED
Total Recorded Spend on Fair Trade goods during the period August 1st 2021 to July 31st 2022	NONE PROVIDED

Response to FOI: “There are no transactions that note “Fair Trade/Fairtrade”, “Fairly” or “Traded”.

Please note, when directly tendering the College promotes - where appropriate - the inclusion of Ethical Trading Initiatives (including products such as applicable food types, beverages, timber supplies and furniture).

The College uses National and other framework providers such as APUC, The Scottish Government, TUCO, CCS plus others in the HE/FE sector who emphasise and specify sustainability (covering such initiatives such as Fair Trade, Rainforest Alliance, FLEGT-licensed, FSC, PEFC etc.)”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

None provided or easily visible online

NHS Organisations

NHS Ayrshire & Arran

Total Recorded Spend on Fair Trade goods during the period August 1st 2019 to July 31st 2020	None provided
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Supplier	Item Description	Total Annual Spend
Bidfood	52965 -CHOCOLATE FAIRTRADE MARS BAR WRAPPED	<i>Not provided</i>
Bidfood	Bananas, Medium (18KG)	<i>Not provided</i>
Grand Total		<i>Not provided</i>

Response to FOI: “We consider some of the information you have requested to be commercially sensitive and we are applying exemption Section 33 (1) (b) of the Freedom of Information (Scotland) Act 2002 (FOISA) in as much as its disclosure would, or would be likely to, prejudice substantially the commercial interests of the NHS Ayrshire & Arran and the third party provider/s.

In coming to this decision, we have taken into consideration the guidance provided by the Office of the Scottish Information Commissioner (OSIC), on section 33 (1) (b), <http://www.itspublicknowledge.info/Law/FOISA-EIRsGuidance/section33/Section33.aspx>.”

Total Recorded Spend on Fair Trade goods during the period August 1st 2020 to July 31st 2021	£7,597
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Response to FOI: “Thank-you for your Freedom of Information request, please see the response to your request attached.”

Supplier	Item Description	Total Annual Spend
Bidfood	Fairtrade Mars Bar	<i>£60</i>
DC7 VENDING	Coffee De Piazza D’Oro Forza Premium	<i>£7,537</i>
GRAND TOTAL		<i>£7,597</i>

Total Recorded Spend on Fair Trade goods during the period August 1 st 2021 to July 31 st 2022	£6,892
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Supplier	Item Description	Total Annual Spend
Bidfood	Fairtrade Mars Bar	£20
DC7 VENDING	Coffee De Piazza D'Oro Forza Premium	£6,962
GRAND TOTAL		£6,892

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

We do not currently have a policy on Fairtrade products. As we do not hold this information it is classed as an exclusion under section 17 (1) of the Freedom of Information (Scotland) Act 2002.

NHS Borders

Total Recorded Spend on Fair Trade goods during the period August 1 st 2019 to July 31 st 2020	Response not recorded
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No response recorded by the Scottish Fair Trade Forum.

Total Recorded Spend on Fair Trade goods during the period April 1 st 2020 to March 31 st 2021	NONE PROVIDED
Total Recorded Spend on Fair Trade goods during the period April 1 st 2021 to March 31 st 2022	NONE PROVIDED

Response to FOI: “The data on Fairtrade spend is not collated and held electronically therefore to provide this level of detail would require a manual trawl of all invoices and the work required to carry out this would exceed the limit set in the Fees Regulations of the FOI(S)A 2002 therefore we are not obliged to provide. Under Section 15 of the FOI(S)A 2002 Duty to provide advice and assistance we can confirm we purchase Fairtrade cocoa powder and other confectionary items through National Procurement “

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

“National Services Scotland National Procurement tender on behalf of NHS Borders, a full community benefits and fair work practice policy is included within each framework. All suppliers must submit, if appropriate, a full range of Fairtrade products available to the board.”

NHS Dumfries & Galloway

Total Recorded Spend on Fair Trade goods during the period April 1 st 2019 to March 31 st 2020	None provided
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Response to FOI: “NHS Dumfries and Galloway is not able to identify the Health Board’s total annual spend on fair trade goods, therefore this request is refused under section 17 of FOISA.”

Total Recorded Spend on Fair Trade goods during the period April 1 st 2020 to March 31 st 2021	NONE PROVIDED
Total Recorded Spend on Fair Trade goods during the period April 1 st 2021 to March 31 st 2022	NONE PROVIDED

Response to FOI: “NHS Dumfries and Galloway is not able to identify the Health Board’s total annual spend on fair trade goods, all contracts are organised for us by National Procurement on our behalf; therefore this request is refused under section 17 of FOISA.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

“NHS Dumfries and Galloway does not have a general policy on the procurement of fairly and ethically traded goods and services, therefore this request is refused under section 17 of FOISA”

NHS Education

Total Recorded Spend on Fair Trade goods during the period August 1 st 2019 to July 31 st 2020	None provided
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Response to FOI: “I must inform you that under Section 17 (1) of the Freedom of Information (Scotland) Act 2002, NES does not hold the information requested with regards to annual spend on fair-trade goods as we do not currently have the facility to capture this.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from NHS EDUCATION FOR SCOTLAND - PROCUREMENT STRATEGY 2018-2020

POLICY ON REGULATED PROCUREMENTS (any procurement greater than £50k)	
The Procurement of fairly and ethically traded goods and services:	“NES does not buy products that fall within the fair-trade commodity groups.”

Total Recorded Spend on Fair Trade goods during the period August 1 st 2020 to July 31 st 2021	NONE PROVIDED
Total Recorded Spend on Fair Trade goods during the period August 1 st 2021 to July 31 st 2022	NONE PROVIDED

Response to FOI: “Under Section 17 of the Freedom of Information (Scotland) Act 2002, I wish to advise that NHS Education for Scotland (NES) does not hold the information you describe with regards to our annual spend on fair trade goods throughout each of the past two annual accounts. NES does not currently have the facility to capture this information. As such we are unable to provide a breakdown by vendor, whether or not they were contracted/non-contracted, the items purchased and total value of orders. We are also unable to provide a list of items purchased for resale”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from NHS EDUCATION FOR SCOTLAND – ETHICAL PROCUREMENT POLICY 2021

“NES will proactively work to ensure that all goods and services it procures are sourced ethically in terms of both the way the NES procures and in terms of the standards that we expect our suppliers, service providers and contractors to meet. In compliance with UK legislation, NES will conduct its procurement process in line with this Ethical Procurement Policy (“the Policy”) which is based upon the principles of the Ethical Trading Initiative (ETI) Base Code, which were founded on the conventions of the International Labour Organisation (ILO) and is an internationally recognised code of labour practice.”

NHS Fife

Total Recorded Spend on Fair Trade goods during the period August 1 st 2019 to July 31 st 2020	Response not recorded
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No response recorded by the Scottish Fair Trade Forum.

Total Recorded Spend on Fair Trade goods during the period April 1 st 2020 to March 31 st 2021	£2,783
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Response to FOI: “Thank you for your request made on 01/08/2022 under the Freedom of Information (Scotland) Act 2002 (FOI(S)A) for Fair Trade Goods.

NHS Fife has completed our search for information held in relation to your request and can provide the following response. “

Supplier	Contracted	Products	Value
Bidfood	National	Chocolate Fairtrade Mars Bar	£2,783
Brakes Foodservice	Local	Fairtrade Pumpkin Syrup	
Matthew Algie & Company Ltd	National	Tea Fairtrade	
Myrtle Coffee Services	Local	Fairtrade ORO	
		Fairtrade Hot Chocolate	

Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	£2,766
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Supplier	Contracted	Products	Value
Bidfood	National	Chocolate Fairtrade Mars Bar	£2,766
Arco	Non-Contract	Black fairtrade Polo shirts	
Matthew Algie & Company Ltd	National	Tea Fairtrade	
Myrtle Coffee Services	Local	Fairtrade ORO	
		Fairtrade Hot Chocolate	

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from NHS Fife – Procurement Strategy 2019-24

Ethical Procurement

“NHS Fife understands the importance of ensuring its acts ensure the promotion and maintenance of high standards of social, ethical and environmental conduct. We are also committed to ensuring that our suppliers and Contractors on our contracts are encouraged to adopt a similar responsible approach. NHS Fife’s Ethical Procurement Policy has been developed to take into account the Global Compact, a widely adopted United Nations standard for responsible business practice, covering human rights, labour rights, the environment and anti-corruption. As a globally recognised and universally applicable set of standards, the Ten Principles of the Global Compact form the basis of the Supplier Code of Conduct.”

NHS Forth Valley

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	£4,146.29
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Response to FOI: “Vendor Name – Bidfood Total Spend - £27,790.59 on Bidfood Fair Trade Products - £4,146.29 (NP743/17 are contract items see spread sheet attached and type of Fair Trade product).”

Supplier	Description	Total Spend	NHS Forth Valley has also added a “Fair Trade Comments” section
Bidfood	Beverage Brown Malted Drink 500g,Horlicks,1,8,NP743/13	£92.88	FT
Bidfood	Sugar Granulated Individual 4g Sachets(1000 Portions),3663,1,1,NP743/13	£161.00	FT
Bidfood	Coffee Instant Decaffeinated 500g,Kenco,1,6,NP743/17	£1,510.62	Ethical Trading
Bidfood	Teabag Tagged and Enveloped 250 Pack,Tetley,1,1,NP743/17	£21.86	Rainforest Alliance
Bidfood	PG TIPS ONE CUP TEA BAGS	£16.70	Sustainable
Bidfood	Beverage Drinking Chocolate 500g,NP743/17	£15.04	FT
Bidfood	Tuna Chunks In Brine Canned 185g,Everyday Favourites,1,12,NP743/17	£560.49	Sustainable sourced
Bidfood	Teabag 0.5 Gallon Size (82 Bags),Tetley,1,4,NP743/17	£1,230.64	Rainforest Alliance
Bidfood	Teabag 1 Cup Size (440 bags),Tetley,1,6,NP743/17	£48.55	Rainforest Alliance
Bidfood	Nescafe original - sticks x 200	£41.40	Ethical Trading
Bidfood	COFFEE BEANS	£447.11	FT
	Grand Total	£4,146.29	

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	£2,450.15
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Response to FOI: “These are Contract Items on National Procurement Contract NP743/16. Please see the attached documents for the description of the items and values”

Description	Sum of Item Qty	Sum of Ord Line Extended Price
Coffee Instant Decaffeinated 500g,NP743/17	15	£1,332.90
Teabag 0.5 Gallon Size (82 Bags),NP743/17	97	£1,068.70
Teabag 1 Cup Size (440 bags),NP743/17	1	£48.55
	GRAND TOTAL	£2,450.15

Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	£2,217.89
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Description	Sum of Item Qty	Sum of Ord Line Extended Price
Coffee, Instant Decaffeinated 500g,NP743/17	18	£1,603.04
PJ Tips one cup teabags	3	£100.20
Teabag, 1 Cup Size (550),NP743/17	1	£14.76
Teabag, 0.5 Gallon Size (82 Bags),NP743/17	39	£431.54
Coffee Beans, 6 x 1kg bags	1	£68.35
	GRAND TOTAL	£2,217.89

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

“Both these are included in all tenders under Qualification Questions and are included as a mandatory requirement, full traceability of all supply chains from origin of raw ingredients to finished product, along with a requirement to provide ethical and sustainability statements.

Our strategies and policy incorporate all the act requirements – NP - these are included in our Terms & Conditions of Contract, are in the Qualification Questionnaire (things like Drug/human trafficking, tax, social law, etc. as well as mandatory requirements where we request full written details on Fair Work Practices, H&S, Community Benefits, traceability and so on these are all in our tender documents which we wouldn’t issue out under FOI as it would need to be requested direct to us.

Note: -The Healthy Living Award Criteria which we must abide by will rule out the majority of FT products.

Each Food tender will ask suppliers to provide a full range of FT products that are available for us to purchase from.”

NHS Grampian

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	£86,447.32
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Supplier	Item Description	Units Purchased	Total Annual Spend
Stir Fresh	Bananas, Medium (Each)	14,312	£1,574
Stir Fresh	Bananas, Medium (18KG)	985	£20,685
Bidfood	Sugar Sticks, brown (1000)	6	£27.00
Bidfood	Sugar, Granulated (1KG)	414	£3,930.36
Bidfood	Coffee Decaff Coffee Beans (12x220g)	109	£4,280.00
Bidfood	Coffee Espresso Coffee Beans (6x1KG)	1,080	£50,960.00
Bidfood	Coffee Filter Coffee Beans (6x1KG)	70	£3,152.00
Bidfood	Kit Kat Two Fingers (70x20.7G)	31	£619.00
Bidfood	Coronet Instant Hot Chc Sachets (1x50 Sachets)	9	£68.00
Bidfood	Cadbury Hot Choc Instant Drums (6x1KG)	1	£66.00
Bidfood	Kit Kat Chunky MLK (24x40G)	15	£169.00
Bidfood	Fairtrade Mars Bar Wrapped (48x51G)	46	£917.00
		Grand Total	£86,447.32

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	£28,935
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Response to FOI: “We are unable to provide total value per order as this information is price sensitive and it would make it easy to work out the cost per product; s.33(1)(b) of the Act refers –Disclosure would prejudice substantially commercial interests. The same applies to the supplier name being provided as this is also sensitive information that could be used against the supplier at any time. The public interest test has been taken into account in reaching this decision.

All tea, coffee and other beverages for retail sale in our Cafes and Aroma Units are Fair Trade, the commodities for the café areas are on a local contract and the commodities for the Aroma units are on a national contract, the spend against these products are as below”

Local contract for Cafes spend per calendar year is as follows:

- 2019 £209,903
- 2020 £ 94,016
- 2021 £ 90,333

National contract for Aroma units spend per financial year is as follows:

- 2019/20 £57,817
- 2020/21 £28,797
- 2021/22 £32,996

Bananas used throughout NHS Grampian are for both patients and retail sale and are on a national contract:

- 2020/21 Fair Trade Bananas £138.40
- 2021/22 Fair Trade Bananas £3,106.32

The reason for the large difference between the two years is the supplier changed the second year and sourced Fair Trade bananas for us.

We can further advise that many companies were shut for a considerable time throughout the pandemic, some never reopened and alternative products had to be sourced often at very short notice.”

Supplier	Item Description	Total Annual Spend
Aroma	tea, coffee and other beverages	£28,797

Not Specified	FT Bananas	£138
		£28,935

Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	£36,102
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Supplier	Item Description	Total Annual Spend
Aroma	tea, coffee and other beverages	£32,996
DC7 VENDING	FT Bananas	£3,106
		£36,102

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from NHS Grampian – Procurement Plan 2018-23

Section 4 – Strategic Aims, Objectives & Key Priorities	
Procurement of Fairly and Ethically Traded Goods and Services:	<p>“In implementing its policy of seeking to acquire fairly and ethically traded goods and services NHS Grampian shall, where it is relevant and proportionate to do so, consider:</p> <ul style="list-style-type: none"> - Lifecycle costing; - Including in each Regulated Contract or framework agreement, conditions relating to the performance of the contract to ensure that the Economic Operator complies with environmental, social and employment law; and, - How NHS Grampian can receive assurances of fair and ethical practices in supply chains”

NHS Greater Glasgow and Clyde

Total Recorded Spend on Fair Trade goods during the period August 1 st 2019 to July 31 st 2020	Response not recorded
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No response recorded by the Scottish Fair Trade Forum.

Total Recorded Spend on Fair Trade goods during the period August 1 st 2020 to July 31 st 2021	NONE PROVIDED
Total Recorded Spend on Fair Trade goods during the period August 1 st 2021 to July 31 st 2022	NONE PROVIDED

Response to FOI: “In terms of your enquiry we would advise that the information you require is held by National Procurement, which is part of National Services Scotland (NSS), as these products are purchased at a national level. Please note that NHS Greater Glasgow and Clyde does not hold the detail requested by you, therefore under section 17 of FOISA I am required to notify you that this information is not held by NHSGGC.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from NHS EDUCATION FOR SCOTLAND - PROCUREMENT STRATEGY 2018-2020

4.8 Corporate and Social Responsibility (CSR)	
Ethics and Ethical Trading	<p>“GG&C’s procurement service providers will seek to ensure that goods and services are bought ethically from supply sources which meet the ethical standards expected. To support this an Ethical Procurement policy will be developed and implemented covering:</p> <ul style="list-style-type: none"> • Equality and Diversity; Fairtrade; Serious and Organised Crime; Labour Practice; Modern Slavery; Whistleblowing.

NHS Highland

Total Recorded Spend on Fair Trade goods during the period August 1 st 2019 to July 31 st 2020	Response not recorded
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No response recorded by the Scottish Fair Trade Forum.

Total Recorded Spend on Fair Trade goods during the period April 1 st 2020 to March 31 st 2021	£1777.45
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Response to FOI: “ In response to the above question please see attached spread sheet.”

Supplier	Item Description	Total Value
Bidfood	Chocolate Fairtrade Mars Bar Wrapped,NP743/17-C	1717.85
H2 Hospitality	HT Finlays Fairtrade S T 12 x100	59.60
	GRAND TOTAL	£1777.45

Total Recorded Spend on Fair Trade goods during the period April 1 st 2021 to March 31 st 2022	£2,050.89
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Supplier	Item Description	Total Value
Brake Foodservice (HCo)	Juiceburst Fairtrade Apple 12x500ml,Non Contract	£294.69
Brake Foodservice (HCo)	Juiceburst Fairtrade Orange 12x500ml,Non Contract	£315.36

Bidfood	Fruit Juice Sunmagic Fairtrade Orange Juice,NP743/17-C	£181.02
Bidfood	Chocolate Fairtrade Mars Bar Wrapped,NP743/17-C	£1,259.82
	GRAND TOTAL	£2,050.89

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

None provided or easily visible online. Page containing NHS Highland Procurement Strategy 2022-23 displays 'Sorry! This page has not been found'

NHS Lanarkshire

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	£7,837.04
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Response to FOI: “I attach a list of fair trade goods purchased by NHS Lanarkshire between April 2019 and March 2020. Please note that, as alluded by you in your request, this list includes all those items that have been identified as ‘fair trade goods’. There may have been other purchases that could come under that heading but have not been recorded as such.”

Supplier	Item Description	Total Value
Bid Food	Beverage Drinking Chocolate 500g,NP743/17	£16.46
Bid Food	Biscuit Kit Kat 2 Finger Nestle 1x72 NP743/17	£139.72
Bid Food	Fairtrade Mars Choc Bar Wrapped 1x48 NP743/17-C	£98.73
Bid Food	Sugar Granulated 1kg,T&L 1x1 NP743/17-A	£351.59
Bid Food	Confectionary Dairy Milk 49g Cadbury 1x48 NP743/17-B	£287.49
Bid Food	Fruit Juice Orange 500ml JP Juices 1x12 NP743/17-B	£11.19
Bid Food	Fruit Juice Apple 500ml JP Juices 1x12 NP743/17-B	£45.60
Bid Food	Sugar Granulated 1kg Tate & Lyle 1x15 NP743/17	£19.08
Failte Produce Ltd	Bananas Medium 1 NP775/17-B	£3,479.59
George Anderson & Sons	Bananas Medium 1 NP775/17-B	£27.20
UCC Coffee UK Ltd	Grand Café FT Chocolate Sachet 1 x 100 NHSL428	£111.00
UCC Coffee UK Ltd	Grand Café Hu 12oz Ripple Multi Cup 1 x 740 NHSL428	£846.00
UCC Coffee UK Ltd	Lyons Decaf Coffee Bags 4 x 18 x 7g NHSL428	£3.70

UCC Coffee UK Ltd	Se 12oz Lid 1 x 1000 NHSL428	£122.40
UCC Coffee UK Ltd	Twinnings English B/Fast Decaf Env 4 x 20 NHSL428	£12.44
UCC Coffee UK Ltd	Twinnings Green Tea with Cranberry Env 4 x 20 NHSL428	£22.34
UCC Coffee UK Ltd	Twinnings Peppermint Env 6 x 20 NHSL428	£73.45
UCC Coffee UK Ltd	Twinnings Pure Green Env 6 x 20 NHSL428	£16.75
UCC Coffee UK Ltd	Twinnings Redbush Env 4 x 20 NHSL428	£19.54
UCC Coffee UK Ltd	Wooden Stirrer 5.5 Inch 1 x 1000 NHSL428	£9.48
UCC Coffee UK Ltd	Grand Café Triple Certified Beans 10x500g NHSL428	£2,000.00
UCC Coffee UK Ltd	Twin Lemon Ginger Env 6 x 20 NHSL428	£29.38
UCC Coffee UK Ltd	Twin Cranberry Raspberry Env 6 x 20 NHSL428	£29.38
UCC Coffee UK Ltd	Twin Strawberry Mango Env 4 x 20 NHSL428	£19.62
UCC Coffee UK Ltd	Twin Earl Grey St Tag 1x100 NHSL428	£8.79
UCC Coffee UK Ltd	Twin English B/Fast Decaf St Tag 1x100 NHSL428	£36.12
Grand Total		£7,837.04

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	NONE PROVIDED
Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	NONE PROVIDED

Response to FOI: “I regret that due to the way the spend is recorded, I am unable to identify any spend in the years specified on fair trade products. This is likely because terms such as “fair”, “trade” or “fair trade” have not been included within the description field when goods have been ordered. To find this information would require a manual check of invoices. This information gathering would exceed the charging threshold prescribed in the Regulations made by the Scottish Ministers which constitutes a ground of exemption in terms of Section 12(1) of the Freedom of Information (Scotland) Act 2002.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from NHS Grampian – Procurement Plan 2022-25

Sustainable Procurement: People and Planet	
Fair and Ethical Trade	“NHS Lanarkshire will ensure that goods, services and works are procured ethically from sources which meet the ethical standards expected. When developing procurement strategies and methodologies NHS Lanarkshire will consider how it can ensure fair and ethical trade by tackling inequalities, eliminating criminal involvement in the supply chains, improving labour standards, and sourcing fair trade products.”

NHS Lothian

Total Recorded Spend on Fair Trade goods during the period August 1 st 2019 to July 31 st 2020	Response not recorded
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No response recorded by the Scottish Fair Trade Forum.

Total Recorded Spend on Fair Trade goods during the period April 1 st 2020 to March 31 st 2021	£1,203.36
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Response to FOI: “The attached spreadsheet details NHS Lothian’s spend for April 2020 to March 2022 using the key words you have identified.

However, the majority of procurement contracts for soft facilities management are national contracts under NHS National Services Scotland. You may be able to request further information from them.”

Supplier	Item Description	Total Value
Bidfood	Chocolate Fairtrade Mars Bar Wrapped,NP743/17-C	£161.68
Matthew Algie and Company Ltd	Tea Fair Trade or Equivalent 6x100,NP838	£250.20
Matthew Algie and Company Ltd	Tea Decaff Fair Trade or Equivalent 6x20,NP838	£19.80
Matthew Algie and Company Ltd	Tea Fair Trade or Equivalent 6x100,NP838	£41.70
NHS National Services Scotland	Fair trade tea and coffee	£77.50
NHS National Services Scotland	Fairtrade tea, coffee and biscuits	£205.00
Tchibo	Chocolate Fairtrade Sachets,NC	£101.04

Tchibo	White sugar sticks Fairtrade,NC	£40.40
Tchibo	Brown sugar sticks Fairtrade,NC	£65.64
Tchibo	Chocolate Fairtrade 1kg,NC	£162.90
Tchibo	Tea Envelope English Breakfast Fairtraide,NC	£77.50
	GRAND TOTAL	£1,203.36

Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	£1,170.54
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Supplier	Item Description	Total Value
Arco	Men s Navy Fairtrade Hoodie L	£21.01
Bidfood	Fruit Juice, Sunmagic Fairtrade Orange Juice,NP743/17-C	£22.38
Bidfood	Chocolate Fairtrade Mars Bar Wrapped,NP743/17-C	£80.84
Lyreco UK Ltd	(ST)Fairtrade Hot Chocolate Sachets - Box of 100	£22.23
Matthew Algie and Company Ltd	Tea Fair Trade or Equivalent 6x100,NP838	£291.90
Matthew Algie and Company Ltd	Tea Decaff Fair Trade or Equivalent 6x20,NP838	£29.70
Tchibo	Chocolate Fairtrade Sachets,NC	£75.78
Tchibo	White sugar sticks Fairtrade,NC	£62.72
Tchibo	Brown sugar sticks Fairtrade,NC	£150.88
Tchibo	Chocolate Fairtrade 1kg,NC	£250.35
Tchibo	Tea Envelope English Breakfast Fairtraide,NC	£162.75
	GRAND TOTAL	£1,170.54

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

“NHS Lothian does not have a local policy for fair trade procurement. I am advised that NHS National Services Scotland Procurement may have such a policy as they arrange the majority of contracts. You may be able to request this policy from them.”

NHS Orkney

Total Recorded Spend on Fair Trade goods during the period April 1 st 2019 to March 31 st 2020	None provided
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Response to FOI: “The requested information is not collated by NHS Orkney, therefore I must advise that in terms of Section 17 of the Freedom of Information (Scotland) Act 2002 the information sought is not held.”

Total Recorded Spend on Fair Trade goods during the period April 1 st 2020 to March 31 st 2021	NONE PROVIDED
Total Recorded Spend on Fair Trade goods during the period April 1 st 2021 to March 31 st 2022	NONE PROVIDED

Response to FOI: “This information is not held centrally or in a fashion that would allow us to easily provide it. This type of information would be recorded in individual invoices. To collate this information would be outwith the cost of compliance as this would exceed the £600 prescribed limit set in regulation 5 of the Freedom of Information (Fees for Required Disclosure) (Scotland) Regulations 2004. Therefore, NHS Orkney is not obliged under section 12(1) of the Freedom of Information (Scotland) Act 2002 to comply with your request.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from NHS Orkney - Procurement Strategy 2020-2025

Mandatory Obligations	
Embedding Fair and Ethical Trading	“NHS Orkney will consider the relevant and proportionate application of fair and ethical trading. Criteria will include questions designed to establish any breaches of environmental, social and employment law on the part of the supplier, details of any breach which has occurred and any

subsequent measures the bidder has taken to “Self-Cleanse” and demonstrate reliability in this area.

As many of the goods and services that are used in Orkney are call offs from contracts and Frameworks procured by the National Procurement Centre for Expertise, these measures have been adopted into their contracting process already.”

NHS Shetland

Total Recorded Spend on Fair Trade goods during the period August 1 st 2019 to July 31 st 2020	None provided
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Response to FOI: “NHS Shetland does not collect this data”

Total Recorded Spend on Fair Trade goods during the period April 1 st 2020 to March 31 st 2021	NONE PROVIDED
Total Recorded Spend on Fair Trade goods during the period April 1 st 2021 to March 31 st 2022	NONE PROVIDED

Response to FOI: No response to FOI (submitted to shet-hb.information@nhs.scot on 22/06/2022 and to an alternative address shet.foi@nhs.scot on 26/07/22)

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from NHS Shetland - Procurement Strategy 2020 – 2025

Mandatory Obligations	
Embedding Fair and Ethical Trading	<p>“NHS Shetland will consider the relevant and proportionate application of fair and ethical trading. Criteria will include questions designed to establish any breaches of environmental, social and employment law on the part of the supplier, details of any breach which has occurred and any subsequent measures the bidder has taken to “Self-Cleanse” and demonstrate reliability in this area.</p> <p>As many of the goods and services that are used in Orkney are call offs from contracts and Frameworks procured by the National Procurement Centre for Expertise, these measures have been adopted into their contracting process already.”</p>

NHS State Hospitals Board for Scotland

Response to FOI:“1. We give notice under Section 17 of FOISA that we do not hold the information requested.

2. The State Hospital at the moment does not record purchases of Fair Trade products, however between now and the publication of the Hospital’s next Strategy document the Hospital’s Procurement department will look to improve this situation and initially report some of the product more easily recorded. Inroads will also take place to encourage areas within the Hospital over which the Procurement department has less influence to start reporting the purchase of Fair Traded product.”

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	£0.00
Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	£0.00

Response to FOI:“ The State Hospital did not purchase any Fair Trade products during that period requested”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Ethical procurement policy: <https://www.tsh.scot.nhs.uk/Board/Docs/Procurement%20-%20Ethical%20Procurement%20Policy.pdf>

NHS Tayside

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	£16,133.35
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Response to FOI: “The spend on Fairtrade items for the financial year 2019 to 2020 was £16,133.35 (exl VAT). NHS Tayside does not have a recorded breakdown of the products. However, we can confirm the supplier "Coffee Conscience" is contracted to NHS Tayside so all items are classified as contracted.”

Supplier	Item Description	Total Annual Spend
Coffee Conscience	Fairtrade Coffee	£16,133.35

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2022 (ONLY COMBINED TOTAL PROVIDED)	£32,134.70
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Response to FOI: “Please find supplied separately an excel spreadsheet detailing the spend on Fairtrade items for the financial year 2020 to 2021 and for 2021 to 2022”

Supplier	Item Description	Total Value
Bidfood	Chocolate Fairtrade Mars Bar Wrapped,NP743/17-C	£2,461.01
Coffee Conscience Ltd	Clipper Fairtrade Blackcurrant ACAI Berry T 1 X 25,TA236 Non Medical	£2.53
Coffee Conscience Ltd	Clipper Fairtrade Camomile 1 x 25,TA236 Non Medical	£10.57
Coffee Conscience Ltd	Clipper Fairtrade Green Tea 1 x 25,NMT/DM/21/265	£14.72

Coffee Conscience Ltd	Clipper Fairtrade Lemon Ginger 1 x 25,TA236 Non Medical	£2.53
Coffee Conscience Ltd	Clipper Fairtrade Love Me Truly Chai Tea 1 x 20,NMT/DM/21/265	£8.21
Coffee Conscience Ltd	Clipper Fairtrade Peppermint 1 x25,TA236 Non Medical	£23.29
Coffee Conscience Ltd	Clipper Fairtrade Red Fruits Aronia Berry 1 x 25,NMT/DM/21/265	£5.02
Coffee Conscience Ltd	Clipper Fairtrade Decaffeinated envelope string tag tea bags 1X250,TA236 Non Medical	£50.30
Coffee Conscience Ltd	Coco Fairtrade Chocolate Sol 10 x 1kg,NMT/DM/21/265	£8,717.02
Coffee Conscience Ltd	Coco Fairtrade Green Label Espresso Bean 12 x 1kg,NMT/DM/21/265	£20,517.77
Coffee Conscience Ltd	COCO FAIRTRADE JAVA ESPRESSO BEAN 20 x 250g S/L KRAFT,TA236 Non Medical	£291.24
Coffee Conscience Ltd	Coco Fairtrade Sugar Sachets White 1 x 1000 (Commerical Use Only),TA236 Non Medical	£17.34
Tchibo Coffee Intl Ltd	Pavilion Garden Fairtrade Decaf Breakfast Tea 6 x 20,NMT/JC/21/278	£13.15
GRAND TOTAL:		£32,134.70

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Ethical procurement policy:

https://www.nhstaysidecdn.scot.nhs.uk/NHSTaysideWeb/idcplg?IdcService=GET_SECURE_FILE&Rendition=web&RevisionSelectionMethod=LatestReleased&noSaveAs=1&dDocName=prod_246752

NHS Western Isles

Total Recorded Spend on Fair Trade goods during the period August 1 st 2019 to July 31 st 2020	Response not recorded
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No response recorded by the Scottish Fair Trade Forum.

Total Recorded Spend on Fair Trade goods during the period August 1 st 2020 to July 31 st 2021	NONE PROVIDED
Total Recorded Spend on Fair Trade goods during the period August 1 st 2021 to July 31 st 2022	NONE PROVIDED

Response to FOI: “This information is not held : the Comhairle is unable to break down items on its Authority Financials System to the level that would identify Fair trade products.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from NHS Western Isles - SUSTAINABLE PROCUREMENT

3 SUSTAINABLE PROCUREMENT THEMES	
3.6 The priorities for sustainable procurement relating to social aspects are therefore:	<ul style="list-style-type: none"> - Using Fairtrade and ethically sourced products wherever practicable; - Promoting nutritional, quality and freshness in our food procurement; and - Promoting the highest standards of animal welfare.

Other Organisations

Audit Scotland

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	£157.15
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Supplier	Item Description	Units purchased	Total Value
Coffee Supplies Direct	Fair Trade white sugar sticks (1 box of 1000)	9	£83.25
Coffee Supplies Direct	Fair Trade brown sugar sticks (1 box of 1000)	6	£57.00
Coffee Supplies Direct	Fair Trade breakfast tea bags (1 box of 1000)	2	£16.90
Grand Total			£157.15

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	£0.00
Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	£0.00

FOI Response: “Our Offices were closed from 16 March 2020 - to Nov 2021. We have phased a return to the offices but most people are continuing to work from home.

Therefore under section 17 of the Freedom of Information (Scotland) act 2002 audit Scotland does not hold the information requested”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Not applicable as regulated spend is below £5M. There is therefore no obligation for Audit Scotland to have a policy under the Procurement Reform (Scotland) Act 2014.

Caledonian Maritime Assets Limited

Total Recorded Spend on Fair Trade goods during the period April 1 st 2019 to March 31 st 2020	None provided
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Response to FOI: “Due to the nature of our business we do not procure substantial amounts of fairtrade goods. Having reviewed our files, I can confirm that, in accordance with section 17 of the Freedom of Information (Scotland) Act 2002 (FOISA), this information is not held.”

Total Recorded Spend on Fair Trade goods during the period April 1 st 2020 to March 31 st 2021	None provided
Total Recorded Spend on Fair Trade goods during the period April 1 st 2021 to March 31 st 2022	None provided

FOI Response: “On checking with our Procurement Manager, I have been informed CMAL do not purchase any fairtrade products through Procurement. We do not have a policy for procurement of fair & ethically traded goods as there is nothing in our contract portfolio to merit such. While there may be purchases via our corporate department or purchasing cards that are Fair Trade, these are not recorded or held on a single system in a way that allows for the information to be extracted. Therefore, in accordance with section 17 of the Freedom of Information (Scotland) Act 2002 (FOISA), this information is not held.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

None provided or easily visible online

Crown Office & Procurator Fiscal Service

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	None provided
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Response to FOI: “I can confirm it is a nil return for the data and information requested, therefore, in terms of Section 17 of FOISA COPFS does not hold the information you have requested.”

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	£643.21
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Response to FOI: “This request will be managed by The Crown Office and Procurator Fiscal Service (COPFS) under the Freedom of Information (Scotland) Act 2002 (FOISA).

Please note that the below products are restricted to use in COPFS’ conference rooms, and these are not generally provided to staff or visitors outwith these. Please also note that there was none purchased in 2021 – 2022 as the vast majority of meetings were conducted online during this period and as a result, the products were not required.”

Supplier	Item Description	Total Annual Spend
Eden Springs	Fairtrade Tea/Coffee	£349.42
		£293.79
		£643.21

Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	£0.00
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General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from COPFS – Corporate Procurement Strategy 2021-24³⁴

Policies, Tools and Procedures - General duties of the Procurement Reform (Scotland) Act 2014

Our policy on the procurement of fairly and ethically traded goods and services

“Background/context

Background Our standard procurement procedures for regulated contracts involve an assessment of a bidder’s suitability to be awarded the contract. This process includes considering whether the bidder has been convicted of certain offences and / or has committed any acts of professional misconduct in the course of its business. Detailed information is available in Scotland’s “Single Procurement Document”, which is available on the procurement journey and used for regulated procurements over £50,000 (ex VAT). Due to the nature of COPFS’s business, we also have a Self-Declaration Form – no Criminal Activity, which is used in all procurements with a value of more than £1,000 (ex VAT) and below £50,000 (ex VAT).

Our policy

Where fairly traded goods and services are available to meet our requirements we will consider how best to promote them. Our qualification and selection procedures for regulated procurement will include an assessment of the suitability of bidders to be awarded the contract. Our standard terms and conditions will contain a provision which enables us to terminate a contract if the contractor or sub-contractor fails to comply with legal obligations in the fields of environmental, social or employment law when performing that contract.

Monitoring

We will maintain a central record of the value of fairly traded products bought or sold under our contracts. Our annual report against this strategy will include a statement regarding the effectiveness of our qualification and selection procedures.

³⁴ General policy on the procurement of Fairly and Ethically Traded Goods and Services has remained unchanged moving from the Crown Office’s previous Sustainable Procurement Policy to their most recent published strategy.

Education Scotland

Total Recorded Spend on Fair Trade goods during the period August 1 st 2019 to July 31 st 2020	None provided
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Response to FOI: “The main area Education Scotland purchases fairly traded products is in relation to catering. Unfortunately, the catering invoices do not distinguish between which elements are fairly traded and which are not and so it is not possible to put a value on the level of fairly traded goods.

While our aim is to provide information whenever possible, in this instance we are unable to do so as Education Scotland does not record the information in the manner it has been requested.

This is a formal notice under section 17(1) of FOISA that Education Scotland does not have the information as you have requested.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from Education Scotland - Procurement Strategy 2019 – 2022

Scottish Government Procurement Principles	
Procurement and Fairly and Ethically traded goods	<p>“What we will do:</p> <p>As part of Education Scotland’s standard procurement processes, we will use a template which specifically asks if the bidder has been convicted of any criminal offence or committed any acts of professional misconduct whilst operating their business.</p> <p>Education Scotland’s policy will be to use fairly traded goods and services if they meet the business requirements.</p>

	<p>How we will demonstrate this:</p> <p>Where suppliers have been convicted of a criminal offence or professional misconduct, it may automatically preclude the bid from going forward. Responses will be kept on file until the procurement process is complete.”</p>
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Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	None provided
Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	None provided

Response to FOI: “Education Scotland’s policy on fairly and ethically traded goods is set out in the Procurement Strategy and performance is reported in the Annual Performance Report.

However, while our aim is to provide information whenever possible, in this instance we are unable to provide some of the information requested because an exemption under section 27(1), information intended for future publication of FOISA applies. The reason why this exemption applies is because the 2021-2022 Annual Procurement Report is currently being drafted and we expect it to be published within the next 12 weeks on the following page:

[Procurement | Policies and information | Who we are | Education Scotland](#)

I have attached a link to the 2020-2021 Annual Performance Report and there is also a link to the Procurement Strategy, below.

[Education Scotland Annual Procurement Report 2020-2021](#)

[Education Scotland Procurement Strategy 2019-2022](#)

The main area Education Scotland purchases fairly traded products is in relation to catering. Unfortunately, the catering invoices do not distinguish between which elements are fairly traded and which are not and so it is not possible to put a value on the level of fairly traded goods.

While our aim is to provide information whenever possible, in this instance we are unable to do so as Education Scotland does not record the information in the manner it has been requested. This is a formal notice under section 17(1) of FOISA that Education Scotland does not have the information as you have requested.”

General Teaching Council for Scotland

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	£951.00
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Supplier	Item Description	Total Value
Matthew Algie	TIKI filter coffee - (Fairtrade, organic and Rainforest Alliance approved).	£951.00
Grand Total		£951.00

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	£0.00
Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	£0.00

Response to FOI: “My colleagues from our Business and Finance team have confirmed the GTC Scotland has not purchased any fair trade good throughout 2020-2021 and 2021-2022. The majority of our staff now work from home so there is not a requirements to buy catering supplies as we have pre-pandemic.

Therefore, I apply Freedom of Information (Scotland) Act exemption S17 – Information not held to your request.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

“Please note that our Procurement Policy is currently undergoing a process of review. The updated version will be available on the website at a later date. If you wish me to let you when this is available, please just let me know.

I would also advise that GTC Scotland is not a “contracting authority” as defined in The Public Contracts (Scotland) Regulations 2015, this means that GTC Scotland is not required to comply with EU or Scottish public procurement legislation.”

Adapted from GTC Scotland Procurement Policy

Specifying Goods & Services	
<p>When identifying a need for goods or services it is GTCS policy to consider the use of internal resources in the first instance. If the goods or services cannot be delivered in house, then an external supplier should be sourced.</p> <p>A specification document should be produced detailing the essential characteristics of any requirement.</p> <p>A specification should be written in plain English, and should encourage suppliers to:</p>	<ul style="list-style-type: none"> • Specify Fair and Ethically Traded Products, if applicable

Highlands & Islands Enterprise

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	None provided
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Response to FOI: “I can confirm that in relation to information / data on the total annual spend on fair trade goods, HIE does not hold information in a way that enables us to provide a response. Neither companies nor specific goods or services are specifically identified as fair trade goods within our systems and therefore we are unable to retrieve the relevant information. Therefore, in accordance with Section 17 of the Freedom of Information (Scotland) Act 2002, the information is not held by HIE”

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	None provided
Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	None provided

Response to FOI: “We can confirm that having searched the relevant filing systems we are unable to provide a breakdown of total spend on fair trade goods purchased, we can therefore confirm that this information is not held in accordance with section 17 of the Freedom of Information (Scotland) Act 2002.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from HIE Procurement Strategy 2018-2022

Policy Statements	
Fairly and ethically traded goods and services	<p>“To ensure proportionate application of ethical trading standards by our suppliers we will ensure we consider the use of lifecycle costing where this is relevant and proportionate to do so.</p> <p>We will complete a Sustainability Test (Scottish Government sustainability tool) before undertaking any Regulated tender process. The purpose of this is to identify any environmental or socio economic impacts that may exist at relating to a specific product or service. This exercise may identify opportunities to incorporate Fair Work Practices to the tender process or it may identify risks to fair and ethical work practices in the supply chain which we can then consider in the tender documentation.</p> <p>We will incorporate contract conditions to our terms and conditions to ensure suppliers comply with relevant environmental, social and employment law. Our goal is to ensure goods and services and traded fairly and ethically and the supply chain is treated fairly and ethically.</p> <p>We may request a label certifying that the goods, works or services being procured meet specific environmental, social or other characteristics which are directly relevant to the contract. Any label would align with relevant established and recognised standards.”</p>

Historic Environment Scotland

Total Recorded Spend on Fair Trade goods during the period April 1 st 2019 to March 31 st 2020	None provided
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Response to FOI: “While our aim is to provide information whenever possible, in this instance Historic Environment Scotland does not have the information you have requested as we do not record our spend on fair trade goods.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from HISTORIC ENVIRONMENT - SCOTLAND PROCUREMENT STRATEGY 2016-18

STRATEGIC AIMS AND OBJECTIVES	
Procurement of ethically traded goods and services	“HES requires, for relevant contracts, confirmation that goods have been procured in line with fair and ethical requirements e.g. procurement of timber goods with regard to Scottish Government Timber procurement policy. Included in the procurement of uniform items is a requirement that all goods are produced in line with the employment legislation of the country of origin and in accordance with all International Labour Organisation (ILO) conventions that have been ratified by the country of origin. Suppliers are asked to provide evidence of responsible sourcing and supply chain monitoring.”

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	None provided
Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	None provided

Response to FOI: “While our aim is to provide information whenever possible, in this instance Historic Environment Scotland does not have the information you have requested as we do not explicitly record our spend on fair trade goods. Having looked through our annual accounts for 2020-2021 and 2021-22 there were also no examples where requisitions including terms such as “fair” and “trade”, “fairtrade” or “fairly” and “traded” were for fair trade goods.

I have attached a copy of our current procurement strategy which includes details on our current general policy on the procurement of fairly and ethically traded goods and services, in line with section 15(5)(b)(v) of the Procurement Reform (Scotland) Act 2014. This is on page 17 of the document.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from HIE Procurement Strategy 2022-2026

Policy Statements	
Fairly and ethically traded goods and services	“HES will support the Fair-Trade initiative as it reflects our commitment to sustainable development and offers the prospect of marginalised producers across the world receive fairer deals for their produce. We will, to the extent permitted by procurement legislation, account for Fair Trade and similar initiatives in relevant procurement activity. For example, the procurement of timber products will be sourced following the Scottish Government Timber Procurement Policy.”

Loch Lomond Trossachs

Total Recorded Spend on Fair Trade goods during the period April 1 st 2019 to March 31 st 2020	None provided
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Response to FOI: “I’m sorry to say that we currently do not record this type of information as our purchases for the type of commodity it would apply is really low.”

Total Recorded Spend on Fair Trade goods during the period April 1 st 2020 to March 31 st 2021	None provided
Total Recorded Spend on Fair Trade goods during the period April 1 st 2021 to March 31 st 2022	None provided

Response to FOI: “During the last two financial years (throughout the Covid pandemic) all financial expenditure has been recorded by purchase order. The description on the purchase order, rather than invoice descriptions are recorded in our systems. Searches of all supplier payments for the past six years have found no record of the requested terms.

Accordingly, we have to advise you under section 17(1)(b) of the Act, that this information is not held. We would like to clarify that this does not necessarily mean that there have been no goods, services or works procured by the Park Authority which could be categorised as fair trade, our records do not include the use of this category of information.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from Loch Lomond & Trossachs Procurement Policy

Legal Obligations
<p>“Procurement is a legislated process, and any procurement activity should comply with European Directives, World Trade Organisation Government Procurement Agreement and Procurement Reform (Scotland) Act 2014 (PRSA) and any procurement activity should also consider the following:</p> <p>Fair Trade,”</p>

National Galleries of Scotland

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	None provided
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Response to FOI: “As there is currently no obligation on us to track spend on ‘Fair Trade’ products or suppliers, we do not record this information. Therefore, this information is not held for the purposes of the Freedom of Information (Scotland) Act 2002”

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	None provided
Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	None provided

Response to FOI: “I am writing in response to your request for information relating to our spend on Fair Trade goods. Unfortunately we do not hold this detail about suppliers or goods within our finance systems. A colleague in our trading company has advised me that there are suppliers that we use to stock our shops with various ethical credentials and statements (eg Fair Trade, SEDEX, Ethical Trading, their own ethical policies) as it is something that they take into consideration but again this information is not recorded in our systems or otherwise ‘held’ so we would need to create new information in order to answer this request. This is therefore notice under section 17 of the Freedom of Information (Scotland) Act 2002 that we do not hold this information.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from National Galleries of Scotland - Procurement Strategy 2019 - 2022

Deliver Sustainable Procurement	
Fair and Ethical Trading	“We will procure fairly and ethically traded goods and services in accordance with current legislation. If a procurement procedure includes the provision of food, we will pursue the highest standards of animal welfare and promote health, wellbeing and locally grown and sourced produce supply chains.”

National Library of Scotland

Total Recorded Spend on Fair Trade goods during the period April 1 st 2019 to March 31 st 2020	None provided
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Response to FOI: “No information is held in response to this part of your request.”

Total Recorded Spend on Fair Trade goods during the period April 1 st 2020 to March 31 st 2021	None provided
Total Recorded Spend on Fair Trade goods during the period April 1 st 2021 to March 31 st 2022	None provided

Response to FOI: “The Library holds information in response to your request as set out below.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from National Library procurement strategy document —2019-2022

Sustainability	
As a minimum in its regulated procurement processes the Library will promote compliance from contractors and sub-contractors with:-	“the procurement of fairly and ethically traded goods and services.”

National Museums Scotland

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	None provided
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Response to FOI: *“National Museums Scotland do not specify, describe or classify products in any way as fair trade within our inventory database. We use a large number of suppliers, some of whom will claim to be ‘fair trade’/‘ethical’ or perhaps distribute some fair trade products within their catalogues or use some ‘fair’ or ‘ethical’ trade elements in the manufacture of their goods - but we do not track or record this. Therefore (in accordance with Section 17 of the Freedom of Information (Scotland) Act) I can confirm that we do not hold the information you request above”*

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	None provided
Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	None provided

Response to FOI: “National Museums Scotland has a separate trading entity, National Museums Scotland Enterprises Ltd, which facilitates the commercial activities of National Museums Scotland (e.g. cafes, shops etc). NMSE Ltd do not specify, describe or classify products in any way as fair trade within the inventory database. They use a large number of suppliers, some of whom will claim to be ‘fair trade’/‘ethical’ or perhaps distribute some fair trade products within their catalogues or use some ‘fair’ or ‘ethical’ trade elements in the manufacture of their goods - but this is not tracked or recorded. Therefore (in accordance with Section 17 of the Freedom of Information (Scotland) Act), I can confirm that we do not hold the information you request above.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

“National Museums Scotland’s separate trading entity NMSE Ltd is not subject to the Procurement Reform (Scotland) Act 2014. NMSE Ltd does have a general purchasing policy, but it is not affected by this legislation.”

National Records of Scotland

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	£218,958.40
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Response to FOI: “Our aim is to provide information whenever possible and I have included the information National Records of Scotland (NRS) records on the procurement of fair trade goods for the 2019-20 financial year. I have assumed you are asking about goods purchases with fair and ethical trading considerations and not goods certified by the Fairtrade Foundation (i.e. food).”

Supplier	Scottish Government Framework	Total Value
HP Inc. Uk Ltd	Desktop Client Devices framework/Mobile Client Devices	£97,962.46
XMA Ltd	Workstation Client Devices/Web Based and Proprietary Devices	£22,817.07
Capital Document Solutions	Office Equipment (MFD's)	£34,321.59
Computacenter	National IT Peripherals	£63,857.28
Grand Total		£218,958.40

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	£222,801.40
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Response to FOI:

Respondent pointed the Forum towards documentation on:

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00474

“Information on individual regulated procurements completed (including procurements through collaborative framework contracts) are detailed in the Annual Procurement Report. A copy of the reports for the financial years 2019-20 and 2020-21 (when NRS first started including a section on Fair Trade) and the Register of Regulated Contracts can be found on the documents section of NRS buyers page on Public Contracts Scotland.

The NRS spend information on fair trade goods (and any associated services) through those frameworks for 2020-21 financial year is detailed in the table below”

SG Framework	Supplier	Contract Spend
Desktop Client Devices framework Mobile Client Devices	HP	<i>£82,507.00</i>
Workstation Client Devices Web Based and Propriety Devices Framework	XMA	<i>£119,208.40</i>
Mobile Voice & Data Services	Vodafone	<i>£16,279.00</i>
National IT Peripherals Framework	Computacenter	<i>£4,807.00</i>
		<i>£222,801.40</i>

Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	None available at time of writing report
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General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

*Adapted from **National Records Scotland - Procurement Strategy 2020-2023***

NRS Approach to Procurement	
Fairly and Ethically Traded Goods and Services and Fair Work Practices	There are a number of Scottish Government collaborative frameworks for public sector organisations to procure ICT goods and the associated services through which have some fair and ethical trading considerations included in the requirements, in line with section 15 of the Procurement Reform (Scotland) Act 2014, to ensure all goods supplied under the framework are produced in accordance with International Labour Organisation (ILO) conventions that have been ratified by the country of their origin, in particular, labour standards, working conditions and the use of child labour. NRS policy is to utilise those contracts to procure our ICT goods requirements offered under those contracts.

Registers of Scotland

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	None provided
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Response to FOI: “While our aim is to provide information whenever possible, our expenditure records do not include spend on fair trade status of the purchased goods. Therefore, we do not hold the information you have requested in relation to data on Registers of Scotland’s annual spend on fair trade goods.”

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	None provided
Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	None provided

Response to FOI: “Registers of Scotland have not ordered any fair trade goods directly within the stated time periods.

We do however promote this down through our supply chains where appropriate. Fair trade statements are included in our invitations to tender. Below is an example from our current catering contract.

RoS seeks to support the following in food procurement:

- Farm Assurance including schemes such as Red Tractor, RSPCA Freedom Food, LEAF marque and the National Dairy Farm Assured Scheme .
- Fairtrade, ethically traded and triple accredited schemes, specifically in relation to tea, coffee and chocolate.
- Fish from sustainable sources, as approved by MSC and/or approved fish farm producers.
- Poultry - to Grade “A” quality standard, UK as a minimum.
- Eggs, or products containing eggs – UK Lion Quality ‘CLASS A’ or equivalent. Fresh eggs must be from free range hens.
- Beef and lamb – Product from Scotland, any other UK or EU country. Originating from a Protected Geographical Indication (PGI) scheme or higher which contains annual, independent farm and processor scheme inspections accredited to European EN45011 standards.

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Registers of Scotland has no Fair Trade policy, although their supplier (WSH) has a Fair Trade Policy in place:

“WSH work with our suppliers and clients to meet the demands of customers for fairly traded products. Many of our locations participate in the Food for Life Catering Mark scheme which requires ethically traded products to be available.

We recognise the Ethical Trading Initiative and its aims to improve the pay and working conditions of employees on farms and in factories around the world. Baxter Storey is registered with The Fairtrade Foundation as a supplier of Fair Trade goods.

To enable our clients to be offered the widest available choice of imported products we include in many categories, suppliers who are able to supply Fair Trade Products by having signed up to the Fair Trade Mark and the Rainforest Alliance.

Scottish Courts & Tribunals Service

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	£11,077.00
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Response to FOI: “In the table below is details of the suppliers and products we have identified as Fair Trade for the period 1 April 2019 to 31 March 2020 which includes items purchased for resale. These suppliers are SCTS’s catering providers. The coffee/ tea machines in our estate in 2019/20 were Flavia machines and used Flavia products, many of which are Rainforest Alliance but are not Fair Trade”

Supplier	Item Description	Total Value
Baxter Storey Scotland	12x220g DECAF Tiki FTOR H55	£160.41
Baxter Storey Scotland	50x60g D2E 3C 2.0l FTOR G43	£2,197.72
Baxter Storey Scotland	6x1kg COFFEE SOC ESP FT	£247.71
Baxter Storey Scotland	6x1kg D2E ESP FTOR G49&G52	£4,448.19
Baxter Storey Scotland	FAIRTRADE BROWN SUGAR STICKS	£39.60
Baxter Storey Scotland	FAIRTRADE MARS BAR WRAPPED	£775.59
Baxter Storey Scotland	Luna FT Vend Choc 10x1kg	£205.85
Baxter Storey Scotland	T&L FAIRTRADE DEM STICKS BRWN	£132.40
Baxter Storey Scotland	T&L FAIRTRADE WHITE STICKS RG	£302.55
Baxter Storey Scotland	TATE&LYL FLO FT WHT ROUGH CUBE	£3.48
Sandwich Larder	Fairtrade Bananas	£350.00
Unity Enterprise	Fairtrade Espresso Coffee Beans 1kg	£1,944.00
Unity Enterprise	Fairtrade Decaff Espresso Coffee Ground 250g	£67.50

Unity Enterprise	Fairtrade Chocolate Conscience 750g	£202.00
Grand Total		£11,077.00

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	£2,133.04
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Vendor Name	Product	1 April 2020 - 31 March 2021 Value
BaxterStorey - SCTS		
Mathew Algie	C37SOCFT Coffee Society Espresso Coffee 6 * 1 kg	£413.39
	C37DTE3C Down To Earth Espresso Coffee 6*1 kg	£484.99
	Total	£898.38
Bidfood	T&L FAIRTRADE DEM STICKS BRWN	£35.16
	T&L FAIRTRADE WHITE STICKS RG	£89.52
	MALTESERS STANDARD BAG	£201.52
	KIT KAT 4 FINGER MILK 24X41.5G	£657.00
	FAIRTRADE MARS BAR WRAPPED	£251.46
	Total	£1,234.66

Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	£4,965.96
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Vendor Name	Product	April 1st 2021 – 31 March 2022 Value
BaxterStorey - SCTS		
Mathew Algie	C37SOCFT Coffee Society Espresso Coffee 6 * 1 kg	£699.74
	C37DTE3C Down To Earth Espresso Coffee 6*1 kg	£2,607.54
	50x60g D2E 3C 2.0l FTORA	£448.06
	Total	£3,755.34
	T&L FAIRTRADE WHITE STICKS RG	£14.92
	MALTESERS STANDARD BAG	£183.20
	KIT KAT 4 FINGER MILK 24X41.5G	£578.16
	FAIRTRADE MARS BAR WRAPPED	£434.34
	Total	£1,210.62

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from SCTS Procurement Strategy 2018-2021³⁵

Strategic Aims, Objectives & Key Priorities	
Include a statement of [SCTS'] general policy on:	
The procurement of fairly and ethically traded goods and services	The procurement of fairly and ethically traded goods and services will be considered at the initial sourcing strategy stage of all regulated procurements during the period of this strategy.

The action plan in Annex B, page 29, also details that the Procurement Team have developed a template strategy document to ensure that topics such as ethical and fair trade considerations are addressed for all regulated procurements:

“Template documents produced for Procurement team to ensure strategy development will address how corporate social responsibilities -equalities, fair trade, governance, prompt payment, supporting local SMEs and sustainable procurement can be developed and achieved through regulated procurement contracts, embedding these responsibility objectives into tender documentation and evaluation criteria.”

³⁵ No up to date general policy on the procurement of Fairly and Ethically Traded Goods and Services.

Scottish Enterprise

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	£6,237.73
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Response to FOI: “Please note there are only 2 contracts where the suppliers have detailed in their invoices that they are supplying Fair Trade goods – Eden Springs and Tchibo – which resulted in a total spend of £6,237.73 during 2019/20 – see ‘Tchibo & Eden Springs’ spreadsheet for breakdown of value per order. Please note on this basis we are unable to determine whether any of our other of current contracts in place are Fair Trade goods suppliers.”

Supplier	Item Description	Total Value
Tchibo	FT Tea	£406.22
Tchibo	FT Decaf Tea	£236.80
Tchibo	FT Pavillion	£2,545.76
Tchibo	FT Instant Tubes	£2,255.00
Eden Springs	FT Columbian	£490.92
Eden Springs	FT Decaf	£293.04
Eden Springs	FT Sugarsticks	£9.99
Grand Total		£6,237.73

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	£444.41
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Response to FOI: “Scottish Enterprise have a very small number of contract opportunities to which Fair Trade apply. These are limited to catering, specifically tea, coffee and sugar for business meetings, and previous contracts for lunchtime food platters which expired in 2020 and have not been renewed.

We include specific wording within our contract tenders where Fair Trade applies as follows:

The goods provided should be ethically and sustainably sourced and procured from suppliers with Fair Trade, Rainforest Alliance or equivalent accreditation. Use of locally Scottish sourced products is also encouraged.

UK Government Buying Standards are also included within any Scottish Enterprise catering tenders, which specifically mentions Fair Trade:

<https://www.gov.uk/government/publications/sustainable-procurement-the-gbs-for-food-and-catering-services/government-buying-standard-for-food-and-catering-services>

Scottish Enterprise also include evaluation criterion on Fair Work Practices plus Sustainability and the Environment, on which contract bidders are scored.

Please also note Scottish Enterprise's published Procurement Strategy and Sustainable Procurement Strategy, which are also available on our website for your awareness:

https://www.scottish-enterprise.com/media/3910/procurement_strategy_2021_22.pdf

<https://www.scottish-enterprise.com/media/2985/sus-proc-strat-9519.pdf>

Our contracted suppliers are Tchibo (for tea, coffee and sugar). Tchibo confirm "All of our coffees are fairly traded...a selection of our Pavilion Garden teas, our Vista Extenso range and our Fairtrade Instant coffee that we have recommended are all Fairtrade Certified".

Social Bite were our previous supplier for lunchtime food platters.

Due to Scottish Enterprise offices being closed from 23 March 2020 – 28 February 2022 because of the Covid pandemic, there were very limited orders placed."

Vendor Name	Contracted/Non-contracted	Description	Total
Tchibo	Contracted	Nil orders placed in 2020-21	0
Social Bite	Contracted	Nil orders placed in 2020-21	0

	Contracted Total		0
Grand Total			0
<u>2021-2022</u>			
Vendor Name	Contracted/Non-contracted	Description	Total
Tchibo	Contracted	14 x Fair Trade Pavillion Decaf 6 x 20	176.54
		9 x Fair Trade Pavillion Garden Tea 3 x 440	204.93
		6 x Fair Trade White Sugar	62.94
			444.41
Social Bite	Contracted	Nil orders placed in 2021-22	0
Grand Total			444.41

Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	£0
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General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from Scottish Enterprise - PROCUREMENT STRATEGY 2020/2021

Realising inclusive sustainable growth	We seek to reduce consumption of paper, energy, water and generation of waste where possible by recycling and the use or reallocation of goods and materials, and consider the use of Fair Trade products, or similar, wherever possible. Within our tenders we are increasingly encouraging the use of technology to minimise travel and the associated emissions.
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“In line with this strategy, the following wording was inserted in the Invitation to Tender for the Catering Supplies contract in 2019:

Catering Supplies Invitation to Tender (Tchibo & Walkers Shortbread Contracts):

The supplier shall supply and deliver the goods to all Scottish office locations listed at page 18. The goods provided should be ethically and sustainably sourced and procured from suppliers with Fair Trade, Rainforest Alliance or equivalent accreditation. Use of locally Scottish sourced products is also encouraged.

For contracts where it may not be possible to solely supply Fair Trade goods Scottish Enterprise inserts the following wording in the Invitation to Tender:

Bellshill Catering Invitation to Tender (LA Catering Contract) -:

SE strongly encourages support of fair trade and food and drink as far as possible. For example, by encouraging suppliers to include fair traded options as part of their tenders and working on a voluntary basis with suppliers once contracts have been awarded. Bidders should detail how they intend to adopt the use of fair trade into their policy for this contract.”

Scottish Environmental Protection Agency

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	£196.60
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Reponses to FOI: “A search for “fair” and “trade”, “fairtrade” or “fairly” and “traded” was conducted”

“Please be advised that this report will not include fair trade requisitions where the product itself may be fairtrade but does not include the terms “fair” and “trade”, “fairtrade” or “fairly” and “traded” in its title due to the way this information is stored. For example, the majority of SEPA’s tea and coffee requisitions are likely fairtrade but we do not hold any corporate data which is detailed enough to confirm this.”

Supplier	Item Description	Total Value
Not provided	Fairtrade Polo Shirts	£196.60
Grand Total		£196.60

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	None provided
Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	None provided

Reponses to FOI: “SEPA had no spend on Fairtrade goods in financial years 2020/21 and 2021/22.

This was predominantly due to very limited spend in Fairtrade product areas resulting from the closure of offices. SEPA have continued to buy workwear and will be actively considering ethical standards in our upcoming procurement for Workwear and PPE which is due to go to open tender in late 2022.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from Scottish Environmental - Procurement policy statement June 2020

Statement	<p>Holistic sustainable procurement at SEPA will include:</p> <ul style="list-style-type: none">• reducing our environmental impacts: GHG emissions, waste and water;• focusing on the long term: whole life costing and circular procurement;• promoting best practice approaches equalities and human rights;• improving health, safety and wellbeing;• promoting ethical sourcing.
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Scottish Government

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	£24,841.56
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Response to FOI: “I enclose a copy of all of the information you asked for in the format that you requested. The information provided relates to spend through an outsourced contract for the delivery of catering services. The contract provides services to seven buildings of the core Scottish Government, one building of Transport Scotland and one building of the National Records of Scotland.”

Supplier	Item Description	Total Value
Brakes	N Sodexo Demerara Sugar Sticks 1x2000 x1	£73.55
Brakes	N Sodexo White Sugar Sticks 1x2000 x1	£97.37
Brakes	Jimmys Iced Coffee Original 1x12x330ml x1	£170.39
Brakes	Jimmys Iced Coffee Mocha 1x12x330ml x1	£79.20
Brakes	Propercorn Chocolate Popcorn 24x26g x1	£61.36
Brakes	Fairtrade Orange Juice 12x500ml x1	£723.18
Brakes	Dessert Rice Trad Divine Org 150g 1x6 x1	£4.49
Brakes	Divine Milk Chocolate Orange 1x30 x1	£502.90
Brakes	Divine Dark Chocolate 1x30 x1	£688.90
Brakes	Divine White Chocolate 1x30 x1	£354.00
Brakes	N Fairtrade Caster Sugar Sack 1x25kg x1	£499.72
Brakes	N Fairtrade Dark Brown Soft 4x3kg x1	£49.25
Brakes	N Fairtrade Icing Sugar 4x3kg x1	£317.87
Brakes	N T&L FT Demerara Sugar 4x3kg x1	£95.68
Brakes	N TLFT Caster Sugar 1x2kg x1	£2.75
Brakes	F/Trade Divine Milk Chocolate 1x30 x1	£366.80
Brakes	Kit Kat 4 Finger Dark 1x24 x1	£207.96
Bunzl	CLIPPER FAIR TRADE TEA CTN193 440 x1	£1,843.08
Bunzl	F/TRADE ORGANIC DECAFF S&T CTN535 250 x1	£19.25
Bunzl	JACKSONS F/T EARL GREY ENVO F09601 4X20 x1	£35.44

Bunzl	JACKSONS F/T SENCHA GRN TEA F09604 4X20 x1	£17.46
Bunzl	JACKSONS PURE PEPPERMINT TEA F08781 4X20 x1	£42.85
Bunzl	FAIRTRADE WHITE STICKS 410770 1000 x1	£97.41
Bunzl	14G F/T DECAF POD CRGUCC0003 200X14G x1	£119.51
Bunzl	ASPRETTO D/CERT DECAF BEANS 0029 20X200G x1	£599.80
Bunzl	ASPRETTO T/CERT FILTER COFF 0128 45X65G x1	£1,869.00
Bunzl	ASPRETTO T/CERT FILTER COFF 0130 45X95G x1	£189.18
Bunzl	ASPRETTO TRIPLE CERT BEANS 0026 10X500G x1	£5,301.90
Bunzl	100% TRIPLE CERTIFIED BEANS 0017 10X500G x1	£727.56
Bunzl	LYONS F/T DARK HOT CHOC CHOSIN0025 1X2KG x1	£106.68
Bunzl	SODEXO F/T WHITE SUGAR STICK 2.5G 2000 x1	£748.00
Bunzl	SDX F/T BROWN SUG STICK 2.5G 411780 2000 x1	£919.04
Campbells	BANANAS Costa rica/Ivory coast (18Kg Box x1KG	£95.76
Campbells	BANANAS Costa rica/ Ivory Coast (Kilo) x1KG	£2,689.56
Campbells	18K FAIRTRADE BANANAS (18Kg Box) x1KG	£144.72
Campbells	Bananas Ft 1 x 1 x 1Kg x1KG	£4,979.99
	Grand Total	£24,841.56

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from Scottish Government - Procurement strategy: April 2021 to March 2023

Our Policy - 6.5 Procuring fairly and ethically traded goods and services	
Background	Our policy
The sustainable procurement duty requires public bodies to consider how they can improve their area's economic, social and environmental	Considering the risks and opportunities at an early stage in a procurement process enables us to take account of ethical issues when assessing a

<p>wellbeing with a particular focus on reducing inequality and to act in a way to secure these improvements.</p> <p>This includes taking a robust approach in procurement processes to tackling criminal activity, including human trafficking and exploitation, modern slavery, corruption and fraud and also promoting positive practices. Respecting human rights, for example, can have business benefits such as enhancing reputation and brand value, increasing the customer base, attracting and retaining a diverse skilled workforce (which can in turn increase innovation and productivity) and reducing risk of court proceedings.</p>	<p>bidder's overall suitability and reliability to be awarded a contract. This includes considering whether the bidder has been convicted of certain criminal offences or has committed any acts of professional misconduct while running their business.</p> <p>Early consideration during the procurement process of ethical issues also enables us to consider opportunities to promote positive outcomes. For example, we use contract criteria to encourage transparency in the supply chain which, in turn, supports positive practices and is in line with our Fair Trade Nation status to promote the use of fairly traded goods and services. Contract and supplier management are key, and appropriate measures are adopted on a case-by-case basis. Our collaborative procurement teams were early adopters of the sustainable procurement tools for our collaborative ICT products framework agreements with a developing focus on ethically traded supply chains. The ICT team continues to focus on ensuring that suppliers on our frameworks for IT products conduct appropriate due diligence in relation to supply chain activities and provide transparency of business and supply chain operations. This is to ensure that legislative obligations and best practice are applied and adopted. Also, in line with our legislative requirements, we have updated our standard contract terms and conditions to allow for contract termination in the event of failure by a contractor to comply with its legal obligations in the fields of environmental, social or employment law. Our approach is described in Scottish Procurement Policy Note SPPN 9/2016: Ensuring compliance with environmental, social and labour laws, which encourages all public bodies to consider a similar approach.</p>
<p>Monitoring</p> <p>Our annual procurement report will include a statement about the effectiveness of our selection procedures and we are keeping a central record of the value of fairly-traded products bought or sold under our catering contract.</p>	<p>Impact of Scottish Government policy</p> <p>Our International Development Strategy includes a 'do no harm' approach to sustainable development. It requires all government, local government, public bodies, private sector, communities and individuals to adapt their behaviour in support of UN Sustainable Development Goals. We are committed to helping deliver those goals and our National Performance</p>

	<p>Framework is Scotland's way of localising these global goals, putting human rights at the heart of how we assess national performance. We are updating our sustainable procurement tools to ensure, amongst other things, that our procurement decisions align with this benchmark.</p> <p>The sustainable procurement tools enable public buyers to take an ethical approach in their procurements. This includes taking account of human trafficking considerations. For example, we check whether existing, relevant contractors have published a Slavery and Human Trafficking Statement to ensure compliance with section 54 of the Modern Slavery Act 2015. The tools are being used widely across the public sector to consider ethical issues systematically alongside other socio-economic and environmental factors. Considering ethical issues early in the procurement process, through use of the tools, enables relevant requirements to be included in contracts and frameworks leading to improved supply chain transparency.</p> <p>Scottish Procurement Policy Note SPPN 3/2020: Reducing the risk of human trafficking and exploitation in the performance of public contracts is aimed at helping to reduce the risk of human trafficking and exploitation in the performance of public contracts. Consistent with our Trafficking and Exploitation Strategy, the approach we are taking recognises that, by buying fairly and ethically-traded goods and services, our choices and actions can have positive outcomes for people and communities locally, nationally and internationally.</p>
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Supplementary information provided by Scottish Procurement team:

“ICT products

Colleagues in our ICT Team have continued to strengthen our National ICT frameworks with every re-let, with a more robust approach to ensuring that our contractors conduct appropriate levels of due diligence and provide transparency of business and supply-chain operations to ensure that legislative obligations and best practice are applied in relation to modern slavery, labour standards, working conditions and human rights. These aspirations are reflected in the terms and conditions included in our most recently awarded contracts for IT products, and require that suppliers ensure that supply-chain bodies

operate on the basis of a written code of conduct or policy that identifies, manages and mitigates labour and human rights risks, including the operation of an onsite compliance and shareable audit system and the reporting of objectives and targets for monitoring and improving labour standards in the supply-chain.

Our ICT Team were announced among the winners at the Green Electronics Council's, annual EPEAT Purchaser Awards. The award recognises the excellence and leadership our collaborative ICT Team provide in the procurement of sustainable IT products which reduce environmental impact across their lifecycle. EPEAT-accredited devices are more energy efficient, less toxic, longer lasting, and easier to recycle than products that do not meet EPEAT eco-label standards, while also addressing labour and human rights issues along the entire supply chain

Catering

SG catering services are provided through an outsourced contract for 9 buildings (7 core Scottish Government buildings, Transport Scotland and National Records of Scotland buildings). Although we don't buy food directly, our policy is that, if fairly-traded goods and services are available to meet our requirements, we consider how best to promote them."

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	£1,348.60	Please also see Scotland Excel's estimated total spend for each council on pages 20-33
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Response to FOI: "Please find the breakdown of the figures for the financial years requested at Appendix A. All products are purchased by the Catering supplier through the companies listed in Appendix A."

<i>Supplier</i>	<i>Item Description</i>	<i>Total Value</i>
Campbells	BANANAS Costa rica/ Ivory Coast (Kilo) x1KG	£103.49
Campbell's	Bananas Ft 1 x 1 x 1Kg x1KG	£7.25
Bunzl	ASPRETTO RIT DCF BEAN CBESOD0001 20X200G x1	£183.45
Bunzl	ASPRETTO RIT BEANS FT CBESOD0000 10X500G x1	£753.49
Brakes	Divine Milk Chocolate Orange 1x30 x1	£94.10
Brakes	Divine Dark Chocolate 1x30 x1	£18.88
Brakes	Divine White Chocolate 1x30 x1	£18.88
Brakes	Kit Kat 4 Finger Dark 1x24 x1	£18.42
Brakes	N Sodexo White Sugar Sticks 1x2000 x1	£13.74
Brakes	N Fairtrade Icing Sugar 4x3kg x1	£43.46

Brakes	N TLFT Caster Sugar 1x2kg x1	£9.48
Bunzl	SODEXO F/T WHITE SUGAR STICK 2.5G 2000 x1	£32.16
Bunzl	SDX F/T BROWN SUG STICK 2.5G 411780 2000 x1	£26.66
Bunzl	CLIPPER FAIR TRADE TEA CTN193 440 x1	£25.14
Grand Total		£1,348.60

Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	£4,926.90
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<i>Supplier</i>	<i>Item Description</i>	<i>Total Value</i>
Campbells	BANANAS Costa rica/ Ivory Coast (Kilo) x1KG	£ 183.91
Campbells	Bananas Ft 1 x 1 x 1Kg x1KG	£ 119.57
Brakes	Fairtrade Orange Juice 12x500ml x1	£ 118.68
Brakes	N T&L Fairtrade Granulated 1x1kg x1	£2.08
Brakes	N Fairtrade Caster Sugar Sack 1x25kg x1	£26.37
Brakes	N Fairtrade Dark Brown Soft 4x3kg x1	£20.24
Brakes	N Fairtrade Icing Sugar 4x3kg x1	£86.89
Brakes	N T&L FT Demerara Sugar 4x3kg x1	£53.81
Brakes	N TLFT Caster Sugar 1x2kg x1	£82.28
Brakes	Fairtrade Apple Juice 12x500ml x1	£ 144.20
Bunzl	KENCO R/RICH COFFEE 403207710X300G x1	£ 101.14
Bunzl	ORGANIC GREEN TEA ENV S&T CTN411 6X25 x1	£14.53
Bunzl	CLIPPER FAIR TRADE TEA CTN193 440 x1	£ 189.08
Bunzl	F/TRADE ORGANIC DECAFF S&T 3028032 250 x1	£25.41
Bunzl	FAIRTRADE WHITE STICKS 410770 1000 x1	£26.75
Bunzl	DECAFFEINATED BEANS CBEUCC0058 20X200G x1	£ 232.10
Bunzl	SODEXO F/T WHITE SUGAR STICK 2.5G 2000 x1	£45.40
Bunzl	SDX F/T BROWN SUG STICK 2.5G 411780 2000 x1	£73.30
Bunzl	GRAND CAFE FT FIL CRGUNC0065 45X70G x1	£38.54
Bunzl	ASPRETTO RIT DCF BEAN CBESOD0001 20X200G x1	£ 547.27
Bunzl	ASPRETTO HTAGE R&G FT CRGSOD0001 45X65G x1	£44.72

Bunzl	ASPRETTO HTAGE R&G FT CRGSOD0002 45X95G x1	£ 138.78
Bunzl	ASPRETTO RIT BEANS FT CBESOD0000 10X500G x1	2,611.85
Grand Total		£4,926.90

Adapted from *Scottish Government - Procurement strategy: April 2022 to March 2024*

Appendix 3 – Policies, Tools and Procedures

APP3.5 procure fairly and ethically traded goods and services which advance human rights and equality.

How: Scottish Government is driving an ambitious and progressive agenda to ensure equality and human rights are embedded in all we do. We recognise that procurement is a lever in achieving this ambition.

We have committed to develop and take forward implementation of an equality and human rights mainstreaming strategy to be in place by the end of 2024. This strategy will build on learning from COVID-19 impacts and responses as well as our work over the past decade to mainstream and embed equality and human rights. The links between procurement and achieving our equality and human rights ambitions will be explored further in this strategy.

APP3.6 ensure contracts involving food improve the health, wellbeing and education of communities in Scotland and promote the highest standards of animal welfare.

How: As a public sector organisation, we seldom buy food directly but we do use our catering framework to achieve a range of benefits. Our approach is to make sure that this keeps to government policies on healthy eating and nutrition, promoting fresh, seasonal, fairly-traded and local produce and to UK buying standards. These standards take account of factors including production, traceability, authenticity, origin, ethical trading, animal welfare, environmental standards and health and waste.

We are keeping a central record of the value of fairly-traded products bought or sold under our catering contract.

Scottish Police Authority

Total Recorded Spend on Fair Trade goods during the period August 1 st 2019 to July 31 st 2020	None provided
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Response to FOI: “Having considered your request, I can advise that Police Scotland does not hold the information requested and in terms of Section 17 of the Act, this letter represents a formal notice that information is not held.

By way of explanation, the Procurement team do not record spend on fair trade goods, therefore the information is not held.”

Total Recorded Spend on Fair Trade goods during the period April 1 st 2020 to March 31 st 2021	None provided
Total Recorded Spend on Fair Trade goods during the period April 1 st 2021 to March 31 st 2022	None provided

Response to FOI: “The Scottish Police Authority do not hold the information you have requested.

Therefore this represents a notice in terms of:

- Section 17 of the Freedom of Information (Scotland) Act 2002 - Information not held.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from SPA - Procurement Strategy 2021-2023³⁶

Economic, Social and Environmental Wellbeing	
Fair and Ethical Trading	<p><i>It is Police Scotland policy to source fairly and ethically traded good and services wherever relevant and to consider their implications through the stages of the procurement cycle. This includes the specification of fairly and ethically traded goods and service wherever relevant; considering the wider implications of procurements; relevant terms and conditions in contracts; and in contract management.</i></p> <p><i>Whilst fair and ethical trading features in sourcing strategies, the following categories of expenditure are amongst those that are regarded as high risk and are therefore given proportionate consideration:</i></p> <ul style="list-style-type: none"> • <i>All textiles, including uniforms</i> • <i>Food and catering services</i> • <i>Furniture and products with a timber content</i> • <i>Hazardous substances</i> • <i>Building materials</i> • <i>Supply chains featuring organisations in developing countries</i> <p>Action Area</p>

³⁶ General policy on the procurement of Fairly and Ethically Traded Goods and Services has remained unchanged moving from the organisations previous Sustainable Procurement Policy to their most recent published strategy.

- | | |
|--|---|
| | <ul style="list-style-type: none">• <i>Whilst fair and ethical trading is addressed in current sourcing strategies, it is not formalised in the contract management process. Therefore, by the end of the 2019-2020, Police Scotland contract management procedures will include processes to monitor this aspect on an ongoing basis.</i>• <i>Institute sustainable supply chain training in the first quarter of 2019-2020</i> |
|--|---|

Scottish Prison Service

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	None provided
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Response to FOI: “The SPS does not generally record or hold data on the total £ annual spend on Fair Trade items.

In Nov 19 the SPS awarded a 3-year contract for the provision of fully managed vending service to Abercromby Vending. The vended hot drink ingredients are all Fair Trade. Abercromby supply all products to restock the vending machines. Abercromby have advised that, over the past 6 months, they have supplied approx £9,000 of Fair Trade product into the machines. Under normal circumstances (i.e. without Covid restrictions affecting customer numbers in SPS sites) they would have expected this sum to be considerably higher.”

“SPS contracts in areas such as food or items subject to resale to those in custody reflect extensive but standardised product catalogues against which prisons then purchase contracted items. These catalogues use shorthand descriptions of the items to be supplied. We do not typically identify items as ‘Fairtrade’ within such catalogues.

Whilst SPS holds data about the overall purchases of goods bought-in for use or for resale in prisons, we do not hold specific data about Fair Trade goods/ ingredients element which may form part of the manufactured products purchased by the SPS. A number of suppliers used by the SPS such as Allied Bakeries (bread and bakery products) are part of the Food Network for Ethical Trade (FNET). This is a UK supplier-led initiative aiming to use the collective leverage of suppliers and retailers to bring about positive change in global food supply chains & working conditions. SPS purchases various confectionery and snack items for resale to prisoners through the prison retail canteen. We are aware, for example, that Mars, Maltesers and Snickers products are variously accredited by the Fair Trade Foundation or Rainforest Alliance through work by the manufacturer at an ingredient level—cocoa, vanilla, and sugar. SPS Procurement Policy allows a level of devolved local procurement activity for non-contracted items. We do not hold information to enable us to specifically identify any low value Fair Trade purchases which may have been made by prisons.”

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	None provided
Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	None provided

Response to FOI:

“(1) Whilst SPS holds management information data from the various food suppliers used about the overall purchases of goods bought-in for use or for resale in prisons, we do not specifically seek to track total annual £ spend on Fair Trade products purchased by the SPS. Items listed as Fairtrade remain a very small part of the SPS purchases.

The SPS contract for the provision of fully managed vending service with Abercromby Vending provides vended hot drink ingredients are all Fair Trade. Abercromby were unable to provide a figure on annual spend on Fair Trade goods at this time.

(2) Whilst SPS holds data about the overall purchases of goods bought-in for use or for resale in prisons, we do not specifically track Fair Trade goods which may be contract / non-contracted.

The ongoing contract for the provision of a fully managed vending service (Abercromby Vending) reflects that the vended hot drink ingredients (coffee, tea and hot chocolate) are all Fair Trade products. SPS also purchases various confectionery and snack items for resale to prisoners through the prison retail canteen. A number of the products are Fair Trade Foundation or Rainforest Alliance accredited at an ingredient level – cocoa, vanilla, and sugar.

SPS Procurement Policy allows a level of devolved local procurement activity for non-contracted items. We do not hold information to specifically identify any low value Fair Trade purchases that may have been made by locally prisons.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services³⁷

Adapted from SPS Procurement Strategy 2022-23

5.5.4 Fair and Ethical Trade	
The procurement of fairly and ethically traded goods and services	<i>“SPS will use sustainable procurement tools to consider what fair and ethical provisions we apply appropriately and proportionately within relevant contracts and the associated supply chains. Considering the risks and opportunities at an early stage in a procurement process will enable SPS to take account of ethical issues when assessing a bidder's overall suitability and reliability to be awarded a contract. This includes considering if the</i>

³⁷ General policy on the procurement of Fairly and Ethically Traded Goods and Services has remained unchanged moving from the organisations previous Sustainable Procurement Policy to their most recent published strategy.

	<p><i>bidder has been convicted of certain criminal offences or has committed any acts of professional misconduct whilst running their business.</i></p> <p><i>Early consideration during the procurement process also enables us to consider opportunities to promote positive outcomes. For example, using the specification or contract criteria to provide Supply Chain Traceability Analysis alongside other socio-economic and environmental factors or to include use of Fair Trade or equivalent products where appropriate.”</i></p>
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Scottish Fire and Rescue

Total Recorded Spend on Fair Trade goods during the period August 1 st 2019 to July 31 st 2020	Response not recorded
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No response recorded by the Scottish Fair Trade Forum.

Total Recorded Spend on Fair Trade goods during the period April 1 st 2020 to July 31 st 2021	£ 3,484
Total Recorded Spend on Fair Trade goods during the period August 1 st 2021 to July 31 st 2022	£ 4,948

Response to FOI: “I attach herewith a copy of the Scottish Fire and Rescue Service Fair Trade information.”

Fairtrade	Year		
Unit No	2021	2022	Grand Total
GB698086	1,478	2,334	3,812
GB698083	1,482	1,997	3,479
GB698089	445	488	933
GB698104	79	71	150
GB698090	-	59	59
Grand Total	£3,484	£4,948	£8,432

Product Description	Qty	Value
BANANAS Costa rica/ Ivory Coast (Kilo) x1KG	175	235
N Sodexo White Sugar Sticks 1x2000 x1	22	276
N Fairtrade Granulated Sugar 1x5kg x1	2	17
N TLFT Caster Sugar 1x2kg x1	8	25
Coca Cola 24x330ml x1	124	1,439
Kit Kat 4 Finger Dark 1x24 x1	3	28
Brk Fairtrade Freeze Dry Coffee Stk x500 x1	1	28
KENCO SMOOTH VEND COFFEE 4032076 10X300G x1	3	278
KENCO COFFEE STICK 4032261 4X200 x1	5	306
JACKSONS MAINSTREAM ENV TEA F14636 6X50 x1	6	218
SODEXO F/T WHITE SUGAR STICK 2.5G 2000 x1	15	163
SDX F/T BROWN SUG STICK 2.5G 411780 2000 x1	8	100
ASPRETTO RIT DCF BEAN CBESOD0001 20X200G x1	9	524
ASPRETTO HTAGE R&G FT CRGSOD0001 45X65G x1	10	403
ASPRETTO RIT BEANS FT CBESOD0000 10X500G x1	65	3,768
N Sodexo Demerara Sugar Sticks 1x2000 x1	1	12
Fairtrade Orange Juice 12x500ml x1	1	12
N T&L FT Demerara Sugar 4x3kg x1	1	28
KENCO R/SMOOTH COFFEE FD 4032075 750G x1	3	76
CAFE EXPRESS F/T COFFEE STICK TF384 500 x1	3	88
JACKSONS PURE PEPPERMINT TEA F08781 4X20 x1	1	9
DECAFFEINATED BEANS CBEUCC0058 20X200G x1	3	139
ASPRETTO HTAGE R&G FT CRGSOD0002 45X95G x1	5	262
	GRAND TOTAL	£8,432.13

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from SFRS – Procurement Strategy 2021/24

4. SUSTAINABILITY**Procuring Fairly and ethically traded goods and services**

“SFRS supports Fair Trade initiatives and is a member of the Scottish Fair Trade Forum. We will promote the use of fair trade (or equivalent) products across the service and raise awareness of fair trade amongst employees. We will, to the extent permitted by procurement legislation, account for Fair Trade and similar initiatives in relevant procurement activity.”

Scottish Funding Council

Total Recorded Spend on Fair Trade goods during the period April 1 st 2019 to March 31 st 2020	Response not recorded
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No response recorded by the Scottish Fair Trade Forum.

Total Recorded Spend on Fair Trade goods during the period April 1 st 2020 to March 31 st 2021	£0
Total Recorded Spend on Fair Trade goods during the period April 1 st 2021 to March 31 st 2022	£0

Response to FOI: “This information is not held – our total annual spend is nil for 2020-21 and 2021-22.

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from Scottish Funding Council Procurement Strategy

9. Our strategy has six main priorities:	
Priority two: delivering sustainable procurement	“Fair and ethical trading. We will procure fair and ethically traded goods and services in accordance with current legislation.”

Scottish Qualification Authority (SQA)

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	£0.00
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Response to FOI: “SAQ can confirm that we do not have any direct contracts to procure Fair Trade Products. Section 17 of FOISA provides that where an authority does not hold information requested then it should notify the requester to that effect.

However, please note that we have included a requirement for the Catering Contractor to source fair trade goods where possible. They currently provide Fair Trade coffee to SQA”

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	None provided
Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	None provided

Response to FOI: “As required under Section 17 of FOISA, if we do not hold information requested, we must advise you accordingly.

The last two years have seen the organisation’s purchasing reduced considerably due to staff working from home and closure of offices. Regarding Fair Trade products the most likely contracts where these products would have been purchased would be in the catering contract, the supplier being Albacore and the Scottish Government stationery contract with Lyreco. For 2020/2021 and 2021/2022 the usage for these contracts would be very small due to the operating environment.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from SQA Procurement Policy Incorporating Sustainability

3.1 Specifying goods and services	
A specification should be written in plain English, and should encourage:	<i>“suppliers to specify Fair and Ethically Trade Products, if applicable”</i>

Scottish Water

Total Recorded Spend on Fair Trade goods during the period April 1 st 2019 to March 31 st 2020	Response not recorded
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No response recorded by the Scottish Fair Trade Forum.

Total Recorded Spend on Fair Trade goods during the period April 1 st 2020 to March 31 st 2021	£0
Total Recorded Spend on Fair Trade goods during the period April 1 st 2021 to March 31 st 2022	£0

Response to FOI: “In response to your request, we can confirm that Scottish Water processed zero purchase orders that included the words ‘fair trade’, ‘fairtrade’ or ‘fairly traded’ in either FY20-21 or FY21-22.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

5. Sourcing activity, Stakeholder engagement & Sustainable Procurement	
5.3 Sustainable procurement duty	<p><i>“Scottish Water takes its responsibility seriously to ensure that the goods and services procured deliver best value for money for its customers and ensuring sustainability is included as a key consideration.</i></p> <p><i>For all regulated procurements, suppliers are required to complete a ‘Value Delivery’ questionnaire which is a scored element of their tender submission. This questionnaire covers 6 areas:</i></p>

	<ul style="list-style-type: none">1) <i>Safety & well-being</i>2) <i>Innovation</i>3) <i>Community benefit</i>4) <i>Low carbon</i>5) <i>Efficiency</i>6) <i>Ethical Approach / Fair Work First</i>
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Tayside Contracts

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	£4,287.00
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Supplier	Item Description	Total Value
Brakes	Cadbury Fairtrade Instant Hot Chocolate Drum 1x1kg	138.86
Brakes	Maltesers Fairtrade 1x40	1,876.98
Brakes	JP Juices Fairtrade Orange Juice PET 12x500ml	113.36
Brakes	Fairtrade White Sticks 1x1000	16.17
Brakes	Fairtrade Demerara Sugar Sticks 1x1000	15.96
Brakes	Fairtrade Bananas 1x10	25.80
Brakes	Fairtrade Apple Juice PET 12x500ml	98.54
Brakes	Brakes Fairtrade Tea Bags 1x1100	76.44
Brakes	F/Trade C/Direct R&G Med Coffee 45x60g	340.11
Brakes	Cafédirect Fairtrade Hand Picked Tea 1 Cup Catering Bags 1x440	20.10
Brakes	Brakes Fairtrade Envelope Teabags 1x250	44.17
Brakes	Brakes Fairtrade Coffee Granuals 1x750g	1,075.41
Brakes	Cafe Direct Coffee Stick Decaf	93.57
Brakes	Whitworths Granulated Sugar 1x2kg	52.55

Brakes	FT Icing Sugar 1x1kg	57.81
Brakes	Tate & Lyle Soft Light Brown Sugar 10x500g	177.81
Brakes	Clipper FTrade Org Peppermint En 1x250	18.99
Brakes	Café Express Fair Trade Teabag 1x300	£44.37
	Grand Total	£4,287.00

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

"I have also attached our Procurement Policy.

As you will see the usage is minimal due the nature of our requirements under the nutrition act."

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	£536.60
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Response to FOI: "Please find attached our usage over the last 2 years."

Product Code	Product Description	Acc Name	Sum of Units	Sum of Total Invoice
12581	Maltesers Fairtrade 1x40	2020-21	12	222.12
88835	Brakes Fairtrade Coffee Granuals 1x750g	2020-21	21	292.95
103135	Whitworths Granulated Sugar 1x2kg	2020-21	6	10.44
130024	Café Express Fair Trade Teabag 1x300	2020-21	1	11.09
Grand Total 2020-21			40	£536.60

Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	£857.45
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Product Code	Product Description	Acc Name	Sum of Units	Sum of Total Invoice
12581	Maltesers Fairtrade 1x40	2021-22	25	467.92
24762	Fairtrade Demerara Sugar Sticks 1x1000	2021-22	1	5.91
88835	Brakes Fairtrade Coffee Granuals 1x750g	2021-22	12	168.17
103135	Whitworths Granulated Sugar 1x2kg	2021-22	11	19.74
106066	FT Icing Sugar 1x1kg	2021-22	66	170.30
130024	Café Express Fair Trade Teabag 1x300	2021-22	1	11.09
85126	Brakes Fairtrade Tea Bags 1x1100	2021-22	1	14.32
Grand Total 2021-22			117	£857.45

The Scottish Parliament

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020	£4,287.00
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Supplier	Item Description	Total Value
Adelie Foods Ltd	Cheddar Ploughman's Sandwich	£239.19
Brakes Bros Ltd	Divine Dark Chocolate Bars	£6,054.66
Brakes Bros Ltd	Divine Milk Chocolate Orange Bars	
Brakes Bros Ltd	Divine White Chocolate Bars	
Brakes Bros Ltd	Divine Milk Chocolate Bars	
Brakes Bros Ltd	Fairtrade Apple Juice	
Brakes Bros Ltd	Fairtrade Orange Juice	
Brakes Bros Ltd	Jimmy's Iced Coffee Mocha	
Brakes Bros Ltd	Jimmy's Iced Coffee Original	
Brakes Bros Ltd	Fairtrade Caster Sugar Boxes	
Brakes Bros Ltd	Fairtrade Icing Sugar Boxes	
Brakes Bros Ltd	Fairtrade Light Brown Soft Sugar Sachets	
Brakes Bros Ltd	Sodexo Branded White Sugar Sachets	
Brakes Bros Ltd	Tate & Lyle Fairtrade Demerara Sugar Sachets	
Brakes Bros Ltd	Propercorn Chocolate Popcorn	

Bibendum	Kleine Rust Fair Trade Pinotage Shiraz Wine	£154.56
Bunzl Disposables & Cleaning Supplies	Fairtrade Decaf Coffee Pods (Barista Machine)	£2,098.21
Bunzl Disposables & Cleaning Supplies	Fairtrade Demerara Sugar Sticks	
Bunzl Disposables & Cleaning Supplies	Fairtrade White Sugar Sticks	
Bunzl Disposables & Cleaning Supplies	Lyons Fairtrade Dark Hot Chocolate Powder	
Campbell Brothers Ltd	Fairtrade Bananas	£835.72
Campbell Brothers Ltd	Fairtrade Bananas Costa Rica/Ivory Coast	
Edinburgh Tea & Coffee Company Ltd	Fairtrade Malawi Breakfast Tea Bags	£21,895.50
Edinburgh Tea & Coffee Company Ltd	Fairtrade Malawi Earl Grey Tea Bags	
Edinburgh Tea & Coffee Company Ltd	Fairtrade Parliament Blend Coffee Bean (Barista Machine)	
Edinburgh Tea & Coffee Company Ltd	Fairtrade Parliament Bulk Brew Coffee (for Bulk Brew Machines)	
	Grand Total	£31,277.84

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Taken from Scottish Parliamentary Corporate Body – Corporate Procurement Strategy

Fairly and Ethically Traded Goods and Services

Stewardship
Stiùbhartachd

Respect
Spòrs

The SPCB recognises that it has a role to play in promoting fair and ethical trading principles in the procurement of its goods and services. It is SPCB policy to support in its procurement the principles of the Ethical Trading Initiative base code and ILO 8 core conventions.

To this end, we will:

- Have conditions of contract that require contractors and sub-contractors to comply with all applicable obligations in the fields of social and labour law established by national law, EU law or by internationally recognised core labour standards
- Utilise the sustainability test tool for each contract over a value of £50k to identify potential concerns over working conditions or labour standards within the supply chain
- Eliminate tenderers from the competition if they breached their obligations in the fields of social or labour law and didn't take appropriate self-cleansing measures
- Where concerns have been identified over labour standards in the contractor's supply chain, contractors will be required to take corrective action
- Include fairly traded options where the market can support these

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021

£6,932.00

Response to FOI: “In response to the first part of your request we have attached two spreadsheets with details of the fairtrade purchases by the third-party supplier who provides catering services at the Scottish Parliament. The spreadsheets cover the period of your request, notably from April 2020 to March 2021 and from April 2021 to March 2022. The spreadsheets include the vendor’s name, whether contracted or non-contracted, a description of the items purchase and the total value per

order.

As you will see the spreadsheets record an increase in the sale of tea and coffee over the 2-year period. The increase is incremental with the growth of the business as we were hit harder by covid and restrictions in year one and with the changes during the pandemic we improved into year two. To put some context into the growth in total sales between the 2-year period, year 1 was 41% of year 2 sales. In terms of the tea & coffee there was a variance from the same period of 28%. Looking at the numbers we have shared our tea and coffee variance is in line with the growth coming through covid.

We are unable to provide data for the sale of fairtrade products from the Parliament shop as the shop closed during the pandemic from March 2020 until April 2022. During that period no fairly traded goods were purchased for retail.

In response to the second part of your request, the SPCB procurement policy in respect of fairly and ethically traded goods and services is as follows: The SPCB recognises that it has a role to play in promoting fair and ethical trading principles in the procurement of its goods and services. It is SPCB

policy to support in its procurement the principles of the Ethical Trading Initiative base code and ILO 8 core conventions.

To this end, we will:

- Have conditions of contract that require contractors and sub-contractors to comply with all applicable obligations in the fields of social and labour law established by national law, EU law or by internationally recognised core labour standards
- Utilise the sustainability test tool for each contract over a value of £50k to identify potential concerns over working conditions or labour standards within the supply chain
- Eliminate tenderers from the competition if they breached their obligations in the fields of social or labour law and didn't take appropriate self-cleansing measures
- Where concerns have been identified over labour standards in the contractor's supply chain, contractors will be required to take corrective action
- Include fairly traded options where the market can support these"

Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	£34,125.96
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Transport Scotland

Total Recorded Spend on Fair Trade goods during the period April 1 st 2019 to March 31 st 2020	None provided
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Response to FOI: “While our aim is to provide information whenever possible, in this instance Transport Scotland does not hold the information you have requested on "Transport Scotland’s total annual spend on fair trade goods within the financial year 2019 to 2020". Transport Scotland does not record annual spend on fair trade goods. Therefore under the terms of section 17(1) of FOISA, we cannot provide the information you have requested.

This is a formal notice under section 17(1) of FOISA that Transport Scotland does not have the information you have requested in relation to annual spend on fair trade goods.”

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services 2017-2020

Adapted from Transport Scotland - Procurement Strategy 2017-2020

Statutory Duties of Procurement Strategy	
General policy on the procurement of fairly and ethically traded goods and services	<p>“Consideration of specific requirements and availability in relation to fairly and ethically traded goods and services will be considered at project development stage and recorded in the project Procurement Strategy for approval prior to commencement. The use of the ESPD for regulated procurements allows consideration of whether a potential supplier has been convicted of certain offences and/or committed any acts of professional misconduct and allows suitability to be assessed.</p> <p>This policy will be monitored and reported on by:</p>

	<p>(a) undertaking contract management to ensure delivery in accordance with contractual requirements</p> <p>(b) undertaking data collection to identify and analyse trends. The data collected will be used to inform regular lessons learned reviews and identify any improvement opportunities</p> <p>(c) undertaking procurement strategy compliance checks to provide assurance that the requirements identified at development stage were carried through to the contract</p> <p>(d) summarising the outcome of the monitoring in Transport Scotland's Annual Procurement Report, in compliance with section 21 of the Procurement Reform (Scotland) Act 2014"</p>
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Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	None provided
Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	None provided

Response to FOI: "While our aim is to provide information whenever possible, in this instance we are unable to provide some of the information you have requested because an exemption under Section 17 (information not held) of FOISA applies to that information. Transport Scotland does not have some of the information you have requested because we do not hold annual spend on Fair Trade goods or other specifically used terms as per your request. As such under Section 17 (information not held) we cannot provide you with data in this regard. This is a formal notice under section 17(1) of FOISA that Transport Scotland does not have the information you have requested."

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services 2021-22

Adapted from Transport Scotland - Procurement Strategy 2021-2022

Statutory Duties of Procurement Strategy	
General policy on the procurement of fairly and ethically traded goods and services	<p>“(v) General policy on the procurement of fairly and ethically traded goods and services:</p> <p>Consideration of specific requirements and availability in relation to fairly and ethically traded goods and services will be considered at project development stage and recorded in the project Procurement Strategy for approval prior to commencement. The use of the Single Procurement Document for above threshold procurements allows consideration of whether a potential supplier has been convicted of certain offences and/or committed any acts of professional misconduct and allows suitability to be assessed</p> <ul style="list-style-type: none"> - undertaking contract management to ensure delivery in accordance with contractual requirements - undertaking procurement strategy compliance checks to provide assurance that the requirements identified at development stage were carried through to the contract <p>(vi) General policy on how it intends its approach to regulated procurements involving the provision of food to:</p> <ul style="list-style-type: none"> - Improve the health, wellbeing and education of communities in the authority’s area - Promote the highest standards of animal welfare

Visit Scotland

Total Recorded Spend on Fair Trade goods during the period April 1st 2019 to March 31st 2020

£23,406.81

Supplier	Item Description	Total Value
Lyreco	ORGANIC DECAF CFFE TIN 500G	£413.00
Lyreco	CLIPPER DECAF COFFEE TIN 500G	£330.00
Lyreco	FAIR TRADE CTC193 TEA BAGS	£1,414.00
Lyreco	CLIPPER 500G CTC214 FAIR TRADE COFFEE	£5,436.00
Lyreco	BX1000 FAIR TRADE SUGAR STICK 2.5G WH	£152.00
Lyreco	BX1000 FAIR TRADE SUGAR STICK 2.5G BRW	£51.00
Earth Squared Limited	Various Items	£14,174.56
From The Source Trading Ltd	Various Items	£1,436.25
	Grand Total	£23,406.81

Total Recorded Spend on Fair Trade goods during the period April 1st 2020 to March 31st 2021	£1,848.75
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Response to FOI: “I have provided a separate spreadsheet outlining the annual spend by VisitScotland on fair trade goods for the periods 2020-21 and 2021-22 (contained in separate tabs). This has been broken down by vendor; contract; description; and value as per request.”

Vendor	Contract?	Customer Organisation	Section	Product Description	Sales April 2020 - March 2021
Lyreco	Contracted	61256147 VISIT SCOTLAND	001 CATERING	PK440 FAIR TRADE CTC193 TEA BAGS	£41.60
Lyreco	Contracted	61256147 VISIT SCOTLAND	001 CATERING	CLIPPER 500G CTC214 FAIR TRADE COFFEE	£280.41
Lyreco	Contracted	61256147 VISIT SCOTLAND	001 CATERING	BX1000 FAIR TRADE SUGAR STICK 2.5G WH	£5.74
					£327.75
Earth Squared Limited	Contracted	VisitScotland	Retail	Various retail stock for resale	£1,189.00
From The Source Trading Ltd	Contracted	VisitScotland	Retail	Various retail stock for resale	£332.00
				Total Spend 2020-2021	£1,848.75

Total Recorded Spend on Fair Trade goods during the period April 1st 2021 to March 31st 2022	£3,438.04
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Vendor	Contract?	Customer Organisation	Section	Product Description	Sales April 2021 - March 2022
Lyreco	Contracted	VisitScotland	001 CATERING	CLIPPER DECAF COFFEE TIN 500G	50.74
Lyreco	Contracted	VisitScotland	001 CATERING	PK440 FAIR TRADE CTC193 TEA BAGS	72.8
Lyreco	Contracted	VisitScotland	001 CATERING	CLIPPER 500G CTC214 FAIR TRADE COFFEE	280.41
Lyreco	Contracted	VisitScotland	001 CATERING	PERCOL COLOMBIAN GROUND COFFEE BAG 200G	32.1
Lyreco	Contracted	VisitScotland	001 CATERING	BX1000 FAIR TRADE SUGAR STICK 2.5G WH	40.18
Lyreco	Contracted	VisitScotland	001 CATERING	BX1000 FAIR TRADE SUGAR STICK 2.5G BRW	18.84
Earth Squared Limited	Contracted	VisitScotland	Retail	Various retail stock for resale	2356.42
From The Source Trading Ltd	Contracted	VisitScotland	Retail	Various retail stock for resale	586.55
				Total Spend 2021-2022	£3,438.04

General Policy on the Procurement of Fairly and Ethically Traded Goods and Services

Adapted from Visit Scotland – Procurement Strategy 2020-2023

Sustainable Procurement	
Processes and Procedures	<i>“We will seek to procure fairly and ethically traded goods and services wherever possible.”</i>